

**Board of Education Regular Meeting  
Monday, September 8, 2025 6:00 PM**

**Bayard High School Library  
726 4th Avenue  
Bayard, NE 69334**

Notice is hereby given that a Board of Education Regular Meeting of the School District of Bayard in the Counties of Morrill, Scotts Bluff, Box Butte, and Banner in the State of Nebraska will be held on Monday, September 8, 2025 at 6:00 PM in the Bayard High School Library located at 726 4<sup>th</sup> Avenue, Bayard, NE 69334, which meeting shall be open to the public. An agenda for such meeting, kept continuously current is available for public inspection during normal business hours at the office of the Superintendent, located at 726 4<sup>th</sup> Avenue, Bayard, NE 69334.

### **AGENDA**

- I. Opening the Meeting
  - I.A. Call to Order
  - I.B. Open Meetings Act
  - I.C. Notice of Meeting
  - I.D. Roll Call
  - I.E. Status of Absent Board Members
  - I.F. Pledge of Allegiance
- II. Approval of Agenda
- III. Introduction of Guests
- IV. Recognition of Student Achievements
- V. Public Comments
- VI. Consent Agenda
  - VI.A. Minutes of Previous Meeting
  - VI.B. Bills
  - VI.C. Board Member Reports
  - VI.D. Reports and Correspondence Requiring No Action
    - VI.D.1. General Reports and Financial Reports
    - VI.D.2. Reports for Information Only
  - VI.E. Adoption of Policies on First Reading
    - VI.E.1. Approve Policy 2015 Board Student Representative replacing Policy 9006 Student Board Representative
    - VI.E.2. Approve policy 3004.1 Fiscal Management for Purchasing and Procurement Using Federal Funds replacing 3202 Federal Purchasing
    - VI.E.3. Approve policy 3023 Record Management and Retention, replacing 3561 Procurement
  - VI.F. Adoption of Policies on Second Reading
  - VI.G. Approval of Contracts within Policy Guidelines
- VII. Student Council Representative Board Report
- VIII. Invited Presentations and Discussions with Presenters
- IX. Principals and District Administrators
- X. Curriculum and Instruction
- XI. Superintendent
- XII. Board Committee Reports and Recommendations
- XIII. Discussion Items
  - XIII.A. Review and Discussion of Policies \_\_\_\_\_ through \_\_\_\_\_ in the \_\_\_\_\_ series.

- XIII.B. Recognition of ALICAP Safety Award and NRD acknowledgment of container greenhouse project through Pathfinders.
- XIII.C. Tentative Date for Private School Field Day May 11, 2026
- XIII.D. Discuss NASB Board training scholarship opportunity.
- XIII.E. 2025-2026 Budget
- XIV. Action Items
  - XIV.A. Declare old pole vault pit mats and stand surplus for sale or disposal.
  - XIV.B. Declare surplus brake lathe machine and CNC machine from ag shop, for sale.
  - XIV.C. Approve Preschool handbook, deleting text in red, adding text in green as required by regulations.
- XV. Set Next Meeting Date
- XVI. Adjournment

**The Bayard Public Schools Board of Education reserves the right to convene a Closed Session for purposes in accordance with 84-1410(1). The Board of Education also reserves the right to change the order of agenda items at the discretion of the Presiding Officer of the Board of Education.**

# Bayard School Board of Education Annual Calendar

January	February	March	April	May	June
<ul style="list-style-type: none"> <li>* Oath of Office</li> <li>* Board Officer Elections</li> <li>* Designate Depository of the District</li> <li>* Designate Legal Firm for the District</li> <li>* Designate Auditors for the District</li> <li>* Designate Official to Apply for Grants and Testify Before Legislature</li> <li>* Board Code of Ethics</li> <li>* Discuss Board Committees</li> <li>* Approve Policy Manual</li> <li>* Review of Accountability and Disclosure Commission Conflict of Interest Reporting Form</li> <li>* NASB Legislative Issues Conference</li> </ul>	<ul style="list-style-type: none"> <li>* Committee on American Civics Meeting</li> <li>* Policy Committee Meeting</li> <li>* Board Committee Assignments</li> <li>* Review Draft of School Calendar</li> <li>* Curriculum Review and Approve Course Catalog</li> <li>* Approve Negotiated Agreement with BEA</li> <li>* Update on State Standards Requirements</li> <li>* Discuss and Take Action on Compensation of Principals and Directors</li> <li>* NASB President's Retreat</li> <li>* NASB Budget and Finance Workshop</li> <li>* NSBA Advocacy Institute</li> </ul>	<ul style="list-style-type: none"> <li>* Curriculum Committee Meeting</li> <li>* Building Committee Meeting</li> <li>* Approve School Calendar</li> <li>* Adopt Resolution Pertaining to Non-Resident Students</li> <li>* Tour of School Buildings, Facilities, Bus Barn</li> <li>* Review 5 Year Facilities Plan</li> <li>* Consider Curriculum Proposals</li> <li>* Discuss Compensation of Superintendent</li> <li>* NASB Membership Renewal</li> <li>* NAEP State Convention</li> </ul>	<ul style="list-style-type: none"> <li>* Board Workshop</li> <li>* Board Self-Assessment And Board Goals</li> <li>* Approve FFA Trip to National FFA Convention</li> <li>* Review Strategic Plan Progress Report</li> <li>* Take Action on Compensation of Superintendent</li> <li>* NASB Spring Legal Workshop</li> <li>* NRCSA Conference</li> <li>* NSBA Annual Conference and Exposition</li> </ul>	<ul style="list-style-type: none"> <li>* Review Extra-Duty Assignments</li> <li>* Approve Classified Staff Handbook, Preschool Handbook, and Pathfinders Program Handbook</li> <li>* Finalize Plan for District Summer Improvements</li> <li>* Review Pathfinders Program</li> <li>* Distribute Superintendent Evaluation (Long Form)</li> <li>* Attend Graduation Ceremony</li> <li>* Attend Staff Retirement Recognition</li> </ul>	<ul style="list-style-type: none"> <li>* NSAA Related Activities Budget</li> <li>* Approve Activities Handbook for Head Coaches and Sponsors, Student and Parent Activity Handbook, and Student and Parent Handbook</li> <li>* Review State Aid Certification</li> <li>* Transportation Director Report</li> <li>* Evaluate Superintendent (Long Form) and Superintendent Goals</li> <li>* NASB School Law Seminar</li> </ul>

# Bayard School Board of Education Annual Calendar

July	August	September	October	November	December
<ul style="list-style-type: none"> <li>* Policy Committee Meeting</li> <li>* Establish Prices for Athletic Admission and Activity Tickets</li> <li>* Establish Prices for School Lunch and Breakfast Programs</li> <li>* Reaffirm Vision Statement, Mission Statement, and Core Covenants</li> <li>* Approve Certificated Staff Handbook and Substitute Teacher Handbook</li> <li>* Hearing on Student Fee Policy, Parental Involvement Policy, Student Anti-Bullying Policy, and School Wellness Policy</li> </ul>	<ul style="list-style-type: none"> <li>* Budget and Audit Committee Meeting for District Budget</li> <li>* Budget and Audit Committee Meeting with Auditors</li> <li>* Tour of School Buildings, Facilities, and Bus Barn</li> <li>* Authorize Payment of Bills Through End of August</li> <li>* Review Annual Emergency Plan</li> <li>* District School Safety Assessment</li> <li>* Board Welcome of New Staff</li> <li>* Board Staff Steak Fry</li> <li>* NASB Area Membership Meetings</li> </ul>	<ul style="list-style-type: none"> <li>* Budget Hearing</li> <li>* Final Tax Request Hearing</li> <li>* Adopt District Budget</li> <li>* Approve Tax Resolution For General Fund, Special Building Fund, and Bond Fund</li> <li>* Review Summer School Program</li> <li>* NASA/NASB Labor Relations Conference</li> </ul>	<ul style="list-style-type: none"> <li>* Policy Committee Meeting</li> <li>* Board Workshop</li> <li>* Consider BEA Request for Recognition as Bargaining Agent</li> <li>* Discuss Negotiations Timeline and Collective Bargaining with BEA</li> <li>* Review Fall District Enrollment Numbers</li> <li>* Review SPED and HAL Programs</li> <li>* Review Statewide Assessment Results</li> <li>* Appoint NASB Delegate Assembly Representative</li> <li>* NASB Facilities and Construction Workshop</li> </ul>	<ul style="list-style-type: none"> <li>* Committee on American Civics Meeting</li> <li>* Teacher Staff Committee Meeting for Negotiations</li> <li>* Approve Audit/Annual Financial Report</li> <li>* Review ACT Results</li> <li>* Prom Plan Presentation</li> <li>* Review District Annual Report</li> <li>* Request Nominations for the Volunteer Section of the Mike Cillessen Memorial Board</li> <li>* Distribute Superintendent Evaluation (Short Form)</li> <li>* NASB State Education Conference</li> <li>* NASB Delegate Assembly</li> </ul>	<ul style="list-style-type: none"> <li>* Teacher Staff Committee Distributes Staff Recognition Items</li> <li>* Select Nominations for the Volunteer Section of the Mike Cillessen Memorial Board</li> <li>* Superintendent Evaluation (Short Form)</li> <li>* NASB New Board Member Workshop</li> </ul>

## **POLICY NO. 9106 - BOARD MEMBER CODE OF ETHICS**

Board members' actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, board members must conduct themselves professionally and in a manner fitting to their position.

Each board member shall follow the code of ethics stated in this policy.

### **AS A SCHOOL BOARD MEMBER:**

1. I will listen.
2. I will respect the opinion of others.
3. I will recognize the integrity of my predecessors and associates and the merit of their work.
4. I will be motivated only by an earnest desire to serve my school district and the children of my school district community in the best possible way.
5. I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.
6. I will vote for a closed session of the board if the situation requires it, but I will consider "secret" sessions of board members unethical.
7. I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
8. I will expect, in board meetings, to spend more time on education programs and procedures than on business details.
9. I will recognize that authority rests with the board in legal session and not with individual members of the board, except as authorized by law.
10. I will make no disparaging remarks, in or out of the board meeting, about other members of the board or their opinions.
11. I will express my honest and most thoughtful opinions frankly in board meetings in an effort to have decisions made for the best interests of the children and the education program.
12. I will insist that the members of the board participate fully in board action and recommend that when special committees are appointed, they serve only in an investigative and advisory capacity.
13. I will abide by majority decisions of the board.
14. I will carefully consider petitions, resolutions and complaints and will act in the best interests of the school district.
15. I will not discuss the confidential business of the board in my home, on the street or in my office; the place for such discussion is the board meeting.
16. I will endeavor to keep informed on local, state and national educational developments of significance so I may become a better board member.

#### IN MEETING MY RESPONSIBILITY TO MY SCHOOL DISTRICT COMMUNITY:

1. I will consider myself a trustee of public education and will do my best to protect it, conserve it, and advance it, giving to the children of my school district community the educational facilities that are as complete and adequate as it is possible to provide.
2. I will consider it an important responsibility of the board to interpret the aims, methods and attitudes of the school district to the community.
3. I will earnestly try to interpret the needs and attitudes of the school district community and do my best to translate them into the education program of the school district.
4. I will attempt to procure adequate financial support for the school district.
5. I will represent the entire school district rather than individual electors, patrons or groups.
6. I will not regard the school district facilities as my own private property but as the property of the people.

#### IN MY RELATIONSHIP WITH THE SUPERINTENDENT AND EMPLOYEES:

1. I will function, in meeting the legal responsibility that is mine, as part of a legislative, policy-forming body, not as an administrative officer.
2. I will recognize that it is my responsibility, together with that of my fellow board members, to see the school district is properly run and not to run them myself.
3. I will expect the school district to be administered by the best-trained technical and professional people it is possible to procure within the financial resources of the school district.
4. I will recognize the superintendent as executive officer of the board.
5. I will work through the administrative employees of the board, not over or around them.
6. I will expect the superintendent to keep the board adequately informed through oral and written reports.
7. I will vote to hire employees only after the recommendation of the superintendent has been received.
8. I will insist that contracts be equally binding on teachers and board.
9. I will give the superintendent power commensurate with the superintendent's responsibility and will not in any way interfere with, or seek to undermine, the superintendent's authority.
10. I will give the superintendent friendly counsel and advice.
11. I will present any personal criticism of employees to the superintendent.
12. I will refer complaints to the proper administrative officer.

TO COOPERATE WITH OTHER SCHOOL BOARDS:

1. I will not employ a superintendent, principal or teacher who is already under contract with another school district without first securing assurance from the proper authority that the person can be released from contract.
2. I will consider it unethical to pursue any procedure calculated to embarrass a neighboring board or its representatives.
3. I will not recommend an employee for a position in another school district unless I would employ the individual under similar circumstances.
4. I will answer all inquiries about the standing and ability of an employee to the best of my knowledge and judgment, with complete frankness.
5. I will associate myself with board members of other school districts for the purpose of discussing school district issues and cooperating in the improvement of the education program.

Legal Reference:                      Neb. Statute 79-526

Adopted: 10-08-12

Reviewed: 1-12-15, 1-11-16, 5-8-17, 1-14-19, 3-11-19, 1-13-20

# Public Comment Sign-In Sheet

During the public comments portion of the meeting there is a time limit of 5 minutes per speaker and a time limit of 30 minutes for the duration of the public comments portion of the meeting as per Board Policy NO. 9239. Visitors will be required to identify themselves if they speak at this meeting.

Comments will be received in the order in which individuals have placed their names on the sign-in sheet.

The Board will not respond or take action on public comments.

The Board meeting is a business meeting open to the public but it is not a public meeting.

#	Name: (Please Print)	Signature:
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## **Board of Education Regular Meeting**

Monday, August 11, 2025 6:00 PM

Bayard High School Library  
726 4th Avenue  
Bayard, NE 69334

Kim Burry:	Present
Jessica Dankowski:	Present
Randy Eirich:	Absent
Bill Ferrero:	Present
Christina Mascher:	Present
Donna Stuart:	Present

### **I. Opening the Meeting**

#### **I.A. Call to Order**

The regular meeting of Bayard Public Schools Board of Education was called to order by President Stuart at 6:00p.m. President Stuart noted a copy of the Board Member Code of Ethics and the Annual Calendar of the Board of Education were included with the meeting materials for board members' reference.

