

Regular Meeting
Monday, November 10, 2025 6:30 PM
HPC Elementary- Clarks BOE Room (June-
Dec)
205 W. Pearl St.
Clarks, NE 68628

{{Name: Agenda Item Name}}

1. Call Meeting to Order

- 1.1. Public Meeting Announcement

- 1.2. Open Meetings Act Recognition

- 1.3. Oath of Office

OATH OF OFFICE

I, _____, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation or for purpose of evasion; and that I will faithfully and impartially perform the duties of the office of member of the board of education, according to law, and to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am in this position I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence. So help me God.

Board Member Signature

Printed Name

Date

1.4. Board Member Attendance, Roll Call

1.5. Consent Agenda

1.5.1. Consider Minutes of Previous Meeting(s) and Their Approval (Appendix A)

Regular Meeting

Mission: "The mission of High Plains Community Schools is to provide an educational environment which develops citizens who are lifelong learners and can contribute to a global society"
The Regular monthly meeting of the High Plains Community Schools Board of Education was held on Monday, October 13, 2025 at HPC Elementary- Clarks BOE Room (June-Dec), 205 W. Pearl St., Clarks, NE 68628. The meeting was called to order at 7:00 PM.

A motion to excuse Kayla Zoucha from the Oct 13, 2025 board of education meeting Passed with a motion by Nathan Spurling and a second by Chad Hoffman.
Yea, 5 Nay 0

A motion to approve the consent agenda as presented for past minutes, bills, and financial statements Passed with a motion by Nathan Spurling and a second by Dorinda Brown.
Yea 5 Nay 0

Consider Minutes of Previous Meeting(s) and Their Approval

Consider Current Bills and Their Approval

Consider Financial Statements and Treasurer's Report

Activity Account Statements

Building Fund Account Statements

Depreciation Fund Account Statements

General Fund Account Statements

Nutrition Account Statements

HPC Student Council Report-Mrs. Sarah Grigsby reported on the positive reinforcement project at the JH/HS, community service projects, and other upcoming events for the HPC Student Council.

Community Input

Elementary Principal Report Elem. Principal Report-Mrs. Helgoth reported on the homecoming parade, Weekly Storm Chasers, Friday Teambuilding, Red Ribbon Week, Parent Teacher Conferences, standards and curriculum alignment, special education training at the ESU with Mrs. Hinrichs and Mr. Phillips, October PD, new janitors starting Dakota Womack & Shelly Kuta, elementary field trips, and the tree removed.

Junior High & High School Principal Report JH/HS Principal Report-Mr. Fisher reported on college tours and career fairs are taking place, the UNL tour sponsored by Shelly Urkoski, the MTSS conference at Kearney last week for the 7-12 team, PT conferences, homecoming week, EL supports for HPC, and health screenings with Nurse Cheryl

AD Report Mr. Wood-reported on One Act practice starting, HPC hosts CRC One-Act on Nov. 19th, P.C. Slammers ended their season at sub-districts in Kearney last week, the band competed at Harvest of Harmony, JHVB & JHFB finished their seasons this week, HS VB Pink Out Night for Cancer Awareness is Thursday Oct. 16th, CRC Volleyball Tourney starts on Oct. 18th at 1:45 for HPC vs SRC, HS Football will play Deshler on Friday for the last regular season game.

Superintendent Report Mr. Brown-reported on NASB State Education conference Nov. 19-21st, negotiations have started with the teachers union, first meeting was Sept. 30th, the 2024-25 audit was completed on October 2nd, boiler inspections are completed at Clarks and Polk, all repairs have been completed, skidster bids are being sought for HPC, discussion was held on health class lesson, policy 6004 & 6013, and a shout out to the elementary students and staff for all the birthday cards, decorations, and cheer for my birthday, it was a great day.

Discussion on NSAA Football Declaration A discussion was held on 8-man football vs 6-man football. Three-year projected numbers for boys and girls enrollment were presented for girls and boys.

A motion to approve the resignation of Mrs. Kayla Zoucha from the HPC Board of Education, effective Oct. 13th Passed with a motion by Chad Hoffman and a second by Dorinda Brown.

Yea 5 Nay 0

A motion to approve the resignation of Mr. Jeremy Struckman, effective December 19th, 2025 Passed with a motion by Nathan Spurling and a second by Megan Pike.

Yea 5 Nay 0

A motion to approve the amendment to the sick leave portion of the HPC 2025-26 Negotiated Agreement as presented Passed with a motion by Nathan Spurling and a second by Chad Hoffman.

Yea 5 Nay 0

Executive Session

A motion to adjourn the meeting at 8:00pm and set the next regular meeting for November 10th, 2025 at 6:30 PM. Passed with a motion by Nathan Spurling and a second by Megan Pike.

Yea 5 Nay 0

Minutes submitted by

Chad Hoffman

Board Secretary

1.5.2. Consider Current Bills and Their Approval (Appendix B)

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 01	Fund Number 01	General Fund	
AMAZON CAPITAL SERVICES	20251103	October Billing	1,535.42
Total AMAZON CAPITAL SERVICES			<u>1,535.42</u>
ATS, LLC	3466	November 2025 Billing	8,984.00
Total ATS, LLC			<u>8,984.00</u>
BLACK HILLS ENERGY	20251027	Oct Bill	166.41
Total BLACK HILLS ENERGY			<u>166.41</u>
BLACK HILLS ENERGY	20251027	September Energy Bill	259.51
Total BLACK HILLS ENERGY			<u>259.51</u>
BLACK HILLS ENERGY	20251027	September Energy Bill	263.39
Total BLACK HILLS ENERGY			<u>263.39</u>
CARL'S SKRAP	254973, 254974	Oct Trash Bill	420.00
Total CARL'S SKRAP			<u>420.00</u>
CARLSTROM ELECTRIC, LLC	3143	Football Field lights and MS outlet	456.35
Total CARLSTROM ELECTRIC, LLC			<u>456.35</u>
CASH-WA DISTRUBUTING	14812949, 14851124	October Purchases	995.95
Total CASH-WA DISTRUBUTING			<u>995.95</u>
CENTRAL NE REFRIGERATION	3460	Ice Machine Repair and Clean	296.09
Total CENTRAL NE REFRIGERATION			<u>296.09</u>
CENTRAL TRUE VALUE	20251027	Broom & Dustpan	40.97
Total CENTRAL TRUE VALUE			<u>40.97</u>
CENTRAL VALLEY AG	20251103	October Charges	3,346.89
Total CENTRAL VALLEY AG			<u>3,346.89</u>
Colorado/West Equipment Inc.	0217174-IN	Cup Holders for Buses	235.18
Total Colorado/West Equipment Inc.			<u>235.18</u>
CULLIGAN of YORK	20251105	Bottled Water and Rental	252.50
Total CULLIGAN of YORK			<u>252.50</u>
DIODE TECHNOLOGIES INC.	20251106	Past Payment plus Oct bill	2,422.76
Total DIODE TECHNOLOGIES INC.			<u>2,422.76</u>
EAKES OFFICE SOLUTIONS	20251031	October Statement	214.01
Total EAKES OFFICE SOLUTIONS			<u>214.01</u>
ECOLAB	9285606 2304573	Cockroaches and perimeter	459.68
Total ECOLAB			<u>459.68</u>
ECONOMY HOMETOWN MARKET	20251106	October Billing	151.74
Total ECONOMY HOMETOWN MARKET			<u>151.74</u>

11/06/2025 02:00 PM

Posted - All; Fund Number 01; Processing Month 11/2025

User ID: ST

Vendor Name	Invoice Number	Description	Amount
EDUCATIONAL SERVICE UNIT NO.5	20251027	Distant Learning Spanish	27,825.00
Total EDUCATIONAL SERVICE UNIT NO.5			27,825.00
ESU #7	20251031	September Billing	28,957.70
Total ESU #7			28,957.70
ESU 7 NETWORK SUPPORT	20251027	August and Sept Bills	16,653.00
Total ESU 7 NETWORK SUPPORT			16,653.00
ESU7	20251031	September Reg Ed	5,157.17
Total ESU7			5,157.17
FLATLAND MOBILE SERVICES	14757	Invoice 837260 Traverse	118.00
Total FLATLAND MOBILE SERVICES			118.00
FRANSSSEN, LARRY	2465 & 2511	CDL Drug Testing	373.00
Total FRANSSSEN, LARRY			373.00
GO PHYSICAL THERAPY	20251031	September OT & PT	6,410.45
Total GO PHYSICAL THERAPY			6,410.45
HAMILTON TELECOMMUNICATIONS	11090253	September & October Bill	360.20
Total HAMILTON TELECOMMUNICATIONS			360.20
HANS SERVICE, LLC	20251027	Repair Invoices	6,602.77
Total HANS SERVICE, LLC			6,602.77
High Plains FFA	Mums	Mums for in front of school	100.00
Total High Plains FFA			100.00
HOWARD COMPANY, INC., THE	20251027	Skykit	5,150.00
Total HOWARD COMPANY, INC., THE			5,150.00
HYDROSCAPE, LLC	6477	Sprinklers for winter	75.00
Total HYDROSCAPE, LLC			75.00
ISLAND SUPPLY WELDING CO	356288	Cylinder Rental	24.80
Total ISLAND SUPPLY WELDING CO			24.80
Jaymar Business Forms, Inc	065456	Checks for new account	300.89
Total Jaymar Business Forms, Inc			300.89
KSB SCHOOL LAW	20019	October Atty Fees	1,538.00
Total KSB SCHOOL LAW			1,538.00
KWIK STOP	2025100100091	September Charges	764.25
Total KWIK STOP			764.25
MANSTEDT K-LAWN, LLC.	202577	October spraying ditches and FB Field	3,720.60
Total MANSTEDT K-LAWN, LLC.			3,720.60
MENARDS	14330	Latch Box & Flexi Basket	26.81

Vendor Name	Invoice Number	Description	Amount
Total MENARDS			<u>26.81</u>
MID AMERICAN RESEARCH	0861719-IN	Trash bags and odor liners	3,362.00
Total MID AMERICAN RESEARCH			<u>3,362.00</u>
Myer's Insurance Inc	3511 & 3512	Pivot Policy & Workers Comp Audit	1,700.40
Total Myer's Insurance Inc			<u>1,700.40</u>
NEBRASAK CENTER for the EDUCATION of CHILDREN who are BLIND or VISUALLY IMP	0-2355	Vision Consult	30.00
Total NEBRASAK CENTER for the EDUCATION of CHILDREN who are BLIND or VISUALLY IMP			<u>30.00</u>
NEBRASKA COUNCIL ON ECONOMIC EDUCATION	20251027	Stock Market Game	48.00
Total NEBRASKA COUNCIL ON ECONOMIC EDUCATION			<u>48.00</u>
ONE SOURCE	2022191642	Emgler, Kuta, Womack & Williams	105.50
Total ONE SOURCE			<u>105.50</u>
POLK CO HEALTH DEPT	20251027	School Nurse and mileage	5,682.25
Total POLK CO HEALTH DEPT			<u>5,682.25</u>
POLK COUNTY NEWS	20251027	Renew PCN	45.00
Total POLK COUNTY NEWS			<u>45.00</u>
POLK COUNTY RPPD	20251031	October Energy Bills	2,364.39
Total POLK COUNTY RPPD			<u>2,364.39</u>
POLK LIGHT & WATER DEPT	20251105	October Light and Water	3,662.16
Total POLK LIGHT & WATER DEPT			<u>3,662.16</u>
RIEKEN, ALAN	20251027	Grass Removal	400.00
Total RIEKEN, ALAN			<u>400.00</u>
SAPP BROTHERS PETROLEUM	IN4862608	Propane	541.80
Total SAPP BROTHERS PETROLEUM			<u>541.80</u>
STUDIO G	20251105	Badges and Yearbook CD	227.25
Total STUDIO G			<u>227.25</u>
TRUCK CENTER COMPANIES	20251027	Bus Inspections	20,631.88
Total TRUCK CENTER COMPANIES			<u>20,631.88</u>
U.S. BANK	20251103	October Billing	3,611.61
Total U.S. BANK			<u>3,611.61</u>
VILLAGE OF CLARKS	215139	Clarks Water & Sewer	420.96
Total VILLAGE OF CLARKS			<u>420.96</u>
WINDSTREAM	20251031	Oct Phone Bill	317.78
Total WINDSTREAM			<u>317.78</u>
WINDSTREAM	20251027	Phone Bill MS	188.54
Total WINDSTREAM			<u>188.54</u>

Board Report - Board

Posted - All; Fund Number 01; Processing Month 11/2025

Invoice Number

Description

Fund Number 01

167,998.01

Checking Account ID 01

167,998.01

High Plains Community Schools Payroll & Bills 2025-26			
Month	Nov 2025		
	PAYROLL		
COMPANY	AMOUNT	COMPANY	AMOUNT
Cornestone Bank	\$184,531.95	Ameritas	\$515.06
BCBS	\$56,927.22	Emp. Benefit Fund	\$0.00
Cross County	\$2,080.53	125 Plan	\$1,019.99
Madison Nat. Life	\$364.17	General Fund	\$627.75
Pinnacle Bank	\$128.15	Madison Nat. Life	\$154.78
Union Bank & Trust	\$1,091.53	Mutual of Omaha	\$1,087.90
EFTPS	\$49,736.54	Misc.	\$1,311.00
NE. Dept. of Revenue	\$7,396.81	Transamerica	\$328.33
NPERS	\$36,508.82	Total	\$5,044.81
Total	\$338,765.72		
PAYROLL TOTAL	\$343,810.53		
General Fund Bills	\$167,998.01		
Total Transfer	\$511,808.54		

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 05	Fund Number 05	Activity Fund 7-12	
AURORA NEWS REGISTER	95255	SENIOR BANNERS	726.80
Total AURORA NEWS REGISTER			<u>726.80</u>
BLACKBURN MFG CO	0009109	2025 GOLF TOURNEY SUPPLIES	111.54
Total BLACKBURN MFG CO			<u>111.54</u>
BLAIR, ZEUS	FB REF	FB REF VS DESHLER 10/17/25	140.00
Total BLAIR, ZEUS			<u>140.00</u>
BSN SPORTS	14102566	VOLLEYBALLS AND VOLLEYBALL EQUIPMENT	945.75
BSN SPORTS	931182772	Football Shoulder Pads	363.78
BSN SPORTS	931244021	Game Equipment	945.75
Total BSN SPORTS			<u>2,255.28</u>
CARTER, DEMA	FB REF	FB REF VS DESHLER 10/17/25	140.00
Total CARTER, DEMA			<u>140.00</u>
CASH-WA DISTRIBUTING	14841005	CONCESSIONS SUPPLIES	203.13
CASH-WA DISTRIBUTING	14849395	CONCESSION ORDER POPCORN OIL/DORITOS	106.44
CASH-WA DISTRIBUTING	14857325	FFA SUPPLIES FOR FEED A FARMER/ CONC	214.00
CASH-WA DISTRIBUTING	D14818922	POPCORN OIL CONCESSIONS	74.90
CASH-WA DISTRIBUTING	D14836198	CONCESSION SUPPLIES	28.14
Total CASH-WA DISTRIBUTING			<u>626.61</u>
CASH	CRC VBALL ENTRY	CRC VBALL ENTRY FEES	124.00
Total CASH			<u>124.00</u>
CLARK, LANCE	FB REF VS GILTNER	FB REF VS GILTNER 10/3/25	140.00
Total CLARK, LANCE			<u>140.00</u>
COGHILL, LYNN	FB REF VS GILTNER	FB REF VS GILTNER 10/3/25	140.00
Total COGHILL, LYNN			<u>140.00</u>
CURTIS, WILL	FB REF VS DESHLER	FB REF VS DESHER 10/17/25	140.00
Total CURTIS, WILL			<u>140.00</u>
David City Public School	MIDDLE SCHOOL VBALL	MIDDLE SCHOOL VBALL TOURNAMENT	70.00
Total David City Public School			<u>70.00</u>
Eileen's Cookies	FRESH/SOPH FUND	FRESHMEN/SOPHOMORE FUND. 25/26	2,626.00
Total Eileen's Cookies			<u>2,626.00</u>
GALLAGER, SHELLY	VB REF	VB REF VS MERIDIAN 10/7/25	125.00
GALLAGER, SHELLY	VB REF VS MERIDIAN	VB REF VS MERIDAIN 10/7/25	165.00
Total GALLAGER, SHELLY			<u>290.00</u>
GERLACH, BRENDEN	FB REF	FB REF VS DESHLER 10/17/21	140.00
Total GERLACH, BRENDEN			<u>140.00</u>

Vendor Name	Invoice Number	Description	Amount
KEARNEY HIGH SCHOOL	ONEACTPRODUCTIO N	2025 KEARNEY HIGH SCHOOL ONE ACT	160.00
Total KEARNEY HIGH SCHOOL			<u>160.00</u>
LEE, TAWNIA	VB REF VS LN/BDS	VB REF VS LN/BDS 10/16/25	165.00
LEE, TAWNIA	VB REF VS OSCEOLA	VB REF VS OSCEOLA 10/24/25	125.00
Total LEE, TAWNIA			<u>290.00</u>
LINCOLN JOURNAL STAR	419709	STATE TRACK ADS	125.00
Total LINCOLN JOURNAL STAR			<u>125.00</u>
MITCHELL, ELIJAH	FB REF VS GILTNER	FB REF VS GILTNER 10/3/25	140.00
Total MITCHELL, ELIJAH			<u>140.00</u>
MITCHELL, MIKE	FB REF VS GILTNER	FB REF VS GILTNER 10/3/25	140.00
Total MITCHELL, MIKE			<u>140.00</u>
Music In Action	HOMEcomings DJ 25/26	HOMEcomings DJ 25/26	300.00
Total Music In Action			<u>300.00</u>
N.S.A.A. District II	ANNUAL MEETING AD	ANNUAL AD MEETING	35.00
Total N.S.A.A. District II			<u>35.00</u>
PEPSICO BEVERAGE SALES LLC	12062009	CONCESSION SUPPLIES	601.16
PEPSICO BEVERAGE SALES LLC	20634005	CONCESSION SUPPLIES	335.48
PEPSICO BEVERAGE SALES LLC	37459008	PEPSI CONCESSIONS SUPPLIES	983.68
Total PEPSICO BEVERAGE SALES LLC			<u>1,920.32</u>
PIONEER ATHLETICS	100120025	PUMP FOR FIELD PAINTER	103.75
Total PIONEER ATHLETICS			<u>103.75</u>
PLUMBTREE LANE	1492	PINK OUT CHEER SHIRTS	120.00
Total PLUMBTREE LANE			<u>120.00</u>
Regal Awards Group	321356	WRESTLING LETTERING FOR BOARD	21.71
Total Regal Awards Group			<u>21.71</u>
RUYBALID, ROD	VB REF	VB REF VS MERIDIAN 10/07/25	125.00
RUYBALID, ROD	VB REF VS MERIDIAN	VB REF VS MERIDIAN 10/7/25	165.00
Total RUYBALID, ROD			<u>290.00</u>
SCHROETLIN, ANGIE	SOFTBALL PINK OUT	SOFTBALL PINK OUT SHIRTS	120.00
Total SCHROETLIN, ANGIE			<u>120.00</u>
SYBRANDTS, BRIAN	FB REF VS GILTNER	FB REF VS GILTNER	140.00
Total SYBRANDTS, BRIAN			<u>140.00</u>
UPPER BIG BLUE NRD	12331	South Central Land Judging Registration	57.00
Total UPPER BIG BLUE NRD			<u>57.00</u>
Varsity Spirit Fashions & Supplies	15605987	1 SET OF 3 COLOR POMS	51.50
Total Varsity Spirit Fashions & Supplies			<u>51.50</u>

Board Report - Board

Vendor Name	Invoice Number	Description	Amount
WELCH, MARCY	HS VB REF VS LN/BDS	HS VB REF VS LN/BDS 10/16/25	165.00
WELCH, MARCY	VB REF VS OSCEOLA	VB REF VS OSCEOLA 10/24/25	125.00
Total WELCH, MARCY			<hr/> 290.00
WILSON, KESHAWN	FB REF	FB REF VS DESHLER 10/17/25	140.00
Total WILSON, KESHAWN			<hr/> 140.00
YORK PUBLIC SCHOOLS	2025 K-DUB PLAY PROD	2025 K-DUB PLAY PRODUCTION	175.00
Total YORK PUBLIC SCHOOLS			<hr/> 175.00
Fund Number 05			<hr/> 12,289.51
Checking Account ID 05			<hr/> 12,289.51

1.5.3. Consider Financial Statements and Treasurer's Report (Appendix C)

1.5.3.1. Activity Account Statements

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 1720	BOOKSTORE SALES	0.00	0.00	1,381.29	0.00	(1,381.29)
55 1790	Activity Income	0.00	0.00	894.65	0.00	(894.65)
	Subtotal: LOCAL RECIEPTS	0.00	0.00	2,275.94	0.00	(2,275.94)
	Fund Total:	0.00	0.00	2,275.94	0.00	(2,275.94)

Revenue Summary Report
Processing Month: 10/2025

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	0.00	0.00	2,275.94	0.00	(2,275.94)

Check Reconciliation Report

Batch Description: Elem Activities October 2025 Check Rec
Checking Account: 55 Activities K-6

Processing Month: 10/2025

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>	
	Statement Balance	10/31/2025	9,727.67	
<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
9,727.67	0.00	9,727.67	9,727.67	0.00

Cleared Automatic Payment Total:
Cleared Checks Total: 1,256.28
Cleared Direct Deposit Total:
Cleared Void Total:
Cleared Cash Receipt Total:
Cleared Manual Journal Entries Total:
Cleared Sales Journal Total:

Board Report - Board

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 55	Fund Number 55	Activities Fund K-6	
PLACKE MELONS	20251010	pumpkins for students painting	125.00
Total PLACKE MELONS			<hr/> 125.00
Fund Number 55			<hr/> 125.00
Checking Account ID 55			<hr/> 125.00

Activity Fund Balance Report - Summary - Exclude Encumbrances
10/2025 - 10/2025
Activities Account

