

Agenda

1. MEETING CALL TO ORDER
Speaker(s): Board President
 - 1.1. Reading of Public Meeting Notice
Speaker(s): Board President
 - 1.1.1. Open Meetings Act
Speaker(s): Board President
 - 1.2. Roll Call
Speaker(s): President Richters
 - 1.2.1. Action to Excuse Board Member(s) if Necessary
Speaker(s): President Richters
 - 1.3. Centennial Public School Mission Statement: Empower, Challenge, and Support Every Student, Every Day.
 - 1.4. Pledge of Allegiance
Speaker(s): President Richters
 - 1.5. Consent Agenda
Speaker(s): President Richters
 - 1.5.1. Consider Minutes of Previous Meeting and Their Approval
Speaker(s): Board President
 - 1.5.2. Consider General Fund and Activity Fund Bills and Their Approval
Speaker(s): Board President
 - 1.5.3. Consider Activity Accounts and Treasurer's Report
Speaker(s): Board President
 - 1.6. Public Forum
Speaker(s): Board President
 - 1.6.1. Public forum: This is an opportunity for members of the public to speak to items on the agenda or items of concern to the public. If you are not part of the presentation of an agenda item, you need to speak now. Thank you for your participation.
Speaker(s): Board President
2. ACTION ITEMS
Speaker(s): Board President
 - 2.1. DISCUSS, CONSIDER, AND TAKE ALL NECESSARY ACTION TO APPROVE A RESOLUTION APPOINTING LANA HOFFSCHNEIDER TO THE CENTENNIAL SCHOOL BOARD
 - 2.1.1. OATH OF OFFICE
Speaker(s): CHR. RICHTERS
 - 2.2. REVIEW AND CONSIDER REVISING POLICIES 3056-4007, 5018, 5045, 5054, AND 5057

2.3. DISCUSS, CONSIDER, AND TAKE ALL NECESSARY ACTION TO APPROVE A RESOLUTION TO INCREASE THE OVERALL TAX AUTHORITY BY AN ADDITIONAL SEVEN PERCENT ABOVE THE BASE GROWTH PERCENTAGE.

2.4. REVIEW AND CONSIDER APPROVAL OF THE 2023-2024 ACTIVITIES BUDGET

Speaker(s): ADMINISTRATORS

3. DISCUSSION ITEMS

Speaker(s): Board President

3.1. STAFF RECOGNITION - REVISION GRANT TEAM

3.2. SUPERINTENDENT'S REPORT - BUDGET UPDATE, FINANCIAL DOCUMENTS, BACK TO SCHOOL NIGHT

3.3. NASB UPDATE AND AREA MEMBERSHIP MEETING

Speaker(s): SUPT. FORD

4. ADJOURN

Speaker(s): Board President

CENTENNIAL PUBLIC SCHOOL

1301 Centennial Avenue
P.O. Box 187
Utica, NE 68456-0187
402-534-2321
FAX 402-534-2291

Seth Ford
Superintendent
402-534-2291

Colin Bargaen
H.S. Principal

Jenny Wagner
Asst. Prin./A.D.

Brad Luce
Elem. Principal

Cara Stoll
Special Services

Zach Waller
Counselor

Rochelle Geiger
Elem. Counselor

CENTENNIAL BOARD OF EDUCATION Special Meeting August 1, 2023

Notice of special meeting was published in York News Times on July 19, 2023.

Meeting was called to order at 8:00 p.m. with four board members present. J. Cast was absent. Superintendent Seth Ford was present.

Purpose of this meeting was to Discuss, consider, and take all necessary action to accept the resignation of board member Jodi Cast; and discussion of the process by which the vacancy that will be created will be filled. In addition, the purpose of the special meeting was to have a budget work session. Motion made by Richters, seconded by D. Cast to accept the resignation of board member Jodi Cast with regrets and best wishes.

Members polled: Avery, for; Borchers, for; D. Cast, for; Richters, for; Tomes, for; J.Cast, absent. Motion carried 5-0-1.

Discussion of the budget.

Motion made by D. Cast, seconded by Derek Tomes, to adjourn. Members polled: Avery, for; Borchers, for; D. Cast, for; Richters, for; Tomes, for; J.Cast, absent. Motion carried 5-0-1.

Bryce Borchers, Secretary
Centennial Board of Education

BB:nlr

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Counselor

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Elem. Counselor

CENTENNIAL BOARD OF EDUCATION REGULAR MEETING July 10, 2023

Notice of meeting was published in York News Times on June 28, 2023.

Meeting was called to order at 8:00 p.m. with four board members present. J. Cast was absent. Tomes arrived at 8:07 p.m. Administrator present was Mr. Ford.

Motion made by Avery, seconded by D. Cast, to approve the consent agenda as presented. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, absent; Richters, for; Tomes, for. Motion carried 5-0-1.

Motion made by Borchers, seconded by Tomes, to review and approve policies 3044-4053, 4031, and 5001 with recommended changes to policy 3046. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, absent; Richters, for; Tomes, for. Motion carried 5-0-1.

Motion made by D. Cast, seconded by Avery, to approve policy updates to 3001, 3003.1, 3004.1, 3033, 3036, 4003, 4045, 4059, 5003, 5004, 5035, 5045, 5052, 5062, 5063, 5064, 6003, 6004, 6025 & 6038. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, absent; Richters, for; Tomes, for. Motion carried 5-0-1.

Motion made by Tomes, seconded by Borchers, to approve the 2023-2024 student handbook. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, absent; Richters, for; Tomes, for. Motion carried 5-0-1.

Motion made by Avery, seconded by Borchers to approve the 2023-2024 teacher handbooks. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, absent; Richters, for; Tomes, for. Motion carried 5-0-1.

Motion made by Avery, seconded by Borchers, to approve the 2023-2024 staff handbooks with recommended changes. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, absent; Richters, for; Tomes, for. Motion carried 5-0-1.

Motion made by D. Cast, seconded by Avery, to approve the Return to School Plan as presented for 2023-2024 school year. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, absent; Richters, for; Tomes, for. Motion carried 5-0-1.

Motion made by D. Cast, seconded by Tomes, to approve the 2023-2024 milk bid from Hiland Dairy as presented. Member polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, absent; Richters, for; Tomes, for. Motion carried 5-0-1.

Motion made by Borchers, seconded by Avery, to declare items as surplus for immediate sale or disposal. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, absent; Richters, for; Tomes, for. Motion carried 5-0-1.

Motion made by Richters, seconded by Tomes, to approve the fuel bid from CVA as presented including the \$1.59 contract price for propane. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, absent; Richters, for; Tomes, for. Motion carried 5-0-1.

Motion made by D. Cast, seconded by Avery, to appoint KSB School Law as the District Legal Counsel for the 2023-2024 school year. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, absent; Richters, for; Tomes, for. Motion carried 5-0-1.

Motion made by Tomes, seconded by Borchers, to approve the bid for playground fence additions and football field fence repairs from Noswett as presented. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, absent; Richters, for; Tomes for. Motion carried 5-0-1.

Heard report regarding professional development planning

Heard discussion to schedule budget work session

Superintendent's report included financial report and grant funding update.

Motion made by Tomes, seconded by D. Cast, to adjourn the meeting at 9:14 p.m. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, absent; Richters, for; Tomes, for. Motion carried 5-0-1.

Bryce Borchers, Secretary
Centennial Board of Education

BB:mr

Activity Fund Balance Report - Detail - Exclude Encumbrances

07/2023 - 07/2023

Regular; Beginning Month 07/2023; Processing Month 07/2023; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

Chart of Account Number			Chart of Account Description			Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
05 704 0003			ATHLETICS FUND BALANCE			*Previous Balance				(67,898.21)
05 704 0003			ATHLETICS FUND BALANCE							
05 2900 610 000 0 000 0003			ATHLETICS SUPPLIES							
07/06/2023	CD	20230706	5	44710	All-Star Games Food	Sam's Club/Synchrony Bank	258.69	0.00		
05 704 0003			ATHLETICS FUND BALANCE			*Current Activity				(258.69)
						*Ending Balance:	258.69	0.00	0.00	(68,156.90)
05 704 0050			CONCESSIONS FUND BALANCE			*Previous Balance				27,396.73
						*Ending Balance:	0.00	0.00	0.00	27,396.73
05 704 0051			CONCESSIONS MANAGER FUND BALANCE			*Previous Balance				0.00
						*Ending Balance:	0.00	0.00	0.00	0.00
05 704 0052			BRONCO STORE FUND BALANCE			*Previous Balance				2,259.96
						*Ending Balance:	0.00	0.00	0.00	2,259.96
05 704 0053			MARKET 67 FUND BALANCE			*Previous Balance				(95.50)
						*Ending Balance:	0.00	0.00	0.00	(95.50)
05 704 0054			BRONCO CLOSET FUND BALANCE			*Previous Balance				906.90
						*Ending Balance:	0.00	0.00	0.00	906.90
05 704 0055			BRONCO COFFEE & CREATIONS FUND BALANCE			*Previous Balance				45.38
						*Ending Balance:	0.00	0.00	0.00	45.38
05 704 0056			SUMMER CAMPS FUND BALANCE			*Previous Balance				3,688.92
						*Ending Balance:	0.00	0.00	0.00	3,688.92
05 704 0057			PBIS FUND BALANCE			*Previous Balance				(1,016.14)
						*Ending Balance:	0.00	0.00	0.00	(1,016.14)
05 704 0103			DISTRICT EVENTS FUND BALANCE			*Previous Balance				23,200.59
						*Ending Balance:	0.00	0.00	0.00	23,200.59
05 704 0104			BOYS BASKETBALL FUND BALANCE			*Previous Balance				3,098.76
05 704 0104			BOYS BASKETBALL FUND BALANCE							
05 2900 610 000 0 000 0104			BOYS BASKETBALL							
07/13/2023	CD	S 27200	5	44712	camp t-shirts	Heath Sports & Tees	612.30	0.00		
05 704 0104			BOYS BASKETBALL FUND BALANCE			*Current Activity				(612.30)
						*Ending Balance:	612.30	0.00	0.00	2,486.46
05 704 0105			CROSS COUNTRY FUND BALANCE			*Previous Balance				318.03
						*Ending Balance:	0.00	0.00	0.00	318.03

Activity Fund Balance Report - Detail - Exclude Encumbrances

07/2023 - 07/2023

Regular; Beginning Month 07/2023; Processing Month 07/2023; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

Chart of Account Number			Chart of Account Description			Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
05 704 0106					FOOTBALL FUND BALANCE	*Previous Balance				3,631.07
						*Ending Balance:	0.00	0.00	0.00	3,631.07
05 704 0107					GIRLS BASKETBALL FUND BALANCE	*Previous Balance				(210.85)
						*Ending Balance:	0.00	0.00	0.00	(210.85)
05 704 0108					GOLF FUND BALANCE	*Previous Balance				(124.43)
						*Ending Balance:	0.00	0.00	0.00	(124.43)
05 704 0109					SOFTBALL FUND BALANCE	*Previous Balance				1,172.39
05 704 0109					SOFTBALL FUND BALANCE					
05 2900 610 000 0 000 0109					SOFTBALL					
07/21/2023	CD	20230810	5	44715	Jackets	Centennial General Fund	411.98	0.00		
05 2900 890 000 0 000 0109					SOFTBALL MISC EXPENSE					
07/31/2023	CD	20230731	5	44721	SB Team Camp	Twin River High School	100.00	0.00		
05 704 0109					SOFTBALL FUND BALANCE	*Current Activity				(511.98)
						*Ending Balance:	511.98	0.00	0.00	660.41
05 704 0115					TRACK FUND BALANCE	*Previous Balance				375.23
						*Ending Balance:	0.00	0.00	0.00	375.23
05 704 0116					VOLLEYBALL FUND BALANCE	*Previous Balance				1,172.89
05 704 0116					VOLLEYBALL FUND BALANCE					
05 1790 0116					VOLLEYBALL					
07/07/2023	CR	17397			summer league	Anstine, Alex	0.00	800.00		
07/12/2023	CR	17398			VB league	Anstine, Alex	0.00	1,600.00		
07/18/2023	CR	17399			VB Summer league	Anstine, Alex	0.00	800.00		
05 2900 352 000 0 000 0116					VOLLEYBALL OFFICIALS/JUDGES					
07/17/2023	CD	20230810	5	44713	summer league official	Ruether, Samara	50.00	0.00		
07/17/2023	CD	20230810	5	44714	summer league official	Mooney, Sam	50.00	0.00		
07/24/2023	CD	20230810	5	44716	summer league VB official	WAGNER, JENNY RAYE	150.00	0.00		
07/24/2023	CD	20230810	5	44717	summer league VB official	KLANECKY, NICOLE ANN	200.00	0.00		
07/24/2023	CD	20230810	5	44718	summer league VB official	Green, Krislyn	150.00	0.00		
07/24/2023	CD	20230810	5	44719	summer league VB official	Utter, Ascha	150.00	0.00		
07/24/2023	CD	20230810	5	44720	summer league VB official	Saunders, Cambria	50.00	0.00		
05 704 0116					VOLLEYBALL FUND BALANCE	*Current Activity				2,400.00
						*Ending Balance:	800.00	3,200.00	0.00	3,572.89
05 704 0117					WRESTLING FUND BALANCE	*Previous Balance				1,849.45
						*Ending Balance:	0.00	0.00	0.00	1,849.45
05 704 0118					BASEBALL FUND BALANCE	*Previous Balance				807.80
						*Ending Balance:	0.00	0.00	0.00	807.80

Activity Fund Balance Report - Detail - Exclude Encumbrances

07/2023 - 07/2023

Regular; Beginning Month 07/2023; Processing Month 07/2023; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>		<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>			
05 704 0204					JH BOYS BASKETBALL FUND BALANCE			18.35
					*Previous Balance			18.35
					*Ending Balance:	0.00	0.00	18.35
05 704 0207					JH GIRLS BASKETBALL FUND BALANCE			1,588.82
					*Previous Balance			1,588.82
					*Ending Balance:	0.00	0.00	1,588.82
05 704 0215					JH TRACK FUND BALANCE			145.60
					*Previous Balance			145.60
					*Ending Balance:	0.00	0.00	145.60
05 704 0301					ART FUND BALANCE			19.59
					*Previous Balance			19.59
					*Ending Balance:	0.00	0.00	19.59
05 704 0302					BAND TRIP FUND BALANCE			8,649.05
					*Previous Balance			8,649.05
					*Ending Balance:	0.00	0.00	8,649.05
05 704 0303					DANCE/CHEER FUND BALANCE			1,167.29
					*Previous Balance			1,167.29
					*Ending Balance:	0.00	0.00	1,167.29
05 704 0305					FBLA FUND BALANCE			3,059.20
					*Previous Balance			3,059.20
					*Ending Balance:	0.00	0.00	3,059.20
05 704 0306					FCCLA FUND BALANCE			2,334.73
					*Previous Balance			2,334.73
					*Ending Balance:	0.00	0.00	2,334.73
05 704 0307					FFA FUND BALANCE			30,252.97
					*Previous Balance			30,252.97
					*Ending Balance:	0.00	0.00	30,252.97
05 704 0308					MUSICAL FUND BALANCE			8,463.64
					*Previous Balance			8,463.64
					*Ending Balance:	0.00	0.00	8,463.64
05 704 0309					NHS FUND BALANCE			40.10
					*Previous Balance			40.10
					*Ending Balance:	0.00	0.00	40.10
05 704 0311					ONE ACT FUND BALANCE			816.22
					*Previous Balance			816.22
					*Ending Balance:	0.00	0.00	816.22
05 704 0312					QUIZ BOWL FUND BALANCE			696.02
					*Previous Balance			696.02
					*Ending Balance:	0.00	0.00	696.02
05 704 0313					SHOW CHOIR FUND BALANCE			(2,669.34)
					*Previous Balance			(2,669.34)
					*Ending Balance:	0.00	0.00	(2,669.34)
05 704 0314					SPEECH FUND BALANCE			753.65
					*Previous Balance			753.65
					*Ending Balance:	0.00	0.00	753.65
05 704 0315					STUDENT COUNCIL FUND BALANCE			2,503.11
					*Previous Balance			2,503.11

