

BOX BUTTE COUNTY SCHOOL DISTRICT #07-0010

HEMINGFORD PUBLIC SCHOOLS

BOARD OF EDUCATION MEETING AGENDA

Monday, February 8, 2021

South Campus

The Board of Education of School District 07-0010 will meet on Monday, February 8, 2021 in the South Campus as duly advertised in the Hemingford Ledger.

- I. Pledge of Allegiance
- II. NOTICES
- III. Call Meeting to Order
 - III.A. ROLL CALL
 - III.B. Excuse Absent Board Member(s)
- IV. Approval of Agenda
- V. Regular Meeting Agenda
 - V.A. Public Participation (MAXIMUM OF 30 MINUTES ALLOTTED FOR THIS PORTION)
 - V.B. Correspondence
 - V.C. Consent Agenda
 - Approve minutes for January 14, 2021 meeting
 - Approve Treasurer's Report
 - Approve School Activity Fund Report
 - Approve Receipts Summary Report
 - V.D. Payment of Claims
 - V.E. Delete Policy 802.02-Food Service Prices and 803.04 Fax Service
 - V.F. Policy 802.01-School Food Program
 - V.G. Policy 802.05-Free or Reduced Cost Meals Eligibility and Meal Charges
 - V.H. Policy 804.03-Records Management and E-Mail Retention
 - V.I. Certified Resignation
 - V.J. 2021-2022 School Calendar
- VI. Discussion/Possible Action Items
 - VI.A. FFA Week
- VII. Administration Reports
- VIII. Superintendent Report
- IX. Report from Board Committee
- X. VIIA. Policy Review
- XI. Items For Next Board Meeting
- XII. Adjournment

XIII. Posting:

Hemingford Ledger

Posted: 11/4/2020

BOX BUTTE COUNTY SCHOOL DISTRICT 07-0010
HEMINGFORD PUBLIC SCHOOLS
HEMINGFORD, NEBRASKA
January 11, 2021

A regular meeting of the Board of Education of School District 07-0010 was called to order at 4:59 PM in the Hemingford High School Library by Justin Ansley. Notice of the meeting was given in advance through the Hemingford Ledger. Board members were notified in advance of the meeting.

Members Present: Ansley, Cullan, Horstman, Randolph, Schumacher, Turek

Absent:

Reorganization of the board—Mr. Isom served as the chair during the election of the president.

Nomination by Randolph of Ansley to serve as president. Second by Horstman. Motion by Schumacher to cease nomination. Second by Turek. Voice vote—6-0-0—Motion carried. Ansley elected by acclamation.

Ansley resumed the chair.

Nomination by Turek of Schumacher to serve as Vice President. Second by Horstman. Motion by Ansley to cease nominations. Second by Cullan. Voice vote—6-0-0—Motion carried. Schumacher elected by acclamation.

Nomination by Turek of Randolph to serve as Secretary. Second by Schumacher. Motion by Ansley to cease nominations. Second by Cullan. Voice vote—6-0-0—Motion carried. Randolph elected by acclamation.

Committees will remain the same:

American Civics/Curriculum—Randolph, Ansley, Cullan

Finance/Negotiations—Schumacher, Ansley, Turek

Transportation—Horstman, Turek, Ansley

Building/Grounds—Turek, Horstman, Schumacher

Motion by Turek to approve the agenda as presented. Second by Horstman. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Randolph-Aye; Schumacher-Aye; Turek-Aye—6-0-0—Motion carried

No public comment

Correspondence—Thank you's for the chamber bucks. The staff appreciates it.

Motion by Randolph to approve the Consent Agenda as presented. Second by Cullan. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Randolph-Aye; Schumacher-Aye; Turek-Aye—6-0-0—Motion carried

Motion by Turek to pay the claims in the amount of \$72,447.18. Second by Randolph. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Randolph-Aye; Schumacher-Aye; Turek-Aye—6-0-0—Motion carried

Motion by Turek to purchase the 2022 Thomas Saf-T-Liner C2 school bus at a cost of \$89,242 (The district received a grant of \$42,000). Second by Randolph. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Randolph-Aye; Schumacher-Aye; Turek-Aye—6-0-0—Motion carried

Motion by Randolph to approve the new administrative (principal/SPED director) evaluation as presented. Second by Ansley. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Randolph-Aye; Schumacher-Aye; Turek-Aye—6-0-0—Motion carried

Motion by Turek to accept the resignation of Kay Horstman, with regrets and thanks, at the end of the 2020-2021 school year. Second by Ansley. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Randolph-Aye; Schumacher-Aye; Turek-Aye—6-0-0—Motion carried

Motion by Randolph to extend a contract to Mr. Arneson for the 2021-2022 school year. Salary and benefits increase of 2.94%. Second by Schumacher. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Randolph-Aye; Schumacher-Aye; Turek-Aye—6-0-0—Motion carried

