

Agenda

1. Preliminary Procedures
 - 1.1. Call meeting to order & announce Open Meetings Act is Posted
 - 1.2. Public Notice as publicized per board policy
 - 1.3. Roll Call
 - 1.3.1. Action to excuse board members if necessary
 - 1.4. Pledge of Allegiance
 - 1.5. **1.5 Mission The school district of Seward--where every student, every day is a success--affirms that all students will have the skills to become productive and contributing members of a global community. In cooperation with family and community members, the district is committed to the development of each student academically, emotionally, socially, and physically.**
 - 1.6. Approval of Agenda
2. Public Forum: (The Board President reserves the right to place time limits on individuals and topics.)
 - 2.1. Public Forum on Agenda Items: This is your opportunity to speak to items on the agenda. If you are not a part of the presentation of the agenda item you need to speak now. Thank you for your participation.
 - 2.2. Public Forum on Any Topic: This is your opportunity to speak to any topic concerning the school district. Since it is not an agenda item the board cannot discuss or take action at this time on the matter. Future discussion can be requested as an agenda item. Thank you for your participation.
3. Reports
 - 3.1. Administrator Reports
 - 3.2. Superintendent's Report
4. Discussion Items
 - 4.1. COVID-19 Update
5. Old Business
 - 5.1. Second Reading of Board Policies
6. New Business
 - 6.1. Staff Handbook 2021-2022
 - 6.2. Student Fees Policy
 - 6.3. Community Foundation Grant
 - 6.4. Substitute Teacher Pay 21-22
7. Future Agenda Items
8. Consent Agenda
 - 8.1. Approval of Minutes
 - 8.2. Approval of Financial Reports
 - 8.2.1. Treasurer
 - 8.2.2. Budget

- 8.2.3. Activities
- 8.2.4. Athletic
- 8.3. Approval of Claims
 - 8.3.1. General Fund
 - 8.3.2. Special Building Fund
 - 8.3.3. Depreciation Fund
 - 8.3.4. Gifts & Donations Fund
- 8.4. Approval of Consent Agenda
- 9. Adjournment

Please publish the following legal notice in the August 4, 2021 edition of the Seward County Independent. Thank you.

NOTICE OF SCHOOL BOARD MEETING

The board of education of the School District of Seward will meet in regular session on Monday, August 9, 2021 at 5:30 p.m. for a board study session to be followed by the 7:00 p.m. regular business meeting. The meeting will be held at the Administrative Offices located at 410 South St., Seward, Nebraska. An agenda for the meeting which shall be kept continually current is readily available for public inspection at the Superintendent's Office during normal business hours.

To view the agenda go to <http://SewardPublicSchools.org/> and find the eMeeting link.

School District of Seward Board Report

August 9, 2021

Jessica Dominy, Principal
Seward Elementary School

Enrollment: as of August 4, 2021

- Preschool: 51
- Kindergarten: 91
- 1st Grade: 100
- 2nd Grade: 96
- 3rd Grade: 109
- 4th Grade: 91
- Total: 538

Upcoming Seward Elementary Events:

- Tuesday, August 10th: Open House (5:00 - 6:30 PM)
- Thursday, August 12th: 1st Day of School (1:15 Elementary Dismissal)
- Wednesday, August 18th: 1st Day of Preschool
- Thursday, August 19th: School Picture Day
- Tuesday, August 23rd: PTO Meeting
- August 23rd - September 9th: MAP Growth/Fluency Assessments (K-4)
- Monday, September 6th: No School, Labor Day

First Day of School Celebration:

The first day of school is Thursday, August 12th. Our theme for the 21-22 school year is "Adventure Awaits!" This jungle themed year will surely be filled with many different types of adventures: making new friends, reconnecting with old friends, new learning experiences, collaborating with classmates, and so much more! Our year will kick off with our first day of school celebration on August 12th outside, where students will line up with their new teachers and walk into the building together. We are looking forward to all the fun this school year will have to offer!

Staffing Changes:

We have one new teacher joining Seward Elementary this year: Myiesha Hartman. We also hired seven new paraprofessionals: Lisa Buntgen, Larissa Geyer, Samantha Lyon, Amanda Murman, Yesenia Ortiz, Tina Ratkovec, and Sadie Schrader. Each of these ladies will bring a great deal of talents to our building. We are lucky to have them join the SES team!

Strategic Planning:

This year, we will enter year three in our strategic planning process. We are looking forward to getting started with our new plans to continue to focus on improvement and growth. Action teams will begin their work right away during fall workshop and will continue throughout the year.

Thank You!

Our building is clean, organized, and ready for students, thanks to the maintenance team! I greatly appreciate how much time and effort went into preparing our school for the upcoming year. With new carpet and a new playground coming soon, exciting things are happening at SES!

Thank you to Heidi and Christine at the District Office, and Michelle Austin and Jamie Fields as well! They made sure teachers have orders in their classrooms over the summer.

Board of Education Report
Seward Middle School - Kirk J. Gottschalk
9 August, 2021

1. Middle School Activities.

10 August - Middle School Open House, 1800-1930 hrs. (6:00-7:30 pm).
 - 5th Grade student tours begin at 1730 hrs. (5:30 p.m.).

12 August - School starts, 1330 dismissal (1:30 pm)

6 Sept. – Labor Day, No School

*Football and volleyball practices will start during the second week of school with games beginning in mid September. Cross country practice will start on 13 August as their first meet is the end of August.

2. Staffing.

Three new full time teachers will be blessing our hallways at the middle school this year. Mr. Riley Hubach will be teaching 6th grade science, Ms. Mary Zach will be teaching 5th grade writing and Ms. Gannon will teach 5th grade reading. We also have several new para professionals in the middle school.

3. Outdoor Education.

Our Outdoor Ed. experience for 6th graders and HS camp counselors is a go this month. Mr. Schlegel has been in communication with the director at camp Carol Joy Holling as we move forward in providing this unique educational experience for our kids.

4. Enrollment.

We are currently at **429** but nothing definite as we get new students coming in daily and getting requests for records of students who moved during the summer. These numbers hopefully are close to what we will begin with.

<u>Aug. 2021</u>	<u>Aug. 2020</u>	<u>Aug. 2019</u>	<u>Aug. 2018</u>
5 th Grade - 113	5 th Grade - 109	5 th Grade - 102	5 th Grade - 103
6 th Grade - 105	6 th Grade - 101	6 th Grade - 107	6 th Grade - 107
7 th Grade - 103	7 th Grade - 111	7 th Grade - 109	7 th Grade - 109
8 th Grade - <u>108</u>	8 th Grade - <u>110</u>	8 th Grade - <u>107</u>	8 th Grade - <u>102</u>
TOTAL 429	TOTAL 431	TOTAL 425	TOTAL 421

5. Open House.

Our middle school Open House will take place on Tuesday, 10 August. New students and all 5th graders are invited to come as early as 6:00 pm while the rest of the students and their families will be welcomed between 6:30-7:30 pm. It is designed to give students and their parents an opportunity to get a look at the building, meet and greet teachers, bring in paper work and supplies as well as reduce some of the first day anxieties new students and some 5th grade parents get. I plan to meet with 5th grade and new parents in the gym at 1815 hrs. to provide some basic information.



Board of Education Report

August 2021

Seward High School

Scott Axt-Rich Eber-John Moody



Freshman and New Student Orientation

Seward High School will be hosting a freshman and new student orientation on **Tuesday, August 10th at 7:00 p.m.** (Doors will open at 6:30 if students want to arrive early to start getting their T-shirts, schedules, fill out paperwork etc. to beat the rush, and learn more about student activities. Parents/guardians and students will have an opportunity to visit classrooms, meet teachers, find lockers, and get acclimated with the building. Information will also be provided regarding schedules, school policies, college planning, activity tickets, the automated lunch program, school organizations, and other relevant school information.

First Day of School

The **first day of school will be on Thursday, August 12th.** The schedule for the day will be a shortened bell schedule with an 8:15 a.m. start and a 1:30 p.m. end. Lunch will be served. Students will be given an information packet that includes health insurance forms, school lunch information, health history, student demographic update and other school related information.

Building Preparation

The custodial and maintenance department has been hard at work this summer preparing Seward High School for the first day of school. A special thanks to Tom Vajgrt, the summer maintenance crew, and Seward High School custodians.

Canvas

We are starting a transition to a new learning management system this school year to take the place of Google Classroom. This platform is named "Canvas". The state is paying for much of the start up costs and training. This system is similar to Google Classroom but has quite a bit more features for our students and staff. We are excited by this transition as a majority of colleges are also using Canvas so it will help our students with the transition and provide a robust tool box for our teachers.

Edgenuity

"Edgenuity" is a new online learning software to replace "APEX". Edgenuity was also supported through COVID dollars and many schools are making the same transition. Edgenuity has an extensive list of courses and we think it will be a huge benefit in several areas in our school. We believe it will be a great improvement to our curriculum used in Alternative School and Summer School Programs. We also like the wide range of courses (From Chinese to AP courses) for our students that are looking for a unique course or something that cannot fit into their schedule.

SHS Back to School Newsletter

Please see our back to school newsletter at: <https://www.smore.com/0btj2>

Staying Connected with Seward High School

Building/District Website: www.sewardpublicschools.org
Facebook: <http://www.facebook.com/sewardpublicschools>
Twitter Athletic Updates: @SewardBlueJays
Activity Calendar: www.centralconference.org
Staff Email: firstname.lastname@sewardschools.org

Activities

Fall sports officially begin on August 9th. Seward High welcomes Taylor Hinds to our staff, she will replace Brenna Phafler as SHS's athletic trainer.

Enrollment numbers as of August 4th

9th-125
10th-125
11th-128
12th-155



School District of Seward
Board Report
Shannon Hall-Schmeckpeper, Director of Special Services
August 9, 2021

First and foremost, I want to say how honored I am to serve Seward Public Schools as the Director of Special Services. I am looking forward to getting to know the community and our families and working together to ensure the success of all students.

As I reflect on the theme for this year, I consider the importance of the three R's: Recovery, Renewal and Relationships. Strong relationships are the guiding force behind our work. I will be working hard this year to build relationships with our staff, students, families and community members. The renewed focus on relationships is critically important as we move forward after our year where so much was dictated by COVID.

Next, I consider how we as a district will renew our focus on teaching and learning and especially how this focus will affect our students that are served through our special services. At the end of the year, we were projected to have 331 total students who receive special education support within our district. We currently have 57 students enrolled in our 3 preschool programs. We have 3 students who will attend our 18-21 programming through CRAVE. We have 129 students who have been identified as High Ability Learners. And 1 student who currently qualifies for ELL services and 4 students that we will continue to monitor their status.

We are fortunate that all of our special education staff is returning from last year. We do have a number of new paras that will be joining our team: 7 at the elementary, 4 at the middle school, and 1 at the high school when all hiring is complete.

Finally, it is important that we continue to assess the learning of our students and to develop plans that recover any lost learning. In each of our buildings we will have systems in place to identify students who are in need of additional academic and social/emotional support.

I am excited for the 2021-2022 school year! I am looking forward to building relationships and partnerships with each of you to strengthen Seward Public Schools.

Sincerely,

Shannon Hall-Schmeckpeper



August 2021 Board Report for Curriculum and Staff Development

Board Members,

The new school year is upon us and while the students show us in different ways as they age, they are excited for the upcoming school year. Our new teachers are also excited for the opportunity to serve Seward Public Schools, and I look forward to all that they can offer our students and families.

Curriculum

During the 21-22 school year we will be looking at both the CTE curriculum as well as the science curriculum. We will continue to initiate our curriculum review process by first looking at the Nebraska standards as well as local learning goals to select the "what" we are going to teach. Once this is in place, we will review materials that can best support our teachers in meeting these standards. As we make progress we will update the board regarding our curriculum documents and materials.

SCHOOL DISTRICT OF SEWARD

419 South Street
Seward, NE 68434

Instruction

Our strategic planning team, which included many of you, identified the areas of grading, assessment and feedback as a priority area. This area will be our district focus for the next two school years. We will be reading the book, *A Teacher's Guide to Standards-Based Learning*, and one of the authors, Jan Hoegh will be joining us in March. Staff will have opportunities to explore, implement, and evaluate this area during PLC time as well as staff development days.

Staff Development

Our new teachers attended the Effective Instruction Series which is organized by ESU #6 and was held at Seward Middle School this year. This training is a great way for us to get to know the new staff and for new staff to get to know each other. I am proud to say that the principals have done an outstanding job selecting teachers who want to get better, love learning, and want to do what is best for kids. New teachers were brought up to speed on a variety of content and research based instructional strategies.

Fall workshop is a great opportunity to work with our staff on our strategic plan priorities. Our plan for Fall workshop covers everything from My Path training at the elementary to Canvas Training at the high school and everything in between. Our strategic planning teams will be working together to identify priorities and plan their work for the school year. The Fall workshop Agenda is attached to this report.

Assessment

We are starting to get back some results from our state assessment for grades 3-8. When that data is no longer under an embargo, I will plan on sharing available data with you. We need to keep in mind that it is not possible to compare the data from this year to the previous year as the assessment was shortened and NWEA questions were added to the assessment this year as part of NDE assessment's pilot program.

I look forward to a fantastic school year and I thank you for your support.

Dr. Matt Dominy

Fall Workshop 2021

Please check the online schedule for updates.

Elementary Schedule

Required Trainings to be completed on the 9th, 10th, or 11th at your discretion:

Bullying: <https://sewardschools-ne.safeschools.com/login>

Blood Borne Pathogens: <https://sewardschools-ne.safeschools.com/login>

Sexual Harassment: Student Issues and Response <https://sewardschools-ne.safeschools.com/login>

Monday, August 9

7:00-8:00 Optional Coffee Drive-thru at Ridgewood

8:15-8:45 Welcome back reception- In commons

9:00 Bus Driver BIST training at ES RM 110

11:30-12:30 Lunch on your own

12:30-1:30 Action Team Meetings

1:30-4:00 Grade Level Meetings

8:00-4:00 PHA Review by Nurse Folkers- SMS Office

Tuesday, August 10

8:00-8:30- All Staff Breakfast- HS Cafeteria

8:30-9:15- Welcome and Message- Dr. Fields- HS Theatre

9:15-9:45- Welcome and Message- Dr. Dominy- HS Theatre

9:45-10:15 Child Advocacy Presentation- Reporting Child abuse and sexual harassment- HS Theatre

10:30-12:00-Building Meetings- MP Room

Required Training: School safety and security plan, Teacher Evaluation

12:00-1:00- Lunch On Your Own

1:00-2:30 My Path Training (Classroom Teachers, Title, SPED) - RM 110

2:30-3:00 Counselors meeting RM 110 ES

3:00-3:30 Nurses Meeting- RM 110 ES

2:30-3:30- All HS coaches-SHS Lib.

Required Training- Concussion Awareness- Protocols for Removal From Play, Return to Play, Return to Learn.

3:30-4:00- Varsity Head Coaches- SHS Lib.

Wednesday, August 11

7:00-8:00- Optional Breakfast at Kinship Pointe (500 Heartland Park)

8:00-9:30 Para Meeting - RM 110

9:30-12:00 Staff Development (BIST) - MP room

12:00-1:00— SEA Luncheon- HS cafeteria

1:30-2:30 Med Aide Training

1:00-2:30- Crisis Team Meeting- SMS library

2:30-3:30 Emergency Response Team Meeting- SMS library

3:00-4:00 MS Coaches Meeting- SMS Library

Required Training- Concussion Awareness- Protocols for Removal From Play, Return to Play, Return to Learn.

2:45-4:00- Special Education Meeting- SES-110

Middle School Schedule

Required Trainings to be completed on the 9th, 10th, or 11th at your discretion:

Bullying: <https://sewardschools-ne.safeschools.com/login>

Blood Borne Pathogens: <https://sewardschools-ne.safeschools.com/login>

Sexual Harassment: Student Issues and Response <https://sewardschools-ne.safeschools.com/login>

Monday, August 9

7:00-8:00 Optional Coffee Drive-thru at Ridgewood

8:15-8:45 Welcome back reception- SMS Library

9:00 Bus Driver BIST training at ES RM 110

11:30-12:30 Lunch on your own

12:30-1:30 Action Team Meeting

1:30-4:00 Team Level Meetings

8:00-4:00 PHA Review by Nurse Folkers- SMS Office

Tuesday, August 10

8:00-8:30- All Staff Breakfast- HS Cafeteria

8:30-9:15- Welcome and Message- Dr. Fields- HS Theatre

9:15-9:45- Welcome and Message- Dr. Dominy- HS Theatre

9:45-10:15 - Child Advocacy Presentation-Reporting Child abuse and sexual harassment- HS Theatre

10:15-12:00-Building Meetings-MS Library

Required Training: Dating Violence Prevention, School safety and security plan, Teacher Evaluation

12:00-1:00- Lunch On Your Own

1:00-2:30 - ALICE, Balancing student mental health and academic expectations

2:30-3:00 Counselors meeting SES Conf. Room

3:00-3:30 Nurses Meeting- SES Conf. Room

2:30-3:30- All HS coaches-SHS Lib.