Activity Fund Balance Report - Detail - Exclude Encumbrances

07/2023 - 07/2023

Regular; Beginning Month 07/2023; Processing Month 07/2023; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

Chart of Account Number		Chart of Account Description		Entity Name	Expenses	Revenues	Balance Change	Balance	
Entry Date	JR	Reference #	Check Acct	Check #	Description				
						0.00	0.00	0.00	2,503.11
					*Ending Balance:				
05 704 0316					UNIFIED ACTIVITIES FUND BALANCE				205.90
					*Previous Balance				205.90
					*Ending Balance:	0.00	0.00	0.00	205.90
05 704 0317					ISTRUMENTAL MUSIC				(3,749.53)
					*Previous Balance				(3,749.53)
					*Ending Balance:	0.00	0.00	0.00	(3,749.53)
05 704 0318					VOCAL MUSIC FUND BALANCE				(1,480.74)
					*Previous Balance				(1,480.74)
					*Ending Balance:	0.00	0.00	0.00	(1,480.74)
05 704 0319					MIDDLE SCHOOL QUIZ BOWL FUND BALANCE				1,415.11
					*Previous Balance				1,415.11
					*Ending Balance:	0.00	0.00	0.00	1,415.11
05 704 0401					CLASS 2021 FUND BALANCE				1,385.56
					*Previous Balance				1,385.56
					*Ending Balance:	0.00	0.00	0.00	1,385.56
05 704 0403					CLASS 2023 FUND BALANCE				209.45
					*Previous Balance				209.45
					*Ending Balance:	0.00	0.00	0.00	209.45
05 704 0405					CLASS 2024 FUND BALANCE				2,205.05
					*Previous Balance				2,205.05
					*Ending Balance:	0.00	0.00	0.00	2,205.05
05 704 0406					CLASS 2025 FUND BALANCE				1,417.07
					*Previous Balance				1,417.07
					*Ending Balance:	0.00	0.00	0.00	1,417.07
05 704 0407					CLASS 2026 FUND BALANCE				1,012.37
					*Previous Balance				1,012.37
					*Ending Balance:	0.00	0.00	0.00	1,012.37
05 704 0700					BOOSTER CLUB FUND BALANCE				0.00
					*Previous Balance				0.00
					*Ending Balance:	0.00	0.00	0.00	0.00
05 704 0702					CHROMEBOOK ASSURANCE FUND BALANCE				5,358.45
					*Previous Balance				5,358.45
05 704 0702					CHROMEBOOK ASSURANCE FUND BALANCE				
05 1740 0702					CHROMEBOOK ASSURANCE FEE				
07/06/2023	CR	AUTO			CB Assurance pd by CC on FinalForms	FinalForms Stripe, Transfer	0.00	40.00	
07/10/2023	CR	AUTO			CB Assurance pd by CC on FinalForms	FinalForms Stripe, Transfer	0.00	20.00	
07/12/2023	CR	AUTO			CB Assurance pd by CC on FinalForms	FinalForms Stripe, Transfer	0.00	20.00	
07/13/2023	CR	AUTO			CB Assurance pd by CC on FinalForms	FinalForms Stripe, Transfer	0.00	20.00	
07/14/2023	CR	AUTO			CB Assurance pd by CC on FinalForms	FinalForms Stripe, Transfer	0.00	20.00	

Activity Fund Balance Report - Detail - Exclude Encumbrances

07/2023 - 07/2023

Regular; Beginning Month 07/2023; Processing Month 07/2023; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

<u>Chart of Account Number</u>			<u>Chart of Account Description</u>			<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>					
07/18/2023	CR	AUTO			CB Assurance pd by CC on FinalForms	FinalForms Stripe, Transfer	0.00	20.00		
07/19/2023	CR	AUTO			CB Assurance pd by CC on FinalForms	FinalForms Stripe, Transfer	0.00	40.00		
07/20/2023	CR	AUTO			CB Assurance pd by CC on FinalForms	FinalForms Stripe, Transfer	0.00	40.00		
07/24/2023	CR	AUTO			CB Assurance pd by CC on FinalForms	FinalForms Stripe, Transfer	0.00	20.00		
07/26/2023	CR	AUTO			CB Assurance pd by CC on FinalForms	FinalForms Stripe, Transfer	0.00	200.00		
07/27/2023	CR	AUTO			CB Assurance pd by CC on FinalForms	FinalForms Stripe, Transfer	0.00	80.00		
07/28/2023	CR	AUTO			CB Assurance pd by CC on FinalForms	FinalForms Stripe, Transfer	0.00	80.00		
07/31/2023	CR	AUTO			CB Assurance pd by CC on FinalForms	FinalForms Stripe, Transfer	0.00	40.00		
05 704 0702			CHROMEBOOK ASSURANCE FUND BALANCE			*Current Activity				640.00
						*Ending Balance:	0.00	640.00	0.00	5,998.45
05 704 0704			JH YEARBOOK FUND BALANCE			*Previous Balance				(1,083.08)
						*Ending Balance:	0.00	0.00	0.00	(1,083.08)
05 704 0705			LIBRARY FUND BALANCE			*Previous Balance				619.10
						*Ending Balance:	0.00	0.00	0.00	619.10
05 704 0706			SCIENCE FUND BALANCE			*Previous Balance				890.81
						*Ending Balance:	0.00	0.00	0.00	890.81
05 704 0707			WEIGHT ROOM FUND BALANCE			*Previous Balance				8,571.69
						*Ending Balance:	0.00	0.00	0.00	8,571.69
05 704 0708			YEARBOOK FUND BALANCE			*Previous Balance				2,097.05
						*Ending Balance:	0.00	0.00	0.00	2,097.05
05 704 0709			SHOP/TECH FUND BALANCE			*Previous Balance				2,118.09
						*Ending Balance:	0.00	0.00	0.00	2,118.09
05 704 0710			CHESS CLUB FUND BALANCE			*Previous Balance				161.09
						*Ending Balance:	0.00	0.00	0.00	161.09
05 704 0800			CENTENNIAL CHOICE FUND BALANCE			*Previous Balance				31,995.69
						*Ending Balance:	0.00	0.00	0.00	31,995.69
05 704 0801			DISTRICT REIMBURSEMENT FUND BALANCE			*Previous Balance				(1,724.01)
						*Ending Balance:	0.00	0.00	0.00	(1,724.01)

Activity Fund Balance Report - Detail - Exclude Encumbrances

07/2023 - 07/2023

Regular; Beginning Month 07/2023; Processing Month 07/2023; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

<u>Chart of Account Number</u>			<u>Chart of Account Description</u>			<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0900			GENERAL FUND BALANCE			*Previous Balance				11,438.55
05 704 0900			GENERAL FUND BALANCE							
05 2900 890 000 0 000 0900			GENERAL MISC EXPENSE							
07/06/2023	CD	20230706	5	44711	York State Bank CC	First National Bank Omaha	1,838.80	0.00		
05 704 0900			GENERAL FUND BALANCE			*Current Activity				(1,838.80)
						*Ending Balance:	1,838.80	0.00	0.00	9,599.75
						Fund Total: 05	4,021.77	3,840.00	0.00	121,299.87

Register Report

6/1/2023 through 7/31/2023

8/10/2023

Date	Account	Num	Description	Memo	Category	Tag	Tax ...	Clr	Amount
BALANCE 5/31/2023									30,687.19
6/1/2023	Elementary	884528	Damon Osborne	Donation in memory... [BACKPACK]	donation				R50.00
6/1/2023	Elementary	884529	Centennial Activity Fund- ...	Reimbursement for ... [Fundraiser]	PBIS Rew...				R696.00
6/8/2023	Elementary	7010	Beaver Hardware	BB Hoop (concrete ... [Polk Grant]	supplies				R-126.73
6/28/2023	Elementary	7011	Centennial public School	BB Hoop (Scheel's- ... [General]	reimbursm...				R-2,649.99
6/28/2023	Elementary	884530	Centennial public School	Misc.- Field Trips [General]	reimbursm...				R996.50
7/12/2023	Elementary	7012	School Specialty	Student Supplies [Supplies Grant]					R-564.90
7/31/2023	Elementary	7013	Hohuha Designs/Holly Har...	Bags for home visits [Fundraiser]	Preschool				-177.00
7/31/2023	Elementary	884532	Land O'Lakes	Backpack Donation [BACKPACK]	donation				R300.00
7/31/2023	Elementary	884531	Farmer's Cooperative	Backpack Donation [BACKPACK]	donation				R300.00
6/1/2023 - 7/31/2023									-1,176.12
BALANCE 7/31/2023									29,511.07
TOTAL INFLOWS									2,342.50
TOTAL OUTFLOWS									-3,518.62
NET TOTAL									-1,176.12

Board Report for Newspaper

AUGUST 2023

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
ALICAP	INSURANCE	222,184.00
ALL COPY PRODUCTS, INC	SUPPLIES	405.15
AMAZON CAPITAL SERVICES	SUPPLIES	4,040.30
AMERICAN TIME	FACILITY SUPPLIES	2,314.51
AMPLIFY EDUCATION, INC	CLOUD SOFTWARE	19,478.22
ARNOLD MOTOR SUPPLY	AUTO PARTS	70.96
AXTELL COMMUNITY SCHOOL	ADMIN FEES	9,000.00
B & H PHOTO	A/V EQUIPMENT	13,207.81
BEAVER HARDWARE	FACILITY SUPPLIES	112.84
BLACK HILLS ENERGY	NATURAL GAS	372.62
CANNON SPORTS, INC	SUPPLIES	86.52
Capital One Trade Credit		78.61
Capital One		403.28
CDW GOVERNMENT, INC	TECHNOLOGY	687.50
CENTENNIAL ACTIVITY FUND	DISTRICT REIMBURSEMENT	41,500.00
CENTENNIAL DEPRECIATION FUND	TRANSFER	30,000.00
CENTENNIAL MARKET	FOOD/SUPPLIES	18.37
CENTRAL NEBRASKA REHABILITATION SERVICES	PHYSICAL THERAPY	988.49
Central Valley Ag		1,209.83
CLASS INTERCOM	CLOUD SOFTWARE	975.00
CORNHUSKER INT. TRUCKS INC	EQUIP/MAIN	348.54
CORNHUSKER STATE INDUSTRIES	FURNITURE	1,150.00
CULLIGAN OF CRETE	SUPPLIES	134.25
DAS STATE ACCOUNTING	TELEPHONE	267.63
DECKER EQUIPMENT	EQUIPMENT	2,577.79
DICKEY, SUSAN	REIMBURSEMENT	21.62
EASY TIME CLOCK, INC	CLOUD SOFTWARE	83.00
EDUCATIONAL SERVICE UNIT #6	CONTRACTED SERVICES/SUPPLIES	4,319.33
FAIRFIELD INN & SUITES	TRAVEL	1,169.55
GRAINGER	FACILITY SUPPLIES	277.59
GUMDROP BOOKS	BOOKS	2,999.19
HOLDREGE FLORAL EXPRESSIONS LLP		100.00
HOME DEPOT PRO, THE	FACILITY SUPPLIES	4,000.44
INLAND TRUCK PARTS CO	AUTO REPAIR	4,006.98
INNOVATIVE OFFICE SOLUTIONS, LLC	COMPUTER HARDWARE	6,530.54
INSIGHT PUBLIC SECTOR, INC	TECHNOLOGY	7,510.34
JOURNEY EDUCATION	SOFTWARE	4,015.75
JUNGE REPAIR LLC	REPAIRS	125.00
KONICA MINOLTA PREMIER FINANCE	COPIER LEASE	468.43
KOPCHOS SANITATION, INC	SERVICES	731.75
KSB SCHOOL LAW	LEGAL SERVICE	555.00
LEVEL DATA	SOFTWARE	1,415.00
LIEDTKE, BONITA	REIMBURSEMENT	600.00
MATHESON TRI-GAS INC	WELDING SUPPLIES	282.34
MCCORMICK'S HEATING & AIR	HVAC MAINTENANCE	7,595.30

Board Report for Newspaper

AUGUST 2023

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
CONDITIONING		
MCGRAW-HILL LLC	TEXTBOOKS	17.51
MEININGER FIRE PROTECTION, INC	REPAIRS	525.00
MIDWEST ALARM SERVICES	MAINTENANCE	166.07
NATIONAL ART & SCHOOL SUPPLIES, INC	SUPPLIES	2,626.32
NE COUNCIL OF SCHOOL ADMIN	FEES	1,400.00
NEBRASKA CENTRAL EQUIPMENT, INC	BUS PARTS/SUPPLIES	579.03
NEBRASKA SAFETY CENTER	DRIVERS ED	5,940.00
NORRIS PUBLIC POWER DISTRICT	ELECTRICTY	10,666.58
NORTH PRINTING & OFFICE SUPPLY	SUPPLIES	354.00
PANKOKE, PEGGY	CENSUS	600.00
PAYFLEX	FEES	102.00
POTTER REPAIR	AUTO REPAIR	1,966.20
PRESTO-X CO	PEST CONTROL	151.33
PRIME SECURED	TECHNOLOGY	36,206.41
REALLY BIG COLORING BOOKS INC		89.75
S & S WORLDWIDE	SUPPLIES	401.45
SEESAW LEARNING, INC	CLOUD SOFTWARE	987.50
SEWARD COUNTY INDEPENDENT	PERIODICALS/ADV/PRINTING	43.00
SITE ONE LANDSCAPE SUPPLY	SUPPLIES	757.68
SOFTWARE UNLIMITED INC	BUSINESS OFFICE SOFTWARE	4,900.00
STAPLES BUSINESS ADVANTAGE	SUPPLIES	248.46
STERLING COMPUTERS INC	SUPPLIES	12,552.06
STRIV, INC	STREAMING SERVICE	419.00
STUDENT ASSURANCE SERVICES INC	INSURANCE	751.25
SUMMIT FIRE PROTECTION	MAINTENANCE & REPAIR	1,818.25
TRUCK CENTER COMPANIES	BUS REPAIRS	105.20
U S POSTAL SERVICE	POSTAGE/PERMIT	310.00
UTICA BODY & PAINT	AUTO REPAIRS	906.72
VERIZON CONNECT FLEET	FLEET GPS	341.10
VILLAGE OF UTICA	WATER/SEWER	1,368.82
VOSS LIGHTING	MAINTENANCE SUPPLIES	128.95
WAGNER, JENNY	REIMBURSEMENT	854.58
WEVIDEO, INC	CLOUD SOFTWARE	800.00
WINDSTREAM	TELEPHONE/INTERNET	522.21
YAMBER, DANA	REIMBURSEMENT	275.00
YORK NEWS TIMES	ADV/PRINTING	281.53

Fund Total: 488,582.33

Checking Account Total: 488,582.33

Checking

DEPRECIATION FUND

GIBBS SMITH EDUCATION	SUPPLIES	3,924.50
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Fund Total: 3,924.50

Checking Account Total: 3,924.50

Checking

SPECIAL BUILDING FUND

FORD, SETH	REIMBURSEMENT	237.01
SEWARD LUMBER	SUPPLIES	45.98

Board Report for Newspaper

AUGUST 2023

Vendor Name

Vendor Description

Amount

Fund Total:

282.99

Checking Account Total:

