

Board of Education Regular Meeting  
(Following Tax Request Hearing no specified  
time)  
Wednesday, September 13, 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**

## RESOLUTION

**WHEREAS**, the Nebraska Legislature enacted several measures this past legislative session, including LB 243, to adjust public school district revenue and finances; and,

**WHEREAS**, LB 243 generally limits a public school district's property tax request authority, subject to limited exceptions; and

**WHEREAS**, LB 243 includes an exception to generally allow a school district to otherwise exceed the default property tax request authority if at least seventy percent of the Board of Education votes in favor of the increased request; and

**WHEREAS**, a Board of Education of a school district with an average daily membership of less than four hundred seventy-one students may increase its tax request by an additional seven percent above the base growth percentage; and

**WHEREAS**, the average daily membership of High Plains Community School District No. 75, Polk, Nebraska, a/k/a High Plains Community Schools is less than four hundred seventy-one students may; and

**WHEREAS**, due to rising enrollment, student and staffing needs, and the need to maintain its budgetary obligations, the Board of Education of the School District hereby desires to increase its base growth percentage by an additional seven percent or other maximum amount as permitted by law; and;

**WHEREAS**, public notice of this possible increase was published in a legal newspaper of general circulation in the School District at least one week prior to this Board meeting.

**NOW, THEREFORE, BE IT RESOLVED** that, pursuant to Section 5 of 2023 Neb. Laws 243, at least seventy percent of the Board of Education of this School District affirmatively votes to increase to the School District's overall property tax request authority by an additional seven percent above the base growth percentage, or other maximum amount as permitted by law. The Superintendent or designee is hereby authorized and directed to take any action consistent with this Resolution to ensure that the School District's overall property tax request complies with this Resolution.

The foregoing Resolution having been read in its entirety, Member Nate Spurling moved for their passage and adoption. Member Terry Carlstrom seconded same. After discussion and on roll call vote the following members voted in favor of passage and adoption of the above Resolution:  
Shane VanPet, Terry Carlstrom, Nate Spurling  
Kraig Urkoski, Erin Meyer, Megan Pike

The following members voted against the same:

N/A

The following members were absent or not voting:

N/A

The above Resolution having been consented to by at least seventy percent of the Members of the Board of Education, it was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska Open Meetings law.

DATED this 24th day of August, 2023.

**High Plains Community Schools**

BY:

*Sha V. Pelt*

President

ATTEST:

*Erin Meyer*

Secretary

High Plains Community Schools  
Special Meeting  
August 24, 2023

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

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

A special meeting of the High Plains Community Schools Board of Education was held on August 24, 2023 in the conference room at Clarks.

The meeting was called to order at 6:30 p.m. by President Shane Van Pelt. Present were Terry Carlstrom, Kraig Urkoski, Megan Pike, Nate Spurling, Shane Van Pelt, Erin Meyer and Superintendent Beran. There were no visitors.

Roll Call was taken.

M-Pike, S-Spurling to approve the minutes from the August 2, 2023 board meeting and Finance Workshop meeting. Mc (4-0) (As – Van Pelt, Meyer)

Items on Superintendent Beran's report: Important dates; Conflict of Interest forms.

The superintendent updated the board on the financial data that was given during the Finance Workshop. The board discussed the budget, ending with the current fiscal year, and discussed what the budget may look like for the 2023/24 school year. The board also discussed what the timeline is going to look like for the Community Engagement. Surveys will be distributed to staff, parents, and student groups prior to the Community Engagement that will occur on October 4, 2023 at 5:30 in the high school.

The board discussed the pros and cons of approving the base line growth percentage. M-Spurling, S-Carlstrom to approve the resolution to increase the district's base growth percentage by an additional 7%. Mc 6-0.

The superintendent updated the board on the current fleet of school vehicles. M-Carlstrom, S- Spurling to approve purchasing a new school vehicle to replace the blue suburban and to sell the blue suburban. Mc 6-0.

The superintendent updated the board on transfers to the Depreciation Fund, Activity Funds, Nutrition Fund and Employee Benefit Fund. Possible projects on the capital improvement schedule were discussed, increased costs in the Activity Funds, increased nutrition costs and expenses in the Employee Benefit Fund. M -Meyer, S-Carlstrom to approve transferring money from the General Fund to the depreciation, activity funds, nutrition and employee benefit funds as presented. Mc 6-0.

The board discussed Board Policies 4017 – Employee Collective Bargaining; 4029 – Salary Schedule for Certificated Employees; 4041 – Staff Dress & Appearance. M-Spurling, S-Pike to approve board policy 4017 with no changes. Mc 6-0. M-Spurling, S-Pike to approve the

board policy 4029 with a change to date of September 1. Mc 6-0. M-Meyer, S-Spurling to approve board policy 4041 to add nutritional staff in the custodial segment. Mc 6-0.

The board reviewed the end of year General Fund expenses, Activities and Lunch Accounts. M-Spurling, S-Meyer to pay the end of the fiscal year general fund bills as presented. Mc 6-0.

The superintendent and board discussed the September board meeting date. It was decided to move the board meeting to Wednesday, September 13, 2023 at 6:30 p.m., in the conference room in Clarks, because of the number of HPC activities conflicting with the normal board day and time.

M-Spurling, S-Meyer to adjourn at 8:10 p.m. Mc 6-0.

Respectfully submitted,

Erin Meyer  
Board Secretary

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. Student Representative Report**

**5. Athletics/Activities and Enrollment Numbers Discussion**

**5.1. A.D. Wood**

## ACTIVITIES DIRECTOR'S REPORT

May, 2023

**Hudl Focus:** All cameras are up and running at all three locations. It turned into a bigger task than I expected but thanks to Mike, Dylan, Steve with Heartland communications and Terry Carlstrom we were able to get them all going.

**Football Sponsorships:** All sponsorship logos have been sent. They should be in early this week and hopefully we are able to them up before Friday night's football game.

**Current and Future Enrollment:** See attached forms.

9/8/2023					
Grade	girls	boys	total		
Pre-K	9	10	19		
Kindergarten	4	4	8		
First	5	6	11		
Second	5	7	12		
Third	11	11	22		
Fourth	9	9	18		
Fifth	6	4	10		
Sixth	7	5	12		
Seventh	9	10	19		
Eighth	3	4	7		
Ninth	11	9	20		
Tenth	10	7	17		
Eleventh	10	12	22		
Twelfth	5	7	12		
	girls	boys	total		
Pre-K	9	10	19		
Elementary	47	46	93		
Middle School	12	14	26		
High School	36	35	71		
<b>TOTAL</b>	<b>104</b>	<b>105</b>	<b>209</b>		
	girls	boys	total		
Total Students	95	95	190	excluding pre-K	
Students 9-11	59				

<b>BASED UPON ENROLLMENT</b>		HS					HS					HS				
<b>AS OF 8/24/2023</b>		23-24					24-25					25-26				
		9	10	11	12	Total	9	10	11	12	Total	9	10	11	12	Total
CLASSIFICATION:	BOYS	10	7	12		29	4	10	7		21	10	4	10		24
9TH - 11TH ONLY	GIRLS	11	10	10		31	3	11	10		24	9	3	11		23

		HS					HS					HS					HS				
		26-27					27-28					28-29					29 - 30				
		9	10	11	12	Total	9	10	11	12	Total	9	10	11	12	Total	9	10	11	12	Total
Boys		5	10	4		19	4	5	10		19	9	4	5		18	11	9	4		24
Girls		7	9	3		19	6	7	9		22	9	6	7		22	11	9	6		26

		HS					HS					HS				
		30-31					31-32					32-33				
		9	10	11	12	Total	9	10	11	12	Total	9	10	11	12	Total
Boys		7	11	9		27	6	7	11		24	4	6	7		17
Girls		5	11	9		25	4	5	11		20	4	4	5		13

<b>FALL SEASON</b>		<b>WINTER SEASON</b>		<b>SPRING SEASON</b>	
Boys 6 man football: 27 and below		Basketball D2: Aprox 26 and below		Track (9-11 Boy and Girl Combined enrollement	
8 man football: 47 and below		Basketball D1: Aprox 39 and below		Class D: Aprox 75 and below	
				Class C: Aprox 162 and below	
Volleyball D2: 26 and below		Wrestling D: 49 and below			
Volleyball D1: 39 and below		Wrestling C: 97 and below		Golf D: 75 and below	
		Girls Wrestling: Still One Class		Golf C: 162 and below	

**6. Consideration to Approve the 2023-2024 Budget as Presented in the Budget Hearing**



# HIGH PLAINS COMMUNITY SCHOOL

## 2023-24 Budget and Tax Detail

The budgetary documents in this presentation are not the final 2023-24 budget numbers, but rather preliminary information for the High Plains Community Board of Education to discuss and make recommendations to the Superintendent for adoption.

### Budget Hearing

Sept. 13, 2023 @ 6:30 p.m.  
HPC- Clarks

### Tax Request Hearing

Sept. 13, 2023 Following Budget Hearing  
HPC- Clarks

### Regular Board of Education Meeting

Sept. 13, 2023 following the Tax Request Hearing  
HPC- Clarks

# CERTIFICATION OF TAXABLE VALUE

**Assessed Valuation** – includes all real, personal and centrally assessed valuation in the school district. The assessed valuations are certified by the county assessor and provided to the school on or before August 20<sup>th</sup> each year.

**Levy** – The assessed value is used to calculate the levy and request using the following formulas:

$$\begin{aligned} &(\text{Property Tax Request/Assessed Valuation}) \times 100 = \text{Property Tax Levy} \\ &(\text{Assessed Valuation} \times \text{Property Tax Levy})/100 = \text{Property Tax Request} \end{aligned}$$

**History** – The assessed valuation for High Plains Community School District has increased 5.83% since 2022-2023 valuation. Over the past 4 years the assessed valuations have maintained a fairly consistent value.

# Assessed Valuation History

The High Plains Community School District has land in Nance, York, Polk, Merrick, and Hamilton County. The valuations below are a combined total of all 5 assessed values.

Tax Year	Total Valuation	Dollar Change	Percent of Change
<b>2023-2024</b>	<b>\$910,177,125</b>	<b>\$50,128,164</b>	<b>5.83%</b>
2022-23	\$860,048,961	\$29,787,783	3.58%
2021-22	\$830,261,178	\$4,059,702	0.49%
2020-21	\$826,201,476	(\$14,125,455)	-1.68%
2019-20	\$840,326,931	(\$34,911,502)	-3.99%
2018-19	\$875,238,433	(\$20,477,544)	-2.29%
2017-18	\$895,715,977	(\$6,947,632)	-0.77%
2016-17	\$902,663,609	\$43,399,652	5.05%
2015-16	\$859,263,957	\$107,577,255	14.31%
2014-15	\$751,686,702	\$139,894,163	22.87%

# GENERAL FUND

The **General Fund finances** all facets of services rendered by the school district. General Fund receipts are classified according to source while its expenditures are classified according to specific functions. General Fund expenditures are limited by statute. The tax levy for this fund is restricted is restricted to \$1.05.

**Necessary Cash Reserve** – an amount of budgeted funds to provide a stable cash flow during a school fiscal year. The Necessary Cash Reserve is limited by the Applicable Allowable Reserve Percentage or by 45% of the total expenditures in a budgeted fund less capital outlay.

**Budget Authority** - The legal authority to spend school district funds. The **budget authority (operating budget)** for **2023-2024** is **\$7,102,164**, with a **tax request** of **\$4,575,135**.

# GENERAL FUND TAX REQUEST

General Fund Budget	Operating Budget (Budget Authority)	Proposed Property Tax Request	Proposed Tax Rate	Change in Operating Budget	Change in Property Tax Request
<b>2023-2024</b>	<b>\$7,102,164</b>	<b>\$4,575,135</b>	<b>\$0.5027</b>	<b>\$362,164</b>	<b>\$140,085</b>
2022-23	\$6,740,000	\$4,435,050	\$0.5157	\$654,568	\$260,039
2021-22	\$6,085,432	<b>\$4,175,011</b>	<b>\$0.5028</b>	\$358,705	<b>-\$560,208</b>
2020-21	\$5,726,727	\$4,735,219	\$0.5731	\$138,941	\$68,557
2019-20	\$5,587,786	\$4,666,662	\$0.5553	\$20,190	\$124,238
2018-19	\$5,567,596	\$4,542,424	\$0.5189	\$132,352	\$142,094
2017-18	\$5,435,244	<b>\$4,400,330</b>	<b>\$0.4913</b>	\$108,761	<b>-\$189,147</b>
2016-17	\$5,326,483	\$4,589,477	<b>\$0.5084</b>	\$452,456	\$166,362
2015-16	\$4,874,027	\$4,423,115	<b>\$0.5148</b>	\$329,297	\$404,078
2014-15	\$4,544,730	\$4,019,037	\$0.5346	---	---

# **DEPRECIATION FUND**

A **Depreciation Fund** may be established by a school district in order to facilitate the eventual purchase of costly capital outlay by reserving such monies from the General Fund. To allocate monies from the General Fund, a school district will show the movement of monies as an expense from the General Fund and the Depreciation Fund will show the revenue as a transfer from the General Fund.