Fund: 05 Activity Fund 7-12

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704	FUND BALANCE	1,272.93	0.00	0.00	0.00	1,272.93
05 704 0101	FUND BALANCE 7-8 FOOTBALL	50.00	0.00	0.00	0.00	50.00
05 704 0102	FUND BALANCE 9-12 FOOTBALL	1,768.41	363.78	183.00	0.00	1,587.63
05 704 0103	FUND BALANCE 7-8 VOLLEYBALL	395.48	0.00	0.00	0.00	395.48
05 704 0104	FUND BALANCE 9-12 VOLLEYBALL	2,323.88	0.00	195.00	0.00	2,518.88
05 704 0105	FUND BALANCE 9-12 SOFTBALL	1,955.37	120.00	0.00	0.00	1,835.37
05 704 0106	FUND BALANCE 7-8 GIRLS BASKETBALL	50.00	0.00	0.00	0.00	50.00
05 704 0107	FUND BALANCE 7-8 BOYS BASKETBALL	50.00	0.00	0.00	0.00	50.00
05 704 0108	FUND BALANCE 9-12 GIRLS BASKETBALL	3,496.14	0.00	0.00	0.00	3,496.14
05 704 0109	FUND BALANCE 9-12 BOYS BASKETBALL	3,552.78	0.00	0.00	0.00	3,552.78
05 704 0110	FUND BALANCE 7-8 WRESTLING	220.00	0.00	0.00	0.00	220.00
05 704 0111	FUND BALANCE 9-12 WRESTLING	2,000.00	0.00	0.00	0.00	2,000.00
05 704 0112	FUND BALANCE 7-8 TRACK	894.60	0.00	0.00	0.00	894.60
05 704 0113	FUND BALANCE 9-12 TRACK	4,061.97	125.00	0.00	0.00	3,936.97
05 704 0114	FUND BALANCE 9-12 GOLF	2,000.00	111.54	0.00	0.00	1,888.46
05 704 0115	FUND BALANCE JH QUIZ BOWL	42.00	0.00	0.00	0.00	42.00
05 704 0150	FUND BALANCE CHEER	2,010.89	171.50	404.00	0.00	2,243.39
05 704 0165	FUND BALANCE CLASS OF 2029	256.16	726.80	3,168.00	0.00	2,697.36
05 704 0170	FUND BALANCE CLASS OF 2026	4,473.75	0.00	0.00	0.00	4,473.75
05 704 0171	FUND BALANCE CLASS OF 2027	3,051.75	2,626.00	0.00	0.00	425.75
05 704 0172	FUND BALANCE CLASS OF 2028	1,695.00	0.00	1,325.00	0.00	3,020.00
05 704 0200	FUND BALANCE CONCESSIONS	5,036.41	2,470.63	6,364.56	0.00	8,930.34
05 704 0250	FUND BALANCE ONE ACT	2,053.36	0.00	0.00	0.00	2,053.36
05 704 0300	FUND BALANCE FFA	26,805.35	76.30	2,169.00	0.00	28,898.05
05 704 0325	FUND BALANCE HALL OF FAME	1,484.45	0.00	0.00	0.00	1,484.45
05 704 0350	FUND BALANCE 7-12 PRINCIPAL	1,436.15	0.00	0.00	0.00	1,436.15
05 704 0400	FUND BALANCE STUDENT COUNCIL	2,047.55	0.00	0.00	0.00	2,047.55
05 704 0525	FUND BALANCE MUSIC DEPT	13,837.93	0.00	0.00	0.00	13,837.93
05 704 0550	FUND BALANCE NHS	220.86	0.00	195.00	0.00	415.86
05 704 0575	FUND BALANCE SPEECH	1,475.00	0.00	0.00	0.00	1,475.00
05 704 0600	FUND BALANCE CELEBRATION COMMITTEE	4,249.40	0.00	0.00	0.00	4,249.40
05 704 0625	FUND BALANCE WEIGHT ROOM	4,811.35	0.00	200.00	0.00	5,011.35
05 704 0650	FUND BALANCE WELLNESS	1,441.56	0.00	0.00	0.00	1,441.56
05 704 0675	FUND BALANCE YEARBOOK	18,377.92	0.00	1,620.00	0.00	19,997.92
05 704 0725	FUND BALANCE TRAINING ROOM	198.63	0.00	0.00	0.00	198.63
05 704 0775	FUND BALANCE MISC	57,492.76	5,497.96	8,267.91	0.00	60,262.71
Fund Total: 05		<u>176,589.79</u>	<u>12,289.51</u>	<u>24,091.47</u>	<u>0.00</u>	<u>188,391.75</u>

Revenue Summary Report

Processing Month: 10/2025

Activities Account

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 0775	INTEREST ON INVESTMENTS	0.00	463.19	917.92	0.00	(917.92)
05 1710 0200	ACTIVITIES RECEIPTS CONCESSIONS	0.00	562.25	562.25	0.00	(562.25)
05 1710 0775	ACTIVITIES RECEIPTS	0.00	4,220.75	7,140.75	0.00	(7,140.75)
05 1750 0200	Revenue for Activities	0.00	5,802.31	9,952.48	0.00	(9,952.48)
05 1790 0102	9-12 FOOTBALL FUNDRAISING	0.00	183.00	183.00	0.00	(183.00)
05 1790 0104	9-12 VOLLEYBALL FUNDRAISING	0.00	195.00	430.00	0.00	(430.00)
05 1790 0150	9-12 CHEER FUNDRAISING	0.00	404.00	701.50	0.00	(701.50)
05 1790 0165	FUNDRAISING CLASS OF 2029	0.00	3,168.00	3,168.00	0.00	(3,168.00)
05 1790 0172	CLASS OF 2028 FUNDRAISING	0.00	1,325.00	1,325.00	0.00	(1,325.00)
05 1790 0300	FFA FUNDRAISING	0.00	2,169.00	2,484.12	0.00	(2,484.12)
05 1790 0550	NHS FUNDRAISING	0.00	195.00	195.00	0.00	(195.00)
05 1790 0625	WEIGHT ROOM	0.00	200.00	200.00	0.00	(200.00)
05 1790 0675	FUNDRAISING YEARBOOK ADS/SALES	0.00	1,620.00	1,620.00	0.00	(1,620.00)
05 1790 0775	ACT INCOME FROM OTHER SCHOOLS MISC	0.00	933.97	1,628.97	0.00	(1,628.97)
05 1920 0775	CONTRIBUTIONS & DONATIONS	0.00	2,650.00	9,700.00	0.00	(9,700.00)
05 1990 0775	MISCELLANEOUS LOCAL REVENUE	0.00	0.00	20.00	0.00	(20.00)
Subtotal: LOCAL RECIEPTS		0.00	24,091.47	40,228.99	0.00	(40,228.99)
Fund Total:		0.00	24,091.47	40,228.99	0.00	(40,228.99)

Revenue Summary Report

Processing Month: 10/2025

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	0.00	24,091.47	40,228.99	0.00	(40,228.99)

Check Reconciliation Report - Summary
Activities Account

<u>Processing Month</u>	<u>Checking Account ID</u>	<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
10/2025	01	108,067.52	(37,580.43)	70,487.09	70,487.09	0.00
10/2025	02	566,273.49	0.00	566,273.49	566,273.49	0.00
10/2025	03	2,851,967.55	1.99	2,851,969.54	2,851,969.54	0.00
10/2025	05	196,693.94	(8,302.19)	188,391.75	188,391.75	0.00
10/2025	06	61,924.87	(23.55)	61,901.32	61,901.32	0.00
10/2025	08	2,940,837.90	0.00	2,940,837.90	2,940,837.90	0.00
10/2025	55	9,727.67	0.00	9,727.67	9,727.67	0.00
10/2025	56	7,606.40	0.00	7,606.40	7,606.40	0.00
10/2025	57	10,138.65	0.00	10,138.65	10,138.65	0.00
10/2025	59	20,613.21	185,100.60	205,713.81	205,713.81	0.00
Total:		6,773,851.20	139,196.42	6,913,047.62	6,913,047.62	0.00

1.5.3.2. Building Fund Account Statements

Revenue Summary Report

Processing Month: 10/2025

User ID: ST

Regular; Processing Month 10/2025; Accounts to Include Accounts with
 Activity; Fund Number 08

Fund: 08 Building Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
08 1100	TAXES	0.00	44,699.05	140,486.47	0.00	(140,486.47)
08 1115	CARLINE TAXES	0.00	0.00	134.38	0.00	(134.38)
08 1125	MOTOR VEHICLE TAXES	0.00	76.09	76.09	0.00	(76.09)
08 1510	INTEREST ON INVESTMENTS	0.00	7,032.95	14,176.21	0.00	(14,176.21)
	Subtotal: LOCAL RECIEPTS	0.00	51,808.09	154,873.15	0.00	(154,873.15)
08 3180	PRO-RATE MOTOR VEHICLE	0.00	62.37	62.37	0.00	(62.37)
	Subtotal: STATE RECEIPTS	0.00	62.37	62.37	0.00	(62.37)
	Fund Total:	0.00	51,870.46	154,935.52	0.00	(154,935.52)

Revenue Summary Report
Processing Month: 10/2025

Regular; Processing Month 10/2025; Accounts to Include Accounts with
Activity; Fund Number 08

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	0.00	51,870.46	154,935.52	0.00	(154,935.52)

Batch Description: October 2025 BF Check Rec

Processing Month: 10/2025

Checking Account: 08

Building Fund

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>	
	Statement Balance	10/31/2025	2,940,837.90	
<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
2,940,837.90	0.00	2,940,837.90	2,940,837.90	0.00

Cleared Automatic Payment Total:

Cleared Checks Total: 9,240.00

Cleared Direct Deposit Total:

Cleared Void Total:

Cleared Cash Receipt Total: 51,870.46

Cleared Manual Journal Entries Total:

Cleared Sales Journal Total:

1.5.3.3. Depreciation Fund Account Statements

Batch Description: October 2025 Dep Check Rec
Checking Account: 02

Depreciation Fund

Processing Month: 10/2025

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>	
	Statement Balance	10/31/2025	566,273.49	
<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
566,273.49	0.00	566,273.49	566,273.49	0.00

Cleared Automatic Payment Total:

Cleared Checks Total:

Cleared Direct Deposit Total:

Cleared Void Total:

Cleared Cash Receipt Total: 1,382.60

Cleared Manual Journal Entries Total:

Cleared Sales Journal Total:

Regular; Processing Month 10/2025; Accounts to Include Accounts with
 Activity; Fund Number 02

Fund: 02 Depreciation Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
02 1510	INTEREST ON INVESTMENTS	0.00	1,362.60	2,513.41	0.00	(2,513.41)
	Subtotal: LOCAL RECEIPTS	0.00	1,362.60	2,513.41	0.00	(2,513.41)
02 5200	TRANSFERS	0.00	0.00	250,000.00	0.00	(250,000.00)
	Subtotal: NON-REVENUE RECEIPTS	0.00	0.00	250,000.00	0.00	(250,000.00)
	Fund Total:	0.00	1,362.60	252,513.41	0.00	(252,513.41)

Revenue Summary Report
Processing Month: 10/2025

Regular; Processing Month 10/2025; Accounts to Include Accounts with
Activity; Fund Number 02

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	0.00	1,382.60	252,613.41	0.00	(252,613.41)

1.5.3.4. General Fund Account Statements

Regular; Processing Month 10/2025; Accounts to Include Accounts with Activity; Fund Number 01

Fund: 01 General Fund						
Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	LOCAL DISTRICT TAXES	4,953,000.00	276,742.66	869,784.87	17.56	4,083,215.13
01 1115	CARLINE/AIRLINE TAXES	5,000.00	0.00	831.98	16.64	4,168.02
01 1120	Public Power District Sales Tax	11,000.00	0.00	0.00	0.00	11,000.00
01 1125	MOTOR VEHICLE TAXES	200,000.00	13,072.44	28,566.32	14.28	171,433.68
01 1510	INTEREST ON LOCAL REVENUE	28,000.00	7,195.33	15,138.27	54.07	12,861.73
01 1740	FEES	0.00	0.00	(3.19)	0.00	3.19
01 1911	LOCAL LICENSE FEES	800.00	0.00	0.00	0.00	800.00
01 1925	CATEGORICAL GRANTS FROM CORPORATIONS & O	290.00	0.00	0.00	0.00	290.00
01 1980	REFUND PRIOR YEAR EXPENSES	0.00	0.00	627.75	0.00	(627.75)
01 1990	OTHER LOCAL RECEIPTS	15,500.00	0.00	0.00	0.00	15,500.00
Subtotal: LOCAL RECIEPTS		5,213,590.00	297,010.43	914,946.00	17.55	4,298,644.00
01 2110	COUNTY FINES & LICENSE FEE	15,000.00	1,251.71	2,814.82	18.77	12,185.18
01 2210	ED SERVICE UNIT RECEIPTS	0.00	1,160.00	1,160.00	0.00	(1,160.00)
Subtotal: COUNTY AND ESU RECEIPTS		15,000.00	2,411.71	3,974.82	26.50	11,025.18
01 3110	STATE AID	343,742.00	34,177.16	71,901.16	20.92	271,840.84
01 3120	SPECIAL EDUCATION	150,000.00	0.00	242.35	0.16	149,757.65
01 3125	SPECIAL ED-TRANS	5,000.00	0.00	0.00	0.00	5,000.00
01 3131	RELIEF TO PROPERTY TAXPAYE	310,000.00	0.00	0.00	0.00	310,000.00
01 3180	PRO-RATE MOTOR VEHICLE	9,000.00	0.00	0.00	0.00	9,000.00
01 3400	STATE APPORTIONMENT	35,000.00	0.00	0.00	0.00	35,000.00
01 3512	QUALITY ED GRANT	2,000.00	0.00	0.00	0.00	2,000.00
01 3535	HIGH ABILITY LEARNERS	2,500.00	0.00	0.00	0.00	2,500.00
Subtotal: STATE RECEIPTS		857,242.00	34,177.16	72,143.51	8.42	785,098.49
01 4212	Title II	0.00	0.00	64.64	0.00	(64.64)
01 4310	REAP	0.00	19,347.00	19,347.00	0.00	(19,347.00)
01 4505	TITLE I	27,000.00	0.00	0.00	0.00	27,000.00
01 4524	OTHER FEDERAL NON-CATEGORICAL REC	89,000.00	0.00	11,568.51	13.00	77,431.49
01 4708	MEDICAID IN PUBLIC SCHOOLS	4,400.00	0.00	0.00	0.00	4,400.00
01 4709	MEDICAID ADMIN ACTIVITIES	14,000.00	0.00	0.00	0.00	14,000.00
Subtotal: FEDERAL RECEIPTS		134,400.00	19,347.00	30,980.15	23.05	103,419.85
01 5200	TRANSFERS	0.00	0.00	2,300,000.00	0.00	(2,300,000.00)
Subtotal: NON-REVENUE RECEIPTS		0.00	0.00	2,300,000.00	0.00	(2,300,000.00)
01 9000	NON-PROGRAM RECEIPTS	0.00	(519,335.69)	(519,335.69)	0.00	519,335.69
Subtotal: NON-PROGRAM RECEIPTS		0.00	(519,335.69)	(519,335.69)	0.00	519,335.69
Fund Total:		6,220,232.00	(166,389.39)	2,802,708.79	45.06	3,417,523.21

Revenue Summary Report

Processing Month: 10/2025

User ID: ST

Regular; Processing Month 10/2025; Accounts to Include Accounts with
Activity; Fund Number 01

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	6,220,232.00	(166,389.39)	2,802,708.79	45.06	3,417,523.21

Batch Description: October 2025 General Fund Check Rec
Checking Account: 01 General 136

Processing Month: 10/2025

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	10/31/2025	108,067.52

Outstanding Automatic Payments

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
113215	NEBRASKA SCHOOL RETIREMENT SYS	10/15/2025	37,164.48
Total:			37,164.48

Outstanding Checks

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
35418	ONE SOURCE	09/08/2025	57.00
37621	ONE SOURCE	10/13/2025	31.00
37631	STROMSBURG SOFT WATER	10/13/2025	280.00
37645	Merrick County Court	10/15/2025	47.96
Total:			415.96

Outstanding Deposits and Manual Journal Entries

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	NPERS correction	08/31/2023	(21.15)
	GW payroll error	09/13/2024	4,181.13
	offage	09/30/2024	(72.49)
	correction	09/30/2025	0.01
	2025 Audit Adjustments	08/30/2025	72.49
	2025 Audit Adjustments	08/30/2025	(4,181.13)
	2025 Audit Adjustments	08/30/2025	21.15
Total:			0.01

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
108,067.52	(37,580.43)	70,487.09	70,487.09	0.00

Cleared Automatic Payment Total:	94,303.69
Cleared Checks Total:	415,476.33
Cleared Direct Deposit Total:	(185,100.60)
Cleared Void Total:	89.37
Cleared Cash Receipt Total:	520,438.44
Cleared Manual Journal Entries Total:	522.00
Cleared Sales Journal Total:	

Batch Description: October 2025 GF Check Rec 03
Checking Account: 03 Premier 151

Processing Month: 10/2025

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	10/31/2025	2,851,967.55

Outstanding Deposits and Manual Journal Entries

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Merchant income correction	01/31/2024	(11.19)
	01/30/2024 Receipts	01/30/2024	(11.19)
	01/31/2024 Receipts	01/31/2024	24.00
	correction	08/31/2025	0.37
	Reversal: Adjust Posted Entry	09/08/2025	(914.32)
	Reversal: Adjust Posted Entry	09/08/2025	(500,000.00)
	09/08/2025 Receipts	09/08/2025	500,914.32
	Reversal: Adjust Posted Entry	10/31/2025	(456.95)
	Reversal: Adjust Posted Entry	10/31/2025	(27.09)
	Reversal: Adjust Posted Entry	10/07/2025	45.60
	10/07/2025 Receipts	10/07/2025	(45.60)
	10/31/2025 Receipts	10/31/2025	484.04
	Total:		<u>1.99</u>

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
2,851,967.55	1.99	2,851,969.54	2,851,969.54	0.00

Cleared Automatic Payment Total:
 Cleared Checks Total:
 Cleared Direct Deposit Total:
 Cleared Void Total:
 Cleared Cash Receipt Total: (156,789.72)
 Cleared Manual Journal Entries Total:
 Cleared Sales Journal Total:

Batch Description: October 2025 125 Plan Check Rec
Checking Account: 57 125 Plan

Processing Month: 10/2025

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>	
	Statement Balance	10/31/2025	10,138.65	
<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
10,138.65	0.00	10,138.65	10,138.65	0.00

Cleared Automatic Payment Total:
Cleared Checks Total:
Cleared Direct Deposit Total:
Cleared Void Total:
Cleared Cash Receipt Total: 766.47
Cleared Manual Journal Entries Total:
Cleared Sales Journal Total:

Regular; Processing Month 10/2025; Accounts to Include Accounts with
 Activity; Fund Number 57

Fund: 57 125 Plan

<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>
57 1510	INTEREST ON INVESTMENTS	0.00	23.74	48.05	0.00	(48.05)
	Subtotal: LOCAL RECIEPTS	0.00	23.74	48.05	0.00	(48.05)
57 5301	INSURANCE ADJUSTMENTS	0.00	(50.00)	(4,903.95)	0.00	4,903.95
	Subtotal: NON-REVENUE RECEIPTS	0.00	(50.00)	(4,903.95)	0.00	4,903.95
57 9000	NON-PROGRAM RECEIPTS	0.00	792.73	792.73	0.00	(792.73)
	Subtotal: NON-PROGRAM RECEIPTS	0.00	792.73	792.73	0.00	(792.73)
	Fund Total:	0.00	766.47	(4,063.17)	0.00	4,063.17

Revenue Summary Report
Processing Month: 10/2025

Regular; Processing Month 10/2025; Accounts to Include Accounts with
Activity; Fund Number 57

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	0.00	766.47	(4,063.17)	0.00	4,063.17

Regular; Processing Month 10/2025; Accounts to Include Accounts with
 Activity; Fund Number 59

Fund: 59 Payroll Account

<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>
59 1610	INTEREST ON INVESTMENTS	0.00	49.60	168.15	0.00	(168.15)
	Subtotal: LOCAL RECIEPTS	0.00	49.60	168.15	0.00	(168.15)
59 9000	NON-PROGRAM RECEIPTS	0.00	185,100.60	190,145.92	0.00	(190,145.92)
	Subtotal: NON-PROGRAM RECEIPTS	0.00	185,100.60	190,145.92	0.00	(190,145.92)
	Fund Total:	0.00	185,150.20	190,314.07	0.00	(190,314.07)

Revenue Summary Report
Processing Month: 10/2025
Regular; Processing Month 10/2025; Accounts to Include Accounts with
Activity; Fund Number 59

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	0.00	185,150.20	190,314.07	0.00	(190,314.07)

Batch Description: October 2025 Payroll Check Rec
 Checking Account: 59 Payroll Account

Processing Month: 10/2025

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	10/31/2025	20,613.21

Outstanding Deposits and Manual Journal Entries

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	10/15/2025 Receipts	10/15/2025	185,100.60
	Total:		<u>185,100.60</u>

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
20,613.21	185,100.60	205,713.81	205,713.81	0.00

Cleared Automatic Payment Total:

Cleared Checks Total:

Cleared Direct Deposit Total:

Cleared Void Total:

Cleared Cash Receipt Total: 185,639.53

Cleared Manual Journal Entries Total: (185,589.93)

Cleared Sales Journal Total:

2025-26	<u>General Fund Expenditures:</u>				
Month	<u>Bills/Expenses</u>	<u>Payroll</u>	<u>Monthly Total</u>	<u>YTD Expend.</u>	<u>% Spent</u>
Sept.	\$52,267.05	\$356,498.06	\$408,765.11	\$408,765.11	5.79%
Oct.	\$168,664.78	\$343,130.73	\$511,795.51	\$920,560.62	13.03%
Nov.	\$167,998.01	\$343,810.53	\$511,808.54	\$1,432,369.16	20.27%
Dec.					
Jan.					
Feb.					
March					
April					
May					
June					
July					
Aug					
Aug/EOY					
	<u>YTD Expend</u>	<u>YTD Revenue</u>		<u>Cash Balance</u>	
Activities					
Elem Act					
Empl Ben					
Depreciation					
Building					
Nutrition					
	General Fund Budget	\$7,065,000.00	2025-26 Operating Budget	100% (Through the Budget)	25%
		\$6,830,500.00	2024-25 Operating Budget		
			Average Monthly Bills =		\$469,327.79