282.99

Activity Fund Balance Report - Summary - Exclude Encumbrances

07/2023 - 07/2023

Regular; Beginning Month 07/2023; Processing Month 07/2023; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0003	ATHLETICS FUND BALANCE	(67,898.21)	258.69	0.00	0.00	(68,156.90)
05 704 0050	CONCESSIONS FUND BALANCE	27,396.73	0.00	0.00	0.00	27,396.73
05 704 0051	CONCESSIONS MANAGER FUND BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0052	BRONCO STORE FUND BALANCE	2,259.96	0.00	0.00	0.00	2,259.96
05 704 0053	MARKET 67 FUND BALANCE	(95.50)	0.00	0.00	0.00	(95.50)
05 704 0054	BRONCO CLOSET FUND BALANCE	906.90	0.00	0.00	0.00	906.90
05 704 0055	BRONCO COFFEE & CREATIONS FUND BALANCE	45.38	0.00	0.00	0.00	45.38
05 704 0056	SUMMER CAMPS FUND BALANCE	3,688.92	0.00	0.00	0.00	3,688.92
05 704 0057	PBIS FUND BALANCE	(1,016.14)	0.00	0.00	0.00	(1,016.14)
05 704 0103	DISTRICT EVENTS FUND BALANCE	23,200.59	0.00	0.00	0.00	23,200.59
05 704 0104	BOYS BASKETBALL FUND BALANCE	3,098.76	612.30	0.00	0.00	2,486.46
05 704 0105	CROSS COUNTRY FUND BALANCE	318.03	0.00	0.00	0.00	318.03
05 704 0106	FOOTBALL FUND BALANCE	3,631.07	0.00	0.00	0.00	3,631.07
05 704 0107	GIRLS BASKETBALL FUND BALANCE	(210.85)	0.00	0.00	0.00	(210.85)
05 704 0108	GOLF FUND BALANCE	(124.43)	0.00	0.00	0.00	(124.43)
05 704 0109	SOFTBALL FUND BALANCE	1,172.39	511.98	0.00	0.00	660.41
05 704 0115	TRACK FUND BALANCE	375.23	0.00	0.00	0.00	375.23
05 704 0116	VOLLEYBALL FUND BALANCE	1,172.89	800.00	3,200.00	0.00	3,572.89
05 704 0117	WRESTLING FUND BALANCE	1,849.45	0.00	0.00	0.00	1,849.45
05 704 0118	BASEBALL FUND BALANCE	807.80	0.00	0.00	0.00	807.80
05 704 0204	JH BOYS BASKETBALL FUND BALANCE	18.35	0.00	0.00	0.00	18.35
05 704 0207	JH GIRLS BASKETBALL FUND BALANCE	1,588.82	0.00	0.00	0.00	1,588.82
05 704 0215	JH TRACK FUND BALANCE	145.60	0.00	0.00	0.00	145.60
05 704 0301	ART FUND BALANCE	19.59	0.00	0.00	0.00	19.59
05 704 0302	BAND TRIP FUND BALANCE	8,649.05	0.00	0.00	0.00	8,649.05
05 704 0303	DANCE/CHEER FUND BALANCE	1,167.29	0.00	0.00	0.00	1,167.29
05 704 0305	FBLA FUND BALANCE	3,059.20	0.00	0.00	0.00	3,059.20
05 704 0306	FCCLA FUND BALANCE	2,334.73	0.00	0.00	0.00	2,334.73
05 704 0307	FFA FUND BALANCE	30,252.97	0.00	0.00	0.00	30,252.97
05 704 0308	MUSICAL FUND BALANCE	8,463.64	0.00	0.00	0.00	8,463.64
05 704 0309	NHS FUND BALANCE	40.10	0.00	0.00	0.00	40.10
05 704 0311	ONE ACT FUND BALANCE	816.22	0.00	0.00	0.00	816.22
05 704 0312	QUIZ BOWL FUND BALANCE	696.02	0.00	0.00	0.00	696.02
05 704 0313	SHOW CHOIR FUND BALANCE	(2,669.34)	0.00	0.00	0.00	(2,669.34)
05 704 0314	SPEECH FUND BALANCE	753.65	0.00	0.00	0.00	753.65
05 704 0315	STUDENT COUNCIL FUND BALANCE	2,503.11	0.00	0.00	0.00	2,503.11

Activity Fund Balance Report - Summary - Exclude Encumbrances

07/2023 - 07/2023

Regular; Beginning Month 07/2023; Processing Month 07/2023; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0316	UNIFIED ACTIVITIES FUND BALANCE	205.90	0.00	0.00	0.00	205.90
05 704 0317	ISTRUMENTAL MUSIC	(3,749.53)	0.00	0.00	0.00	(3,749.53)
05 704 0318	VOCAL MUSIC FUND BALANCE	(1,480.74)	0.00	0.00	0.00	(1,480.74)
05 704 0319	MIDDLE SCHOOL QUIZ BOWL FUND BALANCE	1,415.11	0.00	0.00	0.00	1,415.11
05 704 0401	CLASS 2021 FUND BALANCE	1,385.56	0.00	0.00	0.00	1,385.56
05 704 0403	CLASS 2023 FUND BALANCE	209.45	0.00	0.00	0.00	209.45
05 704 0405	CLASS 2024 FUND BALANCE	2,205.05	0.00	0.00	0.00	2,205.05
05 704 0406	CLASS 2025 FUND BALANCE	1,417.07	0.00	0.00	0.00	1,417.07
05 704 0407	CLASS 2026 FUND BALANCE	1,012.37	0.00	0.00	0.00	1,012.37
05 704 0700	BOOSTER CLUB FUND BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0702	CHROMEBOOK ASSURANCE FUND BALANCE	5,358.45	0.00	640.00	0.00	5,998.45
05 704 0704	JH YEARBOOK FUND BALANCE	(1,083.08)	0.00	0.00	0.00	(1,083.08)
05 704 0705	LIBRARY FUND BALANCE	619.10	0.00	0.00	0.00	619.10
05 704 0706	SCIENCE FUND BALANCE	890.81	0.00	0.00	0.00	890.81
05 704 0707	WEIGHT ROOM FUND BALANCE	8,571.69	0.00	0.00	0.00	8,571.69
05 704 0708	YEARBOOK FUND BALANCE	2,097.05	0.00	0.00	0.00	2,097.05
05 704 0709	SHOP/TECH FUND BALANCE	2,118.09	0.00	0.00	0.00	2,118.09
05 704 0710	CHESS CLUB FUND BALANCE	161.09	0.00	0.00	0.00	161.09
05 704 0800	CENTENNIAL CHOICE FUND BALANCE	31,995.69	0.00	0.00	0.00	31,995.69
05 704 0801	DISTRICT REIMBURSEMENT FUND BALANCE	(1,724.01)	0.00	0.00	0.00	(1,724.01)
05 704 0900	GENERAL FUND BALANCE	11,438.55	1,838.80	0.00	0.00	9,599.75
Fund Total: 05		121,481.64	4,021.77	3,840.00	0.00	121,299.87

August 2023
 July 2023 Bank Statement

CENTENNIAL PUBLIC SCHOOL INVESTMENTS

FUND	BANK	TYPE OF INVESTMENT	INT. RATE	AMOUNT	INT.REC
Lunch Fund	First Bank of Utica	Checking 180000		<u>\$59,291.01</u>	
			Total	\$59,291.01	
Depreciation Fund	Farmers & Merchants	MMA 436 949		<u>\$8,390.34</u>	\$0.71
			Total	\$8,390.34	
Unemployment Ins.	Cornerstone Bank	CD# 90917		\$58,485.81	\$0.00
	Cornerstone Bank	MMA 81190		<u>\$10,089.47</u>	<u>\$9.67</u>
			Total	\$68,575.28	\$9.67
Building Fund	First Bank of Utica	Checking 18 064 6		\$488,317.67	\$942.04
		Bond Fund 180034		<u>\$768,931.54</u>	<u>\$260.67</u>
			Total	\$1,257,249.21	\$1,202.71
General Account	York State, Gresham	CD 5204		\$186,293.28	\$0.00
	First Bank of Utica	PayFlex Acct		<u>\$33,798.01</u>	
			Total	\$220,091.29	\$0.00
	First Bank of Utica	Checking 180505		<u>\$2,069,358.01</u>	\$798.97
		General Fund Total		\$2,289,449.30	
		Total Invested All Accounts Combined		<u>\$3,682,955.14</u>	

Total amount invested at Farmers & Merchants	\$8,390.34
Total amount invested at First Bank of Utica	\$3,419,696.24
Total amount invested at Cornerstone Bank, Waco	\$68,575.28
Total amount invested at York State, Gresham	<u>\$186,293.28</u>
Total Invested	<u>\$3,682,955.14</u>

Account Balances - As of 8/10/2023

Account	8/10/2023 Balance
Bank Accounts	
Elementary	29,511.07
Reading Classic	0.00
Savings	2,995.15
TOTAL Bank Accounts	32,506.22
Liability Accounts	
BACKPACK	-20,934.23
Books	-203.84
Boxtops	-1,832.64
Fundraiser	-6,790.00
General	695.45
Girls on the Run	-363.94
Pictures	-973.43
Polk Grant	-1,035.84
Supplies Grant	234.50
TOTAL Liability Accounts	-31,203.97
OVERALL TOTAL	1,302.25

MOTION

_____ moved and _____
seconded the motion that the Board approve a resolution appointing Lana Hoffschneider to the Centennial Public School Board position for a term ending on January 15, 2027, or until a newly elected School Board member qualifies and assumes the office.

RESOLUTION

WHEREAS, Jodi Cast was elected as a member of the Centennial Public Schools Board of Education for a term beginning January 13, 2023 and ending on January 15, 2027; and

WHEREAS, on August 1, 2023 the board accepted the resignation of Board Member Cast, thereby creating a vacancy; and

WHEREAS, NEB. REV. STAT. 32-570(3) provides for the remaining members of the board to fill the vacancy temporarily by appointment of a qualified registered voter; and

WHEREAS, on August 4th, 2023 the board provided advance publicized notice of the meeting to be held on August 14th, 2023 to appoint a new member to fill the vacancy; and

WHEREAS, **Lana Hoffschneider** is a qualified registered voter of the district and has expressed an interest in school affairs; and

NOW, THEREFORE BE IT RESOLVED as follows:

1. That after due consideration, the board appoints Lana Hoffschneider to the Centennial Board of Education for a term ending on January 15, 2027, or until a newly elected board member qualifies and assumes the office.
2. The board secretary shall cause a copy of this resolution to be filed with the Secretary of State or county or township clerk.

ADOPTED this 14th day of August, 2023.

Centennial Public Schools

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

**2004
Oath of Office**

All new board members shall take the following oath before entering into their official duties:

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

Board members shall affirm this oath orally, and shall sign it in written form. Copies of these documents shall be retained as official records of the school district in the main administrative office and such other places as may be required by law.

Adopted on: __11/14/2016__

Revised on: _____

Reviewed on: __1/9/2023__

5045 Student Fees

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

A. Definitions.

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

B. Listing of Fees Charged by this District.

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

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

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such

equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. 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.

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district may be listed in the handbook.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be listed in the student handbook. The district may also charge a damage deposit which will be returned or may be rolled to cover the damage deposit for the next year if it is not needed to cover the costs of any damage to the device. The maximum

dollar amount of this damage deposit will be the replacement cost of the device.

Additionally, the district may allow students to purchase technological devices by arranging for the students to purchase these devices through a single, or series of, payments. fee.

6. Extracurricular Activities.

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

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

- Future Business Leaders of America: \$25
- Cheer & Dance Team, Flag Corps:
 - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: \$250
- Football: \$0
 - Students must provide their own football shoes, undergarments, and mouthguards
- Golf: \$0
 - Students must provide their own golf shoes, undergarments, and clubs
- Softball and Baseball: \$0
 - Students must provide their own shoes, gloves, and undergarments
- Cross Country, Volleyball, Basketball, Wrestling and Track: \$0
 - Students must provide their own shoes and undergarments
- Future Farmers of America: \$100
 - Students must purchase their own jackets and pay dues
- FCCLA: \$25

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit 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.

8. Transportation Costs.

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

The maximum dollar amount of the transportation fee charged by this district shall be \$500.

9. Copies of Student Files or Records.

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

The district will charge a fee of \$0.10 per page for reproduction of student records.

10. Charges for Food Consumed by Students.

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

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

- Breakfast Program – Grades K-8
 - Regular Price \$2.10
 - Reduced Price \$0.30

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- Breakfast Program – Grades 9-12
 - Regular Price \$2.10
 - Reduced Price \$0.30
- Lunch Program – Grades K-8
 - Regular Price \$2.90
 - Reduced Price \$0.40
- Lunch Program – Grades 9-12
 - Regular Price \$3.00
 - Reduced Price \$0.40

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, which must be white, rubber-soled sneakers
- Swing Choir Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$250.

C. Waiver Policy.

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

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

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. Fund-Raising Activities

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

G. Student Fee Fund.

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

Adopted on: __7/10/2017_____

Revised on: __8/8/2022, 7/10/2023_____

Reviewed on: _5/9/2022_____

5054 Student Bullying

Definition of Bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior.

Reporting Bullying. Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous platform to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations. School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or the

education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Based on Protected Class Status. Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district's antidiscrimination policies.

Support for Students Who Have Experienced Bullying. Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

Policy Review. The school district shall review this policy annually.

Adopted on: ___7/10/2017_____

Revised on: ___7/13/2022_____

Reviewed on: ___5/9/2022_____

5057

District Title I Parent and Family Engagement Policy

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

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

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

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

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

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

Adopted on: 7/10/2017

Revised on: 7/9/2018

Reviewed on: 5/9/2022

KAREN A. HAASE
STEVE WILLIAMS
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M E M O R A N D U M

We have attached the 3000 series policies that deal with Business Operations.

Policy 3001. Budgets. This policy deals specifically with creating budget and related requirements. It notes that the Superintendent is responsible for developing the budget.

Policy 3002. Deposits. This policy sets out general guidelines for how to handle money collected by the district. Note that the procedures outlined in this policy apply to anyone acting on behalf of the district, which includes employees, students and volunteers. Your board should determine the amount of cash that it is comfortable in keeping in the building overnight.

Policy 3003. Bidding for Construction, Remodeling, Repair, or Site Improvements. This policy sets out the process that the board will follow when it is going to solicit bids for construction and related projects.

The second section sets out the process that the District will follow when it is undertaking a construction project that has an anticipated cost of less than \$100,000. Under state law, school districts are only required to engage in the formal solicitation of bids when they are undertaking construction with a cost of more than \$100,000, but most districts want to follow some structured process for obtaining quotes or estimates before they begin smaller projects. This section also includes the ability for the district to use the ESUCC Coop for these non-bid projects.

The third section sets out the formal requirements of Nebraska's bidding statutes.

Policy 3003.1. Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds. This policy sets out the requirements that you must follow when you use federal funds for construction. Please note that this policy will apply to any construction financed with federal funds, regardless of how much the anticipated project

will cost. If the construction project has an anticipated cost of more than \$100,000, then you will have to comply with both policy 3003 and 3003.1.

Policy 3004. General Purchasing and Procurement. This policy sets out general guidelines for purchasing equipment and supplies which are not purchased with federal funds. Please review it carefully to be sure that it accurately describes your process in a general way. Note that there is a provision in this policy which states that use of statewide cooperative purchasing programs for school districts, such as ESUCC's Coop Purchasing, satisfies any requirement under this policy or state law to the extent such a bid or quote is not otherwise independently required by law.

The board must make a decision about two parts of the fourth section of this policy. You must tell staff how many days prior to a board meeting they have to submit receipts for reimbursement. You must also set the amount at which you will require staff to secure written quotes and/or estimates. Due to the way the federal regulations work, we strongly urge you to set that limit at **\$10,000**. As you will see, the EDGAR regulations have one set of rules for purchases under \$10,000, another set of rules for purchases between \$10,000 and \$250,000, and a third set of rules for purchase over \$250,000. We think it will be confusing for the district to adopt a fourth set of rules for purchases below \$10,000 but above some other limit set by the board. Having said all that, the board is certainly entitled to adopt a lower threshold than \$10,000 in this policy because it applies to purchases not made with federal funds.

Policy 3004.1: Fiscal Management for Purchasing and Procurement Using Federal Funds. This policy sets out all of the elements that are required by the Education Department General Administrative Regulations (EDGAR). These regulations apply to all federal grants that are made by the US Department of Education to local school districts directly and to all funds that pass from the federal government through state departments of education to local schools. That means you will need to follow this policy for purchases for your food program, special education, Title I and any other federal program. The first section recites that this policy will only apply to purchases made with federal dollars. This keeps your staff from having to jump through the hoops in this policy if they are spending state or local funds. All of your staff who work in areas where federal funds are spent (cooks, special ed and Title I paraeducators, etc.) should be trained on this policy.

