Wilcox-Hildreth Public School
Board of Education Regular Meeting
Monday, July 21, 2025
Conference Room - Wilcox - 8:00 PM

1. Call to Order. Roll Call

2. Announce location of posted Open Meetings Act

    2.A. Pledge

3. Consent Agenda

    3.A. Approval of Agenda

    3.B. Approval of minutes of Regular June 16, 2025 Board Meeting

    3.C. Approval of Claims

    3.D. Financial Report

4. Visitors and communication from the public

5. Action Items

5.A. Discuss, consider and take all necessary action to review/approve board policies: 2008, 5001, 5002, 5003, 5031, 6025

5.B. Discuss, consider and take all necessary action to approve the student, activity and classified handbooks.

5.C. Discuss, consider and take all necessary action to approve a lease with Five Points Bank for a Bobcat and attachments.

5.D. Discuss, consider and take all necessary action to approve transportation rates for the 2025-2026 year.

5.E. Discuss, consider and take all necessary action to approve the rate schedule for 2025-2026.

5.F. Discuss, consider and take all necessary action to declare a 2008 Ford Econoline Van and a 2018 Ford Transit Van as surplus items and authorize Superintendent Patterson to open a sealed bid process.

6. Discussion Items

6.A. Bus driver shortages may cause the need to utilize country pickup points on bus routes.

6.B. Strategic Planning Updates

6.C. Committee Work Options

7. Administrator Report

7.A. Superintendent Report

7.B. Principal Report

8. Next Board Meeting: Monday, August 18, 2025 at 8:00pm in the Wilcox Conference Room

9. Adjourn

Wilcox-Hildreth Public School
Board of Education Regular Meeting
Monday, June 16, 2025 ~ 8:00 PM
Posting Locations:
Minden Courier Posting Date 06/05/2025
Franklin Chronicle Posting Date 06/04/2025
Conference Room - Wilcox
404 Sapp Street
Wilcox, NE 68982-0190

1. Call to Order. Roll Call

2. Announce location of posted Open Meetings Act

2.A. Pledge

3. Consent Agenda

Motion by Ryan Knaus, seconded by Alan Casper, to approve the consent agenda. Motion Passed.
Teresa Carey: Yea, Alan Casper: Yea, Kert Hansen: Yea, Ryan Knaus: Yea, Kirk Nelson: Yea, Chris Stuehm: Yea
Yea: 6, Nay: 0

3.A. Approval of Agenda

3.B. Approval of minutes of Regular May 19, 2025 Board Meeting

3.C. Approval of Claims

3.D. Financial Report

4. Visitors and communication from the public

4.A. Americanism Committee Hearing

4.B. Hearing for Policy 5018: Parental Involvement in Education Practices

5. Action Items

5.A. Discuss, consider and take all necessary action to approve the NASB Strategic Plan

Motion by Teresa Carey, seconded by Chris Stuehm, to approve the NASB Strategic Plan. Motion Passed.
Teresa Carey: Yea, Alan Casper: Yea, Kert Hansen: Yea, Ryan Knaus: Yea, Kirk Nelson: Yea, Chris Stuehm: Yea
Yea: 6, Nay: 0

5.B. Discuss, consider and take all necessary action to approve board policies 1002, 2006, 3003, 3004.1, 3023, 3026, 3036, 3043, 3047, 3057, 4051, 4057, 4059, 5001, 5015, 5016, 5031, elimination of policy 5034 "intentionally left blank" this policy has been combined into 3026, 6025, 6031, 6034, 6044, 6045.

Superintendent Patterson explained all the changes and options that the Board of Education had with policy options. The Board of Education chose to implement a ban on student cell phone usage during the school day.

Motion by Chris Stuehm, seconded by Teresa Carey, to approve board policies 1002, 2006, 3003, 3004.1, 3023, 3026, 3036, 3043, 3047, 3057, 4051, 4057, 4059, 5001, 5015, 5016, 5031, elimination of policy 5034 "intentionally left blank" this policy has been combined into 3026, 6025, 6031, 6034, 6044, 6045. Motion Passed.
Teresa Carey: Yea, Alan Casper: Yea, Kert Hansen: Yea, Ryan Knaus: Yea, Kirk Nelson: Yea, Chris Stuehm: Yea
Yea: 6, Nay: 0

5.C. Discuss, consider and take all necessary action to approve classified staff wages for the 2025-2026 academic year

Superintendent Patterson presented wage increases to the Board.

Motion by Alan Casper, seconded by Chris Stuehm, to approve classified staff wages for the 2025-2026 academic year. Motion Passed.
Teresa Carey: Yea, Alan Casper: Yea, Kert Hansen: Yea, Ryan Knaus: Yea, Kirk Nelson: Yea, Chris Stuehm: Yea
Yea: 6, Nay: 0

5.D. Discuss, consider and take all necessary action to contract services with Instructional Partners for ELA and/or Math training for teachers.

Superintendent Patterson outlined the benefits of utilizing resources to directly impact teacher effectiveness in the classroom.

Motion by Kert Hansen, seconded by Ryan Knaus, to contract services with Instructional Partners for ELA and/or Math training for teachers for $120,100. Motion Passed.
Teresa Carey: Yea, Alan Casper: Yea, Kert Hansen: Yea, Ryan Knaus: Yea, Kirk Nelson: Yea, Chris Stuehm: Yea
Yea: 6, Nay: 0

5.E. Discuss, consider and take all necessary action to approve the purchase of a digital alumni board

Motion by Ryan Knaus, seconded by Chris Stuehm, to approve the purchase of a digital alumni board. Motion Passed.
Teresa Carey: Yea, Alan Casper: Yea, Kert Hansen: Yea, Ryan Knaus: Yea, Kirk Nelson: Yea, Chris Stuehm: Yea
Yea: 6, Nay: 0

6. Discussion Items

6.A. Discuss leave time for non-certified employees

Superintendent Patterson presented options for leave for non-certified employees. Changes will be made to the non-certified handbooks that will be presented and acted on in the July regular board meeting.