Prior Years:	Balances	Balances:	Balances:			
Fund Name:	24-25 Year	23-24 Year	22-23 Year			
Building	\$2,421,662.54	\$2,126,001.00	\$1,696,574.93			
Depreciation	\$471,374.65	\$473,167.00	\$274,343.87			
Building	\$2,602,707.55	\$2,342,301.09	\$1,750,560.81			
Depreciation	\$464,811.44	\$425,614.02	\$274,399.11			
Building	\$2,665,322.57	\$2,140,472.34	\$1,745,100.83			
Depreciation	\$464,910.41	\$425,707.31	\$274,455.49			
Building	\$2,677,761.46	\$2,154,600.52	\$1,738,498.33			
Depreciation	\$465,002.76	\$425,794.78	\$274,511.88			
Building	\$2,679,886.80	\$2,155,772.64	\$1,925,013.78			
Depreciation	\$465,104.68	\$426,029.38	\$240,574.95			
Building	\$2,759,067.28	\$2,337,122.10	\$2,064,614.20			
Depreciation	\$453,965.17	\$384,713.64	\$240,621.09			
Building	\$2,999,762.57	\$2,451,242.21	\$1,665,574.86			
Depreciation	\$436,470.31	\$384,793.51	\$222,821.09			
Building	\$2,521,862.58	\$2,061,028.82	\$1,769,350.83			
Depreciation	\$436,562.99	\$384,869.94	\$222,914.43			
Building	\$2,531,822.13	\$2,097,984.45	\$2,003,585.24			
Depreciation	\$374,377.40	\$384,954.30	\$203,175.47			
Building	\$2,829,167.75	\$2,403,650.81	\$2,126,191.80			
Depreciation	\$374,454.33	\$385,036.04	\$193,152.25			
Building	\$2,832,278.13	\$2,480,675.93	\$2,133,518.31			
Depreciation	\$374,533.84	\$377,532.93	\$182,948.53			
Building	\$2,842,958.83	\$2,449,366.28	\$2,128,411.06			
Depreciation	\$375,437.24	\$373,854.28	\$182,948.53			

11/06/2025 04:20 PM

Posted - All; Fund Number 56; Processing Month 10/2025

User ID: ST

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 56	Fund Number 56	Petty Cash Fund	
BROWN, JASON	20251013	Mileage Reimbursement	126.00
Total BROWN, JASON			<u>126.00</u>
NE INFINITE CAMPUS USER GROUP	20251013	IC Conference	200.00
Total NE INFINITE CAMPUS USER GROUP			<u>200.00</u>
NE SCHOOLMASTERS CLUB	20251013	Membership Fees 25-26	40.00
Total NE SCHOOLMASTERS CLUB			<u>40.00</u>
PANKOKE, TANA	20251015	PRAXIS TEST	156.00
Total PANKOKE, TANA			<u>156.00</u>
Fund Number 56			<u>522.00</u>
Checking Account ID 56			<u>522.00</u>

Revenue Summary Report

Processing Month: 10/2025

Regular; Processing Month 10/2025; Accounts to Include Accounts with
 Activity; Fund Number 56

Fund: 56 Petty Cash 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>
56 1510	INTEREST ON INVESTMENTS	0.00	3.03	5.68	0.00	(5.68)
	Subtotal: LOCAL RECIEPTS	0.00	3.03	5.68	0.00	(5.68)
56 5200	LONG TERM LOANS	0.00	0.00	5,000.00	0.00	(5,000.00)
	Subtotal: NON-REVENUE RECEIPTS	0.00	0.00	5,000.00	0.00	(5,000.00)
	Fund Total:	0.00	3.03	5,005.68	0.00	(5,005.68)

Revenue Summary Report

Processing Month: 10/2025

Regular; Processing Month 10/2025; Accounts to Include Accounts with
Activity; Fund Number 56

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	0.00	3.03	5,005.68	0.00	(5,005.68)

Batch Description: October 2025 Petty Check Rec
Checking Account: 56 Petty Cash fund

Processing Month: 10/2025

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>	
	Statement Balance	10/31/2025	7,606.40	
<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
7,606.40	0.00	7,606.40	7,606.40	0.00

Cleared Automatic Payment Total:
Cleared Checks Total: 522.00
Cleared Direct Deposit Total:
Cleared Void Total:
Cleared Cash Receipt Total: 3.03
Cleared Manual Journal Entries Total: (522.00)
Cleared Sales Journal Total:

1.5.3.5. Nutrition Account Statements

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 06	Fund Number 06	Lunch Fund	
CASH-WA DISTRIBUTING	14824222	Polk Food	474.98
CASH-WA DISTRIBUTING	14831952	Polk Food	904.89
CASH-WA DISTRIBUTING	14841004	Polk Food	594.17
CASH-WA DISTRIBUTING	14848632	Polk Food	78.00
CASH-WA DISTRIBUTING	14849393	Polk Food	600.67
Total CASH-WA DISTRIBUTING			<u>2,652.71</u>
CASH-WA DISTRIBUTING	14824223	Non Food Polk	94.70
CASH-WA DISTRIBUTING	14831951	Non Food Polk	35.85
CASH-WA DISTRIBUTING	14841008	Non Food Polk	105.45
CASH-WA DISTRIBUTING	14849397	Non Food Polk	193.94
Total CASH-WA DISTRIBUTING			<u>429.74</u>
CASH-WA DISTRIBUTING	14812949	Gloves & Towels	224.80
CASH-WA DISTRIBUTING	14812949-1	Clark Non Food	20.81
CASH-WA DISTRIBUTING	14836021	Clark Non Food	55.00
CASH-WA DISTRIBUTING	V*14812949	Gloves & Towels	(224.80)
Total CASH-WA DISTRIBUTING			<u>75.81</u>
CASH-WA DISTRUBUTING	14818915	Clarks Food	519.48
CASH-WA DISTRUBUTING	14827423	Clarks Food	579.62
CASH-WA DISTRUBUTING	14836020	Clarks Food	872.33
CASH-WA DISTRUBUTING	14844396	Clarks Food	519.75
CASH-WA DISTRUBUTING	CM3884272	Clarks Food	(14.47)
Total CASH-WA DISTRUBUTING			<u>2,476.71</u>
HILAND DAIRY FOODS	20251006	Milk Both Sites	1,987.16
Total HILAND DAIRY FOODS			<u>1,987.16</u>
HPC GENERAL FUND	Sept	August Hours/Sept Pay reimb	10,083.71
Total HPC GENERAL FUND			<u>10,083.71</u>
US FOODS-GRAND ISLAND	3229286	Kitchen Food	1,034.86
US FOODS-GRAND ISLAND	3944876	Polk Food	1,496.39
Total US FOODS-GRAND ISLAND			<u>2,531.25</u>
Fund Number 06			<u>20,237.08</u>
Checking Account ID 06			<u>20,237.08</u>

Fund: 06 Lunch Fund

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
06 1610	INTEREST ON INVESTMENTS	0.00	143.18	241.38	0.00	(241.38)
06 1611	DAILY SALES-SCHOOL LUNCH PROGRAM	0.00	12,088.20	21,210.81	0.00	(21,210.81)
	Subtotal: LOCAL RECEIPTS	0.00	12,231.38	21,451.97	0.00	(21,451.97)
06 3150	STATE REIMBURSEMENT(OF NUTRITION PROG)	0.00	0.00	4,013.24	0.00	(4,013.24)
06 3200	GRANTS	0.00	483.86	483.86	0.00	(483.86)
	Subtotal: STATE RECEIPTS	0.00	483.86	6,097.09	0.00	(6,097.09)
06 4210	FEDERAL NUTRITION PROGRAM	0.00	7,956.34	7,956.34	0.00	(7,956.34)
	Subtotal: FEDERAL RECEIPTS	0.00	7,956.34	7,956.34	0.00	(7,956.34)
06 5200	TRANSFER FROM GENERAL FUND	0.00	0.00	45,000.00	0.00	(45,000.00)
	Subtotal: NON-REVENUE RECEIPTS	0.00	0.00	45,000.00	0.00	(45,000.00)
	Fund Total:	0.00	20,671.57	79,505.40	0.00	(79,505.40)

Revenue Summary Report
Processing Month: 10/2025

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	0.00	20,871.87	79,505.40	0.00	(79,505.40)

Check Reconciliation Report

Batch Description: Hot Lunch October 2025 Check Rec
Checking Account: 06 LUNCH ACCT

Processing Month: 10/2025

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	10/31/2025	61,924.87

Outstanding Checks

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
2849	NATHAN DOHMEN	05/19/2025	23.55
	Total:		<u>23.55</u>

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
61,924.87	(23.55)	61,901.32	61,901.32	0.00

Cleared Automatic Payment Total:
Cleared Checks Total: 20,714.58
Cleared Direct Deposit Total:
Cleared Void Total: 224.80
Cleared Cash Receipt Total: 20,671.57
Cleared Manual Journal Entries Total: 0.00
Cleared Sales Journal Total:

1.6. HPC Student Council

1.7. Community Input

2. Discussion/Action Items

2.1. Administrator Reports

2.2. Elementary Principal Report

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

Date: 11/10/25

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

1. Elementary Parent Teacher Conferences

- a. Parent attendance for PK-6th grade was:
 - 1. PK:100%
 - 2. K- 3rd grade: 98%
 - 3. 4th-6th grade: 95%

2. Student Performances & Community Connections

- a. Students will perform at the Veterans Program in Polk. We appreciate the opportunity to have our K-12 students together to honor Veterans. Our students have also created cards for our Veterans to thank them at the program.
- b. We will soon be hosting the winter concert at the elementary and the students are working hard on their musical performances. Their performance is December 17th.

3. Professional Development

- a. We worked with our ESU lead on October 20th to gather staff thoughts and create a new mission and vision statement for HPC. We're excited about the work done and will be able to share soon!
- b. On October 29th, we attended the Infinite Campus yearly conference to learn updates in our student information system and also make sure all of our platforms are connecting correctly so that state reporting is accurate.
- c. I was asked to be part of the ESU 7 Literacy Task Force that helped to complete a CLSD grant application last spring for the schools in the ESU to utilize for certification required by the Nebraska Literacy Project. We thankfully were awarded this major grant and so required trainings are becoming available to area teachers. Our HPC K-3 teachers are the first cohorts to begin the LETRS training this winter and into next summer. I will also be participating in the administrative training of the program as well. This is an 8 month commitment to learning through both in-person sessions and self-paced learning outside of the classroom.

4. Building and Grounds

- a. Our entire elementary building's paper towel and toilet paper dispensers were changed out during our fall break. Eakes did all the work in two days and we've made the switch to the new products.
- b. The grounds have been winterized. Underground sprinklers were drained and the concession stand water was shut off and antifreeze added to protect from winter.
- c. Lawn care has been wrapped up for the year by Mandstedt K-lawn
- d. M & O Door has finished the final touches on our new doors with sweeps and also brackets for when they need to be held open.
- e. Diode returned to finish door access on the new doors at the entries as well.
- f. We have welcomed Shelly Kuta to our custodial team and we appreciate the wonderful work she has done to both upkeep, clean, and reorganize many areas of building already.

5. Student Health & Safety

- a. PK-6th grade students participated in Red Ribbon Week in a stand against drug use. The 6th grade leadership team and Mrs. Bruce created the events for the week. Students had dress up day competitions and a "stay drug free" poster contest.
- b. Mrs. Bruce and the 6th grade leadership team also invited the Merrick County Sheriff's office on October 30th to speak to the elementary students about the importance of staying drug free and also about staying safe when they participate in trick-or-treating. The Merrick Co. K-9 unit also visited and presented how their K-9 does his role as part of the Sheriff's team.
- c. Nurse Cheryl has completed our required student health screenings at the elementary for the school year. If any concerns are notified, Cheryl reaches out to families about possible follow-up care. We appreciate all the work she does to keep our students healthy!



Enrichment motion project!



Merrick County Sheriff's K-9 unit who visited during Red Ribbon Week!



1st grade won the Red Ribbon Week poster contest!



6th graders wrapped up their research and evidence unit with a hands on pretend research activity!

2.3. Junior High & High School Principal Report

- NRPFFS - Some of the 8th, 10th, and 12th graders completed a survey partnered by the University of Nebraska-Lincoln and Nebraska Department of Education. The purpose of this survey is to learn how students in our school feel about their community, family, peers, and school regarding school-related issues. It was around half that took part in the questionnaire.
- CCC Spring 2025 - It's already that time of year for our dual credit enrollment with Central Community College. On Thursday, November 6th, our juniors and seniors will meet with a representative to enroll them in new classes for the spring semester. I am sure that we will have around the same number of students and classes enrolled as we did this fall.
- Spanish Class - Our world language classes look a little differently now. We are fortunate that ESU5 was able to support us in the middle of the semester to support our students. Students in Spanish 1 and 2 are taking classes through distance learning. Even though it has a different feel, there are a lot of great conversations being had.
- Parent-Teacher Conferences - It's always wonderful to see meaningful conversations between families and staff. The secondary participation was around 48% for this fall. Even though participation wasn't as high as I'd like, we will continue to pursue avenues to support parents and staff. I understand that some may have had scheduling conflicts that evening—please remember that our teachers are always available to connect with you if questions or concerns arise.
- Fall Activities/Athletics - Fall season for athletics has come to an end. Even though the records don't show, there are still things to celebrate and will continue to look to improve moving forward. All of these sports have shown great growth since the beginning of the school year. Coaches evaluation has been completed with ongoing discussions on what we can do to support them. We are quickly preparing for the winter season as they start next Monday.
- FAFSA Night - On November 18th, Mrs. Grigsby has arranged for EducationQuest to visit HPC and speak with our juniors and seniors about the FAFSA (Free Application for Federal Student Aid). As I've shared previously, LB 705 legislation now requires all students to complete the FAFSA as a graduation requirement. Please note that the school will not request any personal financial information—only confirmation that the FAFSA has been completed. Families also have the option to opt out if they prefer
- Red Ribbon Week - HPC proudly participated in Red Ribbon Week across both our elementary and secondary campuses. Our Student Council did an outstanding job organizing the secondary events and promoting daily themes that encouraged awareness and commitment to a drug-free lifestyle. We truly appreciate their leadership and effort in supporting this important cause.

2.4. AD Report

HPC Activities Director Board Report – November 2025

NSAA Believers & Achievers

This year, three outstanding students — **Peyton Hofmann, Rylee Hofmann, and Brodey Spurling** — applied for the NSAA Believers & Achievers Award. As part of their application, they were required to:

- Maintain a GPA of 3.5 or higher
- List academic honors and awards achieved
- List NSAA-sanctioned activities in which they participated
- List awards earned from those activities
- Describe involvement in school clubs, organizations, and volunteer work
- Describe community involvement and volunteer service
- Write a 250–300 word essay

Although they were not selected for the state award, each was recognized by the NSAA as a **local school winner**. We are very proud of the time and effort they dedicated to this process.

Junior High Girls Basketball

- 9 girls participating this year
- First game: Thursday, November 13th vs. Shelby-Rising City in Clarks at 4:00 p.m.

Junior High Boys Wrestling

- 3 boys participating this year
 - First competition: Thursday, November 13th at Sandy Creek.
-

FFA – Livestock Judging

The team competed in Central City on Tuesday, November 4th.

High School Division Results: out of 111 competitors and 16 teams

- Peyton Hofmann – 3rd
- Rylee Hofmann – 5th
- Jacey Dubas – 40th
- Gahvi Lesiak – 46th
- Team placed 3rd overall
- **Qualified for State**

Junior Division: Placed 6th out of 15 teams

Junior High Division: Placed 5th out of 9 teams

Quiz Bowl

JH Quiz Bowl took two teams and competed at Seward on Wednesday, November 5th. Coach Musil said that both teams did well even though they didn't place.

HS Quiz Bowl team will compete in their first competition in Central City on Wednesday, November 12th.

One-Act Play

- Saturday, November 8 – York
 - Saturday, November 15 – Kearney
 - Wednesday, November 19 – CRC One-Act (HPC hosts)
-

Band/Music – Veterans Day Program

- Tuesday, November 11 at 10:00 a.m. in the high school gym
 - The band will also perform in Central City's parade at approximately 2:00 p.m.
-

District 2 AD Meeting

- Wednesday, November 12 at Boys Town
-

HS Basketball/Wrestling

- First practices are Monday, November 17
 - Classification came out for basketball. Both boys and girls will be class D2. Sub-district is not known at this time.
 - Wrestling Districts – Boys at Shelby/Rising City, Girls at Columbus Lakeview
-

FFA Red Cross Blood Drive

- Tuesday, November 25 in the Activities Entrance
-

HPC Wrestling Invite

- Girls' tournament will take place January 8th. We currently have **SIXTY-ONE** teams signed up.
- Boys' tournament will take place January 9th and 10th. We currently have **THIRTY-TWO** teams signed up.

We are currently reaching out to community members and past graduates to help work these events. We need around 8 to 10 people each day.

Greg Wood

Activities Director

2.5. Superintendent Report

High Plains Community School Superintendent Board of Education Report

November 10th Superintendent Report

HPC Schools-Mr. Brown

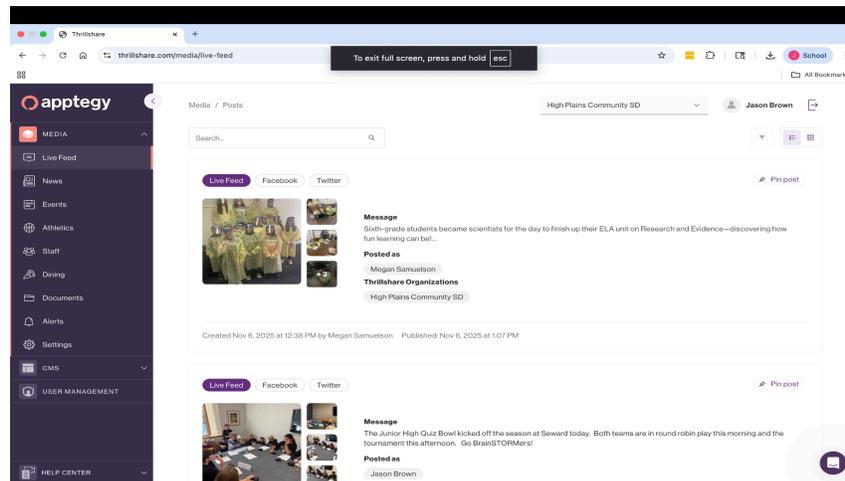
The mission of the High Plains Community Schools is to provide an educational environment which develops citizens who are lifelong learners and can contribute to a global society.

Every Student! Every Day! Every Way!

1. The legislative session opens January 7th and closes April 10th. This is a short session.
2. LB-390, Online card catalogs of all library books must be online on the school website by the start of the 2026-27 school year. This was passed in the 2025 legislative session. Conversations are being held at the ESU level, and what to do at HPC to meet this requirement.
3. Negotiations (EHA Rates & Constitution Changes and legislative changes). There is a push to move all teacher salaries to \$50,000.00. A push to put a 3% cap on property tax valuation. Plus, narrow the percentage growth schools can increase budget authority.
4. Medical Marijuana being able to be used in schools for students in staff will be a big topic at the legislative session this coming year. Students under the age of 18 will be able to use it for medical conditions with the consent of physicians and parents. The same for staff. They will need a note from a physician. This will cause many factors and issues with students and staff. For example, bus drivers must pass a quarterly drug/alcohol screening. Just one of many examples.
5. The audit was completed by Abby Janzig at the end of October. I have a copy of the AFR (Annual Financial Report), which is due to the NDE by November 1st of each year. This would be for the 2024-25 fiscal year. We need Abby to do that and complete and this helps build her audit. By November 5th, we have to turn in the completed audit to the NDE and the state auditor. We work with Abby to do that. Abby and I visited on the phone on November 5th, and we discussed the audit and her recommendations. She feels we have made good improvements. The areas for improvement are in getting more eyes on cash receipts, deposits, and transactions in the Activities Fund. Have the Activities Fund pay and approve bills monthly to make reconciling and tracking checks easier. Plus, those checks are being approved by the board. All bank reconciliations for all funds need to be done at least twice per month if not weekly, and cross-checked. Have the Nutrition Fund stay current on paying monthly salaries back to the General Fund, even if that means transfers from the General Fund to the Nutrition Fund.
6. AQuESTT Scores have had a soft release to the superintendents. They have not had a public release yet, as some data may change. The scores and rankings look great. This is a testament to the students, teacher, support staff, Mrs. Helgoth, and Mr. Fisher. They have all done a tremendous job of getting us to this point.
7. Superintendent's letter of contract reminder for contract renewal and evaluation process. I have the copy of the letter, copies of the evaluation form, and a copy of the days worked and time off since the contract started on **Jul 1, 2025**.
8. With the recent tragedy that hit our communities on Thursday, November 6, 2025. Our thoughts and prayers are with the Hofmann Family and the Rodine Family. Both families have impacted HPC. Our staff stepped up immediately. The Crisis/PFA Team responded within an hour, and we were at school working and putting plans together to support our students, staff, families, and community. On Friday and over the weekend,

they continued to work to support those in need. ESU 7 and some surrounding schools need to be thanked for their support. On Friday, we had multiple LMHPs and counselors at school all day, supporting, substitute teaching, helping out around the school, and doing whatever we needed. We could not have gotten through this time without their support.

9. New Website is getting built via Appetgy. Mrs. Hatfield and I are working on it with them, and it seems to be going well. We are close to having the HPC app ready to go.



Board Meeting Guidance on the Agenda for November 10th, 2025 (CLARKS)

- 1.0 Open the meeting
 - 1.1 Pubic Meeting Announcement
 - 1.2 Open Meetings Act Recognition- Posted on the wall
 - 1.3 Oath of Office
 - 1.4 Board Member Attendance
 - 1.5 Consent Agenda- Take action on the following
 - 1.5.1 Appendix: Previous Minutes, October 10th, 2025
 - 1.5.2 Appendix B- October 2025 Bills
 - 1.5.3 Appendix C- Financial statements for the Activity Fund, Building Fund, Depreciation Fund, General Fund, & Nutrition Fund.
 - 1.6 HPC Student Council- The Student Council is being organized by Mrs. Grigsby.
 - 1.7 Community Input
- II. Discussion Items
 - 2.1 Admin. Reports
 - 2.2 Mrs. Helgoth-Elementary
 - 2.3 Mr. Fisher-JH/HS
 - 2.4 Mr. Wood-AD Report
 - 2.5 Mr. Brown-Supt. Report

III. Discussion/Action Items

2.6 ESU 7 Discussion and Presentation with Marcia Ostermyer and Don Wall (ESU Board Member) will be in attendance. They will present and answer questions.