Policy 3005. School Activities Fund. This policy governs school activity funds and it provides that funds remaining after graduation may be transferred to any district account. Notice that this policy attempts to address

the problem of unspent senior class funds by permitting the funds to be transferred at the board's discretion or kept in that class's fund. If your board follows a different practice, contact us or your regular school attorney to be sure that your practice is lawful.

Policy 3006. [Intentionally Left Blank]

Policy 3007. Review of Bills. This policy provides a good set of checks and balances which is always a subject of focus for the State Auditor.

Policy 3008. Grants, Gifts and Bequests. Although it is generally a good thing when people want to give the school district donations, boards need to have control over what is donated and how it is used. This policy allows the superintendent to accept the donation of personal items (like coats for a winter closet drive) and of cash donations up to a limit set by your board. All other donations must be approved by the board.

Policy 3009. Audits. This policy states that you will obtain an annual audit as required by law. It also states that the district does not use generally accepted accounting principles. Most schools do not have the staff or other resources to comply with GAAP and state statute specifically provides that schools do not have to follow GAAP. Nonetheless, the state auditor will frequently criticize schools for not following GAAP. This policy will help schools defend against that sort of criticism.

Policy 3010. Insurance. This policy addresses insurance as it relates to protecting the school district, the board as a corporate body, individual board members, appointed officers, employees, and volunteers from financial loss arising from any claim, demand, suit or judgment. The school district's insurance should be reviewed annually or as the need arises.

Policy 3011. Transportation. This policy addresses transportation. Please review it to make sure it is consistent with your transportation plan. If you have adopted a different plan, substitute yours for our form plan. If you would like us to review it, please e-mail it to us.

Policy 3012. School Meal Program. This policy addresses the provision of a meal program for students and the meal charge policy. The Meal Program section outlines the district's responsibilities to create a program, set costs, and/or contract with a private company to manage the program. It also states that the district will notify families of the costs and the procedure for signing up for free or reduced-price meals. The Meal Charge Policy outlines the district's duty under federal regulations to establish procedures and provide notice for how the school will handle student meals

when a student's meal account is delinquent. We have provided four options for boards to choose from.

Policy 3013. Emergency Closings. This policy on emergency closing states that school will be held on each day of the school calendar unless the superintendent determines that school should not be in session. Note that the policy uses the "impossible or impracticable" wording from the mandatory attendance statute, which should support the district if a parent ever claims bad weather as a defense to a truancy charge.

Policy 3014. Use of School Property. Over the last several years, schools and ESUs in Nebraska have seen an increase in the variety and frequency of groups wanting to utilize district facilities. Districts in Nebraska and throughout the country have been involved in significant litigation regarding facility use, and many others have been forced to resolve facility use questions with entities like the ACLU. In response, our policy takes a comprehensive look at these issues. We will highlight the main provisions for your board to focus on, below:

Accounting for "Regular Uses." Many districts permit patrons to use facilities such as the weight room and track on a regular basis. Some districts have designated hours, and others permit patrons to keep keys or fobs to access the facilities. Most districts use some sort of application and agreement for these uses separate from their general facility use application. The first section of the policy is an attempt to capture these regular, individual uses and permit them with only one application. We have also included an Application, Release, Waiver, and Agreement document. Rather than requiring patrons to apply for a facility use permission every time, we hope this one-time application process protects the district to the maximum extent possible and eases the administrative burden when patrons use the facilities regularly.

Prohibiting Commercial Use. This is a very tricky area for many districts. Most districts do not want to turn the school and school activities into shopping malls. However, most schools do want to permit booster clubs and student groups to raise funds which support school students and activities. From a purely legal perspective, the district is almost always better off prohibiting others from profiting by using district facilities. One recent example is an athletic trainer who wanted to host a workout class in the school weight room and charge money for patrons to attend. The trainer sought to take advantage of the facility being open to

community use and planned to use the district's equipment and facilities rent-free to host the class. As a result of requests like this, we have written the policy to prohibit commercial uses which result in personal financial gain. If your district has a practice of permitting commercial uses, such as fitness classes, for-profit craft fairs, and other such events, you should contact us directly to assist you in preparing a policy provision which best protects the district.

Redefined Groupings. The policy breaks out groups using facilities into four separate categories: curriculum-related student groups, extracurricular student groups, non-curriculum related student groups, and non-student groups. This grouping system closely tracks the Supreme Court cases and assists in drawing clearer lines for requirements of various groups depending upon their alignment with district curriculum and activity offerings. For example, the policy says that all student groups are given priority over other outside groups.

Charging Fees for Admission. The last section of the policy prohibits groups which use school facilities from charging admissions fees. This is a *major* question in many districts, and our provision may not be consistent with your district's practices and preferences for supporting your community groups. **Please read this section carefully and be sure to discuss it fully with your entire board.**

The Political Subdivision Tort Claims Act exempts schools from liability when their facilities are used for "recreational" purposes, but only if the group using facilities does not charge a fee to participate in or spectate the event. Likewise, if the district maintains control over the event/facilities, such as providing supervision or custodial services, the protection from liability may not apply.

These protections came about as a result of court cases where political subdivisions were sued because someone attending an event held in public facilities was injured. In one case, for example, a patron suffered an ankle injury stepping in an animal burrow on a courthouse lawn during a town celebration. The public policy behind these protections says that schools should be encouraged to permit others to use their facilities. As an incentive to permit the recreational use of district facilities, school districts should not be held liable for damages suffered

when patrons are participating or spectating “recreational” activities on school grounds. The definitions in the statutes are quite broad, providing protection to schools in many cases.

However, in order to maintain the protections of this law, schools cannot permit outside groups to charge a fee to attend the facility and cannot maintain control over the facility. If someone has to pay a fee to attend an activity, and if the district maintains control over the facility, then the patron(s) has a greater expectation of protection from possible dangers. But if the school does not maintain control and the entity using the facility does not charge an admission fee, the district is only liable for its “gross negligence” rather than standard negligence.

As you can see, this is one of the more complex policies in our service. Please feel free to call us and work through these issues one-by-one whenever it is convenient for you.

Policy 3015. Time Away From School Activities. This policy states that school activities will not be held on Wednesday nights or Sundays. This policy intentionally considers these days “time away from activities” and specifically and intentionally does not contemplate the types of activities in which students may be engaged on those days. **If you have other days designated for time away from school activities, modify the policy accordingly.**

Policy 3016. Smoking. Many districts are struggling with effective policy solutions to electronic cigarettes, vapor pens, and similar technology. In 2014 the Unicameral made it a criminal violation for any minor under the age of 18 to use “vapor products or alternative nicotine products.” Accordingly, we recommend that your general tobacco use policy to include an option which prohibits the use of vape pens, electronic cigarettes, and the like. While this policy applies to all students and staff, it applies generally to all district patrons and visitors. This policy has 3 options. You should select one or a combination of these policies.

Policy 3017 Press Releases. This policy requires administrative approval of press releases regarding school-related activities and events.

Policy 3018. Denial of Access to School Premises. This policy provides a method for denying access to school activities or school premises. It permits an administrator to limit or deny access to certain school activities or school premises for various reasons.

Policy 3019. Sale or Disposal of School Property. This policy states that the sale of school property must be made with the best interests of the school and taxpayers in mind. It sets forth the statutory requirement that the sale of school property be approved by a two-thirds vote of the board of education at a regular board meeting.

Policy 3020. Copyright Compliance. This policy addresses copyright compliance and discusses the steps district administrators must take or may take when an infringement occurs. It states that teachers and students may not use any media in a manner that is in violation of applicable copyright laws. If staff or students subject the district to payment for copyright violations, the district may require the offending student or staff member to make the district whole. **Please note: even if there is a technical infraction which occurs because of a staff member or student, one protection for educational institutions against copyright liability is to distribute materials and provide training to staff and students about the importance of copyright compliance. This policy requires you to distribute materials to students and staff for the purpose of preserving that defense.**

Policy 3021. Operation of School Business Office This policy describes the days and hours that the business office will be open. Some boards prefer that the district's business office be open during regular business hours. **You should revise the policy to describe the district's practice.**

Policy 3022. Volunteers. This policy addresses the use of volunteers. We recommend having most volunteers sign a volunteer services agreement, though we recognize that in some instances the volunteer's involvement will be insubstantial. The policy also prohibits people from volunteering if they refuse to comply with a requested background check. If you need assistance in creating or updating your volunteer services agreement, we would be happy to help

Policy 3023. Record Management and Retention. School districts must comply with two sets of laws governing the retention and deletion of records. The Federal Rules of Civil Procedure require government entities to retain some electronic records with metadata intact and to state with specificity when they will delete electronic records. Nebraska's Records Management Act and the record retention schedules adopted by the Nebraska Secretary of State's Record Management Division outline when schools may delete both physical and digital records. The schedules which apply to school districts are Schedule 10 and Schedule 24. This policy outlines how the school district will comply with all of these various laws and regulations.

This policy has several options for you to adopt, depending on whether you use a cloud-based productivity suite and, if so, which suite you use. If you use a cloud-based service such as Google Apps for Education or Office 365, you will need to select the retention level you have selected from your service provider. If you still use internal servers to host your e-mail, you will need to consult with your technology coordinator to determine how long the district stores e-mail and other electronic data. There is no obligation to retain all of your e-mail in their original format, but you must identify your retention schedule for these records.

Under Schedule 24, "short term communications" must be maintained for at least 6 months, which is why we have included that retention period for school-affiliated social media posts. Please note that all this means is that staff using school-affiliated social media posts cannot delete their posts for at least 6 months. If you use Twitter, for example, to announce sports scores, you just cannot go back and delete old Tweets at the end of the school year. You do not have to print these posts -- leaving them on the social media application counts as "maintaining" under the schedules.

Your retention obligations for security video is covered by Schedule 24. After consulting with the Secretary of State's office, we have categorized security video as "working papers" which can be destroyed as soon as the school determined that there is no need to keep it. Schools will have to complete an annual disposition report regarding this footage. The Secretary of State's Office was gracious enough to provide us with a sample disposition report on security video footage, which we have included as an example with the forms for the 3000 series.

Policy 3024. Booster Clubs and Parent Teacher Organizations.

This policy addresses booster clubs and parent-teacher organizations. There are two variations that can be used. In both cases, we suggest that the district: (1) take complete control over the organization's finances or (2) keep the school's finances and the organization's finances completely separate. Regardless of which approach is used, the key is to make the relationship clear in the policy. We have attached policies which address both situations.

Policy 3025. Returned and Outstanding Checks. This policy deals with insufficient fund checks. It states that a person who wrote a bad check must pay the school the amount of the check in cash plus an additional \$30 (the board should choose the amount) to cover costs to the district. It also gives the district the authority to refuse to accept checks from people whose checks are repeatedly returned for insufficient funds. The policy also addresses checks which are outstanding and authorizes the superintendent to review them and resolve any issues related to outstanding checks, including

stopping payment and reissuing the checks. **These terms are not statutorily required and the board may set its own standards.**

Policy 3026. Handbooks. This policy covers handbooks. It states that handbooks are intended to convey information and explain school regulations and procedures. It points out that the handbooks are not contracts and that the administration has the authority to change handbook provisions during the year so long as the changes are consistent with board policy. It also makes clear that the handbooks are trumped, when inconsistent, by board policy and state law.

Policy 3027. Resolution of Conflicts Between Parents Over School Issues. This policy addresses the resolution of conflicts between parents over school issues. It explains that the school will not become involved in disputes between parents regarding such issues as court orders, student records, and picking up children at school.

Policy 3028. Sex Offenders. This policy deals with sex offenders and emphasizes the importance of students' safety at school. It states that the school will notify staff members, parents, and students (1) of any registered sex offenders residing in the school district and (2) of the availability of information about sex offenders on the State Patrol's web page. If your district does not distribute this list to staff, parents, and students, you should.

Policy 3029. Distribution of Flyers Advertising Non-School Issues. This policy addresses the distribution of flyers advertising activities of non-school organizations. The first numbered paragraph sets forth prohibitions against flyers with statements that are inappropriate for a school setting. The remaining paragraphs set forth procedures and requirements for flyers.

Policy 3030. Automatic External Defibrillator Program. This policy deals with automatic external defibrillators (AED). Some organizations offer to donate both the AED and the cost of its upkeep. The attached policy is designed to limit the school district's potential liability while incorporating the policy elements recommended by the American Medical Association and the American Heart Association. You will have to identify a medical advisor and should be sure that the person designated as the AED Program Coordinator understands his/her obligations under the policy and is willing to fulfill those responsibilities. **Note that you will have to identify a Program Coordinator and Medical Advisor.**

Policy 3031. Students Electing to Attend School in Adjoining State. This policy addresses requests for students to attend schools in an

adjoining state. It restricts approval of out-of-state enrollment except when (1) the student will suffer extreme and unusual harm if not allowed to attend school in an adjoining state; or (2) the district's financial circumstances will be unaffected by the out-of-state transfer.

Policy 3032. Copyrighting Fees for School District Records. addresses the copying fees for School District Records should they be requested. You will have to identify what amount you will charge for each request.

Policy 3033. Lending Textbooks to Children Enrolled in Private Schools. This policy complies with Rule 4 of the Nebraska Department of Education. It addresses lending textbooks to children enrolled in private schools and the process for individuals to fill out an application for the textbooks. The procedures and timelines laid out in the policy are required by NDE.

Rule 4 has a very broad definition of the term "textbook." Although we do not recite that definition in the policy itself, administrators and boards should understand that "textbook" includes digital resources and subscriptions:

Textbook shall mean any instructional material that is designated for use by individual students in classroom instruction as the principal source of study material, in any of grades kindergarten through grade 12 in the public school(s) of each school district. The following, if designated for use by individual students as the principal source of study material, are likewise to be considered textbooks for purposes of this chapter: multiple texts; electronic and digital subscriptions; and hard-copy, write-in work texts if accessible by students pursuant to a multi-year subscription entered into by the school district. Instructional material that is in a non-tangible, electronic or digital format, e.g. web-based (on-line) material, accessible by students through a subscription or license agreement entered into by the school district, is a textbook if the individual student's access ceases within the timeframe described in Section 003.01 of this chapter. The following are not to be considered textbooks: library books, teacher's editions, hard-copy supplemental workbooks and any book or material designated for classroom, and not individual use (e.g. "Big Books" and the like).

For many years, when homeschool parents have asked to borrow textbooks from the school district, it has merely been a matter of loaning out an extra book, which did not impose any additional cost on the school. With this much

broader definition of “textbook” homeschool and private school parents could seek to access digital textbooks or other electronic resources. If the school pays a per-user subscription for these resources, the district is not required to pay that cost for the homeschool or private school student. Instead, the district requests funds from NDE to pay for the requested resource. You may also add up to 5% of the cost to defray administrative expense. Then the department will respond to the request by informing the schools whether there are sufficient funds to pay for the requested resource. Schools are only obligated to purchase and lend textbooks only to the extent that the Legislature appropriates funds to the Nebraska Department of Education to be distributed for this purpose.

Policy 3034. [Intentionally Left Blank]

Policy 3035. Chain of Command. This policy was created in response to requests from several of our school district clients to provide more effective and efficient assistance to patrons and employees with questions or concerns. You should review this carefully to be sure it accurately describes how your district's chain of command operates.

Policy 3036. Purchasing (Credit) Card Program. Many school districts in Nebraska use credit cards to purchase goods and services for school purposes. However, many schools are unaware that, though state law authorizes the use of such credit cards, it also imposes certain obligations upon the district. In addition, the Nebraska Auditor of Public Accounts has chastised some schools in their audits because school personnel failed to maintain adequate supporting documentation for credit card expenses in violation of state law and school district policy. This policy includes everything required by state law and incorporates recommendations made by the State Auditor in previous school district audits. It also tracks changes to federal purchasing and procurement and allows continuity of your purchasing system. After you adopt the policy, we strongly encourage you to provide a copy of it to all employees and require them to acknowledge that they have received and read it.