#### **I.B. Open Meetings Act**

The Board President informed the audience that the Open Meetings Act was posted and informed the audience of the Board's policy and procedures regarding public comment.

#### **I.C. Notice of Meeting**

The public notice of the regular meeting of the Bayard Board of Education, Morrill County School District No. 21 was published in the Bayard Transcript in accordance with Board Policy No. 9238. The agenda remained on file at the office of the superintendent and was open for public inspection.

#### **I.D. Roll Call**

The following members were present: Christina Mascher, Kim Burry, Bill Ferrero, Jessica Dankowski, Donna Stuart  
Administrators present: Superintendent Liggett, Principals Ehler and Rice, and Director Nesbitt.

#### **I.E. Status of Absent Board Members**

**Motion Passed:** Motion to approve the absence of Board Member Eirich passed with a motion by Jessica Dankowski and a second by Kim Burry.

Votes: Kim Burry: Yea, Jessica Dankowski: Yea, Bill Ferrero: Yea, Christina Mascher: Yea, Donna Stuart: Yea

#### **I.F. Pledge of Allegiance**

### **II. Approval of Agenda**

**Motion Passed:** Motion to approve the agenda passed with a motion by Kim Burry and a second by Jessica Dankowski.

Votes: Kim Burry: Yea, Jessica Dankowski: Yea, Bill Ferrero: Yea, Christina Mascher: Yea, Donna Stuart: Yea

### **III. Introduction of Guests**

**The guests introduced themselves to the board**

### **IV. Recognition of Student Achievements**

### **V. Public Comments**

### **VI. Consent Agenda**

**Motion Passed:** Motion to approve the Consent Agenda passed with a motion by Kim Burry and a second by Bill Ferrero.

Votes: Kim Burry: Yea, Jessica Dankowski: Yea, Bill Ferrero: Yea, Christina Mascher: Yea, Donna Stuart: Yea

### **VI.A. Minutes of Previous Meeting**

### **VI.B. Bills**

### **VI.C. Board Member Reports**

### **VI.D. Reports and Correspondence Requiring No Action**

#### **VI.D.1. General Reports and Financial Reports**

#### **VI.D.2. Reports for Information Only**

### **VI.E. Adoption of Policies on First Reading**

### **VI.F. Adoption of Policies on Second Reading**

### **VI.G. Approval of Contracts within Policy Guidelines**

### **VII. Student Board Representative Report**

### **VIII. Invited Presentations and Discussions with Presenters**

### **IX. Principals and District Administrators**

### **X. Curriculum and Instruction**

### **XI. Superintendent**

Ms. Liggett provided her report to the board. The start of the school year is finally here! This time of year always feels special. If I start counting from Kindergarten, I think this will be my 55th official “first day” of starting a school year—and it is still just as exciting! Over the past couple of weeks, I’ve been meeting more and more staff prior to their first official day on August 18th. Many have stopped by the office to introduce themselves, and last week I held a meeting with all special education staff to review IEP numbers and familiarize myself with the accommodations the district is providing. Jessica Broderick was also in attendance for that meeting. On Friday, I met with KC from the newspaper. I’ll be starting a monthly—possibly even weekly—column from the superintendent’s office, sharing information about school-related topics. The first article will appear in this week’s paper and will highlight the teachers joining us from the Philippines. Other topics I plan to cover include explaining unfunded mandates, sharing updates on new legislation that impacts schools, and shining a spotlight on some of the lesser-known projects happening in our district—such as the Lighthouse program, the greenhouse containers, and more. The goal is to focus on areas beyond our school activities, which already receive a lot of well-deserved attention. If there’s a topic you’d like me to address, please let me know—I’d love to

hear your ideas. A list of possible goals for the superintendent are included as a discussion item. You asked for two goals, but I have drawn up five for you to choose two from. I will continue to work on downsizing the budget and have been in conversation with the other administrators on ways to cut expenses for the upcoming year. Mr. Nesbitt may expand on this but the district received an unexpected check from the NSAA for hosting district events in the amount of \$5,000. Kudos to all those involved in planning and carrying out these events, and representing Bayard Public Schools so well. Remember the Area Membership meeting is August 20th in Gering at the Conference Center check-in starts at 4:30 pm.

## **XII. Board Committee Reports and Recommendations**

### **XIII. Discussion Items**

**XIII.A. Review and Discussion of Policies \_\_\_\_\_ through \_\_\_\_\_ in the \_\_\_\_\_ series.**

**XIII.B. Discuss revisions to policy 5017 Routine Directory Information**

The board discussed revisions to policy 5017 Routine Directory Information.

**XIII.C. Discuss revisions to Policy 5020 Rights of Custodial and Non-Custodial Parents**

The board discussed revisions to Policy 5020 Rights of Custodial and Non-Custodial Parents.

**XIII.D. Discuss the Superintendent's goals for 2025-26**

The board discussed proposed Superintendent goals for 2025-2026.

### **XIV. Action Items**

**XIV.A. Amend Superintendent's Contract to modify insurance benefits from \$9,489 annually for a single health and dental plan to \$7,200 annually in a Health Savings Account (HSA) deposit.**

**Motion Passed:** Motion to amend the Superintendent's Contract to modify insurance benefits from \$9,489 annually for a single health and dental plan to \$7,200 annually in a Health Savings Account deposit passed with a motion by Bill Ferrero and a second by Kim Burry.

Votes: Kim Burry: Yea, Jessica Dankowski: Yea, Bill Ferrero: Yea, Christina Mascher: Yea, Donna Stuart: Yea

**XIV.B. Declare a collection of historic portraits stored at Bayard Elementary as surplus property for sale or discarded.**

**Motion Passed:** Motion to declare a collection of historic portraits stored at Bayard Elementary as surplus property for sale or discard passed with a motion by Kim Burry and a second by Jessica Dankowski.

Votes: Kim Burry: Yea, Jessica Dankowski: Yea, Bill Ferrero: Yea, Christina Mascher: Yea, Donna Stuart: Yea

**XIV.C. Replace existing policies 2001 Superintendent of Schools, 2002 Superintendent Qualifications, 2003 Superintendent Duties and 2004 Superintendent Contract with policy 4025 Superintendent.**

**Motion Passed:** Motion to replace existing policies 2001 Superintendent of Schools, 2002 Superintendent Qualifications, 2003 Superintendent Duties and 2004 Superintendent Contract with policy 4025 Superintendent passed with a motion by Jessica Dankowski and a second by Kim Burry.

Votes: Kim Burry: Yea, Jessica Dankowski: Yea, Bill Ferrero: Yea, Christina Mascher: Yea, Donna Stuart: Yea

**XIV.D. Replace existing policy 2113 Superintendent Evaluation with policy 4057 Superintendent Evaluation.**

**Motion Passed:** Motion to replace existing policy 2113 Superintendent Evaluation with policy 4057 Superintendent Evaluation passed with a motion by Kim Burry and a second by Christina Mascher.

Votes: Kim Burry: Yea, Jessica Dankowski: Yea, Bill Ferrero: Yea, Christina Mascher: Yea, Donna Stuart: Yea

**XIV.E. Replace existing policy 5801 Dating Violence with policy 5030.**

**Motion Passed:** Motion to replace existing policy 5801 Dating Violence with policy 5030 passed with a motion by Kim Burry and a second by Jessica Dankowski.

Votes: Kim Burry: Yea, Jessica Dankowski: Yea, Bill Ferrero: Yea, Christina Mascher: Yea, Donna Stuart: Yea

**XIV.F. Replace existing policy 5132 Asthma and Allergic Reaction Protocol with policy 5053 Self Management of Diabetes or Asthma/Anaphylaxis**

**Motion Passed:** Motion to replace existing policy 5132 Asthma and Allergic Reaction Protocol with policy 5053 Self Management of Diabetes or Asthma/Anaphylaxis passed with a motion by Jessica Dankowski and a second by Bill Ferrero.

Votes: Kim Burry: Yea, Jessica Dankowski: Yea, Bill Ferrero: Yea, Christina Mascher: Yea, Donna Stuart: Yea

**XIV.G. Approve the District Emergency Operations Plan for the 2025-2026 school year.**

**Motion Passed:** Motion to approve the District Emergency Operations Plan for the 2025-2026 school year passed with a motion by Kim Burry and a second by Bill Ferrero.

Votes: Kim Burry: Yea, Jessica Dankowski: Yea, Bill Ferrero: Yea, Christina Mascher: Yea, Donna Stuart: Yea

**XIV.H. Approve an updated Classified salary schedule which will go into effect with new hires post 08/11/2025**

**Motion Passed:** Motion to approve an updated classified salary schedule which will go into effect with new hires post 8/11/2025 passed with a motion by Bill Ferrero and a second by Kim Burry.

Votes: Kim Burry: Yea, Jessica Dankowski: Yea, Bill Ferrero: Yea, Christina Mascher: Yea, Donna Stuart: Yea

**XIV.I. Accept sealed bid offer for surplus property Parcel ID 100024917 also known as Lot 3 Block East Edition as presented.**

**Motion Passed:** Motion to accept sealed bid offer for surplus property Parcel ID 100024917 also known as Lot 3 Block East Edition in the amount of \$750.00 passed with a motion by Kim Burry and a second by Christina Mascher.

Votes: Kim Burry: Yea, Jessica Dankowski: Yea, Bill Ferrero: Yea, Christina Mascher: Yea, Donna Stuart: Yea

**XIV.J. Declare surplus or discard items located in the Main Street storage.**

**Motion Passed:** Motion to declare surplus or discard items located in the main street storage passed with a motion by Kim Burry and a second by Jessica Dankowski.

Votes: Kim Burry: Yea, Jessica Dankowski: Yea, Bill Ferrero: Yea, Christina Mascher: Yea, Donna Stuart: Yea

**XIV.K. Accept sealed bid offer for surplus property Parcel ID 100018070 Lot 2 Block 6 South Bayard as presented.**

**Motion Passed:** Motion to accept sealed bid offer for surplus property Parcel ID 100018070 Lot 2 Block 6 South Bayard in the amount of \$8,500 passed with a motion by Kim Burry and a second by Bill Ferrero.

Votes: Kim Burry: Yea, Jessica Dankowski: Yea, Bill Ferrero: Yea, Christina Mascher: Yea, Donna Stuart: Yea

**XV. Set Next Meeting Date**

Next regular meeting set for September 8, 2025 at 6:00p.m.

**XVI. Adjournment**

**Motion Passed:** Motion for adjournment at 6:57 p.m. passed with a motion by Kim Burry and a second by Christina Mascher.

Votes: Kim Burry: Yea, Jessica Dankowski: Yea, Bill Ferrero: Yea, Christina Mascher: Yea, Donna Stuart: Yea

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Secretary

**Bayard Public Schools**  
**EOFY 8/25/2025**  
**GENERAL FUND**

Vendor Name	GL Acct #	Description	Amount
HONEY WAGON EXPRESS LLC	01 2620 352 001 001 1	clean sand traps	628.00
	<b>Total</b>		<b>628.00</b>
ALARM SECURITY TECHNICIANS	01 2620 352 001 001 1	ast monitoring	28.95
	01 2620 352 002 002 2	ast monitoring	28.95
	<b>Total</b>		<b>57.90</b>
Amazon Capital Services	01 1190 610 000 000 0	preschool supplies to meet ecers	621.72
	01 1190 610 000 000 0	https://www.amazon.com/IRIS-Container-	29.99
	01 1190 610 000 000 0	https://www.amazon.	9.99
	01 1190 610 000 000 0	https://www.amazon.	34.98
	01 1190 610 000 000 0	https://www.amazon.	15.99
	01 2610 610 002 002 2	HEPA filters	435.54
	01 1190 610 000 000 0	Amazon Basics Clear Thermal Laminating	15.03
	01 1190 610 000 000 0	Self Adhesive Dots,1500pcs(750 Pairs) St	13.59
	01 1190 610 000 000 0	TCBunny Kids Soft EVA Foam Jigsaw	25.99
	01 1190 610 000 000 0	Wenqik 6 Pack Colorful Plastic Storage B	34.98
	01 1190 610 000 000 0	Textured Sensory Mats for Special Needs	37.95
	01 1190 610 000 000 0	Art3d Hexagon Sensory Fidget Liquid Moti	9.99
	01 1190 610 000 000 0	makarci Balance stepping stones for kids	32.29
	01 1190 610 000 000 0	LJORQUE 60 Minute Visual Timer for	17.99
	01 1190 610 000 000 0	Sensory Chair Sit and Spin Autism Sensor	62.69
	01 1190 610 000 000 0	Sooez Plastic Folders with Pockets and P	9.99
	01 1190 610 000 000 0	preschool supplies to meet ecers	433.40
	01 1200 610 003 002 2	Dividers- with dry erase and flannel, gr	1,079.98
	01 1190 610 000 000 0	preschool supplies to meet ecers	220.50
	<b>Total</b>		<b>3,142.58</b>
APPSEVENTS USA LLC	01 1100 810 001 001 1	google licenses (additional)	157.50
	<b>Total</b>		<b>157.50</b>
BAYARD AUTOMOTIVE	01 2710 610 000 000 0	Battery Cables	156.30
	01 2710 610 000 000 0	1 1/2 Quart Funnel (Flexes)	12.35
	01 2710 610 000 000 0	1 qallon transmission fluid	62.90
	01 2710 610 000 000 0	Infrared Thermal Gun	31.16
	01 2730 352 000 000 0	965CA Megatron Battery	229.95
	01 2730 352 000 000 0	Core Charge	10.00
	01 2730 352 000 000 0	Core Credit	(10.00)
	01 2730 352 000 000 0	Battery 985CA Meqa-Tron	229.95
	01 2730 352 000 000 0	Core Charge	10.00
	01 2730 352 000 000 0	Core Credit	(10.00)
	01 2710 610 000 000 0	11R22.5/H FS591 Steer Tires	782.80
	01 2710 610 000 000 0	Balance Beads 130	22.80
	01 2730 352 000 000 0	Labor	73.00
	01 2730 352 000 000 0	Battery1125CA D/T Megatron Battery	211.00
	01 2730 352 000 000 0	Core Charge	10.00
	01 2730 352 000 000 0	Core Credit	(10.00)
	01 2730 352 000 000 0	265/70R17/E XT Tire (nail in side wall)	181.32
	01 2730 352 000 000 0	Tire Balance Labor	30.00
	01 2710 610 000 000 0	Seal Wheel	61.90
	01 2710 610 000 000 0	Wheel Studs	26.08
	01 2710 610 000 000 0	Wheel Nut black	10.18
	01 2710 610 000 000 0	Synthetic SAE 75 weight oil	52.02
	01 2710 610 000 000 0	Exhaust pipe hanger	18.14
	01 2710 610 000 000 0	Heavy Duty Clamp	7.94
	01 2730 352 000 000 0	Seal	10.14
	01 2730 352 000 000 0	Seal	29.41
	01 2730 352 000 000 0	Brakleen-Aero	13.56
	01 2730 352 000 000 0	Diff Bolt	3.26
	01 2730 352 000 000 0	Synthetic SAE 75	86.70
	01 2730 352 000 000 0	Diff Oil Seal	37.43
	01 2730 352 000 000 0	Shop Labor	250.00
	<b>Total</b>		<b>2,630.29</b>
BAYARD TRANSCRIPT	01 2310 540 000 000 0	aug25 publications	1,063.30
	<b>Total</b>		<b>1,063.30</b>
CANNON FINANCIAL SERVICES	01 1100 810 001 001 1	copier lease	160.17
	01 1100 810 002 002 2	copier lease	160.16
	<b>Total</b>		<b>320.33</b>
CARDMEMBER SERVICE	01 2510 810 000 000 0	fees canva	58.83
	01 2710 610 000 000 0	Mr. Clean Pet Broom	44.00
	01 2710 610 000 000 0	Dollar General basic discount 5%	(5.00)
	01 2710 610 000 000 0	Tax on \$39.00 @ 6.5%	2.54
	01 2710 610 000 000 0	Air Hammer Chisel Set air hammer , exten	147.63
	01 2710 610 000 000 0	HP 63 xl Black	64.99