2.7 Review and discuss the Financial Literacy Act & Computer Science and Technology Act. Mrs. Helgoth and Mr. Fisher will discuss these topics at each of their building levels. It is an annual requirement.

2.8 Discussion on the softball COOP with Cross County and Osceola. Mr. Wood will discuss the future and moving forward with the COOP.

2.9 Please approve the resignation of Mr. Micah Fisher from the 7-12 principal position.

2.10 Please approve the review the 4000s section (Personnel) for the HPC BOE policy review. We review two sections of policies each year. This is the second section that needs to be reviewed this year. I sent the policy to the Policy Committee a couple of weeks ago. There is no changes to any policies. Just needed to be looked at and reviewed.

2.11 Please approve the amendment to policy #6004 (Curriculum Development). This policy needs to be updated to meet the needs of Rule 10 requirements for reviewing current curriculum when state standards change. A times with our current curriculum was updated within the policy.

2.12 Please approve the bid from Kubota in Grand Island for the Kubota skidster. I have two bids. The other is from Bobcat. We will discuss at the meeting. Both bids are similar.

2.13 A discussion will need to take place on the NSAA football declaration. Mr. Wood has information put together on numbers and data to look at. This declaration is due at the end of the month on Nov. 30th.

3.0 Ex. Session (If needed, my philosophy is to try and avoid Ex. Session if possible).

4.0 Adjourn the meeting and set the next regular meeting for December 8th @ 6:30 in Clarks.
JH GBB in Clarks and JH B WR in Central City

2.6. ESU 7 presentation and discussion of services

2.7. Review and discuss the Financial Literacy Act & Computer Science and Technology Act

On August 28, 2021, the Financial Literacy Act was signed as a Nebraska Revised Statute (79-3001 to 79-3004). The requirements for school districts were enforced at the beginning of the 2023-24 school year.

The requirements:

- Graduation requirement for the Financial Literacy Act is required for all public and non-public schools
- The class of 2024 was the first group that must complete a course in personal finance or financial literacy (as defined by Nebraska State Statute 79-3002) as a graduation requirement.
- Financial literacy instruction in grades K-8 applies only to public schools and must be included in the instructional programs of elementary and middle schools as appropriate.
- Each school district shall provide a financial literacy status report annually to its local board of education.
- The board shall also adopt measurable academic content standards for financial literacy as part of the social studies standards.

HPC is currently meeting the needs of this statute as all sophomores take a semester course called "Personal Finance". Typically, these individuals take it the fall semester of their sophomore year. Mrs. Hatfield utilizes the NDE standards for personal finance (Personal Finance 033000) and implements "Next Gen Personal Finance" as her main resource for the course. This was what is recommended as a resource from NDE. Information includes stock marketing, taxes, budgeting, banking, etc. Our K-12 social studies departments implement standards that tie directly to economics and personal finance. This can be anything from the overall status of a business, supply and demand, economic needs, and handling of money.

In the Spring of 2023, the BOE approved for Personal Finance to be required as a graduation requirement for all students in order to receive their HS diploma. This will be in compliance with Policy # 6005 - HS graduation requirements. Mrs. Grigsby and I will be tracking and monitoring progress to ensure that all students have passed Personal Finance.

Future information from the NDE regarding financial literacy can be found out = <https://www.education.ne.gov/socialstudies/financial-literacy-act-guidance/#:~:text=The%20graduation%20requirement%20for%20the,finance%20as%20a%20graduation%20requirement.>

Nebraska Revised Statute 79-3301 to 79-3305, known and cited as the Computer Science and Technology Education Act, outlines the requirements for instruction in Computer Science and Technology. Additionally, 79-729 specifies the Computer Science and Technology requirement for high school graduation.

The requirements:

- The graduation requirement for the Computer Science and Technology Act is required for all public schools.
- Beginning with the school year 2025-2026, each public school district shall include computer science and technology education in the instructional programs of its elementary, middle, and high schools, as appropriate.
- Students in the graduating class of 2028 (current 10th graders in 2025-2026) in public schools must complete at least one course in computer science and technology (as defined by Nebraska State Statute 79-3303) as a graduation requirement.
- Before December 1, 2026, Each school district shall provide an annual computer science and technology education status report to its local board of education and the State Department of Education. This report shall be presented each year after that before December 1st.

HPC is currently meeting the needs of this statute as all freshmen take a semester course called “Foundations of Computing”, which is one of the 3 courses that NDE states must be a HS graduation requirement. Typically, these individuals take it during the fall semester within the school schedule. Mrs. Hatfield utilizes the NDE CTE standards for this course (Foundations of Computing - 270704) and implements “code” as her primary resource for the course. We are currently examining other possible resources to further impact our students. Information for the course includes problem solving with AI, learning the foundations of AI, AI and the systems that power it, the fabric of the internet, cybersecurity and global impacts, and insights from Data and AI.

In the Spring of 2023, the BOE approved for Computer Science to be required for all students in order to receive their HS diploma. This will be in compliance with Policy # 6005 - HS graduation requirements. Mrs. Grigsby and I will be tracking and monitoring progress to ensure that all students, including the Class of 2026, have passed Foundations of Computing.

More information from NDE regarding Computer Science & Technology Act can be found out = <https://www.education.ne.gov/nce/cis/computer-science-technology-act-guidance/#1666905466219-66068ed6-3dd0>

2.8. Discussion on softball COOP with Cross County and Osceola for 2026-27

Softball Co-op Summary Report

Date: November 2025

Prepared by: Greg Wood, Activities Director

Purpose

A meeting was held between the **High Plains Community (HPC), Cross County, and Osceola** representatives to discuss the **future of the softball co-op** in light of declining participation and a shortage of pitchers for the upcoming season.

Key Discussion Points

- **Low Numbers:**
Participation and pitching interest are both low heading into next season.
 - **Possible Two-Year Pause:**
Consider **dissolving the current co-op for two years**, then reassessing participation numbers and interest before reapplying.
 - **JV-Only Option:**
Explore playing a **JV-only schedule** to continue player and pitcher development without fielding a full varsity team.
 - **Finding another team to include in the co-op.**
-

Co-op Background

- NSAA softball co-op agreements run on **two-year cycles**.
- The **current co-op expires at the end of this school year**.
- To renew or reestablish the co-op, a **request must be submitted to the NSAA by July 1, 2026**.

Historical Overview:

School Years	Schools Involved	Approx. Players
2012–2013	HPC + Cross County	20
2013–2014	HPC + Cross County	17
2015–2016	HPC + Cross County + Osceola	24
2024–2025	HPC + Cross County + Osceola	18 (4 Sr / 4 Jr / 5 So / 5 Fr)

Player Survey Results

Survey responses from players at all three schools:

Response	Number of Players
Would play JV-only schedule	10
Would play only if varsity	1
Probably would not play	3

Summary & Next Steps

Due to low numbers and limited pitching interest, the co-op schools are **evaluating all options** moving forward.

Key considerations include:

- Temporarily dissolving the co-op for two years and reassessing.
- Continuing as a **JV-only program** to maintain participation and skill development.

Further discussions among the co-op schools and their boards for suggestions

2.9. Review, discuss, and take all necessary action on the resignation of Mr. Micah Fisher.

2.10. Review, discuss, and take all action on the three-year review of the 4000 series board policies.

4001
[Intentionally Left Blank]

Adopted on: _____

Revised on: _____

Reviewed on: 11/10/25

4052
Job References to Prospective Employers

All requests for employment-related references or employment history by prospective employers of current or former employees must be referred to a member of the administrative team. The administrator will either provide a reference in compliance with this policy or will forward the request to the superintendent.

If the school district is subject to a written separation agreement regarding a particular employee, the terms of that agreement will govern the district's response to requests for information, regardless of any written consent provided to the school district.

If the school district is not bound by a separation agreement and receives a legally enforceable written consent to release information, the district may provide the information authorized by that document. The school district may provide additional truthful information to prospective employers of current and former employees in accordance with this policy.

Employees Suspected of Sexual Misconduct Against a Minor or Student

Apart from the routine transmission of administrative and personnel files or unless otherwise permitted by law, the district and any employee, contractor, or agent of the school district is prohibited from providing any employee any assistance in obtaining a new job if the school district or the individual acting for the school district has probable cause to believe said employee has engaged in sexual misconduct with a student or minor in violation of the law.

Adopted on: 7/8/19

Revised on: _____

Reviewed on: 11/10/25

4054 Reporting Child Abuse or Neglect

Because of their daily contact with school-age children, educators and other school employees are in a unique position to identify abused and/or neglected children. Nebraska law defines child abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; or (6) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Reporting Procedure. School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Contents of the Report. The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and age of abused or neglected person; (3) address of the person or persons having custody of the abused or neglected person; (4) the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect; and (5) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.

Legal Immunity. Nebraska statutes give legal immunity from any civil or criminal liability to any person who makes a good faith report of child abuse or neglect or participates in a judicial proceeding resulting from such a report.

Adopted on: 3/13/17

Revised on: _____

Reviewed on: 11/10/25

4055 Head Teacher

The Board of Education finds that in order to provide for the effective management of the school system, to provide for harmonious working relationships among teaching staff, and to facilitate coordination of curriculum and extracurricular instruction, the district should create the position Head Teacher.

1) Assignment and Compensation

- a) The Superintendent shall recommend an existing staff member to the Board of Education and the board shall approve or disapprove that recommendation. If the board disapproves the Superintendent's recommendation, the Superintendent shall recommend another candidate.
- b) The assignment of a staff member to the position of Head Teacher shall be for the upcoming school year only, although the same teacher may be reassigned to the position for as many successive years as the Superintendent and Board determine to be appropriate.
- c) The Head Teacher assignment is not a part of the teacher's basic teaching contract with the district, and is not subject to any of the provisions of the continuing contract law set forth in section 79-824 through 79-842 of the Nebraska Statutes.
- d) Compensation for Head Teacher duties will be negotiated with the Education Association and listed on the salary schedule for other extracurricular and non-curricular assignments.

2) Duties

- a) The Head Teacher will be the Principal's (or Superintendent's) designee for all circumstances contemplated by board policy or state statute.
- b) The Head Teacher will act as the building (or district's) administrator when the Principal (or Superintendent) is absent from the district or otherwise unable to perform administrative duties.

Adopted on: 3/13/17

Revised on: _____

Reviewed on: 11/10/25

4058
Confidentiality in Counseling and Guidance

The school district provides students with a certificated school guidance counselor. Information that students provide to counselors is confidential but not legally privileged. The counselor will attempt to respect the privacy of student disclosures, but will share all relevant information with other education professionals as appropriate or as directed. The counselor will also contact parents and law enforcement officials as appropriate.

Records of the counseling relationship, including interview notes, test data, correspondence, tape recordings and other documents, are to be considered professional information for use in counseling, not part of the student's education record.

When a counselor is in doubt about what information to release, he or she should discuss the matter with the building principal or with the superintendent.

Adopted on: 3/13/17

Revised on: _____

Reviewed on: 11/10/25

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 December board meeting, and (2) at or prior to the June board meeting. Annual evaluations shall generally take place 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. If the superintendent's evaluation is conducted at a board meeting, 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: 5/9/22, 6/11/25

Reviewed on: 11/10/25

4056
Resignation of Certificated Staff

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

Staff members who submit their resignations to the board of education by March 15 will be released from the next school year's contract so long as the board is able to obtain the services of a suitable replacement. Staff members who refuse to fulfill their contractual obligations will be reported to the Professional Practices Committee of the Nebraska Department of Education.

Adopted on: 3/13/17

Revised on: 4/11/22

Reviewed on: 11/10/25

4060 School Vehicle Use

Pupil Transportation Vehicles. The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. See Title 92, Nebraska Administrative Code, Chapter 91 – Regulations Governing Driver Qualifications and Operational Procedures for Pupil Transportation Vehicles ("Rule 91") Title 92, Nebraska Administrative Code, Chapter 92 – Regulations Governing the Minimum Equipment Standards and Safety Inspection Criteria for Pupil Transportation Vehicles ("Rule 92"), available on NDE's website (www.education.ne.gov). A pupil transportation vehicle is any vehicle utilized to carry school children as sponsored and approved by the school board and that conforms to the Nebraska Department of Education definitions of pupil transportation vehicles listed as School Bus, Activity Bus, Small Vehicle, or Coach Bus.

School Vehicles Other Than Those Transporting Students. School district employees, board members, and other elected or appointed school district officials (collectively "school personnel") who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. School district vehicles may not be used for personal purposes unless the vehicle, or the use of it, is provided to an employee as a condition of an employment contract or it is leased to school personnel as allowed by law. School personnel must operate school vehicles in accordance with all applicable federal, state, and local laws.

Driver Qualifications. School personnel who wish to use a vehicle owned or leased by the school district and who are not transporting students must:

- Possess and provide a copy of a valid Motor Vehicle operator's license.
- Be able to read and comprehend driving regulations and written test questions.
- Obtain and provide a copy of his or her current driving record from the department of motor vehicles at least one time per school year to the **superintendent or his or her designee.**
- Be at least 19 years of age.

School personnel must notify the **superintendent or his or her designee** about any change in their driving status or eligibility.

School personnel who have been convicted of any of the following or who meet any of the following conditions will not be allowed to drive a school district vehicle:

- If the citation or conviction occurred at any time—Motor vehicle homicide or driving under the influence – 3rd or subsequent offense;
- If the citation or conviction occurred within the last 2 years - Driving under the influence of drugs or alcohol, failure to render aid in accident you are involved in, speeding 15 miles per hour or more above the posted speed limit, reckless driving (willful or otherwise), careless driving, leaving the scene of an accident, failure to yield to a pedestrian with bodily injury to the pedestrian, or negligent driving; or
- Have accumulated 12 points or more under an operator's license point system within the last 2 years.

The **superintendent or his or her designee** has the discretion to prohibit school personnel from driving a school vehicle for a citation or arrest for the above offenses or any other offense or reason. The **superintendent or his or her designee** will make the final determination about the use of school district vehicles.

Electronic Communication While Driving. Unless the superintendent or a principal grants an exception to allow verbal communication on an as needed basis for specific district-related work based upon an employee's duties and responsibilities, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, text messages or other visual media.

Tobacco, Alcohol, and Controlled Substances. The use of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted in a school vehicle at any time. The use or possession of any alcohol or controlled substance (unless legally prescribed to school personnel by a physician) is not permitted in a school vehicle at any time. All drivers shall follow and be subject to Drug Free Workplace Policy and Drug Policy Regarding Drivers Policy.

Traffic Accidents, Infractions, Violations, or Citations. School personnel who receive a citation or warning citation from a law enforcement officer or are involved in an accident while operating a school vehicle must report the citation to the **superintendent or his or her designee** as soon as practicable, but no later than 24 hours of receipt. The superintendent must report his or her accidents, infractions, violations, or citations to the board president.

Adopted on: 7/10/17

Revised on: _____

Reviewed on: 11/10/25

4064

Transporting Students in Employee Vehicles

School employees shall not use their personal vehicle to transport students except for those students who reside in the employee's own household or if an emergency exists. If an emergency occurs, the employee will contact the administration and parents whenever practicable before providing the emergency transportation.

Adopted on: 6/13/22

Revised on: _____

Reviewed on: 11/10/25

4061

Workplace or Non-Workplace Injuries or Illness and Return to Work

Reporting Workplace Injuries. Staff members who are injured while performing duties or who witness workplace injuries must report them to the superintendent or superintendent's designee as soon as possible after being injured or witnessing an injury. Staff members must prepare written statements regarding the injuries they sustained or witnessed when they are asked to do so by the school district. Failure to report a workplace injury as a witness will constitute insubordination and neglect of duty and may result in adverse employment action up to and including termination or cancellation of employment. Failure to report workplace injuries may also result in delayed or forfeited benefits to which an employee may otherwise be entitled.

Returning to Work after Workplace Injuries or Non-Workplace Injuries or Illness. Staff members whose injuries or illness prevent them from completing any or all of their duties, whether or not incurred at work, may be permitted to continue working or may be offered modified duty positions as required by law or as determined appropriate by the superintendent. This policy does not guarantee a limited or modified assignment during the recovery period unless it is otherwise required by law. The employee may be required to provide a return to work certification or report from their treating physician which delineates any restrictions, modifications, or accommodations needed to allow the employee to perform the essential functions of their position.

Termination After Workplace Injuries or Illness. Unless otherwise covered in an individual employment contract, employees may be terminated after suffering a workplace injury or illness when the district has a legitimate, nondiscriminatory reason for doing so. Such reasons include but are not limited to:

- Necessity to fill the position to maintain continuous services as required by law or district policy or standards;
- Performance deficiencies of the employee unrelated to the injury or illness;
- Unavailability of substitute or replacement employees;
- When the absence will negatively impact students' educational experience or opportunities; or
- Any other reason not otherwise prohibited by law.

The district may make such employment determinations regardless of whether the employee has returned to work and regardless of whether a medical professional has certified that the employee has reached maximum medical

improvement. In the event the injury or illness lasts beyond the amount of leave time provided by the district and by the Family Medical Leave Act, which is generally no greater than 12 weeks, the employee may be terminated even if the employee remains eligible for Workers' Compensation under state law or short or long-term disability under a policy available through the district. In no event will an employee be terminated as retaliation for filing a Workers' Compensation claim.

Termination After Non-Workplace Injuries. Unless otherwise covered in an individual employment contract or prohibited by law, employees who are unable to perform any of the essential functions of their positions with reasonable accommodation(s) due to injury or illness occurring outside of the workplace may be terminated. The employee's position or a similar position will be held open only as required by law, such as the Family Medical Leave Act.

Adopted on: 7/10/17

Revised on: _____

Reviewed on: 11/10/25

4062 Locker Room Supervision

Staff members, coaches, sponsors, and students must comply with the requirements of this policy while using locker rooms at the school district or at other locations.

Staff members, coaches, and sponsors must appropriately supervise students in locker rooms and other locations where students dress, change, or engage in similar activities. This supervision must occur at all times during curricular and extracurricular activities and includes, but is not limited to, the following:

- Entering and walking through the entire locker room at regular and irregular intervals to provide direct supervision and to assess student behavior.
- Maintaining an orderly locker room free from “horseplay” and other prohibited conduct.
- Maintaining a visual presence.
- Adequately addressing any misbehaviors.
- Escorting students to and from the locker room and the activity or instructional area.
- Unlocking the locker room so that students may enter, and locking the locker room after all students have exited the locker room.
- Searching the locker room to determine that all students have exited the locker room before locking it.
- Ensuring that the locker room remains locked during any activity.

If a student is found missing during an activity, the staff member, coach, or sponsor or adult designee shall check the locker room for the missing student.

The locker room must be locked at all times when unsupervised.

Only students whose team or activity is currently playing or are in-season or who are involved in a school-sponsored activity that requires or allows presence in the locker room are allowed access to the locker room before or after the regular school day.

Students are not allowed to enter or reenter the locker room without appropriate supervision.

If the staff member, coach, or sponsor is the opposite sex of the students, he or she may designate another adult of the same sex as the students to provide the required locker room supervision. This delegation does not remove ultimate responsibility from the staff member, coach, or sponsor who is subject to the obligations under this policy to ensure that such obligations are

met. By allowing their students to participate in an activity with a cross-gender coach, parents/guardians consent to the entry of the staff member or his or her designee into the locker room at any time as necessary to maintain student safety and order.

Staff members, coaches, and sponsors must remain with students until they are picked up by the parent, guardian, or other authorized person or the student leaves in his or her own transportation. Students must never be left unattended after a game, practice, or other school-sponsored activity. In other words, the staff member, coach, or sponsor should be the first one to arrive at the activity and the last one to leave.

Cell phones and other devices with visual or auditory recording capability may not be used in the locker room at any time or for any reason.

Under no circumstance may a staff member, coach, or sponsor delegate any responsibility under this policy to a student or other minor.

School administrators or their designees may make random checks to assess policy compliance.

Adopted on: 7/13/10

Reviewed on: _____

Amended on: 11/10/25

4063

Extra Duty and Extended Contract Assignments for Certificated Staff

This policy details the methods of payment for performance of extra duty and extended contract assignments by certificated staff members. Noncertificated staff should refer to their individual employment contracts regarding service hours and payment for extracurricular sponsorship activities which may be assigned to the employee by the district.

Extra Duty Assignments

Certificated staff members may be assigned extra duties such as coaching a sport, sponsoring a student club, or directing other extracurricular activities. Extra duty assignments shall be assigned at the discretion of the administration.

Full time certificated staff who are anticipated to work more than 1100 hours each school year are expected to work additional hours each month of the contract year in fulfillment of their extra duty assignments. Part-time certificated staff who are anticipated to spend fewer than 1100 hours in their regular teaching assignments each school year must track the hours they spend on extra duty assignments and submit those hours to the district bookkeeper monthly.

Certificated staff covered by the collective bargaining agreement between the board and the local education association will be paid the salary amounts set in that contract for performance of their extra duties.

Subject to the other provisions of this policy, certificated employees assigned to extra duty assignments shall be paid in 12 equal installments beginning with the first regular pay period of the contract year in which the services will be rendered. The payment for exempt employees assigned extra duty sponsorship duties after the beginning of their contract for a given school year shall be distributed evenly across the remaining pay periods for the school year beginning with the first pay period following the assignment.

Certificated employees who are assigned extra duties will be informed of that assignment in an assignment letter.

In addition to their regular teaching duties, teachers with extra duty will render service hours toward the performance of each of their extra duty assignments throughout the entirety of the contract year. This time should include tasks such as: continuously reviewing best practices for coaching/sponsoring your extra duty; determining any off-season professional

development or meetings which you should attend; determining any pre-season or pre-event camps or activities which students should attend; supervising selected pre-season camps or activities; creating records and completing paperwork related to the extra duty; communicating with selected media outlets about the extra duty; training and preparing students prior to the beginning of the competition/activity/event schedule; reviewing or planning the competition/event schedule; studying film, selecting music or scripts, designing sets and costumes, arranging choreography and otherwise preparing for the competition or season; scheduling student meetings and events; actively supervising participating students before, during and after the season/event; study of best practices in sportsmanship and student character growth; and any other identified duties.

In the event a certificated staff member is assigned an extra duty assignment after the beginning of the school year in which the activity occurs, the district will report the extra duty pay and hours to the Nebraska State Retirement System beginning in the month when the teacher undertakes his/her assignment.