Policy 3037. Petty Cash. The Nebraska State Auditor expressed concern during a recent audit that a school district maintained a petty cash fund without adopting any policy or procedures governing its use. The auditor was particularly concerned about the lack of monitoring and oversight of the fund. If you do not use petty cash, you do not need a policy. However, if you do utilize such a fund, we strongly encourage you to adopt a policy that spells out its amount, who controls it, when it may be used, monitoring procedures, etc. You should review this policy with the administration and the board to make sure that it conforms to your actual practice.

Policy 3038. [Intentionally Left Blank]

Policy 3039. Threat Assessment and Response. Schools are required to have a “threat assessment” procedure which they are supposed to use any time someone reports a threat made by a student, staff member, or patron. The idea is that the school can use a data-driven approach to determine what to do in response to such a threat rather than a knee-jerk reaction. There are three options in this policy - one in which a “threat assessment team” investigates and responds to threats; one in which the superintendent performs these tasks alone; and one in which a school district law enforcement unit conducts the investigation. You should select the option that best reflects your district’s practices. However, you cannot use the “law enforcement unit” option unless you have adopted Policy 5054, designating a “law enforcement unit” for your district.

Policy 3040. School Safety and Security. We have designed this policy so that it complies with the Safety and Security Protocols. The first section states that the board wants to meet the minimum safety requirements. If your board wants to go beyond the minimum to meet the “exceeds” or “outstanding” level of the rubric, please let us know and we will revise these policies accordingly.

In the next two sections of this policy, we have tried to separate out the obligations for safety and security measures between the superintendent, principals, and the crisis team. You may revise **who** must perform each of the duties identified, but you may not **eliminate** any of these duties and still comply with the Safety and Security Protocols.

Your board should carefully review the section of the policy dealing with memorials and select which option will best fit your district’s needs. We have made two changes to the policy. When a school community experiences the death of a student or a similar tragedy, there is often the very human tendency to want to do something in memory of the deceased student. These memorials can range from spontaneous tributes piled at lockers or parking spaces to more permanent, lasting tributes like placing plaques in halls or planting trees or gardens in the student’s name. There may also be ceremonies or assemblies that bring together members of the school community to share memories and grieve together. While this is a very understandable impulse, the most current psychological research indicates that these sorts of memorials are not good for kids and they create tremendous potential legal issues. The best legal and psychological agrees that it is best practice to disallow student memorials. While we defer to the research, we also know that there can be tremendous political pressure to allow a memorial. So, we

have included two options for memorials. The first is to flatly prohibit them. The second option sets up a process whereby the school's crisis team can consider a request for a memorial and make a recommendation to the board. It is important that you discuss this issue as a board **now** before a crisis event has occurred.

Policy 3041. Crisis Team Duties. This policy places the majority of the responsibility for complying with the Safety and Security Protocols on the crisis team. Note that the superintendent names people to serve on the crisis team using the considerations set out in policy 3040 above. The way this is set up, it will be the crisis team that conducts the self-assessment required by NDE. All of you currently have an All-Hazard School Security Plan. It is likely that the Safety and Security Protocols will require substantial revisions to that plan, and this policy places the responsibility for those revisions on the crisis team. Again, we have not included anything in this policy which is not required for minimum compliance with the Safety and Security Protocols.

Policy 3042. Construction Management at Risk Contracts and Policy 3043. Design-Build Contracts. The Political Subdivisions Construction Alternatives Act requires a school to have policies in place before it can use the construction management at risk and design-build methods of construction. These policies comply with the requirements of the Act.

Policy 3044. Incidental or De Minimis Use of Public Resources. The general rule is that personal uses of "public resources" are not permitted. However, the Nebraska Political Accountability and Disclosure Act allows boards or public entities, such as schools and ESUs, to pass a policy which authorizes board members and employees to use public resources for personal purposes when those uses are "incidental or de minimis." As long as the personal use is accounted for on the board member's or employee's personal taxes, as required by law, the board can authorize these uses to avoid complaints and allegations of misuse. This policy is designed to account for the most common uses we come across, and your board is free to remove or add additional uses consistent with your practices.

Policy 3045. Use of Sniffer Dogs. Many schools have decided to use trained drug dogs to conduct "sniff searches" of vehicles on school grounds, school lockers used by students, and other items or areas at the school. Schools have the authority to use drug dogs to conduct "sniff searches" in many, if not most, circumstances. One exception is the use of a dog to sniff a student or staff member. **We strongly discourage school districts from allowing dogs to sniff people.** The tougher questions are whether the school ***should*** implement use drug sniffing dogs and, if so, how

the program should be implemented. This policy includes our recommended procedures in the event that school decides to use drug dogs.

Policy 3046. Animals at School. This policy addresses animals on school grounds from all relevant legal perspectives: class pets, therapy animals, and service dogs. The requirements for each are different, with the key being the disability-related considerations for therapy animals (which can include nearly any animal) to service dogs (which include only specially trained dogs and miniature horses). The policy also requires that requests for service animals and requests for therapy animals (where you allow them) that are made by or on behalf of a student with an IEP or a 504 plan be referred to the respective IEP or 504 Team for consideration. There are two options for therapy animals, and you will need to pick one.

Policy 3047. Data Breach Response. School districts that are required to provide reasonable security to personal information handled by the district. This policy states the district will implement the appropriate security, and if the district experiences a data breach it will investigate the breach, provide notice to those affected, and notice to the Attorney General. We have also included a section that provides for data governance protocols to be put in place to map the flow of data between software, hardware, and personnel in order to maintain good data hygiene and make sure data breach responses will run smoothly and efficiently.

Policy 3048. Communicable Diseases. This policy sets forth steps to take if it is determined that a staff member or student has a high risk communicable disease. Because we get this question all the time, we did want to highlight that, yes, Hepatitis "E" is a real thing included in the DHHS regulations.

Policy 3049. Drones and Unmanned Aircraft. With the increasing use of drones and other unmanned aircraft by schools and by private individuals, this policy contemplates some general use restrictions while also factoring in differences for district uses versus personal or private use on school grounds. The policy generally defers to the superintendent or his or her designee to provide permission, designate authorized areas, and impose other restrictions on the use of drones on school property.

Policy 3050. Technology in the Classroom. This policy addresses the use of electronic devices and software applications in the classroom that are not selected or purchased by the district. If a teacher brings in a Google Home, Amazon Echo, or similar device; or wants to use a specific application; this policy requires that the teacher notify the administration of the device or application's use, and provides guidance on how the device should be setup.

The policy also restricts the use of assistive technology to prohibit the recording and transmitting of the classroom activities of other students.

Policy 3051. Opioid Overdose Prevention and Response. Naloxone, also known by its brand name Narcan, has been used by emergency responders and health care professionals for many years as an opioid antagonist to reduce deaths and negative consequences of individuals experiencing opioid overdose. Although Nebraska has a naloxone statute allowing for dispensing naloxone without a prescription, the Department of Health and Human Services, Division of Public Health, has also issued a standing order to facilitate the availability of naloxone. This policy allows the district to take advantage of those laws and have naloxone available to administer by appropriately trained staff. Much like the policy on AED's, it is permissive and you should consult with your school nurse and local authorities if you want to have a naloxone program.

Policy 3052. Leasing Personal Property. This policy provides the authority for authorized personnel to lease personal property (e.g., equipment, goods, etc.) from vendors for school district use. A decision will need to be made as to the total lease amount above which written quotes/estimates will be required to be obtained from multiple vendors.

This policy also provides the authority for the Superintendent to lease out district-owned personal property that is not needed for school purposes. Decisions will have to be made concerning (1) the threshold (dollar amount) of the fair market value of the personal property in question under which the Superintendent may lease out such property without board authorization, and (2) the maximum number of days that the Superintendent can agree to lease out district-owned personal property.

Policy 3053. Nondiscrimination. This policy satisfies the requirement that a school district have a policy which forbids discrimination for unlawful reasons.

School districts with 50 or more employees are required to appoint a responsible person to coordinate the administrative requirements of ADA compliance and to respond to complaints filed by the public. In this policy, the 504 coordinator is the same person as the ADA coordinator. If you do not want your 504 coordinator to serve as your ADA coordinator let us know and we can work with you to customize this policy.

Policy 3054. Law Enforcement Unit. This policy allows the board to designate a law enforcement unit for the district. The district is permitted to designate any individual or group as it's law enforcement unit. The disclosure

of records created and maintained by a law enforcement unit for a law enforcement purpose is not restricted by state and federal student record laws, so this policy further outlines how law enforcement unit records should be maintained and how they may be disclosed. Designating a law enforcement unit implicates complex legal and privacy considerations, and we encourage you to reach out for advice on these issues before adopting this policy.

Policy 3055. School Resource Officers. On and after January 1, 2021, school must have a memorandum of understanding in effect with any law enforcement agency that provides school resource officers and any security agency which provides security guards to schools in a school district. Each MOU must include policies that address six specific issues. We have developed this policy to ensure that every policy provision required by the new SRO statutes exists and can be incorporated into any MOU.

Policy 3056. Guest Speakers. Some schools have invited guest speakers into school with little to no knowledge of the guest speaker's message, experience, or intent. Not surprisingly, not all guest speaker appearances went as smoothly as one would hope when there is little research done about the guest speaker. This policy includes a process and procedure to research guest speakers so that everyone involved has a clear understanding of the guest speaker's purpose and message. This will help the school determine if the proposed message complies with school district policies and its fundamental values and to avoid unwanted surprises for everyone involved.

Policy 3057. Title IX. This policy went into effect on August 14, 2020. It is required by federal regulations, including all of the components of the "formal grievance process" laid out in those regulations. The policy includes the applicable definitions, procedures, and obligations, such as mandatory training. This policy must also be included in full in all handbooks to provide notice to all students, parents, and staff, and a copy must also be provided to your local education association. The policy along with other information must be posted in a conspicuous location on your website. Any time the policy is updated or amended, you must update your handbooks, provide copies to required parties, and update your website.

Policy 3058. Naming School District Facilities and Property. This policy is optional, and you are not required to adopt the policy unless you believe you will undertake a project or receive a request for naming rights. If you have already sold or given naming rights away, you should ensure this policy does not impact any existing agreements or obligations. We have included this policy within our service at the request of several subscribing schools. There are multiple ways to create such a policy. Our model policy

attempts to provide as much flexibility to boards as possible while also being mindful of legal complications that can arise when schools permit outside individuals or entities to have control over naming rights within schools, such as on building facades or within certain rooms or areas of school buildings.



M E M O R A N D U M

The following is a description of the policies in the 4000 series.

Policy 4001. [Intentionally Left Blank].

Policy 4002. Drug Free Workplace. This policy satisfies the federal law requirement that school districts have a policy which prohibits the possession of illegal drugs and the improper use of alcohol. Federal regulations require employers to provide all employees with a copy of this policy. Be sure to either distribute copies of this policy or to reproduce it in your staff handbook.

Policy 4003. Drug Testing of Drivers. This policy satisfies the federal law requirement that school districts have a policy that requires drivers to be free from drug and alcohol abuse and that prohibits the possession of unlawful drugs on school property. It sets forth the protocol for requiring and administering testing of drivers. You should review it carefully, and update it as necessary to ensure it is consistent with the terms and procedures of your district's drug and alcohol testing program.

Policy 4004. Employment of Relatives. This policy addresses the employment of relatives, "domestic partners" and "significant others." It states that both may be employed but, as a general rule, one should not manage, supervise, or report directly to the other. This policy is not required by law and the board and the superintendent have the authority to modify the policy to fit the practice of the school district.

Policy 4005. Communication between Board and District Employees. This policy refers employees to the board's policy on chain of command for raising employment-related issues. It acknowledges that employees have the same right to communicate with the board about matters of public concern as other patrons of the district but it requires them to submit their communications about employment-related issues pursuant to the board's other policies on complaints, chain of command, grievances and the like before the employee can communicate with the board. This is proper

procedure but it will require the commitment of board members to follow it if it is to be effective.

Policy 4006. Insurance. This policy requires the district to purchase workers' compensation insurance in compliance with statutory requirements. It authorizes the board to purchase insurance coverage that it has agreed to provide pursuant to negotiations with teacher association and such other insurance as it deems appropriate.

Policy 4007. Personnel Records. This policy complies with the requirements of section 79-8,109 regarding the confidentiality of the contents of teachers' files. It states that the school attorney is "school official" so that the attorney may have access to personnel records when that is necessary for employment-related purposes.

Policy 4008. Outside Employment. Though school districts may not prohibit teachers from holding jobs outside the school district, they may require teachers to give precedence to their school employment, to avoid conflicts of interest, and to comply with statutory requirements and restrictions. It includes the statutory restrictions on a teacher's tutoring a student in his/her class for compensation. It prohibits teachers selling, soliciting or promoting the sale of goods or services to students or using their influence with the students or parents to do so. It also addresses the ownership of written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district. This sometimes becomes an issue when a teacher develops something on school time that he or she wants to sell.

Policy 4009. Restrictions on Employees Receiving Gratuities. This policy requires employees to inform the superintendent of receipt of any gift or bonus merchandise with a value of more than \$50. The board may set the threshold value at any level it wishes. Rule 27 of the Department of Education states that teachers may not accept any gift which will impair the professional judgment of the recipient. We have incorporated that standard into this policy.

Policy 4010. Inclement Weather. The board has authority to determine whether staff members are required to report on days school is closed for inclement weather. The policy has two options, one which requires staff members to report unless told otherwise by the superintendent. The second does not require staff members to report unless told otherwise by the superintendent. You must select the option which aligns with your practices.

Policy 4011. Family Medical and Military Leave. Federal law requires school districts to have a policy on their rights under the Family and Medical Leave Act. Congress amended the initial Family and Medical Leave Act to entitle employees to leave related to military service. Nebraska also has a Family Military Leave Act, which is addressed in a stand-alone policy.

Schools have very little discretion under the law and the primary decision for them to make is defining the 12-month period for determining eligibility. In section I(A)(2), we defined this period as “the 12-month period measured forward from the date such employee's first FMLA leave begins.” In our experience, this is the most advantageous choice for school districts.

Forms: We recommend that you use the forms offered by the Department of Labor. While you can use your own forms, there is no advantage in doing so. In fact, in some cases, asking for additional information not requested on the DOL’s forms can violate the law.

Once the school acquires knowledge that the leave is being requested for a FMLA-qualifying reason, we suggest you work with your human resource personnel or legal counsel to determine if the employee provided appropriate notice of the need for leave and to determine if any special school rules apply.

After the preliminary review, you must notify the employee, preferably using [Form WH-381](#) (Notice of Eligibility and Rights & Responsibilities) from the [DOL Website](#). This notice must be provided within 5 business days of initial request for leave or when you acquire knowledge of the FMLA-qualifying reason. Advise the employee of his or her eligibility status. If the employee is not eligible, you must state the reason why. Include a copy of your FMLA Policy with Form WH-381.

In addition to the Notice, you should deliver the appropriate certification form from the following selections:

- [Employee’s Serious Health Condition \(WH-380-E\)](#)
- [Family Member’s Serious Health Condition \(WH-380-F\)](#)
- [Qualifying Exigency for Military Family Leave \(WH-384\)](#)
- [Serious Injury or Illness of Current Servicemember \(WH-385\)](#)
- [Serious Injury or Illness of a Veteran for Military Caregiver Leave \(WH-385-V\)](#)

Include a written job description (preferred) with the Certification or list the essential functions of the job in the Certification.

When the employee returns the Certification, work with human resources or your legal counsel to determine if it is timely; whether it is clear, complete, and sufficient; and whether it would be appropriate to seek a second opinion.

Once you have completed the review, complete and deliver Designation Notice ([Form WH-382](#)).

Policy 4011.1. Nebraska Family Military Leave. The Nebraska Military Leave Act has some key differences from the FMLA, which is why we created a stand-alone policy to cover this separate, state-created form of leave. Any employee with an immediate family member with deployment orders for 179 days or more is entitled to this unpaid leave under state law. The policy outlines specific leave timelines, as well as notice requirements for the employee.