Motion by Turek to extend a contract to Mr. Kluver for the 2021-2022 school year. Salary and benefits increase of 2.94%. Second by Horstman. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Randolph-Aye; Schumacher-Aye; Turek-Aye—6-0-0—Motion carried

Motion by Schumacher to continue with Bank of the West as the depository of district funds. Second by Randolph. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Randolph-Aye; Schumacher-Aye; Turek-Aye—6-0-0—Motion carried

Motion by Cullan that the Board of Education approve Charles Isom, Superintendent, to serve as board authorized representative and to sign all forms and documents for all matters relating to Local, State and Federal matters when appropriate. Second by Schumacher. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Randolph-Aye; Schumacher-Aye; Turek-Aye—6-0-0—Motion carried

Motion by Horstman to designate Terry Curtiss and KSB School Law as representatives of Box Butte County District 10 legal matters. Second by Ansley. Roll Call: Ansley-Aye; Cullan-Aye; Horstman-Aye; Randolph-Aye; Schumacher-Aye; Turek-Aye—6-0-0—Motion carried

PK-6 Principal--Mr. Arneson
MAP Growth testing January 25 through February 5.

Since the beginning of using Prodigy, Hemingford Students have answered 63,600 math questions.

Student Teacher in fourth grade from Chadron State.

SPED--Mrs. Plog

The student transportation mileage on the sped vehicle that goes over to Scottsbluff every day is as follows:

Sped Mileage:

2018-2019 = 28,460

2019-2020 = 18,386 (Last transportation on March 10)

2020-Jan.7 = 12,856

The current odometer reading as of January 7, 2021 is 162662.

7-12 Principal--Mr. Kluver

- ASVAB testing will be this Wednesday for all sophomores and those juniors interested
- Juniors will start ramping up on their ACT prep starting this semester primarily in Mrs. Raben's English classes. All students 9-12 have access to ACT prep materials and should be encouraged to use them.
- Next meeting of the Parent Advisory Group will be Thursday, January 14 in the high school library at 6 pm
- Speech and JH Boys basketball start competition this week
- Next year's calendar and scheduling will start being developed soon. Any board member interested in discussing the calendar please let us know.
- Mrs. Raben has a student teacher this semester.

Superintendent Report

- Legislation-90 Day Session-Bill Introduction through the first 10 days
- Erdman--Appropriations, Rules
Education Chair--Senator Walz--District 15 (Dodge County)
- Appropriations Chair--Senator Stinner--District 48 (Scottsbluff County)
- Board Retreat--February 11th led by Marcia Herring-NASB

Board Committee

Transportation Committee—December 14, 2020 at 6:45 PM—Talked bus purchase

Policy Review

January—802.01 through 805.01-Changes to be brought back in February

February—0901.00-0903.06

The next regular meeting of the Board will be held on February 8, 2021 at 5 PM.

The meeting was adjourned at 6:04 PM by President Ansley.

Mary Curtis
Board Clerk

Blanche Randolph
Board Secretary

Revenue Journal

Fiscal Year: 2021

Entry Line	Date Account	Received From	Receipt Description	Accrue	Description	Bank ID/Account	Receivable	Received
Journal: 124 02/04/2021 Revenue Journal								
Entry 1	01/20/2021 01-1-01100-000	BBC Treasurer	DD Local District Taxes		Local Taxes	A 300001880	0.00	Comm 1st 548,361.12
Entry 1	01/20/2021 01-1-01100-000	Sheridan Cty Treasur	DD Local District Taxes		Local Taxes	A 300001880	0.00	Comm 1st 38,187.65
Entry 1	01/20/2021 01-1-01100-000	Dawes Cty Treasurer	DD Local District Taxes		Local Taxes	A 300001880	0.00	Comm 1st 158,751.98
Entry 1	01/20/2021 01-1-03110-000	St of NE	DD State Aid To Districts		State Aid	A 300001880	0.00	Comm 1st 82,088.00
Entry 1	01/20/2021 01-1-03120-000	St of NE	DD Special Education (Programs)		Sped SA FFR	A 300001880	0.00	Comm 1st 44,455.00
Entry 1	01/20/2021 01-1-03400-000	St of NE	DD State Apportionment		Apportionment	A 300001880	0.00	Comm 1st 41,687.77
Entry 1	01/20/2021 01-1-09000-000	Various	Cks Non Program Receipts		BX/BS Payments	A 300001880	0.00	Comm 1st 4,599.29
Entry 1	01/20/2021 01-2-01120-610-001	NE Wesleyan	CK 199039 Science Supplies/Chem/Physics		Swivl Reimbursement	A 300001880	0.00	Comm 1st 1,253.00
Entry 1	01/20/2021 01-1-09000-000	FTC	Ck 19967 Non Program Receipts		FTC Reimbursement	A 300001880	0.00	Comm 1st 27.99
Entry 1	01/20/2021 01-2-01100-650-001	WNCC	CK 0207257 General Supplies - HS		CNA Class	A 300001880	0.00	Comm 1st 1,154.24
Entry 1	01/20/2021 01-1-01510-000	BOW	DD Interest On Investments		Interest on Deposits	A 300001880	0.00	Comm 1st 22.05
Totals for Journal 124							0.00	920,588.09

