

Board of Education Regular Meeting (to follow  
Parent Involvement Hearing, no specific time)  
Monday, July 10, 2023 6:30 PM  
HPC Elementary- Clarks BOE Room (June-  
Dec)  
205 W. Pearl St.  
Clarks, NE 68628

1. **Call Meeting to Order at \_\_\_\_\_**
  - 1.1. **Roll Call**
  - 1.2. **Recognize Nebraska Open Meetings Act Posted on the Wall**
2. **Consider and Approve Prior Meeting Minutes**

High Plains Community Schools  
Board of Education Meeting  
June 12, 2023

M-Motion by, S-Seconded by, F-For, A-Against, Ab-Absent, As-Abstain, Mc-Motion Carried.  
It is noted that a copy of the Nebraska Open Meeting Act was posted.

The regular monthly meeting of the High Plains Community Schools Board of Education was held on June 12, 2023 in the conference room in Clarks. President Shane Van Pelt called the meeting to order at 6:30 p.m. Present were Shane Van Pelt, Terry Carlstrom, Nate Spurling, Erin Meyer, Kraig Urkoski, Megan Pike, Superintendent Beran, Principal Helgoth and Principal Fisher. There were 2 visitors.

M-Urkoski, S-Carlstrom to approve the minutes of the regular meeting held on May 8, 2023 and the work session board meeting held on May 22, 2023. Mc 6-0.

Supt. Beran updated the board on two staff's extra-duty contracts that are less for the next school year. Jim Pekarek, President of HPC Education Association, addressed the board that while updating the negotiated agreement to be in line with extra duty pay, these two people should be grandfathered in to the updated agreement. M-Meyer, S-Pike to approve grandfathering in Carrie Swanson and Lynn Hofmann for extra-duty pay for 2023/24 school year.

The board discussed meal prices for 2023/24 school year. M-Spurling, S-Urkoski to not increase meal prices for the 2023/24 school year. Mc 6-0.

The board reviewed the Pre-K calendar for the 2023/24 school year. M-Meyer, S-Pike to approve the 2023/24 Pre-K calendar. Mc 6-0.

The HPC Return to Learn & Continuity Plan was discussed by the board. The board updated the plan to reflect current Covid protocol. Changes were made. M-Meyer, S-Carlstrom to update the HPC Return to Learn & continuity Plan. Mc 6-0.

Supt. Beran discussed purchasing three smart boards for the district for interactive learning. M-Spurling, S-Carlstrom to purchase 3 smartboards for \$12,367.64. Mc 6-0.

Items on Supt. Beran's report: Important dates; Academic success; District culture; Facilities & Transportation.

Items on Principal Fisher's report: LB705 update; School class schedule; Dual Credit; Student/Parent Advisory groups; Postsecondary education.

Items on Principal Helgoth's report: Building and Grounds; Professional development; Academic success; School culture.

Items on A.D. Wood's report: State track; All-star games; Summer weights.

The board discussed and reviewed board policies 3001, 3003.1, 3004.1, 3033, 3036, 3059, 4003, 4043, 4045, 4059, 4059, 5003, 5004, 5035, 5049, 5052, 5062, 5064, 6003, 6019. M-Spurling, S-Pike to approve all policies except 5004 and 6019. Mc 6-0. M-Meyer, S-Spurling to table board policies 5004 and 6019 for more information. Mc 6-0.

The General Fund, Nutrition Fund and Activity Report were reviewed by the board. M-Meyer, S-Spurling to pay the General Fund bills excluding the Carlstrom Electric LLC bill. Mc 6-0. M-Meyer, S-Spurling to pay the bill to Carlstrom Electric LLC. Mc 5-1. (As-Carlstrom)

M-Meyer, S-Urkoski to adjourn the meeting at 8:01 p.m. Mc 6-0

Respectfully submitted,

Erin Meyer  
Secretary

Next board meeting is scheduled for Monday, July 10 at 6:30 with the Fees Hearing. The Parent Engagement Hearing and regular board meeting will follow. This meeting was advertised in the Aurora News Register Newspaper.

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

## **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 NASB's Community Engagement Proposal**

## Community Engagement Service Agreement

This Community Engagement Service Agreement (the “Agreement”) is made this 20<sup>th</sup> day of June, 2023 (the “Effective Date”), by and between the Nebraska Association of School Boards (“NASB”), a non-profit corporation organized and existing under the laws of Nebraska, and the Valentine Community School District (the “Client”), a Nebraska Political Subdivision.

NASB, provides services to Nebraska school boards to strengthen public education and offers a Community Engagement Service in which to engage stakeholders in a district’s vision to support student learning; and

The Client desires that NASB provide this Community Engagement Service to the Client and NASB desires to provide such service to the Client under the terms and conditions of this Agreement;

NOW THEREFORE, in consideration of the mutual promises, covenants, and conditions contained in this Agreement, the parties agree as follows:

1. Services. Subject to the terms and conditions of this Agreement, the Client hereby retains NASB to provide Community Engagement Services (the “Service”), and NASB agrees, subject to the terms and conditions of this Agreement, to render such Services during the term of this Agreement. Such Services shall be limited to those described in Exhibit A, as amended, by mutual agreement, in writing from time to time. NASB shall render Services hereunder at such times and places as shall be mutually agreed upon by Client and NASB.

2. Fees.

- a. In consideration of the Services to be provided by NASB to the Client, subject to the terms and conditions of this Agreement, the Client shall, within 30 days of NASB’s invoice, pay to NASB the applicable Service Fees for the Services as described in Exhibit A, in addition to reasonable travel and other expenses NASB incurs in connection with performing the Services.
- b. All fees are exclusive of any applicable taxes. Client shall be responsible for payment of such taxes of any kind.

3. Term. This Agreement shall commence on the Effective Date above, and shall continue for a period of one year, unless extended by agreement of the parties.

4. Cancellation Policy. If the Client cancels any of the Services described in Exhibit A more than 36 hours before the start of the scheduled Services, the Client will be billed for any travel or other expenses actually incurred by NASB in connection with the cancelled Services. If the Client cancels any of the Services described in Exhibit A within 36 hours of the start of the scheduled Services, the

Client will be charged a liquidated damages penalty equal to the total cost of the applicable Service Fee(s) for the cancelled Services, as described in Exhibit A and Paragraph 2 above, plus any actual travel or other expenses actually incurred by NASB in connect with this Agreement. If the Client reschedules the Services, within two weeks of cancellation, for a later time mutually agreed upon and available by both parties, the Client will be charged the Service Fees as described in Exhibit A above, minus half of the Cancellation Fee charged to the Client in accordance with this Paragraph.

5. Termination. NASB may terminate this Agreement if Client is in default of any of the terms and conditions of this Agreement and fails to correct such default within ten (10) days after written notice from NASB. Otherwise, this agreement may be terminated by either party, without cause, upon thirty (30) days prior written notice to the other. Upon termination of this Agreement for any reasons, NASB shall be entitled to receive such compensation and reimbursement, if any, accrued under the terms of this Agreement, but unpaid, as of the date NASB ceases work under this Agreement. Any provision of this Agreement, which imposes an obligation after termination, or expiration of this Agreement shall survive the termination or expiration of this Agreement.

6. Intellectual Property. Except as described below, the work products, which are first produced or created for Client by NASB, under this Agreement, shall be the property of the Client and shall be considered works made for hire under this Agreement. Notwithstanding the foregoing, any developed technology, including patentable and unpatentable ideas, know-how, trade secrets, confidential information, technical data, or techniques, and all intellectual property rights appurtenant thereto which may be developed by NASB under this Agreement or in the delivery of any services hereunder that derive from, improve, enhance or modify NASB's product(s) and services or pre-existing intellectual property will be the property of NASB.

7. Confidential Information Defined. For the purposes of this Agreement "Confidential Information" shall mean all nonpublic information relating to or in any way connected with the business, operational, technical and/or financial affairs of NASB, its members, the results of its or their operations and/or any and all nonpublic information relating to the Services provided or performed by NASB pursuant to this Agreement including, without limitation, all policies, practices, research, protocols, specifications, characteristics, means, methods, processes, routines, trade secrets, and know-how used or developed by NASB. Anything herein to the contrary notwithstanding, Confidential Information does not include information that Client can prove through written or electronic records or other physical evidence: (a) to have been or become generally known to the public through no fault of Client or its agents or representatives; (b) to have been already in the possession of Client at the time of the disclosure and was obtained from NASB; or (c) to have been later obtained by Client from a third party not under any obligation of confidentiality to NASB.

Client agrees that it shall not use for any purpose or disclose to any third party any of NASB's Confidential Information without NASB's prior express written consent. Client agrees to safeguard the Confidential Information against use or disclosure other than as authorized by or pursuant to this Agreement through measures, and exercising a degree of care, which are at least as protective as

Client exercises in safeguarding the confidentiality of its own Confidential Information, but no less than a reasonable degree of care under the circumstances.

Client shall not use the name, logos, trademarks, or depictions of NASB, or any officer, director, employee, appointee, or any adaptation thereof, in any promotional, advertising, or marketing literature, or in any other way without the prior express written consent of NASB.

8. Limited Warranties and Limited Liabilities. NASB warrants that the Services provided hereunder will be performed in a professional manner consistent with the quality of NASB's performance of services for similarly situated customers and in accordance with generally accepted industry standards. NASB makes no guarantees or assurances that the Services will achieve Client's specific goals or provide additional functionality to Client.

NASB EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES EXPRESS OR IMPLIED INCLUDING ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT. EXCEPT FOR DAMAGES OR LOSSES ARISING FROM A PARTY'S INDEMNIFICATION OBLIGATIONS OR INFRINGEMENT OR MISAPPROPRIATION OF A PARTY'S INTELLECTUAL PROPERTY, IN NO EVENT SHALL NASB BE LIABLE FOR ANY SPECIAL, CONSEQUENTIAL, INCIDENTAL, INDIRECT, PUNITIVE OR EXEMPLARY DAMAGES, HOWEVER CAUSED, WHETHER FOR BREACH OF WARRANTY, CONTRACT, TORT NEGLIGENCE, STRICT LIABILITY, LOSS OF DATA, LOSS OF USE, OR OTHERWISE, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NASB'S MAXIMUM LIABILITY FOR ANY BREACH OF WARRANTY HEREUNDER SHALL BE A REFUND OF THE SERVICES FEES PAID UNDER THIS AGREEMENT.

9. Indemnification. Notwithstanding any other term of this Agreement, Client shall indemnify, defend and hold harmless NASB, its corporate affiliates, current or future directors, trustees, officers, employees, and agents and their respective successors, heirs and assigns against any claim, liability, cost, damage, deficiency, loss, expense or obligation of any kind or nature (including without limitation reasonable attorneys' fees and other costs and expenses of litigation) incurred by or imposed upon any one of them in connection with any claims, suits, actions, demands or judgments arising out of this Agreement (including, but not limited to, actions in the form of tort, warranty, or strict liability).

10. Governing Law. This Agreement shall be governed and interpreted by the laws of the State of Nebraska. Any action under or concerning this Agreement shall be brought exclusively in the District Court of Lancaster County, Nebraska. Both parties hereby consent to such personal and exclusive jurisdiction.

11. Severability. In the event any provision of this Agreement is determined to be illegal, void, or unenforceable, the remainder of this Agreement shall remain in full force and effect.

12. No Partnership or Agency. No agency, partnership, joint venture, or employment relationship is created by this Agreement and neither party shall have the authority to act in the name or on behalf of or otherwise bind the other in any way.

13. Force Majeure. NASB will not be held responsible for any delay or failure in performance of any part of this Agreement to the extent that such delay is caused by events or circumstances beyond NASB's reasonable control, including but not limited to fire, flood, storm, act of God, war, malicious damage, failure of a utility service or transport or telecommunications network.

14. Waiver. No delay or omission by a party in exercising any right under this Agreement shall operate as a waiver of that or any other right. A waiver or consent given by a party on any one occasion shall be effective only in that instance and shall not be construed as a bar or waiver of any right on any other occasion.

15. Entire Agreement. This Agreement sets forth the entire understandings between the parties with respect to the Services, and merges and supersedes all prior or contemporaneous understandings or agreements whether written or oral. No amendment or modification of this Agreement will be binding unless reduced to a writing signed by duly authorized representatives of the parties and such writing makes specific reference to this Agreement and its intention as an amendment hereto.

The above provisions are agreed to effective as of the date written above.

High Plains Community Schools

Nebraska Association of School Boards

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Exhibit A

The following is a description of services to be provided by NASB:

### **Administrative Fee**

NASB will organize and plan the process, providing supporting materials and maintaining continuous communication with the district to ensure a purposeful and effective process.

### **Online Stakeholder Engagement, Data Collection, and Analysis**

NASB will facilitate Stakeholder Engagement via online surveys and in-person focus groups, gather district extant data, and compile and analyze all data to identify common themes among stakeholder groups.

### **Meeting Facilitation/Presentation**

NASB will facilitate focus group discussion in the district to perform a Community Engagement meeting, as well as any other additional meeting facilitation at the request of the district. NASB will also present the findings of stakeholder engagement in the form of a Comprehensive Needs Analysis to the district.

### **Implementation and Support**

NASB will provide additional support to the district to maintain a close working relationship to ensure the implementation of district-selected strategies to utilize the data gathered to enhance the district relationship with the local community(ies).

### **High Plains Community Schools Enrollment: 223 students ('22-'23)**

**Total Estimated Cost: \$4,000 to \$5,250** (Not including reasonable travel expenses. Final price will be determined by the district's ability to complete the process according to the identified timeline.)



HIGH PLAINS COMMUNITY  
SCHOOLS  
COMMUNITY ENGAGEMENT  
PROPOSAL



High Plains Community Schools  
Community Engagement Proposal



**Superintendent**

Mrs. Kim Beran

**Board of Education**

Shane Van Pel, President

Nate Spurling, Vice President

Erin Meyer

Terry Carlstrom

Megan Pike

Kraig Urkoski

**Presented by the  
Nebraska Association of School Boards**

Marcia Herring, NASB Director of Board Leadership

Kari Stephens, NASB Board Leadership Associate

Katie Coble, NASB Board Leadership Associate

Caden Frank, NASB Board Leadership Associate

June 20, 2023

Superintendent Beran and the High Plains Community Schools Board of Education,

We appreciate the opportunity to share the Community Engagement Proposal with the High Plains Superintendent and Board of Education. The NASB Board Leadership Department is pleased to provide a multitude of programs and services to our members, including the following community engagement process.

The Association adopted protocol and procedures are characteristic of a comprehensive stakeholder engagement process. The proposal outlines the scope and sequence that includes engagement of both internal and external stakeholders through online surveys and focus group discussion. The process ensures open and continuous communication with our staff, but also an evaluation process that will ensure the board is equipped to utilize the data compiled to align the leadership team's mission, vision, and goals with the priorities and needs identified by stakeholders.