Policy 4012. Staff Internet Use. This policy addresses school employees' use of the district's computers and networks. It addresses "on duty" versus "off duty" use, including requirements which extend to the employees even when they are using the resources personally while off duty. Employee use of social media is broken out separately in policy 4051, but this policy addresses staff websites (e.g. Wordpress pages) that are operated by teachers for their classrooms.

Policy 4013. Grievance Policy. Though employees do not file grievances very often, it is important for a school district to have a policy defining a grievance and setting forth the procedure to processing it. Our policy limits grievances to allegations that there has been a violation of the negotiated agreement or a board policy. **Many districts have a grievance procedure in their negotiated agreement, which is our recommendation to clients. If you do, you should not adopt this policy and should instead leave this policy number blank.** Grievance procedures are a mandatory subject of bargaining so if you do not have a grievance procedure in your negotiated agreement and the teachers' union asks to include one in your collective bargaining agreement, you must agree to do so. We think this is best practice, as well.

Policy 4014. [Intentionally Left Blank]

Policy 4015. Employment of Board Members. Section 79-544 of the statutes prohibits a board member from being employed by a contract to teach as a teacher in a school district where he or she also serves on the board. We interpret section 79-544 to permit a board member to serve as a substitute teacher in his or her district, but not as a teacher on a regular teaching contract. Section 79-544 states:

No member of a school board shall be engaged in a contract to teach pursuant to sections 79-817 to 821 with the school district which he or she serves as a board member.

Two Versions of Policy 4015. We have provided two versions of policy 4015. One version prohibits board members from being employed by the district in any capacity, classified or certified. The other version permits board members to be employed as substitute teachers and as classified employees. The board may choose one of the two versions or may modify the policy as it sees fit – that is discretionary with the board.

Policy 4016. Jury Duty and Witness in Court. This policy states the state statutory requirement that an employee who has been called for jury duty will be paid his/her wages or salary while serving on a jury. It requires the employee to sign over to the district his/her compensation as a juror (but not expense payments).

The second paragraph of the policy states that an employee who has been subpoenaed to testify in court will be entitled to one day of paid leave. It requires the employee to sign over to the district his/her witness fee (but not expense payments). This is optional with the district and is not required by statute. Boards should check their leave policies to see whether such an absence is covered by a leave policy or a provision of the negotiated agreement.

Policy 4017. Relations with Collective Bargaining Associations. This policy states that the board will negotiate with recognized employee associations and “will allow associations to make reasonable use of district facilities for meetings outside the school’s and the employees’ work hours.” It states that the associations will be responsible for paying the district for “all supplies used, damage caused, or the loss or theft of borrowed property.” Though it is common for schools to permit employee associations to use school facilities for their meetings, we have found it to be rare that associations are responsible for paying for all supplies, damage to property and loss of property.

Policy 4018. Corporal Punishment. State statute prohibits corporal punishment. This policy prohibits corporal punishment and defines it as that term was defined by the Nebraska Supreme Court.

Policy 4019. Workplace Injury Prevention and Safety Committee. School districts are statutorily required to have safety committees. This policy repeats the statutory requirement that the safety

committee be set up through the collective bargaining process. Additionally, the statute requires employees serving on safety committees be paid their “regular hourly wage” for safety committee work. We interpret that to mean that so long as your safety committee meets during the regular work day, staff members are not entitled to additional compensation for this committee work.

Policy 4020. Ownership of Copyrighted Words. Works created by employees of the school district are considered “work for hire.” A work made for hire is defined as a work prepared by an employee within the scope of his or her employment. 17 U.S.C. § 101. Thus, the school owns all of the results of the work of a teacher if the teacher produced the work within the scope of his or her employment. It would be inefficient to require a new teacher to reproduce questions, lesson plans, or a syllabus each time a new teacher is hired. Policy 4020 makes this provision of law clear and allows the district under certain unusual circumstances to share ownership of the “work for hire” with an employee.

The policy also states that if a staff member shares the school’s property on in-state collaborative learning platforms like Safari Montage, distance learning, or an ESU curriculum collaborative, the school district still owns the material but has granted a license to other educational entities to use it. This protects both the school district other educational partners within the state.

Policy 4021. [Intentionally Left Blank]

Policy 4022. Certification. This policy repeats the statutory requirement that educators must be certified by the Nebraska Department of Education. A key element is that it requires them to maintain all their endorsements and prohibits them from permitting any endorsement to lapse or from removing it from their certificates. It also permits the board or superintendent to require a certified employee to obtain a new endorsement when it is deemed necessary for the benefit of the school district and/or to comply with federal or state requirements.

Policy 4023. Professional Ethics. This policy adopts the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education, as the minimum standards for all certificated staff members of the school district. It requires all certified employees to read, understand, and comply with these standards. In our experience, this policy can be very helpful in personnel cases.

Policy 4024. Teachers' Rights, Responsibilities & Duties. This policy is a generally-worded statement about the broad responsibilities of certificated employees.

Policy 4025. Superintendent. This policy articulates the general responsibilities of the superintendent of schools. We recommend that you place specific performance expectations into compare it to any current description of the superintendent's responsibilities.

Policy 4026. [Intentionally Left Blank]

Policy 4027. Part-Time Certificated Employees. This policy addresses various issues regarding part-time certified employees such as their compensation, benefits, acquisition of permanent (tenured) status, movement on the salary schedule, attendance at in-service meetings, faculty meetings, school activities, etc. It states that a part-time teacher is responsible for attending "in-service meetings, faculty meetings, and school activities that take place outside the teacher's assigned duty hours without additional compensation." We have encountered instances when teachers who teach half a day expect to be paid for attending meetings that are scheduled during the other half of the day.

Policy 4028. Substitute Teachers. This policy defines the term substitute teachers and states the board's authority to establish their pay and benefits.

Policy 4029. Salary Schedule for Certificated Employees. This policy defines the limitation of advancing one step vertically on the salary schedule per year, the requirements for teachers to advance horizontally on the salary schedule, the requirement to earn a masters degree to move past the BA columns, and the requirements to move past the MA column on the salary schedule.

Policy 4030. Evaluation of Certificated Employees. This policy sets forth requirements of statute and the Nebraska Department of Education regarding the evaluation of certificated employees.

Policy 4031. Evaluation of Probationary Certificated Employees. This policy sets forth requirements of statute and the Nebraska Department of Education regarding the evaluation of probationary certificated employees. It also adds some definitions that are not provided by statute or the rules of the Nebraska Department of Education.

Policy 4032. Professional Growth. Certificated employees are required to show evidence of professional growth every six years after they become permanent (tenured). Six hours of college credit automatically count toward meeting this requirement and, at its discretion, the board may count other activities such as non-credit courses, lecture series, workshops, conferences, study groups, local in-service courses, committee service, supervising a student teacher, serving with professional groups, and travel of significant educational value. This policy addresses those issues.

Policy 4033. [Intentionally Left Blank]

Policy 4034. Staff Handbook. This policy is a general statement that the superintendent or a designee will see to the formulation of a staff handbook. It also makes clear that the handbook has the force of board policy.

Policy 4035. [Intentionally Left Blank]

Policy 4036. [Intentionally Left Blank]

Policy 4037. Reduction in Force. A school district must have a reduction in force policy in order to reduce certificated staff. Policy 4037 is a general reduction in force policy. The Nebraska statute on school district reduction-in-force policies states, "If employee evaluation is to be included as a criterion to be used for reduction in force, specific criteria such as frequency of evaluation, evaluation forms, and number and length of classroom observations shall be included as part of the reduction-in-force policy." The highlighted section of policy 4037 recites these requirements. We generally recommend against using evaluations as part of staff reductions for legal and practical reasons. Therefore, we would prefer that you delete the highlighted wording, but this is ultimately a decision for the board. Districts who use evaluation instruments as part of the reduction-in-force process are more likely to face legal challenge on the procedure and on the merits of the evaluation process.

Policy 4038. Classified Staff Defined. This policy defines the term "classified staff" as all employees other than certificated teachers and administrators. It states that they are employed at will, and their employment may be amended or terminated at any time and without any cause. We believe that classified staff members must be treated fairly, but strongly oppose giving them due process rights because hearings can prove very costly and divisive.

Policy 4039. Employment of Classified Staff. This policy authorizes the superintendent or designee to hire, discipline, and discharge classified staff members “to meet personnel needs consistent with the district’s budget, instructional needs, and non-instructional operations.”

Policy 4040. Employment Terms for Classified Staff. This policy is optional. It defines the terms of employment for classified staff members. It must be reviewed carefully and changed as necessary to make sure that it conforms to the school district’s practices.

Policy 4041. Staff Dress and Appearance. This policy provides two options to choose from regarding staff dress code. The options are similar, but the first is more formal (requiring ties for men, for example) and the second is less formal to account for things like polo shirts. You should select the version which conforms to the school district’s practices. If your district has different or additional standards related to staff dress and appearance, contact us and we will assist you in creating a customized policy.

Policy 4042. Employee Social Security Numbers. This policy states the statutory prohibition against an employer using or publishing an employee’s social security number except under certain specified circumstances. It affirms that the district will comply with this law and take reasonable steps to protect the confidentiality of employees’ social security numbers. However, neither state law nor this policy prohibits the district from using the last four digits of an employee’s social security number as an employee identification number or in any other reasonable manner.

Policy 4043. Professional Boundaries Between Employees and Students. Establishing standards of behavior and professional boundaries between employees and students has become increasingly important over the past several years. This policy endeavors to describe those standards and boundaries.

Policy 4044. Staff Election Conduct. The Nebraska Accountability and Disclosure Act sets out specific limitations regarding the use of school property or resources in election or ballot issues. This policy endeavors to describe the behavior that is prohibited.

Policy 4045. Milk Expression. This policy states the new federal requirement that the district provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public for one year after the child’s birth.

Policy 4046. Internet Searches Regarding Potential Employees.

This policy authorizes administrators and members of a hiring committee to conduct internet research about job applicants, and it sets forth the procedure and limitations for doing so. This includes a prohibition against requiring job applicants to provide their usernames and passwords to personal social media accounts.

Policy 4047. [Intentionally Left Blank]

Policy 4048. Assessment Administration and Security. This policy sets forth the obligations of certificated staff regarding testing and assessments to measure students' knowledge, skills or abilities.

Policy 4049. [Intentionally Left Blank]

Policy 4050. Overtime and Compensatory Time. The federal Fair Labor Standards Act governs the compensation of non-exempt employees. This policy requires that all overtime work be authorized by an employee's supervisor before it may be performed. It authorizes the school district to use compensatory time in lieu of overtime pay. It states the statutory requirement that an employee be paid for unused compensatory time when he or she terminates employment.

Policy 4051. Use of Social Media by School District Employees.

As with the use of the internet and computers, the use of social media by school district employees has become of great relevance and importance to school districts over the past several years. This policy defines what is a "school owned" versus a "personal" social media account and states that the school district will not require staff members to provide the username or password to personal social media accounts.

Policy 4052. Job References to Prospective Employers.

This policy addresses requests for job references or employment history. The administrator will either provide a references in compliance with this policy or will forward the request to the Superintendent. If the school district is not bound by a separation agreement and receives a legally enforceable written consent to release the information, the district will provide the information unless otherwise prohibited.

This policy includes a prohibition against assisting an employee with obtaining a job when the school has probable cause to believe the employee engaged in sexual misconduct related to a student or minor in violation of the law, as required by Elementary and Secondary Education Act of 1965 (ESEA) as reauthorized through the Every Student Succeeds Act (ESSA). The statute

requiring this prohibition permits districts to recognize an exception in limited circumstances, which is included as an optional paragraph. The statute does not require that the school adopt the exception, as the school may take a more protective approach than that required by statute. You should review the policy carefully to determine whether you wish to adopt the required prohibition with, or without, the exception.

Policy 4053. Conflict of Interest. This policy sets out the conditions that an employee would have to meet to be deemed to have a business or financial conflict of interest.

Policy 4054. Reporting Child Abuse or Neglect. This policy addresses the reporting procedures for school employees to report child abuse or neglect should they have reasonable cause to believe that a child has been subjected to such abuse or neglect. Often teachers would prefer that an administrator make the report of suspected child abuse and the school district has an institutional interest in tracking the reports made about its students. This policy makes it clear that (1) staff must always tell the principal when they suspect abuse or neglect and (2) staff must also either report the abuse or neglect or cause a report to be made to the authorities by another person. That allows the district to have one staff member or administrator to report the observations of multiple employees.

Policy 4055. Head Teacher. This policy addresses creating a position for a Head Teacher. This policy is optional and is not necessary if you do not use a head teacher in your chain of command.

Policy 4056. Resignation of Certificated Staff. This policy addresses the process for Certificated Staff to provide their resignation as early as possible to allow the district to find suitable replacements. Please note there are two options to choose from. Please make sure to select one.

Philosophically, we prefer not to release teachers after the April 15 deadline since the teachers' union would never agree to extend the notice deadline to teachers. However, this is a matter for the board to decide. You should be sure to check your negotiated agreement to be sure that there is not a provision in that document which gives teachers the right to resign late. If there is, you should revise this policy (or call us to revise it) to ensure that it is consistent with your negotiated agreement.

Policy 4057. Superintendent Evaluation. This policy addresses how a superintendent shall be evaluated and how often the evaluation needs to take place. The dates in this policy can be changed to conform to your

district's practice and the superintendent's employment contract. We strongly encourage boards to evaluate superintendents at or prior to the January board meeting since many superintendents' contracts automatically renew in February or March.

Please read carefully the process we have described in the section headed "evaluation procedures." This policy contemplates that each board member will individually complete an evaluation instrument and that the board president will then compile the individual ratings into a final document. This is not the only lawful process – if your board has a different practice please let us know so that we can assist in revising this policy for you. Your board should also discuss what the board president will do with the individual board members' evaluation drafts. Your board's practices may affect your requirement to disclose each individual's draft evaluations under Nebraska's public records laws.

Policy 4058. Confidentiality in Counseling and Guidance. We have had a few guidance counselors mistakenly believe that they discharge their obligation to report suspected child abuse and neglect if they discuss the situation with the student's parents. That is not true. This policy makes the counselor's obligation to report explicit.

Policy 4059. Suicide Prevention Training. Nebraska statute requires the Nebraska Department of Education to provide annual suicide prevention training to schools. The statute provides, "Beginning in school year 2015-16, all public school nurses, teachers, counselors, school psychologists, administrators, school social workers, and any other appropriate personnel shall receive at least one hour of suicide awareness and prevention training each year." It is up to the board to determine who constitutes "other appropriate personnel." The Department of Education's school safety center recommends that "[a]ny school staff member having contact with students" participate in this training, including "para-professionals, administrative/secretarial staff, bus drivers, custodians, kitchen staff, etc." The attached policy lists all of the staff members who are required to complete the suicide awareness training. The highlighted positions are staff members who your board **may** deem to be "appropriate personnel" to receive the staff. If there are positions which you determine to not be an appropriate staff member to participate in suicide awareness training, please delete it from the version of the policy that your board adopts.

Policy 4060. School Vehicle Use. This policy is optional and provides certain standards for use of school vehicles in circumstances when students are not being transported. For example, it states that drivers with certain convictions or "points" against their driver's license are not allowed to operate

school vehicles. We know some insurance companies also have screening processes for staff members which determine who can drive school vehicles. You should consider this policy and the multiple options within it carefully. If you believe your insurance company's screening process is sufficient, this policy is not required. However, you should still review it to be sure.

Policy 4061. Workplace or Non-Workplace Injuries or Illness and Return to Work. This policy discusses reporting injuries both by the injured employee and any witnesses. It addresses circumstances when an employee may be given a modified or limited duty assignment or may be terminated before or after the employee is otherwise able to return to work. It also contains provisions for non-workplace injuries or illness. You can use the accompanying "Return to Work" form in most, if not all, return to work circumstances relating to workplace injury or non-workplace injury or illness.

Policy 4062. Locker Room Supervision. We have been stressing the importance of supervising locker rooms for many years at our school district presentations and inservices. Many hazing and bullying incidents occur in unsupervised or poorly supervised locker rooms. Some incidents are serious enough to result in litigation. It is important that the school's practice matches its policy, so this policy should be modified to fit your practice in the event you choose to adopt it.