Bank Account Totals	A	300001880	Comm 1st State Bank	920,588.09
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Fund Summary	Receivable	Received
01 GENERAL FUND	0.00	920,588.09

SELECTED Data

Current Cash Balance Report

Date: 01/01/21 thru 01/31/21

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
A ATHLETICS					
1010 Athletics	35,727.74	240.00	10,970.51	0.00	24,997.23
1020 Athletic Club / Concession Stand	13,376.34	0.00	2,746.50	0.00	10,629.84
1030 Cheerleaders	3,439.46	0.00	130.00	0.00	3,309.46
1040 Volleyball	-1,174.80	0.00	0.00	0.00	-1,174.80
1050 CC Fundraiser	778.40	0.00	0.00	0.00	778.40
A ATHLETICS Totals:	52,147.14	240.00	13,847.01	0.00	38,540.13
B CLUBS AND ORGANIZATIONS					
3010 DC Trip-World Stride	18,536.37	4,932.00	3,563.50	0.00	19,904.87
3020 Dramatics	-4,492.19	889.00	0.00	0.00	-3,603.19
3030 FFA	12,037.48	6,587.00	1,166.93	0.00	17,457.55
3035 SHOP MATERIALS	1,830.00	0.00	0.00	0.00	1,830.00
3040 FCCLA	1,482.96	0.00	25.00	0.00	1,457.96
3050 Honor Society	-539.55	0.00	0.00	0.00	-539.55
3060 Football	12,216.56	0.00	0.00	0.00	12,216.56
3070 Music	6,037.86	0.00	300.00	0.00	5,737.86
3080 Scholarships	0.00	0.00	0.00	0.00	0.00
3090 StuCo - Middle School	4,351.94	0.00	0.00	0.00	4,351.94
3100 Student Council	3,358.60	0.00	0.00	0.00	3,358.60
3110 Health Professions Club	989.17	0.00	0.00	0.00	989.17
3120 Yearbook	18,018.02	450.00	0.00	0.00	18,468.02
3200 Science	316.96	0.00	50.00	0.00	266.96
B CLUBS AND ORGANIZATIONS Totals:	74,144.18	12,858.00	5,105.43	0.00	81,896.75
C MISCELLANEOUS					
4010 Courtesy Fund	1,278.37	0.00	50.00	0.00	1,228.37
4020 Elementary Teachers	11,280.99	35.60	74.64	0.00	11,241.95
4025 High School Teachers	7,177.34	0.00	85.00	0.00	7,092.34
4040 Miscellaneous / Student Stuff	2,703.85	50.00	0.00	0.00	2,753.85
4045 Bookfair	1,617.98	0.00	0.00	0.00	1,617.98
4050 Art	926.90	0.00	0.00	0.00	926.90
C MISCELLANEOUS Totals:	24,985.43	85.60	209.64	0.00	24,861.39
D CLASSES					
2021 Class of 2021 - Seniors	2,844.42	0.00	0.00	0.00	2,844.42
2022 Class of 2022 - Juniors	5,188.23	0.00	0.00	0.00	5,188.23
2023 Class of 2023 - Sophomores	2,361.28	0.00	0.00	0.00	2,361.28
2024 Class of 2024 - Freshman	738.06	0.00	0.00	0.00	738.06
2025 Class of 2025 -- 8th Grade	539.00	0.00	0.00	0.00	539.00
2026 Class of 2026 - 7th Grade	349.00	0.00	0.00	0.00	349.00
D CLASSES Totals:	12,019.99	0.00	0.00	0.00	12,019.99
Report Totals:	163,296.74	13,183.60	19,162.08	0.00	157,318.26

FINANCIAL REPORT
HEMINGFORD SCHOOLS
2/8/21

GENERAL FUND

BALANCE	1/15/2021			\$	578,649.58	
	MISC--Jan	\$	93,177.29			
	INTEREST	\$	22.05			
	ST of NE	\$	82,088.00			
				\$	175,287.34	
BALANCE				\$	753,936.92	15-Jan-21
	TAX RECEIPTS	February				
	BOX BUTTE	\$	-			
	DAWES	\$	-			
	SHERIDAN	\$	-			
				\$	-	
				\$	753,936.92	
	BILLS		\$	64,289.89	\$	64,289.89
	PAYROLL		\$	473,867.54	\$	473,867.54
	TOTAL EXPENSE			\$	538,157.43	
FUNDS AVAILABLE				2/8/2021	\$	215,779.49