The team at NASB would value the opportunity to work with the High Plains School District through this most important endeavor. As the Director of the Leadership Department, I will serve as the lead facilitator with assistance from Kari Stephens, NASB Associate, Katie Coble, NASB Associate, and Caden Frank, NASB Associate.

Once again, thank you for allowing us to present a proposal. I look forward to the opportunity to discuss and address questions and points of clarification as needed. Please feel free to contact me at 402-817-0296 at your convenience.

Respectfully submitted,

*Marcia R. Herring*

**Marcia R. Herring, Director of Board Leadership**  
**Nebraska Association of School Boards**

## Overview and Cost

The following is a description of services to be provided by NASB:

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## Timeline

Phase One		
Phase I - Organize and Plan the Process	Target Date	Date Complete
Timeline Phone Call with Caden Frank <ul style="list-style-type: none"> <li>▪ Create a proposed timeline to support:                             <ul style="list-style-type: none"> <li>▪ Identify district point person</li> <li>▪ Distribute the District Profile</li> <li>▪ Stakeholder Engagement Surveys</li> <li>▪ Community engagement meeting</li> <li>▪ EL Engagement meeting (as needed)</li> <li>▪ Business Leader Surveys</li> </ul> </li> </ul>		
District Profile Email/Phone Call from Caden Frank <ul style="list-style-type: none"> <li>▪ District will Complete Profile</li> <li>▪ Caden will send District Email with All Survey Dates</li> </ul>		
Distribute the District Communications Packet		
District/board will : <ul style="list-style-type: none"> <li>▪ Select 3-4 questions for the Community Engagement Meeting</li> <li>▪ Select 3-4 questions for the Business Leader Survey (if applicable)</li> </ul>		
District/board will: <ul style="list-style-type: none"> <li>▪ Identify community members and business leaders</li> <li>▪ Distribute invites, press releases, and social media promotion for the Community Engagement Meeting</li> <li>▪ Verify attendance for the Community Engagement Meeting</li> </ul>		
Phase Two		
Phase II - District Needs Assessment	Target Date	Date Complete
NASB will administer online surveys according to the proposed timeline to: <ul style="list-style-type: none"> <li>▪ Administrators</li> <li>▪ Board Members</li> <li>▪ Certified Staff (during designated professional development time)</li> <li>▪ Classified Staff (during designated professional development time)</li> <li>▪ Students (during designated class time/homeroom)</li> <li>▪ Parents</li> <li>▪ Business Leaders (if applicable)</li> </ul>		
NASB will facilitate the Community Engagement meeting		
NASB will compile and code all stakeholder data from online survey engagement and the Community Engagement Meeting		

Phase Three		
Phase III – District Needs Analysis	Target Date	Date Complete
NASB will compile all data gathered and district extant data to create the District Needs Analysis		
NASB will present the District Needs Analysis to district leadership		
NASB will work with district leadership to create next steps in utilizing the data collected to positively impact student learning		

**Note:** The Association will adapt the process to meet the expectations of the board and superintendent; therefore, assignment of duties may be identified contrary to the format presented.

## Appendix I: The Board Leadership Team

The Nebraska Association of School Boards has been advocating for, working with, and training Nebraska school boards since 1918. Traditionally, the NASB's Board Leadership department has worked with school boards and their superintendents in more narrowly focused through roles and responsibilities and goal setting exercises. However, since 2011 we have expanded services to meet the growing needs of boards and superintendents to include, community engagement, strategic planning, board self-assessment, and superintendent evaluations just to name a few of the growing services. As the demands continue to grow, the NASB Board Leadership Team has also grown to include four facilitators:

### ***Marcia Herring – NASB Director of Board Leadership***

Marcia began her service to public education as a school board member on the Waverly School District Board of Education, completing 12 years of service. During her tenure as a local board member, she was elected by her peers to serve on the Nebraska Association of School Boards—Board of Directors completing three terms as Director. She began her work as a superintendent search consultant more than 20 years ago. Marcia served as Director of NASB Search Services for 8 years.

As the Director of Board Leadership, Marcia has expanded the programs and services to meet the ever-changing needs of our members. We currently support our members through Strategic Planning, Community Engagement, Board Development Learning Retreats and Workshops, and Online Board Self-Assessment and Superintendent Evaluation. The growth of the Department and scope of services has enabled our team to provide impactful and purposeful leadership for school districts across the state and ranging in enrollment from 125 students to more than 10,000.

### ***Kari Stephens – NASB Board Leadership Associate***

Kari has been involved in education over the past 26 years as an instructor at all levels from Kindergarten through Twelfth grade. She has a BS in Elementary Education and continues to be passionate about literacy, inclusion, diversity, and equality for all students. The perspective she brings to the NASB Strategic Planning process will be unique as she will offer an educator's lens to ensure that our stakeholder engagement tools, and processes are valid, dependable, and effective through the engagement of all internal and external stakeholder groups in the district. Kari provides support to board members primarily through Strategic Planning, Community Engagement, and Superintendent Evaluation. She also serves as the NASB facilitator for the NASB Equity Collaborative and Board Leadership representative for the Nebraska Public Leadership Foundation (NPLF).

### ***Katie Coble – NASB Board Leadership Associate***

Being from rural-Nebraska and always having an interest and love for public education, Katie is passionate about serving school boards across Nebraska to best support their efforts of providing a positive impact on student learning and achievement. Katie graduated with a BA in Psychology and Sociology and since joining the Association has enjoyed the opportunity to pursue a career path that has a significant impact on education. As a Board Leadership Associate, Katie provides support to board members through the NASB Online Survey Service, primarily Superintendent Evaluation, Board Self-Assessment, and Leadership Encompass 360. She also provides leadership and support to the members of the Nebraska Administrative Education Professionals (NAEP) group.

### ***Caden Frank – NASB Board Leadership Associate***

Caden comes to the Board Leadership team from a community engagement and higher education background. Earning his BS in Organizational Leadership and MSE in Higher Education and Student Affairs from Fort Hays State University, Caden's greatest passion lies in grassroots community engagement and creating new learning opportunities for students through their public education. In addition to his work community engagement, Caden is responsible for facilitating stakeholder engagement meetings, administering online stakeholder surveys, and assists with data collection, analysis, coding, and reporting.



5. **Consider & Approve the Sale of School Property (misc. items)**
6. **Consider and Approve Substitute Pay for the 2023-2024 School Year**

CRC 2022-23 Sub Teacher Pay & 2023-24 Sub Teacher Pay							
School	Updated	Half day	Full day	Long term	Specifics on Long term		
	6/20/22	\$65.00	\$130	\$150	After 10 days		
	7-12-22	\$65.00	\$130	1/185th contract			
	7-11-22	\$75.00	\$150	\$208	1/185th of the base salary per day after 10 consecutive days		
	7.2.2023	\$80.00	\$150	\$175	After 10 consecutive days for same teacher, goes to \$145 per day	no changes for 2023-24	
	6-22-22	\$60.00	\$120				
	6-6-22	\$75.00	\$150	\$165	After 10 consecutive days = \$165.		
		\$60.00	\$120	\$195	After 10 consecutive days = 1/185th of base pay for teacher being subed for.		
	6/6/23	\$65.00	\$135	\$155	After 10 consecutive days = \$155 a day		
High Plains	7/19/22	\$70.00	\$140	1/185th	After 8 consecutive days= \$209.50		
	6/13/22	\$60.00	\$120	\$140			
	7-5-23	\$75.00	\$140	\$200	After 10 consecutive days = 90% of 1/185th of base pay		
	6/6/2022	\$65.00	\$130	\$165	After 10 consecutive days = 80% of 1/185th of base pay		
	6/6/2022	\$65.00	\$130	\$202	After 10 consecutive days = 1/185th of Base		
	6-6-22	\$62.50	\$125	\$165	LT starting on day 11 of consecutive coverage for same teacher		
	Average		\$67	\$134	\$175		
					*Missing 4 schools from array		

**7. Consider & Approve Insurance Proposal from Myers Insurance Inc.**

**MYERS INSURANCE INC.**

**Invoice**

**CLARKS, NE 68628  
216 N GREEN ST**

DATE	INVOICE #
7/5/2023	3383

BILL TO

High Plains Community Schools  
PO Box 29  
Polk, NE 68654-0029

DUE DATE

7/5/2023

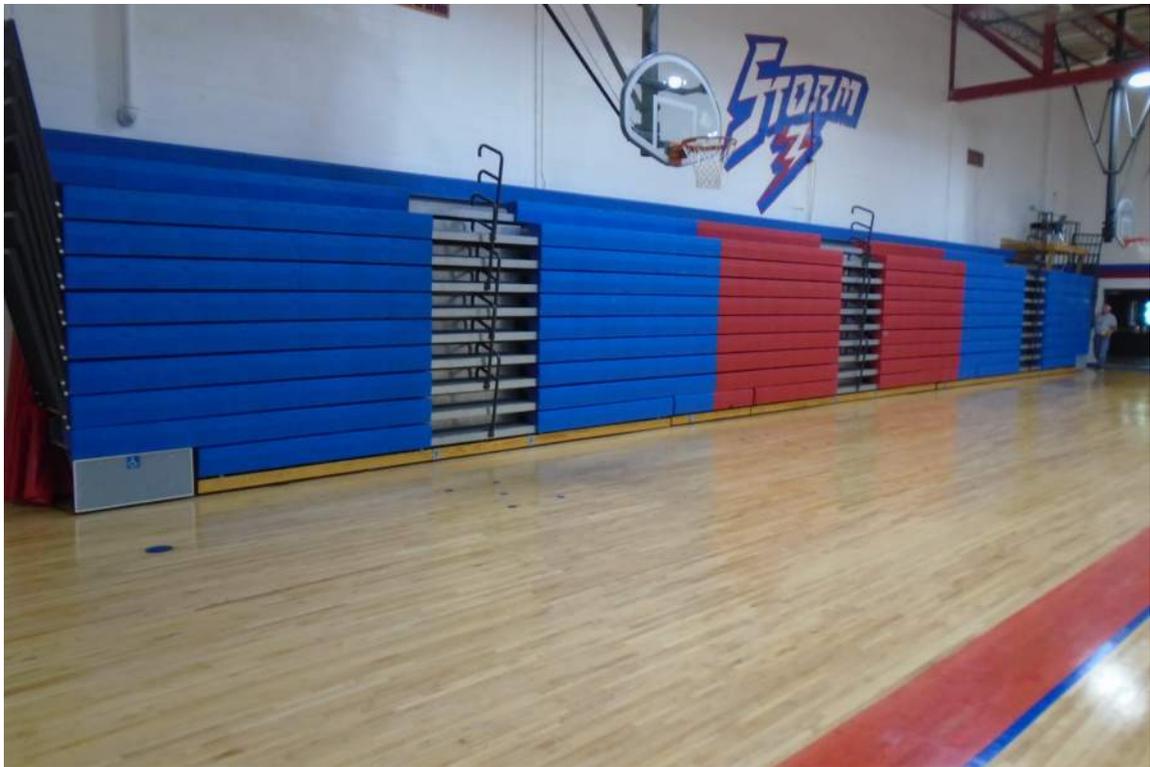
DATE	COMPANY	POLICY NUMBER	DESCRIPTION	AMOUNT
7/1/2023	BB7056-6 Emplo...	2X30307 07-01-2023-2024	Commercial Package	133,908.00

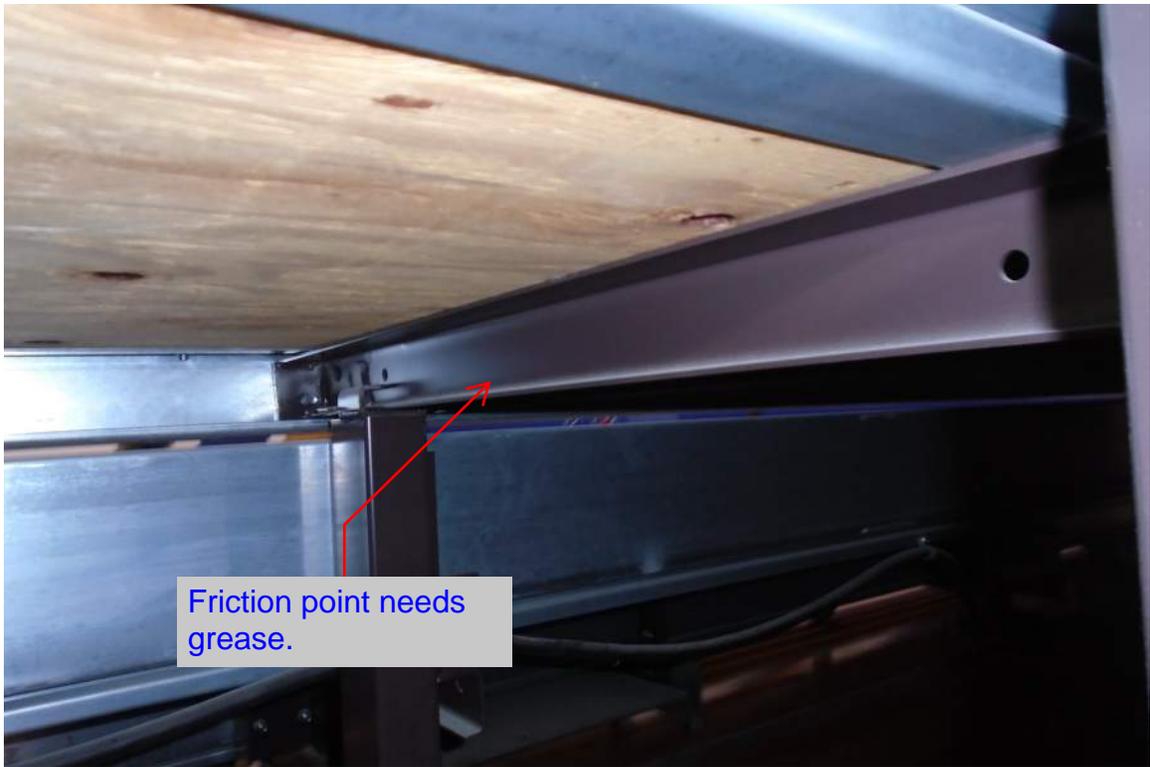
**Total** \$133,908.00

Call us at 308-548-2214 or Toll Free at 1-888-548-2214.  
Thank you for your business!!!!