Policy 4063. Extra Duty and Extended Contract Payments. This is an optional policy included after collaboration with NPERS. If you have any questions or concerns about your current NPERS compliance with regard to extra duty pay or extended contract days and payments, please give us a call. This policy has options for you to choose from, should you elect to adopt it.

The first portion of this policy is designed to allow you to pay most certificated staff over 12 months for their extra duty assignments, so long as they do at least some work toward each duty assignment in each month of the year and so long as you give them the assignment letter provided in the 4000 series forms. Staff must keep a log of the duties performed each month in the event of an NPERS audit.

The policy also addresses when extended contract days are assigned. Assigning extended contract days to be performed either the beginning or ending of a staff member's regular contract period can impact things like effective separation dates and payment obligations.

4064. Transporting Students in Employee Vehicles. NDE Rule 91 has always contained provisions governing transportation of students within private employee vehicles. The training and other safety obligations

applicable to drivers of “small vehicles” generally apply any time a staff member transports a student in the staff member’s personal vehicle. There are two exceptions to these requirements. First, staff members can transport any students who live with them, such as their children. Second, staff members can transport students in emergency situations. This policy is optional, but the Rule 91 obligations apply regardless of whether or not you have a policy in place. Even if you don’t adopt the policy, you should consider your current practices in light of these rules.

In light of these obligations, we have included two options. One option flatly prohibits staff from transporting students unless one of the exceptions noted above applies. We understand this is not very practical, especially for districts that cover a wide geographic area where it may be common for staff members to transport students on their way to and from school. However, it clarifies for staff that this is not permitted outside of the exceptions. The second option permits staff to seek approval to transport students outside of the exceptions, but requires them to complete the training and other obligations of the NDE rules.

5018

Parent and Guardian Involvement In Educational Practices

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

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

permission to attend counseling sessions in which their child is involved.

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

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

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

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

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

Adopted on: 7/10/2017

Revised on: 4/11/2022

Reviewed on: _____

RESOLUTION

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

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

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

WHEREAS, a Board of Education of a school district with an average daily membership of no more than four hundred seventy-one students may increase its tax request by an additional seven percent above the base growth percentage; and

WHEREAS, the School District’s average daily membership is less than four hundred seventy-one students; and

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

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

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

The foregoing Resolution having been read in its entirety, Member _____ moved for their passage and adoption. Member _____ seconded same. After discussion and on roll call vote the following members voted in favor of passage and adoption of the above Resolution:

_____.

The following members voted against the same:

The following members were absent or not voting:

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

DATED this 14th day of August, 2023.

CENTENNIAL PUBLIC SCHOOL

BY:

President

ATTEST:

Secretary

CENTENNIAL ATHLETIC BUDGET REPORT 2023-2024

RECEIPTS

SPORT	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Softball	\$1,759.00	\$686.00 (4 Home Games)	\$1,997.00 (8 Home Games)	\$1,492.00 (5 Home Games)	\$949.00 (6 Home Games)
Volleyball	\$5,241.00	\$5,130.25	\$5,678.00	\$5,710.21	\$6,793.00
Gate		\$4,385.25 (12 Home Games)	\$4,988.00 (14 Home Games)	\$4,935.21 (10 Home Games)	\$5,958.00 (15 Home Games)
Tournament Entries		\$745.00	\$690.00	\$775.00	\$835.00
Football	\$7,099.00	\$6,910.00 (7 Home Games)	\$7,612.00 (8 Home Games)	\$7,072.00 (7 Home Games)	\$7,407.00 (6 Home Games)
Basketball	\$9,208.00	\$7,462.00	\$7,287.00	\$8,026.00	\$10,351.80
Gate		\$7,212.00 (22 Home Games)	\$7,157.00 (23 Home Games)	\$7,726.00 (20 Home Games)	\$10,166.80 (24 Home Games)
Tournament Entries		\$250.00	\$130.00	\$300.00	\$185.00
Wrestling	\$3,411.00	\$4,008.00	\$3,431.00	\$4,599.10	\$5,679.00
Gate		\$2,518.00 (4 Home Meets)	\$1,976.00 (6 Home Meets)	\$3,109.10 (4 Home Meets)	\$4,234.00 (5 Home Meets)
Tournament Entries		\$1,490.00	\$1,455.00	\$1,490.00	\$1,445.00
Track	\$2,434.00	\$0.00	\$2,360.00	\$2,978.00	\$2,480.00
Tournament Entries			\$2,360.00 (4 Home Meets)	\$2,360.00 (3 Home Meets)	\$2,480.00 (2 Home Meets)
Pole Vault Pole Rental				\$618.00	
Baseball					\$1,105.00 (6 Home Games)
All-Sports Passes/Posters	\$4,115.00	\$4,930.00	\$3,430.00	\$3,790.00	\$780.00
Miscellaneous	\$6,841.50	\$951.67 (\$500 Unified Bowling Grant)	\$1,708.23 (\$350 Special Olympics Grant)	\$2,427.47 (\$300 Unified Bowling Grant)	\$2,121.42 (\$550 Special Olympics Grant)
TOTAL	\$40,108.50	\$30,077.92	\$33,503.23	\$36,094.78	\$37,666.22

EXPENDITURES

SPORT	2019-2020 BUDGET	2019-2020 SPENT	2020-2021 BUDGET	2020-2021 SPENT	2021-2022 BUDGET	2021-2022 SPENT	2022-2023 BUDGET	2022-2023 SPENT	2023-2024 BUDGET
Softball	\$4,094.95	\$3,078.11	\$6,587.00	\$5,770.10	\$3,163.00	\$3,055.78	\$6,383.00	\$3,731.95	\$3,548.52
Volleyball	\$5,590.86	\$6,321.71	\$8,532.31	\$8,487.64	\$4,837.00	\$4,490.70	\$6,565.00	\$8,104.82	\$6,903.88
Football	\$26,093.77	\$28,192.65	\$13,209.28	\$15,376.76	\$13,132.88	\$12,981.63	\$26,798.50	\$20,412.21	\$38,803.54
Cross Country			\$2,500.00	\$1,854.00	\$1,050.00	\$836.21	\$1,100.00	\$802.92	\$1,050.00
Unified Bowling			\$275.00	\$273.14	\$475.00	\$267.83	\$500.00	\$178.70	\$500.00
Girls Basketball	\$6,414.66	\$5,699.82	\$5,486.79	\$5,135.94	\$7,526.33	\$9,138.01	\$5,865.00	\$6,239.68	\$5,899.00
Boys Basketball	\$7,645.13	\$7,555.84	\$5,579.62	\$5,550.51	\$7,384.34	\$7,604.28	\$6,044.00	\$7,698.84	\$6,172.00
Wrestling	\$8,549.45	\$9,183.36	\$7,565.75	\$5,794.65	\$6,854.88	\$5,455.48			
Boys Wrestling							\$12,923.00	\$13,753.04	\$7,531.00
Girls Wrestling							\$10,650.00	\$8,455.93	\$6,800.00
Track/Cross Country	\$6,739.33	\$2,058.98							
Track			\$7,150.00	\$5,919.05	\$8,445.50	\$4,718.43	\$6,260.00	\$5,996.39	\$8,026.00
Golf	\$2,124.94	\$848.95	\$1,700.00	\$1,577.00	\$1,925.00	\$1,969.91	\$3,075.00	\$11,193.56	\$2,175.00
Baseball							\$16,761.00	\$16,825.17	\$3,089.48
Training Room	\$1,029.20	\$1,628.36	\$1,528.07	\$1,522.49	\$1,429.40	\$941.50	\$1,197.35	\$2,863.43	\$1,036.51
General Athletics	\$32,135.00	\$28,476.77	\$39,935.00	\$31,220.25	\$39,882.56	\$27,716.04	\$47,500.00	\$41,934.71	\$44,870.00
Activities (ESports, Quiz Bowl, One Act, Speech)					\$4,000.00	\$217.72	\$5,500.00	\$3,810.44	\$5,500.00
TOTAL	\$100,417.29	\$93,044.55	\$100,048.82	\$88,481.53	\$100,105.89	\$79,175.80	\$151,621.85	\$152,001.79	\$141,904.93

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
BEGINNING BALANCE 8/1	\$16,286.55	\$16,221.81	-\$11,784.82	-\$1,479.05	-\$8,156.90
ESTIMATED RECEIPTS	\$40,000.00	\$32,000.00	\$35,000.00	\$40,000.00	\$40,000.00
FINAL RECEIPTS	\$30,077.92	\$33,503.23	\$36,094.78	\$37,666.22	
GENERAL FUND SUPPORT	\$44,130.74	\$51,827.01	\$65,105.89	\$113,100.90	\$101,904.93
ESTIMATED TOTAL REVENUE	\$130,495.21	\$100,048.82	\$100,105.89	\$151,621.85	\$141,904.93
FINAL TOTAL SPENT	\$93,044.55	\$88,481.53	\$79,175.80	\$152,001.79	

2022-2023 GENERAL BUDGET				2023-2024 GENERAL BUDGET			
QUANTITY	ITEM	PRICE ESTIMATE	ACTUAL SPENT	QUANTITY	ITEM	PRICE	TOTAL
1	Awards & Medals	\$4,000.00	\$4,387.87	1	Awards & Medals	\$4,000.00	\$4,000.00
1	Office Supplies	\$500.00	\$459.90	1	Office Supplies	\$500.00	\$500.00
1	Coaches Literature & Materials	\$250.00	\$31.08	1	Coaches Literature & Materials	\$250.00	\$250.00
1	Hospitality Rooms	\$4,000.00	\$2,900.00	1	Hospitality Rooms	\$4,000.00	\$4,000.00
1	Final Forms	\$300.00	\$75.00	1	Final Forms	\$100.00	\$100.00
1	rSchool Activity Scheduler	\$300.00	\$300.00	1	rSchool Activity Scheduler	\$300.00	\$300.00
1	Clinic Fees - All Sports & NSIAAA	\$3,000.00	\$3,210.00	1	Clinic Fees - All Sports & NSIAAA	\$3,000.00	\$3,000.00
1	ImPACT Testing	\$500.00	\$462.00	1	ImPACT Testing	\$500.00	\$500.00
1	Medical Physicals	\$1,500.00	\$1,500.00	1	Medical Physicals	\$1,500.00	\$1,500.00
1	NSAA Activity Registration	\$1,230.00	\$1,340.00	1	NSAA Activity Registration	\$1,600.00	\$1,600.00
1	Event Workers	\$5,000.00	\$3,180.00	1	Event Workers	\$5,000.00	\$5,000.00
1	Shipping & Freight	\$1,000.00	\$1,205.70	1	Shipping & Freight	\$1,000.00	\$1,000.00
1	Repairs	\$500.00	\$0.00	1	Repairs	\$500.00	\$500.00
1	Coach Evaluation Online Tool	\$300.00	\$0.00	1	Office Furniture	\$1,000.00	\$1,000.00
1	Plastic Storage Totes	\$300.00	\$149.75	1	Plastic Storage Totes	\$300.00	\$300.00
1	Hudl Athletic Package	\$10,500.00	\$11,700.00	1	Hudl Athletic Package	\$11,700.00	\$11,700.00
1	One Source Background Check Company	\$150.00	\$19.00	1	One Source Background Check Company	\$150.00	\$150.00
1	Amazon Prime	\$170.00	\$129.00	1	Amazon Prime	\$170.00	\$170.00
1	Coaches Gear	\$500.00	\$0.00	1	Coaches Gear	\$500.00	\$500.00
1	Gym/Weight Room Decals	\$1,500.00	\$0.00	1	Gym/Weight Room Decals	\$1,500.00	\$1,500.00
1	Outdoor Speaker	\$4,500.00	\$5,100.00	1	Gametime Music - Neptune	\$2,175.00	\$2,175.00
1	Store Startup Costs	\$3,000.00	\$0.00	1	National AD Conference	\$2,000.00	\$2,000.00
1	Organizational Items	\$500.00	\$191.49	1	Organizational Items	\$500.00	\$500.00
1	Square POS Equipment	\$1,000.00	\$0.00	1	SNC Activity Fee	\$1,000.00	\$1,000.00
1	SNC Activity Fee	\$500.00	\$890.00	1	Gipper Media	\$625.00	\$625.00
1	National Conference	\$2,000.00	\$1,871.92	1	Miscellaneous	\$1,000.00	\$1,000.00
1	Miscellaneous	\$500.00	\$2,832.00				
			(Digital Media Content, CPR, Neptune Music)				
					TOTAL		\$44,870.00
	TOTAL	\$47,500.00	\$41,934.71				

2022 SOFTBALL BUDGET				2023 SOFTBALL BUDGET			
QUANTITY	ITEM	PRICE ESTIMATE	ACTUAL SPENT	QUANTITY	ITEM	PRICE	TOTAL
3	Dozen Baden Softballs	\$252.00	\$252.00	3	Dozen Baden Softballs	\$84.00	\$252.00
12	Mizuno Helmets	\$696.00	\$696.00	1	Catchers Gear Set	\$390.00	\$390.00
1	Dozen Weighted Softballs	\$105.00	\$105.00	2	Buckets	\$22.00	\$44.00
2	Tanner Tees	\$170.00	\$170.00	20	White Belts	\$10.00	\$200.00
1	Bownet Screen	\$165.00	\$165.00	20	White Stirrups	\$10.00	\$200.00
1	Rawlings Mantra Bat	\$405.00	\$389.00	1	Pitching Program	\$250.00	\$250.00
1	Pitching Machine	\$500.00	\$0.00	1	Umpires (Varsity and JV)	\$2,000.00	\$2,000.00
1	Indoor Batting Cages	\$1,000.00	\$0.00	1	Entry Fees	\$500.00	\$500.00
1	Pitching Program	\$250.00	\$174.95	4	Line Up Cards	\$7.00	\$28.00
1	Umpires (Varsity and JV)	\$2,000.00	\$1,360.00	2	Softball Home Plate	\$8.78	\$17.56
1	Entry Fees	\$500.00	\$400.00	1	Bownet	\$40.00	\$40.00
1	Line Up Cards	\$40.00	\$20.00	2	Dozen Whiffle Balls	\$6.48	\$12.96
1	Miscellaneous	\$300.00	\$0.00	1	Miscellaneous	\$300.00	\$300.00
	TOTAL	\$6,383.00	\$3,731.95		TOTAL		\$3,548.52