Required Training- Concussion Awareness- Protocols for Removal From Play, Return to Play, Return to Learn.

3:30-4:00- Varsity Head Coaches- SHS Lib.

Wednesday, August 11

7:00-8:00- Optional Breakfast at Kinship Pointe (500 Heartland Park)

8:00-9:30 Building Meeting/PD- Library

9:30-12:00 Exit and Entry analysis- Team leader room

12:00-1:00— SEA Luncheon- HS cafeteria

1:30-2:30 Med Aide Training

1:00-2:30- Crisis Team Meeting- SMS library

2:30-3:30 Emergency Response Team Meeting- SMS library

3:00-4:00 MS Coaches Meeting- SMS Library

Required Training- Concussion Awareness- Protocols for Removal From Play, Return to Play, Return to Learn.

2:45-4:00- Special Education Meeting- SES-110

High School Schedule

Required Trainings to be completed on the 9th, 10th, or 11th at your discretion:

Bullying: <https://sewardschools-ne.safeschools.com/login>

Blood Borne Pathogens: <https://sewardschools-ne.safeschools.com/login>

Sexual Harassment: Student Issues and Response <https://sewardschools-ne.safeschools.com/login>

Monday, August 9

7:00-8:00 Optional Coffee Drive-thru at Ridgewood

8:15-8:45 Welcome back reception- SHS Library

9:00 Bus Driver BIST training at ES RM 110

11:30-12:30 Lunch on your own

12:30-1:30 Action Team Meeting

1:30-4:00 Department Meetings

8:00-4:00 PHA Review by Nurse Folkers- SMS Office

Tuesday, August 10

8:00-8:30- All Staff Breakfast- HS Cafeteria

8:30-9:15- Welcome and Message- Dr. Fields- HS Theatre

9:15-9:45- Welcome and Message- Dr. Dominy- HS Theatre

9:45-10:15 Child Advocacy Presentation-Reporting Child abuse and sexual harassment- HS Theatre

10:15-12:00-Building Meetings- HS Lib

Required Training: Dating Violence Prevention, School safety and security plan, Teacher Evaluation

12:00-1:00- Lunch On Your Own

1:00-2:30-Building Assessment Data - HS Library

2:30-3:00 Counselors meeting SES Conf. Room

3:00-3:30 Nurses Meeting- SES Conf. Room

2:30-3:30- All HS coaches-SHS Lib.

Required Training- Concussion Awareness- Protocols for Removal From Play, Return to Play, Return to Learn.

3:30-4:00- Varsity Head Coaches- SHS Lib.

Wednesday, August 11

7:00-8:00- Optional Breakfast at Kinship Pointe (500 Heartland Park)

8:00-9:30 Building PD/Meeting

9:30-12:00 -Canvas Training

12:00-1:00— SEA Luncheon- HS cafeteria

1:00-2:30- Crisis Team Meeting- SMS library

1:30-2:30 Med Aide Training

2:30-3:30 Emergency Response Team Meeting- SMS library

3:00-4:00 MS Coaches Meeting- SMS Library

Required Training- Concussion Awareness- Protocols for Removal From Play, Return to Play, Return to Learn.

2:45-4:00- Special Education Meeting- SES-110

NASB Monthly Update for Board Meetings Agenda Item:

August 2021

View the Monthly Update in video form at:

<http://members.nasbonline.org/index.php/news-resources/videos>

REMINDER: According to the Superintendent Pay Transparency Act, any new contract, changes to an existing contract, or automatic renewals shall be posted on the school's website and submitted to NDE by August 1st.

Latest 'Board Notes' – Monthly Newsletters

- *A Meeting of Your NASB Legislation Committee ...*
- *Ord Qualifies for International NCF-Envirothon*
- *New faces On NASB's Board Leadership Team!*
- *EHA Open Enrollment for Board Members*
- *NASB/NIS Expand Endorsement Agreement to Include Vision*
- *... And Much More!*

Latest NASB Quick Video – “Understanding the Boards Role in the Curriculum Review Process”

- <http://members.nasbonline.org/index.php/news-resources/videos>
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“NASB Update – Annual Board Calendar”

View the full calendar at: <http://members.nasbonline.org/index.php/resources>

As a board, some items you should doing, or have on the monthly agenda include:

POLICY GOVERNANCE

- **Option Enrollment Application period.** School districts will accept option enrollment applications between September 1 and March 15 for attendance during the following and subsequent school years.
- **Personnel Report.** On or before September 15 all schools shall file with the Department of Education a fall personnel report, which shall specify the names of all individuals employed by the school who are certificated.
- **Federal Family Educational Rights and Privacy Act (FERPA).** Annual notice provided to parents/guardians and eligible students of their rights to inspect and review educational records, amend education records, consent to disclose personally identifiable information in education records and file a complaint with the U.S. Department of Education. Sample Notice: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/lea-officials.html>
- **Federal Protection of Pupil Rights Amendment (PPRA).** Annual notice provided to parents of the policies regarding surveys of students, instructional materials, physical examinations, personal information used for marketing.

- **Federal Child Nutrition Programs.** If school districts participate in National School Lunch Programs the School Breakfast Program or the Special Milk Program, they must provide parents and the public information about free and reduced-price meals and/or free milk and must provide parents with an application form.
- **Federal Asbestos Hazard Emergency Response Act (AHERA).** Requires school districts to have an asbestos management plan for each school building in the district (whether lease or own). Annually, school districts must notify parents, teachers, and employee organizations of the availability of the asbestos management plan. All members of the custodial staff who work in a building containing asbestos must have awareness training and all new custodial staff must be training within the first 60 days of hiring. Sample Notice:
<http://yosemite.epa.gov/R10/OWCM.NSF/d14dabb756dc1fb3882565000062f164/c18ad083691dcdc38825672f0058649d!OpenDocument>
- **Federal McKinney-Vento Homeless Assistance Act.** Requires public notice of the education rights of homeless students. The notice must be disseminated in places where homeless students receive services including schools, family shelters, and soup kitchens. They must be understandable to homeless students and their parents and when necessary in their native language. Downloadable poster:
http://center.serve.org/nche/pr/er_poster.php#youth
- **Federal Non-Discrimination.** Requires all recipients of federal funds to notify their students, parents, and others that they do not discriminate on the basis of race, color, national origin, sex, disability, and age, and, if applicable, that they provide equal access to the Boy Scouts of America and other designated youth groups.
- **Federal Individuals with Disabilities Education Act (IDEA).** Annual notice to parents of a child with a disability of the district's procedural safeguards. A notice must also be placed on the district's website. The notice must be easily understandable and in the native language of the parents. Sample Notice:
http://idea.ed.gov/download/modelform_Procedural_Safeguards_June_2009.pdf

DISTRICT/ESU RESOURCES [BUDGET]

- **Collective Bargaining; Timelines.** On or before September 15, negotiations contract dispute decision; Boards may enter into collective bargaining agreements for periods not to exceed four years.
- **Collective Bargaining Timeline.** On or before September 1 of the year preceding the contract year in question, the certificated and instructional employees' collective-bargaining agent shall request recognition as bargaining agent. The governing board shall respond to such request not later than the following October 1
- Board/Administrators Budget Work Session
- **Certification of District's Assessed Valuation Public Budget Hearing / Adopt Budget;** Due on or before September 20
- **Board Adopted Budget.** On or before September 20, General Budget Adoption. The board shall file with, certify to the levying board, and file with the auditor a copy of the adopted budget statement together with the amount of the tax required to fund the adopted budget.
- **Report to County Board.** On or before September 20, a [Class III school district boards] are required to report to the county board and the learning community coordinating council (if applicable) the entire revenue raised by taxation and all other sources for the previous fiscal year and a budget for the ensuing fiscal year.
- **Class IV District Report to County Board.** On or before September 20, [Class IV school district boards] are required to report to the county board an estimate of the amount of funds required for the next school fiscal year.

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- **Class V District Report to County Board.** On or before September 20, [Class V school district boards] that is a member of a learning community is required to report to the county board and the learning community coordinating council the entire revenue raised by taxation and all other sources for the previous school fiscal year and a budget for the ensuing school fiscal year.

REPORTS

- Board Committees; Superintendent; Administrators
- **American Civics Committee.** Beginning of every school year, the school board must appoint a committee of three to be known as the Committee on American Civics. The committee will hold no fewer than two public meetings annually, at least one when public testimony is accepted. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section. Reference: (January) Board Committee Appointments.
- **Security Assessment.** State school safety director is required to complete an assessment of the security of each school building no later than August 31

LEARNING COMMUNITY

- **Learning Community Attendance Reports.** On or before September 1, each district that is a member of a learning community needs to report to the learning community coordinating council attendance reports including violations of attendance, results of attendance investigations, policies on excessive absenteeism and records of notices and reports.
- **Learning Community Budget.** On or before September 1, the Learning Community shall file a copy of the adopted budget statement with member school districts.

NASB's Video Resources: <http://members.nasbonline.org/index.php/news-resources/videos>

- Legal Resources, NASB's Live & Learn Series, Q&A's with the Governor and Commissioner Blomstedt, EHA Updates, Advocacy breakdowns, Monthly Board Agendas, and MUCH more!

Networking & Events ... Register Now: <http://members.nasbonline.org/index.php/events>

- Area Membership Meetings – August to October
 - August 24 – Gering
 - August 25 – North Platte
 - August 31 – Valentine
 - September 1 – Norfolk
 - September 8 – Kearney
 - September 15 – York
 - September 29 – Fremont
 - October 5 – La Vista
 - October 6 – Nebraska City
- Facilities & Construction Workshop – September 9 – Kearney



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- Labor Relations Conference – October 12-13 – Lincoln
 - 5th Annual Sparq Tailgate Party – October 30 – Embassy Suites - Lincoln
 - State Education Conference – November 17-19 – CHI Health Center, Omaha
-

Advocacy/2021 Legislative Session:

- The 2021 legislative session has wrapped. Keep tabs with all things pertinent to your school at NASB's Govt Relations page at <http://members.nasbonline.org/index.php/government-relations>
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Follow NASB on twitter at www.twitter.com/NASBOnline using the hashtag #liveNASB and on Facebook at www.facebook.com/NASBOnline

Watch all of the NASB videos at <http://members.nasbonline.org/index.php/news-resources/videos>

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the **Board Notes newsletter** for "This Month In ...". To access the latest newsletter, click here: <http://members.nasbonline.org/index.php/news-resources/board-notes>





Posted July 15, 2021
 Updated July 27, 2021

Reopening Plan for 2021-2022 School Year

Seward Public Schools will again be open in the fall of 2021 for in-person teaching and learning. We will continue to work closely with the Four Corners Health Department and state officials if an outbreak of COVID-19 occurs within our schools. We will utilize only if needed the protocols that were put into place from our 2020-2021 reopening plan. Our goal is to have as much as a normal school year as possible, but we will communicate any changes that may need to be made throughout the school year. Thank you for your continued support of Seward Public Schools as we look forward to a great 2021-2022 school year.

COVID-19 Vaccination:

Seward Public Schools is an active community partner with the Four Corners Health Department and other state and local public health leaders to promote COVID-19 vaccination. The summary below represents the strategies Seward Public School District will continue to use to support the overall public health message and strategy to vaccinate individuals against COVID-19.

- Regular parent, staff, and student email updates which include factual information regarding the safety and efficacy of the COVID-19 vaccine. This will include sharing public health recommendations to mitigate COVID-19 spread for vaccinated and unvaccinated individuals.
- Regular coordination with the Four Corners Health Department and Seward County Memorial Health Care Systems to assist with planning, coordinating, and communicating information related to community COVID-19 vaccine clinics.
- Provide flexibility to staff and students who need to miss work/school to gain access to a COVID-19 vaccine or in response to its short-term side effects.

2021-22 Core Protocols:

Seward Public Schools Covid-19 Mitigation Protocols	If needed Enhanced Protocols with Mitigation Protocols
<ul style="list-style-type: none"> ● Continue to request that students and staff self screen daily for COVID-19 	<ul style="list-style-type: none"> ● Will work with local health departments and ESU 6 during the

symptoms using the self-screening protocol.

- Encourage and enable students and staff to frequently wash and sanitize hands.
- Promote appropriate coughing and sneezing etiquette.
- Utilize targeted enhanced cleaning protocols on high touch surfaces throughout each school and in school transportation vehicles.
- Continue to ensure students and staff who are sick stay home from school.
- Require anyone testing positive for COVID-19 to isolate for (10) days since onset of symptoms and symptoms have improved and the individual is fever free for at least 24 hours without fever reducing medication.
- Continue to assist local health department officials with contact tracing as necessary for COVID-19 exposures that occur on campus and at school activities or events.
- Follow directives from the local health department for someone who has been exposed to COVID-19 (e.g., potential quarantine, self-monitor, etc.).
- Strongly recommend anyone unvaccinated to wear a face mask while indoors in settings where physical distancing is not possible.
- Communicate information about the COVID-19 vaccine and encourage students and staff to be vaccinated and where they can be vaccinated in Seward County.
- Increase fresh air mixture into HVAC systems throughout all schools.
- Students with special needs will have access to all safety protocols discussed above as well as safety measures agreed to in the IEP.
- Continuity of services will be provided for academic, mental health, health, and food services as outlined in the 2020-21 Safety Protocol Document should the district find itself in the high

summer months.

- In the event that SPS needs to use our COVID 19 Protocols they can be found on the 20-21 Reopening plan here: [2020-2021 Reopening Plan](#)

<p>risk category for Covid spread.</p> <ul style="list-style-type: none">● Promote social distancing by students and staff and provide physical social distancing measures as needed through local guidance.	
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Novel Coronavirus: Schools Guidance

Updated July 7, 2021

Purpose of Guidance:

The purpose of this document is to provide guidance for schools in Nebraska. These recommendations are intended for school staff and administrators responsible for educating school-aged individuals.

Guidance:

For school aged individuals who have had close contact with a person(s) whom has developed or during the 48 hours prior to the person developing one or more of the following symptoms: sudden onset of cough, sudden onset of shortness of breath or sudden loss of taste or smell; or whom has developed or during the 48 hours prior to the person developing two or more of the following symptoms: a fever of 100.4 or above, chills, muscle aches, headache, sore throat, nausea or vomiting, diarrhea or fatigue or with a person whom has tested positive for COVID-19 whichever event occurs earlier, may meet the following conditions in lieu of quarantine:

- Self-monitor daily for fever or other symptom (listed above) development for 14 days and have NO symptom development.

If symptom development occurs within the 14 day self-monitoring need to follow isolation guidance.

Isolation shall continue until:

- At least ten (10) days* have passed since onset of symptoms AND
 - Symptoms have improved AND
 - The isolated individual has been fever-free for at least 24 hours without the use of fever reducing medication
- *For patients with severe illness or are severely immunocompromised, this length of time may need to be extended. Please consult your health care provider or local health department for further guidance on these situations.

For individuals who tested positive for COVID-19 and do NOT have symptoms may discontinue isolation under the following conditions:

- At least ten (10) days have passed since the date of their 1st positive test AND
- Have had no symptom development AND
- For 3 days following discontinuation of isolation, these people must continue to limit contact and when possible wear a face covering.

For the latest school operations guidance, please visit the Nebraska Department of Education's website here: <https://www.education.ne.gov/>

School Aged Individuals Self-Monitoring and Quarantine and Isolation Directions FAQs

Updated July 7, 2021

Q: If my school-aged individual is in extracurricular activities but has been exposed, can they participate in those extracurricular activities?

A: Yes, the school aged individual may participate in extracurricular activities as long as they are following the self-monitoring requirements.

Q: If my school-aged individual has a part-time job but has been exposed, can they still attend work?

A: Yes, the school aged individual may attend work as long as they are following the self-monitoring requirements. All worksite policies (including healthcare workers) need to be followed by the exposed individual including notifying the worksite of the exposure.

Q: Does my child need to wear a mask at outdoor recess?

A: No, the risk of transmission of SARS-CoV-2 in an outdoor setting is low.



**2005
Conflict of Interest**

Any member of the board of education who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

1. Definitions. For purposes of this policy:

a. Business with which a board member is associated shall include the following:

- (1) A business in which the board member 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 board member 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 board member 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 board member 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 board member 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 office hours the proposals considered and the contract awarded. Board members who enter into employment contracts with the school district must also comply with the board's policy on the employment of board members.

- b. The existence of any conflict of interest in any contract in which the board member has an interest and in which the school district is a party, or the failure to make public the board member's interest known, may render a contract null and void.
- c. The prohibition of a conflict of interest or requirement for the board member to make public notice shall apply when the board member, or his or her parent, spouse, or child has a business association with the business involved in the contract or will receive a payment, fee, or commission as a result of the contract.
- d. The prohibition in this section does not apply if the contract is an agenda item approved at a board meeting and the board member:
 - (1) Makes a declaration on the record to the school board regarding the nature and extent of his or her interest prior to official consideration of the contract;
 - (2) Does not vote on the matters of granting the contract, making payments pursuant to the contract, or accepting performance of work under the contract, or similar matters relating to the contract, except that if the number of members of the school board declaring an interest in the contract would prevent the board with all members present from securing a quorum on the issue, then all members may vote on the matters; and
 - (3) Does not act for the school board as to inspection or performance under the contract in which he or she has an interest.