7. Administrator Report

7.A. Superintendent Report

Superintendent Patterson reported:

1. Spending down grant funds for the Safety and Securing grant
2. Summer building projects
3. B-2 Environmental will be completing an asbestos inspection of the acquired church property. Bids for tearing the building down will be completed when the B-2 Environmental report is ready.

7.B. Principal Report

Principal Glenn Reported:
- Americanism Act Hearing Update
- 24-25 Attendance Recap

Principal Muhlbach Reported:
- Standards Based Grading

8. Next Board Meeting: Monday, July 21, 2025 at 8:00pm in the Wilcox Conference room.

9. Adjourn

Motion by Alan Casper, seconded by Ryan Knaus, to Adjourn meeting at 9:12 p.m. Motion Passed.
Teresa Carey: Yea, Alan Casper: Yea, Kert Hansen: Yea, Ryan Knaus: Yea, Kirk Nelson: Yea, Chris Stuehm: Yea
Yea: 6, Nay: 0

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 1	Fund Number 01	GENERAL FUND	
Amazon Capital Services, Inc.	17VR-HRXD-QQHN	Scoop for Ice Machine	39.98
Amazon Capital Services, Inc.	1G3P-XQQN-3KVX	Music Classroom Supplies	135.96
Amazon Capital Services, Inc.	1H1W-7Q6N-71N7	Music Books - Arehart	37.14
Amazon Capital Services, Inc.	1WRM-QTX4-QLG3	Staff Backpacks for Computers	1,484.10
Total Amazon Capital Services, Inc.			1,697.18
Apple Inc	MB81297558	Apple iPad Pro and Pen	129.00
Apple Inc	MB84042736	Apple iPad Pro and Pen	1,199.00
Total Apple Inc			1,328.00
Benjamin's Landscaping	20920	Hildreth FB Sprinkler Head Repair	318.72
Total Benjamin's Landscaping			318.72
Black Hills Energy	4456237296-0073	613 Nelson Street	259.63
Black Hills Energy	4694971507-0073	102 N Stockton Street	1,417.58
Black Hills Energy	5673345098-0072	208 Stockton Street	48.50
Black Hills Energy	8027394935-0074	404 E Sapp Street	108.54
Total Black Hills Energy			1,834.25
BTS Communications	35661-0001	Remote Support	54.00
Total BTS Communications			54.00
Carolina Biological Supply Company	53068588	Science Supplies	199.08
Total Carolina Biological Supply Company			199.08
Carter Electric	10365	Repair to Light Fixtures-Hildreth Site	1,157.45
Total Carter Electric			1,157.45
Central States Lab Inc	9986	Paint for Pool	1,149.58
Total Central States Lab Inc			1,149.58
Classic Spa & Tub Co.	224741-1	Pool Supplies - Chlorine	42.28
Total Classic Spa & Tub Co.			42.28
Clearfly	INV728960-0001	Phone Services	96.88
Total Clearfly			96.88
Computer Hardware	165404	Lenovo Chromebooks/Google Chrome OS	4,282.50
Computer Hardware	165473	Lenovo Thinkpad - CTE Grant	7,600.00
Total Computer Hardware			11,882.50
Cooperative Producers Inc	June2025InvoicesFuel	Fuel/Chemicals	2,775.19
Total Cooperative Producers Inc			2,775.19
DAS State Accounting-Central Finance	1481882-0001	Interregional Fee	292.87
Total DAS State Accounting-Central Finance			292.87
Eakes Office Solutions	9148011-1	Chair Mat	129.99
Eakes Office Solutions	9159247-0	Office Supplies - Wilcox	39.99
Eakes Office Solutions	9159247-1	Folders - Personnel Files	56.23
Eakes Office Solutions	9166433-0	Envelopes	69.98
Total Eakes Office Solutions			296.19

Vendor Name	Invoice Number	Description	Amount
Esu #10	26349-1	Muhlbach-Strategic Leadership Workshop	75.00
Esu #10	AudiologyServiceJune	Birth-2/SA Audiology Services-June	216.00
Total Esu #10			291.00
ESU #11	4738	Nurse 24-25/IXL Math/Science/ELA	5,541.91
Total ESU #11			5,541.91
Flinn Scientific Inc	3136985	Grassfrog - Science	87.00
Total Flinn Scientific Inc			87.00
Franklin County Chronicle	285642	1 Year Subscription-Martin/Business	115.50
Franklin County Chronicle	June2025Invoices	June 2025 Legal Notices	119.36
Franklin County Chronicle	May2025LegalNotices	May 2025 Legal Notices	133.75
Total Franklin County Chronicle			368.61
Fritz's Market	May2025Invoices	FCS/Custodial/AttenBash	143.71
Total Fritz's Market			143.71
Frontier	3081801930-0005	Frontier Phone Service-Hildreth Site	0.00
Total Frontier			0.00
Furby's Plumbing	11557	Replace Drinking Fountains - Hildreth	4,239.00
Furby's Plumbing	11581	Ag Building/PreSchool Sewer Line Repair	1,558.00
Total Furby's Plumbing			5,797.00
Great Plains Communications	50365-0064	Wilcox Site Phone Bill	300.36
Total Great Plains Communications			300.36
HD Supply	867425373	Custodial Supplies - Cord Set - Wilcox	169.99
HD Supply	868636242	Sped Room Faucet - Wilcox Site	41.96
HD Supply	868912049	Room Darkening Shades-Counselor	37.47
HD Supply	869686949	COA - Wilcox Site	(38.74)
HD Supply	870331386	Clocks - Wilcox Site	106.99
HD Supply	870664349	Custodial Supplies-Wilcox Site	30.27
HD Supply	870757358	Wilcox Site Custodial Supplies	39.99
HD Supply	870983640	Tools - Bus Barn	14.59
HD Supply	871322053	Hildreth Site - Vacuum	669.00
HD Supply	872262985	Showerheads Locker Room	1,147.80
HD Supply	872344775	Pool Supplies	7.98
Total HD Supply			2,227.30
Hometown Leasing	12801098-0002	Copy Machine Lease Payment	894.00
Total Hometown Leasing			894.00
Inspire Rehabilitation Holdrege, LLC	INV-13248	April SA Physical Therapy	140.94
Total Inspire Rehabilitation Holdrege, LLC			140.94
Janssen Chrysler Jeep Dodge	PCP-702147	Van #5 Parts	163.35
Total Janssen Chrysler Jeep Dodge			163.35
Jim's OK Tire, Inc	147090	Golf Cart Tire Repair-Hildreth Site	23.50
Total Jim's OK Tire, Inc			23.50