In the event a certificated staff member's overall employment and/or extra duty assignment is terminated prior to the end of the school year, he/she will not be paid any remaining amounts for extra duty service and those hours will not be reported to the Nebraska State Retirement System.

Extended Contract Days

If a certificated staff member is assigned extended contract days, that assignment shall be included in his/her individual employment contract with the board of education. Staff shall be compensated for assigned extended contract days at the individual employee's daily contract rate calculated by dividing his/her regular salary by the number of contract days set by the board for all certificated teaching staff.

Unless otherwise directed by the administration, extended contract days shall be completed after the last regular duty day for teachers. Teachers must document their completion of extended contract days on the form provided by the office and submit that form to their direct supervisor at the end of each month.

Payment for Extended Contract Days

Teachers assigned to extended contract days shall be paid for that assignment in 12 equal installments beginning with the first regular pay day of the contract year in which the services are rendered.

Adopted on: 12/31/21

Revised on: _____

Reviewed on: 11/10/25

4059
Behavioral and Mental Health Training

All public school employees who interact with students and any other appropriate personnel are required to complete behavioral and mental health training with a focus on suicide awareness and prevention training every year. The training may include, but need not be limited to, topics such as identification of early warning signs and symptoms of behavioral and mental health issues in students, appropriate and effective responses for educators to student behavioral and mental health issues, trauma-informed care, and procedures for making students and parents and guardians aware of services and supports for behavioral and mental health issues.

The superintendent will determine the appropriate personnel required to receive the training. The training materials for this training must be included in the Nebraska Department of Education's list of approved training materials. The length of the training shall be a reasonable amount as determined by the school board.

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

Adopted on: 3/13/17

Revised on: 8/25/22, 6/12/23, 6/11/25

Reviewed on: 11/10/25

4053 Conflict of Interest

Any school district employee who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

1. Definitions. For the purposes of this policy:
 - a. Business with which an employee is associated shall include the following:
 - (1) A business in which the employee or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.
 - (2) A business in which the employee or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or the employee or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the employee reports the name and address of the company and stockbroker.
 - b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, or a business in which the individual or member of the immediate family is a stockholder.
 - c. Immediate family member or member of the immediate family shall mean a child residing in an individual's household, a spouse of an individual, or an individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes
2. Contracts with the School District.
 - a. No employee or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in any one year, with this school district unless the contract is

awarded through an open and public process that (1) includes prior public notice and (2) allows the public to inspect during the school district's regular business hours the proposals considered and the contract awarded.

- b. The existence of any conflict of interest in any contract in which the employee has an interest and in which the school district is a party, or the failure to make public the employee's interest known, may render a contract null and void.
- c. The prohibition of a conflict of interest or requirement for public notice shall apply when the employee, or his or her immediate family has a business association with the business involved in the contract or will receive a direct pecuniary fee or commission as a result of the contract.

3. Employing Members of the Immediate Family.

- a. An employee may employ or recommend or supervise the employment of an immediate family member if:
 - (1) The employee does not abuse his or her position.
 - (a) Abuse of official position shall include, but not be limited to, employing an immediate family member:
 - (i) who is not qualified for and able to perform the duties of the position;
 - (ii) for any unreasonably high salary;
 - (iii) who is not required to perform the duties of the position.
 - (2) The employee makes a reasonable solicitation and consideration of applications for employment.
 - (3) The employee makes a full disclosure on the record to the governing body of the school district and to the secretary of the board.
 - (4) The board approves the employment or supervisory position.

- b. The employee shall not terminate the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.
4. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment
- a. No employee shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:
 - (1) a public official, public employee, or candidate.
 - (2) a member of the immediate family of an individual listed in Subparagraph 'a' above.
 - (3) a business with which an individual listed in Subparagraph (1) or (2) above is associated.
 - b. No employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.
 - c. An employee shall not use or authorize the use of his or her public employment or any confidential information received through the public employment to obtain financial gain, other than compensation provided by law, for himself or herself or a member of his or her immediate family, or a business with which he or she is associated.
 - d. An employee shall not use or authorize the use of personnel, resources, property, or funds under that person's official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items for personal financial gain, other than compensation provided by law.
5. Conflict of Interest Relating to Campaigning or Political Issues

- a. Except as provided below, an employee shall not authorize the use of school district personnel, property, resources, or funds for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
 - b. This does not prohibit an employee from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.
 - c. This does not prohibit an employee from discussing and voting upon a resolution supporting or opposing a ballot question.
 - d. This does not prohibit an employee under the direct supervision of a public official from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.
 - e. An employee may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the school district. However, this shall not be done during a time that the individual is engaged in his or her official duties.
6. Additional Procedures Applicable to Employees With An Annual Salary and Benefits of More than \$150,000 Per Year
- a. Staff whose annual salary and benefits exceed one hundred fifty thousand dollars should assess whether they have a conflict of interest before taking any action or making any decision.
 - b. Employees have a conflict of interest pursuant to this subdivision of the policy when their actions or decisions may cause financial benefit or detriment to themselves, a business with which they are associated or a member of their immediate family.

- i. When assessing whether a conflict of interest exists, qualifying staff members should assess whether the benefit or detriment identified is distinguishable from the effects of such action on the public generally or a broad segment of the public.
 - ii. If qualifying employees are unsure as to whether a conflict of interest exists, they may apply to the Nebraska Political Accountability and Disclosure Commission for an opinion as to whether they have a conflict of interest.
 - c. Qualifying employees who determine that a conflict of interest does exist under this policy shall:
 - i. Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict;
 - ii. Deliver a copy of the statement to the secretary of the board of education, who shall enter the statement onto the public records of the school district; and
 - iii. Abstain from participating in the matter in which the employee has a conflict of interest.
 - d. This subsection does not prevent a qualifying employee from making or participating in the making of a decision to the extent that the employee's participation is legally required for the action or decision to be made.
- 7. Conflict. To the extent that there is a conflict between this policy and the Nebraska Political Accountability and Disclosure Act ("Act"), the Act shall control.

Adopted on: 7/10/17

Revised on: 7/8/24

Reviewed on: 11/10/25

4044 Political Activity by Staff Members

The Board recognizes its individual employees' rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may seek an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

The following activities are prohibited during an employee's work time (including duty-free lunch and planning periods):

1. Soliciting votes or contributions for or against a particular candidate or ballot proposition.
2. Discussing with students opinions regarding a political candidate or ballot proposition unless the topic is part of the approved curriculum.
3. Preparing, displaying, wearing or distributing campaign literature, materials, or signs for or against a candidate or ballot proposition (this prohibition does not apply to bumper stickers on personal vehicles).
4. Soliciting volunteers to assist with a campaign for or against a political candidate or ballot proposition.
5. Preparing for, organizing, or participating in any political meeting, petition, rally, or event.
6. Other prohibited political activity as defined by state law.

The following activities are prohibited at all times:

1. Using any school district resources including, but not limited to, facsimile machines, copy machines, computers or e-mail accounts, for political campaign activities.
2. Using school district property or facilities for any political campaign activities, unless such use is approved pursuant to school board rules or policy.

3. Spending district funds to urge votes to vote for or against a candidate or ballot proposition
4. Requiring employees to engage in political campaign activities as part of their job duties.
5. Providing employees with additional compensation or benefits for engaging in political activities.
6. Representing an employee's personal political position as the position of the school district or the board of education.
7. Engaging in any other activity prohibited by state law.

Adopted on: 3/13/17

Revised on: _____

Reviewed on: 11/10/25

4043

Professional Boundaries and Appropriate Relationships Between Employees and Students

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

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

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

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

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

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

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

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

Infinite Campus School Messenger, & Sport U App. A personal communication system is a device or software that provides for communication between two or more parties and is capable of receiving, displaying, or transmitting communication. Personal communication system includes, but is not limited to, a mobile or cellular telephone, an email service, or a social media platform.

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted on: 3/13/17
Revised on: 10/12/20
Reviewed on: 11/10/25

4042
Employee Social Security Numbers

Nebraska law prohibits employers from using or publishing an employee's social security number except under certain specified circumstances. This district shall comply with this law and take reasonable steps to protect the confidentiality of employees' social security numbers. However, neither state law nor this policy prohibits the district from using the last four digits of an employee's social security number as an employee identification number or in any other reasonable manner.

Adopted on: 3/13/17

Revised on: _____

Reviewed on: 11/10/25

4041 Staff Dress and Appearance

The attire worn by staff members conveys an important image to students and the general public.

Certified staff, paraeducators and office staff should generally dress in business casual attire.

Classroom staff **may not** wear the following types of clothing during the traditional school day from, when students or visitors are in attendance, or when the employee is supervising, directing or coaching students when the public is in attendance:

- For men: shirts worn without ties, except when the shirt has a logo which identifies the school and/or the school's mascot.
- Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices.
- Any clothing which is immodest and may distract other employees or students in the learning environment.

The building principal may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days").

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community. To help meet that end, jeans of any color may not be worn except on Friday which is considered a "dress down" day.

Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

Adopted on: 7/10/17
Reviewed on: 8/24/23
Revised on: 11/10/25

4045
Milk Expression

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

Adopted on: 3/13/17

Revised on: 6/12/23

Reviewed on: 11/10/25

4046

Internet Searches Regarding Potential Employees

Members of the administrative team or of a hiring committee (hereinafter "the committee") may conduct internet research about job applicants by using the following protocol, except that no criminal history record information check shall be made until the school district has determined that the applicant meets the minimum employment qualifications:

1. The committee may conduct internet searches using candidates' full names and any aliases. The committee may also search candidates' full names and any aliases on Facebook, Instagram, LinkedIn, Twitter, YouTube, and other social networking websites.
2. All applicants or all finalists must have the same research conducted about them. For example, if the committee conducts a search on Google using the name of one applicant in order to determine whether to include that applicant in the list of finalists, the committee must also conduct an identical search of all applicants' names.
3. The committee may not use deception to gain access to applicants' social networking pages, blogs, or other on-line media and will not require applicants for employment to provide the district with their username or password to personal social media accounts.
4. The committee must take reasonable steps to verify the reliability of the information obtained in the search, including consulting with the applicant for confirmation of accuracy, if appropriate.
5. The committee will consider the following information to be relevant in making hiring decisions about an applicant based on information obtained through internet research:
 - a. Disparaging remarks made about current or former co-workers, supervisors, or employers;
 - b. Discriminatory, harassing, or demeaning behavior or comments;
 - c. Unprofessional, lewd, or obscene behavior or remarks;
 - d. Criminal activity;

- e. Information which indicates the applicant will or will not be able to perform the essential functions of the position sought; and
 - f. Information which indicates that the applicant is particularly suited or unsuited to the position sought.
6. The committee will retain documents to demonstrate its compliance with this policy with other documentation relevant to the job search.

Adopted on: 3/13/17

Revised on: _____

Reviewed on: 11/10/25

4047
[INTENTIONALLY LEFT BLANK]

Adopted on: _____

Revised on: _____

Reviewed on: 11/10/25

4048
Assessment Administration and Security

The purpose of all testing and assessments is to measure students' knowledge, skills or abilities in the area tested. All staff members are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. This policy applies to all national, state, and local assessments, including both standardized and general classroom assessments.

1. Assessment Responsibilities

- a. Each building principal, in consultation with the Superintendent and classroom teachers, will be responsible for:
 - overseeing the scheduling of state administered assessments, training all staff who administer assessments, and ensuring that all assessments, including make-up testing, is completed within required testing windows;
 - obtaining Standards, Assessment and Accountability Updates from the Department of Education and circulating the relevant portions of those updates to other staff members;
 - informing the board of education of changes to the Nebraska Student-Centered Assessment System Security Procedures; and
 - signing and enforcing the Nebraska Student-Centered Assessment System Security Agreement.
- b. Every classroom teacher or other staff member who administers assessments is responsible for:
 - complying with the Nebraska Student-Centered Assessment System Security Procedures;
 - taking all reasonable and prudent steps to ensure the accuracy and integrity of all academic testing, including statewide assessments; and

- ensuring the security of all test materials.

2. Security Violations and Cheating

a. Classroom assessments

Staff members who suspect students of having cheated on a classroom assessment should conduct a reasonable inquiry and impose consequences on the student consistent with classroom rules and the student handbook.

b. State Accountability Tests

Staff members who suspect a breach of security on State Accountability Tests, must promptly report their suspicions to the building principal or superintendent. The superintendent must notify the Department of Education's Statewide Assessment Office and follow the Department's protocol for Reporting and Investigating Test Security Violations.

Staff members who engage in or enable students to engage in academic dishonesty in any testing or assessment will be subject to discipline up to and including the immediate cancellation of their employment contract.

Adopted on: 7/8/19

Revised on: _____

Reviewed on: 11/10/25

4050
Overtime and Compensatory Time

Employees who are "non-exempt" under the Fair Labor Standards Act and who work more than 40 hours in a workweek will be paid at the rate of time-and-one-half (1½) times their regular rate of pay for all overtime hours or will be provided compensatory time. All overtime must be approved in advance by the employee's supervisor. Scheduled holidays, vacation days, time off for jury duty, and time off for sickness, emergencies or other personal reasons will not be considered hours worked for overtime purposes.

The district may grant compensatory time in lieu of overtime pay at a rate of one and one-half (1½) hours off for each hour of overtime the employee worked. Employees may accrue a maximum of 240 hours of compensatory time, which represents 160 hours of actual overtime worked. When an employee has accrued 240 hours of compensatory time, the district shall pay him/her at the rate of one and one-half (1½) times his/her regular rate of pay for each additional hour of overtime. An employee who asks to use compensatory time shall be permitted to use it within a reasonable period after the request if its use does not unduly disrupt the district's operations.

Upon termination of employment, an employee shall be paid for unused compensatory time at a rate of compensation not less than: (1) the average regular hourly rate paid to the employee during the last three years of his/her employment, or (2) the final regular hourly rate paid to the employee, whichever is higher.

Payment for unused compensatory time shall be at the employee's regular rate of pay for each hour of compensatory time, not one and one-half (1½) times the regular rate of pay.

Adopted on: 3/13/17

Revised on: _____

Reviewed on: 11/10/25

4051
Staff and District Social Media Use

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

I. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. School-Affiliated Social Media Use

1. Any social media account which purports to be “the official” account of the school district (e.g., “Storm Wrestling”), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district’s business purpose. Staff members may not use “official” accounts for personal use.
2. Staff are required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.
4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections. They are also not allowed to make any press releases or other official communications on behalf of the district without prior administrative approval. In other words, staff do not speak “for the district” directly or indirectly unless specifically authorized and directed to do so.

II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use

A. General Use and Conditions

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board’s policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

B. Acceptable Use

1. Staff may use social media for school-related communication with fellow educators, parents, and patrons. Student communication must be consistent with the district's professional boundaries policies and expectations.
2. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter. This includes spotting AI-generated content, fakes, spoofs, and discerning the quality and reliability of content.

C. Unacceptable Use

1. Staff shall never access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.
2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.
3. Staff shall not access social media networking sites such as Facebook, X, Instagram, Snapchat, and TikTok on school-owned devices or during school time unless permitted by district policy or preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media

applications and includes posting on social networking sites using personal electronic devices.

III. School-Affiliated Digital Content

A. General Use and Conditions for School-Affiliated Accounts

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, blogs, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

B. Moderation of Third Party Content

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages or tags or links to official school accounts on another account may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, lascivious, true threat, or appeals to prurient interests;

2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;
3. Contains fighting words or content that is threatening, harassing, or discriminatory;
4. Advocates, promotes, or encourages the use of drugs, alcohol, or other prohibited substances;
5. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
6. Contains any other threat to the safety of students and staff.

The district may restrict access to its official accounts for violations of these rules, such as deleting comments or prohibiting comments. Accounts that are not official school accounts are those owned and operated by board members and employees for their personal use, even if they discuss school matters.

Every official school account administrator must keep a copy of any removed content or banned/blocked individual account and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

Adopted on: 3/13/17

Revised on: 6/11/25

Reviewed on: 11/10/25

4033
[Intentionally Left Blank]

4040
Employment Terms for Classified Staff

Classified Staff Work Agreements The terms of employment for classified staff will be contained in their yearly individual work agreement.

Adopted on: 3/13/17

Revised on: _____

Reviewed on: 8/3/23, 11/10/25

4032 Professional Growth

Every six years, permanent certificated employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth.

The board of education believes the goal of professional self-improvement to be inherent in the responsibilities of each certificated district employee.

Other professional growth activities which may count toward the six-year requirement include non-credit courses, lecture series, workshops, conferences, study groups, local in-service courses, committee service, supervising a student teacher, serving with professional groups, travel of significant educational value, and membership in professional organizations. The employee must receive prior approval from the building principal for any of these activities to count toward professional growth.

No professional growth units will be awarded if the applicant has been paid for a non-college activity either by released time or by an additional amount paid by the school district.

One unit of professional growth credit will generally be equivalent to ten hours of personal time spent on an educational activity.

Adopted on: 3/13/17

Revised on: _____

Reviewed on: 11/10/25

4036
[Intentionally Left Blank]

Adopted on: _____

Revised on: _____

Reviewed on: 11/10/25

4039
Employment of Classified Staff

The superintendent or designee shall hire classified staff to meet personnel needs consistent with the district's budget, instructional needs, and non-instructional operations. The superintendent or designee shall obtain a criminal history record that includes information from the Nebraska State Patrol for all individuals that are to be employed as pupil transportation vehicle drivers (except certificated Nebraska school administrators or teachers) and keep a copy of that record on file and shall update it during the calendar year that coincides with the expiration of the driver's motor vehicle operator's license. Otherwise, the superintendent or designee may, but is not required to, conduct a criminal background check on any classified staff applicant. Criminal history or background checks shall occur only after the school district has determined that the applicant meets the minimum employment qualifications. This policy shall not prevent the school district from requiring an applicant to disclose his or her criminal record or history relating to sexual or physical abuse prior to any minimum employment qualification determination.

The superintendent or designee shall discipline and discharge classified staff as appropriate.

Adopted on: 8/12/19

Revised on: _____

Reviewed on: 11/10/25

4034
Staff Handbook

The superintendent or designee shall annually formulate, review and revise a staff handbook that will contain information about the district's employment policies and practices. The staff handbook is an extension of these policies and has the force and effect of board policy when approved by the board of education.

Adopted on: 3/13/17

Revised on: _____

Reviewed on: 8/3/23, 11/10/25

4037 Reduction In Force

The board of education may determine that a reduction in force of certificated staff members is appropriate due to declining enrollment in a grade or grades, changes in financial support, changes in curricular programs, a decline in the taxable value of property located within the school district, increased costs of operating the school district, or another change or changes in circumstances. If the board, in its sole discretion, determines that a reduction of certificated staff is necessary, the superintendent shall notify those employees whose contracts may be reduced. However, the employment of a permanent employee may not be terminated through a reduction in force while a probationary employee is retained to render a service that the permanent employee is qualified to perform by reason of certification and endorsement, or when certification is not applicable, by reason of college credits in the teaching area.

1. **Definition of Reduction in Force.** A reduction in force shall consist of a reduction of one or more positions or a reduction in the percentage of employment of one or more certificated staff members, even if the number or percentage of employment of the certificated staff overall may be increased by other hirings or increases in the percentage of employment of other employees. Reduction in force may result in the termination of employment or an amendment to an employee's contract reducing the extent of the employee's employment.
2. **Restriction of Right to Administrative Position.** Due to the confidential and unique personal working relationship necessary between the administration and the board of education, a certificated employee who is not currently serving in a predominantly administrative capacity shall have no rights under this policy to any administrative position within the school system.
3. **Criteria for Reduction in Force.** The criteria set forth below shall be considered in selecting the personnel to be reduced. The criteria are not listed in any order of priority, and shall be given the weight that the board considers appropriate.
 - a. Programs to be offered;
 - b. Areas of endorsement that are of present or future value to the district. This criterion shall be based upon the

endorsement(s) shown on each teacher's Nebraska Teaching Certificate;

- c. State and federal laws or regulations that may mandate certain employment practices;
- d. Involvement in the programs and activities sponsored by the school district;
- e. Special or advanced training consisting of college credit or other training that would be of present or future value to the district;
- f. The organizational and educational effect caused by multiple part-time certificated employees;
- g. Any other reasons that are rationally related to the instruction in or administration of the school district.

4. **Consideration of Uninterrupted Service.** If, after consideration of the criteria listed above, it is the opinion of the superintendent that there is no significant difference between or among certificated employees being considered for reduction, the employee(s) with the longest uninterrupted service to the district shall be retained.

- a. Uninterrupted length of service is defined as the number of continuous full-time equivalent years of employment in the district as a teacher.
- b. A full-time equivalent year is defined as employment on a full-time basis for an entire school year.
- c. Less than full-time employment reduces the teacher's full-time equivalent employment for a school year. For example, a teacher employed on a half-time basis would be credited with half a year full-time equivalent employment.
- d. A break in service will terminate a teacher's seniority and length of service under this provision. That period of time when a teacher is on a leave of absence shall not constitute a break in service; however, any years of absences or fractions of years of leave of absence will not count as years of employment for the purposes of determining the length of a teacher's uninterrupted service.

5. **Rights of Recall.**

- a. Any certificated employee whose contract has been terminated shall be considered to have been dismissed with honor and shall, upon request, be provided a letter to that effect.

- b. Such employee shall have preferred rights to re-employment for a period of 24 months commencing at the end of the contract year, and the employee shall be recalled on the basis of length of service to the district to any position that he or she is qualified to teach by endorsement or college preparation.
 - c. Upon re-employment, a recalled employee shall be placed on the salary schedule and provided fringe benefits based on existing district policies and the current negotiated agreement. Any year of years of absence from employment shall not be considered as a year or years of employment by the district.
 - d. An employee under contract to another education institution may waive recall, but such waiver shall not deprive the employee of his or her right to subsequent recall.
6. **Current Teaching Certificate.**
- a. Upon initial employment with the district, each certificated employee shall file a copy of his or her teaching certificate, including endorsements with the superintendent of schools.
 - b. The employee shall be responsible for filing any changes in certification or endorsements with the superintendent.
7. **Address Records.**
- a. A certificated employee whose employment contract has been terminated because of a reduction in force shall, during the period which he or she is eligible for recall, be responsible for reporting any change of address to the superintendent of schools.
 - b. If there is a vacancy to which a former employee has a right of recall, the district may communicate an offer of re-employment by telephone, by e-mail, or by United States mail sent to the former employee's last known address. If the school district does not receive written acceptance of the offer within seven days, the former employee shall be deemed to have waived his or her rights to be recalled to the employment position.