Deleted: immediate family

Deleted: direct pecuniary

3. Contracts with Board Member's Immediate Family.

a. If a person in a board member's immediate family is an employee of this school district, the board member may vote on all issues of a contract which are generally applicable to:

- (1) All district employees.
- (2) All employees within a specific classification but which does not single out the member of his or her immediate family.

4. Employing Members of the Immediate Family.

a. A board member may recommend for employment or supervise the employment of an immediate family member if:

- (1) The board member does not abuse his or her position.
- (2) 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.
- (3) The board makes a reasonable solicitation and consideration of applications for employment.
- (4) The board member makes a full disclosure on the record to the governing body of the school district and to the secretary of the board. If the secretary of the board of education would be the individual filing the disclosure statement, the statement shall be filed with the president of the board of education.
- (5) The board approves the employment or supervisory position.

b. The board has not terminated the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.

5. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment

a. No board member 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 board member 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 board member would thereby be influenced.

c. A board member shall not use or authorize the use of his or her public office or any confidential information received through the holding of a public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which he or she is associated.

d. A board member shall not use personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.

6. Conflict of Interest Relating to Campaigning or Political Issues

a. Except as provided below, the board shall not authorize the use of personnel, property, resources, or funds under its jurisdiction 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 the board 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 the board from discussing and voting upon a resolution supporting or opposing a ballot question.
- d. This does not prohibit the board, while legally seated as a body, 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.

(1) The board may designate one or more members of its body, or one or more of its school administrators, to speak on behalf of the board on specific occasions such as public meetings or legislative hearings.

(2) Any member of the board 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 board. However, this shall not be done during a time that the individual is engaged in his or her official duties.

7. Conflict of Interest Statement

- a. Any board member who would be required to take any action or make any decision in the discharge of his or her official duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:

- (1) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict;
- (2) Deliver a copy of the statement to the school board secretary who shall enter the statement onto the school district's public records; and
- (3) Abstain from participating or voting on the matter in which he or she has a conflict of interest.

b. If the board member would like a formal opinion from the NADC as to whether there is an actual conflict of interest, he/she shall deliver a copy of the statement to the NADC.

8. Recordkeeping

a. The board secretary shall maintain a separate record of the following information for every contract entered into by the school board in which a board member has an interest and for which disclosure was made pursuant to section 2d of this policy:

- (1) The names of the contracting parties.
- (2) The nature of the interest of the board member in question.
- (3) The date that the contract was approved.
- (4) The amount of the contract.
- (5) The basic terms of the contract.

b. The information supplied relative to the contract shall be provided no later than ten (10) days after the contract has been signed by both parties. The ledger kept by the board secretary shall be available for public inspection during normal working hours of the office in which it is kept.

9. 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: _____
Revised on: _____
Reviewed on: _____

3001
Budget and Property Tax Request

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

BUDGET PROCEDURES

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

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

For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to: [Insert Internet address for the web site established pursuant to Laws 2021, LB528, section 5].

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

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

of time.

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

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

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

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

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

PROPERTY TAX REQUEST PROCEDURES

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

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

the property tax rate from the prior year to the current year; and the percentage increase or decrease in the total operating budget from the prior year to the current year.

Increase in Total Property Taxes Levied. If the annual assessment of property would result in an increase in the total property taxes levied as determined using the previous year's rate of levy, the district's property tax request for the current year shall be no more than its property tax request in the prior year, and the district's rate of levy for the current year shall be decreased accordingly when such rate is set by the county board of equalization. If the board wishes to set its property tax request at an amount that exceeds its property tax request in the prior year, it may do so after holding the public hearing required above and by passing a resolution as provided below.

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

Resolution. The board shall pass a resolution to set the amount of its property tax request only after holding the public hearing. The resolution setting the district's property tax request at an amount that exceeds the prior year's property tax request shall include, but not be limited to, the information required by section 77-1601.02(4).

Certification. The resolution setting the property tax request shall be certified and forwarded to the county clerk on or before October 13th of the year for which the tax request is to apply.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects
Financed with Federal Funds

I. Applicability of the Policy

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

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

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

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

supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under \$250,000

A. Methods of Bidding/Soliciting Quotations or Estimates

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

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

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

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

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

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

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

Pursuant to Nebraska law, construction projects which have an anticipated aggregate cost of \$109,000 or more are subject to state

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public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$109,000 and \$250,000.

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

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

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

Deleted: publicly

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

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

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

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

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

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

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

business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

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

B. Advertising for Bids.

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

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

C. Bid Documents

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

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

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

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

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

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the

bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

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

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

V. Other Contract Matters.

A. Required Terms

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

B. Contracting with Certain Vendors

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

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

C. Full and Open Competition

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

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor

integrity, compliance with public policy, record of past performance, and financial and technical resources.

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

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

E. Settlements of Issues Arising Out of Contract

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

F. Record Keeping

1. Record Retention

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

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
 - c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.
2. Maintenance of Construction Records for Projects Financed with Federal Funds
- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
 - b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

- A.** Board and staff member conflicts of interest are governed by the district's conflict of interest policies.
- B.** Contracts covered by this policy are subject to the following additional provisions.
 - 1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
 - 2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
 - 3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.
- C.** Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

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

VII. Financial Management

A. Identification.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and

number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

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

C. Accounting Records

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

D. Internal Controls

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

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

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement

basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

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

G. Allowability of Costs

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

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

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

VIII. Other Contract Matters.

A. Required Terms

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

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will

take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

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

C. Record Keeping

1. Record Retention

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

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

will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

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

2. Maintenance of Procurement Records

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

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

D. Privacy

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

3003

Bidding for Construction, Remodeling, Repair, or Site Improvement

I. Applicability of this policy.

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

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

II. Projects with an Estimated Cost of Less than \$109,000

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- A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than \$109,000.
- B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
- C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
- D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.
- E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than \$109,000 they must follow the formal procedures outlined in this policy.

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III. Formal Bidding for Major Purchases and Construction

- A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project

exceeds \$109,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

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- B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds \$118,000.

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C. Advertising for Bids

1. The superintendent or designee will arrange to advertise for bids under this section by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
2. Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

D. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.
2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.
3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
6. Sealed bids will be opened in a place and at the specific time

stated in the bid form. Bidders shall be notified of the opening and invited to be present.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications.

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

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

3004.1
Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

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

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

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

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

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

B. Methods of Purchasing

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

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

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

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

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

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

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

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

b) Contract/Price Analysis

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

4. Noncompetitive Proposals (Sole Sourcing)

a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from

only one source and may be used only when one or more of the following circumstances apply:

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

C. Use of Purchase (Debit & Credit) Cards

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

D. Federal Procurement System Standards

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

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

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed

procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

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

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

F. Settlements of Issues Arising Out of Procurements

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

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or

other interest in or a tangible personal benefit from a firm considered for a contract.

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

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

D. Enforcement

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

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

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

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

C. Inventory Records

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

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

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

D. Physical Inventory

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

E. Maintenance

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

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

G. Use of Equipment

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

H. Disposal of Equipment

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

If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

V. Financial Management

A. Identification

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

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

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

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

2. Maintenance of Procurement Records

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

Revised on: _____

Reviewed on: _____

3042

Construction Management at Risk Contracts

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

The board shall adopt a resolution by a two-thirds affirmative vote selecting the construction management at risk contract delivery system prior to proceeding with any of the steps involved with solicitation or execution of any construction contract. For a project authorized under subsection (3) of section 13-2914, the resolution shall include a statement that the political subdivision has made a determination that the construction management at risk contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the construction management at risk contract delivery system.

Definitions. For purposes of this policy:

1. Construction management at risk contract means a contract by which a construction manager (a) assumes the legal responsibility to deliver a construction project within a contracted price to the school district, (b) acts as a construction consultant to the school district during the design development phase of the project when the school district's architect or engineer designs the project, and (c) is the builder during the construction phase of the project;
2. Construction manager means the legal entity which proposes to enter into a construction management at risk contract pursuant to the Act;
3. Proposal means an offer in response to a request for proposals by a construction manager to enter into a construction management at risk contract for a project pursuant to the act;
4. Request for proposals means the documentation by which a school district solicits proposals; and
5. School district means _____ Public Schools.

Procedures.

1. Procedures for the preparation and content of requests for proposals shall include the following:

- A. At least thirty days prior to the deadline for receiving and opening proposals, notice of the request for proposals shall be published in a newspaper of general circulation within the school district and filed with the State Department of Education. The request for proposals shall contain, at a minimum, the following elements:
 1. The identity of the school district for which the project will be built and the school district that will execute the contract;
 2. Policies adopted by the school district pursuant to the Act;
 3. The proposed terms and conditions of the contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the construction manager selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
 4. Any bonds and insurance required by law or as may be additionally required by the school district;
 5. General information about the project which will assist the school district in its selection of the construction manager, including a project statement which contains information about the scope and nature of the project, the project site, the schedule, and the estimated budget;
 6. The criteria for evaluation of proposals and the relative weight of each criterion; and
 7. A description of any other information which the school district chooses to require.
2. Procedures for the preparation and submission of proposals by the

construction manager shall be determined on a project-by-project basis and included within the requests for proposals.

3. Procedures for evaluating requests for proposals submitted to the school district by a construction manager shall include the following:
 - A. The school district shall refer the proposals for recommendation to a selection committee. The selection committee shall be a group of at least five persons designated by the school district. Members of the selection committee shall include (1) members of the school board, (2) members of the school administration or staff, (3) the school's architect or engineer (4) any person having special expertise relevant to selection of a construction manager under the Act, and (5) a resident of the school district other than an individual included in subdivisions (1) through (4) of this subsection. A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a construction manager who has a proposal being evaluated and shall not be employed by the school district or the school's architect or engineer.
 - B. The selection committee and the school district shall evaluate proposals taking into consideration the criteria enumerated in subdivisions (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:
 - (1) The financial resources of the construction manager to complete the project **(up to ten percent)**;
 - (2) The ability of the proposed personnel of the construction manager to perform **(up to thirty percent)**;
 - (3) The character, integrity, reputation, judgment, experience, and efficiency of the construction manager **(up to thirty percent)**;
 - (4) The quality of performance on previous projects **(up**

to thirty percent);

- (5) The ability of the construction manager to perform within the time specified **(up to thirty percent);**
- (6) The previous and existing compliance of the construction manager with laws relating to the contract **(up to ten percent);** and
- (7) Such other information as may be secured having a bearing on the selection **(up to twenty percent).**

NOTE TO BE DELETED: The percentages listed above must be modified so that they add up to 100%. This can be done directly in the policy, at the time the school board designates the CM@R method for a specific project, or at a later time but before the RFP is published and sent out.

The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84-712.01.

- C. The school district shall then evaluate and rank each proposal on the basis of best meeting the criteria in the request for proposals and taking into consideration the recommendation of the selection committee.
4. Procedures for negotiations between the school district and the construction managers submitting proposals prior to the acceptance of a proposal if any such negotiations are contemplated shall include the following:
- A. The school district may attempt to negotiate a construction management at risk contract with the highest ranked construction manager and may enter into a construction management at risk contract after negotiations.
 - B. The negotiations shall include a final determination of the manner by which the construction manager selects a subcontractor.
 - C. If the school district is unable to negotiate a satisfactory contract with the highest ranked construction manager, the school district may terminate negotiations with that construction manager. The school district may then undertake negotiations with the second highest ranked

- construction manager and may enter into a construction management at risk contract after negotiations.
- D. If the school district is unable to negotiate a satisfactory contract with the second highest ranked construction manager, the school district may undertake negotiations with the third highest ranked construction manager, if any, and may enter into a construction management at risk contract after negotiations.
 - E. If the school district is unable to negotiate a satisfactory contract with any of the ranked construction managers, the school district may either revise the request for proposals and solicit new proposals or cancel the construction management at risk process under the act.
 - F. If the school district is able to negotiate a satisfactory contract with a construction manager, the school district shall file a copy of all construction management at risk contract documents with the State Department of Education within thirty days after their full execution. Within thirty days after completion of the project, the construction manager shall file a copy of all contract modifications and change orders with the State Department of Education.
5. Procedures for filing and acting on formal protests relating to the solicitation or execution of construction management at risk contracts shall include the following:
- A. Definitions.
 - (1) Interested party shall mean an actual or prospective bidder whose direct economic interest would be affected by the award of a contract by the school district to another party or by the failure of the school district to award a contract to such actual or prospective bidder.
 - (2) Protest shall mean a written objection by an interested party on any phase of the bidding process, including specification, preparation, bid solicitation, and intent to award.
 - B. Right to Protest. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after public notice of the bid. Protests based on alleged apparent

improprieties in a solicitation or other request for proposals must be filed before bid opening or the closing date for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the construction manager. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

- (1) The name and address of the interested party;
- (2) Appropriate identification of the relevant solicitation, and if a bid has been opened, its number, and date of opening;
- (3) A detailed statement of reasons for the protest;
- (4) Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
- (5) The action(s) the protestor desires the school district to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The school district shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the school district.

- C. Authority to Resolve Protests. Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a

Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protestor and all other bidders. If not satisfied with the decision of the Superintendent, any interested party protestor may appeal to the Board, but the decision shall be final unless the interested party protestor files a timely appeal with the Board.

D. Board Appeal Procedures. Any interested party protestor, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. The school district board of education shall consider the Decision of the Superintendent and shall make the final decision on the protest. The school district board of education's decision shall be final.

6. A construction management at risk contract may be conditioned upon later refinements in scope and price and may permit the school district in agreement with the construction manager to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the project statement contained in the request for proposals.

Prohibitions. The school district shall not use a construction management at risk contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3043 Design-Build Contracts

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

The board shall adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps involved with solicitation or execution of any construction contract. For a project authorized under subsection (3) of section 13-2914, the resolution shall include a statement that the political subdivision has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.

Definitions. For purposes of this policy:

1. Board means the District's Board of Education.
2. Department means the Nebraska Department of Education.
3. Design-Build Contract (DB Contract) means a contract which is subject to qualification-based selection between the District and a Design-Builder to furnish (a) architectural, engineering, and related design services for a project pursuant to the Nebraska Political Subdivisions Construction Alternatives Act (Act) and (b) labor, materials, supplies, equipment, and construction services for a project pursuant to the Act.
4. Design-Builder means a legal entity which proposes to enter into a DB Contract which is subject to qualification-based selection pursuant to the Act.
5. District means _____ Public Schools.
6. NEARA means the Nebraska Engineers and Architects Regulation Act.
7. Performance-Criteria Developer (PCD) means any person licensed or any organization issued a certificate of authorization to practice architecture or engineering pursuant to the NEARA who is selected by the District pursuant to this policy to assist the District in the development of Project Performance Criteria, Requests For Proposals, evaluation of Proposals, evaluation of construction under

a DB Contract to determine adherence to the Project Performance Criteria, and any additional services requested by the District to represent its interests in relation to a project.

8. Project Performance Criteria means the performance requirements of the project suitable to allow the Design-Builder to make a Proposal. Performance requirements include the following, if required by the project: capacity, durability, standards, ingress and egress requirements, description of the site, surveys, soil and environmental information concerning the site, interior space requirements, material quality standards, design and construction schedules, site development requirements, provisions for utilities, storm weather retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the project.
9. Proposal means an offer in response to a Request For Proposals ("RFP") by a Design-Builder to enter into a DB Contract for a project pursuant to the Act.
10. Act means the Nebraska Political Subdivisions Construction Alternatives Act.
11. Request for Proposals (RFP) means the documentation by which the District solicits Proposals.
12. Superintendent means the District's Superintendent of Schools.

Procedures. The District shall follow the procedures below in connection with any DB Contract.

1. Rules and Procedures for Selecting and Hiring a PCD for a Specific Project.

A. The District shall encourage eligible persons or organizations who desire to provide services to the District as a PCD to submit a statement of qualifications and performance data to the District. At least thirty days prior to selecting and hiring a PCD, the District shall publish notice in a newspaper of general circulation in the District that it is seeking a PCD for a design-build project. The notice shall include the following:

- (1) A general description of the Design-Build project;

- (2) Directions regarding how interested persons or organizations can apply for consideration by the District;
 - (3) The date by which persons or organizations must submit their applications; and
 - (4) A statement that any person or organization applying for consideration by the District must obtain a copy of the District's Design-Build Contract Policy from the Superintendent.
- B. To apply to be the District's PCD, applicants must submit a current statement of qualifications and performance data to the District. The statement of qualifications must include evidence that the applicant is licensed or certified to practice architecture or engineering pursuant to the NEARA. Applicants must update any information provided to the District to reflect any changed conditions of the applicant.
- C. Applicants shall first be certified by the Superintendent as qualified to act as a PCD for the District. In order to certify an applicant, the Superintendent shall make a finding that a PCD is fully qualified to render the required service. Factors to be considered in making this finding shall include capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; experience; equipment and facilities; promptness, and the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it strictly in accordance with its terms capabilities to perform.
- D. The Board shall evaluate each qualified applicant's current statement of qualifications and performance data. The Board shall conduct discussions with, and may require public presentations by no less than three applicants regarding their qualifications, approach to the project, ability to furnish the required service, and other factors identified above.
- E. The Board shall select, in order of preference, at least three applicants deemed to be most highly qualified to perform the required services after considering the factors outlined above.