	<b>Total</b>		<b>312.99</b>
CENTURY LINK	01 2510 382 000 000 0	#1510 annual buy	<u>162.73</u>
	<b>Total</b>		<b>162.73</b>
CITY OF BAYARD	01 2610 621 000 000 0	#31200 electric	39.00
	01 2610 621 001 001 1	#75400 electric	7,756.06
	01 2610 410 001 001 1	#75400 utilities	1,545.00
	01 2610 621 002 002 2	#75600 electric	411.14
	01 2610 410 002 002 2	#75600 utilities	2,696.59
	01 2610 340 002 002 2	trailer dump	<u>100.00</u>
	<b>Total</b>		<b>12,547.79</b>
CUTTING EDGE CURRICULUM	01 1100 610 001 001 1	Agriculture curriculum renewal	<u>2,100.00</u>
	<b>Total</b>		<b>2,100.00</b>
DBA: K & P WELDING	01 2730 352 000 000 0	seat leg bracket	<u>50.00</u>
	<b>Total</b>		<b>50.00</b>
EAKES OFFICE SOLUTIONS	01 1160 610 000 000	nurse annual buy supplies	92.90
	01 1200 610 003 000 0	sped annual buy supplies	352.40
	01 1100 610 002 002 2	1st grade annual buy	49.92
	01 1100 610 002 002 2	nesbitt annual buy	83.13
	01 1190 610 000 000 0	prek annual buy	56.16
	01 1100 610 001 001 1	barker annual buy	39.40
	01 1100 610 001 001 1	torres annual buy	93.02
	01 2510 610 000 000 0	business office annual buy	344.98
	01 1100 610 001 001 1	ferguson annual buy	<u>408.15</u>
	<b>Total</b>		<b>1,520.06</b>
FRANK PARTS COMPANY	01 2710 610 000 000 0	Bus # 20 Serpentine Fleet Runner Belt	127.99
	01 2710 610 000 000 0	Bus #09b-All 14 passenger buses; Lock	<u>22.88</u>
	<b>Total</b>		<b>150.87</b>
IDEAL/BLUFFS FACILITY SOLUTIONS	01 2610 610 001 001 1	Supplies to restock closets for the scho	2,207.13
	01 2610 610 001 001 1	wasp spray	97.00
	01 2610 610 001 001 1	Supplies to restock closets for the scho	291.00
	01 2620 610 002 002 2	Toilet paper	560.00
	01 2620 610 002 002 2	Paper towels	<u>712.00</u>
	<b>Total</b>		<b>3,867.13</b>
INNOVATIVE OFFICE SOLUTIONS LLC	01 1100 610 000 000 0	annual buy	4,105.79
	01 1100 610 000 000 0	markers	<u>5.60</u>
	<b>Total</b>		<b>4,111.39</b>
IXL LEARNING	01 1100 810 002 002 2	ixl subscriptions	<u>3,581.25</u>
	<b>Total</b>		<b>3,581.25</b>
MARINI DIESEL INC	01 2732 610 000 000 0	repairs to charter	<u>8,000.00</u>
	<b>Total</b>		<b>8,000.00</b>
MATH LEARNING CENTER, THE	01 1100 610 002 002 2	Number corner books	40.00
	01 1100 610 002 002 2	shipping	<u>10.00</u>
	<b>Total</b>		<b>50.00</b>
MCI COMM SERVICE	01 2510 382 000 000 0	telephone	<u>38.74</u>
	<b>Total</b>		<b>38.74</b>
MENARDS	01 2610 610 002 002 2	Wall plugs and anchors	0.00
	01 2610 610 002 002 2	Rebar glue	36.09
	01 2610 610 001 001 1	Paint supplies, chair feet , bug spray f	144.26
	01 2610 610 001 001 1	class room repairs	88.38
	01 2610 610 002 002 2	81.30	<u>81.30</u>
	<b>Total</b>		<b>350.03</b>
MID-AMERICAN RESEARCH CHEMICAL	01 2710 610 000 000 0	10711 Room Service II - 12 in a Case	169.00
	01 2710 610 000 000 0	Freight	<u>19.31</u>
	<b>Total</b>		<b>188.31</b>
MIDWEST BUS PARTS INC	01 2710 610 000 000 0	900-474 – New HSM 5-Point Portable	<u>220.58</u>
	<b>Total</b>		<b>220.58</b>
Muldrow, Jared	01 2610 610 002 002 2	reimburse supplies	<u>13.31</u>
	<b>Total</b>		<b>13.31</b>
NE COUNCIL OF SCHOOL	01 2320 330 000 000 0	liqqett- student legal issues	<u>100.00</u>
	<b>Total</b>		<b>100.00</b>
NORTHWEST EVALUATION ASSOCIATION	01 1100 810 001 001 1	map growth	843.75
	01 1100 810 002 002 2	map growth	<u>843.75</u>
	<b>Total</b>		<b>1,687.50</b>
PLATTE RIVER GLASS	01 2730 352 000 000 0	DD8995 Driver Front Window	112.00
	01 2730 352 000 000 0	Labor	<u>100.00</u>
	<b>Total</b>		<b>212.00</b>
Pyramid School Products	01 1100 610 000 000 0	credit	(11.38)
	01 1100 610 000 000 0	annual buy	<u>27.33</u>
	<b>Total</b>		<b>15.95</b>
QUADIENT FINANCE USA, INC	01 2510 531 000 000 0	postage	<u>447.55</u>
	<b>Total</b>		<b>447.55</b>
Savvas Learning Company LLC	01 1100 610 001 001 1	science curriculum	<u>5,400.00</u>
	<b>Total</b>		<b>5,400.00</b>

SHERWIN WILLIAMS	01 2610 610 001 001 1	hallway paint	<u>88.46</u>
	<b>Total</b>		<b>88.46</b>
SOAR PEDIATRIC THERAPY, LLC	01 2173 591 003 000 0	0-2 pt	40.50
	01 2172 591 003 000 0	3-5 pt	47.25
	01 2171 591 003 002 2	elem pt	<u>207.00</u>
	<b>Total</b>		<b>294.75</b>
STAR-HERALD	01 2220 640 001 001 1	subscription	<u>451.99</u>
	<b>Total</b>		<b>451.99</b>
VALLEY NEWS TODAY	01 2310 540 000 000 0	english arts advertisement	<u>330.59</u>
	<b>Total</b>		<b>330.59</b>
ZANER-BLOSER	01 1100 610 002 002 2	<a href="https://shop.zaner-bloser.com/collection">https://shop.zaner-bloser.com/collection</a>	<u>327.80</u>
	<b>Total</b>		<b>327.80</b>
		<b>General Fund Total</b>	<b>54,621.67</b>

**Bayard Public Schools**

**9/8/2025**

**GENERAL FUND**

<b>Vendor Name</b>	<b>GL Acct #</b>	<b>Description</b>	<b>Amount</b>
AGC Education, Inc	01 6968 610 002 002 2	Premium Paper 42"x100"	170.00
	01 6968 610 002 002 2	Large Black ink	333.00
	01 6968 610 002 002 2	Shipping and Handling	<u>99.32</u>
	<b>Total</b>		<b>602.32</b>
Amazon Capital Services	01 1190 610 000 000 0	https://www.amazon.	24.99
	01 2610 610 001 001 1	Ice machine. Mower parts	105.93
	01 1190 610 000 000 0	https://www.amazon.	<u>78.24</u>
	<b>Total</b>		<b>209.16</b>
Ashmore, Shania	01 1200 580 003 000 0	reimb fuel sped training	<u>35.04</u>
	<b>Total</b>		<b>35.04</b>
BAYARD TRANSCRIPT	01 2220 610 002 002 2	subscription	25.00
	01 1100 810 001 001 1	subscription	<u>25.00</u>
	<b>Total</b>		<b>50.00</b>
CULLIGAN WATER CONDITION	01 2610 610 001 001 1	r/o	109.90
	01 2610 610 002 002 2	r/o	<u>27.50</u>
	<b>Total</b>		<b>137.40</b>
EAKES OFFICE SOLUTIONS	01 2610 610 002 002 2	Red buffing Pads	<u>157.55</u>
	<b>Total</b>		<b>157.55</b>
EDUCATIONAL SERVICE UNIT #13	01 1292 591 003 000 0	sped sup summer speech 0-2	5.38
	01 1292 591 003 000 0	sped sup low vision 0-2	34.00
	01 1100 382 000 000 0	dl	856.00
	01 1100 382 000 000 0	erate	300.00
	01 1160 591 000 000 0	neva	708.33
	01 2151 591 003 002 2	elem ot	115.00
	01 2153 591 003 000 0	02 summer speech	67.23
	01 2183 591 003 000 0	0-2 low vision	425.00
	01 2162 591 003 000 0	3-5 ot	299.00
	01 1200 591 003 002 2	sup elem ot	9.20
	01 1200 591 003 002 2	sup elem summer speech	14.58
	01 1291 591 003 000 0	3-5 sup summer speech	12.44
	01 1291 591 003 000 0	sup 3-5 ot	23.92
	01 2152 591 003 000 0	summer speech 3-5	155.52
	01 2151 591 003 002 2	elem summer speech	<u>182.25</u>
	<b>Total</b>		<b>3,207.85</b>
FNBO CARD	01 2410 810 001 001 1	NCSA membership 25/26	435.00
	01 1160 610 000 000 0	2025-2026 OWG materials and digital plat	706.45
	01 1100 610 001 001 1	English Book	48.50
	01 1100 610 001 001 1	English Book	44.75
	01 1100 610 001 001 1	2025-2026 OWG materials and digital plat	22.12
	01 2710 810 000 000 0	bus licensing	12.00
	01 6968 330 002 002 2	get connected registration	100.00
	01 1100 352 001 001 1	cet management-j1visa teacher fees	2,770.00
	01 1100 610 001 001 1	Learn by Doing Google Apps book	100.37
	01 2510 531 000 000 0	mailchimp	13.00
	01 1100 810 001 001 1	edpuzzle sub	13.50
	01 1200 810 003 002 2	IMSE Lab yearly subscription-ashmore	125.00
	01 1200 810 003 002 2	IMSE Lab subscription-nesbitt	125.00
	01 2610 610 002 002 2	fasteners	<u>13.82</u>
		<b>Total</b>	
IDEAL LINEN SUPPLY	01 2610 610 001 001 1	mops rags mats	192.71
	01 2610 610 002 002 2	mops rags mats	<u>524.05</u>
	<b>Total</b>		<b>716.76</b>
JOHNSON CONTROLS	01 2620 352 002 002 2	replace carrier roof top unit belts	<u>1,258.08</u>
	<b>Total</b>		<b>1,258.08</b>
MATH LEARNING CENTER, THE	01 1100 610 002 002 2	3rd math books	<u>60.00</u>
	<b>Total</b>		<b>60.00</b>
ONE SOURCE	01 2510 810 000 000 0	background check	<u>85.00</u>
	<b>Total</b>		<b>85.00</b>
PRINT EXPRESS INC.	01 2510 610 000 000 0	nameplates	124.00
	01 2510 610 000 000 0	season tickets	<u>72.00</u>
	<b>Total</b>		<b>196.00</b>
Stuart, Bobbie	01 2510 580 000 000 0	reimb mileage	<u>121.80</u>
	<b>Total</b>		<b>121.80</b>
TIME MANAGEMENT SYSTEMS	01 2510 352 001 001 1	timeclock	<u>190.83</u>
	<b>Total</b>		<b>190.83</b>
WILLIAM V. MACGILL & CO	01 2670 610 000 000 0	First Aid Guide	62.95
	01 1160 610 000 000 0	noseBudd	<u>27.57</u>