**8. Consider & Approve Bleacher Repairs (Polk & Clarks)**

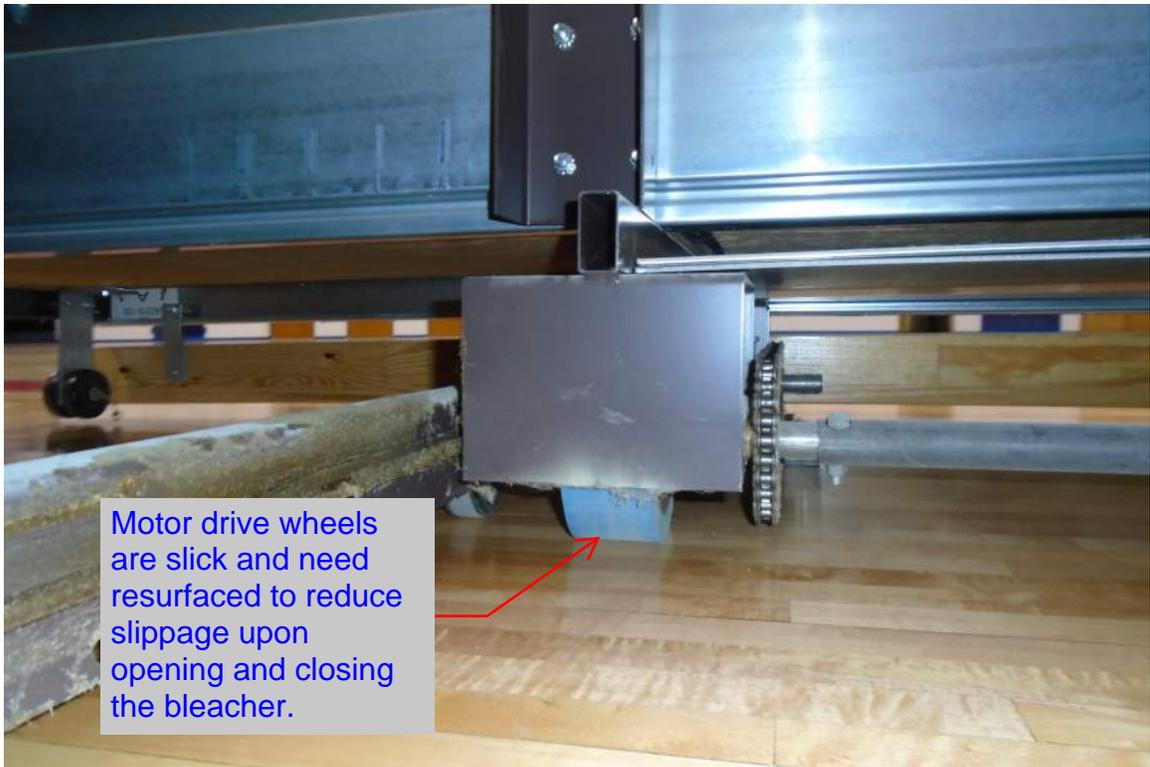
Polk, NE  
High Plains HS  
6.28.23







Old grease needs removed and apply new grease.



Motor drive wheels are slick and need resurfaced to reduce slippage upon opening and closing the bleacher.



Modules were not re-installed correctly.







# REPAIR PRICE QUOTE

11222 Johnson Drive, Shawnee, KS 66203  
Phone: (913)268-0069  
[www.heartlandseating.com](http://www.heartlandseating.com)

July 5, 2023

From: Bryan Peterson

To: Mike Howell  
High Plains High School  
260 S. Pine St.  
Polk, NE 68654  
Phone: 402-765-2271

Heartland Seating, Inc. is pleased to provide you with the following repair quote for  
**High Plains High School**

Description	Price
<b>11 ROWS X 4 SECTIONS OF INTERKAL BLEACHERS</b>	
◆ PERFORM AN ANNUAL SERVICE	
◆ RESURFACE DRIVE WHEELS	
◆ ADDRESS POWER ISSUE AT PENDANT CONTROLLER	
◆ PERFORM AN ANNUAL SERVICE TO STAGE BLEACHER – 8 ROWS X 2 SECTIONS HUSSEY BLEACHER	
<b>TOTAL MATERIALS DELIVERED AND INSTALLED</b>	<b>\$4,315</b>
◆ REMOVE AND REINSTALL (87) SEAT MODULES ON TOP 2 ROWS	
<b>TOTAL REMOVAL AND INSTALLATION PRICE</b>	<b>\$1,170</b>
<b>Notes:</b>	<ul style="list-style-type: none"> <li>Unless specifically included above, pricing does not include any motor repairs or replacement. Crews shall have reasonable access to bleachers for timely completion of work.</li> <li>We must have your sales tax exemption and project exemption certificates with your signed order to avoid taxing materials and labor. Work will be plugged into the schedule once all sales order processing documents are received</li> </ul>
<b>Terms:</b>	<b>Net 30 days, invoiced upon arrival. 1.5 % per month to be charged on past due amounts.</b>
<b>TO ORDER SEND THIS SIGNED QUOTE, PURCHASE ORDER AND APPLICABLE SALES AND PROJECT TAX EXEMPTION DOCUMENTATION PAYABLE TO HEARTLAND SEATING, INC. 11222 JOHNSON DRIVE, SHAWNEE, KS 66203</b>	

Prices are good for 30 days and do not include applicable taxes, union or prevailing wages, licenses, bonds, drawings or any other extraneous fees and services. Please call for a revised quote should you wish to have any additional items included.

Bryan Peterson

To accept the above proposal, please sign below.

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

P.O. # \_\_\_\_\_

P.O. Total \$ \_\_\_\_\_

Clarks, NE  
High Plains MS  
6.28.23







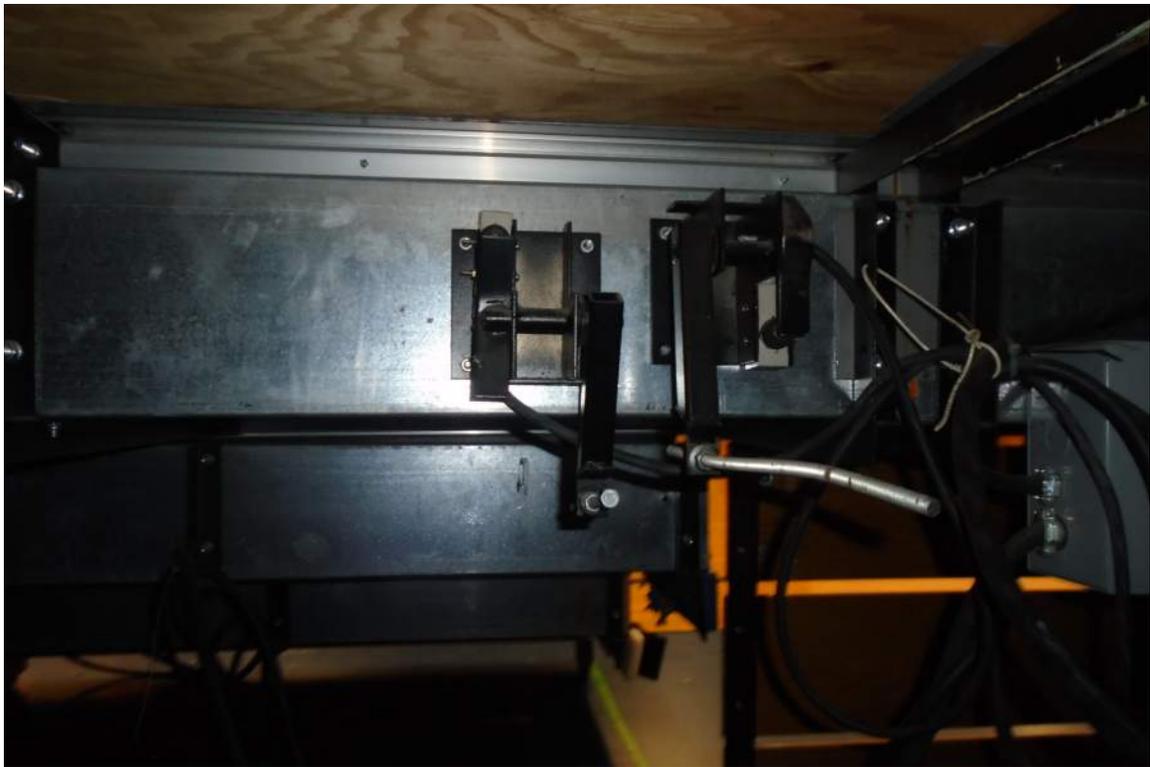
Pillow block needs replaced.

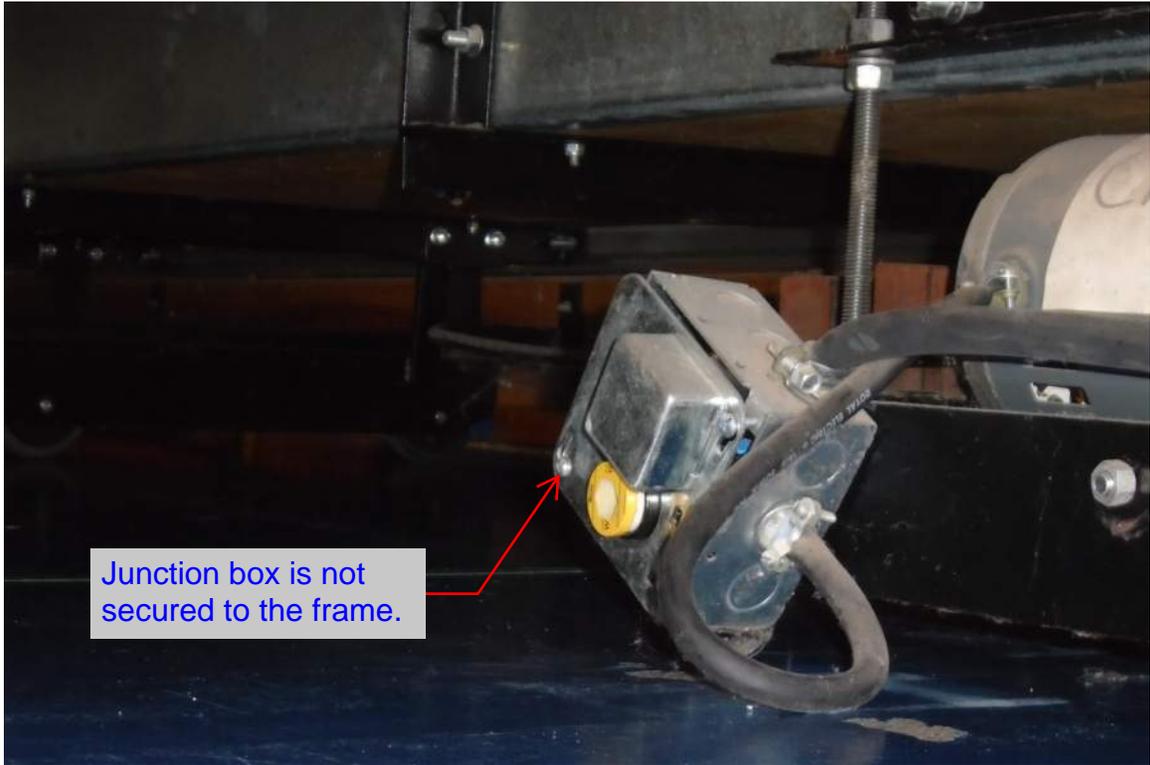




Power chord needs secured to bleacher.







Junction box is not secured to the frame.



**Heartland Seating**  
 – Spectator Seating Specialists –

# REPAIR PRICE QUOTE

11222 Johnson Drive, Shawnee, KS 66203  
 Phone: (913)268-0069  
[www.heartlandseating.com](http://www.heartlandseating.com)

July 5, 2023

From: Bryan Peterson

To: Mike Howell  
 High Plains Middle School  
 205 West Pearl Street  
 Clarks, NE 68628  
 Phone: 308-548-2216

Heartland Seating, Inc. Is pleased to provide you with the following repair quote for  
**High Plains Middle School**

Description	Price
<b>10 ROWS X 4 SECTIONS OF IRWIN BLEACHERS</b>	
◆ PERFORM AN ANNUAL SERVICE	
◆ RESURFACE DRIVE WHEELS	
◆ REPLACE PILLOW BLOCK BEARINGS	
<b>TOTAL MATERIALS DELIVERED AND INSTALLED</b>	<b>\$3,995</b>
<b>Notes:</b>	<ul style="list-style-type: none"> <li>Unless specifically included above, pricing does not include any motor repairs or replacement. Crews shall have reasonable access to bleachers for timely completion of work.</li> <li>We must have your sales tax exemption and project exemption certificates with your signed order to avoid taxing materials and labor. Work will be plugged into the schedule once all sales order processing documents are received</li> </ul>
<b>Terms:</b>	<b>Net 30 days, invoiced upon arrival. 1.5 % per month to be charged on past due amounts.</b>
<b>TO ORDER SEND THIS SIGNED QUOTE, PURCHASE ORDER AND APPLICABLE SALES AND PROJECT            TAX EXEMPTION DOCUMENTATION            PAYABLE TO HEARTLAND SEATING, INC.            11222 JOHNSON DRIVE, SHAWNEE, KS 66203</b>	

Prices are good for 30 days and do not include applicable taxes, union or prevailing wages, licenses, bonds, drawings or any other extraneous fees and services. Please call for a revised quote should you wish to have any additional items included.

\_\_\_\_\_  
 Bryan Peterson

To accept the above proposal, please sign below.

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

P.O. # \_\_\_\_\_

P.O. Total \$ \_\_\_\_\_

**9. Consider & Approve Polk Cafeteria Paint Project**

School gym block paint (top portion)

Total sq. footage: 4,872

Price per sq. foot: \$2.00

Total price: \$9,744

Price per sq. foot includes: scraping old flaking paint, fixing line where red meets white, 2 coats of top coat pre-catalysed epoxy, price of paint also included

Travel fees: \$500.00

Total cost for travel, materials, & labor: \$10,244

## **10. Administrative Reports**

### **10.1. Superintendent Beran**

**HPC School Board Meeting**  
**Mrs. Beran's Superintendent Board Report**  
**Date: July 10, 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:**

- August 3- Finance Workshop @ Clarks 5:00pm
- August 8- Board President Circle Teams Meeting at noon or 7:00pm
- August 9- First Day for New Teachers
- August 10- Serve breakfast to staff? 7:45 am in Polk
- August 14- Back to School Night
  - 5:30 Clarks
  - 7:00 Polk
- August 16- First Day for Students (1:30 dismissal)
- August 23-24- Student School Pictures

**Goal I: Academic Success:**

- Instructional Materials
  - Feeling like we are making a lot of progress in adopting high quality materials
- Data-Driven Decision Making
  - Focus of ***entire certified staff*** as we make academic decisions

**Goal II: District Culture:**

- Administrator Days end of July
  - Time for administration team to learn and grow as leaders
- Vision & Mission
  - Update them & continue to make this a focus of every decision we make

**Goal III: Well-Being of Staff & Students:**

- 3rd Millennium Instructional Materials
  - Great asset for our HS students (alcohol, marijuana, nicotine, & respect/resolve)

- Region 5 gave us a grant to purchase

**Goal IV: Facilities & Transportation:**

- Capital Replacement Schedule (Depreciation)
  - Updating some classroom furniture
  - Smartboards
  - Paint Polk cafeteria
  - Will be replacing blue suburban some time during this school year
  - Clarks roof near completion
- Capital Replacement Schedule (Building)
  - Commons area furniture
  - Expand HS parking lot
  - LED lights in classrooms
  - Update locks
  - Press box
- Checking on Updates for:
  - Keys
  - Pressbox status
  - Film install update

**Other Items:**

- Turning in days worked 22-23
- We currently have “0” BOE members taking insurance through HPC

## 10.2. **Principal Fisher**

- Hearing Officer - Recently completed the hearing officer training, which is required for all districts to have. This applies to any individual who files an appeal through the school district on any disciplinary matters. This will also help administration understand the new guidelines within the Student Discipline Act, as well as ensuring that we are enforcing the corrective measures.
- Recruiting Early - One of the common themes across the state of Nebraska is the limited amount of teacher's available and/or endorsed within a specific field. In order to be proactive, I have registered for the UNK fair in September to ensure that we have adequate staffing for the following year.
- Administrator's Day - The annual NDE and NCSA administrator's day is coming up. This will be an important resource to the administration staff with all the new changes or updates within the legislation. More information will be provided at the next BOE meeting.
- Merrick County Medical - Mrs. Beran, Mr. Kucera, Mr. Wood, and I attending a meeting with Merrick County Medical on a variety of issues. Most importantly, we want to provide a united front in regards to our career academy. It was a productive conversation that I believe will open the door for other business partners within the community.
- Nebraska Department of Environment and Energy Winner - One of our students, Asthyn Quast, was selected as a winner for the 2024 Environmentl Calendar. This is a great accomplishment as 13 of the 450 members that entered work for selected. Ashtyn will be recognized by Governor Jim Pillen at the Nebraska State Capital on August 10th.