**The purpose of the Depreciation Fund is to spread replacement costs over a period of years in order to avoid a disproportionate tax effort in a single year to meet such an expense. The Depreciation Fund is considered a component of the General Fund and is restricted by statute as part of the Allowable Reserve limitation.**

# DEPRECIATION FUND BUDGET

Year-End Depreciation Fund Balance	Year-End Transfer from General Fund	23-24 Beginning Balance of DF (Sept. 1, 2023)	23-24 Anticipated Capital Replacement Costs	23-24 Anticipated Capital Replacement Projects (some of them)
\$163,114	\$310,000	\$473,167 (includes interest)	\$375,000	<ul style="list-style-type: none"><li>● Paint Shop</li><li>● Resurface Epoxy</li><li>● Update Classroom Furniture</li><li>● Paint Gymnasium</li><li>● Purchase Suburban</li></ul>

# SPECIAL BUILDING FUND

A **Special Building** Fund shall be established when a school board decides to acquire or improve sites and/or to erect, alter or improve buildings. The sale of bonds, the sale of property, or tax receipts will be the primary sources of revenue for the Special Building Fund. Regardless of the source of money to be used for building construction and related costs, all income for the purposes of this fund shall be accountable through this fund.

The tax levy for this fund is restricted to 14 cents with local board approval or 17.5 cents following a vote of the people for a term not to exceed ten years.

The Special Building Fund has a current balance of **\$2,126,001**. These funds are reserved for disbursements associated with current construction costs and materials and facility repairs.

Some anticipated Building Fund projects: video board, LED lights, concrete work, update locks/doors, HVAC for Clarks gymnasium, HVAC for both sites cafeterias, bus barn, roof replacements, replace gutters, press box.

# SPECIAL BUILDING FUND TAX REQUEST

Building Fund Budget	Operating Budget	Proposed Property Tax Request	Proposed Tax Rate	Change in Operating Budget	Change in Tax Request
<b>2023-2024</b>	<b>\$2,717,462</b>	<b>\$1,090,287</b>	<b>\$0.1198</b>	<b>-\$153,938</b>	<b>-\$71,329</b>
2022-23	\$2,871,400	\$1,161,616	\$0.1351	-\$1,032,008	\$0
2021-22	\$3,903,408	\$1,161,616	\$0.1399	\$1,619,592	\$454,545
2020-21	\$2,283,816	\$707,071	\$0.0856	\$84,164	\$0
2019-20	\$2,199,652	\$707,071	\$0.0841	\$59,209	-\$24,242
2018-19	\$2,140,443	\$731,313	\$0.0835	----	-\$26,263
2017-18	----	\$757,576	\$0.0846	----	\$26,263
2016-17	----	\$731,313	\$0.0810	----	\$87,879
2015-16	----	\$643,434	\$0.0749	----	\$138,383
2014-15	----	\$505,051	\$0.0671	----	----

# TOTAL DOLLAR TAX REQUEST

Property Taxes	General Fund \$ Tax Request	Special Building Fund \$ Tax Request	TOTAL Dollar Tax Request	General Fund Levy Request	Special Building Fund Levy Request	TOTAL Levy Request
<b>2023-2024</b>	<b>\$4,575,135</b>	<b>\$1,090,287</b>	<b>\$5,665,422</b>	<b>\$0.5026</b>	<b>\$0.1197</b>	<b>\$0.6225</b>
2022-23	\$4,435,050	\$1,161,616	\$5,596,666	\$0.5156	\$0.1350	\$0.6508
2021-22	\$4,175,011	\$1,161,616	<b>\$5,336,627</b>	\$0.5029	\$0.1399	<b>\$0.6427</b>
2020-21	\$4,735,219	\$707,071	\$5,442,290	\$0.5731	\$0.0856	\$0.6587
2019-20	\$4,666,662	\$707,071	\$5,373,733	\$0.5553	\$0.0841	\$0.6394
2018-19	\$4,542,424	\$731,313	\$5,273,737	\$0.5189	\$0.0835	\$0.6024
2017-18	\$4,400,330	\$757,576	<b>\$5,157,906</b>	\$0.4913	\$0.0846	<b>\$0.5759</b>
2016-17	\$4,589,477	\$731,313	\$5,320,790	\$0.5084	\$0.0810	<b>\$0.5894</b>
2015-16	\$4,423,115	\$643,434	\$5,066,549	\$0.5148	\$0.0749	<b>\$0.5897</b>
2014-15	\$4,019,037	\$505,051	\$4,524,088	\$0.5346	\$0.0671	\$0.6017

# ALLOWABLE GROWTH PERCENTAGE OF PROPERTY TAX REQUEST

2023-2024 Allowable Growth Property Tax Request = \$5,732,105

2023-2024 Actual Property Tax Request = \$5,665,422

**No Joint Public Hearing Required**

**We are doing our best to be fiscally conservative while providing a quality education for students at HPC.- Mrs. Beran**



**If you have any questions, please feel free to reach out to Superintendent Beran at [kberan@hpcstorm.org](mailto:kberan@hpcstorm.org) or 402-765-2271.**

# NOTICE OF BUDGET HEARING AND BUDGET SUMMARY

High Plains Community Schools (720075) in Polk County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the governing body will meet on the 13th day of September, 2023 at 6:30 o'clock, PM, at Clarks Board Room for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following proposed budget and to consider amendments relative thereto. The budget detail is available at the office of the Clerk/Secretary during regular business hours. For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to: <https://nep.education.ne.gov>

FUNDS	Actual Disbursements & Transfers	Actual/Estimated Disbursements & Transfers	Budgeted Disbursements & Transfers	Necessary Cash Reserve (4)	Total Available Resources Before Property Taxes (5)	Total Personal and Real Property Tax Requirement (7)
	2021-2022 (1)	2022-2023 (2)	2023-2024 (3)			
General	\$ 5,387,148.00	\$ 5,962,200.00	\$ 7,102,164.00	\$ 2,000,000.00	\$ 4,572,780.00	\$ 4,575,135.00
Depreciation	\$ 133,307.00	\$ 100,000.00	\$ 574,310.00		\$ 574,310.00	
Employee Benefit	\$ 5,042.00	\$ 500.00	\$ 5,462.00	\$ -	\$ 5,462.00	
Contingency	\$ -	\$ -	\$ -		\$ -	
Activities	\$ 307,187.00	\$ 300,000.00	\$ 385,480.00	\$ -	\$ 385,480.00	
School Nutrition	\$ 188,763.00	\$ 190,000.00	\$ 351,051.00	\$ -	\$ 351,051.00	
Bond	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Building	\$ 2,153,042.00	\$ 1,000,000.00	\$ 2,717,462.00		\$ 1,638,078.00	\$ 1,090,287.00
Qualified Capital Purpose Undertaking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cooperative	\$ -	\$ -	\$ -	\$ -	\$ -	
Student Fee	\$ -	\$ 125.00	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTALS</b>	<b>\$ 8,174,489.00</b>	<b>\$ 7,552,825.00</b>	<b>\$ 11,135,929.00</b>	<b>\$ 2,000,000.00</b>	<b>\$ 7,527,161.00</b>	<b>\$ 5,665,422.00</b>

	Bond Purposes	Non-Bond Purposes	Total
Breakdown of Property Tax	\$ -	\$ 5,665,422.00	\$ 5,665,422.00

**7. Consideration to Approve the Tax Rate Request as Presented in the Tax Request Hearing for the 2023-2024 Fiscal Year**

## Notice of Special Hearing To Set Final Tax Request

High Plains Community Schools (720075) in Polk County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Section 77-1632, that the governing body will meet on the 13th day of, September 2023 at Following the Budget Hearing o'clock PM, at Clarks Board Room for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to setting the final tax request.

	2022-2023	2023-2024	Change
Property Valuations	860,048,961	910,177,125	6%

### 2022-2023 Budget Information

### 2023-2024 Budget Information

Fund	2022-2023 Operating Budget	2022-2023 Property Tax Request	2022 Tax Rate	Property Tax Rate (2022-2023 Request Divided By 2023 Valuation)	2023-2024 Operating Budget	2023-2024 Proposed Property Tax Request	Proposed 2023 Tax Rate	Change in Tax Rate	Change in Operating Budget
<b>General Fund</b>	6,740,000.00	4,435,050.00	0.515674	0.487273	7,102,164.00	4,575,135.00	0.502664	-3%	5%
<b>Special Building Fund</b>	2,871,400.00	1,161,616.00	0.135064	0.127625	2,717,462.00	1,090,287.00	0.119788	-11%	-5%
<b>Total</b>	9,611,400.00	5,596,666.00	0.650738	0.614898	9,819,626.00	5,665,422.00	0.622452	-4%	2%

**8. Consideration to Approve Tax Request Resolution for High Plains Community Schools for 2023-2024**

**2023/2024 TAX REQUEST RESOLUTION  
FOR  
Polk County SCHOOL DISTRICT 72-0075**

WHEREAS, Nebraska Revised Statute 77-1632 and 77-1633 provides that the Governing Body of **High Plains Community Schools** passes by a majority vote a resolution or ordinance setting the tax request; and

WHEREAS, such Special Public Hearing was held before the Board of Education (hereinafter “the Board”) of **Polk County** School District 72-0075 (hereinafter “the District”) at the time, date, and place announced in the notice published in a newspaper of general circulation, a copy of which notice and proof of publication of which is attached hereto as Exhibit A, all as required by law; and,

WHEREAS, the Board provided an opportunity to receive comment, information and evidence from persons in attendance at such Special Hearing; and,

NOW, THEREFORE, the Governing Body of High Plains Community Schools resolves that:

1. The 2023-2024 property tax request be set at:
  - a. General Fund: **\$4,575,135.00**
  - b. Bond Fund: **\$**
  - c. Special Building Fund: **\$1,090,287.00**
  - d. Qualified Capital Purpose: **\$**
  - e. Undertaking Fund: **\$**
2. The total assessed value of property differs from last year’s total assessed value by 5.83 percent.
3. The tax rate which would levy the same amount of property taxes as last year, when multiplied by the new total assessed value of property would be **0.614898** per \$100 of assessed value.
4. High Plains Community Schools proposes to adopt a property tax request that will cause its tax rate to be **0.622452** per \$100 of assessed value.
5. Based on the proposed property tax request and changes in other revenue the total operating budget of High Plains Community Schools will increase (or decrease) last year’s budget by **2.17** percent.
6. A copy of this resolution will be certified and forwarded to the County Clerk on or before October 15, 2023.

WHEREAS, the Board, after having reviewed the District’s Tax Requests for each said fund, and after public consideration of the matter, has determined that the Final Tax Requests as listed below are necessary in order to carry out the functions of the District, as determined by the Board for the **2023/2024** school fiscal year.

NOW BE IT THEREFORE RESOLVED that the Tax Request for the General Fund should be, and hereby is set at **\$4,575,135**; and the Tax Request for the Special Building Fund should be, and hereby is set at **\$1,090,287**.

It is so moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to adopt the Property Tax Request Resolution this **13th** day of September, **2023**.

Roll Call vote as follows:

Shane Van Pelt	YES	NO
Nate Spurling	YES	NO
Terry Carlstrom	YES	NO
Erin Meyer	YES	NO
Kraig Urkoski	YES	NO
Megan Pike	YES	NO

The undersigned herewith certifies, as Secretary of the Board of Education of Polk County School District 72-0075, that the above Resolution was duly adopted by a majority of said Board at a duly constituted public meeting of said Board.