- F. The Board shall negotiate a contract with the most qualified applicant for compensation which the Board determines is fair and reasonable. In making this determination, the Board shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For all lump-sum or cost-plus-a-fixed-fee professional service contracts, the Board shall require the applicant receiving the award to execute a certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any contract under which such a certificate is required shall contain a provision that the original contract price and any additions thereto shall be adjusted to exclude any significant sums by which the Board determines the contract price had been increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one year following the end of the contract.

- G. If the Board is unable to negotiate a satisfactory contract with the applicant considered to be the most qualified at a price the Board determines to be fair and reasonable, it shall terminate negotiations with that applicant. The Board may then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified applicant, it shall terminate negotiations with that applicant. The Board shall then undertake negotiations with the third most qualified applicant.

- H. If the Board is unable to negotiate a satisfactory contract with any of the selected applicants, it shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.

- I. The Board may designate a committee to carry out any or all of the Board's duties under the PCD selection section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.

- J. The public shall not be excluded from the meetings or proceedings under this section of this policy in accordance with the Open Meetings Act.
- K. The contract between the District and the PCD shall contain a prohibition against contingent fees as follows: "The PCD warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the PCD, to solicit or secure this agreement and that the PCD has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the PCD, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or the making of this agreement." Upon violation of such provision, the District shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, or consideration.
- L. The PCD is ineligible to be included as a provider of any services in a Proposal for the project on which it has acted as a PCD.
- M. A PCD may not be employed by or may not have a financial or other interest in a Design-Builder that will submit a Proposal.

2. Procedures and standards to be used to prequalify Design-Builders.

- A. The District, with the help of the PCD, shall prepare a request for letters of interest. The request for letters of interest shall:
 - (1) Describe the project in sufficient detail to permit a Design-Builder to submit a letter of interest;
 - (2) Be published in a newspaper of general circulation within the District at least 30 days prior to the deadline for receiving letters of interest; and
 - (3) Be sent by first-class mail to any Design-Builder upon request.
- B. Letters of interest shall be reviewed by the District in consultation with the PCD. The District and the PCD will evaluate prospective Design-Builders based on the information submitted to the District in response to the request for letters of interest.

- C. The District shall select at least three prospective Design-Builders, except that if only two Design-Builders have submitted letters of interest, the District shall select at least two prospective Design-Builders. Such selected Design-Builders shall be considered prequalified and eligible to receive and respond to the RFP.

- D. The District and PCD shall use the following standards when selecting which prospective Design-Builders to prequalify: capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; experience; equipment and facilities; promptness, and the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it strictly in accordance with its terms capabilities to perform.

3. Procedures for the preparation and content of RFPs.

- A. The District, with the help of the PCD, shall prepare the RFP, which shall contain:
 - (1) The identity of the school district for which the project will be built and will execute the Design-Build Contract;
 - (2) A copy of this Design-Build Contract Policy and all other policies adopted by the District relating to the DB Contract;
 - (3) The proposed terms and conditions of the DB Contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the Design-Builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
 - (4) A project statement which contains information about the scope and nature of the project;
 - (5) Project Performance Criteria;
 - (6) Budget parameters for the project;

- (7) Any bonds or insurance required by law or as may be additionally required by the District;
- (8) The criteria for evaluation of Proposals and the relative weight of each criterion;
- (9) A requirement that the Design-Builder provide a written statement of its proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction but shall not include price proposals;
- (10) A requirement that the Design-Builder agree to the following conditions:
 - (i) An architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;
 - (ii) At the time of the design-build offering, the Design-Builder will furnish to the Board a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project;
 - (iii) The architect or engineer engaged by the Design-Builder to perform the architectural or engineering work with respect to the design-build project will have direct supervision of such work and may not be removed by the Design-Builder prior to the completion of the project without the written consent of the Board;
 - (iv) A Design-Builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will: (a) comply with the NEARA by procuring a certificate of authorization to practice architecture or engineering and (b) submit proof of sufficient professional liability insurance; and
 - (v) The rendering of architectural or engineering services by a licensed architect or engineer employed by the Design-Builder will conform to the NEARA and rules and regulations adopted under the Act; and
- (11) Other information the District chooses to require.

- B. At least 30 days prior to the deadline for receiving and opening Proposals, the notice of the RFP shall be:
 - (1) Published in a newspaper of general circulation within the District;
 - (2) Filed with the Department; and
 - (3) Sent by first-class mail to the prequalified Design-Builders only.

4. Procedures for preparing and submitting Proposals.

- A. Prequalified Design-Builders shall prepare and submit Proposals as required by the RFP.
- B. All Proposals shall be sealed. Proposals shall not be opened until expiration of the time established for making Proposals as set forth in the RFP.
- C. Proposals may be withdrawn at any time prior to acceptance.
- D. The District has the right to reject any and all Proposals except for the purpose of evading the law. The District may thereafter solicit new Proposals using the same or a different Project Performance Criteria.

5. Procedures for evaluating Proposals.

- A. The District may only proceed to negotiate and enter into a DB Contract if there are at least two proposals from prequalified Design-Builders.
- B. The District shall refer the proposals for recommendation to a selection committee. The selection committee shall be a group of at least five persons designated by the District. Members of the selection committee shall include (1) members of the school board, (2) members of the school administration or staff, (3) the school's architect or engineer (4) any person having special expertise relevant to selection of a design-builder under the Act, and (5) a resident of the District other than an individual included in subdivisions (1) through (4) of this subsection. A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a design-builder who has a proposal being evaluated and shall not be employed by the District or the school's architect or engineer.

C. The selection committee and the District shall evaluate proposals taking into consideration the criteria enumerated in subdivisions (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

- (1) The financial resources of the design-builder to complete the project **(up to ten percent)**;
- (2) The ability of the proposed personnel of the design-builder to perform **(up to thirty percent)**;
- (3) The character, integrity, reputation, judgment, experience, and efficiency of the design-builder **(up to thirty percent)**;
- (4) The quality of performance on previous projects **(up to thirty percent)**;
- (5) The ability of the design-builder to perform within the time specified **(up to thirty percent)**;
- (6) The previous and existing compliance of the design-builder with laws relating to the contract **(up to ten percent)**; and
- (7) Such other information as may be secured having a bearing on the selection **(up to twenty percent)**.

NOTE TO BE DELETED: The percentages listed above must be modified so that they add up to 100%. This can be done directly in the policy, at the time the school board designates the Design-Build method for a specific project, or at a later time but before the RFP is published and sent out.

The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84-712.01.

D. The District shall then evaluate and rank each proposal on the basis of best meeting the criteria in the request for

proposals and taking into consideration the recommendation of the selection committee.

6. Procedures for Negotiations between the District and Design-Builders Submitting Proposals Prior to the District's Acceptance of a Proposal.

- A. The District may attempt to negotiate a DB Contract with the highest ranked Design-Builder selected by the Board and may enter into a DB Contract after negotiations.
- B. The negotiations shall include a final determination of the manner by which the design-builder selects a subcontractor.
- C. If the District is unable to negotiate a satisfactory DB Contract with the highest ranked Design-Builder, it may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the second highest ranked Design-Builder and may enter into a DB Contract with that Design-Builder after negotiations.
- D. If the District is unable to negotiate a satisfactory DB Contract with the second highest ranked Design-Builder, it may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the third highest ranked Design-Builder, if any, and may enter into a DB Contract with that Design-Builder after negotiations.
- E. If the District is unable to negotiate a satisfactory DB Contract with any of the ranked Design-Builders, it may either revise the RFP and solicit new Proposals or cancel the design-build process.
- F. If the District is able to negotiate a satisfactory contract with a design-builder, the District shall file a copy of all design-build contract documents with the State Department of Education within thirty days after their full execution. Within thirty days after completion of the project, the design-builder shall file a copy of all contract modifications and change orders with the State Department of Education.

7. Procedures for Filing and Acting on Formal Protests Relating to the Solicitation or Execution of DB Contracts.

- A. Definitions.
 - (1) Interested party shall mean an actual or prospective bidder whose direct economic interest would be affected by the award of a contract by the District to another party

or by the failure of the District to award a contract to such actual or prospective bidder.

- (2) Protest shall mean a written objection by an interested party on any phase of the bidding process, including specification, preparation, bid solicitation, and intent to award.

B. Right to Protest. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after public notice of the bid. Protests based on alleged apparent improprieties in a solicitation or other request for proposals must be filed before bid opening or the closing date for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the design-builder. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

- (1) The name and address of the interested party;
- (2) Appropriate identification of the relevant solicitation, and if a bid has been opened, its number, and date of opening;
- (3) A detailed statement of reasons for the protest;
- (4) Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
- (5) The action(s) the protestor desires the school district to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The school district shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the District.

- C. **Authority to Resolve Protests.** Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protester and all other bidders. If not satisfied with the decision of the Superintendent, any interested party protester may appeal to the Board, but the decision shall be final unless the interested party protester files a timely appeal with the Board.
- D. **Board Appeal Procedures.** Any interested party protester, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. The school district board of education shall consider the Decision of the Superintendent and shall make the final decision on the protest. The school district board of education's decision shall be final.

- 8. Refinements and Changes.** A DB Contract may be conditioned upon later refinements in scope and price and may permit the District, in agreement with the Design-Builder, to make changes in the project without invalidating the DB Contract. Later refinements shall not, however, exceed the scope of the project statement contained in the RFP.
- 9. Projects Excluded.** The District shall not use a design-build contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5063 Audio and Video Recording

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used for authorized purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

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Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings without a specific purpose or for a specific purpose when such recordings are deemed necessary or appropriate by the administration. The district will not maintain the recordings unless the recording is purposefully copied and saved, and the recordings will only be available for review for a limited time based on the district's then-current recording capacity. The district administrators estimate that this is approximately 10 days but may change at any time.

Classroom Recordings by Staff. Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator.

Prohibited Recordings by Students. Unless otherwise authorized by this policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies.

For example, this policy does not prohibit students from making recordings of an athletic event for their personal use similar to a parent or other patron, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

Permitted Classroom Recordings by Students. Students may make audio or video recordings of classroom lectures or discussions:

- (1) For their convenience after providing notice to the classroom teacher and receiving the teacher's permission;
- (2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission;
- (3) If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

Staff may revoke permission to record if the recording distracts from or disrupts the classroom environment, unless the recording is necessary to accommodate a student's disability.

Permitted Non-classroom Recordings. Students may make audio or video recordings otherwise prohibited by this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws and district policy. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6036
Reading Instruction and Intervention Services

The purpose of this policy is to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. It is the school district's goal that each student be able to read at or above grade level by third grade.

Effective Reading Teachers. It is the intent of the school district to employ teachers for kindergarten through third grade who are effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement.

Reading Assessment. The school district will administer a reading assessment approved by the Nebraska Department of Education three times during the school year to all students in kindergarten through third grade. Exceptions to this requirement include:

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- Any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years;
- Any student receiving special education services for whom such assessment would conflict with the individualized education plan; and
- Any student receiving services under a plan pursuant to the requirements of section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794, or Title II of the federal Americans with Disabilities Act of 1990, 42 U.S.C. 12131 to 12165, as such acts and sections existed on January 1, 2018, for whom such assessment would conflict with such section 504 or Title II plan.

The first assessment for kindergarten students must occur within the first 45 calendar days that school is in session of each school year. For all other grades, the first assessment must occur within the first 30 calendar days that school is in session of each school year.

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Deleted: of the school year

Diagnostic assessments used within a supplemental reading intervention program do not require Nebraska Department of Education approval.

Deficiency Identification. Any student in kindergarten through third grade performing below the threshold level as determined by the Nebraska Department of Education shall be identified as having a reading deficiency for purposes of the Nebraska Reading Improvement Act and this policy. A student who is identified as having a reading deficiency shall remain identified as having a reading deficiency until the student performs at or above the

threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act or this policy shall prohibit a school district from identifying any other student as having a reading deficiency.

Supplemental Reading Intervention Program. The school district will provide a supplemental reading intervention program to ensure that students can read at or above grade level at the end of third grade. The school district may work collaboratively with a reading specialist at the Nebraska Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program must be:

- Provided to any student identified as having a reading deficiency;
- Implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- Made available as a summer reading program between each summer for any student who has been enrolled in grade one, grade two, or grade three or in a higher grade and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. The summer reading program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or offered online.

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The supplemental reading intervention program may also include:

- Reading intervention practices that are evidence-based;
- Diagnostic assessments to identify specific skill-based strengths and weaknesses a student may have;
- Frequent monitoring of student progress throughout the school year with instruction adjusted accordingly;
- Intensive intervention using strategies selected from the following list to match the weaknesses identified in the diagnostic assessment:
 - Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
 - Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
 - Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;

Deleted: techniques that are based on scientific research and best

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- Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
- Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

Parent/Guardian Notification. The school will give notice in writing or by electronic communication to the parent(s) or guardian(s) of any student identified as having a reading deficiency within 15 working days of such identification that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

Reading Improvement Plan. Any student who is identified as having a reading deficiency will receive an individualized reading improvement plan, that shall include a supplemental reading intervention program, no later than 30 days after the identification of the reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program to remedy the reading deficiency. The student must receive reading intervention services through the supplemental reading intervention program until the student is no longer identified as having a reading deficiency.

Reading Progress. Each student in kindergarten through third grade and his or her parent(s) or guardian(s) will be informed of the student's reading progress within a reasonable time after the school district receives the results from the student's approved reading assessment.

Adopted on: _____
Revised on: _____
Reviewed on: _____

4040
SEPARATION INCENTIVE PROGRAMS

A. PURPOSE:

The Seward Public School District Board of Education (referred to as the District and Board respectively) **will consider if needed at the August Board Meeting or sooner** the implementation and funding of a Separation Incentive Program (referred to as the Program) for the certificated teachers of the District (referred to variously as teacher, eligible employee, employee, applicant, or participant) **Sections B-E**. The Program is a Board policy that is intended to benefit certificated teachers who are considering terminating their employment with the District. Its objectives include, but are not limited to providing a balance of employee experience and offering financial incentives to assist long-term employees who are considering separating from employment. **The board will utilize section G of the policy.**

B. QUALIFICATIONS:

1. **Eligible Employees:** To be eligible, an employee must be employed by the District as of the date of acceptance of his/her application in the position of a fully certificated teacher who is paid in his/her last school year of employment pursuant to the salary schedule negotiated by the Board and the Seward Education Association.
2. **Full-Time Equivalency:** Both full-time and part-time employees may apply to participate in the Program. A part-time applicant's benefits will be prorated based on his/her FTE (full-time equivalency) as determined by the applicant's actual scheduled salary as of November 1 of his/her last school year of employment. An applicant who is on a part-time leave of absence and who works part-time as of November 1 of his/her last year of employment will be eligible to participate in the Program based on his/her on-duty FTE. An employee who is on a leave of absence in total as of November 1 of a school year will not be eligible to participate in the Program during the year of the leave.
3. **Criteria for Eligibility:** An applicant must meet the following criteria:
 - a. **Years of Service:** An applicant must have at least twenty (20) consecutive years of creditable service to the District.
 - b. **Minimum Age:** An applicant must be fifty-seven (57) years of age on or before August 15 following the last school year of employment.
 - c. An employee must apply for participation in the Program within 5 years of becoming eligible or waive the opportunity to take Program benefits.
 - d. Those employees who are older than age 57 and had 20 years of creditable service at the time of this policy's adoption shall be given five years from the date of the policy's adoption to apply to participate in the Program.
4. **Applications and Criteria for Selection:** On or about October of each year, the Board, in its sole and absolute discretion, will determine the total number of applicants whom it

will approve for participation in the Program based on financial exigencies, availability of funds, budget, expenses, revenue, and other school financial issues. If there are more applicants than the number the Board has authorized, the selection of the approved applicants shall be based on the following criteria in descending order:

- a. Highest Salary: The applicant(s) with the highest salary on the teacher salary schedule will be given preference for participation.
- b. Years of Experience in the District: If two (2) or more applicants are tied after consideration of criterion "a" above, the applicant(s) with the most years of full-time teaching experience in the district will be given preference.
- c. Date of Application: If two (2) or more applicants are tied after consideration of criterion "b" above, the applicant(s) with the earlier date of application (based on the date stamp from the Superintendent's Office) will be given preference.
- d. Tie Breaker: If two (2) or more applicants are tied after consideration of criteria "a", "b", and "c" above, the names of the applicants who are tied shall be placed in a container and drawn from the container for opening(s) in the Program.