### 10.3. **Principal Helgoth**

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

**Date: 7/10/23**

*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. Painting has been done and furniture arrived.
- b. Rooms are ready for the two new electronic white boards to be installed.
- c. Facility cleaning and maintenance is on schedule.
- d. Press box will be cleaned and ready for the season.
- e. Gym floor update.

**2. School Safety**

- a. The new camera and entry system as been installed at the elementary.
- b. Allows us to have better view of faces and be able to see visitors from more than just at the desk area.

**3. Working toward Academic Success**

- a. Summer Jumpstart began today, July 10th, and we have 18 students attending.
- b. Optional opportunity, students are invited to attend to get a "jumpstart" on the year.
- c. We provide a shuttle from Polk to Clarks for student transportation.

**4. School Culture**

- a. Our one new staff at the elementary has gotten started in the district with coaching and teaching preparation.
- b. Mentoring connections are being made through our mentoring program.
- c. New teachers will begin August 9th with a day focused on their orientation to HPC and teambuilding with their mentors.



#### 10.4. **A.D. Wood**

ACTIVITIES DIRECTOR'S REPORT  
July, 2023

- Fall Sports can begin practicing Aug. 7
- All 7<sup>th</sup> – 12<sup>th</sup> graders must have a physical on file in the office in order to participate; 7<sup>th</sup> graders have to have a complete physical.
- Gym Floor's Update
- New Painter machine for Football field, softball field, and for field days
- JH Numbers

Greg Wood  
High Plains Community  
Activities Director

**11. Consider and Approve Financial Reports**

**11.1. General Fund**

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 01	Fund Number 01	General Fund	
AGTAC SERVICES, LLC	INV14623	prof cleaning services	4,640.00
Total AGTAC SERVICES, LLC			4,640.00
AMERICAN FIRE & LIFE SAFETY, L.L.C.	3619	fire alarm testing	940.00
AMERICAN FIRE & LIFE SAFETY, L.L.C.	3622	fire alarm testing Clarks	665.00
Total AMERICAN FIRE & LIFE SAFETY, L.L.C.			1,605.00
AURORA NEWS REGISTER	7842178705	board advertising	103.04
Total AURORA NEWS REGISTER			103.04
BLACK HILLS ENERGY	20230627	monthly Polk	334.95
Total BLACK HILLS ENERGY			334.95
BLACK HILLS ENERGY	20230627	monthly Polk	548.57
Total BLACK HILLS ENERGY			548.57
BLACK HILLS ENERGY	20230706	monthly Addition	1,297.18
Total BLACK HILLS ENERGY			1,297.18
BRAINPOP	US427876	elementary software	302.50
Total BRAINPOP			302.50
CARL'S SKRAP	232075	trash pickup Clarks	175.00
CARL'S SKRAP	232076	trash pickup polk	210.00
Total CARL'S SKRAP			385.00
CENTRAL NE REHAB SERVICES	May 2023	OT/PT services	2,981.55
Total CENTRAL NE REHAB SERVICES			2,981.55
CENTRAL TRUE VALUE	20230627	custodial Clarks	9.79
CENTRAL TRUE VALUE	A570787	custodial Clarks	39.16
Total CENTRAL TRUE VALUE			48.95
CENTURY HSE CHIROPRACTIC	11073218	bus physical - JMorris	87.00
Total CENTURY HSE CHIROPRACTIC			87.00
CEV MULTIMEDIA LTD.	INV-00134	Ag classroom software	1,350.00
Total CEV MULTIMEDIA LTD.			1,350.00
CLARKS LUMBER	June 2023	custodial supplies	978.51
Total CLARKS LUMBER			978.51
CULLIGAN of YORK	20230706	water cooler rentals Polk	62.00
Total CULLIGAN of YORK			62.00
DIODE COMMUNICATIONS	20230706	monthly fee	169.00
Total DIODE COMMUNICATIONS			169.00
DREAMBOX LEARNING INC.	DB0623111413	elem math software	3,795.00
Total DREAMBOX LEARNING INC.			3,795.00
EAKES OFFICE SOLUTIONS	8701006-0	supplies office Clarks	2,534.54

Vendor Name	Invoice Number	Description	Amount
EAKES OFFICE SOLUTIONS	8701088-0	sped supplies Clarks	84.00
EAKES OFFICE SOLUTIONS	8743716-0	US flags	419.94
EAKES OFFICE SOLUTIONS	INV463277	monthly fax fee	56.64
EAKES OFFICE SOLUTIONS	INV466148	floor machine Polk	122.90
Total EAKES OFFICE SOLUTIONS			<u>3,218.02</u>
ECOLAB	9737623	pest control polk	102.50
Total ECOLAB			<u>102.50</u>
ENVIRONMENTALSERVICES INC.	2023-238	hs science room asbestos removal	9,075.00
Total ENVIRONMENTALSERVICES INC.			<u>9,075.00</u>
ESU #7	May 2023 services	sped services	15,176.76
Total ESU #7			<u>15,176.76</u>
ESU7	May 2023 Red Ed LMHP	Reg Ed LMHP	840.00
ESU7	SRS 22/23 SPED		475.00
Total ESU7			<u>1,315.00</u>
FIRESPK, INC.	1263	fire sprinkler inspection	515.00
Total FIRESPK, INC.			<u>515.00</u>
FLATLAND MOBILE SERVICES	hydraulic oil	lawn mower oil - Clarks	17.00
Total FLATLAND MOBILE SERVICES			<u>17.00</u>
GOPHER	IN295129	supplies Kadavy and DWilliams	1,911.59
Total GOPHER			<u>1,911.59</u>
GRIZZLY INDUSTRIAL, INC	11346833	supplies THofmann	533.75
GRIZZLY INDUSTRIAL, INC	11346833-02	supplies THofmann	2,243.50
Total GRIZZLY INDUSTRIAL, INC			<u>2,777.25</u>
HAMPTON INN	1686686338	THofmann conference	401.45
Total HAMPTON INN			<u>401.45</u>
HANS SERVICE, LLC	10821	water line-snack shack clarks	1,236.52
Total HANS SERVICE, LLC			<u>1,236.52</u>
HOMETOWN LEASING	July 2023	monthly copier lease	2,378.19
Total HOMETOWN LEASING			<u>2,378.19</u>
ILLUMINATE EDUCATION	INVIE0100681	elem software	462.00
Total ILLUMINATE EDUCATION			<u>462.00</u>
IMAGINE LEARNING	937933	credit recovery software	5,725.00
Total IMAGINE LEARNING			<u>5,725.00</u>
ISLAND SUPPLY WELDING CO	295549	supplies THofmann	24.00
Total ISLAND SUPPLY WELDING CO			<u>24.00</u>
KENDALL HUNT PUBLISHING COMPANY	13319385	biology books	283.04
Total KENDALL HUNT PUBLISHING COMPANY			<u>283.04</u>

Vendor Name	Invoice Number	Description	Amount
KSB SCHOOL LAW	14330	legal fees	310.00
Total KSB SCHOOL LAW			<u>310.00</u>
KWIK STOP	7494392	fuel - Clarks	323.35
Total KWIK STOP			<u>323.35</u>
LAKESHORE LEARNING MATERIALS, LLC	802687062323	sped supplies - Clarks	569.92
Total LAKESHORE LEARNING MATERIALS, LLC			<u>569.92</u>
LIVESTOCKJUDGING.COM	4212	Ag classroom software	300.00
Total LIVESTOCKJUDGING.COM			<u>300.00</u>
MANSTEDT K-LAWN, LLC.	2023-35	lawncare Clarks	1,048.20
MANSTEDT K-LAWN, LLC.	2023-56	lawncare Clarks	1,989.00
Total MANSTEDT K-LAWN, LLC.			<u>3,037.20</u>
MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC	128387505001	sped books	897.44
MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC	128419776001	software LHofmann	1,094.97
Total MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC			<u>1,992.41</u>
MCNEILL FLORAL COMPANY	000628	Hamm baby	50.53
Total MCNEILL FLORAL COMPANY			<u>50.53</u>
MENARDS	65171	custodial Polk	41.94
MENARDS	65944	custodial Polk	59.90
Total MENARDS			<u>101.84</u>
MID AMERICAN RESEARCH	0793468-IN	custodial Clarks	695.50
Total MID AMERICAN RESEARCH			<u>695.50</u>
Myer's Insurance Inc	3383	annual policy	133,908.00
Total Myer's Insurance Inc			<u>133,908.00</u>
NASCO EDUCATION	454120	supplies FCS	388.34
NASCO EDUCATION	454938	supplies Killion	1,082.42
Total NASCO EDUCATION			<u>1,470.76</u>
NE ASSOC SCHOOL BOARDS	INV-12498-M5L0J5	law conference MPike	175.00
Total NE ASSOC SCHOOL BOARDS			<u>175.00</u>
NE COUNCIL/SCHOOL ADMIN	76589	THofmann conference meeting Beran	405.00
NE COUNCIL/SCHOOL ADMIN	76895	meeting Beran	50.00
NE COUNCIL/SCHOOL ADMIN	77247	prof dev Fisher	100.00
NE COUNCIL/SCHOOL ADMIN	Beran-Student Legal	Beran meeting	100.00
Total NE COUNCIL/SCHOOL ADMIN			<u>655.00</u>
NORTHEAST NEBRASKA TELEPHONE COMPANY	20230706	monthly phone Clarks	187.38
Total NORTHEAST NEBRASKA TELEPHONE COMPANY			<u>187.38</u>
OSCEOLA PUBLIC SCHOOLS	Struckman July 2023	Struckman salary	3,416.67
Total OSCEOLA PUBLIC SCHOOLS			<u>3,416.67</u>

Vendor Name	Invoice Number	Description	Amount
PETTY CASH FUND	June 2023	monthly charges	231.15
Total PETTY CASH FUND			<u>231.15</u>
POLK CO HEALTH DEPT	May 2023	nursing services	2,098.47
Total POLK CO HEALTH DEPT			<u>2,098.47</u>
POLK COUNTY NEWS	2403	monthly advertising	140.41
POLK COUNTY NEWS	2615	board advertising	91.25
Total POLK COUNTY NEWS			<u>231.66</u>
POLK COUNTY RPPD	20230627	monthly Clarks	244.75
POLK COUNTY RPPD	20230627-0001	monthly Clarks	2,009.98
POLK COUNTY RPPD	20230627-0002	monthly Clarks - ballfield	245.99
POLK COUNTY RPPD	20230627-0003	hwy 92 light	22.62
Total POLK COUNTY RPPD			<u>2,523.34</u>
PRINCIPAL LIFE INSURANCE COMPANY	20230706	LTD	386.48
Total PRINCIPAL LIFE INSURANCE COMPANY			<u>386.48</u>
REPUBLICAN-NONPAREIL	subscription Polk	subscription Polk	45.00
Total REPUBLICAN-NONPAREIL			<u>45.00</u>
RHD PUBLISHING LLC	12614	board advertising	21.62
Total RHD PUBLISHING LLC			<u>21.62</u>
SENTERA	INV-001248	software for drone	500.00
Total SENTERA			<u>500.00</u>
TEACHER INNOVATIONS, INC	888874	planbook software - Clarks	189.00
Total TEACHER INNOVATIONS, INC			<u>189.00</u>
TEACHING STRATEGIES LLC	Q-219881	prek software	278.30
Total TEACHING STRATEGIES LLC			<u>278.30</u>
TEAMBUILDR	INV043863	DWilliams software	1,500.00
Total TEAMBUILDR			<u>1,500.00</u>
TIME MANAGEMENT SYSTMS	290152	monthly timeclock fee	74.10
Total TIME MANAGEMENT SYSTMS			<u>74.10</u>
TRUCK CENTER COMPANIES	RA105006910:01A	missed partial bill	24.75
TRUCK CENTER COMPANIES	RA105007054:01A	missed partial bill	49.50
Total TRUCK CENTER COMPANIES			<u>74.25</u>
U.S. BANK	4484734550014063JUL Y	credit card bills	7,839.69
Total U.S. BANK			<u>7,839.69</u>
VILLAGE OF CLARKS	209987	water/sewer Clarks	358.74
Total VILLAGE OF CLARKS			<u>358.74</u>
VYE BROADBAND	20230627	monthly fee	613.00

Vendor Name	Invoice Number	Description	Amount
Total VYE BROADBAND			<u>613.00</u>
WINDSTREAM	20230627	monthly phone-Polk West	114.51
Total WINDSTREAM			<u>114.51</u>
WINDSTREAM	20230627	month phone-East bldg	250.95
Total WINDSTREAM			<u>250.95</u>
WINDSTREAM	20230627	monthly phone HS	141.12
Total WINDSTREAM			<u>141.12</u>
WOLFE, WENDY	Summer services	summer speech services	30.50
Total WOLFE, WENDY			<u>30.50</u>
YANDA'S MUSIC & PRO AUDIO INC.	653526	instrument repair - band	114.00
Total YANDA'S MUSIC & PRO AUDIO INC.			<u>114.00</u>
YORK VACUUM CENTER	719292	custodial Polk	54.00
Total YORK VACUUM CENTER			<u>54.00</u>
Fund Number 01			<u>228,170.01</u>
Checking Account ID 01			<u>228,170.01</u>

Cornerstone Bank	135,779.18
AFLAC	162.43
Ameritas	496.40
BcBS	56,388.69
Cross County	1031.86
125 Plan	995.83
Hofmann HSA	313.28
Misc.	1014.50
EFTPS	42,758.02
NE Dept Rev	6371.81
NPERS	37,593.19
	<hr/>
	511,075.20