Erin Meyer, HPC Secretary

**9. Discuss, Consider & Approve Selling or Keeping the Blue 2005 Suburban**



106

HP

STORM

CHEVROLET SUBURBAN

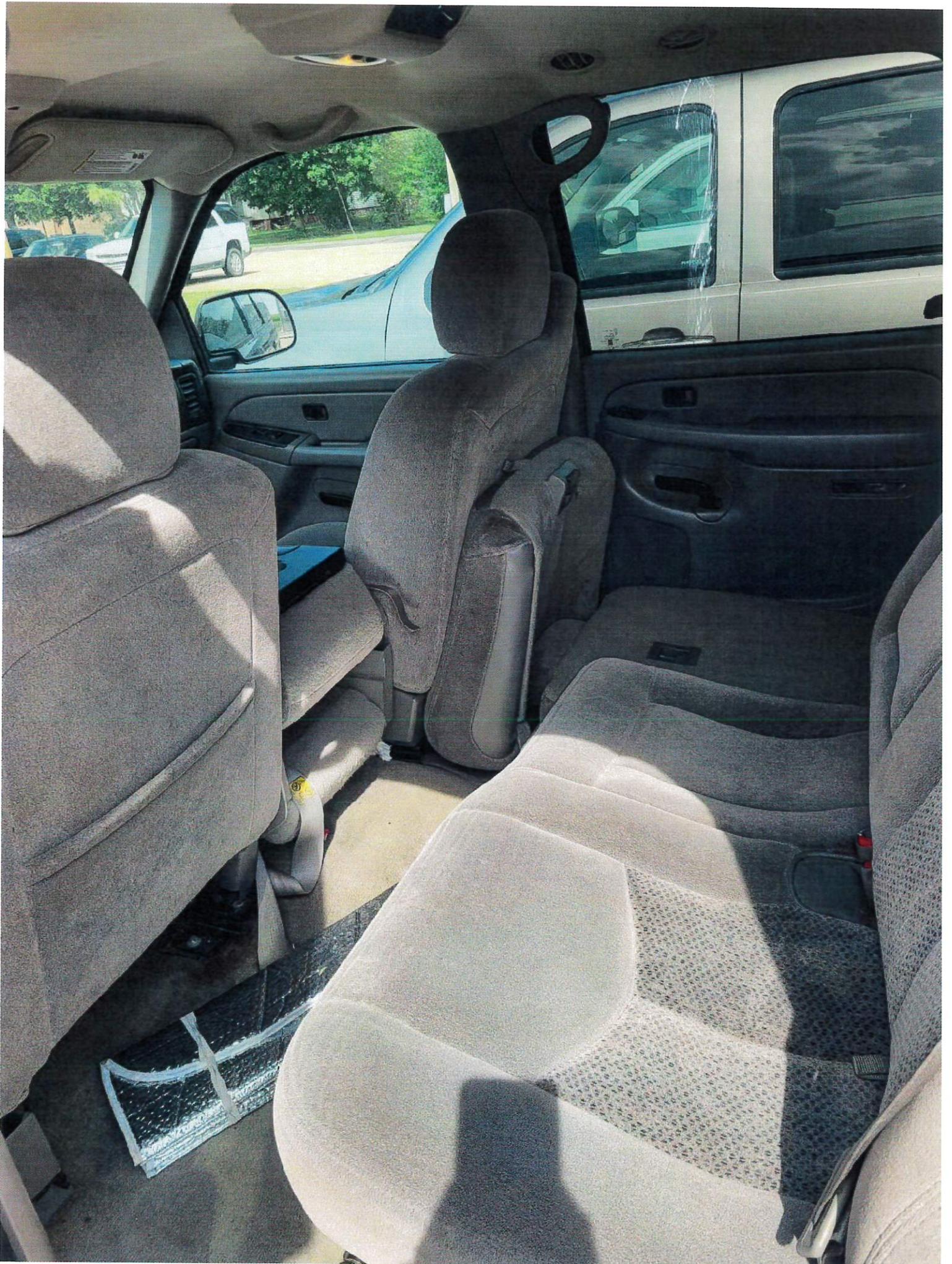
CHEVROLET

NEBRASKA  
55354  
SCHOOL DISTRICT





NO LOITERING ON  
SCHOOL PROPERTY  
DUSK TO DAWN  
ST. JOSEPH'S  
SCHOOL OF SACRAMENTS



6:06



Photo

Done





## **10. Administrative Reports**

### **10.1. Superintendent Beran**

**HPC School Board Meeting**  
**Mrs. Beran's Superintendent Board Report**  
**Date: 9-13-23**

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!

[HPC BOE Goals](#)

- Goal I: Academic Success**  
**Goal II: District Culture**  
**Goal III: Well-Being of Staff & Students**  
**Goal IV: Facilities & Transportation**  
**CULTURE OF EXCELLENCE!**

**Important Dates:**

- Sept. 12th- Invitation for Community Engagement survey sent to BOE members & administrators (due by Sept. 26th at the latest)
- Oct. 4th @ 5:30 pm- Community Engagement at HS in Polk
- Nov. 15-17th- State Board Conference in Omaha

**Goal I: Academic Success:**

- Working on Clear Learning targets to help align instruction with NE standards & to help students understand the goal of their learning for each lesson
  - Giving staff feedback on CLTs

**Goal II: District Culture:**

- Staff Family Pumpkin Patch outing on Oct. 1st in St. Libory

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

- October 26th Scheduled a Motivational Speaker
  - [CHRIS BOWERS VIDEO](#)

**Goal IV: Facilities & Transportation:**

- Glass Film Possibly Installed this Week
- Purchased 2020 Suburban for \$47,644 (\$2,356 under budget) with 39,910 miles, will be delivered sometime this week or early next week
- Update keys/locks on the schedule for next week

10.1.1. Discuss Community Engagement Questions

## **Community Focus Group Meeting**

---

The community is invited to participate in one 90-minute focus group meeting. Each board member should identify a list of community members who will receive a personal invite to the meeting. The community at large will be invited through press release and/or district newsletter/website communication; however, the personal invites distributed by the school district generates a positive turnout. The community members should be diverse and include representation of all age levels and demographics of the district and community.

*Each board member will receive a link to embed a list of the identified community members each board member has identified to be invited to participate in the community focus group meeting.*

### **Community Question Bank:**

1. Identify the points of pride, accomplishments, and achievements of the school district.
2. Identify the challenges that may impact the district in the next three to five years.
3. Identify the knowledge and skills a student should possess as a graduate of this school district.
4. Identify the challenges facing the community and how this will affect the school district.
5. What more can the district do to attract students/families to the area to grow enrollment?
6. The success of a career academy depends on partnerships with employers, the community and higher education. What would you like to see in a school district career academy?
7. Identify what you believe are the top two most important areas the district might focus on to improve and expand learning facilities and grounds. (Functionality of learning space, Safety and security, Building access and parking, Capacity to support student enrollment, Building maintenance, Extracurricular facilities and grounds, Other)
8. If you could implement one change to benefit student success, what would it be?
9. How can the Board/District improve communication to inform patrons of the district's needs and priorities?

## **Business Leader Focus Group Meeting/Online Survey**

Business leaders are also invited to participate in one 90-minute focus group meeting or complete an online survey reflecting the questions identified for this stakeholder group. Each board member may identify a list of business leaders who will receive a personal invitation to participate.

*Each board member will receive a link to embed a list of the identified business leaders each board member has identified to be invited to participate in the focus group meeting or online survey.*

### **Business Leaders Question Bank:**

1. Identify the points of pride, accomplishments, and achievements of the school district.
2. Identify the challenges that currently impact or may impact the district and community in the future.
3. Identify the knowledge and skills a student should possess as a graduate of the school district.
4. What more can the district do to attract students/families to the area to grow enrollment?
5. Identify what you believe are the most important areas the district might focus on to improve and expand learning facilities and grounds. (Functionality of learning space, Safety, and security, building access and parking, Capacity to support student enrollment, Building maintenance, Extracurricular facilities and grounds, Other)
6. If you could implement one change to benefit student success, what would it be?
7. How can the Board/District improve communication to inform patrons of the district's needs and priorities?
8. Identify what you or your organization could do to promote student achievement and assist the school district.
9. Identify specific ways your organization could collaborate with other businesses and organizations to enhance educational opportunities for students.
10. What role might a student, recent graduate, or post-secondary student serve in supporting your business? (Example: new project, improvement of process, problem-solve a challenge, general support, etc.)
11. Are there processes or protocols and procedures within your business that suffer from lack of development and/or are outdated, and would benefit through a partnership with the school district?
12. What are the most pressing issues that your place of business is struggling to address?
13. What are the characteristics of a highly qualified employee?
14. If you had three new highly qualified employees, what would you have them do to improve your business?
15. What are you doing to recruit new employees to your business?

<b>Stakeholder Group</b>	<b>Invitation Date</b>	<b>1<sup>st</sup> Reminder Date</b>	<b>2<sup>nd</sup> Reminder Date</b>	<b>3<sup>rd</sup> Reminder Date</b>	<b>Final Reminder/Closing Date</b>	<b>Target Response Rate</b>
<b>Administrator/PSO:</b>	Sept. 12	Sept. 15	Sept. 19	Sept. 22	Sept. 26	100% (/3)
<b>Board Members:</b>	Sept. 12	Sept. 15	Sept. 19	Sept. 22	Sept. 26	100% (/6)
<b>Certified Staff:</b>	Sept. 18	Sept. 21	Sept. 25	Sept. 28	Oct. 2	100% (/28)
<b>Classified Staff:</b>	Sept. 18	Sept. 21	Sept. 25	Sept. 28	Oct. 2	75% (/18)
<b>Parents:</b>	Oct. 2	Oct. 5	Oct. 9	Oct. 12	Oct. 16	60% (/132)
<b>Student:</b>	Oct. 2	Oct. 5	Oct. 9	Oct. 12	Oct. 16	80% (/140)
<b>Bus. Leaders/Community</b>	TBD	TBD	TBD	TBD	TBD	N/A

## 10.2. **Principal Fisher**

- HPC CTE Plan - One of my priorities this year will be developing CTE pathways and programs at HPC. We took the information and data from our meetings with ESU7 to establish steps for this year. The steps will include building a 3-5 CTE program plan, aligning courses to NDE programs of study, establishing what courses we need to build career pathways, and prioritize needs or wants for our CTE program. This year, we will be working closely with Brandy Thompson. She is the new ESU 7 Career Academy Coordinator.
- NAEP - HPC has been selected to take part in the National Assessment of Educational Progress (NAEP). It's a part of the US Department of Education that tracks and monitors student performance across the country. Our 8th and 12th graders will be taking a Math and reading assessment on February, 27th.
- NRPFS - Students at HPC will take part in a survey with the University of Nebraska-Lincoln called the Nebraska Risk and Protective Factor Student Survey. It partners with NDE to address common school-related issues regarding drugs, alcohol, bullying, and other potential risks. All 8th, 10th, and 12th graders may participate in the survey. Information will be sent out to families next month. HPC is looking at doing the survey from October 30th through November 3rd.
- Homecoming - GREAT week for Homecoming! The theme is "Once upon a homecoming High Plains Community - Disney". Staff and students have been enjoying the activities. The district will have a pep rally/parade on Friday, September 15th at 1:30 pm. The Ceremony of Homecoming will be held on Friday, September 15th after Giltner vs. HPC football game.
- Career Internship - Things are slowing starting to come together as we continue to branch out to local business partners. We currently have two individuals started and already have been on-site. One is doing an internship at Merrick County Medical in the fields of Physical Therapy, Sonography, and clinical nurse. We also have another individual who is out at Klute Steel.
- MAP/NSCAS - All 7th through 11th graders have been participating in statewide assessments in the area of Math, English, Reading, and Science. This allows students, parents, and staff understand their level of knowledge. Staff will be utilizing the information to enhance the educational experience, as well as address areas of improvement.
- CCC - College and Dual credit classes are underway! HPC currently has 13 Juniors and Seniors enrolled in courses.
- UNK Job Fair - Last Thursday, I attended the UNK Career Fair for future educators in Nebraska. It was a great turnout for school districts and students. Recruiting teachers has been an initiative of mine. It was nice to network with other administrators, examine and talk to future employees, or discuss student teaching opportunities at HPC.

### 10.3. **Principal Helgoth**

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

**Date: 9/13/23**

*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. School Culture**

- a. The celebration team and elementary staff made the decision to support school culture and connectedness on the first day of school.
- b. Our team utilized the early dismissal opportunity to create a day of activity and teambuilding.
- c. Students were organized into mixed-age groups, K-6th grade, and given a team color and teacher.
- d. Staff members organized active, outdoor activities that provided team building and school spirit opportunities.
- e. Students showed great sportsmanship, the older students embraced guiding the younger students, and our youngest Storms were able to meet and get to know their upperclassmen as well as teachers and staff from all through the building.
- f. Feedback from students was overwhelmingly positive and they enjoyed the start back to school focusing on positive school connections and relationships.

**2. Academic Beginning of the Year**

- a. Beginning of the year reading screeners have been completed.
- b. Beginning of the year MAP and NSCAS assessments are taking place.
- c. Data is used in determining student supports in their Individualized Reading Improvement Plans which are part of the Nebraska Reads Act.
- d. Screeners for English language support are also being completed. These identify students for EL support in language acquisition.
- e. ESU staff will be working with HPC on the 18th to strengthen instruction for student engagement and focus on clear learning targets based on state standards.

**3. Elementary Parent Teacher Conferences**

- a. September 28th 2:00pm to 8:00pm
- b. September 30th from 8:00am to 4:00pm
- c. Conferences are offered three ways: in-person, via Zoom, or telephone

- d. Online sign up for parents to choose time and share preferred conference connection.

#### **4. Homecoming**

- a. We are celebrating Homecoming week this week with dress up days and some spirit activities at the elementary.
- b. We are planning our 3rd annual Homecoming Parade for this Friday, September 15th.
- c. All students will march and participate in the whole-school pep rally.
- d. Youth, Jr. High, and Varsity athletic teams and clubs are being recognized.
- e. Class cheers have become a fun part of the event at the elementary level.
- f. A big thanks to the community for helping with street blockades and also the fire department for the escort and safety they provide for our event.

#### **5. School Safety**

- a. School safety protocols have been taught to substitutes, new teachers, and reviewed with experienced teachers.
- b. Students and staff have had the opportunity to practice two fire drills, a tornado drill, bus evacuation drills, and a lockdown drill by the end of this week.
- c. At the elementary we use the routine of review ahead of the drill, practice during the drill, and a question and answer sessions with students afterward.
- d. Members of our Threat Assessment team will be completing a two-day initial training in September. This will be followed by level two and level three trainings later in the semester.



**11. Policy Review**

**11.1. Consider and Approve Student Member of School Board Policy (2015)- no changes**

**2015**  
**STUDENT MEMBER OF SCHOOL BOARD**

In order to provide the School Board a greater insight into student activities, programs, and needs; and to encourage student involvement in school district governance activities the board may allow one nonvoting student member(s) on the Board of Education. The role of a student member is advisory. The board shall decide whether to have a student member at its regular May board meeting or at such other meeting determined by the board.

**Selection and Term of Student Member**

The student member shall be the student body or student council president, the senior class representative, or a representative elected from and by the entire student body, as designated by the voting members of the School Board.

The term of office will be one school year, beginning on September 1 and ending on June 1.

Student members will not participate in executive or closed sessions.

**Guidelines**

Student members may not introduce motions.

Student members are expected to attend all public meetings of the Board and can be appointed to committees of the Board at the discretion of the president.

The president of the board, in consultation with the Superintendent of Schools, has the right to bar the participation of a student member at the board's discretion. The decision of the board president is final and is not subject to review.