Vendor Name	Invoice Number	Description	Amount
Larsen's Ace Hardware	43574	Pool Supplies	39.97
Larsen's Ace Hardware	44103	Custodial Supplies - Hildreth Site	28.76
Larsen's Ace Hardware	44124	Custodial Supplies-Hildreth Site	2.21
Larsen's Ace Hardware	44549	Pool Supplies	19.99
Larsen's Ace Hardware	44632	Custodial Supplies-Wilcox Site	42.16
Total Larsen's Ace Hardware			133.09
Masters True Value	2506-103929	Blower for grounds	252.20
Total Masters True Value			252.20
Matheson Tri-Gas Inc	52527858-0001	Acetylene & Oxygen - I.A.	141.49
Total Matheson Tri-Gas Inc			141.49
McGraw-Hill School Education LLC	136912037001	Reveal Math Course 2 & 3	3,627.58
Total McGraw-Hill School Education LLC			3,627.58
Menards - Kearney	92453	Supplies for Bridge between BB to Track	213.62
Menards - Kearney	92490	Custodial/Building/Bus Supplies	248.77
Menards - Kearney	92800	Custodial Supplies - Hildreth Site	112.15
Menards - Kearney	93871	Grounds/Bus/Custodial Suppliess Wilcox	118.38
Total Menards - Kearney			692.92
Mid-America Research Chemical	0851125-IN	Custodial Supplies - Wilcox Site	412.54
Total Mid-America Research Chemical			412.54
NASB	N-53608	Carey-2025 School Leaders Law Conf.	185.00
Total NASB			185.00
National Rural Education Association	NREAMembership25-26	Patterson-NREA Membership 25-26	75.00
Total National Rural Education Association			75.00
NCS Pearson, Inc	28841905	AimswebPlus for grades K-6	810.00
Total NCS Pearson, Inc			810.00
NCSA	86975	NCE Conf Reg Martin/Faimon	600.00
NCSA	86976	NCE Conf. Reg - N. Lambert	300.00
Total NCSA			900.00
NRCSA	1216	NRCSA Dues Renewal 25-26	850.00
Total NRCSA			850.00
PowerSchool Group LLC	INV451736	Schoology Subscription 7/1/25-6/30/26	3,472.70
Total PowerSchool Group LLC			3,472.70
Presto-X Company	78460047	Monthly Pest Control - Wilcox Site	94.87
Presto-X Company	79763617	Monthly Pest Control - Wilcox Site	94.87
Total Presto-X Company			189.74
Pro Quest LLC	70904028	SIRS Researcher and Discover	1,544.99
Total Pro Quest LLC			1,544.99
Project Read AI Inc.	XBYSU623-0001	UFLI Assessment & Planning Portal/Teach	420.00

Vendor Name	Invoice Number	Description	Amount
Total Project Read AI Inc.			420.00
Protex Central, Inc.	163026	Recharge Fire Extinguishers - Hildreth	477.32
Total Protex Central, Inc.			477.32
Quadient Finance USA, Inc.	20250619Postage	Postage for Postage Machine	500.00
Total Quadient Finance USA, Inc.			500.00
Syndicate Publishing	22988	Legal Notice BOE 6/16/25 Meeting	8.18
Syndicate Publishing	23091	Legal Notice 6/16/25	81.80
Syndicate Publishing	23176	Legal Notice 7/21/25 Meeting	7.85
Total Syndicate Publishing			97.83
Time Management Systems	339532	Additional Employees for June TMS	9.00
Total Time Management Systems			9.00
Typing.com	INV-0822	Typing subscription for 2 years- Martin	1,348.65
Total Typing.com			1,348.65
Verizon Wireless	6118558112-0001	Portable Verizon Hotspots	90.12
Total Verizon Wireless			90.12
Village Of Hildreth	099-0063	613 Nelson Street Utilities	1,705.07
Village Of Hildreth	100-0063	WH Upper Elem. - Bus	7.97
Village Of Hildreth	150	Advertising Fee for Village Web Page	75.00
Village Of Hildreth	249A FB Fi-0063	Football Field	165.24
Total Village Of Hildreth			1,953.28
Village Of Wilcox	10600-0067	102 N Stockton	2,769.80
Village Of Wilcox	15500-0067	105 North Stockton/Greenhouse	68.58
Village Of Wilcox	23000-0067	102 North Stockton	192.50
Village Of Wilcox	23400-0058	Water-102 N. Stockton	230.07
Village Of Wilcox	23700-0067	308 East Sapp Street/Ag Building	255.81
Village Of Wilcox	24300-0067	Wilcox Site Water-South West	62.92
Village Of Wilcox	24400-0067	102 North Stockton-School Office	55.00
Village Of Wilcox	24500-0067	Wilcox Site-South East	167.80
Village Of Wilcox	24700-0067	Wilcox Site-FB Field	889.36
Village Of Wilcox	25600-0067	208 N Stockton Street-Bus Barn	29.66
Total Village Of Wilcox			4,721.50
VISA	HinrichsJuly2025GF	Floor Mats/Parts	1,245.83
VISA	PattersonJuly25GF	Fuel	112.35
VISA	WHSJuly2025GF	PickUp Tail Gate	1,020.00
Total VISA			2,378.18
Wage Works	INV7969338-0001	FSA Admin Fee	160.25
Total Wage Works			160.25
Weides Water LLC	8786	Pool Repair	96.00
Total Weides Water LLC			96.00
Wilcox-Hildreth Clearing Acct	GFClearing-Reimb.	Miller Signs/GF Reimb.	2,650.00
Total Wilcox-Hildreth Clearing Acct			2,650.00