June Receipts 2023

Financial Statement	First State SN	First State MM	Cornerstone MM	Cornerstone Pay	CD Bank of Clarks
Bank Balance/May	\$303,788.57	\$2,772,430.24	\$69,945.24	\$15,673.91	<b>\$83,839.31</b>
Deposits for month	\$457,000.00	\$539,025.54	\$0.00	\$161,128.93	
Interest for month	\$164.20	\$3,361.88	\$60.36	\$0.00	
Total available	\$760,952.77	\$3,314,817.66	\$70,005.60	\$176,802.84	
Disbursements	\$445,067.15	\$457,000.00	\$0.00	\$161,128.93	
Bank Balance	\$315,885.62	\$2,857,817.66	\$70,005.60	\$15,673.91	
Outstanding Checks	\$13,817.72				
Bank Balance	<b>\$302,067.90</b>	<b>\$2,857,817.66</b>	<b>\$70,005.60</b>	<b>\$15,673.91</b>	
Certificates of Deposit		<b>81,609.89</b>			

Total Money available	<b>\$3,411,014.27</b>
July Disbursements	\$511,075.20

Receipts:	Budget	June	Last mo Y-T-D	Year to Date
1100 Taxes	\$4,390,700.00	\$457,358.31	\$3,314,072.28	\$3,771,430.59
1115 Carline tax	\$5,000.00	\$3,904.74	\$1,724.69	\$5,629.43
1120 Public Power District Sales	\$10,000.00	\$0.00	\$5,723.01	\$5,723.01
1125 Motor Vehicle Taxes	\$150,000.00	\$14,173.84	\$161,261.07	\$175,434.91
1370 Pre-School Tuition	\$0.00	\$0.00	\$0.00	\$0.00
1510 Interest	\$7,500.00	\$4,063.49	\$24,208.33	\$28,271.82
1911 Local License Fees	\$1,000.00	\$0.00	\$920.00	\$920.00
1925 Categorical Grants	\$0.00	\$315.00	\$0.00	\$315.00
1990 Other Local Receipts	\$5,000.00	\$1,730.19	\$35,771.21	\$37,501.40
2110 County Fines	\$15,000.00	\$1,844.70	\$15,487.30	\$17,332.00
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	\$3,297.00	\$30,310.57	\$33,607.57
3120 Sp. Ed. Program	\$200,012.00	\$40,541.00	\$216,887.00	\$257,428.00
3125 Sp. Ed. Transportation	\$5,000.00	\$0.00	\$6,591.00	\$6,591.00
3130 Homestead Exemption	\$0.00	\$5,214.19	\$15,642.57	\$20,856.76
3131 Property Tax Credit	\$0.00	\$0.00	\$490,033.44	\$490,033.44
3180 Pro-Rata Vehicle	\$8,000.00	\$0.00	\$7,929.06	\$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	\$1,986.80	\$17,143.63	\$19,130.43
4709 NASB Medicaid	\$0.00	\$0.00	\$0.00	\$0.00
4998 ESSRS III	\$0.00	\$0.00	\$240,375.00	\$240,375.00
5300 Sale of Property	\$0.00	\$61.20	\$600.00	\$661.20
6990 PBIS	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$5,159,200.00</b>	<b>\$534,490.46</b>	<b>\$4,750,634.09</b>	<b>\$5,285,124.55</b>
3100 Hot Lunch/Non Program	\$90,963.46	\$8,598.57	\$92,514.57	\$101,113.14
				\$5,386,237.69



## 11.2. Nutrition Fund

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	77.69	59,277.54	98.80	722.46
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	35.50	7,307.63	60.90	4,692.37
06 1630	Revenue Special Functions	1,000.00	31.00	638.46	63.85	361.54
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	144.19	68,178.44	89.71	7,821.56
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	6,261.85	79,001.49	98.75	998.51
	Subtotal: FEDERAL RECEIPTS	80,000.00	6,261.85	79,001.49	98.75	998.51
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	6,406.04	154,086.30	74.80	51,913.70

**Revenue Summary Report**  
Processing Month: 06/2023

	<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	6,406.04	154,086.30	74.80	51,913.70

Hot Lunch

\$ 29,508.79

Board Report - Board

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 06	Fund Number 06	Lunch Fund	
HIETT, LINDA	20230613	Refund of Lunch Account	4.05
Total HIETT, LINDA			<u>4.05</u>
HILAND DAIRY FOODS	20230605	Milk both sites	1,321.73
Total HILAND DAIRY FOODS			<u>1,321.73</u>
HPC GENERAL FUND	20230612	May Kitchen wages	8,598.57
Total HPC GENERAL FUND			<u>8,598.57</u>
Jim's Food Central City Mall	20230612	Polk Food	38.17
Total Jim's Food Central City Mall			<u>38.17</u>
LINDBURG, JAMIE	20230613	Refund of Lunch Account	13.25
Total LINDBURG, JAMIE			<u>13.25</u>
MIDWEST RESTAURANT SUPPLY	0165827-IN	Polk Dishwasher Repair	363.00
Total MIDWEST RESTAURANT SUPPLY			<u>363.00</u>
VAN HOUSEN, CARLENE	20230613	Refund of Lunch Account	222.40
Total VAN HOUSEN, CARLENE			<u>222.40</u>
Fund Number 06			<u>10,561.17</u>
Checking Account ID 06			<u>10,561.17</u>

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>
2611	06/14/2023			HIETT	LINDA HIETT	4.05
2612	06/14/2023			LINDBURG	JAMIE LINDBURG	13.25
Check Type Total: Check				Count: 2	Void Total: 0.00	Total without Voids: 17.30
Checking Account Total: 06				Count: 2	Void Total: 0.00	Total without Voids: 17.30
Grand Total:				Count: 2	Void Total: 0.00	Total without Voids: 17.30

### 11.3. **Activities Fund**

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 05	Fund Number 05	Activity Fund 7-12	
BRUCE, MEGAN	Cheer Poms	Cheer Poms	42.76
Total BRUCE, MEGAN			<u>42.76</u>
Centennial Public School	9-12 Boys BB	9-12 Boys BB	175.00
Centennial Public School	VB League	VB League	400.00
Total Centennial Public School			<u>575.00</u>
CLARKS LUMBER	FFA/Morris	FFA/Morris	154.11
Total CLARKS LUMBER			<u>154.11</u>
Concordia University	9-12 Girls BB	9-12 Girls BB	275.00
Total Concordia University			<u>275.00</u>
CROSS COUNTY SCHOOL	9-12 Boys BB	9-12 Boys BB	200.00
CROSS COUNTY SCHOOL	VB League	VB League	200.00
Total CROSS COUNTY SCHOOL			<u>400.00</u>
EAKES OFFICE SOLUTIONS	8701134-0	Speech	88.88
Total EAKES OFFICE SOLUTIONS			<u>88.88</u>
Fields & Frills	9-12 VB Camp	9-12 VB Camp	347.41
Total Fields & Frills			<u>347.41</u>
Grause, Corbey	Wrestling Training	Wrestling Training	115.00
Total Grause, Corbey			<u>115.00</u>
Harless Oil	FFA	2-4D Weeds by Shop	108.75
Total Harless Oil			<u>108.75</u>
HPC GENERAL FUND	petty cash for SB	petty cash for SB	10.00
Total HPC GENERAL FUND			<u>10.00</u>
HPC Post Prom	Concessions work	Concessions work	384.56
Total HPC Post Prom			<u>384.56</u>
KERRI JO'S CATERING	FFA Banquet	FFA Banquet	2,450.00
Total KERRI JO'S CATERING			<u>2,450.00</u>
Leadership Center, The	2023-G560	District Ag Teachers Meet May 10	345.00
Total Leadership Center, The			<u>345.00</u>
MENARDS	62244,64364	FFA	871.35
MENARDS	64364	FFA Wood	127.12
Total MENARDS			<u>998.47</u>
Midwest Inn	155954	State Track	1,586.00
Total Midwest Inn			<u>1,586.00</u>
MILLER TROPHY	Cheer car show	Cheer car show	306.88
Total MILLER TROPHY			<u>306.88</u>
Minden Public School	9-12 Girls BB	9-12 Girls BB	200.00

Vendor Name	Invoice Number	Description	Amount
Total Minden Public School			<u>200.00</u>
MISKO SPORTS	INV-2153	9-12 VB Balls	504.88
Total MISKO SPORTS			<u>504.88</u>
Norfolk Veterinary Clinic	FFA Horse	FFA Horse	700.07
Total Norfolk Veterinary Clinic			<u>700.07</u>
NSAA	NSAA Memberships	NSAA Memberships	1,370.00
Total NSAA			<u>1,370.00</u>
Pepsi Beverages Company	46628057	Softball Pop Machine	315.24
Total Pepsi Beverages Company			<u>315.24</u>
Pioneer MFG Co	H10312	Painting lines on fields	1,179.25
Total Pioneer MFG Co			<u>1,179.25</u>
SAM'S CLUB/SYNCHRONY BANK	Cheer	Cheer	120.10
Total SAM'S CLUB/SYNCHRONY BANK			<u>120.10</u>
Shirts Are Us	Cheer Camp Shirts	Cheer Camp Shirts	150.00
Total Shirts Are Us			<u>150.00</u>
Styskal, Noah	9-12 Wrestling camp	9-12 Wrestling camp	500.00
Total Styskal, Noah			<u>500.00</u>
Universal Cheerleaders Association	Cheer Camp	Cheer Camp	1,876.00
Total Universal Cheerleaders Association			<u>1,876.00</u>
WILD ROOTS GREENHOUSE & MARKET	1218	FFA Greenhouse	908.00
Total WILD ROOTS GREENHOUSE & MARKET			<u>908.00</u>
YORK PUBLIC SCHOOLS	9-12 Boys BB	9-12 Boys BB	250.00
Total YORK PUBLIC SCHOOLS			<u>250.00</u>
Fund Number 05			<u>16,261.36</u>
Checking Account ID 05			<u>16,261.36</u>

**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	25.31	269.30	4.49	5,730.70
05 1710	ACTIVITIES Admissions Receipts	45,000.00	0.00	38,486.54	85.53	6,513.46
05 1730	STUDENT ORGANIZATION DUES	25,000.00	0.00	4,515.00	18.06	20,485.00
05 1740	STUDENT TECH FEES	5,000.00	35.00	2,991.50	59.83	2,008.50
05 1750	REVENUE FROM ACTIVITIES	40,000.00	9,974.41	77,103.36	192.76	(37,103.36)
05 1790	Activity Income from other Schools	600.00	325.00	9,519.00	1,586.50	(8,919.00)
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	878.00	13,797.08	172.46	(5,797.08)
Subtotal: LOCAL RECIEPTS		137,600.00	11,237.72	166,175.78	120.77	(28,575.78)
Fund Total:		137,600.00	11,237.72	166,175.78	120.77	(28,575.78)

**Revenue Summary Report**  
Processing Month: 06/2023

	<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	11,237.72	166,175.78	120.77	(28,575.78)

**12. Review Audit Policy (3009) & Appoint an Auditor for the 2023-2024 School Year**

JULY 10, 2023



# Audit Proposal

High Plains Community Schools

SUBMITTED BY:

Abby Janzing, CPA

[abby@forward-cpa.com](mailto:abby@forward-cpa.com)

402-979-7046



July 10, 2023

Ms. Kim Beran  
High Plains Community Schools  
260 S. Pine Street  
Polk, NE 68654

Dear Ms. Kim Beran:

On behalf of Forward CPA, LLC, I am pleased to present this proposal to provide audit services for High Plains Community Schools. I am honored and excited to be included among the firms you are considering for this important engagement, and I believe this proposal will clearly demonstrate that my qualifications are uniquely suited to deliver the services required by High Plains Community Schools. In the pages that follow, I will describe in detail how my expertise, audit approach, and commitment to client service will benefit High Plains Community Schools.

- Industry experience specific to your needs: I have extensive experience providing audit services to governmental entities, including Nebraska school districts. I am well-versed in the regulatory requirements governing school district audits in the state of Nebraska.
- Partner-level attention: I am committed to regular client collaboration throughout the year.
- Streamlined Processes: Utilizing advanced technology and software, I will streamline the audit process, minimizing disruptions to your daily operations. My efficient approach will make the audit process as smooth and painless as possible.

I look forward to building a long-lasting business relationship with High Plains Community Schools, and I believe this proposal will demonstrate my expertise and ability to manage your engagement and exceed your expectations. If you have any questions or would like additional information, please do not hesitate to contact me directly.

Very truly yours,

A handwritten signature in black ink that reads 'Abby Janzing'.

Abby Janzing, CPA  
Owner  
402-979-7046

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# About Forward CPA, LLC

Forward CPA, LLC is a trusted partner in providing exceptional audit services to school districts. The firm is committed to utilizing cutting-edge technology to streamline the audit process, ensuring a painless and efficient experience for clients.

At Forward CPA, I understand the unique challenges faced by school districts and the critical importance of maintaining accurate financial records and compliance. With my in-depth knowledge of the Nebraska school system and extensive experience in auditing school districts, I am well-equipped to support you throughout the entire audit process.

Located in Omaha, I am proud to serve school districts across the state of Nebraska. My local presence allows me to establish close relationships with my clients, enabling me to provide personalized attention and tailor services to meet your specific needs. I am committed to fostering a collaborative partnership with your business manager, walking alongside them every step of the way to ensure a seamless and successful audit.

Utilizing advanced technology tools and software, I aim to simplify the audit process and minimize disruptions to your day-to-day operations.

# Audit Approach

Having successfully served clients like High Plains Community Schools, I will leverage my industry expertise, proven audit approach, and automated tools to provide an objective audit with a minimal amount of disruption to the district's staff. The knowledge I have gained through a decade of experience serving organizations like High Plains Community Schools has allowed me to tailor my audit approach to yield maximum effectiveness and efficiency.

Forward CPA utilizes a top-down, risk-based approach. This approach sets a scope based on entity-level controls such as control environment, financial reporting risk assessment, information and communication controls, and financial reporting competencies. In conjunction with the financial statement audit, I also document and, if deemed appropriate, test controls of applicable areas.

The purpose of an audit is to express an opinion on an organization's financial statements. My goal is to build long-term relationships with clients by developing a tailored audit approach. To best serve High Plains Community Schools, areas of primary focus during the engagement will include internal controls and compliance with state reporting requirements.

Aspects of the engagement management that will ensure the highest quality audit, value-added services, and seamless coordination with management include the following:

- I am current with technical updates and continuing education.
- I am very flexible and responsive to changes in circumstances throughout the engagement: I monitor the progress of the engagement regularly and make adjustments and changes to the audit plan, as needed, based on results during the audit.
- I organize and coordinate information and tasks internally and with clients, which makes for an efficient audit and minimal disruption to clients.
- I maintain open and frequent communication throughout the year.
- I make the audit process as streamlined, automated, and technologically feasible as possible, which will include requesting information to be provided by you in electronic format, when possible, and using a paperless file.