Adopted on: 11/14/16

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

Reviewed on: \_\_\_9/13/23\_\_\_\_\_

**11.2. Consider and Approve Superintendent Evaluation Policy (4057)- no changes**

## **4057 Superintendent Evaluation**

The board shall observe and evaluate the superintendent based upon actual classroom observations for an entire instructional period at least twice during his first year of employment and at least once each year thereafter. Additional evaluations may be conducted at the discretion of the board. For the purposes of this policy, "actual classroom observation" shall mean observing the superintendent performing activities that are typical of his or her position. An "entire instructional period" for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of some aspect of the superintendent's work during the semester for no less than 40 minutes.

**Purpose.** The purposes of the formal job evaluation are:

1. To provide a means of rational, structured communication between the board and superintendent to create a more constructive and effective working relationship.
2. To provide a basis for commending, rewarding and reinforcing good work, as well as identifying areas where the superintendent needs to improve.
3. To clarify the superintendent's role and inform the superintendent of the board's expectations.

**Dates.** **Unless otherwise provided for in the superintendent's employment contract, the first year evaluations should take place (1) at or prior to the October board meeting, and (2) at or prior to the January board meeting.** Annual evaluations shall take place at a board meeting held during the month before the date in the superintendent's employment contract by which the board must notify the superintendent of its intention to consider the nonrenewal or amendment of the contract. In the absence of such a contract provision, the annual evaluation should take place at or prior to the March board meeting. The Superintendent shall remind the Board members in writing at least 45 days before the date of each upcoming evaluation and shall make his evaluation an agenda item for the board meeting.

**Evaluation Document.** The superintendent shall submit a recommended evaluation document to the board. The board shall meet and discuss the proposed document with the superintendent. The board may amend and adopt the proposed evaluation document. The board may amend the document or adopt a new document without amending this policy. The

superintendent shall submit the evaluation document to the Nebraska Department of Education.

**Evaluation Procedures.** Each board member shall have the opportunity to complete a draft evaluation document. The board president shall compile the individual draft evaluations into a single and final evaluation, provide a copy to the superintendent, and discuss it with him or her. The superintendent's evaluation may be conducted in closed session if it is necessary to prevent needless injury to the superintendent's reputation and if he or she has not requested it be done in open session.

**Deficiencies.** If deficiencies are noted in the superintendent's work performance, the board shall provide the superintendent at the time of the observation with a list of deficiencies and a list of suggestions for improvement and assistance in overcoming the deficiencies. The board shall also provide the superintendent with follow-up evaluations and assistance when deficiencies remain, a timeline for improvement, and sufficient time to improve. In the alternative, the board may rely upon the superintendent's education, training, and expertise and require him or her to submit a "list of suggestions for improvement" or plan of improvement for the board's consideration.

**Personnel File.** The evaluation shall be signed by the board president (or other member of the board) and the superintendent. The superintendent shall place a copy of the evaluation in his or her personnel file. The superintendent may provide a written response to the evaluation to the board. A copy of the response shall also be placed in the superintendent's personnel file. The board may meet with the superintendent to discuss the written response.

**Policy Limitation.** The evaluation procedures are included in this policy as a result of the board's statutory obligation to evaluate the superintendent and do not give the superintendent any rights not provided by statute. The board's failure to comply with any procedures provided in this policy but not required by law shall not prohibit the board from taking any action regarding the superintendent's employment, up to and including the nonrenewal, amendment, or cancellation of the employment contract.

Adopted on: 3/13/17

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

Reviewed on: \_\_\_\_9/13/23\_\_\_\_\_

11.2.1. Discuss Updating Superintendent Evaluation Form and Job Description

TO: High Plains Community Schools Board of Education  
Subject Superintendent Evaluation

As a basis for a discussion of my evaluation, please respond to the following survey questions. These questions are designed to have you think about the essentials of the Superintendent position at High Plains. Thank you.

**Please circle the response that best represents your viewpoint**

Fiscal Responsibility:

1. Through the superintendent's fiscal leadership, High Plains Community Schools is financially stable.
  - a. Excellent Performance
  - b. Performance Meets Expectations
  - c. Performance Needs Improvement
  
2. The superintendent makes district financial information adequately available to the public.
  - a. Excellent Performance
  - b. Performance Meets Expectations
  - c. Performance Needs Improvement
  
3. The superintendent keeps a balance between student educational needs and the financial responsibility to the taxpayers of the district.
  - a. Excellent Performance
  - b. Performance Meets Expectations
  - c. Performance Needs Improvement

Your notes on Fiscal Responsibility:

Leadership:

4. The superintendent is visible in the role as the educational leader of the district.
  - a. Excellent Performance
  - b. Performance Meets Expectations
  - c. Performance Needs Improvement
  
5. The superintendent provides leadership and management that create a safe and nurturing school environment for students.
  - a. Excellent Performance

- b. Performance Meets Expectations
  - c. Performance Needs Improvement
6. The superintendent acts with integrity, fairness and in an ethical manner.
- a. Excellent Performance
  - b. Performance Meets Expectations
  - c. Performance Needs Improvement
7. The superintendent is approachable and responds to inquiries and requests.
- a. Excellent Performance
  - b. Performance Meets Expectations
  - c. Performance Needs Improvement

Your notes on Leadership:

Communication:

8. The superintendent communicates district needs through the school paper, local newspapers and the phone messaging system.
- a. Excellent Performance
  - b. Performance Meets Expectations
  - c. Performance Needs Improvement
9. High Plains Community Schools, under the superintendent's direction, informs parents of school issues as they affect a) all students, and b) your own child individually.
- a. Excellent Performance
  - b. Performance Meets Expectations
  - c. Performance Needs Improvement

Your notes on Communication:

Curriculum and Instruction:

10. High Plains Community Schools' educational programs, under the superintendent's direction, provide desired opportunities for our children.
- a. Excellent Performance
  - b. Performance Meets Expectations
  - c. Performance Needs Improvement

11. High Plains Community Schools, under the superintendent's direction, has created curriculum programs that enhance the academic offerings to students.
  - a. Excellent Performance
  - b. Performance Meets Expectations
  - c. Performance Needs Improvement
  
12. High Plains Community Schools, under the superintendent's direction, develops appropriate technology opportunities for our students.
  - a. Excellent Performance
  - b. Performance Meets Expectations
  - c. Performance Needs Improvement

Your notes on Curriculum and Instruction:

Community Involvement:

13. The superintendent is visible at school functions and events.
  - a. Excellent Performance
  - b. Performance Meets Expectations
  - c. Performance Needs Improvement
  
14. The superintendent is involved in community/school functions that are outside his required role as superintendent.
  - a. Excellent Performance
  - b. Performance Meets Expectations
  - c. Performance Needs Improvement

Your notes on Community Involvement:

Facility Management:

15. High Plains Community Schools' facilities and grounds enhance the atmosphere of the school environment.
  - a. Excellent Performance
  - b. Performance Meets Expectations
  - c. Performance Needs Improvement
  
16. Recent facility updates at High Plains Community Schools have progressed at an appropriate pace.

- a. Excellent Performance
- b. Performance Meets Expectations
- c. Performance Needs Improvement

Your notes on Facility Management:

Please use the space below to add any additional notes/comments on Superintendent's performance:

**SEQ CHAPTER 101 High Plains Community Schools  
Superintendent of Schools Job Description**

It is the policy of High Plains Community Schools to not discriminate on the basis of sex, disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

- A. **Job Title:** Superintendent of Schools
- B. **Department:** Administration
- C. **Education Level and Certification:** Masters degree or higher preferred. Must possess a Nebraska Administrative and Supervisory Certificate at all times during employment with such endorsements as required by NDE Rule 10.
- D. **Reports To:** Board of Education
- E. **Performance Responsibilities and Job Tasks**

The Superintendent is the chief executive officer of the school district and serves in both a leadership and management role. The responsibilities of the Superintendent extend to all activities of the school district. The Superintendent may delegate performance of management duties. Such delegation does not relieve the Superintendent from ultimate responsibility or accountability.

- 1. Educational Leadership
  - a. Serve as the educational leader of the school district.
  - b. Administer, as chief school executive officer, the development and maintenance of a positive educational program designed to meet the needs of all students and to carry out the policies of the Board of Education.
  - c. Provide a leadership structure to ensure rules and instructions to school employees and students are in compliance with Board policy.
  - d. Set or recommend educational standards and goals, including the minimum goal of maintaining accreditation, and recommend and implement policies and procedures to carry them out.
  - e. Study and review with staff all curriculum guides and courses of study on a continuing basis. Recommend, for Board adoption, curricula, courses, textbooks, the school calendar and time schedules.
  - f. Prescribe rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with policies.
  - g. Evaluate curricula, teaching methods, and programs to determine their effectiveness, efficiency and utilization and to ensure that school activities comply with federal and state laws and regulations and Board policy or directives, and implement changes as appropriate.
  - h. Collaborate with the administrative team and teachers to develop and maintain curriculum standards, mission statements, and to set performance goals and objectives.

- i. Determine the scope of educational program offerings and the staffing and facility required to provide the educational program.
- j. Observe teaching methods and examine instructional materials in order to evaluate and standardize curricula and teaching techniques, and to determine areas where improvement is needed.
- k. Plan and develop instructional methods and content for educational programs.
- l. Review and approve new programs, or recommend modifications to existing programs, submitting program proposals for Board approval as necessary.
- m. Collect and analyze survey data, regulatory information, and data on demographic and employment trends to forecast enrollment patterns and curriculum change needs.
- n. Confer with parents and staff to discuss educational activities, policies, and student behavioral or learning problems.
- o. Counsel and provide guidance to students regarding personal, academic, vocational, or behavioral issues.
- p. Enforce discipline and attendance rules.
- q. Organize and direct committees of specialists, volunteers, and staff to provide technical and advisory assistance for programs.
- r. Teach classes or courses to students when necessary in the absence of teachers.
- s. Establish, coordinate, and oversee particular programs, such as programs to evaluate student academic achievement.
- t. Ensure completion of student assessments in accordance with Board policy and state and federal laws and regulations. Initiate program changes in light of such assessments.
- u. Ensure that the mission and goals of the school district are adequately reflected in its educational program and operations.
- v. Ensure implementation of all Board-approved curriculum and inclusion of state-mandated programs and curriculum content standards.
- w. Develop strategies to promote parental involvement in their children's education and provide opportunities for parent-teacher interaction.
- x. Develop and maintain a positive, professional rapport with students and parents.

## 2. Relationship with Board of Education

- a. Attend and participate in all Board meetings and its committees, except for those executive sessions in which the evaluation or reappointment of the Superintendent is under discussion.
- b. Serve as ex officio member of all Board committees and assign administrative personnel to support committee activities when necessary.
- c. Prepare and give public notice of Board meetings, including agenda for the meetings, in compliance with Board policies and the open meetings law.
- d. Deliver to each of the members of the Board, a reasonable time in advance of each Board meeting (on the Friday preceding a Monday meeting), an information packet to include the notice and agenda for the meeting, minutes of the prior meeting, and reports or materials related to agenda items.
- e. Prepare and submit to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful

- facts, information, and reports as are needed to ensure the making of informed decisions.
- f. Submit to the Board explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums.
  - g. Act on own discretion if emergency action is necessary in any matter not covered by Board policy, report such action to the Board as soon as practicable, and recommend policy in order to provide guidance in the future.
  - h. Make a continuous study of the development and needs of the school district. Inform and advise the Board about the programs, practices and challenges of the school district.
  - i. Keep informed of current curricular and educational trends and practices, as well as proposed legislation impacting the school district, and inform the Board of significant developments in these areas.
  - j. Provide long term planning to guide the Board in policy development, present recommendations for the adoption or revision of Board policies, communicate Board policies to members of the Board, personnel, students, and the public, and ensure through delegation to staff that all policies of the Board are implemented.
  - k. Serve as a leader to assist the Board to develop a vision for the school district and a comprehensive long-range plan. Recommend to the Board, annually, district-wide goals and monitor and report to the Board on the progress toward achieving established goals.
  - l. Confer periodically with professional and lay groups concerning the school programs and transmit to the Board suggestions gained from such conferences.

### 3. Personnel Administration

- a. Establish parameters for recruiting and interviewing prospective employees. Recruit and hire or recommend for hiring the best-qualified and most competent persons for positions within the limits of the budget.
- b. Assign or transfer employees to their particular school and position as deemed in the best interests of the school district and report such action to the Board for information and record.
- c. Direct, supervise and evaluate the administrative staff.
- d. Direct and coordinate activities of teachers, administrators, and support staff.
- e. Recommend and implement the school district's professional development plan and staff training.
- f. Conduct staff observations and evaluations in accordance with the Board evaluation policy and legal requirements and assure that observations and evaluations are completed by others who are delegated such duties. Implement improvement or corrective action plans when needed.
- g. Recommend to the Board for final action the promotion, salary changes, demotion, or dismissal of any employee. Where such are within the authority delegated to the Superintendent, take such actions with employees and report, when appropriate, to the Board.
- h. Hold meetings of teachers and other employees for the discussion of matters concerning the improvement and welfare of the school district.

- i. Communicate directly or through delegation all actions of the Board relating to personnel matters to all affected employees and communicate to the Board communications employees wish the Board to receive.
- j. Develop and maintain a positive and professional working relationship with the staff.
- k. Conduct or cause to be conducted periodic salary studies to establish appropriate and legal wages for all personnel and maintain and direct effectively managed payroll procedures and benefit programs and employee record keeping systems.
- l. Provide direction and serve as a resource for management representatives in negotiating with employee bargaining units. Supervise administration of collective bargaining agreements, including the handling and resolution of grievances consistent with such agreements.