01 1160 610 000 000	Nampons nosebleed plugs, nampons	31.96
01 1160 610 000 000	Nampons nosebleed plugs, nampons kids	31.96
01 1160 610 000 000	Zinc Oxide ointment skin protectant , 1	3.98
01 1160 610 000 000	water-jel cool jel, 4 oz squeeze bottle	15.38
01 1160 610 000 000	SAM Splint flexible foam padded splints	37.50
01 1160 610 000 000	SAM Splint flexible foam padded splints	23.00
01 1160 610 000 000	SAM Splint flexible foam padded splints	19.12
01 1160 610 000 000	SAM Splint flexible foam padded splints	8.76
01 1160 610 000 000	Biotrue multi-purpose contact solution,	20.97
01 1160 610 000 000	Biofreeze professional pain relieving ge	29.98
01 1160 610 000 000	Biofreeze professional pain relieving ge	16.49
01 1160 610 000 000	Aquaphor 1.75 oz tube	19.80
01 1160 610 000 000	Economy Baby wipes	32.90
01 1160 610 000 000	maxi pads, size 4, with wings	95.00
01 1160 610 000 000	tampons, regular, plastic applic	26.97
01 1160 610 000 000	deterra drug deactivation system, sma	11.90
01 1160 610 000 000	Economy wipes	59.90
01 1160 610 000 000	handheld nebulizer	3.98
01 1160 610 000 000	mask nebulizer	3.98
01 1160 610 000 000	Trueplus glucose gel	17.96
01 1160 610 000 000	first aid guide	46.00
01 1160 610 000 000	school health room log	49.00
01 1160 610 000 000	macgill nurse pass	4.38
01 1160 610 000 000	BZK antiseptic towelettes	11.00
01 1160 610 000 000	flexible fabric bulk, 1x3, 1300 case	45.50
01 1160 610 000 000	clear water seal bandages, 50/box	11.97
01 1160 610 000 000	Economy x-large 2x4 bandages, flexible f	17.07
01 1160 610 000 000	Liquid skin, 10/bag	17.50
01 1160 610 000 000	Sterile hydrocolloid bandages, assorted	11.98
01 1160 610 000 000	Spenco 2nd skin , 1x1 square, 200/jar	44.99
01 1160 610 000 000	Kerlix bandage roll	13.50
01 1160 610 000 000	Surqilast tubular elastic dressing retai	19.88
01 1160 610 000 000	Surqilast tubular elastic dressing retai	11.09
01 1160 610 000 000	Surqilast tubular elastic dressing retai	12.29

<b>Total</b>		<b>918.16</b>
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WURDEMAN, GREGG

01 2730 352 000 000 0	bus repairs	622.50
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Total		622.50
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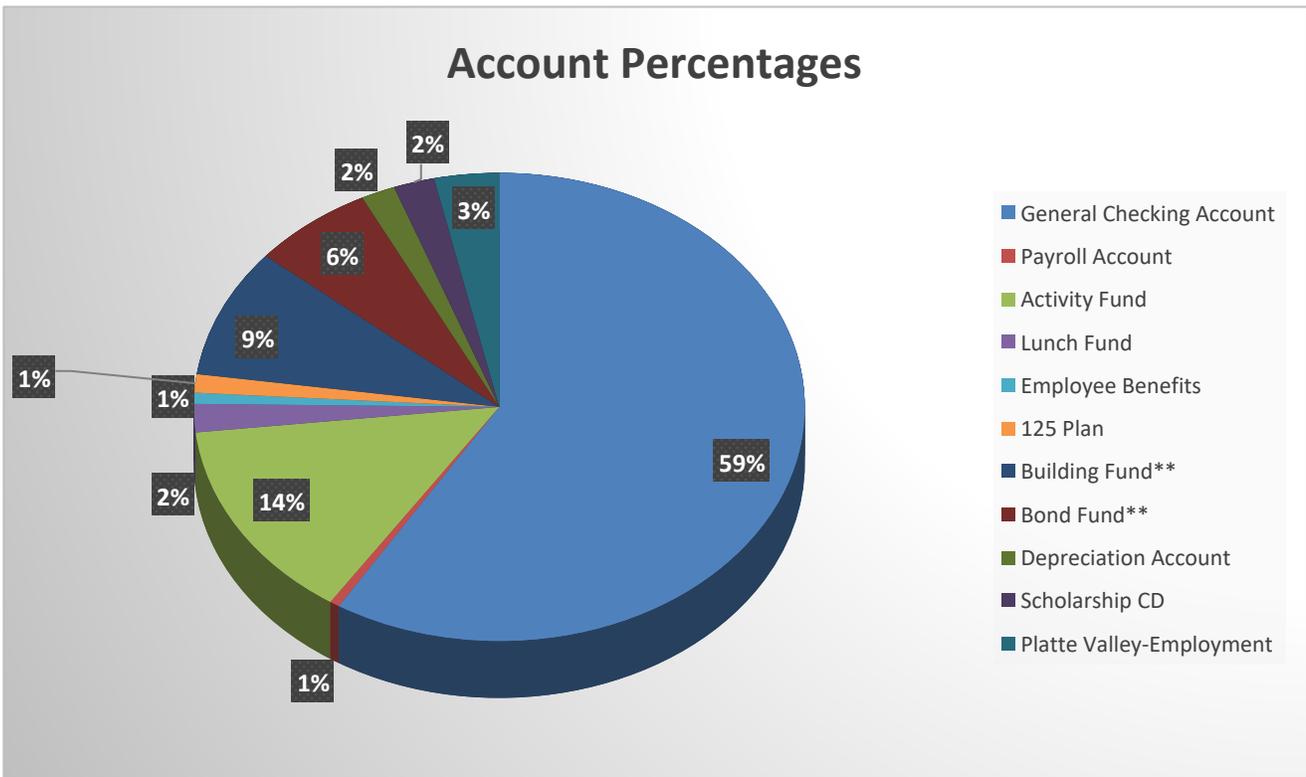
<b>General Fund Total</b>	<b>\$13,097.96</b>
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<b>Building Fund</b>	<b>\$0.00</b>
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<b>Payroll</b>	<b>\$411,933.85</b>
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BAYARD PUBLIC SCHOOL  
 TREASURER REPORT  
 BANK STATEMENT BALANCES as of August 2025

General Checking Account	\$	1,472,181.05	
Payroll Account	\$	13,104.89	
Activity Fund	\$	348,728.62	
Lunch Fund	\$	48,739.22	
Employee Benefits	\$	19,190.88	
125 Plan	\$	31,788.32	
Building Fund**	\$	223,327.82	
Bond Fund**	\$	161,144.48	
Depreciation Account	\$	45,194.88	
Scholarship CD	\$	54,270.28	
Platte Valley-Employment	\$	85,825.20	
	\$		2,503,495.64

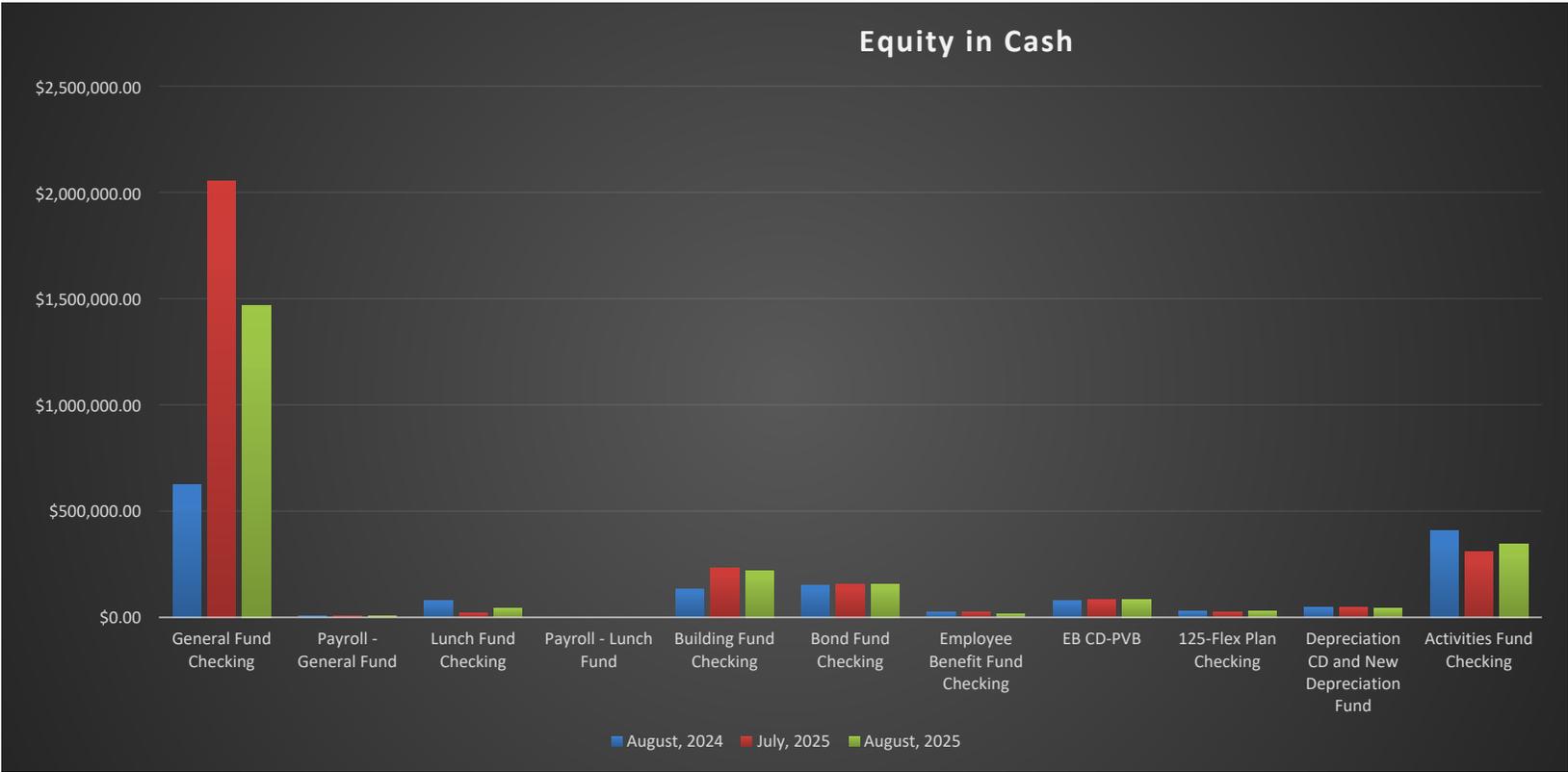


# Bayard Public Schools

## Equity in Cash

August 31, 2025

Fund	Fund #	August, 2024 PRIOR YEAR BALANCE	July, 2025 PRIOR MONTH BALANCE	August, 2025 REVENUES	August, 2025 EXPENSES	August, 2025 ENDING BALANCE
General Fund Checking	01-101	\$628,048.23	2,055,494.77	67,040.58	(650,354.30)	\$1,472,181.05
Payroll - General Fund	01-104	\$11,335.95	\$ 13,104.89	356,884.83	(356,884.83)	\$ 13,104.89
Lunch Fund Checking	02-101	\$82,567.82	25,604.60	25,474.83	(2,340.21)	\$48,739.22
Payroll - Lunch Fund	02-104	\$0.00	0.00	2,248.89	(2,248.89)	\$0.00
Building Fund Checking	03-101	\$139,270.69	238,216.74	1,247.37	(16,136.29)	\$223,327.82
Bond Fund Checking	04-101	\$156,051.40	159,065.71	2,982.57	(903.80)	\$161,144.48
Employee Benefit Fund Checking	05-101	\$29,168.19	30,046.65	24.07	(10,879.84)	\$19,190.88
EB CD-PVB	05-106-1000	\$83,307.24	85,825.20	0.00	0.00	\$85,825.20
125-Flex Plan Checking	05-107	\$33,093.77	31,290.88	3,939.34	(3,441.90)	\$31,788.32
Depreciation CD and New Depreciation Fund	06-101	\$51,146.97	51,697.03	55.44	(6,557.59)	\$45,194.88
Activities Fund Checking	07-101	\$411,734.82	314,035.33	51,721.46	(17,028.17)	\$348,728.62
Scholarship CD	07-114	\$58,465.10	54,256.56	13.72	0.00	\$54,270.28
<b>TOTAL</b>		<b>\$1,684,190.18</b>	<b>\$ 3,058,638.36</b>	<b>\$ 511,633.10</b>	<b>\$ (1,066,775.82)</b>	<b>\$2,503,495.64</b>



**2015**  
**Student Member of School Board**

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

**Selection and Term of Student Member**

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

The term of office will be one semester, September-December and January-May. Students may serve more than one term at the discretion of the Board.

Student members will not participate in executive or closed sessions.

**Guidelines**

Student members may not introduce motions.

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

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

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

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

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

## **POLICY NO. 9006 - STUDENT BOARD REPRESENTATIVE**

### **I. PURPOSE**

The Bayard Board of Education believes that the views, insights, and suggestions of a student board representative on the Board of Education can provide great value in the decision-making process regarding educational policies and programs that affect all students. The purpose of this participation is to help the Board of Education gain greater insight into student activities, programs, and needs; to encourage student involvement in school district governance activities; to provide greater awareness and understanding of mutual issues among students, school staff, and community; to provide for the active involvement of students in their education; and to foster inquiry so students may freely express their views and listen to and evaluate the opinions of others. The purpose of this policy is to define the selection and term of office and the rights and responsibilities of the student board representative on the Board of Education.

### **II. SELECTION AND TERM OF OFFICE**

1. Student representation to the Board of Education is open to all students in grades 9-12 at Bayard Public Schools who are in proper academic standing equivalent to participation in athletics or other student activities and maintain proper academic standing throughout their term of office.
2. The term of office will be one semester. The first semester will start in September and end in December. The second semester will start in January and end in April.
3. Students must complete the Google form application in full by April 15<sup>th</sup> to be considered for the next school year, and an in person interview will be scheduled for each student with the Committee on American Civics. The Bayard Board of Education will give preference to first time applicants in an effort to provide this opportunity for all interested students. The students' application and interview will be scored on a rubric, and the Bayard Board of Education will select one student board representative for the first semester to be sworn in at the September Board of Education meeting, and one student representative for the second semester to be sworn in at the January Board of Education meeting. If no student applications are received by the deadline, then the Board of Education will work with the Secondary Principal to appoint a student representative for each semester.