BUILDING FUND

	1/15/2021		BALANCE	\$	1,098,638.37	15-Jan-21
TAX RECEIPTS	February					
BOX BUTTE	\$	34,467.06				
DAWES	\$	3,710.65				
SHERIDAN	\$	-				
			\$	-		
INTEREST			\$	241.46		
				\$	-	
BILLS				\$	-	\$ -
			BALANCE	\$	1,098,638.37	8-Feb-21
CD'S			INTEREST TO DATE			
18 MONTH	\$	120,000.00	\$	1,427.84	\$	121,427.84
24 MONTH	\$	150,000.00	\$	2,324.06	\$	152,324.06
30 MONTH	\$	150,000.00	\$	2,324.06	\$	152,324.06
					TOTAL CD'S	\$ 426,075.96
NLAF						
BALANCE	\$	401,223.59				
INTEREST	\$	7.37				
					TOTAL NLAF	\$ 401,230.96
FUNDS AVAILABLE	2/8/2021			\$	1,925,945.29	

GENERAL FUND BILLS FOR FEBRUARY 2021		
VENDOR	FOR	AMOUNT
Bernies Ace Hardware	Maintenance Supplies	\$ 69.99
Black Hills Energy	Natural Gas Service	\$ 4,738.91
Box Butte County Fair	Utility Service	\$ 634.16
Lisa Briggs OT	Sped Services	\$ 3,662.00
Buds Pest Control	Pest Control	\$ 100.00
Capital Business	Copier Lease	\$ 2,129.36
Chadron Public Schools	Sped Services	\$ 162.55
Chromebook Parts	Tech Supplies	\$ 49.99
Crescent Electric	Maintenance Supplies	\$ 86.95
Culligan Water	Softwater Maint	\$ 226.17
Dales Tire and Retreading	Transportation	\$ 557.42
Darrens Carquest	Maintenance Supplies	\$ 92.10
DAS State Accounting	Internet Fee	\$ 232.49
Edgenuity	EL Supplies	\$ 50.00
Elan Visa	Supplies/Travel	\$ 5,260.49
ESU 13	Sped Services	\$ 5,262.00
Farmers Coop	Supplies	\$ 42.69
General Fund -- Imprest	Travel/Supplies	\$ 750.00
GoldenWest	Offsite Backup	\$ 595.00
H&H	Rolloff Box	\$ 483.70
Hemingford Chamber	Dues	\$ 100.00
Hemingford Coop Telephone	Telephone Service	\$ 999.42
Hemingford Utilities	Utility Service	\$ 5,438.52
Innovative Office	Toner	\$ 722.40
Jacks Refrigeration	Maintenance Supplies	\$ 84.00
Keating and Associates	125 Plan Fee	\$ 200.00
KSB School Law	Legal Fees	\$ 46.00
Lawson	Maintenance Supplies	\$ 18.54
Microsoft	Tech Supplies	\$ 2,774.17
Morfords	Maintenance Supplies	\$ 479.84
NASB	Fees	\$ 5,589.71
NCEBVI	Sped Services	\$ 4,200.00
Northwest Pipe Fittings	Maintenance Supplies	\$ 97.17
Phillips F&T	Maintenance Supplies	\$ 144.46
Protex	Maintenance Supplies	\$ 267.42
Quill	Office Supplies	\$ 605.54
Rabens	Supplies	\$ 188.17
Rocky Mountain Air	VoAg Supplies	\$ 255.57
Scholastics	EL Supplies	\$ 23.21
Scottsbluff Corporate	Custodian Supplies	\$ 6,531.59
Star Herald	Adv/Printing	\$ 195.40
Trox	Tech Supplies	\$ 5,622.00
Twenty First Century	Maintenance Supplies	\$ 180.03
Westco	Fuel	\$ 4,340.76

	TOTAL BILLS	\$	64,289.89
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SCHOOL FOOD PROGRAM

The school district will operate a school lunch and breakfast program ~~in each attendance center~~. The school food program services will include **breakfast and** hot lunches through participation in the National School Lunch Program and supplementary foods for students during the school day. Students may bring their lunches from home and purchase milk or juice and other incidental items.

School food service facilities are provided to serve students and employees when school is in session and during school-related activities. They may also be used under the supervision of the administration for food service to employee groups, parent-teacher meetings, civic organizations meeting for the purpose of better understanding the schools, and senior citizens in accordance with board policy.