#### 4. Management of Finances

- a. Fiscal Planning: Conduct fiscal planning or direct such to be completed, to include forecasting anticipated revenue, expenditures, and needs to ensure sound financial operations and no unexpected budget deficits.
- b. Budgeting: Recommend budget priorities and the allocation of sufficient funds for each program of the district. Prepare the annual budget for Board approval, acting in accordance with legal requirements and Board policies. Prepare and timely file the annual budget and associated reports, forms and tax requests with state and local officials in accordance with Board action and state law and regulations. Administer the adopted budget in accordance with legal requirements and adopted Board policies.
- c. Funding Sources: Prepare and submit grant proposals and access other available funding beyond State and local tax revenues.
- d. Accounting: Ensure funds are spent prudently by providing adequate control and accounting of the school district's financial and physical resources and the development and implementation of sound business practices consistent with Board policy and law. Monitor financial activities and details such as reserve levels to ensure that all legal and regulatory requirements are met. Receive cash and checks and make deposits.
- e. Debt Management: Implement a system of cash flow management, including use of bonding systems and borrowing as necessary, to ensure the timely payment of obligations.
- f. Investing: Invest the school district funds in a prudent manner consistent with Board policies and laws.
- g. Auditing: Direct completion of an annual external audit in accordance with law and Board policy. Implement procedures for periodic internal audits of accounts and expenditures.
- h. Purchasing and Contracting: Develop and implement procedures for the efficient and fiscally prudent purchase of goods and services within the limits of the adopted budget. Purchase equipment, materials and supplies within the annual budget or as directed by the Board in accordance with Board policy, using bidding procedures where required. Receive, record, and authorize requests for disbursements in accordance with Board policies and established procedures and prepare a monthly listing of claims for approval by the Board.

- i. Risk Management: Recommend to the Board the purchase of adequate property and liability insurance for the protection of the school district, members of the Board, employees, and school district property at reasonable premium levels.
- j. Professional Services: Manage the use of legal and other professional services and use legal services to prevent litigation and other complications.

5. Property Management

- a. Maintain a current inventory of textbooks, library books, equipment, and supplies.
- b. Direct and coordinate school maintenance services and the use of school facilities.
- c. Develop programs to ensure adherence to codes and facility safety, security, and maintenance including implementing fire, tornado and other drills as required by law and Board policy.
- d. Provide suitable instructions and regulations for staff to govern the use and care of school properties.
- e. Recommend to the Board the sale or disposal of property no longer required by the school district and delegate the proper execution of such sale or disposal through staff and legal advisors.
- f. Recommend to the Board short and long-range facility needs.
- g. Make recommendations to the Board with reference to new school sites and additions to existing sites; new buildings and improvements, alterations, and changes in the buildings and equipment to meet the needs of the school district.

6. School/Community Relations

- a. Represent the school district before the public and establish and maintain a program of public relations to keep the public well-informed of the programs and activities, policies and practices, and needs and successes of the school district, so as to promote a positive relationship between the school district and the community.
- b. Prepare and make available to the school community an annual report, in accordance with law.
- c. Develop and maintain relationships with banking, insurance, and nonorganizational accounting personnel to facilitate financial activities.
- d. Confer periodically with professional and lay groups and transmit to the Board suggestions gained from such conferences.
- e. Develop school partnerships with businesses, communities, and other organizations to help meet identified educational needs and to provide school-to-work programs.
- f. Maintain open lines of communication and cooperative working relationships with other government agencies. When appropriate, attend meetings of other government agencies to advance the interests of the school district.
- g. Maintain positive relations between the school district and local media.

## 7. General Responsibilities

- a. Administer the school district in conformity with the adopted policies of the Board, state and federal laws and regulations, and all other laws and regulations.
- b. Establish procedures to ensure all administrative decisions necessary to the proper functioning of the school district are made.
- c. Keep current with educational trends and school management developments by attending conferences and other professional development activities.
- d. Develop and distribute staff and parent-student handbooks. Insofar as the provisions of such handbooks, manuals or booklets are not in violation of the policies and regulations or the officially adopted practices and procedures of the Board or law, these contents of the handbook shall be binding.
- e. Take necessary steps to assure the safety and welfare of students and employees in the school and at school sponsored activities.
- f. Complete, or oversee the completion of, all reports and forms required by the Nebraska Department of Education and other governmental agencies and ensure that such reports and forms are submitted on or before the due date.
- g. Maintain directly or through delegation such personnel, student, business, and other records that are required by law or by Board policy. Serve as the custodian for school records.
- h. Maintain confidentiality of information concerning staff, students, and parents in accordance with law and District rules.
- i. Adhere to the code of ethics of the District, the Nebraska Department of Education (NDE Rule 27) and the American Association of School Administrators. The Superintendent must serve as a positive role model for staff and students.
- j. Perform other tasks or duties as assigned by the Board.

## **F. Required Knowledge**

The Superintendent is to possess and effectively utilize knowledge in the following areas:

1. Education and Training—Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
2. Administration and Management—Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
3. English Language—Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
4. Personnel and Human Resources—Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
5. Economics and Accounting—Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

6. Customer and Personal Service—Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
7. Psychology—Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
8. Public Safety and Security—Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
9. Law and Government—Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
10. Clerical—Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
11. Communications and Media—Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
12. Mathematics—Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
13. Therapy and Counseling—Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
14. Computers and Electronics—Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
15. Sociology and Anthropology—Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

## **G. Required Skills and Abilities**

The Superintendent is to possess and effectively utilize the following skills and abilities:

1. Communication:
  - a. Active Listening—Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
  - b. Speaking—Talking to others to convey information effectively. The ability to speak clearly so others can understand you. The ability to communicate information and ideas in speaking so others will understand.
  - c. Oral Comprehension and Listening—The ability to listen to and understand information and ideas presented through spoken words and sentences. The ability to identify and understand the speech of another person.
  - d. Writing—Communicating effectively in writing as appropriate for the needs of the audience. The ability to communicate information and ideas in writing so others will understand.

- e. Written Comprehension—Understanding written sentences and paragraphs in work related documents. The ability to read and understand information and ideas presented in writing. Understanding written sentences and paragraphs in work related documents.
2. Instructing—Teaching others how to do something. Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
3. Monitoring—Monitoring/Assessing performance of self, other individuals, or organizations to make improvements or take corrective action.
4. Learning Strategies—Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
5. Management—Of Personnel Resources: Motivating, developing, and directing people as they work, identifying the best people for the job. Of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work. Of Financial Resources: Determining how money will be spent to get the work done, and accounting for these expenditures.
6. Critical Thinking—Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
7. Complex Problem Solving—Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
8. Reasoning—Deductive: The ability to apply general rules to specific problems to produce answers that make sense. Inductive: The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
9. Information Ordering—The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
10. Judgment and Decision Making—Considering the relative costs and benefits of potential actions to choose the most appropriate one.
11. Originality—The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
12. Problem Sensitivity—The ability to tell when something is wrong or is likely to go wrong.
13. Fluency of Ideas—The ability to come up with a number of ideas about a topic.
14. Originality—The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
15. Category Flexibility—The ability to generate or use different sets of rules for combining or grouping things in different ways.
16. Operations Analysis—Analyzing needs and product requirements to create a design.
17. Systems Evaluation—Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the school district.
18. Equipment Selection—Determining the kind of tools and equipment needed to do a job.
19. Social Perceptiveness—Being aware of others’ reactions and understanding why they react as they do.
20. Coordination—Adjusting actions in relation to others’ actions.

21. Negotiation—Bringing others together and trying to reconcile differences.
22. Persuasion—Persuading others to change their minds or behavior.
23. Service Orientation—Actively looking for ways to help people.
24. Time Management—Managing one’s own time and the time of others.
25. Mathematics—Using mathematics to solve problems. The ability to choose the right mathematical methods or formulas to solve a problem. The ability to add, subtract, multiply, or divide quickly and correctly.
26. Vision—The ability to see details at close range (within a few feet of the observer) and to see details at a distance.
27. Selective Attention—The ability to concentrate on a task over a period of time without being distracted.
28. Time Sharing—The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).

## **H. Work Activities**

The Superintendent is to perform the following work activities:

1. Establishing and Maintaining Interpersonal Relationships—Developing constructive and cooperative working relationships with others, and maintaining them over time.
2. Making Decisions and Solving Problems—Analyzing information and evaluating results to choose the best solution and solve problems. Resolving problems in educational settings.
3. Communicating—Providing information to the Board, other administrators, and employees by telephone, in written form, e-mail, or in person; in meetings of the Board, committees, or staff meetings. Communicating with people outside the school district, representing the school district to the public, government agencies, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail; in meetings, conferences, or presentations.
4. Getting Information—Observing, receiving, and otherwise obtaining information from all relevant sources.
5. Performing Administrative Activities—Performing day-to-day administrative tasks such as maintaining information files and processing paperwork. This includes: administering school programs, maintaining educational records, and preparing and maintaining reports and files.
6. Developing and Building Teams—Encouraging and building mutual trust, respect, and cooperation among team members.
7. Organizing, Planning, and Prioritizing Work—Developing specific goals and plans to prioritize, organize, and accomplish work, including planning meetings or conferences and use of time management techniques.
8. Resolving Conflicts and Negotiating with Others—Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
9. Coordinating the Work and Activities of Others—Getting members of a group to work together to accomplish tasks. This includes coordinating employee continuing education programs, directing and coordinating activities of staff, and overseeing execution of organizational or program policies.

10. Guiding, Directing, and Motivating Subordinates—Providing guidance and direction to subordinates, including setting performance standards and monitoring performance. This includes assigning work to staff, establishing employee performance standards, evaluating performance of employees or contract personnel, maintaining group discipline in an educational setting, motivating staff to achieve work goals, orienting new employees, and supervising extracurricular activities.
11. Coaching and Developing Others—Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
12. Evaluating Information to Determine Compliance with Standards—Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
13. Judging the Qualities of Things, Services, or People—Assessing the value, importance, or quality of things or people.
14. Developing Objectives and Strategies—Establishing long-range objectives and specifying the strategies and actions to achieve them. This includes: developing policies, procedures, methods, or standards, establishing educational policy or academic codes, and writing grant proposals.
15. Interacting with Computers—Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
16. Scheduling Work and Activities—Scheduling events, programs, and activities, as well as the work of others.
17. Training and Teaching Others—Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others. This includes: conducting training for staff, coordinating educational content, coordinating instructional outcomes, and developing instructional materials.
18. Analyzing Data or Information—Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts. This includes analyzing operational or management reports or records, organizational operating practices or procedures, survey data to forecast enrollment changes, and evaluating educational outcomes.
19. Updating and Using Relevant Knowledge—Keeping up-to-date technically and applying new knowledge to your job. This includes using: conflict resolution techniques, use government regulations, interpersonal communication techniques, interviewing procedures, public speaking techniques, and teaching techniques.
20. Processing Information—Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
21. Identifying Objects, Actions, and Events—Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
22. Monitoring and Controlling Resources—Monitoring and controlling resources and overseeing the spending of money; including developing budgets.
23. Staffing Organizational Units—Recruiting, interviewing, selecting, hiring, and promoting employees in an organization. This includes: developing staffing plan, conducting interviews and evaluating information from employment interviews,

- taking action to hire, discharge, transfer, or promote staff or to recommend such action.
24. Thinking Creatively—Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
  25. Monitoring Processes, Materials, or Surroundings—Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
  26. Providing Consultation and Advice to Others—Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics. This includes: consulting with and providing advice to the Board on operations of the school, consulting with parents and staff to determine student needs and to develop programs, and recommending modifications to educational programs.
  27. Interpreting the Meaning of Information for Others—Translating or explaining what information means and how it can be used. This includes: explaining rules, policies or regulations and preparing handbooks and manuals.
  28. Documenting/Recording Information—Entering, transcribing, recording, storing, or maintaining information in written or electronic form.
  29. Operating equipment—Operate equipment associated with the tasks and work activities; including operation of a motor vehicle.

## **I. Required Employee Characteristics**

The Superintendent is to possess and exhibit the following characteristics:

1. Cooperation—Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
2. Attention to Detail—Job requires being careful about detail and thorough in completing work tasks.
3. Dependability—Job requires being reliable, responsible, and dependable, and fulfilling obligations.
4. Integrity—Job requires being honest and ethical.
5. Concern for Others—Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
6. Self Control—Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
7. Stress Tolerance—Job requires accepting criticism and dealing calmly and effectively with high stress situations.
8. Adaptability/Flexibility—Job requires being open to change (positive or negative) and to considerable variety in the workplace.
9. Independence—Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
10. Initiative—Job requires a willingness to take on responsibilities and challenges.

## **J. Working Conditions**

1. Inside offices and classrooms.
2. Outside for activities with students and student supervision.

**K. FLSA Status:** Exempt.

1. Professional exemption: The employee has a primary duty of performing work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study or has a primary duty of teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge and is employed and engaged in this activity as a teacher.
2. Executive exemption: The primary duty of the employee is the management of a department or subdivision. The employee customarily and regularly directs the work of two or more other employees and has authority to hire or fire other employees or the employee's recommendations as to hiring, firing, promotion or other change of status of other employees are given particular weight.
3. Administrative exemption: The employee has the primary duty of performing office or non-manual work directly related to the management of general business operations of the school district. The employee customarily and regularly exercises discretion and independent judgment or has a primary duty of performing administrative functions directly related to academic instruction or training in the school district or a department or subdivision.