4. The student board representative serves at the discretion of the Bayard Board of Education. The Board of Education may remove a student board representative for failure to fulfill his or her duties, for failure to maintain academic standards, or for behaviors that the Board determines unacceptable as a student board representative.

### **III. RIGHTS AND RESPONSIBILITIES**

1. Following the student board representative's selection, they will attend an orientation session with the Superintendent and the Board of Education President. This session will be held prior to the student board representative's first Board of Education meeting.

2. The student board representative will attend and sit on all regular meetings of the Board of Education during their semester term and can be appointed to Board committees at the discretion of the Board of Education President.

3. The student board representative will dress and act appropriately while serving on the Board of Education in a manner consistent with the Board Member Code of Ethics, and follow all the rules, policies, and regulations that the Board of Education follows.

4. The student board representative will not have the right to make or second motions or vote on agenda items before the Board.

5. The student board representative will not be permitted to participate in Board of Education meetings from which the general public is excluded to include: executive/closed sessions, negotiations sessions, or personnel portions of the regular meetings of the Board of Education.

6. The student board representative will receive all regular meeting agendas, minutes, and other pertinent information, excluding any confidential materials.

7. The student board representative will communicate with fellow students to obtain input and keep students informed on pertinent issues before the Board of Education in a manner approved by the Secondary Principal.

8. The student board representative will work to represent opinions of all students and not solely their own personal opinions.

9. The student board representative will be required to submit a monthly report to the Board of Education regarding student activities and other pertinent student information.

10. The student board representative will be required to develop an initiative for the betterment of the school district to be approved by the Secondary Principal prior to being presented to the Board of Education for consideration. The total cost allowed for the initiative is \$2,500 with no annual or recurring costs.

11. The student board representative will be required to submit a written summary of their experience on the Board of Education at the completion of their semester term.

Adopted: 9-14-20

Reviewed:

Revised: 9-13-21, 12-13-21, 12-12-22

## **3004.1**

### **Fiscal Management for Purchasing and Procurement Using Federal Funds**

#### **I. Applicability of Policy**

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

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

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

#### **II. Procurement System**

The District maintains the following purchasing procedures.

##### **A. Responsibility for Purchasing**

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

## **B. Methods of Purchasing**

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

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

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

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

### **2. Purchases between \$10,000 and \$250,000 (Simplified Acquisition Procedures)**

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

### **3. Purchases Over \$250,000**

#### **a) Sealed Bids (Formal Advertising)**

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement. If sealed bids are not accepted for a purchase of over \$250,000, the district will retain an explanation for that decision.

#### **b) Contract/Price Analysis**

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications.

The district will make an independent estimate of costs prior to receiving bids or proposals.

#### **4. Noncompetitive Proposals (Sole Sourcing)**

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

#### **5. Competitive Proposals.**

- a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements

apply:

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered;
  - 2) Proposals must be solicited from an adequate number of qualified sources; and
  - 3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used to procure A/E professional services. The method may not be used to purchase other services provided by A/E firms are a potential source to perform the proposed effort.
- c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

### **C. Use of Purchase (Debit & Credit) Cards**

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

### **D. Federal Procurement System Standards**

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

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

### **E. Debarment and Suspension**

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

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

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

### **F. Settlements of Issues Arising Out of Procurements**

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

## **III. Conflict of Interest and Code of Conduct**

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

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

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

**C. Favors and Gifts**

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

**D. Enforcement**

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

**IV. Property Management Systems**

**A. Property Classifications**

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$10,000.

2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$10,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
3. Computing Devices means machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
  - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
  - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

## **B. Inventory Procedure**

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

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

## **C. Inventory Records**

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

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

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

#### **D. Physical Inventory**

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

#### **E. Maintenance**

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

#### **F. Lost or Stolen Items**

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

#### **G. Use of Equipment**

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

#### **H. Disposal of Equipment**

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

If the item has a current fair market value of \$10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity. The Superintendent or his/her designee will utilize sales procedures which ensure the highest possible return on the disposal of the equipment.

#### **I. Equipment Retention**

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

#### **J. Equipment and Capital Expenditures**

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

#### **K. Depreciation**

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

#### **L. Reporting and Recording Federal Property Interest**

The district will comply with federal interest reporting and submit annual reports, if required, regarding a real property

interest due to a renovation, major remodeling, construction, or real property project funded by federal grant funds.

## **V. Financial Management**

### **A. Identification**

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

### **B. Financial Reporting**

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

### **C. Accounting Records**

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

### **D. Internal Controls**

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

### **E. Budget Control**

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

#### **F. Payment Methods**

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

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

#### **G. Allowability of Costs**

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

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E. The Superintendent or his/her designee must consider these factors when making an allowability determination.

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

#### **H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching**

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

### **I. Cost Sharing or Matching**

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under subpart E (Cost Principles) of this part;
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

### **J. Documentation of Personnel Expenses**

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

## **VI. Written Compensation Policies**

### **A. Time and Effort Standards**

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local funds but is used to meet a required "match" in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee's salary or wages among specific activities or costs objectives.

### **B. Time and Effort Procedures**

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

### **C. Fringe Benefits**

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

### **D. Leave**

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

## **E. Unexpected or Extraordinary Circumstances**

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

## **F. Documentation for Personnel Expenses**

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

## **VII. Other Contract Matters.**

### **A. Required Terms**

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

### **B. Contracting with Certain Vendors**

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

**Buy American.** The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d).

The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

### **C. Record Keeping**

## 1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.
- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

## 2. Maintenance of Procurement Records

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

**D. Privacy**

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

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**POLICY NO. 3202.1 - FISCAL MANAGEMENT FOR PURCHASING AND PROCUREMENT USING FEDERAL FUNDS**

**II. Applicability of this policy.**

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

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

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

**III. Procurement System**

The District maintains the following purchasing procedures:

**A. Responsibility for Purchasing**

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

**B. Methods of Purchasing**

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

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

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

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

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

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

**3. Purchases Over \$250,000**

a) **Sealed Bids (Formal Advertising)**

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

b) **Contract/Price Analysis**

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

**4. Procurement by Competitive Proposals.**

Competitive proposals are normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

a) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

b) Proposals must be solicited from an adequate number of qualified sources;

c) The District must have or produce a written method for conducting technical evaluations of the proposals received and for selecting recipients;

d) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

e) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

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

**5. Noncompetitive Proposals (Sole Sourcing)**

a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- i. The item is available only from a single source;
  - ii. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - iii. The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District;
- or
- iv. After solicitation of a number of sources, competition is determined inadequate.

b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.

c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

**C. Use of Purchase (Debit & Credit)**

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

**D. Federal Procurement System Standards**

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319. The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

**E. Debarment and Suspension**

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300. The District will verify debarment or suspension by reviewing the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

## **F. Settlements of Issues Arising Out of Procurements**

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

## **III. Conflict of Interest and Code of Conduct**

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

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

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

### **C. Favors and Gifts**

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

### **D. Enforcement**

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

## **IV. Property Management Systems**

### **A. Property Classifications**

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.

2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:

a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and

b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

## **B. Inventory Procedure**

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that it matches the purchase order, invoice, or contract and that it is in acceptable condition. Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

## **C. Inventory Records**

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

1. Serial number;
2. District identification number;
3. Manufacturer;
4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;

10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

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

#### **D. Physical Inventory**

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

#### **E. Maintenance**

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

#### **F. Lost or Stolen Items**

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

#### **G. Use of Equipment**

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

#### **H. Disposal of Equipment**

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or passthrough for a state-administered grant) for disposition instructions. If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

## **V. Other Contract Matters**

### **A. Required Terms**

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

### **B. Contracting with Certain Vendors**

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

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

### **C. Record Keeping**

#### **1. Record Retention**

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

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

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

## 2. Maintenance of Procurement Records

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

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

### **D. Privacy**

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

Adopted: 3-9-2020

Reviewed: 11-9-20, 8-16-21

Revised:

## **3023 Record Management and Retention**

The school district will comply with all federal record retention requirements, the Nebraska Records Management Act, and with Schedules 10 and 24 of the Nebraska Secretary of State's Records Management Division. These requirements apply to both physical and digital records. When permitted by Schedule 10 and Schedule 24 of the Nebraska Secretary of State's Office, records will be transferred to durable electronic media for long-term storage.

### **Special Rules Related to Electronic Forms of Communication.**

Electronically stored information such as e-mail, instant messaging, and other electronic communication are important to the district's overall operation. E-mail and other forms of electronic communication which are subject to retention under the Nebraska Records Management Act may be moved to a storage method other than their original format. Each individual who creates or receives electronic communications that belong to or pertain to the operation of the district is responsible for determining whether and in what format those records must be maintained. Duplicate records may be destroyed at any time prior to the approved retention period. Staff members who are uncertain about whether a record should be retained should consult with their supervising administrator.

The district will archive all Google Apps data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator or other designated individual will be able to retrieve electronic communication and other electronically stored information which has been vaulted.

**School-affiliated Social Media Posts.** Communication on school-affiliated social media accounts are considered short-term communications pursuant to the Records Management Act. As such, they will be retained in their original form on the vendor's system and will not be deleted by the user for at least 6 months. Individuals who are uncertain as to whether a specific social media account is "school-affiliated" should refer to the Board's policy on Staff and District Social Media Use contained elsewhere in these policies.

**Special Rules Related to Security Camera Footage.** Video footage from security cameras is generally considered working papers under the Records Management Act, and will be overwritten consistent with the district's audio and video recording policy. Video footage which captures an event of educational or behavioral significance and contains personally-identifiable

information will be maintained by the school district pursuant to its policy on student records.

**Student Records.** The retention of student records is also governed by the board's policy on student records.

**Records Regarding Pending or Threatened Litigation.** When litigation against the district or its employees is filed or threatened, the district will take all reasonable action to preserve all documents and records that pertain to the issue. When the district is made aware of pending or threatened litigation, a litigation hold directive will be issued by the superintendent or his/her designee. The directive will be given to all persons suspected of having records that may pertain to the potential issues in the litigation. The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted.

**Federal Award Records.** The district will retain federal award records as required by 2 C.F.R. § 200.334. This includes retaining all federal award records for three years from the date of submission of their final financial report. For awards that are renewed quarterly or annually, the district will retain records for three years from the date of submission of their quarterly or annual financial report, respectively. Records to be retained include but are not limited to, financial records, supporting documentation, and statistical records.

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

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

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

## POLICY NO. 3561 - RECORDS MANAGEMENT AND DISPOSITION

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.
2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.
3. Electronic Messages. Electronic messages are communications using an electronic system for the conduct of school district business internally, between other state and local government agencies, and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (EDI). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. The school district's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:
  - a. End-User Management. End-user means anyone who creates or receives electronic messages on the school district's electronic system. Electronic messages are to be managed at the end-user's desktop rather than from a central point. Each end-user is responsible for organizing, managing and disposing of records that are part of his or her desktop computer.
  - b. Categories for Retention. Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require long-term retention, determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.
    - i. *Transitory messages*. Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic

materials, notes or drafts; unwanted and unneeded “junk” mail; “personal” mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages, or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. Employees sending or receiving such communications may delete them immediately without obtaining approval.

- ii. *Less than permanent retention records.* These records are governed by the retention period for equivalent hard copy records as specified in the approved records retention and disposition schedules. These records should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. Employees creating or receiving such communications may delete or destroy the records only according to the applicable retention schedule. Questions relating to the retention or destruction of these records should be referred to the records officer.
  - iii. *Permanent/archival retention records.* These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records should be made by the records officer in consultation with NSHS, and the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency and format of the transfer should be determined cooperatively by the records officer, the NSHS, and the State Records Administrator.
- c. Electronic Storage Limitations. The district’s computer systems have storage limitations. E-mails are deleted by the computer system within 60 to 90 days to avoid operational problems. End-users are instructed that electronic messages that are required to be maintained past that time period should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. The retention period for the particular record is the best indicator of which storage medium or format to choose.
- d. Proper Use of Electronic Messages.
- i. Non-Discrimination. Electronic messaging is not permitted to be used to promote discrimination on the basis of race, color, national origin, age,

marital status, sex, political affiliation, religion, disability or sexual preference; promote sexual harassment; or to promote personal, political, or religious business or beliefs.

- ii. Permissible Use. Electronic messaging is to be used only for purposes that are consistent with the mission of the school district. Electronic messaging is not permitted to be used for personal purposes except for: incidental, intermittent or occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement, and use that represents a form of the employee's compensation. Electronic messaging is not permitted to be used for personal financial gain or for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such use serves a school purpose or facilitates school district business.
- iii. Conduct. Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, send electronic messages under another employee's name without the employee's consent or administrative authorization, or change or alter any portion of a previously sent electronic message without administrative authorization.
- iv. Other Regulations. Electronic messaging is subject to all requirements of the school district's "Acceptable Use of Computers, Network, Internet and Websites" policy and may be monitored and accessed at any time without prior notice. The school district has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

#### 4. Litigation Holds

When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue. Such action will in particular be taken when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the records officer until the hold is released.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

## 5. Settlement Agreements

A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

The foregoing does not apply to claims made in connection with insured or self-insured health insurance contracts.