# Deliverables

## Financial Statements

I will draft the financial statements on the modified cash basis of accounting including the supplementary Schedules of Receipts, Disbursements, and Changes in Fund Balance - Modified Cash Basis - Budget and Actual in the format prescribed by the Nebraska Department of Education for High Plains Community Schools for the years ended August 31, 2023, 2024, and 2025. I will draft them with the assumption that they will be reviewed prior to issuance and District personnel will be asked to review the draft information and accept responsibility for overseeing the completion of the drafts.

## Audit Opinion

I will issue a report on the fair presentation of the financial statements in conformity with the modified cash basis of accounting and a report on compliance and internal control over financial reporting based on an audit of the financial statements. I will file a copy of the final report with the Nebraska Auditor of Public Accounts on or prior to November 5th.

## AFR Upload Process

I will assist with the Annual Financial Report (AFR) upload process to the Nebraska Department of Education on or prior to November 1st.

## Attendance Testing

I will perform tests of compliance with the calculation of Average Daily Membership reported on the Annual Statistical Summary Report as specified in 92 NAC 2, requirements of the Nebraska Budget Act (commencing with Section 13-501 R.R.S.), and the Tax Equity and Educational Opportunities Support Act (commencing with Section 79-1001 R.R.S.).

# Audit Phases

<p><b>Preliminary Communication</b></p>	<ul style="list-style-type: none"> <li>• Facilitate a client planning meeting to gain an in-depth understanding of the district.</li> <li>• Develop a list of client assistance schedules, timelines for all parties, and deliverable expectations.</li> <li>• Review minutes of the board of directors.</li> </ul>
<p><b>Understanding and Evaluating Controls</b></p>	<ul style="list-style-type: none"> <li>• Review accounting policies and procedures.</li> <li>• Understand internal control documentation and perform walkthroughs.</li> <li>• Identify organization risks, controls, inherent risks, and preliminary materiality.</li> <li>• Identify transactions and processes to test further.</li> </ul>
<p><b>Application of Analytical Procedures</b></p>	<ul style="list-style-type: none"> <li>• Develop analytical expectations.</li> <li>• Review of preliminary financial data.</li> <li>• Study plausible relationships of financial data to nonfinancial data.</li> <li>• Inquiry with management.</li> </ul>
<p><b>Development of Audit Programs</b></p>	<ul style="list-style-type: none"> <li>• Develop specific procedures by area based on an assessment of controls and auditing procedures.</li> <li>• Develop sampling plans for testing.</li> <li>• Select and mail confirmations.</li> </ul>
<p><b>Year-End Fieldwork</b></p>	<ul style="list-style-type: none"> <li>• Review and understand internally generated reports, supporting schedules, and reconciliations, etc.</li> <li>• Gather evidential matter.</li> <li>• Perform substantive testing based on developed audit programs.</li> <li>• Make additional inquiries based on the results of substantive testing.</li> <li>• Perform final analytic and determine final materiality.</li> <li>• Completion and summation.</li> </ul>
<p><b>Report Preparation</b></p>	<ul style="list-style-type: none"> <li>• Review draft financial statement report and required communication letters with those charged with governance.</li> <li>• Obtain management letter and issue final report.</li> </ul>

# Proposed Fee

## FOR FISCAL 2023, 2024, AND 2025

Forward CPA is committed to establishing a long-term, mutually rewarding relationship with the District. The foundation of this relationship begins with an understanding of your organization and internal control. Accordingly, I will not charge for the non-recurring time that must be expended in the first year of the engagement to obtain the necessary background and understanding of your control environment. I take this opportunity to spend as much time as necessary to familiarize myself with your operations, books and records, and philosophies. This investment is expected to exceed 15% of the estimated first year's budgeted hours.

In developing my fee, I consider the degree of responsibility assumed, the complexity of the engagement, and the special skills necessary to solve problems. Based on our discussions, and on an assumed level of cooperation from your staff, I am proposing to perform the following services:

Fiscal Year	Proposed Fee
Year ending August 31, 2023	\$11,000
Year ending August 31, 2024	\$11,500
Year ending August 31, 2025	\$12,000

Where services you explicitly request fall outside the nature, scope, and objectives of the engagement as agreed, I commit to submitting to you a proposal, under a separate cover, for the additional fees that will be required before commencing work.

I will not charge the District for every minor inquiry or phone call that you make, including technical questions. I want to encourage communication throughout the year that will allow me to assist you proactively rather than reactively.

If I need to spend significant time responding to one of your inquiries, or if significant additional time over the anticipated scope of work is projected, I will discuss the circumstances with you and arrive at a new estimate before any additional time and costs are incurred. These circumstances will result only from a material change in the existing structure or operating characteristics of your organization, from a deficiency by the District personnel in generating the accounting records necessary to perform the engagement, or from the issuance of new accounting and/or auditing pronouncements that would require us to incur additional time.

# Audit Timeline

Timeframe	Task
Upon notification of selection	Finalize client acceptance and issue engagement letter
July/August	Audit planning meetings with Superintendent and Business Manager
September/October	Commence Year-End Fieldwork
October 25	Provide draft of Independent Audit Report
November 1	Upload Annual Financial Report to the Nebraska Department of Education
November 5	File Independent Audit Report with Nebraska Department of Education and Nebraska Auditor of Public Accounts



# Abby Janzing, CPA

## LICENSURE:

Licensed as a CPA in Nebraska and Iowa.

## EDUCATION:

Bachelor of Arts Degree in Accounting and Business Administration  
Northwestern College, IA

## PROFESSIONAL AFFILIATIONS:

Member of the American Institute of Certified Public Accountants (AICPA)  
Member of the Nebraska Society of CPAs

## AUDIT EXPERIENCE:

Experience auditing school districts since 2014. Extensive experience in financial statement audits, and single audits under the Uniform Guidance.

## INDUSTRY EXPERIENCE:

Intermediate Single Audit Certification through the AICPA  
In-depth knowledge of financial reporting standards applicable to school districts  
Familiarity with relevant regulations and compliance requirements.

 [www.forward-cpa.com](http://www.forward-cpa.com)

 [hello@forward-cpa.com](mailto:hello@forward-cpa.com)

 1-402-979-7046

# References

## **MICHELE FAUBEL:**

Business Manager, West Point Public Schools  
Phone: 402-372-5860  
Email: mfaubel@wpcadets.net

## **DANIEL WEDDLE:**

Superintendent, West Point Public Schools  
Phone: 402-372-5860  
Email: dweddle@wpcadets.net

## **MATT FARUP:**

Superintendent, Wakefield Community School  
Phone: 402-287-2012  
Email: mfarup@wakefieldschools.org

## **BECKY GOTHIER:**

Business Manager, Wakefield Community School  
Phone: 402-287-2012  
Email: bgothier@wakefieldschools.org

## **MICHAEL SANNE:**

Superintendent, Boyd County Public School  
Phone: 402-589-1333  
Email: msanne@boydcounty.org

## **CHARIE KING:**

Business Manager, Boyd County Public School  
Phone: 402-589-1333  
Email: cking@boydcounty.org

For inquiries,  
contact me.



 [www.forward-cpa.com](http://www.forward-cpa.com)

 [hello@forward-cpa.com](mailto:hello@forward-cpa.com)

 1-402-979-7046



Mrs. Kim Beran, Superintendent  
High Plains Community Schools  
260 S. Pine  
Polk, NE 68654

Dear Mrs. Beran:

We are pleased to provide to you our proposal to perform the annual financial audit for High Plains Community Schools for the year ending August 31, 2022. We understand that the Nebraska Department of Education requires the “Annual Financial Report to be filed by November 1, 2022. Also, we understand that the Nebraska Auditor of Public Accounts requires the audit to be submitted by November 5, 2022. We would be pleased to present the results of the audit to the School Board after the final reports are issued, if the Board and Administration so desires.

Organization Structure, Background and Experience

Porter & Company, PC is an Iowa Corporation that started operations on November 25, 2013. There is one shareholder, Rodney Porter. Rodney Porter is the president and Managing Director of the firm and will be the Engagement Partner for this engagement. Fred Weber is the manager of the firm and will be the auditor in charge of the engagement. The firm also employs two senior auditor/accountants and one support staff. The Firm also works with Cuming County, Nebraska, Pierce County, Nebraska, Wayne County, Nebraska, City of Bancroft, Nebraska, City of Haskins, Nebraska, Pender Public School District, Allen Consolidated Public School District, Homer Community Schools, Randolph Public Schools, Niobrara Public Schools, Santee Community Schools, Crofton Community Schools, Northeast Nebraska Public Health Department, North Central District Health Department and the Elkhorn Logan Valley Public Health Department and several other local nonprofit and governmental entities.

Rodney D Porter has over 40 years of experience. He is the Managing Director of the Firm and will serve as your Engagement Partner. He is licensed to practice in Iowa and Nebraska. He has worked for various CPA firms and a larger retail organization in the Siouxland area. He started out on his own in 1988 with RD Porter CPA until he founded Porter & Company, PC. His areas of expertise are business taxation, accounting, compilations and reviews, audits, individual taxation and business consultation.

Fred Weber has over 30 years of experience. He is a manager at the firm and will serve as the auditor in charge of your audit. He has worked for various CPA firms and a local service organization. His areas of expertise are audits, compilations, reviews of governmental entities, nonprofit organizations and businesses. He is a QuickBooks Pro-Advisor and is versed in all editions of QuickBooks Pro, including the Nonprofit Edition. Also, he assists in business taxation, individual taxation and business consultation. Specifically, he has performed audits of school districts, cities, counties, special purpose governments, housing authorities; nonprofit entities included United Ways and various other 501(c)3 entities, and businesses of all sizes in Iowa, Nebraska, Missouri and several other states. At another CPA Firm of which he was the Director of Audit Services he over saw the audits of various Housing Authorities, Low Income Housing Projects and various Non-Profit Entities that received funding the Housing and Urban Development and the U.S. Department of Agriculture Rural Development. He has performed audits in the past for Omaha Public Schools, ESU # 19, Douglas District, Sarpy District, Lancaster District, Washington District, Nemaha District, Colfax District and Saunders District in Nebraska. He has significant experience performing audits in accordance with Generally Accepted Auditing Standards, Government Auditing Standards and the Single Audit Regulations.

#### Understanding of the Services to be Performed

We understand that we are to perform an audit of financial statements of High Plains Community Schools, as of and for the year ending August 31, 2022. The financial statements will follow the cash basis of accounting and are as follows:

- Government – Wide Statement of Net Position
- Government – Wide Statement of Activities
- Governmental Fund Statement of Assets and Fund Balances
- Statement of Cash Receipts, Disbursements and Changes in Fund Balances
- Statement of Net Position – Fiduciary Funds
- Statement of Changes in Net Position – Fiduciary Funds
- Notes to Financial Statements
- Supplemental Schedules of Cash Receipts, Disbursements and Fund Balance -Budget and Actual

We understand our responsibility is to express opinions on these financial statements based on our audit. Our audit will be conducted in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.

We would also work with the Organization to include any supplemental information it deems necessary to include. We will subject that supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole. Our understanding is that the District will not be presenting a Management’s Discussion and Analysis.

We would expect to begin our audit procedures during August/September of each year; we would work out the specific timing with management. Our expectation is that we would have one to two auditors on site for 4-6 business days, the rest of our time would be at our office. We would complete the audit before October 15 with final reports by October 30. We would be prepared to discuss the results of the audit with the board any time after October

Fees

Our fees for this engagement will be as follows:

<u>August 31,</u>	<u>Audit</u>	<u>Out-Of-Pocket</u>	<u>Total</u>	<u>Single</u>
<u>2022</u>	<u>\$ 10,000</u>	<u>Costs</u>	<u>Costs</u>	<u>Audit</u>
2022	\$ 10,000	\$ 2,000	\$ 12,000	\$ 4,000
2023	8,500	1,750	10,250	3,000
2024	9,000	1,850	10,850	3,250
	9,500	1,950	11,450	3,500
	<u>\$ 27,000</u>	<u>\$ 5,550</u>	<u>\$ 32,550</u>	<u>\$ 9,750</u>

I have included a one-year fee and a three-year fee, if the District wished to extend to a longer contract we would be able to save some overall costs as you can see.

The audit fee above encompasses items discussed for Audit Services. The out-of-pocket costs will include items such as report production, word processing, postage, travel costs, etc.; however, we will cap the costs as listed above. The fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter, and our fees will be adjusted accordingly. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

If the District will be subject to a Single Audit for the year ended August 31, 2021, I have included that fee. If it is not subject to a Single Audit in any year, then that fee will not be charged.

We appreciate the opportunity to provide you with this proposal and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

Very truly yours,

*Fred Weber*

Fred Weber  
Manager  
Porter & Company, PC

**3009  
Audit**

The board of education shall appoint a certified public accountant or public accounting firm to audit all school accounts annually and report to the board of education. The audit shall include all areas required by law and the rules of the Nebraska Department of Education. The auditor is not obligated to follow generally accepted accounting principles (GAAP) but shall conduct the audit according to the standards of the auditing profession.

Adopted on: 12-12-16

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

Reviewed on: \_\_\_\_\_7/10/23\_\_\_\_\_

### **13. Policy Review**

#### **13.1. Consider and Approve Student Code of Conduct**

**Reviewed 7/10/23**

**SECTION THREE  
CODE OF CONDUCT**

All students associated with High Plains Community Schools and participating in extracurricular or school sponsored activities (including all NSAA activities) are required to avoid conduct that is detrimental to the integrity of, and public confidence in, the school. Rules promoting lawful, ethical, and responsible conduct serve the interests of all people associated with the school. Illegal and irresponsible conduct puts people at risk, tarnished the reputation of the offender and everyone else associated with the school, and undermines the public support and respect of the school district.

**Standard of Conduct.** Participation in school-sponsored or extracurricular activities is a privilege and not a right. Participants must follow board policy, this code, and all the training rules and rules of conduct of the coaches and/or activity sponsors. Students participating in school-sponsored or extracurricular activities are held to a high standard. Students are expected to conduct themselves in a way that is lawful, responsible, promotes the values upon which the school is based, and that brings credit to themselves and the school. Students who fail to live up to the required standard of conduct are guilty of detrimental conduct and subject to discipline under all school policies, the general student code of conduct, and these Activity Participation Rules.

**Coach and Sponsor Rules.** Coaches and/or activity sponsors shall establish training rules or rules of conduct for participation in or attendance at the activity or event. General training rules or rules of conduct shall be established prior to the activity or event. This Code shall control in the event that there is a conflict with coach or sponsor rules.

**Prohibited Conduct.** Students in school-sponsored and/or extracurricular activities may not engage in the following conduct:

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.