**L. Essential Functions:** The essential functions of the Superintendent of Schools' position include (1) regular, dependable attendance on the job; (2) the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and, (3) the ability to perform the following identified physical requirements:

<b>Physical Requirements Superintendent</b>		NE	NE	E	E	E
E = Essential NE = Non-Essential						
<b>Stamina</b>						
1.	Sitting				X	
2.	Walking				X	
3.	Standing		X			
4.	Sprinting/Running	X				
<b>Flexibility</b>						
5.	Bending or twisting at the neck more than the average person		X			
6.	Bending or twisting at the trunk more than the average person		X			
7.	Squatting/Stooping/Kneeling		X			
8.	Reaching above the head		X			
9.	Reaching forward		X			
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)		X			
<b>Activities</b>						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)	X				
12.	Hand/grip strength	X				
13.	Driving on the job			X		
14.	Typing non-stop		X			
<b>Use of Arms and Hands</b>						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)		X			
16.	Finger dexterity (typing or putting a nut on a bolt)		X			
<b>Lifting Requirements</b>						
17.	Lifting up to 10 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead		X			
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
21.	Lifting 76 plus pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
22.	Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
<b>Pushing/Pulling</b>						
23.	25 to 50 pounds	X				
24.	51 to 75 pounds	X				
25.	76 to 90 pounds	X				
26.	Over 90 pounds	X				
<b>Carrying</b>						
27.	10 to 25 pounds		X			
28.	26 to 50 pounds	X				
29.	51 to 75 pounds	X				
30.	76 to 90 pounds	X				
31.	Over 90 pounds	X				

**11.3. Consider and Approve Option Enrollment Policy (5004)**

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

WHEREAS, **High Plains Community Schools** is committed to providing an education of high quality to its students in an economically efficient manner; and

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

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

BE IT FURTHER RESOLVED that all paragraphs, subparagraphs, and portions of words of this Resolution, of Policy 5004 and Appendix "1" to such Policy 5004 are severable and that in the event any of the same are determined to be invalid for any reason, such determination shall not affect the validity of any of the remainder of the same.

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

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

- (a) Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
- (b) Would require the procurement of new equipment, technology, or furnishings;
- (c) Would cause or require the rearrangement of caseloads for staff and contracted professionals;
- (d) Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
- (e) May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.

After the above resolution was read, board member \_\_\_\_\_ moved for passage of the motion. Board member \_\_\_\_\_ seconded the motion. After discussion, and on roll call vote, the following members voted in favor of the motion: \_\_\_\_\_.

The following members voted against the motion: \_\_\_\_\_.

The following members did not vote: \_\_\_\_\_.

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

Dated this 13th day of September, 2023.

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

**Appendix “1” to Option Enrollment Policy 3220.00**

The following is Appendix “1” to Policy 5004 for the current school year. The Board of Education hereby sets forth the maximum number of option students for the current school year in any program, class, grade level or school building or in any special education programs operated by this school district, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Any program, class, grade level, or school building which has “0” as the No. of Option Students is hereby declared unavailable to option students due to lack of capacity.

<b>PROGRAM</b>	<b>PROGRAM CAPACITY</b>	<b>PROJECTED ENROLLMENT</b>	<b>NO. OF OPTION STUDENTS</b>
Kindergarten	15	10	5
First	15	8	7
Second	15	10	5
Third	20	12	8
Fourth	20	22	0
Fifth	20	17	3
Sixth	20	10	10
Seventh	20	12	8
Eighth	20	18	2
Ninth	20	6	14
Tenth	20	22	0
Eleventh	20	17	3
Twelfth	20	21	0

**\* Special education capacity will be determined on a case-by-case basis in accordance with state law and the available resources as determined by the District’s Director of Special Education or designee.**

## **5004 Option Enrollment**

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

### **1. Definitions**

- a. Option Student Defined.** Option student shall mean a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- b. Resident School District Defined.** Resident school district shall mean the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.
- c. Option School District Defined.** Option school district shall mean the school district that a student chooses to attend other than his or her resident school district.

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

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

### **4. Standards for Acceptance or Rejection of Option Students.**

- a. Special Education Capacity.** Capacity for special education services will be determined on a case-by-case basis. If an application for option enrollment received by the school district indicates that the student has an individualized education program under the federal Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., or has been diagnosed with a disability as defined in section 79-1118.01, the application will be evaluated by the director of special education services or the

director's designee who must determine if the school district and the appropriate class, grade level, or school building has the capacity to provide the applicant the appropriate services and accommodations. The Federal Educational Rights and Privacy Rights Act (FERPA) (20 U.S.C. § 1232g) permits the release of education records when a student seeks or intends to enroll in a different school district.

- b. Numeric Capacity.** The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, and projected number of students with which the option school district will contract based on existing contractual arrangements. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.
- c. Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, prior to October 15 of each school year, declare a program, a class, or a school unavailable for the next school year to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.
- d. Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept an option student when acceptance of the student:

  - i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
  - ii. Would require the procurement of new equipment, technology, or furnishings;
  - iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
  - iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;

- v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.
  - e. **Prohibited Standards.** The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.
  - f. **Order of Acceptance.** If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:
    - i. students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;
    - ii. thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.
  - g. **Maximum Capacity Report.** The school district will annually establish, publish, and report the capacity for each school building under the district's control pursuant to procedures, criteria, and deadlines established by the Nebraska Department of Education.
- 5. False or Misleading Option Applications.** If, prior to the student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.
- 6. Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.
- 7. Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall

make information about the school district and its schools, programs, policies and procedures available to all interested people.

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

- a.** The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.
- b.** On or before April 1<sup>st</sup>, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.

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

- a.** The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15<sup>th</sup> under the following conditions:
  - i.** When the district has already entered into contracts with teaching staff for the following school year;
  - ii.** When the district has already contracted for the performance of specific services for the student;
  - iii.** When the release of the student would have a negative financial impact or loss of revenue for the district.
- b.** The board of education will deny all applications to option into the district that are received by the district after March 15 of the school year prior to the student's requested enrollment.

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

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

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

#### **11. Cancellation of Option.**

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

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

#### **12. Authority of Superintendent.**

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by

this policy in determining whether to grant or deny option enrollment applications.

Adopted on: \_\_\_\_\_4/10/17\_\_\_\_\_

Revised on: \_\_\_\_\_6/12/23\_\_\_\_\_

Reviewed on: \_\_\_\_\_5/8/23, 9/13/23\_\_\_\_\_

**11.4. Consider and Approve Multicultural Curriculum Policy (6020)- no changes**

**6020**  
**Multicultural Education**

In every curriculum area and at all grades, the school district will provide programs which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize human relations, sensitivity toward all races, and the rich diversity of the population of the United States. The district's multicultural education curriculum will be consistent with the district's responsibility under state law to ensure that youth are given the opportunity to become competent, responsible, patriotic, and civil citizens. The district's civics curriculum and multicultural curriculum will work together to make students fully aware of the liberties, opportunities, and advantages we possess and the sacrifices and struggles through whose efforts these benefits were gained.

**Philosophy, Mission, and Program Goals.** The school district respects and appreciates cultural diversity and seeks to promote the understanding of unique cultural and ethnic heritage. The district will promote the development of a culturally responsible and responsive curriculum. The school district's program will explore the attitudes, skills, and knowledge necessary to function in various cultures.

**District Guides, Frameworks, or Standards.** Appropriate district staff and/or committee(s) will review the school district curriculum guides, frameworks, or standards to determine that they appropriately incorporate multicultural education.

**Selecting Appropriate Instructional Materials.** Appropriate school district staff and/or committee(s) will review instructional materials and make a recommendation regarding those that are appropriate for the school district's multicultural education program.

**Providing Staff Development.** Appropriate school district staff and/or committee(s) will review the staff development provided for administrators, teachers, and support staff to determine that it includes appropriate multicultural education that is consistent with school district and program goals.

**Periodic Assessment.** Appropriate school district staff and/or committee(s) will periodically review the school district's multicultural education program by reviewing the criteria in this policy to assess whether the school district is adequately and appropriately incorporating multicultural education in all curriculum areas in all grades.

**Annual Status Report.** The superintendent will provide the board with a report on the status of the school district's multicultural education program annually.

Adopted on: 6/12/17

Revised on: 12/13/21

Reviewed on: \_\_9/13/22, 9/13/23\_\_\_\_\_

# **Multicultural Report**

## **Policy 6020**

### **2023-2024**

In 8th grade SS right now we are studying Native American culture before the Columbian Exchange and then we will look at the impact of European settlement, slavery, and other immigrant groups throughout the year.

In 4th-6th grade Multicultural Report from Math!

In upper elementary math, the last lesson of each chapter often includes real world examples from all over the world. For example, while learning about decimals, we learned that in many other countries they use decimals for commas and commas are decimals. We also apply geometry to buildings from China and Egypt and India.

In 3rd grade in CKLA we learn about Christopher Columbus's discovery of America and how they treated/interacted with the Native Americans. We also talk about the conquistadors taking over parts of North America. We also talk about Viking history. In social studies, we have a history unit that talks about the reasons why people settled in the United States and what that process was, and still is, like. We learn about different Native American tribes. We learn about the different foods, traditions, art, languages, and holidays of the people that make up the United States. We talk about how people around the world are the same and different from us. We study some examples of how people have made a difference in their community, like Rosa Parks, Ruby Bridges, and Cesar Chavez.

In K-6 library classes, we celebrate diversity and learn about other cultures through the stories we read and activities we participate in. Examples include: celebrating Hispanic Heritage month by listening to stories written by Hispanic authors; celebrating Asian Pacific American Heritage month through activities and stories on a choice board; learning about various holidays throughout the year, etc. The library is full of diverse stories for our students to learn from in both Polk and Clarks.

In the Social Studies classes (7th Grade World Geography, 8th Grade American History I, 9th Grade American History II, 10th Grade World History, and 11th Grade American Government) current issues and topics are discussed in our lessons. Current events are present day history in the making and also used to show past historical events similar in context. Current events are used to show an understanding of all the social science classes.

The American Government class uses current events and also politics in the United States as well as across the globe to give students daily moments of understanding and the opportunity to apply what is being taught in the classroom to what is happening so they may become well informed citizens.

The American History Classes in both 8th and 9th grade both examine current events happening today and how events that have occurred throughout our nation's history still play a pivotal role in events that transpire today.

The American History Classes in both 8th and 9th grade both examine how the United States relationship with minorities in the past and present has not only been a controversial topic, but also one that has been tried to address throughout history. Various documents are examined, as well as incidents and the repercussions that have brought us to where we are today as a society.

The World History class looks at various topics occurring in present day to analyze problems still occurring and how these problems directly impact the role America plays on a global scale.

The World Geography class looks at how humans are interacting with their environment on a daily basis to see the changes being made, and the implications that are not only happening in the immediate future, but also what lasting effects could arise.

All Social Studies classes examine and teach about various cultural groups beyond race, such as ethnic groups, religious groups, gender groups, age groups, etc. and the countless contributions they have made to American society.

All classes analyze contributions to government by individuals/Americans from different backgrounds, regardless of race, ethnicity, gender, religion, age, etc.

## **Elementary Multicultural Report**

At the elementary level, the ELA curriculum and the Social Studies curriculum support student learning about different cultures through the opportunity to learn about multicultural topics such as:

Indigenous People's Day

Native American people of the past and today

Martin Luther King Jr. Day

Black History Month

Holidays Around the World Celebration and virtual field trip

Native American Heritage Day

Hinduism

Budhism

Diwali

Chinese New Year

Immigration

Ellis Island

History of People in North America

Learning and conversations include the contribution of ethnic groups to the development of the American nation; art, music, education, medicine, literature, science, politics, and government.