Vendor Name	Invoice Number	Description	Amount
Wilson Flooring & Furnishings	4294	Wilcox Site - Flooring/Labor	371.14
Wilson Flooring & Furnishings	4295	Wilcox Site Flooring/Labor PE Room	2,117.43
Total Wilson Flooring & Furnishings			2,488.57
Windstream	011650478 Acct	Balance Due for Windstream-Closed Acct	0.09
Total Windstream			0.09
Woodward's Disposal Service	NO9268-182-0001	Destruction Services-Shredding of Docs	56.00
Total Woodward's Disposal Service			56.00
Zaner-Bloser, Inc	INVZB80322	Zaner Bloser Handwriting books-Grade 2	295.02
Total Zaner-Bloser, Inc			295.02
Fund Number 01			70,131.91
Checking Account ID 1			70,131.91

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 2	Fund Number 02	DEPRECIATION FUND	
Apple Inc	MB80606452	USB-C Multiport Pro Adapter - 45	3,147.75
Apple Inc	MB81297559	2 Mac Mini	1,758.00
Apple Inc	MB81707020	iMac 24" - 6 Desktops	8,574.00
Apple Inc	MB81712959	iMac 24 - 4 Desktops	5,716.00
Apple Inc	MB82139955	USB-C Cables/Power Adapters - 10	1,080.00
Apple Inc	MB82531922	90 Student Laptops	79,110.00
Apple Inc	MB82984720	45 Teacher Laptops	48,555.00
Apple Inc	OverpaymentMartinPen	Overpayment on Apple Pencil/Martin	(10.00)
Total Apple Inc			147,930.75
Fund Number 02			147,930.75
Checking Account ID 2			147,930.75

GENERAL FUND

	6/30/25
County Receipts	$210,050.01
Motor Vehicle Taxes	$9,773.93
Local License Fees	
Interest Earned	$8,389.42
Other Local Receipts	
County Fines & Licenses	$674.66
Homestead Exemption	$3,345.15
Nameplate Capacity Tax	
Other County Sources	
High Ability Learners	
State Aid	$38,743.00
SPED Programs	$129,276.00
State Apportionment	
Pers. Prop Tax Credit	
Property Tax Relief	
Pro Rata Motor Vehicles	
In Lieu of Taxes	$219.67
Medicaid	
Title I	
Title IIA	
Title IV	
IDEA Base (611)	
IDEA Base (619)	
Misc Receipts	
Grant-C4K/Swimming Pool	
High Ability Learners	
Perkins Grant	$900.00
U.S. Fish & Wildlife	
Lunch Tax/Retire	$2,207.76
Federal Grant (CTE-Career Ed)	
TOTAL RECEIPTS	**$403,579.60**

Instructional Services-1100	$185,443.18
SPED Service-1200	$36,713.28
Summer School-1300	$762.29
Student Support Service-2100	$63,204.44
Support Services - Staff 2200	$17,662.70
Executive Admin/Superin-2300	$20,728.12
Principal-2400	$35,407.61
Business-2500	$11,392.23
Operation-Maintenance-2600	$45,126.84
Regular Transportation-2700	$17,392.51
Community Service -3300	$2,326.65
Grants 3400/3500	$49,137.39
Architech & Engineering-4300	
Federal Funds/Title I-6200	$9,304.74
Building Improvement/4700	
Debt Serivices-5000	
IDEA - 6400	$10,561.66
Fed Voc (Perkins) - 6700	$300.00
Emerg. Relief-ESSER-6900	
Transfers-8000	$40,000.00
TOTAL EXPENDITURES:	**$545,463.64**

ACCOUNT BALANCES: **30-Jun-25**

Depreciation	$496,565.82
General	$3,374,539.15
Lunch	$45,011.47
ADA	$475,456.11
Employee Benefit	$6,494.07
HS Activity	$523,660.42
Gen Fund Clearing	$4,306.37
Student Fee	$14,787.48
URM Fund	$18,251.37
Falcon Team Account	
Special Building Fund	$935,114.84
Total Funds	**$5,894,187.10**

Account Balance as of: **June 30, 2025**

DEPRECIATION FUND BREAKDOWN:

Charter Reimb	$0.00
Transportation	$205,627.48
Building	$116,422.90
Track	$0.00
Interest	$2,348.49
Computer Hardware	$172,166.95
Total:	**$496,565.82**

New CD - 6 Month **$335,048.77**

Combined 8 Smalls CD's + $250,000.00 from Depr. Fund

GENERAL FUND BANK RECONCILIATION:

Bank Balance as of June 30, 2025	$3,417,443.57
Outstanding Checks:	$42,904.42
Ending Balance:	**$3,374,539.15**

Report Date 6/1/2025

GENERAL FUND	
	6/30/24
County Receipts	$125,060.25
Motor Vehicle Taxes	$11,463.37
Local License Fees	
Interest Earned	$6,736.32
Other Local Receipts	$1,645.21
County Fines & Licenses	$583.41
Homestead Exemption	$3,414.27
Nameplate Capacity Tax	
Other County Sources	
High Ability Learners	
State Aid	$35,608.00
SPED Programs	$73,686.00
State Apportionment	
Pers. Prop Tax Credit	
Property Tax Relief	
Pro Rata Motor Vehicles	
In Lieu of Taxes	$183.01
Medicaid	
Title I	
Title IIA	
Title IV	
IDEA Base (611)	
IDEA Base (619)	
Misc Receipts	$91.95
Grant-C4K/Swimming Pool	
High Ability Learners	
Perkins Grant	$2,895.00
U.S. Fish & Wildlife	
Lunch Tax/Retire	$1,660.13
Federal Grant (CTE-Career Ed)	
TOTAL RECEIPTS	**$263,026.92**

Instructional Services-1100	$177,179.48
SPED Service-1200	$38,179.66
Summer School-1300	$739.87
Student Support Service-2100	$55,601.74
Support Services - Staff 2200	$10,780.44
Executive Admin/Superin-2300	$19,163.21
Principal-2400	$32,612.90
Business-2500	$12,635.41
Operation-Maintenance-2600	$38,478.48
Regular Transportation-2700	$16,031.11
Community Service -3300	$5,223.67
Grants 3400/3500	$2,028.33
Architech & Engineering-4300	
Federal Funds/Title I-6200	$8,413.76
Building Improvement/4700	
Debt Serivices-5000	
IDEA - 6400	$11,213.46
Fed Voc (Perkins) - 6700	$1,565.00
Emerg. Relief-ESSER-6900	$2,998.00
Transfers-8000	
TOTAL EXPENDITURES:	**$432,844.52**