5. Possession, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco, controlled substances, or any lookalike or imitations thereof; or being in the presence of alcohol, illicit drugs, controlled substances, or any lookalike or imitations thereof that are being possessed, consumed, used, or distributed by any person under twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, vapor pens, etc. (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 use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).
6. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.
7. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes 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; personal servitude; 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; binge drinking and drinking games; sexual simulation and sexual assault.

8. Bullying which shall include cyber-bullying, 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 email 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; 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.
9. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, or terrorizing.
10. Violating any school policy, handbook provision, or a coach's or activity sponsor's training rules or rules of conduct.
11. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
12. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
13. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

Such conduct is prohibited during the school year, regardless of whether it occurs on-campus or off-campus. School year means the period commencing on the first day of fall sports practice through the last day of spring sports practice, events, or attendance at school for a given school year.

**Discipline.** Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events (including but not limited to graduation ceremony and related activities, dances, etc.).

**Consequences Specific to Drugs, Alcohol, and Tobacco.** Students who violate any rule in board policy, this handbook, or any team rule relating to drugs, alcohol, tobacco, lookalikes, etc., are subject to the following consequences:

1. 1st OFFENSE – Student will be suspended from participation in school sponsored activities for the greater of a period of 10 school days regardless of the number of events missed, or a minimum of 2 activities even if those extend beyond 10 school days.
2. 2nd OFFENSE – Student will be suspended from activity participation for the remainder of the current school year.
3. 3rd OFFENSE – Student is excluded from activity participation while attending High Plains Community School.

REVIEW BOARD: Following a 3rd offense a student may be reinstated if the student agrees to attend an appropriate drug and alcohol intervention approved by the school or other appropriate intervention suitable to the infraction. The review board shall consist of the Superintendent, Principal and/or Activities Director, Counselor, and the Head Coach or Activity Sponsor.

**Consequences not Limited to Activities.** These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is authorized by the Nebraska Student Discipline Act, NEB. REV. STAT. §§ 79-254 to 79-294, Board Policy, or the Student Handbook. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement.

**Considerations for Discipline.** Administrators and coaches will take the following into consideration when making disciplinary decisions:

1. Any prior or additional misconduct;
2. The nature and seriousness of the offense;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;

7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;
8. Whether the circumstances of the violation are likely to recur;
9. The student's willingness to participate in evaluations, counseling, or other programs;
10. Any mitigating factors;
11. Any other relevant factors.

**Honesty Factor.** A student who admits violation to a sponsor, coach, or administrator prior to conviction or determination that the student has violated an applicable policy or rule will have the consequence reduced by 5 days or 1 activity/game/performance, whichever is greater. It is strongly recommended that any student involved in any incident, which could jeopardize his/her privilege to participate in any activity, notify the sponsor/coach/administrator as soon as possible.

**Carryover and Loss of Honors.** Any consequence will be for all activities in which a student is involved and will begin when the school determines that there is reasonable cause to believe that the student has violated the activity policy, a written rule or regulation of the school or a rule of the sport or activity. If a student is not involved in an activity at the time of the violation, any suspension will carry over to the next activity in which the student is involved. Suspension will carry over to the following year should insufficient time remains in the school year of the infraction. The student must attend all practices, attend all games/events/performances and sit on the team bench during the game, but not compete. Students that violate these rules that have graduated or that have completed their involvement in activities, will be subject to loss of honors as determined by the sponsor/coach.

**Evaluation, Counseling, and Treatment.** Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the administration's, coach's, or sponsor's discretion. Based upon the results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

**Reporting of Incident.** Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day after the violation has occurred. Failure to report an incident will constitute a violation of these rules and will

be taken into consideration in making disciplinary determinations under this policy.

**Discipline Procedures.** Prior to any disciplinary action under this activities code, the following procedures shall be followed:

As used in this "Discipline Procedures" section, "Investigator" means the coach or activity sponsor of the team or activity in which the student is participating, or any teacher, school official, or school representative whom the Principal or the Superintendent has authorized to perform the duties and responsibilities of "Investigator" as described below.

1. The Investigator shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

**If suspended,** the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

**Review of Investigator's Decision.** A student or the student's parents may, within five (5) school days of the notice of disciplinary action from the Investigator, notify the superintendent in writing of their request for a review of the coach or activity sponsor's determination. The superintendent or his or her designee shall review the situation and render a decision within three (3) school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

Dismissal or suspension of a student from any extracurricular activity and/or sport must be reviewed and approved by the Superintendent of Schools and the appropriate principal, even if the student or parent does not appeal the decision.

**Misrepresentations.** Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate

violation of these rules, and the student shall be subject to additional disciplinary action.

**Questions.** Any parent or student who has questions about board policy, this code, training rules, or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

**Assistance.** Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

**13.2. Consider & Approve Organization of Board Policy (2002)- changes**

**2002**  
**Organization of the Board, Board Officers, Check Signing, and**  
**Committees**

1. Membership, Term and Election

- a. The Board of Education shall comprise six members who will be elected at large.
- b. Those who wish to serve on the board shall file, be elected, and serve terms of office on the board according to law.

2. Internal Organization and Officers

a. President

- i. At the regular January meeting, the board shall elect from among its members a president who shall serve in that capacity for one year.
- ii. The president shall preside at all board meetings, and shall perform such other duties as may be prescribed by law or by action of the board.

b. Vice President

- i. At the regular January meeting, the board shall elect from among its members a vice president who shall serve in that capacity for one year.
- ii. The vice president shall preside in the absence of the president, and shall perform such other duties as are assigned by the board.

c. Secretary

- i. At the regular January meeting, the board shall elect a secretary who need not be a member of the board. The secretary shall serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.
- ii. The secretary shall see that an accurate record of the proceedings of the board is kept, that a copy of the proceedings is provided to each board member and to the

superintendent, and that a concise summary of each month's meeting is published along with a list of all approved claims. The secretary shall perform such other duties as are prescribed by law and assigned by the board.

d. Treasurer

- i. At the regular January meeting, the board shall elect, employ, or appoint a treasurer who need not be a member of the board if permitted by law. The treasurer shall serve in that capacity for one year, unless the board designates a longer term for the treasurer.
- ii. The treasurer may be designated to sign checks and certain other documents. The treasurer is the custodian of the monies of the district.
- iii. The treasurer shall give bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.
- iv. The treasurer shall issue no warrant of payment of claim against the district until such claim has been duly authorized.

3. Signing and Authorizing Checks, Warrants, and other Instruments.

- a. Unless otherwise delegated by the board, the president and treasurer of the board shall sign checks, warrants, and other instruments of the district.
- b. The board may delegate another person to sign and validate any checks, warrants, and other instruments. Facsimile signatures of board members may be used.
- c. The board delegates that the vice president or secretary may sign any warrant in the absence of either the president or the secretary.

4. Board Officer Voting and Tie Breakers

- a. The vote to elect board officers may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.
- b. In the event any officer cannot be elected by a majority after 10 votes; no votes occur after ten motions fail for lack of a "second,";

or no member volunteers to serve as an officer for a particular position, the tie will be broken by the applicable method:

- i. If the board is split between two members, the officer will be determined by coin flip. The winning member will be the officer for the upcoming year unless the position changes by action of the board.
- ii. If the board is split between more than two members who wish to serve as the officer, any member wanting to serve as the officer will put his or her name into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.
- iii. If no member is willing to serve as an officer for a position which is required to be a member of the board, all non-officers' names will be put into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

## 5. Committees

- a. The board shall authorize such special committees as it deems necessary. The board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work.
- b. On or before the beginning of each calendar year, the board shall appoint three members to form a Committee on American Civics. The committee's duties shall be those prescribed by Nebraska statutes, which include:
  - i. Hold no fewer than two public meetings annually, at least one when public testimony is accepted;
  - ii. Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;
  - iii. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section 79-760.01 and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;
  - iv. Review and approve the social studies curriculum to ensure that it stresses the services of the men and women who

played a crucial role in the achievement of national independence, establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education as set forth in sections 79-719 to 79-723 in order to instill a pride and respect for the nation's institutions and not be merely a recital of events and dates;

- v. Ensure that any curriculum recommended or approved by the committee on American civics is made readily accessible to the public and contains a reference to this section;
- vi. Ensure that the district develops and utilizes formative, interim, and summative assessments to measure student mastery of the social studies standards adopted pursuant to section 79-760.01;
- vii. Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:
  - 1. Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or
  - 2. Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body as defined by section 84-1409 followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or
  - 3. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by a holiday listed in section 79-724(6) or on a topic related to such person or persons or event;
- viii. Take all such other steps as will assure the carrying out of the provisions of this section and provide a report to the

school board regarding the committee's findings and recommendations.

## 6. Vacancies

- a. A vacancy on the board of education shall exist when any one of the following occurs:
  - i. A member submits his or her formal resignation from the board.
  - ii. A member removes himself or herself from the district or is absent from the district for a continuous period of sixty days.
  - iii. A member misses more than two consecutive regular board meetings unless excused by a majority of the remaining members.
  - iv. Such other reasons are set forth in Nebraska statutes.
- b. The board shall make note the vacancy in its minutes and shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term to (1) the election commissioner or county clerk, and (2) the public by published notice in a newspaper of general circulation in the district.
- c. Vacancies shall be filled in the manner set forth in Nebraska statutes.

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

Revised on: 7-13-20

Reviewed on: \_1-9-23, 7-10-23\_\_\_\_\_

**13.3. Consider & Approve Reimbursement Policy (2007)- no changes**

**2007**  
**Reimbursement and Miscellaneous Expenditures**

1. Board members, employees, and volunteers of the school district are expected to maintain and enhance their effectiveness by being well-informed on issues affecting education. They are encouraged to attend education workshops, conferences, training programs, official functions, hearings, and meetings sponsored by the school district or state and national educational organizations which are helpful to them in performing their duties or which are in the best interests of the school district.

2. This board hereby gives prior approval for board members to attend meetings described in the preceding paragraph. Upon approval by the board president, or the superintendent or designee when the board president is unavailable, such board members may attend authorized meetings without further action or approval by the board, and shall be paid or reimbursed for registration costs, tuition costs, fees or charges, travel expenses, and costs of meals and lodging as permitted by law.

a. The superintendent or the superintendent's designee may authorize employees and volunteers to attend meetings described in the first paragraph and may authorize the payment of such registration costs, tuition costs, fees, charges, travel expenses, costs of meals, and/or costs of lodging as he or she deems appropriate and as permitted by law.

b. Expenses for attendance at any of the above activities shall be paid by the school district as allowed by law. The Board shall pay or reimburse attendees for expenses that are actually, necessarily, and reasonably incurred in attending educational seminars, conventions, and workshops; conferences; training programs; official school functions, hearings or meetings, provided that such reimbursement is permitted by law.

c. The board authorizes the expenditure of funds for non-alcoholic beverages for individuals attending public meetings of the board and non-alcoholic beverages and meals for individuals while performing or immediately after performing relief, assistance, or support activities in emergency situations, and for any volunteers during or immediately following their participation in any activity approved by the board.

d. It is in the best interest of this school district to recognize service by board members, employees, and volunteers. The board

authorizes the president, superintendent or the superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted, provided that no such plaque, certificate, flowers or other item of value shall cost more than \$100.00.

e. Funds may be spent for one recognition dinner each year for elected and appointed officials, employees or volunteers of the school district. The maximum cost per person for such a dinner shall not exceed \$50.00.

Adopted on: 7/9/18

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

Reviewed on: \_7/10/23\_\_\_\_\_

**13.4. Consider & Approve Drug-Free Workplace Policy (4002)- no changes**

## **4002 Drug Free Workplace**

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

Adopted on: 2/13/17

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

Reviewed on: \_\_\_7/10/23\_\_\_\_\_

**13.5. Consider & Approve Workplace Injury Prevention Policy (4019)- no changes**

## **4019**

### **Workplace Injury Prevention and Safety Committee**

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

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

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

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

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

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

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

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

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

The workplace injury prevention and safety committee will confer with the district's crisis team and shall review the district's Emergency Operations Plan upon its adoption by the safety team.

Adopted on: 7/10/17

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

Reviewed on: \_7/10/23\_\_\_\_\_

**13.6. Consider & Approve Protection of Pupil Rights Policy (5015)- no changes**

## **5015 Protection of Pupil Rights**

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

### **1. Surveys**

- a. Surveys Created by a Third Party
  - i. This section applies to every survey:
    - (1) that is created by a person or entity other than a district staff member or student;
    - (2) regardless of whether the student answering the questions can be identified; and
    - (3) regardless of the subject matter of the questions
  - ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.
- b. Surveys Requesting Particular Sensitive Information
  - i. Sensitive information shall include:
    - (1) Political affiliations or beliefs of the student or the student's parent(s);
    - (2) Mental or psychological problems of the student or the student's family;
    - (3) Sexual behavior or attitudes;
    - (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
    - (5) Critical appraisals of other individuals with whom respondents have close family relationships;
    - (6) Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
    - (7) Religious practices, affiliations, or beliefs of the student or student's parent(s); or
    - (8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
  - ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.

- iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the written consent of a student's parent(s) before the student participates in the survey.
- iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.
- v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.
- c. **Survey Inspection Requests**
  - i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.
  - ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.
  - iii. The principal shall respond to survey inspection requests without delay.

**2. Invasive Physical Examinations**

- a. The term "invasive physical examination" means:
  - i. any medical examination that involves the exposure of private body parts; or
  - ii. any act during such examination that includes incision, insertion, or injection into the body; and
  - iii. does not include a hearing, vision, or scoliosis screening.
- b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:
  - i. required as a condition of attendance;
  - ii. administered by the school and scheduled by the school in advance; and
  - iii. not necessary to protect the immediate health and safety of the student, or of other students.
- c. This policy does not apply to any physical examination or screening that:

- i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;
- ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*)
- iii. is otherwise authorized by Board policy.

**3. Collection of Personal Information from Students for Marketing**

- a. The term “personal information” means individually identifiable information including:
  - i. student’s and parent(s)’ first and last name;
  - ii. home or other physical address;
  - iii. telephone number; and/or
  - iv. social security number.
- b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
- c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
  - i. post-secondary education recruitment;
  - ii. military recruitment;
  - iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
  - iv. student recognition programs.

**4. Inspection of Instructional Material**

- a. Definition
  - i. The term “instructional materials” means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
  - ii. The term does not include academic tests or academic assessments.
- b. Parents may inspect, upon their request, any instructional material used as part of their child’s education curriculum.

- c. Curriculum inspection requests must be made to the building principal in writing.
- d. Building principals shall respond to inspection requests within a reasonable amount of time.