**12. Consider and Approve Financial Reports**

**12.1. General Fund Report**

August Receipts 2023

Financial Statement	First State SN	First State MM	Cornerstone MM	Cornerstone Pay	CD Bank of Clarks
Bank Balance/July	\$352,150.48	\$2,389,595.65	\$70,068.03	\$15,673.91	<b>\$83,839.31</b>
Deposits for month	\$853,000.00	\$75,180.47	\$0.00	\$140,510.54	
Interest for month	\$224.02	\$2,421.71	\$67.67	\$0.00	
Total available	\$1,205,374.50	\$2,467,197.83	\$70,135.70	\$156,184.45	
Disbursements	\$828,660.98	\$853,087.60		\$140,510.54	
Bank Balance	\$376,713.52	\$1,614,110.23	\$70,135.70	\$15,673.91	
Outstanding Checks	\$58,885.81				
Bank Balance	<b>\$317,827.71</b>	<b>\$1,614,110.23</b>	<b>\$70,135.70</b>	<b>\$15,673.91</b>	
Certificates of Deposit		<b>81,609.89</b>			
Total Money available	<b>\$2,183,196.75</b>				
September Disbursements	\$414,432.34				

Receipts:	Budget	August	Last mo Y-T-D	Year to Date
1100 Taxes	\$4,390,700.00	\$54,727.98	\$3,791,694.90	\$3,846,422.88
1115 Carline tax	\$5,000.00	\$0.00	\$5,629.43	\$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	\$10,840.09	\$191,356.06	\$202,196.15
1370 Pre-School Tuition	\$0.00	\$0.00	\$0.00	\$0.00
1510 Interest	\$7,500.00	\$3,312.64	\$32,226.16	\$35,538.80
1910 Rental	\$0.00	\$250.00	\$0.00	\$250.00
1911 Local License Fees	\$1,000.00	\$0.00	\$920.00	\$920.00
1925 Categorical Grants	\$0.00	\$0.00	\$315.00	\$315.00
1990 Other Local Receipts	\$5,000.00	(\$86.22)	\$38,093.16	\$38,006.94
2110 County Fines	\$15,000.00	\$1,677.94	\$18,387.60	\$20,065.54
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	\$0.00	\$33,607.57	\$33,607.57
3120 Sp. Ed. Program	\$200,012.00	\$0.00	\$257,428.00	\$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	\$26,070.95	\$31,285.14
3131 Property Tax Credit	\$0.00	\$0.00	\$490,033.44	\$490,033.44
3180 Pro-Rata Vehicle	\$8,000.00	\$1,092.84	\$8,708.05	\$9,800.89
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	\$0.00	\$19,130.43	\$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	\$154.00	\$761.20	\$915.20
6990 PBIS	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$5,159,200.00</b>	<b>\$77,183.46</b>	<b>\$5,333,004.89</b>	<b>\$5,410,188.35</b>
3100 Hot Lunch/Non Program	\$90,963.46		\$101,260.06	\$101,260.06
				\$5,511,448.41

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 01	Fund Number 01	General Fund	
AMPLIFY EDUCATION, INC.	inv-197427	ESSRS	810.00
AMPLIFY EDUCATION, INC.	INV197710	ESSRS	1,355.88
Total AMPLIFY EDUCATION, INC.			<u>2,165.88</u>
ATS, LLC	1241	prof cleaners	8,722.04
Total ATS, LLC			<u>8,722.04</u>
AURORA NEWS REGISTER	Aug 2023	board advertising/wt plates	339.57
Total AURORA NEWS REGISTER			<u>339.57</u>
BAND SHOPPE	SIV347546	band shoes-7-12	523.70
Total BAND SHOPPE			<u>523.70</u>
BLACK HILLS ENERGY	20230905	shop	56.34
Total BLACK HILLS ENERGY			<u>56.34</u>
BLACK HILLS ENERGY	20230906	monthly East building	158.39
Total BLACK HILLS ENERGY			<u>158.39</u>
BLACK HILLS ENERGY	20230905	west bldg	223.82
Total BLACK HILLS ENERGY			<u>223.82</u>
BLACK HILLS ENERGY	20230911	monthly Polk addition	337.70
Total BLACK HILLS ENERGY			<u>337.70</u>
Capital One	20230911	FCS/superintendent	331.65
Total Capital One			<u>331.65</u>
CARL'S SKRAP	234727	trash pickup Clarks	175.00
CARL'S SKRAP	234728	Polk trash	210.00
Total CARL'S SKRAP			<u>385.00</u>
CARLSTROM ELECTRIC, LLC	2631	1/2 of fb field lights fixed and hudl	972.73
Total CARLSTROM ELECTRIC, LLC			<u>972.73</u>
CENTRAL CITY MALL	20230911	staff breakfast supplies	27.32
Total CENTRAL CITY MALL			<u>27.32</u>
CENTRAL VALLEY AG	Aug 2023	fuel	1,779.96
Total CENTRAL VALLEY AG			<u>1,779.96</u>
CLARKS LUMBER	Aug 2023	custodial	391.13
Total CLARKS LUMBER			<u>391.13</u>
CULLIGAN of YORK	33270	water coolers Polk	62.00
Total CULLIGAN of YORK			<u>62.00</u>
DIODE COMMUNICATIONS	20230911	monhtly fee	338.00
Total DIODE COMMUNICATIONS			<u>338.00</u>
EAKES OFFICE SOLUTIONS	8723941-0	ink cartridges Clarks	313.97
Total EAKES OFFICE SOLUTIONS			<u>313.97</u>

Vendor Name	Invoice Number	Description	Amount
ECOLAB	3198202	pest control Polk	102.50
Total ECOLAB			<u>102.50</u>
ESU COORDINATIN COUNCIL	GRNT000065	security	30.00
ESU COORDINATIN COUNCIL	GRNT000130	canvas - teacher software	238.50
Total ESU COORDINATIN COUNCIL			<u>268.50</u>
FISHER, MICAH	mileage	mileage reimbursement	96.20
Total FISHER, MICAH			<u>96.20</u>
FLATLAND MOBILE SERVICES	147521	DEF-bus 21	56.97
Total FLATLAND MOBILE SERVICES			<u>56.97</u>
FRANSSEN, LARRY	2131	bus driver drug testing	105.00
Total FRANSSEN, LARRY			<u>105.00</u>
GANSEBOM, MICHAILA	supplies-band	supplies band	53.48
Total GANSEBOM, MICHAILA			<u>53.48</u>
HAND2MIND, INC.	inv000151814	supplies	210.99
Total HAND2MIND, INC.			<u>210.99</u>
HEARTLAND COMMUNICATIONS LLC.	75404	repairs/fixes telephones Clarks	928.50
Total HEARTLAND COMMUNICATIONS LLC.			<u>928.50</u>
HOMETOWN LEASING	Sept 2023	copier leases	2,593.76
Total HOMETOWN LEASING			<u>2,593.76</u>
ISLAND SUPPLY WELDING CO	299653	supplies THofmann	91.10
ISLAND SUPPLY WELDING CO	299665	supplioes THofmann	144.60
ISLAND SUPPLY WELDING CO	299734	supplies THofmann	24.80
Total ISLAND SUPPLY WELDING CO			<u>260.50</u>
J W PEPPER & SON INC	365525826	band shoes	84.89
J W PEPPER & SON INC	365541033	music supplies	19.95
Total J W PEPPER & SON INC			<u>104.84</u>
KSB SCHOOL LAW	14685	legal fees	4,122.50
Total KSB SCHOOL LAW			<u>4,122.50</u>
KWIK STOP	August 2023	fuel Clarks	872.09
Total KWIK STOP			<u>872.09</u>
MANSTEDT K-LAWN, LLC.	2023-75	lawn care Clarks	482.38
Total MANSTEDT K-LAWN, LLC.			<u>482.38</u>
Myer's Insurance Inc	3387	horse/heifer insurance	70.00
Total Myer's Insurance Inc			<u>70.00</u>
NORTHEAST NEBRASKA TELEPHONE COMPANY	20230911	monthly telephone Clarks	196.90
Total NORTHEAST NEBRASKA TELEPHONE COMPANY			<u>196.90</u>

Invoice Number	Description	Amount
2022136047	background checks	105.00
Total ONE SOURCE		105.00
Aug 2023	misc charges	105.05
Total PETTY CASH FUND		105.05
tuition reimbursmnt	tuition reimbursement	1,080.00
Total PHILLIPS, MARTIN		1,080.00
20230906	monthly clarks	242.86
20230906-0001	monthly clarks	1,696.70
20230906-0002	ballfields clarks	165.67
20230906-0003	hwy 92 light	22.62
Total POLK COUNTY RPPD		2,127.85
Aug 2023	monthly Polk	7,540.74
Total POLK LIGHT & WATER DEPT		7,540.74
20230911	LTD insurance	383.75
Total PRINCIPAL LIFE INSURANCE COMPANY		383.75
364006	parts for trailer	25.85
Total RALLY AUTO PARTS		25.85
13378/13599	board advertising	96.29
Total RHD PUBLISHING LLC		96.29
3119	vinyl lettering	159.99
Total ROOMTAGZ		159.99
20230911	supplies	38.26
Total SAM'S CLUB/SYNCHRONY BANK		38.26
4256	Website	795.00
Total STRIV		795.00
20230911	supplies THofmann	815.48
Total SUTTON LUMBER		815.48
293784	monthly timeclock fee	68.40
Total TIME MANAGEMENT SYSTMS		68.40
XA105054641:01	bus 22 hood latch/DEF supploies	255.98
Total TRUCK CENTER COMPANIES		255.98
4484730073189507 Aug	misc credit card	567.72
4484730114812000 Aug	misc	3,089.39
4484730153582126 Aug	misc credit card	187.73
4484731000029923 Aug	misc	1,520.75
Total U.S. BANK		5,365.59

Vendor Name	Invoice Number	Description	Amount
VILLAGE OF CLARKS	210371	monthly clarks	366.10
Total VILLAGE OF CLARKS			<u>366.10</u>
WENGER CORPORATION	855696	music dept risers	6,764.10
Total WENGER CORPORATION			<u>6,764.10</u>
WINDSTREAM	20230906	monthly east bldg polk	297.22
Total WINDSTREAM			<u>297.22</u>
WINDSTREAM	20230906	monthly telephone West bldg	165.90
Total WINDSTREAM			<u>165.90</u>
YANDA'S MUSIC & PRO AUDIO INC.	659119	school instrument repairs	69.99
YANDA'S MUSIC & PRO AUDIO INC.	659134	school instrument repairs	37.95
YANDA'S MUSIC & PRO AUDIO INC.	662403	school instrument repairs	120.00
YANDA'S MUSIC & PRO AUDIO INC.	662754	school instrument repairs	111.34
Total YANDA'S MUSIC & PRO AUDIO INC.			<u>339.28</u>
Fund Number 01			<u>54,550.14</u>
Checking Account ID 01			<u>54,550.14</u>

Cornerstone 183,066.07  
 BCBS 61,061.49  
 Cross County 1104.03  
 Employee Benefit 174.36  
 Hofmann HSA 335.84  
 EFTPS 61,560.85  
 NE Dept of Rev 8905.60  
 NPERS 43673.96

414,432.34



## 12.2. Nutrition Services Report

Revenue Summary Report  
Processing Month: 08/2023

	<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	25,970.85	180,222.10	87.49	25,777.90

Hot Lunch

\$ 50,836.18

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
Check Type Total: Check				Count: 1	Void Total:	0.00	Total without Voids: 4.05
Checking Account Total: 06				Count: 1	Void Total:	0.00	Total without Voids: 4.05
Grand Total:				Count: 1	Void Total:	0.00	Total without Voids: 4.05

Expenditure Report by Function/Object - Detail

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unreconciled Balance
06	Lunch Fund								
1190	EARLY CHILDHOOD ED PROGRAMS								
06 1190 610 002	SUPPLIES	0.00	0.00	163.09	0.00	(163.09)	0.00	0.00	(163.09)
610	SUPPLIES	0.00	0.00	163.09	0.00	(163.09)	0.00	0.00	(163.09)
1190	EARLY CHILDHOOD ED PROGRAMS								
3100	FOOD SERVICE								
06 3100 110 000	REGULAR SALARIES	90,000.00	(149.81)	81,526.93	90.59	8,473.07	0.00	0.00	8,473.07
110	REGULAR SALARIES	90,000.00	(149.81)	81,526.93	90.59	8,473.07	0.00	0.00	8,473.07
06 3100 120 000	Temporary Non-Instructional	2,200.00	0.00	4,516.93	205.32	(2,316.93)	0.00	0.00	(2,316.93)
120	Temporary Non-Instructional	2,200.00	0.00	4,516.93	205.32	(2,316.93)	0.00	0.00	(2,316.93)
06 3100 130 000	Overtime non-instructional	250.00	0.00	344.27	137.71	(94.27)	0.00	0.00	(94.27)
130	STPENS	250.00	0.00	344.27	137.71	(94.27)	0.00	0.00	(94.27)
06 3100 210 000	HEALTH INSURANCE NON INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
210	HEALTH INSURANCE NON INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 220 000	SOCIAL SECURITY NON INSTRUCTIONAL	6,900.00	(1,146)	6,608.81	96.78	291.19	0.00	0.00	291.19
220	SOCIAL SECURITY NON INSTRUCTIONAL	6,900.00	(1,146)	6,608.81	96.78	291.19	0.00	0.00	291.19
06 3100 230 000	RETIREMENT NON INSTRUCTIONAL	8,900.00	(14.79)	8,087.06	90.87	812.94	0.00	0.00	812.94
230	RETIREMENT NON INSTRUCTIONAL	8,900.00	(14.79)	8,087.06	90.87	812.94	0.00	0.00	812.94
06 3100 430 000	REPAIRS AND MAINTENANCE	15,000.00	0.00	1,480.50	9.87	13,519.50	0.00	0.00	13,519.50
430	REPAIRS AND MAINTENANCE	15,000.00	0.00	1,480.50	9.87	13,519.50	0.00	0.00	13,519.50
06 3100 610 001	SUPPLIES	2,500.00	103.40	3,827.56	153.10	(1,327.56)	0.00	0.00	(1,327.56)
06 3100 610 002	SUPPLIES	2,500.00	359.20	3,242.08	129.68	(742.08)	0.00	0.00	(742.08)
610	SUPPLIES	5,000.00	462.60	7,069.64	141.39	(2,069.64)	0.00	0.00	(2,069.64)
06 3100 630 001	FOOD	40,000.00	1,830.56	44,166.62	110.42	(4,166.62)	0.00	0.00	(4,166.62)
06 3100 630 002	FOOD	40,000.00	1,768.30	32,445.61	81.11	7,554.39	0.00	0.00	7,554.39
630	FOOD	80,000.00	3,598.86	76,612.23	95.77	3,387.77	0.00	0.00	3,387.77
06 3100 695 000	INDIRECT COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
695	INDIRECT COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 731 001	Machinery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
731	Machinery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 890 000	OTHER MISC EXPENSES	4,000.00	0.00	248.00	6.20	3,752.00	0.00	0.00	3,752.00
890	OTHER MISC EXPENSES	4,000.00	0.00	248.00	6.20	3,752.00	0.00	0.00	3,752.00
3100	FOOD SERVICE	212,250.00	3,895.40	186,494.37	87.87	25,755.63	0.00	0.00	25,755.63
8000	TRANSFERS (OUTGOING)								
06 8000 912 000	TRANSFERS TO THE SCHOOL LUNCH FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
912	TRANSFERS TO THE SCHOOL LUNCH FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8000	TRANSFERS (OUTGOING)								
06	Lunch Fund	212,250.00	3,895.40	186,567.46	87.94	25,692.54	0.00	0.00	25,692.54