2022 FOOTBALL BUDGET				2023 FOOTBALL BUDGET			
QUANTITY	ITEM	PRICE ESTIMATE	ACTUAL SPENT	QUANTITY	ITEM	PRICE	TOTAL
1	Reconditioning of Helmets/Shoulder Pads	\$3,000.00	\$2,691.00	1	Reconditioning of Helmets/Shoulder Pads	\$2,500.00	\$2,500.00
8	Revo Speed Flex Helmets	\$3,080.00	\$3,080.00	8	Revo Speed Flex Helmets	\$415.00	\$3,320.00
1	Binders	\$15.00	\$15.00	1	Nike Uniforms	\$17,778.54	\$17,778.54
1	Mouthguards	\$35.00	\$34.00	1	Mouthguards	\$45.00	\$45.00
6	Shoulder Pads	\$870.00	\$870.00	8	Shoulder Pads	\$180.00	\$1,440.00
8	Girdles	\$216.00	\$216.00	8	Girdles	\$27.00	\$216.00
10	Scrimmage Vests	\$170.00	\$170.00	10	Scrimmage Vests	\$18.00	\$180.00
15	Kneepads	\$90.00	\$90.00	15	Kneepads	\$6.00	\$90.00
5	Nike Black Towels	\$35.00	\$35.00	5	Nike Black Towels	\$10.00	\$50.00
5	Handwarmers	\$110.00	\$110.00	5	Handwarmers	\$22.00	\$110.00
2	Blue "Centennial Football" Bags	\$64.00	\$64.00	1	Nike Practice Jerseys	\$1,550.00	\$1,550.00
4	Blue Fox 40 Whistles	\$28.00	\$21.00	4	Blue Fox 40 Whistles	\$7.00	\$28.00
1	Megaphone	\$29.00	\$28.98	1	Ground Zero Tee	\$16.00	\$16.00
1	QB Wristbands	\$55.50	\$55.50	8	Gameballs	\$85.00	\$680.00
1	Mesh Equipment Bags	\$15.00	\$15.00	1	Scheduling Fee for Officials	\$200.00	\$200.00
1	Kicking Tee	\$16.00	\$16.00	1	Field Paint and Equipment	\$2,000.00	\$2,000.00
1	Zone Chute & Boards	\$1,500.00	\$1,635.00	1	Officials (Varsity, JV, and JH)	\$4,000.00	\$4,000.00
1	Attack Arch	\$350.00	\$350.00	1	Down Markers	\$1,000.00	\$1,000.00
6	Vengeance Pro Helmets (JH)	\$1,500.00	\$1,500.00	1	Headsets	\$3,000.00	\$3,000.00
1	JH Football Uniforms	\$5,820.00	\$145.35	1	Decals	\$300.00	\$300.00
20	JH Girdles	\$700.00	\$700.00	1	Miscellaneous	\$300.00	\$300.00
1	Scheduling Fee for Officials	\$300.00	\$300.00				
1	Field Paint and Equipment	\$3,000.00	\$3,811.06		TOTAL		\$38,803.54
1	Officials (Varsity, JV, and JH)	\$4,000.00	\$3,160.00				
1	Sign for Pressbox	\$1,500.00	\$0.00				
1	Miscellaneous	\$300.00	\$1,299.32				
			(Jaw Pads, Ratchet Kit, Decals, Gameballs)				
	TOTAL	\$26,798.50	\$20,412.21				

2022 CROSS COUNTRY BUDGET				2023 CROSS COUNTRY BUDGET			
QUANTITY	ITEM	PRICE ESTIMATE	ACTUAL SPENT	QUANTITY	ITEM	PRICE	TOTAL
1	Tarp	\$50.00	\$22.53	1	Entry Fees	\$600.00	\$600.00
1	Entry Fees	\$600.00	\$646.00	1	State Meet Expenses	\$250.00	\$250.00
1	State Meet Expenses	\$250.00	\$134.39	1	Miscellaneous	\$200.00	\$200.00
1	Miscellaneous	\$200.00	\$0.00				
					TOTAL		\$1,050.00
	TOTAL	\$1,100.00	\$802.92				

2022 UNIFIED BOWLING BUDGET					2023 UNIFIED BOWLING BUDGET			
QUANTITY	ITEM	PRICE ESTIMATE	ACTUAL SPENT		QUANTITY	ITEM	PRICE	TOTAL
1	Polos	\$175.00	\$0.00		1	Polos	\$175.00	\$175.00
1	Entry Fees	\$125.00	\$25.00		1	Entry Fees	\$125.00	\$125.00
1	Miscellaneous	\$200.00	\$153.70	(Meal for Participants)	1	Miscellaneous	\$200.00	\$200.00
	TOTAL	\$500.00	\$178.70			TOTAL		\$500.00
GRANT = \$300.00					GRANT = \$300.00			

2022-2023 GIRLS BASKETBALL BUDGET				2023-2024 GIRLS BASKETBALL BUDGET			
QUANTITY	ITEM	PRICE ESTIMATE	ACTUAL SPENT	QUANTITY	ITEM	PRICE	TOTAL
12	Baden Basketballs	\$780.00	\$780.00	12	Baden Basketballs	\$67.00	\$804.00
1	SlipNott Refill Sheets	\$59.00	\$59.00	1	SlipNott Refill Sheets	\$35.00	\$35.00
3	Scorebooks	\$18.00	\$18.00	5	Scorebooks	\$7.00	\$35.00
2	Nets	\$16.00	\$16.00	1	Coaching Clinics	\$100.00	\$100.00
1	Binders	\$45.00	\$59.68	1	Officials (Varsity, JV, Reserve, and JH)	\$4,500.00	\$4,500.00
1	Towels	\$22.00	\$22.00	1	Entry Fees	\$125.00	\$125.00
1	JH Basketball Uniforms	\$600.00	\$825.00	1	Miscellaneous	\$300.00	\$300.00
1	Coaching Clinics	\$100.00	\$0.00				
1	Officials (Varsity, JV, Reserve, and JH)	\$3,800.00	\$4,360.00		TOTAL		\$5,899.00
1	Entry Fees	\$125.00	\$100.00				
1	Miscellaneous	\$300.00	\$0.00				
	TOTAL	\$5,865.00	\$6,239.68				

2022-2023 BOYS WRESTLING BUDGET				2023-2024 BOYS WRESTLING BUDGET			
QUANTITY	ITEM	PRICE ESTIMATE	ACTUAL SPENT	QUANTITY	ITEM	PRICE	TOTAL
1	3 Gallons of Mat Cleaner & Disinfectant	\$153.00	\$152.94	1	3 Gallons of Mat Cleaner & Disinfectant	\$153.00	\$153.00
1	48 Rolls of Mat Tape	\$275.00	\$558.24	1	48 Rolls of Mat Tape	\$528.00	\$528.00
1	5 Sets of Earguards	\$145.00	\$144.65	1	Scale Calibration	\$200.00	\$200.00
1	Scale Calibration	\$200.00	\$0.00	1	Coaches Clinic	\$100.00	\$100.00
1	Coaches Clinic	\$100.00	\$75.00	1	Wrestling Assessor	\$100.00	\$100.00
1	Wrestling Assessor	\$100.00	\$60.00	1	Officials (Varsity, JV, and JH)	\$3,500.00	\$3,500.00
1	Wrestling Mat	\$5,500.00	\$6,007.08	1	Trackwrestling Fees	\$250.00	\$250.00
1	Officials (Varsity, JV, and JH)	\$3,500.00	\$3,480.00	1	Entry Fees	\$1,200.00	\$1,200.00
1	Trackwrestling Fees	\$250.00	\$100.00	1	State Meet Expenses	\$1,200.00	\$1,200.00
1	Entry Fees	\$1,200.00	\$1,490.00	1	Miscellaneous	\$300.00	\$300.00
1	State Meet Expenses	\$1,200.00	\$1,619.84				
1	Miscellaneous	\$300.00	\$65.29				
			(Zipper Repair on Uniforms)		TOTAL		\$7,531.00
	TOTAL	\$12,923.00	\$13,753.04				

2022-2023 GIRLS WRESTLING BUDGET				2023-2024 GIRLS WRESTLING BUDGET			
QUANTITY	ITEM	PRICE ESTIMATE	ACTUAL SPENT	QUANTITY	ITEM	PRICE	TOTAL
1	Warm-ups	\$2,000.00	\$800.00	1	Coaches Clinic	\$100.00	\$100.00
1	Scale Calibration	\$200.00	\$0.00	1	24 Rolls of Mat Tape	\$250.00	\$250.00
1	Coaches Clinic	\$100.00	\$0.00	1	Officials (Varsity, JV, and JH)	\$3,500.00	\$3,500.00
1	Wrestling Assessor	\$50.00	\$60.00	1	Trackwrestling Fees	\$250.00	\$250.00
1	Wrestling Mat	\$5,500.00	\$6,007.08	1	Entry Fees	\$1,200.00	\$1,200.00
1	Officials (Varsity, JV, and JH)	\$1,500.00	\$350.75	1	State Meet Expenses	\$1,200.00	\$1,200.00
1	Entry Fees	\$500.00	\$350.75	1	Miscellaneous	\$300.00	\$300.00
1	State Meet Expenses	\$500.00	\$849.76				
1	Miscellaneous	\$300.00	\$37.59				
			(Scale)				
					TOTAL		\$6,800.00
	TOTAL	\$10,650.00	\$8,455.93				

2023 TRACK BUDGET				2024 TRACK BUDGET				
QUANTITY	ITEM	PRICE ESTIMATE	ACTUAL SPENT	QUANTITY	ITEM	PRICE	TOTAL	
1	Mesh Equipment Bags	\$15.00	\$15.00	2	Discus	\$105.00		\$210.00
2	Shot Puts	\$130.00	\$324.00	2	Shot Puts	\$65.00		\$130.00
5	1/8" Pyramid Spikes	\$55.00	\$55.00	5	1/8" Pyramid Spikes	\$11.00		\$55.00
2	100' Tapemeasure	\$29.00	\$105.00	1	Relay Batons	\$6.00		\$6.00
1	Relay Batons	\$6.00	\$7.72	50	6" Mini Cones	\$4.50		\$225.00
50	6" Mini Cones	\$225.00	\$212.50	2	Pole Vault Pole	\$600.00		\$1,200.00
1	Pole Vault Pole	\$600.00	\$645.00	1	JH Uniforms	\$2,000.00		\$2,000.00
1	Hip Numbers	\$200.00	\$122.00	1	ASPI Solutions Meet Manager	\$300.00		\$300.00
4	Starting Blocks	\$1,200.00	\$0.00	1	Starter Fees	\$500.00		\$500.00
1	ASPI Solutions Meet Manager	\$300.00	\$324.00	1	Entry Fees	\$1,500.00		\$1,500.00
1	Starter Fees	\$500.00	\$105.00	1	State Meet Expenses	\$1,500.00		\$1,500.00
1	Entry Fees	\$1,500.00	\$1,404.00	1	Coaches Clinic	\$100.00		\$100.00
1	State Meet Expenses	\$1,200.00	\$2,307.17	1	Miscellaneous	\$300.00		\$300.00
1	Miscellaneous	\$300.00	\$370.00					
			(Elastic Crossbar, High Jump & Pole Vault Crossbar, Tape Measure Stick)					
					TOTAL			\$8,026.00
	TOTAL	\$6,260.00	\$5,996.39					

2023 BASEBALL BUDGET				2024 BASEBALL BUDGET			
QUANTITY	ITEM	PRICE ESTIMATE	ACTUAL SPENT	QUANTITY	ITEM	PRICE	TOTAL
1	Uniforms	\$7,570.00	\$7,733.60	3	Dozen Baden Baseballs	\$85.00	\$255.00
1	10 Dozen Baseballs	\$450.00	\$831.58	4	Line Up Cards	\$7.00	\$28.00
3	Diamond Buckets	\$75.00	\$75.00	1	Dozen Whiffle Balls	\$6.48	\$6.48
2	Tanner Tees	\$176.00	\$176.00	1	Umpires (Varsity and JV)	\$2,000.00	\$2,000.00
1	Equipment Wagon	\$300.00	\$280.00	1	Baseball Hats	\$500.00	\$500.00
1	2 Bats	\$675.00	\$675.00	1	Miscellaneous	\$300.00	\$300.00
1	25 Helmets	\$1,090.00	\$1,332.00				
1	2 Sets of Catcher's Gear & Bags	\$1,480.00	\$1,198.99		TOTAL		\$3,089.48
2	Lineup Cards	\$16.00	\$16.00				
1	3 Dozen Gameballs	\$267.00	\$267.00				
2	Knee Savers	\$44.00	\$44.00				
2	Pitching Counters	\$18.00	\$18.00				
1	Pitching Machine	\$500.00	\$0.00				
1	Indoor Batting Cages	\$1,000.00	\$0.00				
1	Indoor Pitching Mound	\$1,300.00	\$0.00				
1	Officials (Varsity and JV)	\$1,500.00	\$2,160.00				
1	Miscellaneous	\$300.00	\$2,018.00				
			(Baseball Hats, Belts)				
	TOTAL	\$16,761.00	\$16,825.17				

2022-2023 ACTIVITIES BUDGET				2023-2024 ACTIVITIES BUDGET			
QUANTITY	ITEM	PRICE ESTIMATE	ACTUAL SPENT	QUANTITY	ITEM	PRICE	TOTAL
1	Play Production	\$3,500.00		1	Play Production	\$3,500.00	\$3,500.00
	Books		\$500.00		Books		
	Royalty		\$300.00		Royalty		
	Licensing Fees		\$500.00		Licensing Fees		
	Costumes		\$900.00		Costumes		
	Set		\$0.00		Set		
	Meals at State		\$0.00		Meals at State		
	Dues for One Act		\$150.00		Dues for One Act		
	Registrations		\$500.00		Registrations		
1	Speech	\$500.00		1	Speech	\$1,000.00	\$1,000.00
	Entry Fees		\$45.00		Entry Fees		
	State Expenses		\$528.00		State Expenses		
1	eSports	\$1,000.00	\$37.44	1	eSports	\$500.00	\$500.00
1	Quizbowl	\$500.00	\$350.00	1	Quizbowl	\$500.00	\$500.00
	TOTAL	\$5,500.00	\$3,810.44		TOTAL		\$5,500.00

REVENUE		EXPENDITURES					
NSAA	\$5,649.28	NSAA	\$2,545.74	(State Qualifiers, Sub-District/District Games, Hosting Sub-District/District Events)			
SNC	\$13,532.00	SNC	\$10,568.80	(VB, BB, & WR)			
Concessions	\$5,205.93	Awards	\$24.97				
Vending	\$284.02	Hospitality	\$2,444.93				
		Staff	\$3,610.61				
		Homeroom	\$250.84				
		Miscellaneous	\$48.50				
TOTAL	\$24,671.23	TOTAL	\$19,494.39				
TOTAL GAINED	\$5,176.84						

2023 ALL-STAR GAMES

2023 ALL-STAR GAMES			
Revenue			
Sponsors	\$7,000.00	Concessions - VB	\$536.00
Gate	\$2,932.00	Concessions - BB	\$865.75
TOTAL	\$9,932.00		
Expenses			
Walmart - Subs	\$198.76		
Sams Club - Fruit/Chips/Cookies/Drinks	\$258.69	PROFIT	\$3,569.33
VB Officials	\$150.00		
BB Officials	\$450.00		
Event Workers	\$1,000.00		
BSN - Jerseys	\$3,612.00		
BSN - Coaches Polos	\$443.22		
Videoboard	\$100.00		
Announcer	\$150.00		
TOTAL	\$6,362.67		

	2022-2023 Disbursements					
Month	Total Expenditures	Cumulative Spent	% of Budget	Average % of Budget	Cum. % of Budget Spent	Average % Spent
September	\$864,530	\$864,530	8.86%	8.43%	8.86%	8.43%
October	\$742,506	\$1,609,820	7.61%	8.44%	16.50%	16.87%
November	\$751,972	\$2,362,867	7.71%	8.73%	24.23%	25.60%
December	\$713,708	\$3,080,740	7.32%	7.90%	31.59%	33.49%
January	\$707,638	\$3,789,319	7.26%	7.87%	38.85%	41.36%
February	\$765,691	\$4,560,578	7.85%	8.07%	46.76%	49.42%
March	\$741,726	\$5,309,158	7.60%	7.72%	54.43%	57.15%
April	\$803,312	\$6,112,470	8.24%	8.16%	62.67%	65.30%
May	\$721,619	\$6,834,090	7.40%	8.20%	70.07%	73.51%
June	\$810,580	\$7,644,669	8.31%	7.99%	78.38%	81.50%
July	\$680,768	\$8,325,437	6.98%	8.48%	85.36%	89.98%
August	\$1,021,460	\$9,346,897	10.47%	10.02%	95.83%	100.00%
2021 Budgeted Disbursements	\$9,753,686					
	Cumulative:					
	September	October	November	December	January	February
Projected Expenses	\$822,082	\$1,645,378	\$2,496,495	\$3,266,813	\$4,034,062	\$4,820,756
Actual Expenses	\$864,530	\$1,607,036	\$2,359,008	\$3,080,740	\$3,789,319	\$4,560,578
Difference	-\$42,448	\$38,342	\$137,487	\$186,073	\$244,743	\$260,178
	March	April	May	June	July	August
Projected Expenses	\$5,574,006	\$6,369,624	\$7,169,463	\$7,948,930	\$8,776,078	\$9,753,686
Actual Expenses	\$5,309,158	\$6,112,470	\$6,834,090	\$7,644,669	\$8,325,437	\$9,346,897
Difference	\$264,848	\$257,153	\$335,374	\$304,261	\$450,641	\$406,789