ACCOUNT BALANCES:	**30-Jun-24**
Depreciation	$295,516.31
General	$2,734,406.03
Lunch	$21,703.86
ADA	$221,563.01
Employee Benefit	$6,365.64
HS Activity	$490,285.92
Gen Fund Clearing	$5,261.12
Student Fee	$12,804.54
URM Fund	$20,568.49
Falcon Team Account	
Special Building Fund	$799,066.09
Total Funds	**$4,607,541.01**

Account Balance as of:	**June 30, 2024**
DEPRECIATION FUND BREAKDOWN:	
Charter Reimb	$0.00
Transportation	$118,977.48
Building	$41,133.22
Track	$0.00
Interest	$23,238.66
Computer Hardware	$112,166.95
TCD	$20,000.00
Total:	**$315,516.31**

GENERAL FUND BANK RECONCILIATION:

Bank Balance as of June 30, 2024	$2,735,658.34
Outstanding Checks:	$1,252.31
Ending Balance:	**$2,734,406.03**

Report Date 7/1/2024

Monthly Category Expenses:																	
		Bdgt 24-25	Sept Exp	Oct Exp	Nov Exp	Dec Exp	Jan Exp	Feb Exp	Mar Exp	Apr Exp	May Exp	June Exp	July Exp	Aug Exp	Total	Balance
1100's	Instruction	**$2,665,800**	$181,842	$184,427	$184,098	$178,734	$176,449	$179,506	$173,108	$169,753	$194,597	$185,743	$181,802		$1,990,058	$675,742
1200's	SPED	**$529,300**	$30,880	$37,083	$40,046	$42,709	$32,730	$33,481	$38,480	$27,855	$36,795	$36,713	$18,458		$375,230	$154,070
1300's	Summer School	**$7,000**										$762	$2,678		$3,440	$3,560
2100's	Sup Ser Pupils	**$334,800**	$17,420	$10,947	$10,041	$62,296	$10,392	$10,568	$61,108	$12,300	$10,038	$63,204	$16,239		$284,554	$50,246
2200's	Sup Ser Staff	**$247,400**	$16,930	$22,639	$12,004	$10,933	$13,570	$14,022	$16,168	$19,254	$18,097	$17,663	$19,336		$180,616	$66,784
2310's	General Admin	**$305,500**	$20,631	$27,720	$20,106	$22,573	$27,078	$22,395	$19,716	$24,902	$19,435	$20,728	$19,698		$244,981	$60,519
																$0
2400's	Principal	**$493,300**	$35,292	$34,915	$36,673	$36,043	$36,174	$35,511	$34,077	$35,515	$36,117	$35,408	$31,238		$386,962	$106,338
2500's	Super/Business	**$229,100**	$11,661	$24,384	$32,400	$15,853	$10,121	$13,003	$11,333	$14,632	$12,747	$11,392	$10,898		$168,425	$60,675
2600's	Main & Oper	**$965,500**	$40,326	$55,741	$46,914	$45,618	$57,186	$72,798	$56,777	$49,778	$48,359	$45,127	$54,960		$573,585	$391,915
2700's	Reg Trans	**$510,500**	$17,698	$22,618	$31,583	$18,190	$16,714	$24,794	$22,252	$158,436	$22,727	$17,393	$2,743		$355,146	$155,354
2712's	SPED Trans	**$0**														$0
3000's	HAL & Community	**$75,600**	$2,713	$57	$280	$60	$2,626	$144	$40	$434	$2,018	$2,327	$9,390		$20,087	$55,513
3500's	State Categorical	**$102,500**	$115	$190	$140	$115	$16,729	$725	$115	$115	$115	$2,102	$7,613		$28,074	$74,426
4000's	Architecture/Engin	**$167,639**											$2,650		$2,650	$164,989
6000's	Federal	**$281,000**	$9,270	$14,960	$8,942	$18,009	$9,347	$12,652	$17,984	$8,019	$7,779	$19,866	$8,917		$135,745	$145,255
5000's	Debt Services												$89		$89	
8000's	Transfers	**$110,000**													$0	$110,000
9000's	Non-Program														$0	
Total		**$7,024,939**	$384,778	$435,681	$423,227	$451,131	$409,115	$419,598	$451,158	$520,993	$408,826	$458,429	$386,708	$0	$4,749,643	$2,275,384
Total Monthly Expenses:																
General		**$5,937,500**	$344,628	$383,448	$374,099	$390,298	$350,309	$372,740	$394,579	$485,004	$364,136	$398,984	$346,304	$0	$4,204,530	$1,732,970
SPED		**$529,300**	$30,880	$37,083	$40,046	$42,709	$32,730	$33,481	$38,480	$27,855	$36,795	$36,713	$18,458	$0	$375,230	$154,070
Federal		**$281,000**	$9,270	$14,960	$8,942	$18,009	$9,347	$12,652	$17,984	$8,019	$7,779	$19,866	$8,917		$135,745	$145,255
Total		**$6,747,800**	$384,778	$435,491	$423,087	$451,016	$392,386	$418,873	$451,043	$520,878	$408,711	$455,564	$373,678	$0	$4,715,505	$2,032,295
Total Yearly Expenses:																
General		**$5,827,500**	$344,628	$728,076	$1,102,175	$1,492,473	$1,842,782	$2,215,522	$2,610,101	$3,095,105	$3,459,242	$3,858,226	$4,204,530	$4,204,530	$4,204,530	$1,622,970
SPED		**$529,300**	$30,880	$67,963	$108,009	$150,718	$183,448	$216,929	$255,409	$283,264	$320,059	$356,772	$375,230	$375,230	$375,230	$154,070
Federal		**$281,000**	$9,270	$24,230	$33,172	$51,181	$60,528	$73,180	$91,164	$99,183	$106,962	$126,828	$135,745	$135,745	$135,745	$145,255
Total		**$6,637,800**	$384,778	$820,269	$1,243,356	$1,694,372	$2,086,758	$2,505,631	$2,956,674	$3,477,552	$3,886,263	$4,341,827	$4,715,505	$4,715,505	$4,715,505	$1,922,295
Total Unencumbered:																
General		**$5,937,500**	$5,592,872	$5,209,424	$4,835,325	$4,445,027	$4,094,718	$3,721,978	$3,327,399	$2,842,395	$2,478,258	$2,079,274	$1,732,970	$1,732,970		
SPED		**$529,300**	$498,420	$461,337	$421,291	$378,582	$345,852	$312,371	$273,891	$246,036	$209,241	$172,528	$154,070	$154,070		
Federal		**$281,000**	$271,730	$256,770	$247,828	$229,819	$220,472	$207,820	$189,836	$181,817	$174,038	$154,172	$145,255	$145,255		
Total		**$6,747,800**	$6,363,022	$5,927,531	$5,504,444	$5,053,428	$4,661,042	$4,242,169	$3,791,126	$3,270,248	$2,861,537	$2,405,973	$2,032,295	$2,032,295		
Gen Budget Avg Spend Down			$5,442,906	$4,947,719	$4,453,125	$3,957,938	$3,463,344	$2,968,750	$2,474,156	$1,978,969	$1,484,375	$989,781	$494,594	$0		
Total Budget Avg Spend Down			$6,439,762	$5,853,882	$5,268,704	$4,682,824	$4,097,647	$3,512,470	$2,927,292	$2,341,412	$1,756,235	$1,171,057	$585,177	$0		