The school food program is operated on a nonprofit basis. The revenues of the school food program will be used only for paying the regular operating costs of the school food program. Supplies of the school food program shall only be used for the school food program.

The board will set, and periodically review, the prices for school lunches, breakfast and special milk programs. It shall be the responsibility of the superintendent to make a recommendation regarding the prices of school lunch, breakfast and milk.

It shall be the responsibility of the program director to administer the program and to cooperate with the superintendent and head cook for the proper functioning of the school food program.

Legal Reference: 42 U.S.C. §§ 1751 et seq. (1994).

Cross Reference: 1006.01 Use of School District Facilities and Equipment

Approved _____ Reviewed _____ Revised _____

FREE OR REDUCED COST MEALS ELIGIBILITY AND MEAL CHARGES

The district shall comply with all state and federal laws applying to providing free and reduced meals under the National School Lunch Program, School Breakfast Program, and other related federal grant programs.

Free or Reduced Meals Eligibility

Families of students enrolled in the district who wish to qualify for free or reduced price meals may submit an application on or after July 1 for the current school year. If the financial situation of a household changes during the school year, they may submit a new application to become eligible. Applications are available at the Central Administrative Office of the school building.

Meal Charges

The written meal charge policy and guidelines shall be in place before the beginning of each school year and parents shall be advised of the available payment systems and meal prices. The district will encourage pre-payment of meal balances but the district must include a method for adding funds during the school day such as cash payments at the school office. A qualifying student with money to purchase a reduced price meal must be provided the meal; the district may not use that money for previously unpaid charges if the student intended to buy a meal that day.

All balances remaining in accounts shall carry over to the next month. Balances of households qualifying for free or reduced meals with funds remaining in the account ~~at the end of the school year shall receive a refund.~~ **for the start of next school year**. The district shall attempt to contact the household of all students transferring out or graduating from the district to return any unused funds remaining in the student's account. The district may set varying meal charge guidelines for students of different grade levels including charges relating to alternate meals, ala carte items and limits on charges that a parent may set for a student's daily lunch expenditures.

The district must set written guidelines regarding the collection of delinquent meal charges such as the amount of delinquent meal charges which initiate an established collection process, providing notice to households of those students and carrying out appropriate follow-up. Unpaid meal charges are classified as "delinquent debt" and remain on the food service accounting documents until they are collected or written off as uncollectible.

Guidelines must also cover how the district will handle situations where children eligible for reduced price meals do not have money in their accounts to cover the cost of their meal at the time of service. Households must be notified of all payment methods used by the district, including any fees. At least one payment method must be free of charge. The district cannot solely require the use of an online payment system; another option must be available.

Approved _____ Reviewed _____ Revised _____

Confidentiality

The information provided by families on the free and reduced price application will be used only for determining eligibility for meal or milk benefits and verification of eligibility. Only staff members and organizations carrying out the activities of the School Lunch Act shall have access to this information.

The district should use methods of lunch payment systems such as pre-payment to avoid openly identifying children who qualify for free or reduced meals. Meal cards, tickets, tokens or other methods of payment must not be coded or colored to identify such status.

Policy Communication

This policy will be provided in writing to all households at the start of each school year and to households that transfer to the district during the school year.

This policy will also be provided annually to all district staff responsible for enforcing the policy including food service professionals. Staff members such as counselors, school nurses, homeless liaisons, and others assisting students in need should also be informed of the policy.

The district will maintain documentation of the annual distribution of this policy.

It shall be the responsibility of the superintendent to implement this policy.

Legal Reference: 42 U.S.C. §§ 1751 et seq.
7 C.F.R. §§ 210 et seq.
USDA Unpaid Meal Charges, SP 46-2016, 47-2016 and 57-2016.

Cross Reference: 504.19 Student Fees

RECORDS MANAGEMENT AND E-MAIL RETENTION

1. General Standards. 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 designed as the records officer of the school district for purposes of this policy. Any questions about the type of 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 other in the outside world.

These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (BIN). 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

Approved _____ Reviewed _____ Revised _____

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 computer system ~~within 60 to 90~~ after 30 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 "606.06 Acceptable Use of Computers, Technology, Network, and 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 or its employees is filed 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. ~~N~~ E-mail and computer accounts of separated employees that have been placed on 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.

February 5, 2021

Hemingford Public Schools
911 Niobrara Ave.
Hemingford, NE 69348

Mr. Isom, Mr. Kluver, and Members of the Board,

Please accept my formal notice of resignation from Hemingford Schools for the upcoming 2021/2022 school year.

Thank you for the continued support you have given me throughout the years. Because of this, I have been able to learn and grow as a professional in a stable educational environment. Though I love our school and appreciate everything my experience here has given me, it is time for me to move forward in a larger district that offers different avenues for career advancement.