C. ENROLLMENT REQUIREMENTS:

1. Resignation: An approved applicant shall resign his/her employment with the District effective at the close of his/her last year of employment in consideration for the benefits outlined in paragraph "D" below. An applicant's application to participate in the Program is not, in and of itself, a resignation of his/her contract with the School District. However, the Board's approval of an application will be considered the approval of the applicant's voluntary resignation and termination of his/her continuing contract. If the Board does not approve an application, the applicant's contract will continue in effect, and he/she will remain employed by the District unless he/she otherwise resigns or his/her contract is terminated or cancelled for cause.
2. Notice of Program: On or before September 15th of each year, the Superintendent or Superintendent's designee shall notify eligible employees of the Program and the Application and Agreement form.
3. Application and Agreement: An employee who wishes to participate must submit a completed Application and Agreement form on or before November 15th of the school year in which he/she intends to resign. The failure to submit an Application and Agreement form by the application deadline shall result in the rejection of the application. An applicant may withdraw his/her Application and Agreement within seven (7) days after the date it was received by the Superintendent's office. The Superintendent or his/her designee shall review the employee's record to determine eligibility.
4. Terminated Employee's Ineligibility: An employee who has received written notice of possible termination for reasons other than reduction in force or who has received written notice of possible cancellation shall NOT be eligible and may NOT participate in the Program, UNLESS after a hearing before the Board, it is determined that said employee's contract shall not be cancelled or terminated or the decision of the Board to terminate or cancel is subsequently set aside.

D. BENEFITS:

1. Calculation and Payment of Benefits: The total benefit for an approved applicant shall be as follows: The total amount cannot exceed \$35,000
 - a. Fifty percent (50%) of the index salary placement of his/her contract in effect in the final year of employment multiplied by the average FTE over his/her last 20 years of employment. This amount shall be paid in two (2) equal installments with the first payment on September 15 of the calendar year separation begins, and the second payment on January 15 of the calendar year after the separation option is taken.
 - b. Twenty-five dollars (\$25) per day for each day of his/her unused accumulated sick leave in the final year of employment, up to a maximum of forty-five (45) days. This amount shall be paid in two (2) equal installments with the first payment on September 15 of the calendar year separation begins, and the second payment on January 15 of the calendar year after the separation option is taken.
2. Source of Funds: The School District shall pay the entire cost of the Plan.
3. Administration: This plan shall be administered by the Board by and through the District administration.
4. Beneficiary Designation: The applicant must designate a beneficiary for the Application and Agreement form to be considered complete. If a participant dies before all benefits are paid, the beneficiary shall receive any remaining benefits.
5. Income Tax Consequences: Payments pursuant to the Program have been determined to be taxable income for state and federal income tax purposes and will be treated as such. Any required state or federal withholding will be deducted from each payment.
6. Health Insurance Rights: A participant will have the opportunity to continue health insurance benefits as may be permitted by the Comprehensive Omnibus Budget Reconciliation Act, other applicable law, or the Retirees Health Insurance Plan under the insurance carrier's guidelines.

E. TIME FOR CONSIDERATION OF APPLICATION AND AGREEMENT, AND WAIVER AND RELEASE OF CLAIMS:

1. Time to Consider Application and Agreement: Employees shall be given at least forty-five (45) days within which to consider the terms of the Program. The Application and Agreement form shall inform applicants that the Program is totally voluntary in nature.
2. Waiver and Release of Claims: An employee who participates in the Program will be required to release, waive, acquit, and forever discharge the District, all past, present, and future members of the Board in their official and individual capacities, the administrators, and all other officers, agents, and employees of the District, in their official and individual capacities, from any and all claims, however characterized, whether for damages, costs, expenses, compensation, penalties, wages, benefits, reinstatement, attorneys' fees, which the participant may now have or which may accrue in the future with respect to, arising out of, or in relation to the participant's employment with the District, including, but not limited to, claims or rights under the Age Discrimination in Employment Act (ADEA) and the Older Workers Benefit Protection

Act (OWBPA), 29 USC §621-634, the Employee Retirement Income Security Act of 1974 (ERISA), 29 USC §1001 et. seq., and the Act Prohibiting Unjust Discrimination in Employment on the Basis of Age, NEB. REV. STAT. §48-1001 et seq., Title IX and under Title VII of the Civil Rights Act of 1964, as amended, the Civil Rights Act of 1866 and 1871, as amended from time to time, claims or rights under 42 U.S.C. §1981, through and including 42 U.S.C. §1988, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the Family Medical Leave Act of 1993, all claims or rights relating to discrimination on the basis of race, ethnic background, color, religion, sex, age, disability, handicap, marital status or national origin before the state or federal EEOC or NEOC, or any other agency or department or the state or federal courts under any state or federal constitution, law, rule, or regulation, all claims or rights relating to libel, slander, breach of confidentiality or privacy, or any claims or rights of whatsoever nature arising under any other state, federal, or local constitution, statute, regulation, or ordinance arising out of the participant's employment with the District, this Application and Agreement form, the Program, or the participant's resignation from such employment. The participant must covenant not to sue and agree not to institute any proceedings against, and agree to indemnify and hold harmless, the District or any other persons named herein in their official or individual capacities based on any matter relating to the participant's employment by the District, the Application and Agreement, the Program, or the participant's resignation.

This waiver, release, and indemnification agreement will be given in exchange for consideration in addition to that which the participant is already entitled pursuant to law. The participant will acknowledge that he/she has been advised by this Application and Agreement to consult with an attorney before signing it and participating in the Program. The participant will acknowledge that he/she has had sufficient time to decide whether or not to execute the Application and Agreement, including sufficient time to consider the waiver and release of claims and all other matters contained therein.

F. TERM OF PROGRAM:

The Board, in its sole and unfettered discretion, shall determine whether to make the SIP Program available in any particular year and whether to budget and fund any Program payments and to determine the total amount, if any, that will be made available for such payments.

G. 20 YEARS OF SERVICE NON-SIP

If an employee does not otherwise qualify for the early separation program detailed in this policy, or the SIP is not utilized the employee is eligible to be paid \$50 per day for unused sick days once an employee leaves or retires from the district, as long as the employee satisfies the following conditions:

1. The employee has at least 20 years of service in the district as defined in this policy;
2. The separation from employment is the result of a voluntary resignation which is not the result of a notice of nonrenewal, termination, or cancellation of the employee's contract, and no

grounds exist at the time of resignation to nonrenew, terminate, or cancel the employee's contract.

The payment will be made in the September payroll of the year the separation from employment occurs.

Adopted: May 11, 2009

Revised: September 11, 2017, August 13, 2018

Reviewed:

Deleted: ¶

**5045
Student Fees**

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

A. Definitions.

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

B. Listing of Fees Charged by this District.

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

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

The district will provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.

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

The maximum dollar amount charged by the district for course materials shall be:

- Industrial Technology Classes \$15.00
- Art Classes \$10.00
- Ceramics \$15.00
- High School FCS \$20.00
- Band \$10.00
- Outdoor Education – Middle School \$25.00
- Middle School Honor Choir – if selected \$25.00
- Elementary After School Program \$20.00

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5. Extracurricular Activities.

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

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

- Student activity card \$20.00
Covers admission to most regular season athletic events
- Student participation fee \$20.00
Required of all students who participate in athletics and/or other extracurricular activities (Pay only one fee per year)
- Middle School Builders Club \$ 1.00
- Football students must provide their own football shoes, and undergarments
- Golf students must provide their own Golf shoes, undergarments, and clubs
- Softball and Baseball students must provide their own shoes, gloves, and undergarments
- Track, Volleyball, Wrestling, Soccer, **Bowling** and Basketball , students must provide their own shoes and undergarments
- FFA, FCCLA, FBLA, Key Club, Skills USA Dues student pay dues of \$20.00 per activity

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▪ Dance and Cheerleading

Students must purchase outfits and s
selected by the sponsor and/or student group.

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6. Post-Secondary Education Costs.

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

7. Transportation Costs.

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

8. Copies of Student Files or Records.

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

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

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

The maximum dollar amount charged by the district for these services shall be \$3.00 per day.

10. Participation in Summer School or Night School.

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

11. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For

musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band Students must provide their own instruments and marching band shoes.
- Show Choir Students must purchase outfits and shoes selected by the sponsor and/or student group. Formatted: Font: Arial, 11 pt

12. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$10.00.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. Student Fee Fund.

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

the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

G. Student Fee Hearing

Annually the Board of Education of The School District of Seward will hold a public hearing on the student fee policy. Such hearing will include a review of the amount of money collected from students and uses of said fees.

Adopted on: June 9, 2014

Revised on: June 13, 2016, August 13, 2018, August 12, 2019

Reviewed on: _____



GLASER CERAMICS
 2325 KIMARRA PLACE
 LINCOLN NE 68521
 PHONE: (402)464-6454
 glaserceramics.com

QUOTE

PAGE 1

INVOICE DATE 05/07/2021

INVOICE NO 00202425

S 68434B
 O ATTN: TYSON HORN
 L SEWARD MIDDLE SCHOOL
 D 410 SOUTH ST
 SEWARD NE 68434

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 H SEWARD MIDDLE SCHOOL
 I 410 SOUTH ST
 P SEWARD NE 68434

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TOTAL DUE 3780.00

SLS 1	SLS 2	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP DATE	SHIP NO
	MLG			00203634	05/07/2021		
TERMS DESCRIPTION		CUSTOMER P.O.NUMBER		SHIP VIA			
NET/20 DAYS		203634					
ITEM ID	UNIT	ORDERED	SHIPPED	DISC%	LIST PRICE	DISC PRICE	AMOUNT
SKUTT 1461 KILN KM1027-3 208 VOLT 3-PHASE ASSUMING SEWARD PUBLIC SCHOOLS HAVE 3 PHASE 208 VOLT ELECTRICITY	EACH	1	0	10%	3700.00	3330.00	3330.00
SKUTT 0697 1027-3 FURNITURE KIT	EACH	1	0	10%	500.00	450.00	450.00
WE ARE LUCKY TO HAVE YOU! THANK YOU!						Subtotal :	3780.00
TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC CHARGE	TOTAL		
.00	3780.00	.00	.00	.00	3780.00		

Board of Education Regular Meeting

School District of Seward

410 South Street

Seward, NE 68434

Monday, July 12, 2021 5:30 PM

Attendance Taken at 5:39 PM.

Paul Duer:	Present
Jill Hochstein:	Present
Jana Hughes:	Present
Ryne Seaman:	Present
Danielle Shipley:	Present
Shawn Svoboda:	Present

1. Preliminary Procedures

1.1. Call meeting to order & announce Open Meetings Act is Posted

1.2. Public Notice as publicized per board policy

The public notice was publicized in the Seward County Independent and posted at city hall, library and courthouse. The public notice was dated July 7, 2021.

1.3. Roll Call

1.3.1. Action to excuse board members if necessary

1.4. Pledge of Allegiance

1.5. 1.5 Mission The school district of Seward--where every student, every day is a success--affirms that all students will have the skills to become productive and contributing members of a global community. In cooperation with family and community members, the district is committed to the development of each student academically, emotionally, socially, and physically.

1.6. Approval of Agenda

Motion to approve the agenda as presented Passed with a motion by Jana Hughes and a second by Danielle Shipley.

Paul Duer: Yea, Jill Hochstein: Yea, Jana Hughes: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

2. Public Forum: The Board of Education recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board shall set time aside for citizen participation at all regular monthly board meetings. To address the board, citizens must provide their name and address on the sign-in sheet immediately upon entering the meeting, and when called, come forward to the podium in front of the board. Citizens may speak only one time and must limit comments to five (5) minutes or less if there are several members of the public present to speak. The president may limit public comment to 30 minutes on one topic. If you are planning to speak about a personnel or student matter involving an individual, please understand that board policies require that such concerns initially be directed to the administration for consideration. Board members will generally not respond to any questions you ask or comments you may make about individual staff members or students. You are cautioned that slanderous comments are not protected just because they are made at a board meeting. Please remember this is a public meeting for the conduct of the business of the Board of Education. Offensive language, personal attacks and hostile conduct will not be tolerated. The Board President may order persons who are disorderly to be removed from the meeting.

2.1. Public Forum on Agenda Items: This is your opportunity to speak to items on the agenda. If you are not a part of the presentation of the agenda item you need to speak now. Thank you for your participation.

There was none.

2.2. Public Forum on Any Topic: This is your opportunity to speak to any topic concerning the school district. Since it is not an agenda item the board cannot discuss or take action at this time on the matter. Future discussion can be requested as an agenda item. Thank you for your participation.

There was none.

3. Reports

3.1. Superintendent's Report

Dr. Fields discussed that the Nebraska Department of Education will be discussing a revised version of the health standards at their August state board meeting. Dr. Fields stated that Seward Public Schools does not teach Critical Race Theory within their social studies curriculum. The fire alarm system at the high school and the greenhouse at the high school are close to being complete. Carpeting at the Elementary is complete. The playground equipment at the elementary will arrive at the end of July. The NASB regional conference is in York on September 15, 2021. Dr. Fields discussed our reopening plan which needs to be posted on our website by July 15, 2021. ESSERSIII was discussed, along with the job fair that took place in Seward and our early budget valuation is flat.

4. Discussion Items

5. Old Business

6. New Business

6.1. Seward High School Handbook Proposed Changes

Motion to accept the proposed changes of non-curriculum student clubs to the high school handbook for the 2021-2022 school year. Passed with a motion by Jana Hughes and a second by Shawn Svoboda.

Paul Duer: Yea, Jill Hochstein: Yea, Jana Hughes: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

6.2. Policy Updates

Motion to approve the first reading of the 2021-2022 Seward Public School policies. Passed with a motion by Paul Duer and a second by Jill Hochstein.

Paul Duer: Yea, Jill Hochstein: Yea, Jana Hughes: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

6.3. Title IX Handbook Addition

Motion to approve the Title IX language to Seward Public Schools Student Handbooks Passed with a motion by Jana Hughes and a second by Paul Duer.

Paul Duer: Yea, Jill Hochstein: Yea, Jana Hughes: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

7. Personnel

7.1. Resignation

Motion to accept the resignation of Madelyn DeSimone Passed with a motion by Danielle Shipley and a second by Jill Hochstein.

Paul Duer: Yea, Jill Hochstein: Yea, Jana Hughes: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

7.2. Fourth Grade Teacher

Motion to offer a one-year teaching contract to Myiesha Hartman for the 2021-2022 school year. Passed with a motion by Paul Duer and a second by Shawn Svoboda.

Paul Duer: Yea, Jill Hochstein: Yea, Jana Hughes: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

8. Future Agenda Items

2nd reading of policies
Drug and Alcohol testing

9. Consent Agenda

9.1. Approval of Minutes

9.2. Approval of Financial Reports

9.2.1. Treasurer

9.2.2. Budget

9.2.3. Activities

9.2.4. Athletic

9.3. Approval of Claims

9.3.1. General Fund - \$1,584,661.18

9.3.2. Special Building Fund - \$40,538.75

9.4. Approval of Consent Agenda

Motion to approve the consent agenda as presented Passed with a motion by Paul Duer and a second by Jill Hochstein.

Paul Duer: Yea, Jill Hochstein: Yea, Jana Hughes: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

10. Adjournment

Motion to adjourn the meeting at 7:14 PM with the next study session and regular board meeting scheduled for Monday, August 9 at 5:30 and 7:00 PM Passed with a motion by Paul Duer and a second by Jana Hughes.