Legal Reference: Neb. Rev. Stat. " 84-712 through 84-712.09

Neb. Rev. Stat. " 84-1201 to 84-1227

Laws 2010, LB 742

State Records Administrator Guidelines:

Schedule 10: Records of Local School Districts (Feb. 1989)

Schedule 24: Local Agencies General Records (March 2005)

Electronic Imaging Guidelines (March 2003)

Adopted: 8-13-07

Reviewed: 3-8-10, 11-9-20, 8-16-21

Revised: 6-14-10

September 8, 2025  
Superintendent's Board Report

1. We are completing a desk audit of federal grants that is due Sept 12th. The audit reviews how the district has spent federal monies and the policies you have in place to address federal money requirements. This includes numerous federal grants the district receives.
2. NASB has offered a scholarship to the Bayard Board of Education for a complimentary board training session. Marcia Herring has submitted a list of dates that she is available to do the training. She said the content or topic of the training can be developed to specifically meet the needs of this board. Here are the dates.
  - a. Tuesday, September 23
  - b. Wednesday, September 24
  - c. Thursday, September 25
  - d. Tuesday, September 30
  - e. Wednesday, October 1
3. The State Education Conference is November 19-21, 2025. Registration opens Wednesday September 10 please let me know if you are interested in attending.
4. We have been working on correcting the address of option out students to meet their current living and enrollment situation. There were nine students on your option out list, to Scottsbluff, that have been removed due to change in residence status.
5. There is a CSI (Continuous School Improvement) meeting in Sidney on September 17th that the CSI team will be attending.
6. We believe Mr. Trinidad, the math teacher that is coming, will be booking his flight this week. Hopefully I will have an update by meeting time. Ms. Guitguit passed her immigration hearing and is now in the social media surveillance stage, which takes two weeks. After that, she should be scheduling her flight.
7. Enrollment Synopsis

<b>Enrollment</b>	<b>September 8, 2025</b>
<b>HP</b>	3
<b>HP3</b>	25
<b>PK</b>	17

<b>K</b>	17
<b>1st</b>	19
<b>2nd</b>	22
<b>3rd</b>	19
<b>4th</b>	13
<b>5th</b>	18
<b>6th</b>	22
<b>PK-6 Total</b>	<b>175</b>
<b>7th</b>	22
<b>8th</b>	24
<b>9th</b>	31
<b>10th</b>	20
<b>11th</b>	16
<b>12th</b>	27
<b>7-12 Total</b>	<b>140</b>
<b>PK-12 Total</b>	<b>315</b>



August 2025

Dear Administrator,

Congratulations! Your district/ESU has been selected as one of the 2024-2025 SAFETY HONOR ROLL school districts/ESU's in the ALICAP pool. We realize an outstanding safety program requires the combined efforts of all those who work for the school district, and they should be commended for their hard work. However, we especially want to commend the effective and proactive efforts of the safety committee for their time and leadership in promoting school safety.

Your school district is receiving the enclosed ALICAP Certificate of Recognition in honor of receiving ALICAP's SAFETY HONOR ROLL for the 2024-2025 year.

On behalf of the ALICAP Trustees, ALICAP Loss Control Consultants, and the members of the Nebraska Association of School Boards staff, we salute your commitment to school safety. We look forward to working with you and your district in the future.

Respectfully,

A handwritten signature in blue ink that reads "Megan".

Megan Boldt  
Director of ALICAP  
Nebraska Association of School Boards

# ALICAP

## Safety Honor Roll Award

2024-2025 School Year

Presented to

## Bayard Public Schools

Acknowledging Superintendent and Safety Committee Members

Presented by:

ALICAP

Nebraska Association of School Boards

Ken Navratil - Loss Control Consultant

Megan Boldt

8-25-25

**ALICAP**

**NASB**  
Nebraska Association of  
SCHOOL BOARDS



# NORTH PLATTE

## Natural Resources District

100547 Airport Road, P.O. Box 280, Scottsbluff, NE 69363-0280

[www.npnrd.org](http://www.npnrd.org)

(308) 632-2749

[npnrd@npnrd.org](mailto:npnrd@npnrd.org)

Dear Bayard Greenhouse,

On behalf of the North Platte NRD, we want to thank you for your partnership in making this year's Water Expo a success. Your support and participation helped create a fun, engaging, and educational event for our community.

We are excited to share that the Expo welcomed 500 people this year. Due to your involvement, attendees gained a deeper understanding of water resources, engaged in hands-on activities, and connected with programs that support our community. Your contribution made a difference in the experience for everyone who joined us.

We greatly value your commitment to conservation and community engagement, and we look forward to collaborating with you on future events.

Thank you again for helping us share the importance of water in our region.

Sincerely,

Scott Schaneman

General Manager

Travis Preston

Assistant General Manager

# Bayard Tiger Cub Preschool Parent Handbook



**2025-2026** School Year

**Bayard Tiger Cub Preschool**

**A Collaboration between Bayard Public Schools &  
Educational Service Unit #13 Head Start**

Bayard Tiger Cub Preschool is a partnership between Bayard Public Schools and Educational Service Unit #13 Head Start. Our aim is to provide a quality preschool experience for children in the community of Bayard.

Bayard Tiger Cub Preschool is governed by the Bayard Board of Education. The Bayard Tiger Cub Preschool follows all federal, state, and local regulations, and the Head Start Performance Standards.

### **Administration**

#### **Bayard Public Schools**

Superintendent Ms. Lori Liggett 308-586-1325

Elementary Principal Mrs. Ehler 308-586-1211

Special Ed Director Jessie Broderick, ESU 13 308-635-3696

Preschool Teachers Mrs. Shawna Reish & Mrs. Lacey James 308-586-1211

#### **Bayard Tiger Cub Preschool**

726 4<sup>th</sup> Ave.

Bayard, NE 69334

586-1211

#### **Monday-Friday**

Morning Session: 8:00 a.m. – 11:30 a.m. (Three Year Olds, Four Year Olds optional)

Full Day Session: 8:00 a.m. - 3:25 p.m. (Four Year Olds only)

#### **Statement of Non-Discrimination**

The Bayard Tiger Cub Preschool does not discriminate on the basis of race, color, national origin, gender, or handicap in admission or access to, or treatment, or employment of its programs or activities. The Bayard Tiger Cub Preschool complies with Section 504 of the Rehabilitation Act of 1973 and the Family Educational Rights and Privacy Act. If you have questions or concerns about these acts, or feel that you or your child has been discriminated against, please contact an administrator listed above.

## **Letter from the Teachers**

Hello,

We would like to take this opportunity to welcome you to the Bayard Tiger Cub Preschool. We are excited to be a part of this collaboration and to be your child's teacher for the upcoming school year. We can't wait to meet each and every one of you.

We believe that learning happens best when children are actively involved and enthusiastic about what they are learning. Our goal is to provide a preschool experience that will be both interesting and exciting for each child. There will be much to learn, share, and experience together. We also know that as parents you are your child's first and best teacher. You are as important to their success in education as any other part of the process. By working together, as parents and staff in our preschool, we can make this a wonderful experience for your child.

If you ever have any questions, suggestions, or concerns, please feel that you can always share them with me. We value you and your knowledge of your child and welcome any and all comments. We are looking forward to working with you and your child this year.

Sincerely,

Mrs. Shawna Reish and Mrs. Lacey James

## **Enrollment**

Priority enrollment selection criteria that have been adopted by the Board of Education are used to make enrollment decisions for the Bayard Tiger Cub Preschool. A child will be eligible for admission into preschool at the beginning of the school year if the child is three years old or will be three years old on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins.

## **Fees**

The fees to attend Bayard Tiger Cub Preschool will be determined by the free and reduced lunch schedule.

### **When Children Qualify for Enrollment The Family Pays**

#### **Half Day Enrollment:**

Head Start \$0.00\*

Reduced/Free Lunches \$30.00/month\*

Full Priced Lunches \$80.00/month\*

#### **Full Day Enrollment:**

Head Start \$0.00

Reduced/Free Lunches: \$60.00/month

Full Priced Lunches: \$120.00/month

\*Meals and snacks are included in the monthly fees.

A payment agreement must be signed and followed for all paying students. Any non-payment of fees will be collected under school district Policy No. 5110.

## **Pick-Up/Drop-off Points**

Please pick up and drop off preschool students along the south side by the playground (726 4th Ave.). Parents/caregivers will need to sign in and out preschool students each day. These guidelines are

established for student safety. Please use crosswalks when dropping off and picking up your child.

### **School Hours**

The half day preschool session begins at 8:00 A.M. Monday – Friday and ends at 11:30 A.M. Full day sessions are from 8:00 a.m.- 3:25p.m. We ask that students not come to school before 7:55 A.M. unless they are engaged in a special, supervised activity. We ask that your child is picked up by 3:30 P.M. **PLAYGROUNDS ARE NOT SUPERVISED BEFORE 8:00 A.M. AND AFTER SCHOOL. PLEASE DO NOT LEAVE YOUR PRESCHOOL STUDENT UNATTENDED.**

### **Meals and Snacks**

Students in the half-day preschool session will be offered breakfast and a morning snack. Students in the full-day session of the preschool will also be offered lunch and an afternoon snack.

### **Toilet Training**

Children in our program must be toilet-trained to attend school. Recognizing that occasionally accidents happen, they will be dealt with in a kind and loving fashion. Clothing soiled by urine or feces will be immediately put into a plastic bag (without rinsing or avoidable handling) and sent home for laundering.

A child who is toilet-trained can:

- Avoid toilet accidents
- Ask to use a restroom
- Dress and Undress self
- Practice toilet hygiene
- Wash own hands

### **Checking Your Child's Backpack**

Please check your child's backpack every night. They are excited about their work at this age and will be excited to share it with you. This is the best way for us to communicate with you. Also, please make sure that they have a backpack daily to carry their work home.

### **Parent Engagement**

The Bayard Tiger Cub Preschool is founded on the belief that a child's parents will make a lifelong impact on a child's desire to learn, view of the world, and self-esteem. Tiger Cub Preschool provides parents with a variety of opportunities for positive involvement in their child's education, including opportunities for decision-making within the program. Each parent chooses to participate in activities that fit individual needs, schedules, and interests. The classroom setting is age appropriate for all enrolled children, and focuses on the individual needs of each child. Our priority is to partner with parents in order to provide the highest quality of services to children.

### **Parent Visitations**

Parents are encouraged to visit children's classrooms at any time. **PARENT VISITS WITH THE EXCEPTION OF SCHOOL PARTIES, ARE LIMITED TO 30 MINUTES PER VISIT.** If you wish to confer with a teacher, please arrange for an appointment at a time outside regular class hours. All visitors must report to the school office before going to the classroom.

### **Center Meal Policy for Volunteers**

Bayard Tiger Cub Preschool welcomes volunteers, but must limit those adults eating with the children to a reasonable number. Each preschool class can serve meals to an average of two volunteers per day. By notifying the teacher and adding your name to the preschool calendar for lunch, you can assist staff members in planning. Please let a staff member know, as soon as possible, if you plan to stay for lunch, so appropriate accommodations can be made.

### **Addressing Concerns**

We try hard to meet the needs of each child and family. We strive to work with parents to provide quality services to children and families. If you have a concern with our program, we need to work out a satisfactory solution. We ask that parents solve problems with the program by using the following procedure:

1. Please contact the teacher and visit with them about your questions and concerns.
2. General questions – ask your preschool teacher or family advocate.
3. Speak with the building principal
4. If you need further assistance, please contact the Bayard Public Schools Superintendent.

When concerns arise, both staff and parents are better able to work together when they keep from looking at the situation with an “us against them” frame of mind. Instead of making assumptions, we all need to ask questions for more information. When learning more about our program, you will find that behind most of our decisions there are Performance Standards or licensing rules that we must follow. By viewing each other as teammates, we can positively resolve any problem that comes our way for the benefit of the program and more importantly for the benefit of the children we are all responsible for teaching.

### **Home Visits**

Home visits are a requirement for the Bayard Tiger Cub Preschool. Tips for successful home visits are as follows:

Notify your teacher, Family Advocate, or other visiting staff member of changes or cancellations of visits. If you are unable to keep a scheduled visit due to an emergency, please contact the expected staff member to cancel the visit. If you do not have a phone available, please leave a note on your door letting that person know your plan for contacting her/him, or note an alternative time when you will be available to meet.

Please notify your visiting staff member of any upcoming changes in your address or phone number.

Consider scheduling appointments for the same time of the day and same day of the week, making appointments easier to remember.

Home visits can take place in an alternate location.

By working together, we can make home visits a learning experience that is beneficial to your family and to staff.

## **Family Gatherings**

Parents of children enrolled in the Bayard Tiger Cub Preschool will have many opportunities during the year to get to know each other and to learn together. These activity-based gatherings include a snack, parent-child activities, leadership opportunities, potential outings, and/or craft projects. Input from parents about their interests will make these gatherings informative and fun.

- 1) Tiger Cub Preschool will provide opportunities for parents to attend four family gatherings during the year.
  - a)) Family Gatherings are to include a business meeting (usually no more than a 15-minute meeting is needed for business). Included in the Family Gathering will be a parent-child activity for you to enjoy as a family.
  - b) Families are encouraged to attend all Family Gatherings scheduled by their preschool Parent Group. Events are to include both parents and their children. A snack will be provided during your time together. This is your opportunity to network with staff and parents. Please make the most of these opportunities.
  - c) Child care will be provided at all family gatherings.
- 2) The Bayard Tiger Cub Preschool will elect the following officers for their parent group:
  - a) Parent Group Chairperson
  - b) Parent Group Vice-Chairperson
  - c) Parent Group Secretary and Treasurer (may be two different offices)
  - d) Policy Council Representative
- 3) Policy Council Representatives are to be elected by October 15, so that they can receive training later that month. An alternative training may be offered in November for those unable to attend the October training depending on the need. The training is open to Parent Group Officers as well. The responsibilities of each of the elected positions will be explained prior to elections.

## **Policy Council**

Policy Council is a decision-making board that is similar to a school board. Members participate in budget planning, program planning, problem solving, and other functions described in the Performance Standards. Every Head Start program is required to have a Policy Council in place; a foundation of the program that supports parent involvement in the decision-making process.

1. Bayard Tiger Cub Preschool will be represented on the Policy Council.
2. Our representative will attend monthly Policy Council meetings. If unable to attend a meeting, the representative may arrange for a proxy to attend in his or her place.
3. The Tiger Cub Preschool representative will report back at family gatherings about the Policy Council.

## **Volunteering**

There are many opportunities for you to volunteer in the program, both in and out of the classroom, and during a variety of time frames. Volunteering is a great way to support the Bayard Tiger Cub Preschool program, and enhance your own learning and skills. Some ways parents can volunteer are to serve as an officer of the parent group, become a policy council representative, help in the classroom, assist with field trips or special events, prepare classroom materials, and help with classroom repairs or maintenance. Visit with the teacher or other staff members if you have a special interest or would like to help.