**5. Notification of Rights and Procedures**

- a. The superintendent shall notify parents of:
  - i. this policy and its availability upon request from the office of the district;
  - ii. how to opt their child out of participation in activities as provided for in this policy;
  - iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
  - iv. how to request access to any survey or other material described in this policy.
- b. This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Adopted on: 7/10/17

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

Reviewed on: 7/10/23\_\_\_\_\_

**13.7. Consider & Approve Parent Involvement Policy (5018)- possibly changes**

## 5018

### Parent and Guardian Involvement In Education Practices

The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
  - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
  - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
  - c. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
  - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

- b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
  - a. Building principals may excuse a student from any single school experience at the parent's written request.
  - b. When appropriate, alternative experiences will be provided for the student by the school.
4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
  - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
  - b. State Assessments  

State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents or guardians to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot "approve" the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.
  - c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
  - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
  - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

Adopted on: 7/10/17

Revised on:

Reviewed on: 7/11/22, 7/10/23

**13.8. Consider & Approve Student Fees Policy (5045)- possibly changes**

## **5045 Student Fees**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

### **A. Definitions.**

- 1.** "Students" means students, their parents, guardians or other legal representatives.
- 2.** "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
- 3.** "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

### **B. Listing of Fees Charged by this District.**

#### **1. Guidelines for Clothing Required for Specified Courses and Activities.**

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

## **2. Safety Equipment and Attire.**

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

## **3. Personal or Consumable Items.**

The district **does not** provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. The district will provide students with facilities, equipment, materials, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose or damage.

## **4. Materials Required for Course Projects.**

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials or purchase the materials from the school.

## **5. Technological Devices**

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to **utilize a device off district property two options are available for the protection of the devices:**

Option 1: The district may charge students a computer damage/loss cooperative insurance fund fee to take the device off district property. The maximum dollar amount of this fee charged by the district will be \$35. Participating in the computer damage/loss cooperative insurance fund fee would cover 75% of the repair costs on the first incident, 50% of the repair costs on the 2nd incident, and 0% of the repair costs on the 3rd or more incidents. The maximum dollar amount of out of pocket insurance coverage

by the district will not exceed the \$500 deductible, unless any additional repair costs are not covered by the district insurance. Those additional repair costs would be the sole responsibility of the parent/student.

Option 2: Parents are given the option of Self Insurance under their homeowner's/renter's insurance plan and not pay the \$35, but will be required to pay a maximum damage deposit of \$25. The damage deposit which may be returned or rolled over to cover the damage deposit for the next year, if it is not needed to cover the costs of any damage to the device. Proof of insurance will be required before a device will be checked out to the student. Any damage or loss to the device will be the sole responsibility of the parent/student.

Parents may decline the student to utilize the device off district property. If this option is selected, the student will leave the computer at school every day.

## **6. Extracurricular Activities.**

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Future Business Leaders of America: \$30
- National Honor Society: \$30
- Cheerleading: \$0
  - Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- Football/Golf/Track/Wrestling/Basketball: \$ 0
  - Students must provide their own shoes, and undergarments, and "specialty" mouthguards

- Softball: \$0
  - o Students must provide their own shoes, gloves, and undergarments
- Volleyball: \$0
  - o Students must provide their own shoes, shorts, and undergarments
- Future Farmers of America: \$30
  - o Students must purchase their own jackets
- One-Act/Speech Competition/Band and Choir Competition/Student Council/Quiz Bowl: \$0
- FCCLA: \$30
  - o Students must purchase their own required shirts

## **7. Post-Secondary Education Costs.**

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

## **8. Transportation Costs.**

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be \$.625 per mile.

## **9. Copies of Student Files or Records.**

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$.10 per page for reproduction of student records.

**10. Participation in Before-and-After-School or Pre-Kindergarten Services.**

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$60 per month.

**11. Participation in Summer School or Night School.**

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$50.

**12. Charges for Food Consumed by Students.**

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-6
  - Regular Price \$2.00
  - Reduced Price \$.30
- Breakfast Program – Grades 7-12
  - Regular Price \$2.00
  - Reduced Price \$.30
- Lunch Program – Grades K-6
  - Regular Price \$3.00
  - Reduced Price \$.40

- Seconds \$1.00
- Lunch Program – Grades 7-12
  - Regular Price \$3.10
  - Reduced Price \$.40
  - Seconds \$1.00
- Milk Break/Extra Milk- Grades K-12
  - Regular/Reduced \$.50

### **13. Charges for Musical Extracurricular Activities.**

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities (Band and Choir). The following list details the maximum dollar amount of all musical extracurricular activities fees and the equipment or attire required for participation in musical extracurricular activities:

- Band:
  - Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers
- Choir:
  - Students must purchase outfits and shoes selected by the sponsor and/or student group.

### **14. Contributions for Junior and Senior Class Extracurricular Activities.**

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$30.

### **C. Waiver Policy.**

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free

or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

**D. Distribution of Policy.**

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

**E. Voluntary Contributions to Defray Costs.**

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

**F. Fund-Raising Activities**

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

**G. Student Fee Fund.**

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve as a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Adopted on: 5/8/17  
Revised on: 7/11/22  
Reviewed on: 7/10/23

**13.9. Consider & Approve Parent Involvement Policy (5057)- possibly changes**

## **5057**

### **District Title I Parent and Family Engagement Policy**

The school district will jointly develop with parents a School-Parent-Student Compact that outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

The written District Parent and Family Engagement Policy will be jointly developed and distributed to parents and family members of participating children and the local community in an understandable format and to the extent practicable, in a language the parents can understand. An annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy will be used to design evidence-based strategies for more effective parental involvement, to revise the Parent and Family Engagement Policy and to remove barriers to participation.

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities such as training to help parents work with their children to improve achievement. A goal of parent activities is to provide

parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parent and Family Engagement Policy.

Adopted on: 5/8/17

Revised on: 10/10/21

Reviewed on: 7/11/22, 7/10/23

**13.10. Consider & Approve Curriculum Policy (6004)- no changes**

## **6004 Curriculum Development**

The board of education jealously guards its right, prerogative, and discretion to exercise local control of the curriculum development of the district to the greatest extent permitted by state and federal law, and has no intention of ceding such right, prerogative, or discretion.

The superintendent or his/her designee shall be responsible for providing and directing system-wide planning for curriculum, instruction, assessment and staff development.

The curriculum shall be standards-driven and accountability-based. The district's academic content standards shall be those required by the Nebraska State Board of Education in the subject areas of reading and writing (language arts), mathematics, and science only. The curriculum shall be articulated to include all programs and grade levels offered within the district, K-12 and, if applicable, shall include a preschool program. The curriculum shall reflect the comprehensive plan of the school district. All professional staff members are responsible for implementing the curriculum.

The superintendent or his/her designee will present this curriculum to the board for approval or modification.

The superintendent shall be responsible for establishing curriculum guides to articulate and coordinate the written curriculum, and to provide consistency of the written curriculum from one level of the district to the next. Curriculum guides shall provide for the development of the school district's curriculum and shall set academic standards, identify essential educational outcome criteria, and provide for the implementation, monitoring and evaluation of student learning.

Teachers are responsible for following the curriculum guides and teaching the written curriculum. Principals are responsible for monitoring the curriculum and evaluating teachers to ensure that they are teaching in compliance with the curriculum guides and written curriculum. The superintendent and his/her designee shall ensure that principals monitor the curriculum and evaluate teachers.

### **Curriculum and Textbook Adoption Schedule**

The district will review curriculum and adopt associated textbooks on the following schedule.

<b>SUBJECT AREAS</b>	<b>REVIEW</b>	<b>ADOPTION</b>
Foreign Language Fine Arts/Music		
K-12 Language Arts		
Math		
Technology		
Science		
Physical Ed/Health		
Vocational		
Social Studies		
Financial Literacy		
Computer Science and Technology		

Adopted on: \_\_\_\_\_6/12/17\_\_\_\_\_

Revised on: \_\_\_\_\_12/13/21, 6/12/23\_\_\_\_\_

Reviewed on: \_\_\_\_\_7/10/23\_\_\_\_\_

ELA/Grade	Curriculum	When Adopted
PK	Creative Curriculum & High Scope (GOLD Subscription)	Fall 2020
K-5	CKLA	Fall 2020 (3 years digital & consumable)
6-8	Amplify ELA	Fall 2020 (3 years digital & consumable)
9-12	Study Sync	Fall 2023 (1 year digital)

	*GOLD yearly
	*Digital paid through spring 2023
	*Digital paid through spring 2023
	*Digital paid through spring 2024

Fine Arts/Music/Grade	Curriculum	When Adopted
Band	Standard of Excellence for Band Anticipate Adopting New	Fall 2024
General Music	Music Play Online Anticipate Adopting New	Fall 2024
Foreign Language/Grade	Curriculum	When Adopted
?		?

Math/Grade	Curriculum	When Adopted
PK	Creative Curriculum & High Scope	Fall 2020
K-6	Math Expressions	Fall 2021 (6 years digital & 3 years consumables)
7-12	Envisions	Fall 2021 (6 years digital & 6 years consumables)

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	*Digital paid through spring 2026
	*Digital paid through spring 2026

Ag/Grade	Curriculum	When Adopted
7-12	MyCAERT & iCEV	?

Science/Grade	Curriculum	When Adopted
PK	Creative Curriculum & High Scope	Fall 2020
K-6	Generation Genius	Fall 2020 (yearly until Amplify Science adopted K-3)
4-5	Amplify Science	Fall 2022 (3 years digital & ? 1 year consumables)
K-3	Anticipate Amplify Science	Fall 2024
4-8	Amplify Science	Fall 2019/Fall 2022 (6/3 years digital & ?1 year consumables)
9-12	OpenSciEd	Fall 2023 (no cost for digital)

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	*Supplement- yearly
	*Digital paid through Spring 2025
	*Digital paid through Spring 2025

Physical Education & Health/Grade	Curriculum	When Adopted
K-12	SPARK & TeamBuilder	Fall 2023

Social Studies/Grade	Curriculum	When Adopted
PK	Creative Curriculum & High Scope	Fall 2020
K-8	TCI	Fall 2022
4	Nebraska Adventures	Fall 2020 (5 years digital)
9-12	TCI	Fall 2022

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	*Digital subscription for 3 years spring 2025
	*Digital subscription for 3 years spring 2025

Business/Grade (include financial literacy & typing)	Curriculum	When Adopted
9-12	Next Gen Personal Finance, Banzai, Everfi, Crash Course, Nebraska Career Connections, Code.org, etc.	?
K-6 Typing	Typetastic	?
Computer Science & Technology	Curriculum	When Adopted
?	?	?

Social/Emotional/Grade	Curriculum	When Adopted
PK-8	Second Step	Winter 2020
9-12	3rd Millennium	Fall 2023

	*Grant from Region 5
	*Grant from Region 5

FCS/Healthful Living/Grade	Curriculum	When Adopted
?	?	?

Vocational/Grade	Supplemental	When Adopted						
K-12	Career Exploration (You Science)	Fall 2023	*Yearly Renewal in December					
	?Brainpop							
	Schoolzilla							
	Infinite Campus							
	Odysseyware/Edgenuity							
	Typtastic							
	Follett Destiny							
	Fastbridge							
	Swiss							
	?Dreambox Learning							

Art/Grade	Curriculum	When Adopted
?	?	?

**13.11. Consider & approve Student Cell Phone Policy (6025)- no changes**

## 6025

### **Student Cell Phone and Other Electronic Devices**

Student use of cell phones or other electronic devices during the school day is a privilege. Adherence to the guidelines below is essential to maintaining an appropriate academic environment and the integrity of the classroom. Abuse of this privilege will result in consequences beginning with confiscation of device, parent conference, suspension or loss of other privileges such as participation in school trips, internships, proms and potentially graduation exercises, or potential contact with law enforcement **It is recommended that any camera or electronic device that does not purposefully contribute to the educational process be left at home to avoid incidents of theft, misuse, or subsequent student disciplinary action.**

Cell phones and all functions within the cell phone (i.e. cameras and all other applications) are *prohibited* in the following areas unless expressly permitted by a staff member for educational purposes: Classrooms, Restrooms, Locker Rooms, all Physical Education Areas and all School Office Areas.

The respectful, non-disruptive use of cell phones is permitted in the school cafeteria during lunch period and during passing periods, as long as not in locations prohibited for cell phone use. As soon as the threshold of the classroom or any prohibited area is crossed, during the school day, cell phones need to be put away and made undetectable (i.e., silenced without vibration).

1. Under no circumstance is photographing or video recording allowed anywhere on the school premise.
2. Texting and cell phone use is permitted in halls during passing and during the lunch period in the cafeteria.
3. All cell phone use must be respectful and non-disruptive to students and staff.
4. Phones must remain on silent at all times throughout the school day. Parents / Guardians, please note you can contact your child via their cell phone during the lunch period (11:30 to 12:30 PM). In the event of an immediate emergency, please call the school's office at 402-765-3331.
5. The staff of High Plains Community School requests your FULL co-operation with our policy.
6. It should be noted that, the school nor any of its employees are responsible for the loss or damage to any student's phone or electronic device whether that device is in the student's possession or confiscated by the staff. It is the responsibility of the student to adhere to this policy and

to secure his or her belongings at all times. Classes and or instruction will not be stopped to deal with or search for lost phones/devices.

Violation of the cell phone policy as stated above will result in the confiscation of the device. *\*It should be noted that refusal to surrender a cell phone or other electronic device when directed to do so by a school staff member, teacher or administrator is a violation of the school's Code of Conduct. Insubordinate behavior is punishable by suspension, exclusion from school events, inclusive of graduation and or involuntary transfer proceedings.*

Adopted on: 6/12/17

Revised on: \_\_\_\_\_8/8/22\_\_\_\_\_

Reviewed on: \_\_\_\_\_7/10/23\_\_\_\_\_

**13.12. Consider & Approve Artificial Intelligence Policy (6038)- new optional policy**

## **6038 Artificial Intelligence**

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

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

1. Unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, then AI Tools may not be used. Individual teachers will decide for each individual assignment the extent to which students may use AI Tools for such assignment. Teachers are encouraged to make such a decision in advance of students being given the individual assignment in question.
2. Teachers will communicate to all students responsible for completing an assignment the extent to which such students may use AI Tools in connection with such assignment. Teachers will endeavor to include in such communications examples of permissible and impermissible uses of AI Tools.
3. If a student uses any AI Tools in connection with a school assignment, the student must comply with the following:
  - a. The student must explicitly disclose to the teacher in writing that the student used an AI Tool and the specific AI Tool used.
  - b. In any student work (whether hard copy, electronic, digital, or otherwise), the student shall give proper attribution to the AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not

necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.

- c. In no instance may the output from one or more AI Tools be copied and placed within a student’s work as if the student wrote such section himself or herself. For example and not limitation, students may not outsource the organization or the writing of any written work to any AI Tool.
4. A student’s failure to meet the requirements stated in this policy will constitute a violation of the district’s prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.
  5. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Adopted on: \_\_\_\_7/10/23\_\_\_\_\_

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

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

14. **Schedule Budget Hearing, Tax Request Hearing, Regular August BOE Meeting**
15. **Motion to Adjourn**
16. **\*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**
17. **\*SEQUENCE OF AGENDA: The sequence of agenda topics is subject to change at the discretion of the board.**