Expenditure Report by Function/Object - Detail

Grand Total:

Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
212,250.00	3,885.40	186,657.46	87.94	25,592.54	0.00	0.00	25,592.54

09/08/2023 02:28 PM

User ID: SE

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 06	Fund Number 06	Lunch Fund	
CASH-WA DISTRIBUTING	13895437	Polk Food	1,161.73
Total CASH-WA DISTRIBUTING			<u>1,161.73</u>
CASH-WA DISTRIBUTING	13895438	Polk Non Food	103.40
Total CASH-WA DISTRIBUTING			<u>103.40</u>
CASH-WA DISTRIBUTING	13887814	Clarks Non Food	178.80
CASH-WA DISTRIBUTING	13895944	Clarks Non Food	168.95
CASH-WA DISTRIBUTING	13903538	Clarks Non Food	11.45
Total CASH-WA DISTRIBUTING			<u>359.20</u>
CASH-WA DISTRUBUTING (CLARK)	13887974	Clarks Food	358.95
CASH-WA DISTRUBUTING (CLARK)	13895943	Clarks Food	395.75
CASH-WA DISTRUBUTING (CLARK)	13903537	Clarks Food	344.76
Total CASH-WA DISTRUBUTING (CLARK)			<u>1,099.46</u>
HPC GENERAL FUND	20230818	July Kitchen Wages	176.06
Total HPC GENERAL FUND			<u>176.06</u>
US FOODS-GRAND ISLAND	3473315	Both sites food	656.14
US FOODS-GRAND ISLAND	3473316	Both sites food	681.53
Total US FOODS-GRAND ISLAND			<u>1,337.67</u>
Fund Number 06			<u>4,237.52</u>
Checking Account ID 06			<u>4,237.52</u>

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	10,970.85	70,413.34	117.36	(10,413.34)
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	0.00	7,307.63	60.90	4,692.37
06 1630	Revenue Special Functions	1,000.00	0.00	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	10,970.85	79,314.24	104.36	(3,314.24)
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	0.00	79,001.49	98.75	998.51
	Subtotal: FEDERAL RECEIPTS	80,000.00	0.00	79,001.49	98.75	998.51
06 5200	TRANSFER FROM GENERAL FUND	50,000.00	15,000.00	15,000.00	30.00	35,000.00
	Subtotal: NON-REVENUE RECEIPTS	50,000.00	15,000.00	15,000.00	30.00	35,000.00
	Fund Total:	206,000.00	25,970.85	180,222.10	87.49	25,777.90

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	0.00	1,000.00	4,288.15	0.00	(4,288.15)

Elem. Activities

\$ 11,650.81

Fund: 55      Activities Fund K-6

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
55 1630	Revenue Special Function	0.00	0.00	51.25	0.00	(51.25)
55 1750	Revenue Concessions	0.00	0.00	57.70	0.00	(57.70)
55 1790	Activity Income	0.00	0.00	3,179.20	0.00	(3,179.20)
	Subtotal: LOCAL RECIEPTS	0.00	0.00	3,288.15	0.00	(3,288.15)
55 5200	TRANSFERS	0.00	1,000.00	1,000.00	0.00	(1,000.00)
	Subtotal: NON-REVENUE RECEIPTS	0.00	1,000.00	1,000.00	0.00	(1,000.00)
	Fund Total:	0.00	1,000.00	4,288.15	0.00	(4,288.15)

Expenditure Report by Function/Object - Detail

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
55	Activities Fund K-6								
1100	REGULAR INSTRUCTIONAL PROGRAMS								
55 1100 610 002	SUPPLIES	0.00	58.88	541.43	0.00	(541.43)	0.00	0.00	(541.43)
610	SUPPLIES	0.00	58.88	541.43	0.00	(541.43)	0.00	0.00	(541.43)
1100	REGULAR INSTRUCTIONAL PROGRAMS	0.00	58.88	541.43	0.00	(541.43)	0.00	0.00	(541.43)
2410	OFFICE OF PRINCIPAL								
55 2410 610 002	SUPPLIES	0.00	43.30	206.46	0.00	(206.46)	0.00	0.00	(206.46)
610	SUPPLIES	0.00	43.30	206.46	0.00	(206.46)	0.00	0.00	(206.46)
2410	OFFICE OF PRINCIPAL	0.00	43.30	206.46	0.00	(206.46)	0.00	0.00	(206.46)
3535	HIGH ABILITY LEARNERS								
55 3535 610 002	SUPPLIES	0.00	0.00	71.58	0.00	(71.58)	0.00	0.00	(71.58)
610	SUPPLIES	0.00	0.00	71.58	0.00	(71.58)	0.00	0.00	(71.58)
3535	HIGH ABILITY LEARNERS	0.00	0.00	71.58	0.00	(71.58)	0.00	0.00	(71.58)
55	Activities Fund K-6	0.00	102.18	819.47	0.00	(819.47)	0.00	0.00	(819.47)

Expenditure Report by Function/Object - Detail

Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
0.00	102.18	819.47	0.00	(819.47)	0.00	0.00	(819.47)

Grand Total:

Board Report - Board

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 55	Fund Number 55	Activities Fund K-6	
Amazon	20230908	Amazon- Ink for Enrichment	58.88
Total Amazon			<hr/> 58.88
HPC GENERAL FUND	20230818-0001	Popcorn	43.30
Total HPC GENERAL FUND			<hr/> 43.30
Fund Number 55			<hr/> 102.18
Checking Account ID 55			<hr/> 102.18

### 12.3. Activity Report

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 05	Fund Number 05	Activity Fund 7-12	
BAKER, ANDY	9-12 VB Official	9-12 VB Official	125.00
Total BAKER, ANDY			<u>125.00</u>
Biery, Todd	9-12 FB Official	9-12 FB Official	140.00
Total Biery, Todd			<u>140.00</u>
Blex, Jimmy	SB Ump	SB Ump	140.00
Blex, Jimmy	V*SB Ump	SB Ump	(140.00)
Total Blex, Jimmy			<u>0.00</u>
BSN SPORTS	922398127	9-12 VB	150.00
Total BSN SPORTS			<u>150.00</u>
Capital One	1649936325	SB & Concessions	230.59
Total Capital One			<u>230.59</u>
Cash-Wa Distributing	20230814083322	Concessions	2,025.99
Cash-Wa Distributing	C13911577	Concessions	428.50
Total Cash-Wa Distributing			<u>2,454.49</u>
CASH	Cash for Golf fund	Cash for Golf Fund	450.00
CASH	Cheer Concessions	Cheer Concessions	300.00
CASH	SB Admis,Con	SB Admis,Con	510.00
CASH	VB,FB Admin,Con cash	FB,VB Admin and Con boxes	1,620.00
Total CASH			<u>2,880.00</u>
Chances R	Ath/Misc	CRC Coaches and Sponsors	181.28
Total Chances R			<u>181.28</u>
COMPUTER HARDWARE INC	18825-G	L. Marino	496.00
Total COMPUTER HARDWARE INC			<u>496.00</u>
CURTIS, WILL	SB Ump	SB Ump	140.00
Total CURTIS, WILL			<u>140.00</u>
Dinslage, Brandon	SB UMP	SB UMP	140.00
Total Dinslage, Brandon			<u>140.00</u>
Durston, Walter	9-12 FB Official	9-12 FB Official	140.00
Total Durston, Walter			<u>140.00</u>
Fletcher, Jon	9-12 FB Official	9-12 FB Official	140.00
Total Fletcher, Jon			<u>140.00</u>
Graphic Edge DBA Game One	1682562	Wt Room T-shirt	619.64
Graphic Edge DBA Game One	1695926	9-12 VB	2,705.00
Graphic Edge DBA Game One	1697566	Wt Room	362.00
Total Graphic Edge DBA Game One			<u>3,686.64</u>
Hamilton County FFA	FFA Fair Expenses	FFA Fair Expenses	250.00
Total Hamilton County FFA			<u>250.00</u>

Vendor Name	Invoice Number	Description	Amount
Howard, Douglas	SB Ump	SB Ump	140.00
Howard, Douglas	V*SB Ump	SB Ump	(140.00)
Total Howard, Douglas			<u>0.00</u>
HPC GENERAL FUND	Us Bank Payment	Us Bank Payment	552.70
Total HPC GENERAL FUND			<u>552.70</u>
King, Chase	Speech Judge	Speech Judge	80.00
Total King, Chase			<u>80.00</u>
LANGE, CHRISTINA	9-12 VB Official	9-12 VB Official	125.00
Total LANGE, CHRISTINA			<u>125.00</u>
Mapalo, Jeremy	9-12 FB Official	9-12 FB Official	140.00
Total Mapalo, Jeremy			<u>140.00</u>
MENARDS	90680	FFA	643.60
Total MENARDS			<u>643.60</u>
MENARDS	62245	FFA	162.00
Total MENARDS			<u>162.00</u>
Meyer, Jodie	Speech Judge	Speech Judge	80.00
Total Meyer, Jodie			<u>80.00</u>
MISKO SPORTS	INV-2153.	9-12 VB	504.88
Total MISKO SPORTS			<u>504.88</u>
Norfolk Veterinary Clinic	FFA Horse Vet Bill	FFA Horse Vet Bill	90.95
Total Norfolk Veterinary Clinic			<u>90.95</u>
NUTRITION SERVICES	IVC18249	Horse Feed	58.95
Total NUTRITION SERVICES			<u>58.95</u>
Pepsi Beverages Company	00394058	Concessions	1,774.37
Total Pepsi Beverages Company			<u>1,774.37</u>
Quast, Nicole	Cheer Pom Tags	Cheer Pom Tags	37.00
Total Quast, Nicole			<u>37.00</u>
Rains, Lucas	9-12 FB Official	9-12 FB Official	140.00
Total Rains, Lucas			<u>140.00</u>
Rschooltoday	88790	Ath/Misc	300.00
Total Rschooltoday			<u>300.00</u>
SAM'S CLUB/SYNCHRONY BANK	SB, Concessions	SB, Concessions	98.85
Total SAM'S CLUB/SYNCHRONY BANK			<u>98.85</u>
Schnitzler, Hannah	9-12 VB Official	9-12 VB Official	120.00
Total Schnitzler, Hannah			<u>120.00</u>

Vendor Name	Invoice Number	Description	Amount
Schnitzler, Julie	9-12 VB Official	9-12 VB Official	120.00
Total Schnitzler, Julie			<hr/> 120.00
Sportdecals	ARINV-671200	9-12 FB	93.00
Total Sportdecals			<hr/> 93.00
Stuhr, Michaela	9-12 VB Official	9-12 VB Official	120.00
Total Stuhr, Michaela			<hr/> 120.00
SWANSON, CARRIE	SB Cert	SB Cert	78.00
Total SWANSON, CARRIE			<hr/> 78.00
SWAY MEDICAL	14688.	Ath/Misc	199.50
Total SWAY MEDICAL			<hr/> 199.50
VALLEY VIEW PRO SHOP	Golf Fundraiser	Golf Fundraiser	2,280.00
Total VALLEY VIEW PRO SHOP			<hr/> 2,280.00
Wagner, Daniel	Boys BB Coach Cert	Boys BB Coach Cert	135.20
Total Wagner, Daniel			<hr/> 135.20
WALSWORTH PUBLISHING CO	2126397	Yearbook	1,221.57
Total WALSWORTH PUBLISHING CO			<hr/> 1,221.57
WELCH, MERCY	9-12 VB Official	9-12 VB Official	120.00
Total WELCH, MERCY			<hr/> 120.00
WILD ROOTS GREENHOUSE & MARKET	1183	FFA Soil	99.85
Total WILD ROOTS GREENHOUSE & MARKET			<hr/> 99.85
Fund Number 05			<hr/> 20,529.42
Checking Account ID 05			<hr/> 20,529.42

**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	26.27	320.90	5.35	5,679.10
05 1710	ACTIVITIES Admissions Receipts	45,000.00	6,181.00	44,667.54	99.26	332.46
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	6,726.00	9,787.50	195.75	(4,787.50)
05 1750	REVENUE FROM ACTIVITIES	40,000.00	64,132.94	146,697.30	366.74	(106,697.30)
05 1790	Activity Income from other Schools	600.00	0.00	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	196.00	13,993.08	174.91	(5,993.08)
Subtotal: LOCAL RECIEPTS		137,600.00	77,262.21	248,994.32	180.96	(111,394.32)
Fund Total:		137,600.00	77,262.21	248,994.32	180.96	(111,394.32)

**Revenue Summary Report**  
Processing Month: 08/2023

	<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	77,262.21	248,994.32	180.96	(111,394.32)

13. **Schedule Next BOE Meeting (Date, Time, Location)**
14. **Motion to Adjourn**
15. **\*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**
16. **\*SEQUENCE OF AGENDA: The sequence of agenda topics is subject to change at the discretion of the board.**