Adopted on: 3/13/17

Revised on: _____

Reviewed on: 11/10/25

4024

Teachers' Rights, Responsibilities and Duties

All certificated employees shall assume the duties and responsibilities assigned by the superintendent or designee. Teachers' professional responsibilities involve considerably more than merely classroom instruction. They include, but are not limited to, study and research to keep abreast of new knowledge and instructional techniques; assessment of students' work; record-keeping; lesson planning and preparation; conferences with students, parents and administrators; in-service meetings; and supervision of pupils outside the classroom.

Teachers must be in their classrooms or assigned areas as instructed by the building principal. All duty time is necessary for educational planning, preparation, and conferences with students, parents and faculty members.

All teachers must maintain a standard of dress, personal appearance, general decorum, moral standards and behavior that reflects their professional status in the community.

Adopted on: 2/13/17

Revised on: _____

Reviewed on: 11/10/25

4025 Superintendent

The superintendent is hired by and shall report directly to the board of education. The superintendent will be the chief administrative officer of the board of education and shall keep the board informed on important issues. The board delegates to the superintendent the general power and authority to make necessary decisions to ensure the efficient and effective operations of the school.

The superintendent is charged with timely preparing, presenting, and filing an annual school budget, subject to the approval of the board at the annual budget hearing.

All school employees shall be under the direct and/or delegated supervision of the superintendent. The board delegates to the superintendent the authority to hire and terminate the employment of all classified staff. He or she shall review all certified and non-certified employees applying for vacancies and shall make recommendations regarding these employees.

All of the grounds and buildings are supervised by the superintendent, including necessary repairs and improvements unless the board is required to approve such repairs or improvements.

The superintendents other duties shall be included in his or her job description, contract, or as otherwise assigned by the board.

Adopted on: 2/13/17

Revised on: _____

Reviewed on: 11/10/25

4026
[INTENTIONALLY LEFT BLANK]

Adopted on: _____

Revised on: _____

Reviewed on: 11/10/25

4030 Evaluation of Certificated Employees

All certificated employees to be evaluated shall be notified annually in writing of the evaluation process. A certificated administrator, with the exception of the local board of education when it is evaluating the superintendent, will observe and evaluate each probationary certificated employee for a full instructional period once each semester and each permanent certificated employee for a full instructional period once each school year. If the probationary certificated employee is a superintendent, he or she shall be evaluated twice during the first year of employment and at least once annually thereafter. The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. Evaluation of instructional performance and classroom organization and management is applicable to teachers only. The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

The school district will train administrators in evaluation annually through meetings with the superintendent or other administrator, attendance at regional, state or national workshops, or any other method approved by the superintendent.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

Entire Instructional Period. For certificated employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

Actual Classroom Observation. Actual classroom observation consists of observing the certificated employee in any activities in a classroom setting. When a certificated employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certificated employee performing activities that are typical of his or her position.

This policy and the evaluation instrument shall be included in the teacher handbook which will be distributed to staff members upon their employment and annually thereafter.

Adopted on: 2/13/17

Revised on: _____

Reviewed on: 8/3/23, 11/10/25

4029

Salary Schedule for Certificated Employees

The board of education recognizes the "salary schedule" and related provisions for compensation currently in effect resulting from negotiations between the board and the education association. This policy is intended to supplement the terms and conditions contained in the collective bargaining agreement. If there is any conflict between the terms of this policy and the collective bargaining agreement, the terms of the negotiated agreement shall control.

Horizontal Advancement. Teachers who wish to advance horizontally on the salary schedule must notify the superintendent in writing prior to June 1 of the preceding school year. The teacher must furnish the superintendent with college transcripts by September 10 for the teacher to qualify to move horizontally on the salary schedule. If an institution will not issue an official transcript by September 10, the teacher must provide the superintendent with written confirmation by September 10 from a college official attesting that the teacher has satisfactorily completed the courses.

Movement Past the BA Column. Teachers who wish to advance beyond the BA column must be accepted in a Masters Program that relates to their teaching field, as determined by the superintendent. Teachers must inform the superintendent of their enrollment prior to the beginning of their class to discuss its work-related objectives.

Movement Past the MA Column. Teachers who wish to advance beyond the MA column must be enrolled in course work that relates to their teaching field, as determined by the superintendent. Teachers must inform the superintendent of their enrollment prior to the beginning of their class to discuss its work-related objectives.

Superintendent's Review. The superintendent shall review all requests for advancement on the salary schedule resulting from a teacher's acquiring additional teaching experience or for completion of college courses, and shall report all changes to the board of education annually.

Vertical Advancement. A teacher may advance only one step vertically on the schedule in any year.

Adopted on: 2/13/17

Revised on: 8/24/23, 5/13/24

Reviewed on: 11/10/25

4028 Substitute Teachers

A substitute teacher is an educator who possesses the required certification from the Nebraska Department of Education and is employed to fill a teaching position on a temporary basis. The board shall establish the pay and benefits for substitute teachers.

Partial substitute pay based on periods taught.

Substitute arranged, but school canceled late-\$15.00.

The substitute teacher shall not receive any benefits for services other than daily wage.

Substitute pay for long term substitute:

If a substitute teacher's consecutive days are for the same teacher, days 1-8 shall be at a rate of \$160/day. After the 8th consecutive day, salary will be figured at 1/185 of the base salary. If there is a break in the long-term assignment due to substitute absence (3 days or more), the regular substitute pay starts over after the third day of absence.

Adopted on: 2/13/17

Revised on: 11/09/20, 6/10/24

Reviewed on: 08/09/21, 11/10/25

4027 Part-Time Certified Employees

Percentage of Time. The percentage of time that a teacher works will be determined by calculating the amount of time that the teacher is required to be at school to teach or supervise classes, plus any assigned preparation time, as a percentage of the entire school day. Extracurricular assignments shall not be considered in determining a teacher's percentage of time. Part-time and temporary teachers may or may not be assigned preparation time, at the sole discretion of the board of education, upon the recommendation of the superintendent of schools.

Acquiring Permanent Status. A part-time teacher may become a permanent certificated employee pursuant to the provisions of state statutes.

Salary. The salary, benefits and leave entitlement of a part-time teacher shall be determined by reference to the negotiated agreement between the district and the teacher's association.¹ The percentage of time a part-time teacher is required to be on duty shall be determined by the board of education upon the recommendation of the superintendent of schools.

Horizontal Movement on the Salary Schedule. A part-time teacher may qualify for movement horizontally on the salary schedule by earning graduate hours of college credit as set forth in the guidelines of the school district's salary schedule, and according to the applicable district policies.

Attendance at In-service Meetings, Faculty Meetings, and School Activities. A part-time teacher is responsible for attending in-service meetings, faculty meetings, and school activities that take place outside the teacher's assigned duty hours without additional compensation. A part-time teacher is responsible for performing such tasks as selling or taking tickets, and will be compensated for such tasks pursuant to the policy, practice or negotiated agreement of the school district.

Continuation of Employment. The school district administration and board will deal with the continuation of a part-time teacher's employment pursuant to state statute and the procedures prescribed for full-time employees in these policies.

Adopted on: 2/13/17

Revised on: _____

Reviewed on: 11/10/25

4031 Evaluation of Probationary Certified Employees

A certificated administrator will observe and evaluate each probationary certified employee for a full instructional period once each semester. The administrator will provide each employee with a written list of deficiencies, concrete suggestions for improvement, and sufficient time to improve.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

Entire Instructional Period. For certified employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

Actual Classroom Observation. Actual classroom observation consists of observing the certified employee in any activities in a classroom setting. When a certified employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certified employee performing activities that are typical of his or her position.

Adopted on: 2/13/17

Revised on: _____

Reviewed on: 8/8/22, 8/3/23, 11/10/25

4035

EARLY RETIREMENT INCENTIVE PROGRAM POLICY

A. PURPOSE

The Early Retirement Incentive Program (Program) is intended to benefit qualified certificated employees who are considering retirement. The Program's objectives include, but are not limited to, the following:

1. Offering financial incentives which will assist long-term employees who are considering retirement;
2. Reducing costs to the school district by replacing maximum salaried employees with lesser salaried employees; and
3. Providing a balance of employee experience.

B. QUALIFICATIONS

1. Certificated Employee. To participate in the Program, a person must be a teacher or administrator certificated by the Nebraska Department of Education, and employed by the School District in a capacity which requires such certification.

2. Full-Time Equivalency. Certificated employees who are employed .5 to 1.0 full-time equivalency (FTE) in an employment position that requires a certificate from the Nebraska Department of Education may participate in the Program, provided that the part-time employee's benefits under such a plan shall be pro-rated based on their FTE as of December 1st of the employee's final contract year.

3. Minimum Age and Years of Service. To be eligible for this Program, a certificated employee must: (a) be 55 years of age on or before August 31st after the school year of application (i.e. August 31, 2017 of the 2016-17 school year) (b) have completed 15 total years of continuous, credited service in the employment of the School District, (Hordville, Polk, Polk-Hordville, and Clarks Schools) and (c) meet any other criteria established by the board of education at the regular November meeting (such as department or building eligibility). Credited service shall be defined as continuous employment with the school district as a 1.0 FTE certificated employee through the employee's last year of service in an employment position that requires a certificate from the Nebraska Department of Education. Board-approved leave for military service, for a sabbatical or for a leave of absence, or any leave required to be granted according to law, shall not be included as credited years of service. In determining years of credited service

with the district for the purpose of meeting the eligibility requirement of 15 total years of service, less than full-time employment would reduce the employee's full-time equivalent employment for a school year. For example, an employee employed on a half-time (.5 FTE) basis would be credited with half a year (.5) of full-time equivalent employment.

C. ENROLLMENT REQUIREMENTS

1. Resignation. Participants in the Program will resign their positions with the school district effective at the close of the school year in consideration for the benefits outlined in Section D below.

2. Application. An employee must submit a signed Application and Agreement form to the board of education on or before, **February 1st** of the employee's last intended school year of employment. The superintendent shall review the employee's record to determine whether the employee is eligible for the Program. The Board will notify the applicant on or before April 1 of its action on his or her application.

3. Employee's Ineligibility. An employee who has received written notice of possible contract termination or cancellation shall not be eligible to participate in this Program unless (1) the notice of termination or cancellation is withdrawn by the administration or (2), after a hearing before the board of education, the board determines that said employee's employment should not be canceled or terminated.

D. BENEFITS

1. Calculation of Benefits: The benefit to be paid under this Program shall be 2.5% multiplied by the number years of continuous service at the School District **(up to 25 years) X scheduled salary for last full year of employment.**

2. Payment of Benefit. The benefit shall be paid to the teacher in three (3) equal payments. The first payment shall be made in September of the calendar year of the teacher's resignation, with the remaining payments made in September of the following two calendar years.

3. Limitation on Payment. The board of education shall, in its sole and unfettered discretion, determine whether to budget and fund any Early Retirement Incentive Program payments in a particular year, and shall determine the total amount of such payments, if any, that will be made available for such payments.

4. Source of Funds. The school district shall pay the entire cost of the plan.

5. Administration. This Program shall be administered by the board of education by and through the administration of the school district.

6. Beneficiary Designation. In order for the application to be considered complete, a beneficiary must be designated.

7. Income Tax Consequences. Payments pursuant to this plan have been determined to be taxable income for state and federal income tax purposes, and will be treated as such. The school district will withhold such sums as are required by law, and payments will be reported as a taxable income.

8. COBRA Rights. A separating employee will have the opportunity to continue health insurance benefits as may be permitted by the provisions of the Comprehensive Omnibus Budget Reconciliation Act or other applicable law. The employee shall be responsible for any payments required to participate in the COBRA program.

E. ADMINISTRATION

Application and Waiver. An employee who elects to participate in the Program, and the school district (through its board of education), shall execute the Application and Agreement, Exhibit "A" attached hereto. That Application and Agreement shall inform the employee that the Voluntary Separation Program is totally voluntary in nature and provides each employee at least 45 days to consider the ramifications of participation in the Program before making a decision. An employee may waive the 45 day consideration period. The Application and Agreement shall also include a specific Waiver and Release of Claims of the participants' rights under the Age Discrimination and Employment Act (ADEA), 29 USC § 621-63 and the Act Prohibiting Unjust Discrimination in Employment Because of Age, NEB. REV. STAT. § 48-1001 **et seq.**, the Employee Separation Income Security Act of 1974 (ERISA), 29 USC § 1001 **et seq.**, and all other state and federal constitutions, statutes and regulations that relate to the validity of the Program, and allows the employee to revoke the Release or Waiver at any time within seven (7) days after both the employee and the Board have signed the contract, and advises the employee to consult with an attorney before signing the Application and Agreement.

An employee who submits an application to participate in the Program may withdraw the application within 7 days after it is approved by both parties, but not afterward without the written consent of the board of education. **Each application will be reviewed on an individual basis. The board shall, in its sole discretion, determine the number of applications to be approved in any given year. If the Board receives more applications for voluntary separation than it approves, the Board shall approve the applications as follows:**

- a. The Board will approve the application of the employee whose salary is higher, as determined by the employee's placement on the salary schedule index (excluding all unit pay).**
- b. If the salaries of those involved are exactly the same, the Board will approve the application of the employee who first signed and returned his or her employment contract for the then current contract year.**
- c. If the salaries and signing dates of those involved are exactly the same, the Board will approve the application of the employee which was submitted earlier.**

An employee's application to participate in the Program is in itself not a resignation of a contract with the School District. However, the Board's approval of an employee's application will be considered the approval of the employee's voluntary resignation and termination of the employee's continuing contract. If the Board does not approve an employee's application, the employee's contract will continue in effect, and the employee will remain an employee by the School District unless he or she otherwise resigns or his or her contract is terminated for just cause.

F. TERM OF PROGRAM

This policy shall be reviewed annually and its availability terminated at any time at the Board's sole discretion. The Board will generally determine no later than its regular November meeting the number of early retirement applications that will be accepted in the then current school year and any other eligibility limitations or requirements (such as building or department requirements). This Program shall be offered only to eligible employees as defined herein, who satisfy the Program requirements prior to the applicable deadline, and who submit an ERIP Application and Agreement prior to the applicable deadline.

G. LIMITATIONS OF APPLICATIONS

The Board reserves the right to limit the number of voluntary separation applications granted during any single school year if the number of requests results in separation payments that exceed budget constraints and/or if multiple requests from employees within a single department could, in the opinion of the school administration, result in the excessive loss of continuity of instruction and effectiveness of that department. If multiple employees from the same department submit requests in the same school year, the priority of applicants granted will be determined in accordance with paragraph E.

Approved 3/13/17
Reviewed 2/8/22
Revised 12/10/18

4035
EARLY RETIREMENT INCENTIVE PROGRAM
APPLICATION AND AGREEMENT

This Agreement is made this ____ day of _____, 20__,
between **High Plains Community Schools** (School District) and
_____ (Teacher).

RECITALS

1. The School District has established an Early Retirement Incentive Program (hereinafter referred to as the "Program") for the purpose of rewarding eligible certificated employees who are considering early separation or retirement in their employment plans;
2. Teacher desires to participate voluntarily in the Program;
3. Teacher has a full-time equivalency of .5 - 1.0 for the current school year;
4. Teacher has completed at least 15 consecutive years of credited service in the employment of the School District; and
5. Teacher is now 55 years of age or will be prior to August 31st after the school year of application (i.e. August 31, 2017 of the 2016-17 school year).

TERMS OF AGREEMENT

The parties, in consideration of the mutual covenants and stipulations set forth above, hereby agree as follows:

1. **INCORPORATION OF BOARD POLICY:** This Agreement is made pursuant to the Early Retirement Incentive Program Policy of the Board of Education. The provisions of that policy existing at the time this Agreement is signed are incorporated by this reference and made a part of this Agreement.

2. **TEACHER RESIGNATION:** Subject only to the Board of Education's approval of the Teacher's application to participate in the Program, the Teacher voluntarily, unconditionally, and irrevocably (1) resigns his/her teaching position with the School District effective at the end of the current school year; (2) waives any and all further notice or action by the Board of Education to terminate the Teacher's continuing contract; and (3) waives any and all rights the Teacher may have under NEB. REV. STAT. 79-824 to 842, as those statutes now exist or as they may be amended. The Teacher further authorizes the Board of Education to

advertise for and contract with a replacement certificated employee for the Teacher's position for the next school year. Approval of this Agreement by the Board of Education shall constitute an acceptance of the Teacher's resignation. The Teacher agrees that he/she may not be eligible for part-time or full-time employment at the School District if the Board approves Teacher's application to participate in the Program. While the School District may decide to employ the Teacher in some capacity after retirement (i.e. substitute teacher), the teacher agrees that the School District has no obligation to rehire the Teacher in any capacity at the School District. NOTE: Returning to work anywhere that participates in the Nebraska Public Employees' Retirement System (NPERS) within 180 days of your retirement may impact your ability to receive payments through NPERS. Please contact NPERS for further information.

3. **BENEFITS:** In consideration for the Teacher's resignation set forth in paragraph 2 above, the Teacher shall receive the following benefits:

- (a) **TOTAL AMOUNT OF BENEFITS:** The Teacher shall be paid the sum of \$.

- (b) **PAYMENT OF BENEFITS:** The benefits to be paid to the Teacher shall be paid in three equal installments of \$ each. The School District shall pay the first installment in September of the calendar year in which the Teacher resigns, and shall pay an installment in September of each of the following two calendar years.

5. **BENEFICIARY DESIGNATION:** In the event of the Teacher's death after the effective date of resignation, any sum of money otherwise due to the Teacher under the terms of this Agreement will be paid to the following designated beneficiary pursuant to the provisions of this Agreement.

Beneficiary: _____

Address: _____

Social Security Number: _____

6. **TAX CONSEQUENCES:** Payments provided for under the Program have been determined to be taxable income for state and federal income tax purposes, will be treated as such, and will be reported as taxable retirement pay. The social security percentage and any other required state and federal withholdings will be subtracted from each payment to the participant in the Program.

7. **TEACHER'S VOLUNTARY ACT.** The Teacher acknowledges that he/she has had forty five (45) or more days to consider the ramifications of participation in the Program or hereby waives the same; that his/her participation

in the Program is voluntary; and that he/she was not coerced in any manner to participate in the Program. The Teacher acknowledges having been advised in writing by this Agreement to consult an attorney regarding his/her participation in the Program and execution of this Agreement.

8. WAIVER AND RELEASE OF CLAIMS: In consideration of the promises and payments specified in this Agreement, Teacher releases the School District and its officers, board members, administrators, employees, agents, representatives, successors, and assigns from all claims, demands, and actions, past or present, known or unknown, arising out of and/or related in any way, either directly or indirectly, to his or her employment with the School District, the termination of his or her employment, and/or any actions or occurrences taking place up to and including the date of execution of this Agreement, including but not limited to claims or rights under the Nebraska Wage Payment and Collection Act, Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, the Civil Rights Act of 1866 and 1871, or any other Civil Rights Acts as amended, claims or rights under 42 U.S.C. § 1981, through and including 42 U.S.C. § 1988, the Americans with Disabilities Act, § 504 of the Rehabilitation Act, the Family Medical Leave Act of 1993, the Nebraska Act Prohibiting Unjust Discrimination Because of Age, all claims or rights relating to discrimination on the basis of age, race, color, religion, sex, disability, handicap, or national origin before the federal Equal Employment Opportunity Commission, the Nebraska Equal Opportunity Commission, and any state or federal court under any state or federal constitution, law, rule, or regulation, or claims or rights of whatever nature arising under any other state, federal, or local constitution, executive order, statute, regulation, or ordinance arising from his or her employment or contractual relations with the School District or his or her resignation of employment. Teacher represents that no claims have now been filed against the School District. Teacher acknowledges that nothing in this agreement prohibits Employee from filing a Complaint with the Equal Employment Opportunity Commission or any other similar state agency, the Occupational Safety and Health Administration, the Secretary of Labor or otherwise participating in matters pending before those agencies. However, in the event Teacher files such a charge or complaint, he or she shall be entitled to no relief, no reinstatement, no remuneration, no damages, no back pay, no front pay and no compensation whatsoever from the School District as a result of such charge or complaint, since Teacher has released and extinguished any right to such relief under this agreement. Teacher also releases all contract, tort, and common law claims, and claims for attorney's fees, costs and expenses. Teacher covenants not to institute any complaints or proceedings against the School District or any of the above-mentioned persons in the future with respect to any of the claims, demands, causes of action, or rights hereby released.

The Teacher understands and acknowledges that, by giving up claims against the School District, he/she also gives up any claims that he/she may have against its predecessors, successors, subsidiaries, and affiliates, and any and all officers, directors, employees, and agents of the School District arising out of any

actions, conduct, decisions, behavior, omissions, or events occurring up to the date hereof. Such waiver and release of claims does not cover rights or claims arising after the date of the execution of this contract. This Waiver and Release is given in exchange for consideration in addition to what the Teacher is already entitled to receive from the School District. The Teacher acknowledges having been advised in writing to consult with an attorney before signing this Voluntary Early Retirement Incentive Program Agreement. The Teacher further acknowledges having had sufficient time to decide whether or not to execute this Agreement, including the Waiver and Release of Claims.

9. **REVOCATION AND CANCELLATION OF AGREEMENT:** The Teacher may revoke this Agreement for a period of seven (7) days following its execution. In order to revoke the Agreement, the Teacher must submit a written statement to the Superintendent indicating that he/she is exercising his/her right to cancel the Agreement. This Agreement shall not become effective or enforceable until the revocation period has expired.

[The Next Page is the Signature Page]

****Per BOE Policy 4035 – The High Plains Community Schools Board may choose to use the formula below to determine ERIP benefit amount**

Dated: _____

Teacher

STATE OF NEBRASKA)
) ss.
_____ COUNTY)

Before me, a notary public duly qualified in and for _____ County, personally came _____, known to me to be the identical person who signed the foregoing instrument, and acknowledged the execution thereof to be his/her voluntary act and deed.

Witness my hand and notarial seal this ____ day of _____, 20__.