2008
Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

1. Types of Meetings

    a. The board shall hold its regular meetings on or before the third Monday of each month.

    b. Special and emergency meetings may be called as provided by law.

    c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public.

Publication Procedure if the Newspaper Will Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) published in a newspaper of general circulation within the district that is finalized for printing prior to the time and date of the meeting, (2) posting on the newspaper's website, if available, and (3) posting on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers.

Publication Procedure if the Newspaper Will Not Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) posting on the newspaper's website, if available, and (2) posting on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the school district's jurisdiction is to be finalized for printing prior to the time and date of the meeting.

Newspapers of general circulation in the district include the _____. Such notice shall contain a statement that the agenda

shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.

In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the school district will (1) post the notice on its website, if available, (2) request the newspaper submit a post on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (3) post the notice in a conspicuous public place in the school district's jurisdiction. The school district will keep a written record of the posting and the written request to the newspaper.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

3. Weather Delays

In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board president. The board will communicate the delay to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media members and business owners to assist in notifying the public of the delay. Notice of the date, time, and location of the postponed meeting will be advertised as required in the "Notice" section above.

4. Minutes

a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.

b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session,

and the record shall state how each member voted, or if the member was absent or not voting.

c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

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

5031
Student Appearance

The board directs the Administration to develop and maintain a dress code that governs student appearance and that shall be included within the student handbook(s). The Administration may elect to adopt different versions of the dress code for different schools, buildings, or grades (e.g., elementary dress code, high school dress code, etc.).

General Regulations. Dress codes adopted in conformance with this policy may prohibit student attire or appearance that:

- Causes or is reasonably likely to cause a material and substantial disruption to the District's programs and activities.
- Invades the rights of others.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, lewd speech, indecent speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

Students may be required to adhere to uniform standards and/or wear district-approved or issued uniforms in order to participate in activities.

Specific Limitations on Dress Codes. Except as provided in the *Health and Safety Standard* below, the specific dress codes enacted pursuant to this policy may not:

- Target, disproportionately impact, discriminate, or be applied in a discriminatory manner against any students on the basis of race, religion, sex, disability, or national origin;
- Prohibit a student from wearing attire associated with race, national origin, or religion (including religious attire, natural and protective hairstyles, adornments or other such characteristics); or
- Require a student's hair be permanently or temporarily altered.

Health and Safety Standard. Notwithstanding these *Specific Limitations on Dress Codes*, this policy allows for dress codes to regulate characteristics associated with race, national origin, or religion under the following circumstances:

- In the absence of regulating the student's appearance or attire, it is reasonably certain that the health and safety of the student or another individual will be impaired;
- Regulating the student's appearance or attire is for nondiscriminatory reasons;
- Regulation of the student appearance or attire is applied equally;
- The administrator (or his or her designee) engages in a good-faith effort to reasonably accommodate the student and notifies the student's parent or guardian, in a language that such parent or guardian understands, of the school district's attempt to accommodate the student's appearance or attire; and
- The school district uses a process to obtain written or oral consent from a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire.

Record Retention. When the *Health and Safety Standard* is used, the school must keep records on each effort to reasonably accommodate a student's appearance or attire, hairstyle, adornment, or other characteristics associated with race, national origin, or religion occurring at school, on school grounds, or at a school-sponsored event and ensure that such records allow for analysis of related data and delineate:

- The reason for such student's referral relating to the dress code; and
- Federally identified demographic characteristics of such student.

Dress Code Enforcement. School personnel are authorized to request immediate changes in the appearance or attire of student so as to remedy any dress code violations. Enforcement of dress code violations must be done in a manner that is consistent with a school's overall discipline plan and in a consistent manner. A student's violation of the dress code shall not subject the student to long-term suspension, expulsion, or mandatory reassignment as provided in NEB. REV. STAT. § 79-267. A violation of the dress code may not require the student to miss substantial classroom time, instruction time, or school activities.

Under no circumstances is any administrator, teacher, other member of the school district's staff, or any school district contractor allowed to permanently or temporarily alter or cut a student's hair.

No student shall be disproportionately affected by dress code enforcement because of the student's gender, race, color, religion, disability, or national origin.

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

5003
Admission of Part-Time Students

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable curricular practices when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a primary basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

Eligibility and Application for Enrollment. A student may be eligible for part-time enrollment if the student:

1. is of appropriate age to attend school;
2. is a resident of this school district or a resident of another school district attending a private, denominational, parochial, or exempt school. For residents of another school district, the student is only eligible to part-time enroll if
    a. this school district is the closest to the student's residence that offers the extracurricular sport or activity they desire to participate in, and their resident school district does not offer that sport or activity, or
    b. the school building the student would attend if accepted for part-time enrollment is closer than the school building the student attends or would attend at the resident district;
3. has not graduated from high school; and
4. has not received a graduate equivalency diploma.