I have the utmost respect for Hemingford Public Schools and its entire staff, whom I will truly miss. I am grateful that I have been fortunate enough to be a staff member for the past seven years here. Though this transition will be one of professional benefit to me, I know I will always remain a Bobcat at heart, and I know my own children will continue to flourish as students of Hemingford Public Schools throughout the years to come.

Thank you again for your support and assistance during the duration of my time here.

Sincerely,



Bridget A. Raben

Hemingford Public Schools

2021-2022 School Year

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Aug 4-8	Box Butte County Fair					
First Semester						
Aug 9	New Teacher/Staff Orientation (if needed)					
Aug 11	Back To School Night					
Aug 10-11	Teacher Inservice					
Aug 12-13	First Days of School - 2 pm dismissal					
Aug 16	Regular Day Schedule					
Sept 6	Labor Day					
Oct 12	Last Day of 1st Quarter - 43 days					
Oct 13	Teacher Inservice - Parent Conferences					
Oct 14-15	Fall Break					
Nov 24-26	Thanksgiving Break					
Nov 25	Thanksgiving Day					
Dec 21	Last Day 2nd Q / 1st Sem (2pm dismissal) - 44 days					
Dec 22	Teacher Inservice (8-12)					
Dec 23-Jan 3	Christmas Break					
Dec 25	Christmas Day					

Second Semester						
Jan 1	New Year's Day					
Jan 4	Teacher Inservice					
Jan 5	First Day Quarter 3 / Semester 2					
Feb 11	Winter Break					
Feb 14	Teacher Inservice					
Mar 8	Last Day of 3rd Quarter - 43 days					
Mar 9	Teacher Inservice - Parent Conferences					
Mar 10-11	Spring Break					
Apr 15-18	Easter Break					
Apr 17	Easter Day					
May 2	Seniors Last Day					
May 7	Graduation					
May 18	Last Day 4th Q / 2nd Sem - 46 days (2 pm dismissal)					
May 19-20	Teacher Inservice					
May 30	Memorial Day					

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

176 Student Days
185 Teacher Days

Nebraska's most at-risk students require additional resources.

Local funds make up the difference

Special Education services are mandated by state and federal law, yet schools receive **limited** federal funding and the rate of reimbursement from the State of Nebraska for Special Education expenditures continues to decrease, currently at **49%**. With local districts covering more and more of the costs, tough decisions must be made that can have a **direct impact on programs offered to students with and without disabilities.**

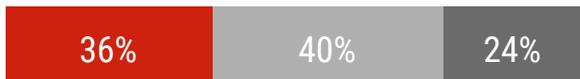


53% are students with more significant disabilities

Special Education Funding

School Age Expenditures

2010-2011



2018-2019



Birth to Age 5 Expenditures

2010-2011



2018-2019



● Local ● State ● Federal

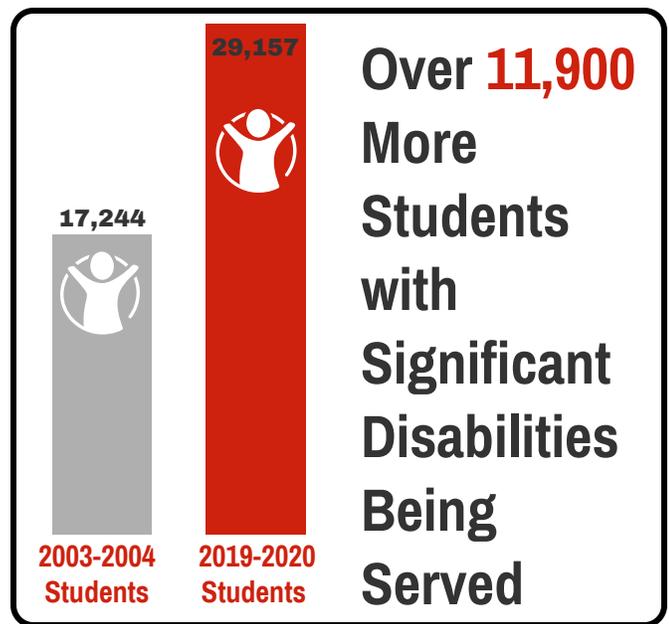
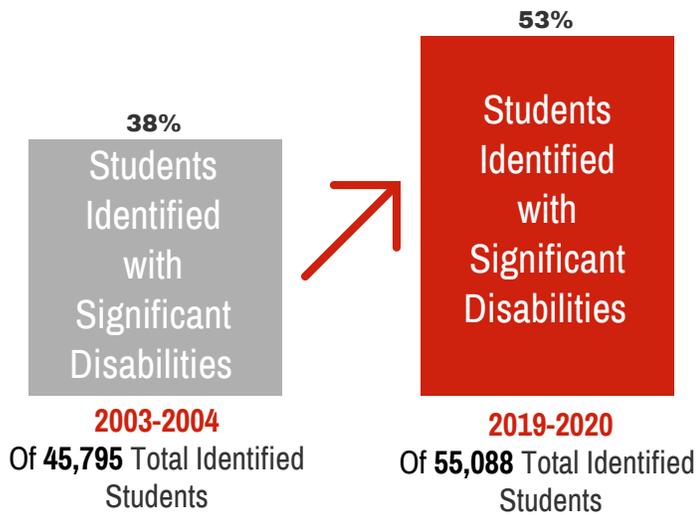
*Federal Medicaid Funds = >1%