Paul Duer: Yea, Jill Hochstein: Yea, Jana Hughes: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

Prepared by:

Heidi Covert

Paul Duer

Secretary

**SCHOOL DISTRICT OF SEWARD
TREASURER'S REPORT
FOR THE MONTH
ENDED JULY 31, 2021**

GENERAL FUND (ACCOUNT NUMBER 100-172)

Bank Balance		3,917,787.52
Bob Dahms--Local Taxes	276,672.71	
Karey Adamy--Local Taxes	3,070.15	
Seward Hot Lunch--Reimbursement	33,688.48	
Better Ponca Fundation Inc--Chairs	200.00	
Christine Towle--tables	15.00	
Jones Bank - Interest	74.85	
Fehlhafers--Sale of Junk	58.90	
Fehlhafers--Sale of Junk	91.20	
Concordia--Dual Credit Course	2,800.00	
Connie Biaggio--Computer	285.00	
City of Seward--Fines	110.00	
ESU 4--Stipend	140.40	
Tom Thalls--Bus	2,100.00	
Tom Thalls--Bus	2,100.00	
SHS--Adventureland Travel	594.82	
Region 5--PRIDE Grant	998.00	
SHS--Drivers Education	7,705.00	
Marroquin Driving School--Rental	62.50	
Methodist Church--Transportation	750.00	
Methodist Church--Transportation	1,500.00	
Concordia--Gym Rental	2,650.00	
Southeast Community College--Dual Credit Courses	10,512.00	
ESU 6--Stipend	250.00	
Pepsi--Refund	129.46	
State of Nebraksa--State Aid	29,324.00	
State of Nebraska--GMS IDEA 6408	141,906.00	
Jones Bank - Interest	203.77	
		<u>517,992.24</u>
Disbursements for the Month -----		4,435,779.76
Bank Balance-----		1,525,206.98
Less Outstanding Checks -----		2,910,572.78
Available Balance -----		<u>407,715.79</u>
		<u>2,502,856.99</u>

GENERAL RESERVE FUND (ACCOUNT NUMBER 461-170)

Beginning Balance -----		1,080,522.17
Transfer to General Fund for Cash Flow Purposes -----		0.00
Interest -----		<u>142.10</u>
Bank Balance -----		<u>1,080,664.27</u>

**SCHOOL DISTRICT OF SEWARD
TREASURER'S REPORT
FOR THE MONTH
ENDED JULY 31, 2021**

CD #70001479 JNB--Interest Rate: .05%-Maturity Date 10/28/2021	1,500,000.00
CD #70001363 JNB--Interest Rate: .03%--Maturity Date 09/28/2021	<u>1,000,771.44</u>
	2,500,771.44

TOTAL IN GENERAL RESERVE FUND 3,581,435.71

DEPRECIATION FUND (ACCOUNT NUMBER 154--006)

Beginning Account Balance -----	118,556.22
Deposits: Jones Bank-----	56.87
Disbursements: -----	<u>0.00</u>
Interest-----	6.37
Bank Balance -----	<u>118,619.46</u>

CD#70001309--JB--.03% DATE DUE 8/05/2021-----	545,142.55
CD#70001364-JNB--.03% DATE DUE 9/28/2021-----	<u>760,320.83</u>

TOTAL CD'S 1,305,463.38

TOTAL IN DEPRECIATION FUND ACCOUNTS 1,424,082.84

SPECIAL BUILDING FUND (ACCOUNT NUMBER 10-074-9)

Beginning Balance -----	750,397.14
Deposits: Bob Dahms--Local Taxes-----	2,616.14
Karey Adamy--Loal Taxes-----	26.88
Disbursements -----	<u>40,538.75</u>
Interest-----	48.51
Bank Balance -----	<u>712,549.92</u>

TOTAL IN SPECIAL BUILDING FUND ACCOUNTS 712,549.92

UNEMPLOYMENT FUND ACCOUNT (ACCT # 473-633)

Beginning Balance -----	25,016.22
Interest -----	1.75
Disbursements -----	<u>0.00</u>
Bank Balance -----	<u>25,017.97</u>

**SCHOOL DISTRICT OF SEWARD
TREASURER'S REPORT
FOR THE MONTH
ENDED JULY 31, 2021**

GIFTS AND DONATIONS (ACCT # 162036)

Beginning Balance -----	57,196.88
Deposit: Omaha Community Foundation-----	0.00
Interest-----	3.18
Disbursements -----	<u>0.00</u>
Bank Balance -----	<u>57,200.06</u>

QUALITY CAPITAL PURPOSE UNDERTAKING FUND (ACCT #640-822)

Beginning Balance -----	146,087.90
Bob Dahms & Karey Adamy --Local Taxes -----	1,786.85
Interest -----	8.19
Disbursements -----	<u>0.00</u>
Bank Balance -----	<u>147,882.94</u>

BOARD REVOLVING FUND (ACCOUNT NUMBER 159-913)

Beginning Balance -----	16,161.85
Deposits: SPS-----	0.00
Interest -----	0.89
Disbursements -----	<u>271.84</u>
Bank Balance -----	<u>15,890.90</u>

HOT LUNCH FUND (ACCOUNT # 10 353 5)

Beginning Balance -----	289,176.40
Interest -----	17.61
State of NE Payments -----	0.00
Other Receipts -----	112.27
Disbursements -----	<u>33,688.48</u>
Bank Balance -----	255,617.80
Amount Due District -----	<u>1,122.93</u>
Available Balance -----	<u>254,494.87</u>

STUDENT FEE FUND (ACCOUNT #668-157)

Beginning Balance -----	1,291.26
Receipts: Seward High School Activity Fund -----	0.00
Interest -----	0.00
Disbursements-----	<u>0.00</u>
Bank Balance -----	<u>1,291.26</u>

**SCHOOL DISTRICT OF SEWARD
TREASURER'S REPORT
FOR THE MONTH
ENDED JULY 31, 2021**

BOND FUND (ACCOUNT #60000586)

Beginning Balance-----	1,159,014.60
Bob Dahms - Taxes-----	19,055.72
Karey Adamy - Taxes-----	193.62
Deposit--Joens Bank-----	0.00
Interest-----	65.12
Disbursements-----	0.00
Bank Balance -----	<u>1,178,329.06</u>

CD#70001325--JNB RATE OF .08% DATE DUE 11/29/2021----- 350,000.00

TOTAL IN BOND FUND ACCOUNT 1,528,329.06

Heidi Covert, Treasurer

**BUDGET PRINTOUT
RECAPITULATION
JULY 31, 2021**

RECEIPTS PORTION OF THE 2020-2021 BUDGET

	AMOUNT BUDGETED	AMOUNT RECEIVED	AMOUNT REMAINING	% RECEIVED TO DATE
RECEIPTS	20,870,000.00	17,526,924.44	3,343,075.56	83.98%
HOT LUNCH		<u>778,610.42</u>		
TOTAL RECEIPTS		18,305,534.86	2,564,465.14	

EXPENDITURES PORTION OF THE 2020-2021 BUDGET

CATEGORY	BUDGET	SPENT	REMAINING	% EXPENDED
REG INSTRUCTION	9,500,000.00	8,127,828.96	1,372,171.04	85.56%
SPECIAL ED	3,200,000.00	2,294,639.03	905,360.97	71.71%
SS--PUPILS	1,850,000.00	1,042,467.90	807,532.10	56.35%
SS-INSTRUCTION	600,000.00	443,742.67	156,257.33	73.96%
GENERAL ADM	395,000.00	271,411.42	123,588.58	68.71%
PRIN ADMIN	1,100,000.00	934,003.72	165,996.28	84.91%
GEN BUSINESS	400,000.00	227,443.96	172,556.04	56.86%
OPER/MAINT	2,300,000.00	1,531,586.37	768,413.63	66.59%
TRANSPORTATION	910,000.00	666,424.69	243,575.31	73.23%
FOUNDATION	0.00	15,750.00	-15,750.00	0.00%
TRANSFERS	40,000.00	21,763.43	18,236.57	54.41%
GEN FUND TOTALS	20,295,000.00	15,577,062.15	4,717,937.85	76.75%
FEDERAL FUNDS	575,000.00	805,979.52	-230,979.52	140.17%
SIXPENCE		155,558.16		
GRAND TOTAL	20,870,000.00	16,538,599.83	4,331,400.17	79.25%
HOT LUNCH	823,978.00	746,503.88		
TOTAL	21,693,978.00	17,285,103.71		

Seward Elementary
June and July 2021
Activity Account

6/1/21 THRU 7/31/21

	BEG. BAL.	RECEIPTS	DISB.	END BAL.
ELEM LIBRARY	7,687.71	0	0	7,687.71
ELEM OTHER	26,931.75	0	0	26,931.75
ELEM POP	19.16	0	0	19.16
INTEREST	223.03	4.81	0	227.84
TOTALS	\$ 34,861.65			\$34,866.46

CHECK STATEMENT BALANCE 7/31/21 \$34,866.46

PRINCIPAL Jessica Dorr DATE 8-5-21
BOOKKEEPER Sharon Aldrich DATE 8-5-21

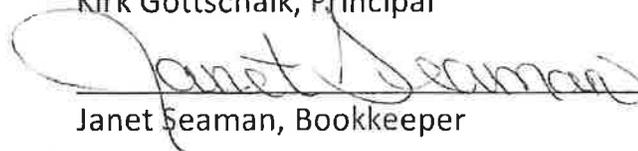
08/06/21

Seward Middle School
Balance Sheet Standard
As of July 31, 2021

	<u>Jul 31, '21</u>
ASSETS	
Current Assets	
Checking/Savings	
Art	177.10
Athletics	27,462.73
Band	96.40
Book Fair	838.26
Builders Club	919.43
Bully Response Team	944.83
Courtesy Fund	200.87
FCCLA	81.76
FCS	0.16
Industrial Arts	512.87
Interest	505.20
Library	1,534.97
Milk	0.94
MS Computer	3.10
Music	649.66
Outdoor Ed	13,304.85
PE	456.27
PTO	6,252.42
Sales Tax	7.61
Sports Buttons	3,259.85
Student Council	2,467.25
Wellness	462.50
Yearbook	8,630.17
Total Checking/Savings	<u>68,769.20</u>
Total Current Assets	<u>68,769.20</u>
TOTAL ASSETS	<u><u>68,769.20</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	68,769.20
Total Equity	<u>68,769.20</u>
TOTAL LIABILITIES & EQUITY	<u><u>68,769.20</u></u>



Kirk Gottschalk, Principal



Janet Seaman, Bookkeeper

08/06/21

Seward Middle School
Balance Sheet Detail
 As of July 31, 2021

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Total Other Current Liabilities								
								0.00
Total Current Liabilities								
								0.00
Long Term Liabilities								
								0.00
Total Long Term Liabilities								
								0.00
Total Liabilities								
								0.00
Equity								
Opening Bal Equity								69,138.28
General Journal	06/14/21	9574	Centennial High School	Track entry	X	Athletics	-80.00	69,138.28
General Journal	06/14/21	9575	Merle's Flower Shop	Retirement	X	Courtesy Fund	-110.00	69,058.28
General Journal	06/14/21	9576	Culligan Water	water	X	Courtesy Fund	-55.00	68,948.28
General Journal	06/30/21				X	Interest	5.38	68,893.28
General Journal	07/27/21	9578	Pepsi	Concession		Athletics	-129.46	68,898.66
							-369.08	68,769.20
Total Opening Bal Equity								
								68,769.20
Retained Earnings								
								0.00
Total Retained Earnings								
								0.00
Net Income								
								0.00
Total Net Income								
								0.00
Total Equity								
							-369.08	68,769.20
TOTAL LIABILITIES & EQUITY								
							-369.08	68,769.20

SEWARD HIGH SCHOOL

General Ledger Report

Financial Report

From Date: 6/1/2021
To Date: 06/30/2021

From Acct: 1
To Acct: 999999

Activity Accounts

Acct	Account Name	Beg. Bal.	Recept / JV	Disb / JV	Transfers	End. Bal.	YTD Payables	Work Bal
100	DUAL CREDIT CLASSES	\$8,342.98	\$0.00	\$0.00	\$0.00	\$8,342.98	\$0.00	\$8,342.98
105	ALTERNATIVE SCHOOL	\$268.84	\$0.00	\$0.00	\$0.00	\$268.84	\$0.00	\$268.84
110	ACT CLASS	\$379.96	\$0.00	\$0.00	\$0.00	\$379.96	\$0.00	\$379.96
115	HONOR SOCIETY	(\$268.06)	\$0.00	\$0.00	\$0.00	(\$268.06)	\$0.00	\$(268.06)
120	ALUMNI ASSOCIATION	\$738.03	\$0.00	\$0.00	\$0.00	\$738.03	\$0.00	\$738.03
125	GUIDANCE	\$422.46	\$0.00	\$0.00	\$0.00	\$422.46	\$0.00	\$422.46
126	AMBASSADORS	\$679.09	\$0.00	\$0.00	\$0.00	\$679.09	\$0.00	\$679.09
127	AP EXAMS	\$10,221.50	\$0.00	\$(6,094.00)	\$0.00	\$4,127.50	\$0.00	\$4,127.50
130	CAREER ACADEMY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
135	BOWLING	\$269.04	\$0.00	\$0.00	\$0.00	\$269.04	\$0.00	\$269.04
140	FOOTBALL	\$2,123.75	\$0.00	\$0.00	\$0.00	\$2,123.75	\$0.00	\$2,123.75
142	FOOTBALL-UNIFORMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
145	WRESTLING	\$522.47	\$0.00	\$0.00	\$0.00	\$522.47	\$0.00	\$522.47
147	X-COUNTRY	\$1,954.46	\$0.00	\$0.00	\$0.00	\$1,954.46	\$0.00	\$1,954.46
149	TRACK	\$747.69	\$0.00	\$0.00	\$0.00	\$747.69	\$0.00	\$747.69
150	GIRLS BB CAMP	\$2,425.87	\$4,470.00	\$(2,309.45)	\$0.00	\$4,586.42	\$0.00	\$4,586.42
155	BOYS BB CAMP	\$6,229.61	\$5,680.00	\$(1,525.00)	\$0.00	\$10,384.61	\$0.00	\$10,384.61
160	BOYS SOCCER	\$491.72	\$0.00	\$0.00	\$0.00	\$491.72	\$0.00	\$491.72
165	GIRLS SOCCER	\$2,086.51	\$0.00	\$0.00	\$0.00	\$2,086.51	\$0.00	\$2,086.51
170	SOFTBALL	\$2,787.58	\$2,390.00	\$(1,190.02)	\$0.00	\$3,987.56	\$0.00	\$3,987.56
175	VOLLEYBALL	\$692.83	\$0.00	\$0.00	\$0.00	\$692.83	\$0.00	\$692.83
180	VIDEO ACCOUNT	\$5,666.82	\$0.00	\$0.00	\$0.00	\$5,666.82	\$0.00	\$5,666.82
185	BASEBALL	(\$564.93)	\$0.00	\$0.00	\$0.00	(\$564.93)	\$0.00	\$(564.93)
190	GIRLS GOLF	\$932.50	\$0.00	\$0.00	\$0.00	\$932.50	\$0.00	\$932.50
195	BOYS GOLF	\$727.90	\$0.00	\$0.00	\$0.00	\$727.90	\$0.00	\$727.90
200	SMUTNY SCHOLARSHIP	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
225	ACADEMIC CONTESTS	\$412.00	\$0.00	\$0.00	\$0.00	\$412.00	\$0.00	\$412.00
230	SCIP	\$342.50	\$0.00	\$0.00	\$0.00	\$342.50	\$0.00	\$342.50
240	THORELL SCHOLARSHIPS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
250	PEPSI SCHOLARSHIPS	(\$2,000.00)	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
260	SCHOLARSHIP ACCT.	\$40.00	\$0.00	\$0.00	\$0.00	\$40.00	\$0.00	\$40.00
270	BOWMASTER SCHOLARSHIP	\$175.00	\$0.00	\$0.00	\$0.00	\$175.00	\$0.00	\$175.00
275	CONCESSIONS	\$3,791.62	\$0.00	\$(14.12)	\$0.00	\$3,777.50	\$0.00	\$3,777.50
300	Teacher Pop Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
310	VENDING SALES	\$3,885.91	\$36.05	\$(142.94)	\$0.00	\$3,779.02	\$0.00	\$3,779.02
315	DLC ACCOUNT	\$25.81	\$0.00	\$0.00	\$0.00	\$25.81	\$0.00	\$25.81
330	DRIVER EDUCATION	\$7,530.00	\$335.00	\$0.00	\$0.00	\$7,865.00	\$0.00	\$7,865.00
400	FBLA	\$1,481.20	\$0.00	\$(148.70)	\$0.00	\$1,332.50	\$0.00	\$1,332.50
410	FFA	\$27,295.60	\$0.00	\$(612.16)	\$0.00	\$26,683.44	\$0.00	\$26,683.44
415	FCS LAB FEES	\$7,181.50	\$0.00	\$0.00	\$0.00	\$7,181.50	\$0.00	\$7,181.50
418	DISTRICT 2 FCCLA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
420	FCCLA	\$10,177.22	\$0.00	\$(148.70)	\$0.00	\$10,028.52	\$0.00	\$10,028.52
425	DRILL TEAM/DANCE	\$3,152.13	\$0.00	\$0.00	\$0.00	\$3,152.13	\$0.00	\$3,152.13
430	SOCIAL MEDIA TEAM	\$3,621.98	\$0.00	\$0.00	\$0.00	\$3,621.98	\$0.00	\$3,621.98
440	LEADERSHIP TEAM	\$3,035.27	\$0.00	\$0.00	\$0.00	\$3,035.27	\$0.00	\$3,035.27
445	E SPORTS	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00
450	MATH	\$44.46	\$0.00	\$0.00	\$0.00	\$44.46	\$0.00	\$44.46
460	SCIENCE LAB FEES	\$333.32	\$0.00	\$0.00	\$0.00	\$333.32	\$0.00	\$333.32
470	KEY CLUB	\$4,194.00	\$0.00	\$0.00	\$0.00	\$4,194.00	\$0.00	\$4,194.00
475	SPANISH ACCOUNT	\$66.94	\$0.00	\$0.00	\$0.00	\$66.94	\$0.00	\$66.94
490	ART	\$5,379.10	\$0.00	\$0.00	\$0.00	\$5,379.10	\$0.00	\$5,379.10