The parent or guardian must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district by _____ prior to the year of enrollment. For second semester high school courses, the application must be filed by _____. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one school year to the next, and the parent or guardian must apply for enrollment each school year.

Limitations Based on Resources. The part-time enrollment of students is subject to limitations for grades, classes, courses, and programs based on the limited resources available to the school district. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

Placement of Students. Students accepted for part-time enrollment shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

Grades and Academic Honors. Students accepted for part-time enrollment shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district requirements including earning a sufficient number of credit hours and semesters of attendance.

Applicability of School Rules. Students accepted for part-time enrollment are subject to all rules and standards of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and staff. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course, course-related activity, or an extracurricular activity or sport, unless the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

Extracurricular Sports and Activities. [OPTION 1: accredited private school students can't participate] Students who are enrolled in a private, denominational, or parochial school may not participate in extracurricular sports and activities sponsored by the school district.

[OPTION 2: accredited private school students can participate]. Students who are enrolled in a private, denominational, or parochial school may not participate in extracurricular sports and activities sponsored by the school district if they participate in extracurricular sports and activities at any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member must be enrolled in 5 credit hours in this school district to participate. [Choice A: let them participate in non-regulated activities without enrolling in classes] Students seeking to participate in extracurricular sports and activities not

regulated by such an entity may participate without enrolling in any classes at the school district but must still fill out the application form. [Choice B: require some number of credit hours from the district to participate in non-regulated activities]. Students seeking to participate in extracurricular sports and activities not regulated by such an entity may only participate if they enroll in at least [insert your number here] credit hours on a part-time basis.

Exempt school students may only participate in extracurricular sports and activities if they are enrolled in at least 20 credit hours per semester and enrolled in the number of credit hours at this school district set out below. Exempt school students are not eligible to participate in extracurricular sports and activities sponsored by the school district if they participate in any sport or activity sponsored by any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member must be enrolled in 5 credit hours in this school district to participate. [Choice A: let them participate non-regulated activities without enrolling in classes] Students seeking to participate in extracurricular sports and activities not regulated by such an entity may participate without enrolling in any classes at the school district but must still fill out the application form. [Choice B: require some number of credit hours from the district to participate in non-regulated activities]. Students seeking to participate in extracurricular sports and activities not regulated by such an entity may only participate if they enroll in at least [insert your number here] credit hours on a part-time basis.

All students permitted to participate in extracurricular sports and activities under this policy must also meet all other eligibility requirements set by the board, administration, and coach/sponsor prior to participating and for continued participation in the sport or activity. This includes but is not limited to rules for completing courses; up/down lists for deficient grades and/or incompletes; and all eligibility and other requirements of the Nebraska School Activities Association and any other governing bodies for the activity or sport.

Transportation. Part-time school students are not entitled to transportation or reimbursement for transportation to and from the school for class attendance purposes, unless required by law. Eligible part-time students are entitled to transportation to and from practices and extracurricular events to the same extent as the school district's full-time students, but part-time students must arrange their own transportation and arrive timely to the designated pick-up point for such transportation.

Option Enrollment. Students may not enroll on a part-time basis pursuant to the school's option enrollment program.

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

5002
Admission of Students

Students shall be admitted to the school district who are required by law to be enrolled or are permitted to enroll by law or board policy.

Students who have been placed in a foster home within the school district are not residents of the district and will not be permitted to enroll unless the district has received a written determination from the Nebraska Department of Health and Human Services that it is in the best interests of the student not to attend his or her district of residence.

Prior to enrolling any student who is a ward of the state of Nebraska or a ward of any court, the district will ask to review a completed copy of the "Education Court Report Form" promulgated by the Nebraska Supreme Court's Commission on Children and Families in the Courts – Education Sub-Committee. If there is no such completed form, district staff will offer assistance to the appropriate responsible individual in securing the information necessary to complete the form as part of the district's enrollment process.

Except in adult education classes or when otherwise required by law, no student who is of 21 years of age or older, or who has earned a high school diploma or its equivalent will be allowed to be enrolled in or continue to attend school in the district.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation. Grade level placement will be determined in accordance with district policy.

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

KAREN A. HAASE *NE, SD, IA, WY*
STEVE WILLIAMS *NE, SD*
BOBBY TRUHE *NE, SD*
COADY H. PRUETT *NE, SD, CO*
JORDAN JOHNSON *NE, SD, WY*

KSB SCHOOL LAW

TYLER COVERDALE *SD*
SARA ROGERS *SD, NE*
AMANDA DABNEY *NE, WY*
SHARI RUSSELL, Paralegal

M E M O R A N D U M

TO: KSB Policy Subscribers

FROM: KSB School Law

DATE: June 24, 2025

RE: Supplemental Policy Updates for 2025

As promised, below are explanations for the second round of policy updates for the 2025 update cycle. We've also posted a short recording of our explanations under the 2025 Policy Update Supplement tab. If after you watch the video you have any questions, please let us know!

Policy Changes

REVISION OF POLICY 2008: MEETINGS

LB 521 added additional flexibility for public meeting notices and was signed by the governor after our initial round of policy updates. The section of the bill that amended the Open Meetings Act is subject to an emergency clause and is operative as of May 30, 2025. For once, that's good news.

In short, there is now greater flexibility for publishing notices of meetings at times when publication in the newspaper is not possible or in the case of refusal, neglect, or inability of the newspaper to publish the notice. The explicit requirement that these types of notices also be published to a "statewide website" is now phrased as "if available."

Additionally, if the newspaper refuses, neglects, or is unable to publish your notice, you may provide notice of your meeting by posting the notice on *your* website, "requesting" that the newspaper submit it to the statewide website, and posting a physical copy of the notice in a "conspicuous public place" in the school district. Under this exception, the only interaction with the newspaper is "requesting" they put the notice onto the statewide website. If they don't, you can still meet.