Notary Public

Dated: _____

President, High Plains Community
Schools Board of Education

ATTEST: _____
Secretary, High Plains Community
Schools Board of Education

STATE OF NEBRASKA)
) ss.
_____ COUNTY)

Before me, a notary public duly qualified in and for _____ County, personally came _____, known to me to be the identical person who signed the foregoing instrument and acknowledged the execution thereof to be his voluntary act and deed as President & Secretary of the High Plains Community Schools Board of Education, and further acknowledged that having the authority to bind said school district to the terms contained in this instrument and that his/her signature of the same is the voluntary act and deed of the Board of Education of the School District.

Witness my hand and notarial seal this ____ day of _____, 20__.

Notary Public

4038
Classified Staff Defined

The term "classified staff" means all employees other than certificated teachers and administrators. Classified staff employees are employed at will, and their employment may be amended or terminated at any time and without any cause.

Adopted on: 3/13/17

Revised on: _____

Reviewed on: 8/3/23, 11/10/25

4021
[Intentionally Left Blank]

Adopted on: _____
Revised on: _____
Reviewed on: 11/10/25

4022

Certification and Endorsements

All educators must be duly certified by the Nebraska Department of Education in accordance with the Department's rules and the laws of Nebraska. They must file copies of their teaching certificates, including endorsements, with the superintendent of schools, and must promptly file any changes in certification or endorsements. Certified employees are required to maintain all their endorsements, and may not permit any endorsement to lapse or remove it from their certificates. The board or superintendent may require a certified employee to obtain a new endorsement when it is deemed necessary for the benefit of the school district and/or to comply with federal or state requirements.

Adopted on: 2/13/17

Revised on: _____

Reviewed on: 11/10/25

4011.1

Employee Leave Under the Nebraska Family Military Leave Act

The school district shall provide leave to its employees in accordance with the Nebraska Family Military Leave Act (NFMLA). The terms used herein shall have the meaning ascribed to them under the NFMLA. Employees may also qualify for leave under the Family and Medical Leave Act (FMLA), which is detailed in the district's FMLA policy. If an employee qualifies for leave under both the FMLA and NFMLA, any leave taken by the employee will count concurrently toward the leave limits of both.

I. Qualifying for Leave

A. Qualified Employees

To be eligible for unpaid leave under the NFMLA, an employee must:

1. Have been working for the school district for at least 12 months prior to the request; and
2. Have worked a minimum of 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

B. Qualified Circumstances for Requesting Leave

The school district will grant a qualified employee up to a total of 30 days of unpaid leave if:

1. The employee is the spouse or parent of a person called to military service lasting 179 days or longer with the state or United States pursuant to orders of the Governor or the President of the United States and;
2. The leave is scheduled to be taken during the time federal or state deployment orders are in effect.

C. Qualifying Notice and Certification

Employees seeking to use the NFMLA will be required to provide:

- a. A consultation with the District to schedule leave so as not to unduly disrupt the operations of the school.
- b. Certification from the proper military authority to verify the employee's eligibility for the family military leave requested.
- c. 14-day advance notice of the intended date upon which the leave will begin, if leave will consist of five or more work days.
- d. As much advance notice as possible of the intended date upon which the leave will commence, if leave will consist of less than five work days.

II. Relationship with District During Leave

A. Leave to Be Unpaid

All leave provided to employees under the provisions of the NFMLA and this policy shall be unpaid leave.

B. Benefits

1. Taking leave under the NFMLA shall not result in the loss of any employee benefit accrued before the date on which the leave commenced.
2. Any employee who takes leave under the NFMLA will be permitted to continue their benefits at their own expense.
3. Payment for benefits must be made to the district in advance of the date on which they are due. For example, if health insurance premiums are paid to the carrier by the district on the 1st of the month, the employee taking leave under the NFMLA must provide

the full cost of the premium to the district prior to that date. Failure to provide the full costs for all benefits the employee wishes to continue in advance of their due date may result in cancellation of benefits as permitted by law.

III. Return from Leave

A. Restoration to Position

1. Any employee who exercises the right to leave under the NFMLA shall be restored by the district to the position held by the employee when the leave commenced or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment.
2. This section does not apply if the district proves that the employee was not restored because of conditions unrelated to the employee's exercise of rights under the NFMLA.

B. Failure to Return

If an employee fails to return after the period of leave to which the employee is entitled has expired, and no additional qualifications for leave exist, the employee will be subject to the district's policies governing unexcused absences up to and including termination of employment.

Adopted on: 7/10/17

Revised on: 7/8/24

Reviewed on: 11/10/25

4012 Staff Internet and Computer Use

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.

3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic

communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986,

as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Adopted on: 7/9/18

Revised on: _____

Reviewed on: 11/10/25

4015
Prohibition Against Employment of Board Members

Nebraska statutes prohibit board members from serving as a teacher on a regular teaching contract.

The board will allow a member of the board of education to be employed by the school district in a non-teaching capacity, including substitute teaching. Board members who are also employed by the district are strictly prohibited from discussing any issue with students, staff or parents in their capacity as an employee that may come before the board.

This policy does not prohibit the board from contracting with members of the board for services or products when the relationship is not one of employer/employee and such contracts are in compliance with the requirements of statute and board policy regarding conflicts of interest.

Adopted on: 2/13/17

Revised on: _____

Reviewed on: 11/10/17

4016
Jury Duty or Service as Witness in Court

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Adopted on: 2/13/17

Revised on: _____

Reviewed on: 11/10/25

4023
Professional Ethics

The Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education, are the minimum standards for all certificated staff members of the school district. All certificated employees are responsible for reading, understanding, and complying with these standards.

Adopted on: 2/13/17

Revised on: _____

Reviewed on: 11/13/23, 11/10/25

4014
[Intentionally Left Blank]

Adopted on: 2/13/17

Revised on: _____

Reviewed on: 11/10/25

4013 Grievance Procedure

Definition of Grievance. A grievance is an allegation by an employee or group of employees that there has been a violation of a provision of the negotiated agreement or a policy of the board of education.

Procedural Steps. The procedure for handling grievances is as set forth below.

Step 1 - Oral Notice to Principal. The grievant shall initiate the grievance by presenting it to his or her principal or immediate supervisor within seven (7) days from the date that the grievant knew or should have known of the incident giving rise to the grievance.

Step 2 - Written Grievance to the Principal. If the grievance is not resolved to the satisfaction of the grievant within five (5) days of the meeting with the principal, the grievant representative may present the grievance in writing to the principal.

The principal shall schedule a meeting within three (3) days of receipt of the written grievance to discuss the elements of the grievance. The principal shall submit his or her determination in writing to the grievant within five (5) days of the meeting.

Step 3 - Written Appeal to the Superintendent of Schools. If the determination of the principal is not satisfactory to the grievant, the grievant may appeal it to the superintendent of schools or his or her designated representative. Said appeal shall be presented, in writing, to the office of the superintendent of schools within five (5) days of receipt of the principal's determination.

The superintendent of schools or a designee shall hold a formal meeting within seven (7) days of receiving the written appeal. The superintendent of schools or a designated representative shall make a written determination regarding the grievance within five (5) days of the date of the meeting.

Step 4 - Appeal to the Board of Education. If the determination of the superintendent of schools is not satisfactory to the grievant, the grievant may appeal it to the board within five (5) days of receipt of the superintendent's decision. The board

shall hear the grievance within thirty (30) days in open or closed session in accordance with the law. The board shall notify the grievant of its decision within five (5) days of hearing the grievance.

Written Presentation. All grievances presented at Step 2 and subsequent steps of the procedure shall set forth in writing all facts giving rise to the grievance, the provision(s) of the Agreement or policy alleged to have been violated, the names of the grievant(s), the names of all witnesses, and the remedy sought by the grievant. All grievances at Step 2 and appeals at Step 3 and Step 4 shall be signed and dated by the aggrieved employee. All written answers submitted by the district shall be signed and dated by the appropriate district representative.

Grievance Meetings or Hearings. All meetings and hearings conducted under this procedure up to and including Step 3 shall be conducted in private and shall include only the administration's representatives, the grievant, the grievant's representatives, and witnesses as necessary.

Association Representation. A grievant shall have the right to have an Association representative present to represent the grievant at each level of the grievance procedure.

Reprisals. No reprisals of any kind shall be taken against any employee who uses this grievance procedure in good faith.

Withdrawal of a Grievance. A grievant may withdraw his or her grievance at any level of the procedure without fear of reprisal from any party.

Advanced Step Filing. A grievance shall be filed initially at the level at which the decision resulting in the grievance was made.

Time Limitations. Time limitations herein are critical. All references to days are to calendar days. No grievance shall be accepted by the district unless it is submitted or appealed within the time limits set forth in this Agreement. If at any time during the grievance process, it is discovered that the grievance was not filed or appealed in a timely manner, the grievance shall be dismissed. If the grievance is not submitted in a timely manner at Step 1 or Step 2, it shall be deemed to be waived. If the grievance is not appealed to Step 3 in a timely manner, it shall be deemed to have been settled in accordance with the

district's Step 2 determination. If the district fails to answer within the time limits set forth in this Agreement, the grievance shall automatically proceed to the next step.

When the deadline for taking an action falls on a Saturday, a Sunday or a legal holiday, the time for taking the action shall be extended to the next working day.

Requirement to Grieve. This grievance procedure is not discretionary and cannot be waived except through the express written consent of the board. No administrator or board member, individually, has the authority to waive the requirements of this procedure. Any grievance covered by this procedure but not raised pursuant to the requirements herein, including any grievance abandoned, will be forfeited.

Bad Faith or Serial Filings. The purpose of the grievance procedure is to resolve complaints and grievances regarding covered matters at the lowest level possible within the chain of command. Grievances filed without any intention to attempt to resolve the issues raised; for the purpose of adding administrative burden; or for purposes inconsistent with the professional obligations of district staff members may be dismissed by the superintendent without providing final resolution other than noting the dismissal on a basis in this section.

Adopted on: 7/9/18

Revised on: 2/3/22

Reviewed on: 11/10/25

4020
Ownership of Copyrighted Works

Works created by district employees in the course and scope of their employment remain the property of the district. The board may enter into a written agreement with a staff member allowing the staff member to share ownership of a copyright in the covered work. The board will only enter into such an agreement if the written work was created apart from, and in addition to, what the district requires and if the district will not incur an expense to replace the work.

The board hereby expressly grants to other educational entities located within Nebraska a non-exclusive license to use the district's copyrighted works for educational purposes within Nebraska when those works have been placed onto collaborative learning systems within the State.

Adopted on: 2/13/17

Revised on: _____

Reviewed on: 11/10/25

4017

Relations with Employee Collective Bargaining Associations

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

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

Adopted on: 2/13/17

Revised on: 8/24/23

Reviewed on: 11/10/25

4018
Corporal Punishment

Corporal punishment, defined as the infliction of bodily pain as a penalty for disapproved behavior, is prohibited. Some physical contact is inevitable, and most of it is appropriate. Therefore, physical contact, short of corporal punishment, is acceptable to promote personal interaction with students, to maintain order and control, and to protect persons and property.

Adopted on: 2/13/17

Revised on: _____

Reviewed on: 11/10/25

4019 Workplace Injury Prevention and Safety Committee

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

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

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

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

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

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

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

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

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

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

Adopted on: 7/10/17

Revised on: _____

Reviewed on: 11/10/25

4011
Employee Leave Under the Family and Medical Leave Act
(FMLA)

The school district shall provide leave to its employees in accordance with the Family and Medical Leave Act ("FMLA"). The terms used herein shall have the meaning ascribed to them under the FMLA. Employees may also qualify for leave under the Nebraska Family Military Leave Act, which is covered under the district's policy for that law. If an employee qualifies for leave under both the Family and Medical Leave Act and the Nebraska Military Leave Act, any leave taken by the employee will count concurrently toward the leave limits of both acts.

I. Qualifying for Leave

A. Qualified Employees

1. To be eligible for ***unpaid*** leave under this policy, an employee must:
 - a. Make the request for leave at a time when the school district employs 50 or more workers;
 - b. Have been working for the school district for at least 12 months prior to the request; and
 - c. Have worked a minimum of 1,250 hours during the 12-month period immediately preceding the commencement of the leave.
2. The applicable 12-month period for computing an employee's entitlement to FMLA leave shall be "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.
3. Employees ineligible for FMLA leave for any reason may be eligible for leave under the Nebraska Family Military Leave Act and should consult policy 4011.1.

B. Qualified Circumstances Necessitating Leave

1. The school district will grant an eligible employee up to a total of 12 workweeks of ***unpaid*** leave under the following conditions:
 - a. For birth of a son or daughter, and to care for the newborn child;
 - b. For placement of a son or daughter with the employee for adoption or foster care;
 - c. To care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. Because of a serious health condition that makes the employee unable to perform the functions of his or her job; or
 - e. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation

2. The school district will grant an eligible employee who is the spouse, son, daughter, parent or next of kin of a Covered Servicemember a total of 26 workweeks of ***unpaid*** leave during a 12-month period to care for the service member as permitted under the FMLA. The leave described in this paragraph shall only be available during a single 12-month period.

For purposes of this provision and this policy, "Covered Servicemember" includes both Military Members and covered Veterans, so long as the covered Veteran was discharged or released under conditions other than dishonorable at any

time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran.

3. During the single 12-month period described in paragraph I(B)(2), an eligible employee shall be entitled to a combined total of 26 workweeks of leave under paragraphs I(B)(1) and I(B)(2). Nothing in this paragraph shall limit the availability of leave under paragraph I(B)(1) during any other 12-month period.

C. Limitations on Leave

1. Leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or placement.
2. In any case in which a husband and wife both employed by the school district are entitled to FMLA leave:
 - a. The aggregate number of workweeks of FMLA leave to which both are entitled is limited to 12 during any 12-month period if such leave is taken (i) because of the birth of a son or daughter of the employee and in order to care for such son or daughter; (ii) because of the placement of a son or daughter with the employee for adoption or foster care; or (iii) to care for a sick parent who has a serious health condition; and
 - b. The aggregate number of workweeks of FMLA leave to which both that husband and wife are entitled is limited to 26 during the single 12-month period in which leave is taken to care for a Covered Servicemember and the husband and wife employees are both either the son, daughter, parent, or next of kin of such Covered Servicemember, if the leave is taken for this reason or a combination of

this reason and one of the three reasons described in paragraph I(C)(2)(a). If the leave taken by the husband and wife includes leave described in paragraph I(C)(2)(a), the limitation in paragraph I(C)(2)(a) shall apply to the leave described in I(C)(2)(a).

D. Qualifying Notice and Certification

Employees seeking to use FMLA leave will be required to provide:

1. 30-day advance notice when the need to take the leave is foreseeable; provided, if (a) the leave is for needed treatment which is required to begin in less than thirty days or (b) the leave is for the reason set forth in paragraph I(B)(1)(e), the employee shall provide such notice to the school district as is reasonable and practical;
2. Medical certification supporting the need for leave due to a Serious Health Condition affecting the employee or family member or to care for a Military Member, and/or due to a Serious Injury or Illness to care for a Veteran;
3. Second or third medical opinions and periodic re-certifications (at the school district's expense);
4. Certification supporting the need for leave because of a qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in the National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation;
5. Certification supporting the need for leave to care for a Veteran who was discharged or

released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran, and who is undergoing medical treatment, recuperation, or therapy for a Serious Injury or Illness; and

6. Periodic reports during leave, at a frequency reasonably requested by the superintendent, regarding the employee's status and intent to return to work.

E. Scheduling Leave

When leave is needed to care for a family member, for the employee's own illness, or to care for a Covered Servicemember, and such leave is foreseeable based on planned medical treatment, the employee must attempt to schedule treatment so as not to unduly disrupt the school district's operations.

II. Relationship with District During Leave

A. Leave to Be Unpaid

All leave provided to employees under the provisions of the FMLA and this policy shall be unpaid leave.

B. Substitution of Paid Leave

1. The school district requires employees to substitute any accrued paid vacation leave, paid personal leave, paid family leave, paid medical leave or paid sick leave for FMLA leave. However, nothing in this policy shall require the school district to provide paid sick or medical leave in any situation in which the school district would not normally provide such paid leave.
2. If an employee uses paid leave under circumstances which do not qualify as FMLA leave, the leave will not count against the

number of workweeks of FMLA leave to which the employee is entitled.

3. Any paid leave which is substituted for FMLA leave will be subtracted from the number of workweeks of unpaid leave provided by the FMLA and this policy.

C. Group Health Plan Benefits

1. The school district will continue group health plan benefits on the same basis as coverage would have been provided if the employee had been continuously employed during the FMLA leave period.
2. Any share of health plan premiums which have been paid by the employee prior to FMLA leave must continue to be paid by the employee during the FMLA leave period.

D. Intermittent or Reduced-Schedule Leave

1. Leave may be taken under this policy intermittently or on a reduced-leave schedule under certain circumstances.
 - a. When leave is taken because of a birth or because of a placement of a child for adoption or foster care, an eligible employee may take leave intermittently or on a reduced-leave schedule only with the agreement of the school district. In such a case, the superintendent shall have the authority to approve or disapprove such intermittent or reduced leave schedule, in the superintendent's sole discretion.
 - b. When leave is taken to care for a sick family member, for an employee's own serious health condition, or to care for a covered Veteran or Military Member, an eligible employee may take leave

intermittently or on a reduced-leave schedule when medically necessary.

- c. When leave is taken by an eligible employee because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation, the employee may take leave intermittently or on a reduced-leave schedule.
- d. When leave is taken by an eligible employee to care for a Covered Servicemember, including a Veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran, and who is undergoing medical treatment, recuperation, or therapy for a Serious Injury or Illness
- e. Intermittent or reduced leave shall not result in a reduction in the employee's total amount of leave beyond the amount of leave actually taken.
- f. When an instructional employee seeks to take intermittent leave in connection with a family or personal illness (e.g. physical therapy or periodic care for a sick relative) or to care for a covered Veteran or Military Member, and when such leave would constitute at least 20 percent of the total number of working days in the period during which the leave would extend, the school district may require the employee to elect to take leave in a block, instead

of intermittently, for the entire period or to transfer to an available alternative position within the school system that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent leave.

2. If an eligible employee requests intermittent leave or leave on a reduced-leave schedule that is foreseeable based on planned medical treatment, including during a period of recovery from a serious health condition, the school district may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position. Such alternative position must have equivalent pay and benefits as the employee's permanent position.
3. Leave taken on an intermittent or reduced-schedule basis will be tracked hourly.

III. Return from Leave

A. Restoration to Position

1. On return from FMLA leave, an employee is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
2. Any leave taken under this policy will not result in the loss of any employment benefits accrued prior to the date on which the leave commenced.
3. An eligible employee is not entitled to accrual of any seniority or employment benefits during any period of leave, or any right, benefit, or position of employment other than to which the

employee would have been entitled had the employee not taken leave.

B. Denial of Restoration

1. The school district reserves the right to deny restoration to any eligible employee who is a "key employee" (that is an employee who is salaried and among the highest paid 10% of the employees of the school district) if such denial is necessary to prevent substantial and grievous economic injury to the operations of the school district.
2. If the school district intends to deny restoration to such an employee, it will:
 - a. notify the employee of his/her status as a "key employee" in response to the employee's notice of intent to take FMLA leave;
 - b. notify the employee as soon as the school district decides it will deny job restoration and explain the reasons for this decision;
 - c. offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and
 - d. make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

C. Failure to Return from Leave

If an employee fails to return from FMLA leave after the period of leave to which the employee is entitled has expired, the employee shall reimburse the district for any premiums the employer paid for maintaining health insurance coverage for the employee during the employee's FMLA leave unless the reason the employee does not return is due to: (1) the

continuation, recurrence, or onset of the serious health condition which entitled the employee to FMLA leave and the employee provides the district with sufficient certification from the proper health care provider of such continuation, recurrence, or onset of the serious health condition or (2) other circumstances beyond the employee's control.

IV. Notice to Employees

- A.** The school district will post in conspicuous places where employees are employed notices explaining the FMLA and providing information concerning the procedures for filing complaints of FMLA violations with the U.S. Wage and Hour Division.

- B.** To the extent that any provision in this policy is in any manner inconsistent with the provisions of the Act or the regulations promulgated thereunder, the Act and regulations shall prevail over the provisions of this policy. The school district reserves the right to modify this policy from time to time in its sole discretion.

- C.** Employees may direct any questions or concerns regarding FMLA leave to the superintendent.

Adopted on: 7/10/17

Revised on: 7/8/24

Reviewed on: 11/10/25

4002 Drug Free Workplace

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

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

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

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

Adopted on: 2/13/17

Revised on: _____

Reviewed on: 11/10/25

4003 Drug Policy Regarding Drivers

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

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

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

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

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

receiving receipts for shipments loaded or unloaded; and (6) all time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

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

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

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

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

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

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

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

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

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

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

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

Serious Injury to the Driver. If a driver is so seriously injured that he or she cannot submit to testing at or immediately after the time of the accident, the driver must provide the necessary authorization for the district to obtain

hospital reports or other documents that would indicate whether there were controlled substances or alcohol in the driver's system.

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

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

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

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

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

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

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

Adopted on: 2/13/17

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

Reviewed on: 11/10/25

4004 Employment of Relatives, Domestic Partners and Significant Others

It is in the school district's best interest to hire the best qualified candidate for employment. However, the district must use sound judgment in hiring and placing employees who are closely related, reside together as domestic partners, or are involved in close relationships for the following reasons: avoiding conflict of interest and the appearance of a conflict of interest; avoiding favoritism and the appearance of favoritism; promoting collegiality among employees; minimizing lost productivity; easing the task of managing employees; avoiding friction and conflict when marriages or relationships break down; and avoiding claims of sexual harassment.

For the purposes of this policy, the term "relative" refers to a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation. "Domestic partner" refers to individuals who reside in the same household and are involved in a relationship, who may hold themselves out to the public as marital partners, but who are not legally married. "Significant others" refers to individuals who are dating or engaged to be married but may or may not reside together. This policy applies to all categories of employment including regular, temporary, and part-time classifications.

Generally, an employee's relative, domestic partner, or significant other should not be hired to work in the same department as the employee or in any other position in which the district believes a conflict or the appearance of a conflict may exist. Relatives, domestic partners, and significant others are permitted to work at the district provided one does not report directly to, supervise, or manage the other. The superintendent and/or board may make exceptions to this general rule.