*The intensity of needs for Nebraska students in Special Education continues to **rise**.*

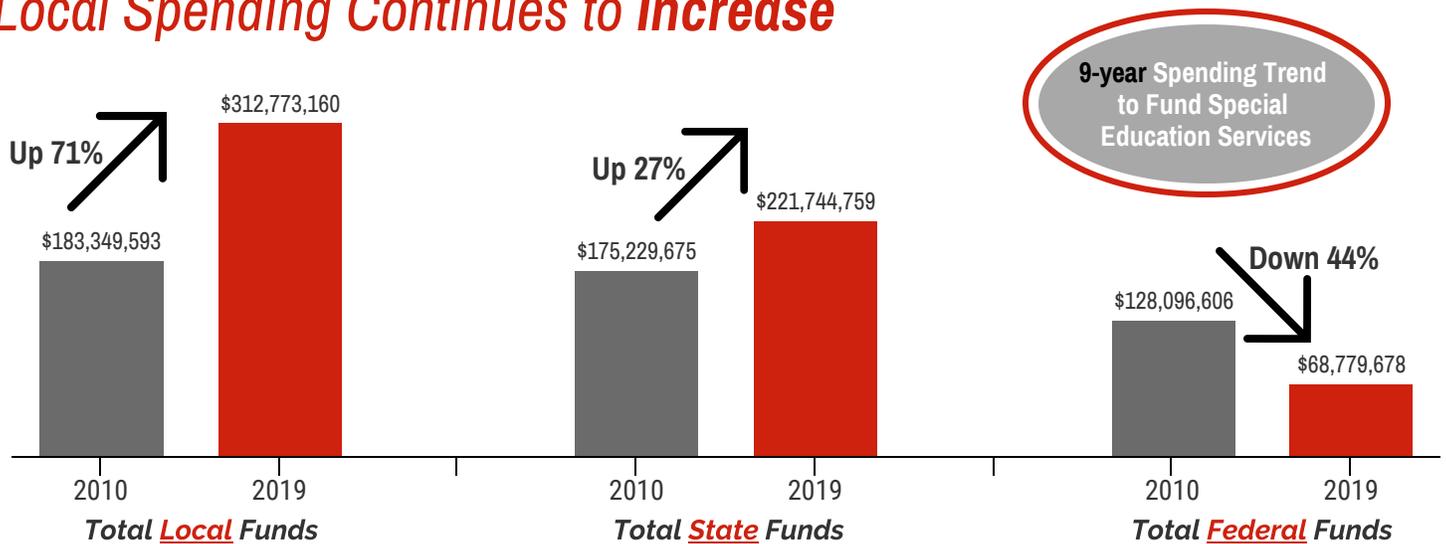
Over the past 15 years, there has been a dramatic shift in the number of students with more significant disabilities such as **Autism, Emotional Disturbance, Other Health Impairments, and Traumatic Brain Injury**. These students require a greater level of resources to meet their complex needs.



Significant Disabilities are on the Rise

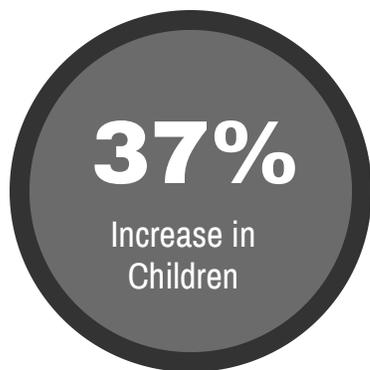


Local Spending Continues to Increase



*2010 Federal Funds included American Recovery & Reinvestment Act stimulus funding.

Special Education-Below Age 5 Programs Grow



As districts have improved their identification processes for children below age 5, expenditures for these programs and services have risen to **\$71,188,028** in the past 9 years. This **increase of over \$18 million dollars** in expenditures has occurred without contributions from the State of Nebraska for children with disabilities below age 5.



6,587 Children in 2010



9,044 Children in 2020



Frequently Asked Questions



What does federal law say about Special Education funding?