 Families are encouraged to provide volunteer service in or for the preschool at least once a month. Our goal is to have two parents volunteering in or outside of the classroom every day. Volunteering is not a requirement of your child's enrollment, but it is very beneficial to your child and yourself.

 While in the preschool classroom, a volunteer can participate in classroom activities, observe children's

interactions with others, or assist with decorating bulletin boards or other tasks as needed by the teacher.

 Volunteering for tasks outside of the preschool time is just as important and counts in the same way as volunteering during classroom time. If your schedule does not allow for much time during the day, please visit with the teacher for some ideas for volunteering service during other time frames.

 Each time you volunteer, please sign the Volunteer Sheet provide by your classroom teacher. Remember to keep track of your volunteer hours at home and submit those as well. Recognition of volunteers is given throughout the year in a variety of ways for volunteer services.

 Sign the classroom calendar to volunteer to help in the classroom, assist with field trips, assist with office work, etc.

 Each classroom will be working on Community Projects during the year. If you enjoy leadership roles, please consider assisting with community projects. Leadership is also involved when serving as a Parent Group Officer or as a Policy Council Representative.

 Let your opinion be known! As a Policy Council representative from your preschool you can speak for the parents and impact program operations.

Our preschool staff deeply appreciates the time and experience that you offer as a volunteer. We hope to see you often!

## **EDUCATION**

Bayard Tiger Cub Preschool uses the Creative Curriculum along with the Teaching Strategies GOLD Assessment. We know that children learn best when they are actively engaged and involved in interaction with people and materials in their environment.

### **The objectives for children and/or parents in our program are:**

- To develop a positive self-image.
- To learn how to get along with children of their own age.
- To shift gradually from a family circle to a wider school circle.
- To have a wide range of experiences.
- To become a secure and independent person.
- To take responsibility for their own well-being.
- To respect and care for our classroom.
- To communicate his/her ideas to both adults and other children using words and expanded sentences.
- To develop and coordinate large and small muscles.
- To apply knowledge or experiences to new situations
- To express themselves in a variety of creative areas including art, drama, music, & literature.
- To develop visual perception and auditory discrimination skills.
- To enjoy and value reading.
- To demonstrate knowledge of the alphabet.
- To understand the purpose of writing.
- To be excited about learning.
- TO HAVE FUN AND MUCH, MUCH MORE!!!!

## **Bayard Tiger Cub Preschool provides the following educational services to all families:**

- All families will be offered home visits throughout the year.
- All families will have the opportunity to attend 2 parent/teacher conferences each year.
- The Ages and Stages Screening Tool is administered on an as needed basis after entering the program.
- An individual ongoing assessment for each child will be used.

Although home visits and parent/teacher conferences are set up for parent and teacher communication, feel free to contact the teacher as needed.

## **7 Ways Parents Can Help in Their Child's Educational Experience**

1. Volunteer in the classroom or with special projects.
2. Give input into curriculum and lesson plans.
3. Share your culture and family traditions.
4. Help with activities such as field trips, celebrations, and special events.
5. TALK with your child about his/her experiences at preschool.
6. Read to your child at least 15 minutes daily.
7. Make sure that your child gets enough sleep and is physically ready to learn.

## **Celebration Policy**

The Bayard Tiger Cub Preschool program believes that all families are unique and that their beliefs and culture should be respected. Keeping this in mind, the program has developed a policy for staff to use when working with children and families.

Guidelines:

1. Each parent will complete a parent questionnaire on what their beliefs are in regards to holidays/celebrations and how they would like them to be celebrated.
2. All families' cultural and religious beliefs will be respected. (All early childhood programs that receive public funding and/or are affiliated with any public organizations must comply with the First Amendment of the Constitution of the United States, which guarantees the separation of church and state.)
3. All activities will be developmentally as well as age appropriate.
4. Activities will be based on children's interests.
5. All children will be able to participate in any activity that takes place in our program. Children will always be accepted.
6. Foods and snacks served will follow Performance Standard guidelines which state: all federal, state, and local food sanitation and safety laws must be followed; foods are purchased only from licensed vendors and foods and beverages are high in nutrition and low in sugar, salt, and fat.

## **Biting Policy**

For safety and health concerns, we take biting seriously. When it happens, it's very scary, frustrating, and stressful for children, parents, and teachers. It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions to it. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, attention. Knowing that the effect of their biting will hurt another person is not yet a part of a child of this ages' mindset, so the "cause-effect" relationship

is not internalized. Our teachers plan activities and supervise carefully in order for biting not to happen. There are times, however, when everyone cannot be within immediate reach to prevent a bite.

Our policy for handling a biting incident is as follows:

- The biter is immediately removed from the group with a firm NO. The bitten child is consoled and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising. The biter is not allowed to return to play and is talked to on a level that he/she can understand, then redirected.
- A written incident report is given to the parents of all children involved when they are picked up that day.
- The name of the biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.
- We look intensively at the context of each biting incident for patterns, in an effort to prevent further biting behavior. Staff will complete the "biting information form" to be sent to the Behavioral Health Coordinator. This information is used to look for a pattern and develop a prevention plan.
- We work with each biting child on resolving conflict or frustration in an appropriate manner.
- We try to adapt to the environment and work with parents to reduce any child stress. We make special efforts to protect potential victims.
- We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child and to that of other families.

### **Health Policies**

When a student has a disease, illness or health condition, the chart below will be followed to determine when he/she may return to school:

- Fever – temperature has been below 100 degrees for at least 24 hours
- Vomiting/Diarrhea – last episode more than 24 hours previous to return, and student is eating normally
- Chicken Pox – when all scabs have dried up or disappeared
- Pink Eye – 24 hours after antibiotic started, and no more drainage
- Impetigo – 24 hours after antibiotic started, and sores are decreasing in size
- Ringworm – must remain out of school until under treatment
- Head lice – after the hair is treated for lice, all nits (lice eggs) removed, and first cleaning completed. Students who have had lice will be checked for a minimum of 14 days after the first treatment.

If a student is absent due to illness or injury for more than five (5) consecutive days, a note from a physician stating the student's fitness to return to school is required.

If your child is ill, please keep them home.

### **Procedure in case of an accident or illness**

1. The parents/guardians will be notified if the student needs to go home and/or a health care provider needs to be consulted. It is expected that the student will be picked up as quickly as possible.
2. Students needing to go home will be cared for and made as comfortable as possible until someone arrives to pick them up.

3. If necessary and circumstances warrant, the student will be taken to the hospital via the rescue squad. Attempts will be made to contact a parent/guardian prior to the student being transported. Each family must complete an emergency card for office use to inform the school of how and who to contact in case of an emergency. **Parents/guardians are expected to update emergency cards annually and when changes occur.**

Students should not be sent to school and will be sent home if any of the following conditions exist.

1. Student has a temperature of 100 degrees or more.
2. Student is experiencing vomiting, severe headaches, or cough, etc.
3. Student has a suspicious contagion, rash, or discharge.

No student will be sent home until a parent, guardian, or responsible adult has been contacted.

### **Medications**

Most medications, including those prescribed three times daily, are most safely and easily given at home. For those few students requiring medications during school hours, the physician and parent must complete the Bayard School Medication Permission Form. Medications will be given as ordered by the physician. Only FDA approved medications will be administered. Medication Permission Forms expire at the end of each school year or sooner, depending on the physician's order.

Medications must be in a pharmacy container labeled with the name of the student, medication, dose and frequency ordered, and the physician's name. When requested, most pharmacies will provide a second labeled bottle of medication to take to the school if needed.

The school can make no changes in the amount of medicine given or when the medicine is given, without a written order from the physician.

## **FAMILY SERVICES**

### **Family Advocate Services**

The Bayard Tiger Cub Preschool has been assigned a family advocate to work with Head Start families, or any family who would like this service. Advocates are an additional resource for families and can be of assistance during times of family crisis. They will support you in setting and reaching family goals, will serve as a source of information on a wide variety of topics, and can assist you in finding needed resources for your family. Family advocates generally visit with families at least three times per program year, but are available for additional home visits on an as needed basis. They can accompany you to other agencies as you seek resources. Advocates may provide transportation if transportation is required to meet immediate basic needs including health needs. Your family advocate can be reached through your teacher.

### **Family Development Profile/Matrix**

The purpose of the Family Development Profile/Matrix is to identify your family's strengths in a variety of areas as well as any needs that you may have. The Family Development Profile is used to assist families in setting goals and is completed in partnership with a family advocate. Families are able to use these tools for goal planning. Family and/or individual goals will be the focus, and family advocates will follow up throughout the year to encourage and support you in obtaining your goals.

## **Attendance Policy**

During childhood, children are learning a number of skills that will serve them for a lifetime. By having your child in the classroom as consistently as possible you are teaching the value of learning, and are increasing the chance of your child's success in school. Please contact the classroom teacher if your child is going to be absent. Also, notify the teacher if the child is going to be absent for extensive circumstances (like a death in the family).

Absences from School - Definitions. An absence from school will be reported as: (a) Unverified, (b) Absent, (c) Verified, (d) Activity, (e) Exempt.

The following codes will be assigned to student absences for the following reasons:

Unverified (UNV): The student is absent and the school has not received any notification pertaining to the student's whereabouts from a parent/guardian.

Absent (A): A parent/guardian has called to let the school know their child will not be in school, but the absence does not qualify as an EXC, EXP, ACT as defined below.

Verified (VER): A parent/guardian has called to let the school know their child will not be in school due to illness, a medical appointment, or family trips in which the student accompanies the parent/guardian. Even though an absence is verified, it does count toward the total number of absences for purposes of credit loss and truancy reporting.

Exempted (EXP): A parent/guardian has called to let the school know their child will not be in school for a purpose deemed by the Principal as an extenuating circumstance. The student's absence will not count against them due to the extenuating circumstance. An Exempted absence may include absences for reasons such as the attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents) counseling/therapy appointments, and court appearances that are required by a court order.

As a federally funded program, we are required to track attendance, and therefore must have an attendance policy. Attendance concerns will be addressed with the following steps:

1. Phone contact by the teacher/secretary is required following the first unexcused absence.
2. A home visit by the family advocate is required following the third unexcused absence to understand the reason for the absences and to discuss the attendance policy if needed.
3. Chronic absenteeism will also be cause for a referral to the family advocate for a home visit to initiate appropriate family support procedures while partnering with the family to resolve barriers that interfere with a child's attendance.
4. Continued absenteeism will result in a referral made to the Data Manager. This is to notify the family by phone or letter to ensure that the family is still interested in continued enrollment in the Bayard Tiger Cub Preschool program and establish ways that the program can be supportive of the child's attendance. If there are barriers causing attendance concerns, the family advocate will follow up with the family to work together to resolve the concerns. An attendance plan and/or team meeting may be

required.

5. If staff is unable to contact the family by phone, and the family does not respond to our letter by the deadline, or chronic absenteeism persists, the management team will meet to discuss the situation and try to resolve barriers before deciding to drop the child. If a plan is developed or a team meeting is held and the parents do not adhere to the guidelines set, we assume that the family is no longer interested in participating in the program and the child's name will be removed from active enrollment.

6. Those parents expressing interest in having their child participate in the program after the deadline will be required to have a written plan in place addressing the attendance concern. Once a child's name is removed from enrollment, the next child on the waiting list will be enrolled in his/her place. There is no guarantee that the program will have another available opening at the time that the request is made.

7. If a pattern of chronic absences are reported that are not consecutive days missed, the same steps will be followed with the family.

**\*Please advise the teacher and/or Data Manager of extenuating circumstances, such as a death in the family.**

### **School Closing Information**

The importance of notifying employees, parents, and students when school will be delayed in opening, not opened at all, or be dismissed early is of prime concern. We will be using an automated voice messaging system which will allow the school to contact each family with regard to school closing and other notifications. This system is designed to call the phone number or numbers listed in your student's file. Please ensure that the school district is continually notified of any changes to your contact information.

The school also uses local radio stations KMOR, KNEB, KOLT, and KDUH TV to inform staff, parents, and students of closing due to inclement weather. The school will make every effort to make this information available as soon as possible.

### **Inclement Weather**

During inclement weather, outside play times may be reduced or eliminated. If the wind chill factor is below 15 degrees or the temperature is 15 degrees or lower, there will be no outside play time. Otherwise, children are expected to go outside during playtimes. If your child is to stay in during outside play times for health reasons, a note from a Doctor must be sent to school. If it is a "one time" occasion, a note from the parent is sufficient.

### **Emergency Number**

It is important that we have an emergency phone number, other than your personal phone number, on file with the teacher for your child. This emergency number should be a local number. Please make sure this number is kept up to date.

### **Emergency Drills**

Fire drills are held once a month during the school year, and tornado drills are held once in the fall and once in the spring.

Nebraska school laws require that each school hold at least two fire drills the first two weeks of school and eight additional fire drills during the school year. The children are taught to leave the building quickly, quietly, and in a safe organized manner. Schools also engage in lock-down, state-wide tornado, and evacuation drills (bomb threats and other emergencies) during the school year. The evacuation drills could involve evacuation of students to the school's designated alternate site. Please call your building principal if you have questions about drills conducted at your school. These drills are conducted in an effort to achieve maximum preparedness in case of an emergency situation. Your school will also have an established student pick-up protocol in case of certain emergencies.

### **Emergency Procedures**

The school district has developed a Crisis Response Plan that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your children in the event of a crisis. In most emergencies, your children will remain and be cared for at the school they attend. In the rare event of an emergency affecting the school your child attends that prohibits reentry to the building (such as a broken gas or water main, a fire, or toxic spill), elementary students will be cared for in accordance with the school district's emergency procedures.

We ask that you follow the procedure below if you hear of any school emergency:

- 1. Turn on the radio or television. We will keep the media informed of any emergency.**
- 2. Please do not telephone the school. We have limited phone lines. These MUST be used to respond to the emergency.**
- 3. Please do not come to the school unless required to pick up your child.** Any emergency involving your child's school may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students, you will be informed via the media.