SEWARD HIGH SCHOOL

General Ledger Report

Financial Report

From Date: 6/1/2021
To Date: 06/30/2021

From Acct: 1
To Acct: 999999

Activity Accounts

Acct	Account Name	Beg. Bal.	Recpt / JV	Disb / JV	Transfers	End. Bal.	YTD Payables	Work Bal
495	Study Abroad	\$2,711.79	\$0.00	\$(823.08)	\$0.00	\$1,888.71	\$0.00	\$1,888.71
500	YEARBOOK	\$1,438.36	\$0.00	\$0.00	\$0.00	\$1,438.36	\$0.00	\$1,438.36
520	BAND TRIP	\$6,337.70	\$0.00	\$0.00	\$0.00	\$6,337.70	\$0.00	\$6,337.70
530	SPEECH	(\$317.69)	\$0.00	\$0.00	\$0.00	(\$317.69)	\$0.00	\$(317.69)
535	DRAMATICS	\$4,686.10	\$0.00	\$0.00	\$0.00	\$4,686.10	\$0.00	\$4,686.10
540	LIBRARY	\$1,423.97	\$0.00	\$0.00	\$0.00	\$1,423.97	\$0.00	\$1,423.97
545	ALL SCHOOL READS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
550	BAND	\$2,318.42	\$0.00	\$0.00	\$0.00	\$2,318.42	\$0.00	\$2,318.42
554	CHEERLEADERS	\$4,881.13	\$0.00	\$0.00	\$0.00	\$4,881.13	\$0.00	\$4,881.13
555	CHORUS	\$12,688.68	\$0.00	\$(5.00)	\$0.00	\$12,683.68	\$0.00	\$12,683.68
560	INDUSTRIAL ARTS/WOODS	\$705.28	\$0.00	\$(186.82)	\$0.00	\$518.46	\$0.00	\$518.46
565	TECH PREP/SKILLS USA	\$4,486.93	\$210.00	\$(148.71)	\$0.00	\$4,548.22	\$0.00	\$4,548.22
570	AUTO/WELDING	\$1,056.16	\$0.00	\$0.00	\$0.00	\$1,056.16	\$0.00	\$1,056.16
575	POWER DRIVE	\$36.57	\$0.00	\$0.00	\$0.00	\$36.57	\$0.00	\$36.57
580	PAY TO PLAY	\$5,398.47	\$20.00	\$0.00	\$0.00	\$5,418.47	\$0.00	\$5,418.47
600	PHYSICAL EDUCATION	\$34.11	\$0.00	\$0.00	\$0.00	\$34.11	\$0.00	\$34.11
615	REVOLVING ACCT	\$250.12	\$0.00	\$0.00	\$0.00	\$250.12	\$0.00	\$250.12
620	NOW ACCOUNT	\$6,238.43	\$21.12	\$0.00	\$0.00	\$6,259.55	\$0.00	\$6,259.55
700	SOCIAL STUDIES SCHOL	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00
800	ATHLETICS	\$67,684.14	\$10,112.50	\$(6,727.00)	\$0.00	\$71,069.64	\$0.00	\$71,069.64
825	WEIGHTROOM	\$129.19	\$0.00	\$0.00	\$0.00	\$129.19	\$0.00	\$129.19
850	PRIDE	\$1,113.46	\$0.00	\$0.00	\$0.00	\$1,113.46	\$0.00	\$1,113.46
860	AOK	\$393.91	\$0.00	\$0.00	\$0.00	\$393.91	\$0.00	\$393.91
870	STUDENT HELP FUND	\$431.73	\$0.00	\$0.00	\$0.00	\$431.73	\$0.00	\$431.73
900	MEMORIALS	\$70.00	\$0.00	\$0.00	\$0.00	\$70.00	\$0.00	\$70.00
950	IPAD FEES	\$5,168.05	\$155.00	\$0.00	\$0.00	\$5,323.05	\$0.00	\$5,323.05
955	HORTICULTURE	\$505.00	\$0.00	\$0.00	\$0.00	\$505.00	\$0.00	\$505.00
2015	CLASS OF 2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2016	CLASS OF 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2017	CLASS OF 2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2018	CLASS OF 2018	\$629.54	\$0.00	\$0.00	\$0.00	\$629.54	\$0.00	\$629.54
2019	CLASS OF 2019	\$40.70	\$0.00	\$0.00	\$0.00	\$40.70	\$0.00	\$40.70
2020	CLASS OF 2020	\$960.75	\$0.00	\$0.00	\$0.00	\$960.75	\$0.00	\$960.75
2021	Class of 2021	\$1,161.25	\$0.00	\$(205.00)	\$0.00	\$956.25	\$0.00	\$956.25
2022	CLASS OF 2022	\$2,758.17	\$0.00	\$0.00	\$0.00	\$2,758.17	\$0.00	\$2,758.17
2023	CLASS OF 2023	\$2,390.00	\$0.00	\$0.00	\$0.00	\$2,390.00	\$0.00	\$2,390.00
2024	CLASS OF 2024	\$723.00	\$0.00	\$0.00	\$0.00	\$723.00	\$0.00	\$723.00
Activity Accounts Grand Total		\$266,977.60	\$25,429.67	\$(20,280.70)	\$0.00	\$272,126.57	\$0.00	\$272,126.57

GL Accounts

GL Acct		Begin Bal	Recpt / JV	Disb / JV	Transfers	End Bal	YTD Payables	Work Bal
992	CHECK ACCOUNT	\$266,977.60	\$25,429.67	\$(20,280.70)	\$0.00	\$272,126.57	\$0.00	\$272,126.57
General Ledger Grand Total		\$266,977.60	\$25,429.67	\$(20,280.70)	\$0.00	\$272,126.57	\$0.00	\$272,126.57

SEWARD HIGH SCHOOL

General Ledger Report

Financial Report

From Date:	6/1/2021
To Date:	06/30/2021

From Acct:	1
To Acct:	999999

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Mary G. Russell Date: 7/9/21
Principal: [Signature] Date: 7/12/21

**SEWARD HIGH SCHOOL
Bank Reconciliation Report**

Checking Account

992

Date From 6/1/2021
Date to 06/30/2021

Ending Balance on Statement Dated : 06/30/2021	\$285,550.18
Outstanding Deposits (Bank Deposits) -> +	\$0.00
Less Outstanding Checks:	\$13,423.61
Cash Balance as of : 06/30/2021	<u>\$272,126.57 ***</u>

Cash Balance for Checking as of 6/1/2021	\$266,977.60
Add: Total Deposits (Bank Deposits):	\$25,429.67
Less: Total Checks and Withdrawals:	(\$20,280.70)
Computer Cash Balance as of : 06/30/2021	<u>\$272,126.57 ***</u>

Summary of Asset Accounts

<u>Gl Acct</u>	<u>Account Name</u>	<u>Begin Bal</u>	<u>Recpt/JV</u>	<u>Disb/JV</u>	<u>Transfer</u>	<u>End Bal.</u>
992	CHECK ACCOUNT	\$266,977.60	\$25,429.67	(\$20,280.70)	\$0.00	\$272,126.57 ***
Grand Total		\$266,977.60	\$25,429.67	(\$20,280.70)	\$0.00	\$272,126.57

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Mary G. Russell Date: 7/9/21
Principal: [Signature] Date: 7/9/21

***** Entries Must Match**

SEWARD HIGH SCHOOL

General Ledger Report

Financial Report

From Date: 7/1/2021
To Date: 07/31/2021

From Acct: 1
To Acct: 999999

Activity Accounts

Acct	Account Name	Beg. Bal.	Recpt / JV	Disb / JV	Transfers	End. Bal.	YTD Payables	Work Bal
100	DUAL CREDIT CLASSES	\$8,342.98	\$0.00	\$0.00	\$0.00	\$8,342.98	\$0.00	\$8,342.98
105	ALTERNATIVE SCHOOL	\$268.84	\$0.00	\$0.00	\$0.00	\$268.84	\$0.00	\$268.84
110	ACT CLASS	\$379.96	\$0.00	\$0.00	\$0.00	\$379.96	\$0.00	\$379.96
115	HONOR SOCIETY	(\$268.06)	\$0.00	\$0.00	\$0.00	(\$268.06)	\$0.00	(\$268.06)
120	ALUMNI ASSOCIATION	\$738.03	\$0.00	\$0.00	\$0.00	\$738.03	\$0.00	\$738.03
125	GUIDANCE	\$422.46	\$0.00	\$0.00	\$0.00	\$422.46	\$0.00	\$422.46
126	AMBASSADORS	\$679.09	\$0.00	\$0.00	\$0.00	\$679.09	\$0.00	\$679.09
127	AP EXAMS	\$4,127.50	\$0.00	\$0.00	\$0.00	\$4,127.50	\$0.00	\$4,127.50
130	CAREER ACADEMY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
135	BOWLING	\$269.04	\$0.00	\$0.00	\$0.00	\$269.04	\$0.00	\$269.04
140	FOOTBALL	\$2,123.75	\$1,600.00	\$0.00	\$0.00	\$3,723.75	\$0.00	\$3,723.75
142	FOOTBALL-UNIFORMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
145	WRESTLING	\$522.47	\$0.00	\$0.00	\$0.00	\$522.47	\$0.00	\$522.47
147	X-COUNTRY	\$1,954.46	\$0.00	\$0.00	\$0.00	\$1,954.46	\$0.00	\$1,954.46
149	TRACK	\$747.69	\$0.00	\$0.00	\$0.00	\$747.69	\$0.00	\$747.69
150	GIRLS BB CAMP	\$4,586.42	\$260.00	\$(912.17)	\$0.00	\$3,934.25	\$0.00	\$3,934.25
155	BOYS BB CAMP	\$10,384.61	\$0.00	\$0.00	\$0.00	\$10,384.61	\$0.00	\$10,384.61
160	BOYS SOCCER	\$491.72	\$0.00	\$0.00	\$0.00	\$491.72	\$0.00	\$491.72
165	GIRLS SOCCER	\$2,086.51	\$400.00	\$0.00	\$0.00	\$2,486.51	\$0.00	\$2,486.51
170	SOFTBALL	\$3,987.56	\$0.00	\$0.00	\$0.00	\$3,987.56	\$0.00	\$3,987.56
175	VOLLEYBALL	\$692.83	\$2,520.00	\$0.00	\$0.00	\$3,212.83	\$0.00	\$3,212.83
180	VIDEO ACCOUNT	\$5,666.82	\$0.00	\$0.00	\$0.00	\$5,666.82	\$0.00	\$5,666.82
185	BASEBALL	(\$564.93)	\$0.00	\$0.00	\$0.00	(\$564.93)	\$0.00	(\$564.93)
190	GIRLS GOLF	\$932.50	\$0.00	\$0.00	\$0.00	\$932.50	\$0.00	\$932.50
195	BOYS GOLF	\$727.90	\$0.00	\$0.00	\$0.00	\$727.90	\$0.00	\$727.90
200	SMUTNY SCHOLARSHIP	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
225	ACADEMIC CONTESTS	\$412.00	\$0.00	\$0.00	\$0.00	\$412.00	\$0.00	\$412.00
230	SCIP	\$342.50	\$0.00	\$0.00	\$0.00	\$342.50	\$0.00	\$342.50
240	THORELL SCHOLARSHIPS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
250	PEPSI SCHOLARSHIPS	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
260	SCHOLARSHIP ACCT.	\$40.00	\$0.00	\$0.00	\$0.00	\$40.00	\$0.00	\$40.00
270	BOWMASTER SCHOLARSHIP	\$175.00	\$0.00	\$0.00	\$0.00	\$175.00	\$0.00	\$175.00
275	CONCESSIONS	\$3,777.50	\$0.00	\$0.00	\$0.00	\$3,777.50	\$0.00	\$3,777.50
300	Teacher Pop Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
310	VENDING SALES	\$3,779.02	\$95.35	\$(45.00)	\$0.00	\$3,829.37	\$0.00	\$3,829.37
315	DLC ACCOUNT	\$25.81	\$0.00	\$0.00	\$0.00	\$25.81	\$0.00	\$25.81
330	DRIVER EDUCATION	\$7,865.00	\$0.00	\$(7,705.00)	\$0.00	\$160.00	\$0.00	\$160.00
400	FBLA	\$1,332.50	\$32.50	\$0.00	\$0.00	\$1,365.00	\$0.00	\$1,365.00
410	FFA	\$26,683.44	\$0.00	\$0.00	\$0.00	\$26,683.44	\$0.00	\$26,683.44
415	FCS LAB FEES	\$7,181.50	\$0.00	\$0.00	\$0.00	\$7,181.50	\$0.00	\$7,181.50
418	DISTRICT 2 FCCLA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
420	FCCLA	\$10,028.52	\$0.00	\$0.00	\$0.00	\$10,028.52	\$0.00	\$10,028.52
425	DRILL TEAM/DANCE	\$3,152.13	\$0.00	\$0.00	\$0.00	\$3,152.13	\$0.00	\$3,152.13
430	SOCIAL MEDIA TEAM	\$3,621.98	\$0.00	\$0.00	\$0.00	\$3,621.98	\$0.00	\$3,621.98
440	LEADERSHIP TEAM	\$3,035.27	\$0.00	\$0.00	\$0.00	\$3,035.27	\$0.00	\$3,035.27
445	E SPORTS	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00
450	MATH	\$44.46	\$0.00	\$0.00	\$0.00	\$44.46	\$0.00	\$44.46
460	SCIENCE LAB FEES	\$333.32	\$0.00	\$0.00	\$0.00	\$333.32	\$0.00	\$333.32
470	KEY CLUB	\$4,194.00	\$0.00	\$0.00	\$0.00	\$4,194.00	\$0.00	\$4,194.00
475	SPANISH ACCOUNT	\$66.94	\$0.00	\$0.00	\$0.00	\$66.94	\$0.00	\$66.94
490	ART	\$5,379.10	\$0.00	\$0.00	\$0.00	\$5,379.10	\$0.00	\$5,379.10

SEWARD HIGH SCHOOL

General Ledger Report

Financial Report

From Date:	7/1/2021
To Date:	07/31/2021

From Acct:	1
To Acct:	999999

Activity Accounts

Acct	Account Name	Beg. Bal.	Recpt / JV	Disb / JV	Transfers	End. Bal.	YTD Payables	Work Bal
495	Study Abroad	\$1,888.71	\$0.00	\$0.00	\$0.00	\$1,888.71	\$0.00	\$1,888.71
500	YEARBOOK	\$1,438.36	\$0.00	\$0.00	\$0.00	\$1,438.36	\$0.00	\$1,438.36
520	BAND TRIP	\$6,337.70	\$0.00	\$0.00	\$0.00	\$6,337.70	\$0.00	\$6,337.70
530	SPEECH	(\$317.69)	\$0.00	\$0.00	\$0.00	(\$317.69)	\$0.00	(\$317.69)
535	DRAMATICS	\$4,686.10	\$0.00	\$0.00	\$0.00	\$4,686.10	\$0.00	\$4,686.10
540	LIBRARY	\$1,423.97	\$0.00	\$0.00	\$0.00	\$1,423.97	\$0.00	\$1,423.97
545	ALL SCHOOL READS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
550	BAND	\$2,318.42	\$0.00	\$(3,284.95)	\$0.00	(\$966.53)	\$0.00	(\$966.53)
554	CHEERLEADERS	\$4,881.13	\$0.00	\$0.00	\$0.00	\$4,881.13	\$0.00	\$4,881.13
555	CHORUS	\$12,683.68	\$690.00	\$(5.00)	\$0.00	\$13,368.68	\$0.00	\$13,368.68
560	INDUSTRIAL ARTS/WOODS	\$518.46	\$0.00	\$0.00	\$0.00	\$518.46	\$0.00	\$518.46
565	TECH PREP/SKILLS USA	\$4,548.22	\$0.00	\$0.00	\$0.00	\$4,548.22	\$0.00	\$4,548.22
570	AUTO/WELDING	\$1,056.16	\$0.00	\$0.00	\$0.00	\$1,056.16	\$0.00	\$1,056.16
575	POWER DRIVE	\$36.57	\$0.00	\$0.00	\$0.00	\$36.57	\$0.00	\$36.57
580	PAY TO PLAY	\$5,418.47	\$0.00	\$0.00	\$0.00	\$5,418.47	\$0.00	\$5,418.47
600	PHYSICAL EDUCATION	\$34.11	\$0.00	\$0.00	\$0.00	\$34.11	\$0.00	\$34.11
615	REVOLVING ACCT	\$250.12	\$0.00	\$0.00	\$0.00	\$250.12	\$0.00	\$250.12
620	NOW ACCOUNT	\$6,259.55	\$18.42	\$0.00	\$0.00	\$6,277.97	\$0.00	\$6,277.97
700	SOCIAL STUDIES SCHOL	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00
800	ATHLETICS	\$71,069.64	\$9,500.00	\$(4,593.28)	\$0.00	\$75,976.36	\$0.00	\$75,976.36
825	WEIGHTROOM	\$129.19	\$0.00	\$0.00	\$0.00	\$129.19	\$0.00	\$129.19
850	PRIDE	\$1,113.46	\$0.00	\$0.00	\$0.00	\$1,113.46	\$0.00	\$1,113.46
860	AOK	\$393.91	\$0.00	\$0.00	\$0.00	\$393.91	\$0.00	\$393.91
870	STUDENT HELP FUND	\$431.73	\$0.00	\$0.00	\$0.00	\$431.73	\$0.00	\$431.73
900	MEMORIALS	\$70.00	\$0.00	\$0.00	\$0.00	\$70.00	\$0.00	\$70.00
950	IPAD FEES	\$5,323.05	\$65.00	\$0.00	\$0.00	\$5,388.05	\$0.00	\$5,388.05
955	HORTICULTURE	\$505.00	\$0.00	\$0.00	\$0.00	\$505.00	\$0.00	\$505.00
2015	CLASS OF 2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2016	CLASS OF 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2017	CLASS OF 2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2018	CLASS OF 2018	\$629.54	\$0.00	\$0.00	\$0.00	\$629.54	\$0.00	\$629.54
2019	CLASS OF 2019	\$40.70	\$0.00	\$0.00	\$0.00	\$40.70	\$0.00	\$40.70
2020	CLASS OF 2020	\$960.75	\$0.00	\$0.00	\$0.00	\$960.75	\$0.00	\$960.75
2021	Class of 2021	\$956.25	\$0.00	\$0.00	\$0.00	\$956.25	\$0.00	\$956.25
2022	CLASS OF 2022	\$2,758.17	\$0.00	\$0.00	\$0.00	\$2,758.17	\$0.00	\$2,758.17
2023	CLASS OF 2023	\$2,390.00	\$0.00	\$0.00	\$0.00	\$2,390.00	\$0.00	\$2,390.00
2024	CLASS OF 2024	\$723.00	\$0.00	\$0.00	\$0.00	\$723.00	\$0.00	\$723.00
Activity Accounts Grand Total		\$272,126.57	\$17,181.27	\$(16,545.40)	\$0.00	\$272,762.44	\$0.00	\$272,762.44