Employees in a supervisory-subordinate relationship or employed in the same department who marry, become domestic partners, or become significant others while employed will be treated in accordance with these guidelines, and one of the employees will be transferred at the earliest practicable time. The transfer will be voluntary when possible. When a voluntary transfer is not possible, the superintendent will make the decision based upon the importance of each job, the needs of the district, and the availability of candidates to fill either position. The district shall endeavor to place the transferred employee in a position which is similar in terms of pay and benefits. The superintendent and/or board may make exceptions to this general rule.

Adopted on: 2/13/17

Revised on: _____

Reviewed on: 10/10/23, 11/10/25

4008 Outside Employment

1. An employee's responsibilities to the district take precedence over personal responsibilities during school hours. Employees may not engage in other employment business activity during assigned duty hours.
2. Tutoring
 - a. Teachers are expected to assist students who are having learning problems as part of the teachers' employment. Such assistance is expected both in the classroom and at other times during the school day.
 - b. A teacher shall not solicit a student or parent to retain the teacher as a tutor and shall not act as a tutor for pay or other remuneration for any student who is then enrolled in any class taught by that teacher.
 - c. In all other cases during the school year, a teacher may act as a tutor for pay or other remuneration upon prior approval of the building principal and superintendent or designee.
3. Employees shall attend to personal matters outside their assigned duty hours with the district whenever possible.
4. Employees may conduct business on behalf of the district during assigned duty hours, but at times that do not disrupt or interfere with teaching responsibilities or student activities.
5. Employees shall not misrepresent, either expressly or by implication, that any activity, solicitation, or other endeavor is sponsored, sanctioned, or endorsed by the district.
6. In any written or verbal presentation by an employee that might be perceived as being sanctioned, sponsored, or endorsed by the district, other than district-related instruction or presentation to district students or personnel, the employee shall communicate to the audience or recipients that the views expressed are those of the employee and not necessarily those of the district or board.
7. Sale of goods or services by employees.

- a. Employees shall not sell, solicit or promote the sale of goods or services to students.
 - b. Employees shall not sell, solicit or promote the sale of goods or services to parents of students when the employee's relationship with the district is used to influence any sale or may be reasonably perceived by parents as attempting to influence any sale.
 - c. Employees with supervisory or managerial responsibilities shall not sell, solicit or promote the sale of goods or services to employees over whom they have such responsibilities in any manner that could reasonably be perceived as coercive by the subordinate employee(s).
 - d. Employees shall not use employee, student, or parent directories in connection with the solicitation, sale, or promotion of goods or services and shall not provide any such directory to any person or entity for any purpose without the prior knowledge or approval of the building principal.
8. No school board member, administrator, teacher, or other employee shall use the personnel, facilities, resources, equipment, property, or funds of the district for personal financial gain or business activities.
 9. All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district; and the district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.
 10. Staff may not exploit their professional relationships for personal gain.

Adopted on: 2/13/17

Revised on: _____

Reviewed on: 5/13/24, 11/10/25

4007
Personnel Records

The district shall maintain a personnel file regarding each employee. All materials in a personnel file, except for employment references and information that was gathered in the process of assessing an applicant for hiring, shall be available to the employee for review within a reasonable period of time of the employee's request. Employees (or individuals to whom employees have given written authorization) may inspect the contents of their personnel files only in the presence of an administrator or a person designated by the administration.

An employee may respond to any document(s) in his or her personnel file by submitting a written response to the person responsible for keeping the file, who shall attach the response to file copies of the disputed document.

No person other than school officials engaged in their professional duties shall be granted access to employees' personnel files, and the contents of such files shall not be divulged in any manner to any unauthorized person. An attorney acting on behalf of the board of education or administration is deemed to be a school official.

Adopted on: 2/13/17

Revised on: _____

Reviewed on: 2/12/24, 11/10/25

4006
Workers' Compensation Insurance

The school district shall provide workers' compensation insurance for the protection of the district and its employees, and such other insurance as the board deems appropriate or has agreed to provide pursuant to a contract or collective bargaining agreement.

Adopted on: 2/13/17

Revised on: _____

Reviewed on: 5/13/25, 11/10/24

4005

Communication Between the Board and District Employees

Employees have the same right to communicate with the board about matters of public concern as other patrons of the district. Regarding employment-related issues, employees must follow the applicable board policies and/or contractual procedures regarding the administrative chain of command, complaints, grievances and other applicable processes.

When appropriate, the superintendent shall inform employees of official board policies, directives, actions and concerns.

Adopted on: 2/13/17

Revised on: _____

Reviewed on: 11/13/23, 11/10/25

4009
Restrictions on Employees Receiving Gratuities

An employee who, because of his or her employment by the school district, receives any bonus merchandise or gift with a value over \$ 50.00 must disclose the receipt of such gift to the superintendent, who will then report that gift to the board. The superintendent, at his or her discretion, may require that the gift become the property of the district. No certificated staff member may accept any gift which will impair the professional judgment of the recipient.

Employees are directed to discourage merchants from offering bonus paraphernalia in exchange for the school's patronage.

Adopted on: 2/13/17

Revised on: _____

Reviewed on: 5/13/24, 11/10/25

4010
Inclement Weather

Unless the superintendent directs otherwise, staff shall not be required to report when school is canceled due to inclement weather.

If school is canceled during the day because of inclement weather, classified and certified personnel may be released after students have been excused. Classified and certified personnel who miss work due to inclement weather when school is in session will not be paid for time missed or will be charged an applicable leave day.

Adopted on: 7/10/17

Revised on: _____

Reviewed on: 8/3/23, 11/10/25

2.11. Review, discuss, and take all necessary action in amending Policy #6004 of the HPC Board of Education Policies

6004 Curriculum Development

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

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

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

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

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

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

Curriculum and Textbook Adoption Schedule

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

SUBJECT AREAS	REVIEW	ADOPTION
Foreign Language Fine Arts/Music		K-12 (Music Play Online) 9-12 (Foreign Lan. Standards Based) Fall 2023)
K-12 Language Arts		K-5 (CKLA) Fall-2020, 6-8- (Amplify) Fall-2020, 9-12 (Study Sync) Fall 2023, Pre-K (Creative C.) Fall 2020
Math		Pre-K (Creative C.) 2020, K-6 (Math Expressions) Fall 2021, 7-12 (Envisions) Fall 2021
Technology		
Science		Pre-K (Creative C.) Fall 2020, K-3 (Amplify Sci.) Fall 2024, 4-8 (Amplify Sci.) Fall 2022, 9-12 (Open Sci.) Fall 2023
Physical Ed/Health		9-12 (Comprehensive Health Skills) Fall 2023 7-8 (Comprehensive Health Skills) Fall 2024
Vocational		7-12 (iCEV) Fall 2023
Social Studies		Pre-K (Creative C.) Fall 2020, K-12 (TCI) Fall 2023
Financial Literacy		9-12 (Next Gen Personal Finance) Fall 2022
Computer Science and Technology		

Adopted on: 6/12/17

Revised on: 12/13/21, 6/12/23, 11/10/25

Reviewed on: 7/10/23, 2/12/24

2.12. Review, discuss, and take all necessary action on skidster bids.

Please see the attached quote for the Kubota SSV65PHC skid steer which we currently have out on rent to Syngenta Seeds, a Brochure on the machine, and a Price/Spec. sheet on a Land Pride LM2596 96"/1.31 yard volume, (snow), bucket. Here are the specifications of what I am pricing you:

1. Kubota SSVPHC with Cab-heat & air.
2. AM/FM/WB/Blue Tooth radio-added.
3. Pilot controls-boom & bucket/speed & steering.
4. 68" Heavy Duty, low profile-long floor bucket w/bolt on cutting edge-added.
5. Hydraulic bucket connect.
6. Standard flow hydraulics-no high flow.
7. Hose stay on boom for hose routing.
8. Engine block heater-added.
9. Auxiliary hydraulics-front of machine.
10. Vinyl adjustable suspension seat.
11. 18 GPM hyd. flow.
12. 10 X 16.5 8PR tires.
13. Electronic dial and foot throttle.
14. 2 front, 2 rear, top of cab work lights.
15. Hour meter, engine coolant temp., fuel gauge, warning lights on panel.
16. Horn & backup alarm.
17. Lockable fuel cap door.
18. Kubota V2607 Tier 4 4 cylinder turbo-diesel engine-65 HP.
19. 1,950 # rated lift capacity @ 50% tip.
20. 11.1 MPH top travel speed.
21. 121.5" lifting height w/bucket level.
22. 6,800# Operating weight.
23. Includes Land Pride LM2596 96" 1.31 YD snow bucket.

So this machine is identical to the one you drove in our yard, except it does not have high flow, which I don't think you need. With the 68" bucket and the 96" snow bucket, you should have everything you need to move any material you want. While this machine is a rental and will have up to 60 hours on it, but it does not interrupt the warranty or government discount you will receive-you will have a 2 year, 2000 hour warranty upon purchase, and the ability to purchase up to 2 more years of warranty if desired.

This machine, as quoted, list for \$65,525.00, with the rent-and your government discount applied, your School's purchase price would be **\$47,900.00**. This offer is good while we have this machine. They took a 3% price increase in September which didn't effect this machine as it was already on the ground at our dealership. Feel free to call if you have any questions about the machine or the price and I will be glad to work with you in getting more information out if needed. Thank you for your interest, we always appreciate your business.



Quote Number: 955216
 Effective Date: 11/07/2025
 Valid Through: 11/30/2025



Ship To	Kubota Dealer		Bill To
High Plains Community School Jason Brown 260 Pine St. Polk, NE 68654 Work: (402) 765-2271 jasonbrown@hpcstorm.org	Grand Kubota 4625 E US Hwy 30 Grand Island, NE 68801	Richard Landell Phone: (308) 216-1841 Email: rich@grandkubota.net	High Plains Community School Jason Brown 260 Pine St. Polk, NE 68654 Work: (402) 765-2271 jasonbrown@hpcstorm.org

SSV65PHC - SKID STEER LOADER W/ISO AC CAB & HYDRAULIC QUICK COUPLER



Description	Manufacturer	Model #	Qty	Price Each	Total
SKID STEER LOADER W/ISO AC CAB & HYDRAULIC QUICK COUPLER	Kubota	SSV65PHC	1	\$58,115.00	\$58,115.00
68 Heavy Duty, Low Profile, Long Floor, Cutting Edge, Side Cutter, 17.9 cu-ft heaped capacity	Kubota	AP-HD68LLC	1	\$2,299.00	\$2,299.00
RADIO KIT FOR CLOSED CAB	Kubota	A-77700-04757	1	\$267.00	\$267.00
HOSE STAY FOR SSV/SVL MODELS	Kubota	S6763	1	\$144.00	\$144.00
BLOCK HEATER	Kubota	A-70000-73274	1	\$79.00	\$79.00
25 Series Light Material Bucket, 96" Width35.4 cu/ft Struck Capacity	Land Pride	AP-LM2596-01	1	\$3,116.00	\$3,116.00

Cash Details

Equipment Total **	\$64,020.00
Freight	\$880.00
Setup	\$625.00
Cash Sub-total	\$65,525.00

Quoted prices are only valid for 30 days from the date of the quote.

Kubota Disclaimer

Sales quote can only be provided by a participating Kubota dealer. Only Kubota and Kubota performance-matched Allied equipment are eligible. Inclusion of ineligible equipment may result in a higher blended APR. Stand Alone Kubota or Allied implements and attachments/accessories are subject to stand alone programs. Financing is available through Kubota Credit Corporation, U.S.A.; subject to credit approval. Program eligibility requirements are subject to change without notice and may be withdrawn without notice. Some exceptions apply. See dealer or go to KubotaUSA.com for more information.



Quote Number: 955216
 Effective Date: 11/07/2025
 Valid Through: 11/30/2025



Purchase Options

Purchase Type	Sub-Total **	Incentives	Total After Incentives	Est. Taxes	Equipment Total	Down Payment	Est. KTAC Insurance	Amount Financed at Rate	Amount Financed at 0%	Est. Monthly Payment *
Cash	\$65,525.00	\$0.00	\$65,525.00	\$0.00	\$65,525.00	--	--	--	--	--

* Blending of APR may occur if the amount financed exceeds 125% of max invoice of New Kubota and selected New Allied Implements/Accessories using non-Kubota rates. KTAC, Orange Protection and K-Maintenance are blended using 0%.

Quoted prices are only valid for 30 days from the date of the quote.

Kubota Disclaimer

Sales quote can only be provided by a participating Kubota dealer. Only Kubota and Kubota performance-matched Allied equipment are eligible. Inclusion of ineligible equipment may result in a higher blended APR. Stand Alone Kubota or Allied implements and attachments/accessories are subject to stand alone programs. Financing is available through Kubota Credit Corporation, U.S.A.; subject to credit approval. Program eligibility requirements are subject to change without notice and may be withdrawn without notice. Some exceptions apply. See dealer or go to KubotaUSA.com for more information.



S Series

SSV65PHC - SKID STEER LOADER W/ISO AC CAB & HYDRAULIC QUICK COUPLER

*** EQUIPMENT IN STANDARD MACHINE ***

FEATURES

Vertical Lift Path Loader Frame
Standard Front Quick Coupler, Float Standard
Hydraulic Quick Coupler Option
One Way Self-Leveling
with Kubota Shock-less Ride (KSR) Option
Loader Boom Lock
Open ROPS & Air Conditioned ROPS/FOPS Cab Models
Adjustable, Vinyl, Suspension Seat
2" Retractable Seat Belt and 2-Piece Seat Bar
12V Electric Outlet
18 gpm Auxiliary Hydraulics,
28 gpm High Flow Hydraulics Option
Direct To Tank Return Line
10x16.5, 8PR Heavy-Duty Tires
Two Speed Travel System
Spring Applied Hydraulically Released (SAHR) Brakes
Gear Drive Pumps & Variable Loader
and High Flow Pumps (if equipped)
Mechanical Hand & Foot Controls
Electronic Dial Throttle
Automatic Glow Plugs
Key Switch Stop/Start System
Self-Bleed Fuel System
2 Front and 2 Rear Working Lights
2 Front Corner Lights & 2 Rear Red Tail Lights
Hour Meter, Engine Temperature and Fuel
Gauges and Warning Lights
Horn and Backup Alarm
Lockable Fuel Cap Door
Bolt On Grab Handles to enter machine

ISO-PILOT CONTROL BASIC UNIT

SSV65PHC, AC Enclosed Cab,
Hydraulic Quick Coupler

OPERATIONAL DIMENSIONS

Operating Weight*, SSV65P*,
Open ROPS/FOPS Cab,
Mechanical Quick Coupler 6,790 lbs.
Tipping Load 3,900 lbs.
Auxiliary Hydraulics Flow 18.0 / 28.0 gpm
Travel Speed (Low / High) 6.9 / 11.1 mph
Reach @ Maximum Height 32.7"
Height to Hinge Pin 121.5"
Ground Clearance 7.6"
Traction Force 7,339 lbf.
Rated Operating Capacity (ROC) @ 50% of Tipping Load for 1,950
lbs

* Includes operator's weight, 175 lbs.

ENGINE

V2607 Kubota CR-TE4, Tier 4 Diesel Engine
4-Cylinder, 4 Cycle, Turbo Charged
64 Gross HP @ 2700 rpm
2.6 L Displacement
166 lbf-ft Peak Torque

DIMENSIONS

Cab Height 79.9"
Width over wheels 66.5"
Width with 68" standard bucket 69.0"
Length without bucket 106.3"
Length with standard bucket 135.4"



Orange Protection

It is a true Kubota warranty - an extension of the basic warranty. Backed by the manufacturer.

There is no deductible.

Orange Protection can be financed with the sale of the machine.

Repairs are performed by an Authorized Kubota dealer who will use genuine Kubota parts.

Orange Protection is transferable.

You get comprehensive machine coverage which means peace of mind and protection on your investment.

KTAC

Benefits of a Term Policy through KTAC*:

1. Meets the insurance requirement for Kubota Credit Corporation, U.S.A
2. Original Sales Price Protection for the first 60 months (plus taxes and fees)
3. Locked-in rate for the term of the contract
4. Premium included with retail contract payment
5. Low \$250 deductible per occurrence
6. Dedicated claims service

*This is a summary of the Kubota-Endorsed Property Damage Insurance. This information is not a complete description of all terms, conditions, and exclusions applicable. Actual coverage is subject to the language of the policy issued. This policy is underwritten and issued by Ohio Indemnity Company. Policy is offered and valid only to residents located in the fifty states of the United States of America. Policy is not available for U.S. districts and territories, Canada, or Mexico.



Quotation Number: **RK1460348**
 Quote Sent Date: **Oct 15, 2025**
 Expiration Date: **Dec 14, 2025**
 Prepared By: **Rick Kraft**
 Phone: (308) 390-9010
 Email: rick@cnebobcat.com

Customer
High Plains School
 Polk, NE, 68654
 Phone: 308-440-8271

Contact
Jason Brown
 Phone: 308-440-8271
 Email: jasonbrown@hpcstorm.org

Dealer
Central Nebraska Bobcat, Grand Island, NE
 3809 WESTGATE ROAD
 GRAND ISLAND, NE, 68803-4927

Item Name	Item Number	Quantity	Price Each	Total
S590 T4 V2 Bobcat Skid-Steer Loader	M0675	1	52,021.00	52,021.00
Standard Equipment:				
68.0 HP Tier 4 Turbo Diesel V2 Engine			Horn	
Auxiliary Hydraulics: Standard Flow			Instrumentation: Engine Temperature & Fuel Gauges, Hour meter, RPM and Warning Indicators.	
Backup Alarm			Lift Arm Support	
Bob-Tach Attachment System			Lift Path: Vertical	
Bobcat Interlock Control System (BICS)			Lights, Front & Rear	
Controls: Hand and Foot (Manual)			Operator Cab	
Cylinder Cushioning - Lift, Tilt			Includes: Adjustable Suspension Seat, Top & Rear Windows, Parking Brake, Seat Bar & Seat Belt	
Engine/Hydraulic Performance De-rate Protection			Roll Over Protective Structure (ROPS) meets SAE-J1040 & ISO 3471	
Glow Plugs (Automatically Activated)			Falling Object Protective Structure (FOPS) meets SAE-J1043 & ISO 3449, Level I; (Level II is available through Bobcat Parts)	
			Parking Brake: Wedge Brake System	
			Tires: 10-16.5, 10 PR Bobcat Heavy Duty	
			Warranty: 2 years, or 2000 hours whichever occurs first	
Comfort Package	M0675-P11-C07	1	8,103.00	8,103.00
<i>Included:</i> Comfort Package Includes: Enclosed HVAC Cab, Two-Speed Travel, Power Bob-Tach, 7-Pin Attachment Control, Single Direction Bucket Positioning, Ride Control,				
Selectable Joystick Controls	M0675-R01-C04	1	815.00	815.00
68" Heavy Duty Bucket	7272679	1	1,712.00	1,712.00
Bolt-On Cutting Edge, 68"	6718006	1	282.46	282.46
80" Light Material Bucket	7279102	1	2,231.00	2,231.00
Bolt-On Cutting Edge, 80"	6718008	1	332.11	332.11
4K Heavy Duty Pallet Fork Frame	7294305	1	606.00	606.00
42" 4K Heavy Duty Pallet Fork Teeth	6540183	1	438.00	438.00
Electrical & Lighting - Block Heater Kit	7328972	1	85.92	85.92
Bluetooth Radio Kit	46899213	1	475.61	475.61
Total for S590 T4 V2 Bobcat Skid-Steer Loader				67,102.10
Quote Subtotal				67,102.10
Dealer PDI				450.00
Tariff Surcharge				15.98

Freight Charges	1,450.00
Destination Charges	285.00
Dealer Assembly Charges	552.50
<i>State Contract Discount</i>	-19,478.58
Sales Total before Taxes	50,377.00
Taxes	0.00
Quote Total - USD	50,377.00

Customer Acceptance:

Quotation Number: **RK1460348**

Purchase Order: _____

Authorized Signature:

Print: _____ Sign: _____

Date: _____ Email: _____ Tax Exempt: Y / N

2.13. Review, discuss, and take all necessary action on the NSAA football declaration.

HPC Football Classification Summary

Date: November 30, 2025

Prepared by: Greg Wood, Activities Director

NSAA Declaration Overview

- **Deadline:** November 30, 2025
 - **Purpose:** Schools must declare participation in **11-man, 8-man, or 6-man** football.
 - Schools may also declare intent to **“Opt Up” or “Opt Down.”**
 - Declarations are for a **two-year cycle.**
-

NSAA Classification Guidelines

Format Enrollment Range (Grades 9–11 Boys)

Notes

11-Man 56+	—
8-Man 55 & Below	Increased from 47; now split into 3 divisions
6-Man 27 & Below	Unchanged from previous cycle

Current Participation (as of Nov. 4):

- **8-Man:** 98 teams declared
 - Division 1 – 32 teams
 - Division 2 – 33 teams
 - Division 3 – 33 teams
 - **6-Man:** 31 teams declared
 - Nearby 6-man schools: Dorchester, Elba, Grand Island Lutheran, McCool, Meridian, Parkview Christian, Riverside
 - **Yet to Declare:** 42 schools (including HPC, Giltner, and Nebraska Lutheran)
-

HPC Enrollment Trends (Grades 9–11 Boys)

Cycle	Enrollment	Change	Notes
2021–2022	29	—	
2023–2024	28	↓1	
2025–2026	22	↓6	Current cycle
2027–2028 (Projected)	18	↓4	Forecasted

- **22 boys'** places HPC based upon 23-24 cycle:
 - Tied for **3rd smallest** 8-man school
 - Tied for **14th smallest** 6-man school
-

2024 Football Season Summary

- **Start of Season:** 15 players
 - **Mid-Season Addition:** +1
 - **End of Season:** 11 players available
 - Despite low numbers, the team **completed the season** and demonstrated **strong effort and commitment**.
 - Practice limitations made competing against full 8-man rosters difficult.
-

Player & Program Outlook

- Players support **transitioning to 6-man football** for sustainability and safety.
 - Acknowledgement that staying in 8-man with limited numbers is not feasible.
 - Three 8th graders attended a **6-man game (Hampton vs Wallace)** and responded positively.
-

Recommendation

Move to 6-Man Football for the 2025–2026 cycle.

Rationale:

- Declining enrollment projections
 - Player safety and program stability
 - Competitive balance and sustainability
-

3. Executive Session
4. Motion to Adjourn
5. ***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**
6. ***SEQUENCE OF AGENDA: The sequence of agenda topics is subject to change at the discretion of the board.**