### **In Kind**

Every year Bayard Tiger Cub Preschool receives grant money from the Federal Government through a partnership with Head Start. Twenty-five percent of what we receive must be matched with in-kind or donations from parents and other community people. Some things that count toward in-kind are:

- Completing and submitting a Family Activity Calendar
- Volunteering in the center
- Preparing classroom materials
- Attending family gatherings
- Working on community projects as a parent group
- Attending Policy Council meetings
- Donated items

Check with your teacher about other ways you can help with In-Kind.

### **Reporting Child Abuse / Neglect**

The Bayard Tiger Cub Preschool's procedure in reporting child abuse and neglect is based on the Nebraska Statute 28-711 Reporting Law. In the case of suspected child abuse or neglect, staff members are to follow the procedure by reporting to the Child Abuse Hotline at 1-800-652-1999. Our

primary concern is the safety of children and the well-being of their families.

Our policy is that staff will not discuss child abuse reports with parents. If you have questions about child abuse reporting, you are welcome to speak to the teacher or other administrator. The Bayard Tiger Cub Preschool can make referrals to help families struggling with abuse/neglect issues and/or to provide support as the family works with other systems.

Applicable Nebraska Statutes regarding child abuse and neglect are as follows:

1. Any person who has reasonable cause to believe that a child is being subjected to conditions which would result in neglect or abuse is required by law (Nebraska Rev. Stat. 28-711, Reissue 1989) to report such an incident to the proper law enforcement agency, i.e. the police department, sheriff's office, or the Nebraska Department of Social Services.
2. Any person reporting a child who is being subjected to abuse or neglect is immune from any liability, civil or criminal, that might otherwise be incurred or imposed, except for maliciously false statements (Neb. Rev. Stat. 28-716, reissue 1989), and will also be immune from discharge, retaliation, or other disciplinary action solely on the basis of having made a child abuse report.

**If you know of a child who is being harmed in any way, please remember that all Nebraska residents are to report suspected child abuse and neglect. You can report suspected abuse/neglect to the Department of Health and Human Services Hotline (1-800-652-1999) or to the appropriate law enforcement agency. Please remember that we are all responsible for the safety of our nation's children.**

### **Student Records**

Records are maintained on all students. The records for your child are open for your review at any time. The records include the student's academic and testing record. An appointment to review the records should be made in advance so the teacher will be available to answer any questions.

### **Confidentiality**

Families have the right to protection of personal information. Bayard Tiger Cub Preschool operates under the following principles:

1. Parents should be the primary source of information about themselves and information sought from them should be limited to that which is essential for services.
2. Parents and other volunteers are prohibited from reviewing records other than those of their own children.
3. Health, education, and social service records for children/families are open only to staff and consultants on a "need to know" basis to the extent necessary to provide services or assess the effectiveness of the services that are being offered.
4. Information is not to be released to anyone outside the program without written consent from the family.

5. Other agencies and individuals are to be consulted only with the family's consent and within the limits of that consent.

6. Information recorded and records maintained are to be limited to those essential for providing services. Children's files and other information will be stored in locked files to ensure confidentiality at each site.

\*Exceptions to the above include child abuse/neglect reporting, and persons at risk of harming self or others.

Please note that **confidentiality also applies to you**. While volunteering in the center, you may hear or see something regarding the child of another family. If you have specific concerns, please address them appropriately with staff. Respect the rights of families served in our program and do not discuss information with others.

## **Health Services**

### **Dental Health Examinations:**

Every child must have a complete oral exam during his/her first 90 days of enrollment in the program. This exam should be completed by a dentist. **The Bayard Tiger Cub Preschool would like the oral exam to be completed prior to enrollment in the program.**

### **Well-Child Examinations (Physical Exam):**

Every child shall be up to date on his/her well-child examinations within 30 days of the start of the program. Please notify the teacher if you need assistance in finding a health care provider in the area you would like your child to see. **The Bayard Tiger Cub Preschool would like the physical exam to be completed prior to enrollment in the program.**

### **Immunizations:**

Every child is required to be up-to-date on his/her immunization series. If your child is not up-to-date on immunizations within 30 days of enrollment, he/she will not be able to attend the center unless the immunizations are in the process of being updated. **Bayard Tiger Cub Preschool requires that a copy of the immunization record be submitted prior to enrollment in the program.** If you need assistance in scheduling immunizations for your child please contact the teacher as soon as possible. If your child does not receive immunizations for personal or religious practices please notify the teacher to complete all necessary paperwork.

### **Vision Screening:**

Every child will complete a visual acuity screening within 45 days of the start of the program. A nurse will be conducting this screening. Your child may be referred to a local eye doctor of your choice for follow-up treatment depending on the results of the completed screening.

### **Growth Assessments:**

Every child will complete a height and weight measurement within 45 days of the start of the program and periodically throughout his/her enrollment. A nurse will be conducting this screening. This

information will help us monitor your child's growth pattern throughout his/her participation in the program.

**Lead Testing:** Any child can be poisoned by lead with no symptoms at all until the poisoning is severe. Lead screening is typically completed in conjunction with your child's well child exam at 12 and 24 months of age. A copy of those results needs to be included in your child's file with the preschool. You can obtain a copy from your doctor. If the test has never been done, ask your doctor to do the test now.

### **Behavioral Health**

Behavioral Health or social-emotional development refers to how children get along with others and how they learn to express their emotions in healthy ways.

A behavioral health professional (Licensed Mental Health Practitioner) is available to provide direct and indirect services to families.

Direct services are provided by observing children in classrooms (at the request of the teacher or parent), consulting with parents, speaking to parent groups, and providing crisis intervention.

Indirect services are provided by consulting with staff and then staff provides information to parents.

Head Start students will complete the behavioral screening, or Social-Emotional Questionnaire, within 45 days of the child's enrollment. Parents are asked to answer questions about their child's behavior or social-emotional development.

Staff and classroom volunteers are expected to follow the Behavior Guidance Policy, which promotes positive behavior support. Please let your teacher know if you would like a copy of the policy for your reference.

When parents are concerned about their child's behavior, contact the teacher or family advocate. The staff will contact the Behavior Health Coordinator, as needed, for consultation and/or to meet with parents and staff.

A safe classroom is a must for learning to take place. Therefore, if a child is hurting other children or staff, or threatens to hurt others, the parent/s will be asked to meet with the staff and the Behavior Health Coordinator to make a behavior plan. The Family Advocates and the Behavior Health Coordinator will work with parents who request mental health services.

### **Disabilities**

- The Ages & Stages Questionnaire will be completed within 45 calendar days of enrollment to screen the child's development in the areas of Communication, Gross Motor, Fine Motor, Problem-Solving and Personal Social.
- Speech and hearing screenings will be done within 45 calendar days of **enrollment start date**.
- Parents will be notified of screening results.
- If developmental concerns exist, staff will contact the parents. Parental permission must be given before a child is referred for further testing by the school district.
- After an evaluation, a meeting called the Multi-Disciplinary Team (MDT) meeting is held to go over the evaluation with the parents.
- During the MDT meeting, if it is determined that the child needs special services, another meeting is

held called the Individual Education Program (IEP). This meeting will include the parents. The team will develop a plan in which goals and objectives are established for the child.

Disabilities Service Plans, which provide strategies for meeting the special needs of children with disabilities and their parents, is updated annually.

### **Child Find**

Child find is a community-wide effort to provide opportunities for children with disabilities. Parents, educators, and members of the medical community take part in the program to locate children who may have a disability.

Parents/Community members who contact Child Find may have concerns about the child's development in the areas of:

- Hearing
- Vision
- Speech/language skills
- Motor skills
- Thinking skills
- Emotional/social skills

Child Find provides developmental screening and, when appropriate, a comprehensive, multi-disciplinary evaluation for children from birth to kindergarten age.

If you live within the Bayard School District and have or know of a child who may have a disability, contact the Special Services Director at 586-1700 (high school) or 586-1211 (elementary)

### **Nutrition**

Our preschool program receives federal cash assistance to serve healthy meals to your children.

- The children will receive nutritious meals and snacks. The menus will follow the *Dietary Guidelines for Americans* that say that the foods must be high in nutrients and low in fat, sugar, and salt. Menus at parent activities will follow the same guidelines.
- Foods served to the children must be commercially prepared or inspected. The only foods which may be donated to the program are raw fruits and vegetables, and prepared foods. This is to ensure the health and safety of children and staff in the center.
- Diet prescription for food allergies, milk intolerance, or other special diets is required to be submitted before the child attends preschool. In addition, when an enrolled child is placed on a diet in the middle of the school year, a written diet prescription signed by a physician is also required. The diet prescription **should include** the diagnosis and symptoms, along with suggested acceptable foods. The parents are encouraged to work closely with the staff to find acceptable substitutes for problem foods.
- Food experiences are used throughout the year to introduce new foods to the children, along with familiar foods served in a different way. Through cooking, children learn many concepts, including science, math, language, and social and motor skills. Good nutrition is discussed using the food pyramid.
- Effective dental hygiene is practiced after meals at the preschool.
- Physical activity is encouraged each day.

- Parents will be provided through parent meetings, community meetings, and newsletters various nutritional information for the family.
- A Registered Dietitian is available to the program for consultation.

### **Asbestos**

The Institute for Environmental Assessment was requested by the Bayard Public Schools to review and prepare an asbestos management plan, identifying the presence of asbestos within District school buildings. After reviewing the characteristics of District buildings, a management plan was prepared for each building, a copy of which is maintained at the administrative office for each major building, describing the asbestos plan and the intended response. Under the present management plan, the asbestos should not present a detectable risk to any building occupant. The District conducts periodic surveillance to provide a continuous assessment of asbestos-containing materials.

The detailed plan and updated information for each building, or for the entire district, is open to public review and is located in the office of each building. If you have any questions, please contact the District's administration.

### **Discipline: Definitions and Procedures**

State law gives the administrations and teaching personnel in the school the responsibility of maintaining good order and discipline. Those in charge of the classrooms and activities may take such actions as are necessary regarding student behavior, including, but not limited to: counseling, parent conferences, and/or requirements that a student remain in school before or after regular hours to do additional work.

The teachers, aides, custodians, and all other staff members have the responsibility and authority to insist upon good discipline in the classrooms, school building, on the school grounds, and at school activities. Staff members who supervise students in the classroom, cafeteria, and the playground will work to reward positive behavior when students exhibit it.

When students exhibit inappropriate behavior, the families will be consulted and worked with in order to ensure safety for all children.

Good discipline begins in the home where a child learns from his/her parents at an early age to develop self-control. This will carry directly into his/her school behavior. Students are expected to conduct themselves in a manner which is in keeping with the activity in which they are involved, respect the rights of others, and obey safety rules and regulations.

Disciplinary action may be taken in accordance with the Bayard Public Schools Student/Parent Handbook procedures and Board Policy.

### **No Child Left Behind Act of 2001**

#### **Notice Concerning Staff Qualifications:**

**The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Bayard Public Schools will give parents the following information about their child's classroom teacher:**

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher.
4. Information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree; and
5. We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Bayard Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the NCLB Act of 2001.

### **Active Supervision of Children**

Active supervision is a set of strategies for supervising infants, toddlers, and preschool children in classrooms, on or near playgrounds and school buses, and wherever enrolled children are during program attendance.

A. Program staff, utilizing the following six strategies working together to create an effective approach to child supervision:

1. Set up the environment to support supervision of children at all times. This may include developing and posting a daily classroom schedule for children, which teaching staff and volunteers follow, that helps to keep the day predictable. Consideration of the height and arrangement of classroom furniture and outdoor equipment allows effective monitoring and supervision of children at all times.
2. Position staff to see and reach children at all times. Plans may include staffing charts that identify the staff responsible for each area or activity and individual duties during transitions before and after an activity.
3. Scan the environment, including assigned areas of the classroom or outdoor area, and keep count of the children. Staff communicate with each other, so everyone knows where each child is and what each one is doing. This is done at all times, especially during center times and on the playground when children are constantly moving. (name to face checks)
4. Listen closely to children and the environment to immediately identify signs of potential danger. Staff listen to and talk with team members, especially when a staff person or a child has to leave the area, so that staff knows where other staff are located.
5. Anticipate children's behavior to give children any needed additional support, especially at the start of the school year and during transitions. Be aware of children who tend to wander off or lag behind to ensure they are never left unsupervised.
6. Engage and redirect when children are unable to solve problems on their own. Staff offer different levels of assistance according to each individual child's needs.

### **Supervision During Transitions**

Transitions are often the most challenging times to supervise children. To prevent children from being left unsupervised, the program utilizes strategies for managing transitions throughout the day, such as when children arrive, leave, or move from one location to another within a center. Some examples include:

A. Regular routines, such as drop-off and pick-up times, including staff assignments (who monitors the door, etc.).

- B. Utilizing name to face checks to ensure that each child is accounted for
- C. Ensuring that Teachers, Assistant Teachers, Floaters, and Volunteers know when transitions take place and are in position to provide constant supervision.
- D. Having a plan to maintain appropriate Adult:Child ratios at all times, including when a staff member needs to leave the room.
- E. Ensuring parents understand their responsibilities during drop-off and pick-up of their child, and being alert to potential child wanderings.
- F. Limiting the amount of time children are waiting in line to transition and offering engaging activities while waiting.
- G. Letting children know what the expectations are prior to transitions.

## **RESOURCE GUIDE**

Western Nebraska Resource Guide <https://panhandlepartnership.com/directory/>

Bayard Tiger Cub Preschool  
ESU#13 Child Development Programs  
**Parent Handbook**  
*Acknowledgement & Agreement*

**Signing this Acknowledgement & Agreement will confirm two very important responsibilities that you take on as a Parent & Parents or Guardians.**

First: you acknowledge that you received your copy of the Parent Handbook.

Sign \_\_\_\_\_ Date \_\_\_\_\_  
Sign \_\_\_\_\_ Date \_\_\_\_\_

Second: you agree to follow the guidelines and policy out-lined in this Parent Handbook.

Sign \_\_\_\_\_ Date \_\_\_\_\_  
Sign \_\_\_\_\_ Date \_\_\_\_\_