The Individuals with Disabilities Act (IDEA) was passed in 1975 and implemented in 1977 as a funding bill, designed to 'supplement' state and local funds for students with disabilities. State and local governments must provide funds to ensure a free and appropriate public education for all students with disabilities. Revenue shortfalls negatively impact services but regardless of funding, local districts must assure that students with disabilities are financially supported in equivalent proportions to their non-disabled peers.

What does federal law say about Special Education services?

IDEA mandates services to all children with disabilities nationwide. It governs how states and school districts provide early intervention to infants and toddlers (IDEA Part C) as well as children and youth ages 3-21 (IDEA Part B).



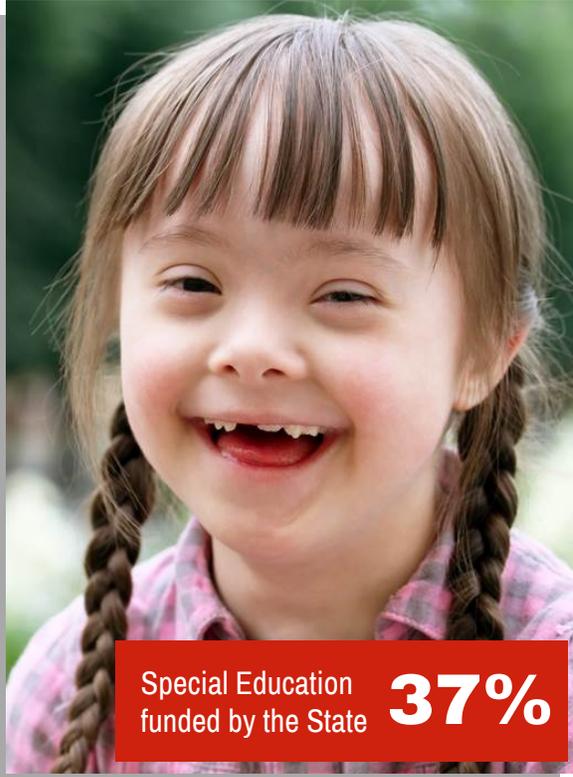
What is the impact of financial shortfalls?

The reality is that more students are eligible for Special Education and significant disabilities are on the rise. It simply costs more to provide Special Education. Yet, revenues continue to decrease putting an even greater burden on schools. It forces districts to make difficult decisions to meet the needs of all children.

NOT funding Special Education has a **direct impact** on programs for **ALL** Nebraska children.

What about services for children below age 5?

Nebraska children with disabilities and their families are eligible for services beginning at birth. Early intervention services continue to soar as we work diligently to intervene as early as possible. But only federal funds are available to help cover the costs for children with disabilities below age 5. Many school districts use a combination of IDEA Section 611 and 619 funding to cover the costs for infants, toddlers, and preschool children with disabilities. However, this leaves little or no federal funds to meet the needs for school-age children. Local school districts must make up the difference to provide quality programs for **all** Nebraska children with disabilities birth through age 21.



State appropriations for
Special Education
reimbursement **MUST**
increase

- Local school districts already cover 51% of the total Special Education expenditures.
- Federal funds are limited and are frequently diverted to cover costs for children with disabilities below age 5, as there is no state funding available. These critical services for children below age 5 are required by state and federal law.
- The percent of students with more significant disabilities continues to rise, and local school districts need even greater supports to meet the complex needs of these students.
- The amount of general funds available to operate school districts is directly impacted by the level of Special Education funding from the state. Districts are forced to make difficult decisions to continue to provide quality programs for all Nebraska students.

Sources:

Nebraska Department of
Education & Nebraska
Education Profile
(Child Count Data)

Nebraska Department of
Education, Office of Special
Education (Expenditures)

**With the right resources,
all children can learn.**



Wrapped up MAP Growth testing

Prodigy Questions answered in January: 30,376

Fall of 2019 to Winter of 2020

Summary Data by Subject and Course

	Math K-12	Reading	Science K-12
Percentage of Students who Met or Exceeded their Projected RIT	58.8%	64.9%	50.4%
Percentage of Projected Growth Met	113.9%	140.3%	106.1%
Count of Students with Growth Projection Available and Valid Beginning and Ending Term Scores	228	228	125
Count of Students who Met or Exceeded their Projected Growth	134	148	63
Median Conditional Growth Percentile	57	65	47

Fall of 2020 to Winter of 2021

Summary Data by Subject and Course

	Math K-12	Reading	Language Usage	Science K-12
Percentage of Students who Met or Exceeded their Projected RIT	63.3%	62.8%	**	56.9%
Percentage of Projected Growth Met	117.3%	120.6%	**	99.8%
Count of Students with Growth Projection Available and Valid Beginning and Ending Term Scores	199	199	**	109
Count of Students who Met or Exceeded their Projected Growth	126	125	**	62
Median Conditional Growth Percentile	63	59	**	54