GL Accounts

GL Acct		Begin Bal	Recpt / JV	Disb / JV	Transfers	End Bal	YTD Payables	Work Bal
992	CHECK ACCOUNT	\$272,126.57	\$17,181.27	\$(16,545.40)	\$0.00	\$272,762.44	\$0.00	\$272,762.44
General Ledger Grand Total		\$272,126.57	\$17,181.27	\$(16,545.40)	\$0.00	\$272,762.44	\$0.00	\$272,762.44

SEWARD HIGH SCHOOL

General Ledger Report

Financial Report

From Date:	7/1/2021
To Date:	07/31/2021

From Acct:	1
To Acct:	999999

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Mary Russell Date: 8/5/21
Principal: [Signature] Date: 8/5/21

**SEWARD HIGH SCHOOL
Bank Reconciliation Report**

Checking Account

992

Date From 7/1/2021
Date to 07/31/2021

Ending Balance on Statement Dated : 07/31/2021	\$281,006.73
Outstanding Deposits (Bank Deposits) -> +	\$0.00
Less Outstanding Checks:	\$8,244.29
Cash Balance as of : 07/31/2021	<u>\$272,762.44</u> ***

Cash Balance for Checking as of 7/1/2021	\$272,126.57
Add: Total Deposits (Bank Deposits):	\$17,181.27
Less: Total Checks and Withdrawals:	(\$16,545.40)
Computer Cash Balance as of : 07/31/2021	<u>\$272,762.44</u> ***

Summary of Asset Accounts

<u>Gl Acct</u>	<u>Account Name</u>	<u>Begin Bal</u>	<u>Recpt/JV</u>	<u>Disb/JV</u>	<u>Transfer</u>	<u>End Bal.</u>
992	CHECK ACCOUNT	\$272,126.57	\$17,181.27	(\$16,545.40)	\$0.00	\$272,762.44 ***
Grand Total		\$272,126.57	\$17,181.27	(\$16,545.40)	\$0.00	\$272,762.44

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Mary Russell Date: 8/5/21
 Principal: [Signature] Date: 8/5/21

***** Entries Must Match**

SEWARD HIGH SCHOOL
Reconciliation Activity Account Report

From Date: 6/1/2021
To Date: 06/30/2021

From Acct: 800
To Acct: 800

Date	Payee Source Note	Invoice	PO	Doc Ref	Recp/JV	Disb/JV	Transfer	Balance	Offset Acct
Activity Acct: 800 - ATHLETICS								Beginning Balance: \$67,684.14	
Advisor: John Moody									
6/1/21	CAPITAL UMPIRES ASSOC 1 ASSIGNING FEE - BB UMP 20/21		14096	58084	\$0.00	\$144.00	\$0.00	\$67,540.14	992
6/2/21	NSAA MEMBERSHIP REGISTRATION		14097	58086	\$0.00	\$1,410.00	\$0.00	\$66,130.14	992
6/3/21	RECEIPTS JV TRACK MEET ENTRY			6828	\$200.00	\$0.00	\$0.00	\$66,330.14	992
6/3/21	VALENTINO'S PHYSICALS NIGHT MEAL		14099	58097	\$0.00	\$44.00	\$0.00	\$66,286.14	992
6/8/21	RECEIPTS SPORTS PHYSICALS			6834	\$2,045.00	\$0.00	\$0.00	\$68,331.14	992
6/8/21	RECEIPTS VARSITY GRP - ADV REVENUE			6836	\$5,762.50	\$0.00	\$0.00	\$74,093.64	992
6/8/21	MERLES FLOWER SHOP SR NIGHT FLOWERS	119379	14126	58098	\$0.00	\$31.00	\$0.00	\$74,062.64	992
6/8/21	MHCS SPORTS PHYSICALS		14128	58100	\$0.00	\$2,050.00	\$0.00	\$72,012.64	992
6/10/21	RECEIPTS PEPSI-COLA BOTTLING			6841	\$2,000.00	\$0.00	\$0.00	\$74,012.64	992
6/23/21	JOHN MOODY REIMB AD 6MO CELL PHONE		14138	58109	\$0.00	\$150.00	\$0.00	\$73,862.64	992
6/23/21	HUDL VIDEO SERVICES - MS/HS SPORTS	01125624	13920	58110	\$0.00	\$118.36	\$0.00	\$73,744.28	992
6/23/21	HUDL VIDEO SERVICES - VAR FB	01125564	13920	58110	\$0.00	\$199.00	\$0.00	\$73,545.28	992
6/24/21	RECEIPTS CONF QUIZ BOWL ENTRY			6846	\$100.00	\$0.00	\$0.00	\$73,645.28	992
6/24/21	RECEIPTS SPORTS PHYSICALS			6847	\$5.00	\$0.00	\$0.00	\$73,650.28	992
6/24/21	PRO-TUFF DECALS FB HELMET DECALS	021009057	14082	58111	\$0.00	\$418.29	\$0.00	\$73,231.99	992
6/24/21	LOU'S SPORTING GOODS FB PRACTICE JERSEYS, TRVL BAGS	AAX782995	13907	58112	\$0.00	\$480.71	\$0.00	\$72,751.28	992
6/30/21	HUDL VIDEO SERVICES - HS SPORTS	01149521	13920	58117	\$0.00	\$1,681.64	\$0.00	\$71,069.64	992
Totals					\$10,112.50	\$6,727.00	\$0.00	\$71,069.64	
							Accounts Payable	\$0.00	
							Working Balance	\$71,069.64	
							Currently Encumbered (PO)	\$0.00	

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Mary G. Russell Date: 7/9/21
Principal: [Signature] Date: 7/21/21

SEWARD HIGH SCHOOL
Reconciliation Activity Account Report

From Date: 7/1/2021
To Date: 07/31/2021

From Acct: 800
To Acct: 800

Date	Payee Source Note	Invoice	PO	Doc Ref	Recp/JV	Disb/JV	Transfer	Balance	Offset Acct
Activity Acct: 800 - ATHLETICS								Beginning Balance: \$71,069.64	
Advisor: John Moody									
7/7/21	PAC N SAVE SPORTS PHYSICALS - DRINKS		14119	58118	\$0.00	\$3.34	\$0.00	\$71,066.30	992
7/9/21	BSN SPORTS TRAINING ROOM SUPPLIES	912849660	14145	58119	\$0.00	\$66.98	\$0.00	\$70,999.32	992
7/14/21	PLAY IT AGAIN SPORTS PRACTICE SOFTBALLS	458716	14105	58129	\$0.00	\$250.00	\$0.00	\$70,749.32	992
7/14/21	RIDDELL/ALL AMERICAN FB GAME UNIFORMS	951415900	13913	58130	\$0.00	\$3,694.55	\$0.00	\$67,054.77	992
7/14/21	AWARDS UNLIMITED NEXT LEVEL PLATES	47541	14151	58131	\$0.00	\$85.00	\$0.00	\$66,969.77	992
7/14/21	LOU'S SPORTING GOODS FB BELTS, BATTING TEES	AAE744017	14098	58132	\$0.00	\$393.41	\$0.00	\$66,576.36	992
7/16/21	ZAC BROST VAR FB OFFICIALS ASSIGNING FEE		14108	58133	\$0.00	\$100.00	\$0.00	\$66,476.36	992
7/22/21	RECEIPTS PEPSI-COLA BOTTLING			6859	\$9,500.00	\$0.00	\$0.00	\$75,976.36	992
Totals					\$9,500.00	\$4,593.28	\$0.00	\$75,976.36	
							Accounts Payable	\$0.00	
							Working Balance	\$75,976.36	
							Currently Encumbered (PO)	\$0.00	

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Mary Russell Date: 8/5/21
 Principal: _____ Date: / /

**SCHOOL DISTRICT OF SEWARD
PROPOSED WARRANTS
AUGUST 9, 2021**

Salaries for July	Salaries	574,367.95
Jones Bank	FIT/FICA	8,824.49
Tennessee Child Support	Garnishment	59.98
Nebraska Child Support	Garnishment	179.54
Nebraska.gov	Trans	3.00
Jones Bank	FIT/FICA	1,208.92
Jones Bank	FIT/FICA	164,971.75
Nebraska Child Support	Garnishment	1,955.00
ASPIRE	403b	9,575.00
Jones Bank	FIT/FICA	8,027.52
Tennessee Child Support	Garnishment	59.98
Nebraska Child Support	Garnishment	179.54
Jones Bank	FIT/FICA	8,760.41
Nebraska Child Support	Garnishment	179.54
Tennessee Child Support	Garnishment	59.98
NPERS	Retirement	160,177.56
Nebraska Department of Revenue	State Tax	29,657.11
Pay Flex	Section 125	8,099.71
AGParts	Technology	7,493.75
J.F. Ahern Co	Maintenance	678.00
Ahrens, Audrey	Supplies	5.91
Amazon	Supplies	3,984.29
Apple Inc	ESSERII	87,141.14
Awards Unlimited	Other	33.50
Baker, Noelle	Supplies	66.32
Benes, Catherine	St. Vincent Title IIA	100.00
Bieck, Emily	St. Vincent Title IIA	100.00
Blue Cross Blue Shield	Health Insurance	200,793.22
Bohaty, Marilyn	St. Vincent Title IIA	100.00
Brain POP LLC	Subscription	230.00
Branching Minds	Staff Dev.	8,255.00
Campbell Cleaning	Services	12,000.00
Canon Financial Services	Lease	2,200.43
Capital Business Systems, Inc	Lease	290.32
Card Services	Grounds	321.29
Cartridge World	Technology	622.04
CDWG	Technology	7,517.55
Central Nebraska Rehabilitation Services	Pupil Services	97.50
City of Seward Utility Dept	Utilities	29,262.47
Collings, Erin	Staff Dev.	57.62
Computers Etc	Technology	1,059.26
Crane, Lisa	St. Vincent Title IIA	50.00
Crete Glass	Maintenance	330.00
Culligan	Maintenance	36.00
Eakes	Maintenance	6,058.25
Echo	Maintenance	48.20
Egan Supply	Maintenance	486.10
Engineered Controls	Maintenance	411.56
ESU 2	ESSERIII	1,671.00
ESU 5	Technology	8,916.60

**SCHOOL DISTRICT OF SEWARD
PROPOSED WARRANTS
AUGUST 9, 2021**

ESU 6	ESU Expense	92,534.89
ESU 10	Periodicals	508.08
Farmers Cooperative	Transportation	187.36
Follett	Books	426.27
General Fire & Safety	Maintenance	2,289.46
Glaser Ceramics	Supplies	295.40
Glass Doctor	Transportation	150.00
Gopher	Supplies	584.36
Grainger	Maintenance	132.90
Hillyard	Maintenance	1,649.80
Home Depot Pro	Maintenance	416.95
Hopkins Medical Products	Equipment	193.90
Interstate All Battery Center	Maintenance	198.00
Johnson, Carmen	Supplies	45.41
JourneyEd.com	Subscription	1,000.00
Kathleen A. Laughlin	Garnishment	153.00
Kluthe, Rachel	Supplies	6.96
Kratos	Curriculum	4,250.00
KSB School Law	Legal Fees	92.00
Lee's Refrigeration	Maintenance	23.54
Madison National Life	LTD Ins.	2,628.53
Marshall, Dorothy	St. Vincent Title IIA	260.00
Matheson	Supplies	427.29
Menards	Maintenance	798.19
Midwest Alarm Services	Maintenance	3,368.16
Midwest Auto Parts (Napa)	Transportation	370.91
Midwest Automotive	Transportation	164.14
Midwest Special Instruments	Technical Services	345.00
Jen Nantkes	Pupil Services	738.40
NASCD	Dues & Fees	40.00
NCS Pearson	Supplies	478.57
Nebraska Council of School Admin	Dues & Fees	2,715.00
Nebraska Library Commission	Subscription	1,191.17
Nebraska Scientific	Supplies	243.07
One Source	Admin. Expense	270.00
O'Reilly	Transportation	154.61
Pac N Save	Maintenance	150.25
Paper Tiger	Business Support	60.00
Pay Flex	Section 125	147.90
Pflughaupt, Brandi	Mileage	233.44
Rasmussen Mechanical Services	Maintenance	186.40
Ray, Denise	St. Vincent Title IIA	100.00
Reed Electric	Maintenance	12.48
Sack Lumber	Maintenance	15.90
Scholastic	Periodicals	796.68
School Dist. Of Seward Board Revolving Fund	Reimbursement	1,338.63
School Outlet	Equipment	202.13
School Specialty	Supplies	314.81
Seegebarth, Beth	Supplies	176.84
Seward County Independent	Advertising	1,068.97

**SCHOOL DISTRICT OF SEWARD
PROPOSED WARRANTS
AUGUST 9, 2021**

Seward Lumber	Maintenance	756.91
Seward Middle School Activity Fund	Reimbursement	129.46
Sherwin Williams	Maintenance	37.98
SiteOne Landscape Supply	Maintenance	1,031.14
Suhr & Lichty Insurance	Insurance	2,408.00
Sumdog Inc	Subscription	360.00
Teacher Direct	Supplies	861.10
Time Warner Cable	Phone	109.98
Trox	Technology	3,668.32
Twin River Urgent Care	Transportation	95.00
Typing Agent	Subscription	661.25
UNUM	Life Ins.	532.80
Uribe	Services	1,818.00
US Cellular	Communications	253.44
Verizon	Telephone	152.76
Warriner, Laura	St. Vincent Title IIA	50.00
WaterLink	Maintenance	225.00
Wells Fargo	Other	568.20
Windstream	Telephone	2,190.11
TOTAL GENERAL FUND CLAIMS		1,496,809.50

**SCHOOL DISTRICT OF SEWARD
PROPOSED SPECIAL BUILDING FUND CLAIMS
AUGUST 9, 2021**

MILLER CONSTRUCTION	LABOR FOR GREENHOUSE	30,000.00
STUPPY GREENHOUSE	HS GREENHOUSE	20,300.00
MIDWEST FLOOR COVERING	ELEM. CARPET	51,902.25
	TOTAL	102,202.25

**SCHOOL DISTRICT OF SEWARD
PROPOSED DEPRECIATION FUND CLAIMS
AUGUST 9, 2021**

PERRY REID CONSTRUCTION	HS FIRE ALARM SYSTEM	23,535.00
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TOTAL	<u>23,535.00</u>
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**SCHOOL DISTRICT OF SEWARD
PROPOSED GIFTS AND DONATIONS CLAIMS
AUGUST 9, 2021**

KRATOS PERFORMANCE	HS TRAINING PROGRAM	2,500.00
	TOTAL	<u>2,500.00</u>