While publication in the physical print newspaper is still the default rule whenever possible, these exceptions will certainly help public bodies that need to meet outside of the normal print schedules or the newspaper refuses, neglects, or is unable to publish notice in print.

This change is required.

REVISION OF POLICY 5002: ADMISSION OF STUDENTS

We simplified this policy. Rather than listing some of the legal bases for a student to enroll, we simply say a student may enroll if required to be enrolled or permitted to be enrolled when it is optional for the district.

This change is required.

REVISION OF POLICY 5003: ADMISSION OF PART TIME STUDENTS

LB 306 added a new enrollment requirement to section 79-215. Section 79-215 has always been Nebraska's general enrollment statute that governs enrollment in a variety of usual and unique contexts: residence, out-of-state, wards, foster students, etc. The new section added by LB 306 is *intended* to allow some non-public school students to part-time enroll in a public school district that is NOT the student's resident district for purposes of participating in extracurricular activities.

Resident students have always been permitted to part-time enroll, and a few years back, the Unicameral also permitted exempt school students to participate in extracurriculars as long as they were enrolled in at least 5 credit hours. However, that was limited to resident exempt school students, with no mention of private school students or non-resident exempt school students. For example, if I was a homeschool student in York, I could participate in extracurriculars as long as I was enrolled in 5 credit hours from York Public Schools (and was otherwise eligible). However, I could not "part-time option" into McCool Junction to participate in extracurriculars

there, for any reason. You all remember that change…. LB 306 attempts to address that by giving some non-public school students opportunities to participate at non-resident public schools.

Enrollment Choices. The first policy change area to highlight is the Eligibility and Application section. Within it are the new requirements from LB 306 that allow a private, denominational, parochial, or exempt school student to enroll in a different public school that is not the student's resident public school on a part-time basis to participate in extracurriculars. There are 2 new circumstances where this could happen.

First, if a non-public school student's resident school district does not offer the sport or activity the student wants to participate in, they can enroll in the "closest" school district that offers that sport or activity. If Timmy attends a smaller school with no swim team, Timmy can part-time enroll in the next closest school district that has a swim team. That may be a neighboring school or several districts over.

Second, even if a student's resident school district offers everything they may want to do, they can enroll in a different public school to participate, so long as the school building they would attend at the new school district is closer to the student's residence than the attendance center is or would be at the resident school district. If Sally is a homeschool student and lives at the southern edge of the Milford district, Sally can enroll in Crete on a part-time basis to participate in extracurriculars even if Milford offers all the activities Sally wants. If Sally lives next door to the school she would be attending in Milford, Sally can't attend a neighboring district because no school building would be closer to her residence.

You will see a handful of other tweaks to terminology throughout the policy until you get to the next major change in the Extracurricular Sports and Activities section. This is where it gets wonky.

Extracurricular Participation. The Unicameral amended section 79-215 to be very broad and deferential to the preferences of non-public school students, whether attending a private or exempt school. However, they did not make the same broad changes to the part-time enrollment statute, section 79-2,136. Sections 2 and 3 of that statute cover part-time students participating in extracurriculars, but they only require the school's policy to permit participation to exempt school students. They did not add in "private, denominational, or parochial" students to the list of non-public school students a public school must allow to part-time enroll AND to participate in extracurriculars.

While the enrollment statute applies to part-time private and exempt school students alike, the specific extracurricular participation statute only applies to exempt school students. Whatever the Unicameral intended (intentional or omission), this presents some options and choices for each district. Therefore, we have divided the extracurricular eligibility criteria into separate sections for private school and exempt school students.

Private School Students. The first paragraph addresses students attending private, denominational, and parochial schools, and it has two options. While students from accredited private schools may now be permitted to enroll on a part-time basis, technically, you can say they cannot participate in extracurricular activities. Regardless of what the Unicameral intended--and there are arguments on both sides--it is what they wrote.

If you prefer that students from a local private school not participate at your school, even if they enroll on a part-time basis, you'd go with Option 1. If you want to allow those students to part-time enroll and participate, go with Option 2.

If you go with Option 2, LB 306 differentiates between extracurriculars that are "regulated by an athletics or activities association in which the school is a member" and those that are not regulated by any such governing body. We all think about the NSAA, but there could be other activities you sponsor that are regulated by another organization (e-sports, cheer, dance, etc.).

For any "regulated" activities, the student must enroll in a minimum of 5 credit hours from your school each semester they want to participate. For non-regulated activities, like clubs, the statutes have no minimum or maximum enrollment requirements. This leaves you with 2 choices. Choice A says a student can participate in non-regulated extracurriculars *even without enrolling in classes*. We know this will not be everyone's preference, but some schools may want more flexibility and numbers in those programs. Choice B allows you to set a minimum number of hours students must enroll in to participate in non-regulated extracurriculars. That could be 5 credit hours, to parallel regulated extracurriculars, or it could be more, even up to a requirement for half- or even full-time enrollment to participate in non-regulated extracurriculars. The higher the number, the more you risk a challenge to the "spirit" of the law, but it says what it says. For example, you could say that a student who wants to participate in NSAA-regulated activities must enroll in 5 credit hours, but to be in the chess club, you must enroll in somewhere between 0 and 20 hours.

Exempt School Students. Students who attend a school that "elects not to meet accreditation or approval status under 79-1601" must be allowed to participate in all extracurriculars offered by the district. These are typically homeschool students, but not always. The main difference now is that the law allows exempt school students to participate at their resident school or a different public school that fits the new enrollment choices described above.

Within this subset of students, the same Choice A and Choice B exist for those non-regulated extracurricular activities you offer. For regulated extracurriculars, the student must be enrolled in at least 5 credit hours.

Other Areas to Note. Our policy continues to emphasize that the ability to enroll and participate is still subject to all school, NSAA, and other applicable rules. For example, assume you have a rule that prohibits students from participating during the second semester if they have an incomplete in a course from the first semester. You can enforce that same rule against an exempt school student who attends 1 class in order to play football and then stops showing up in November and December. That is a concern we've heard frequently, especially when transportation obligations are on the family in most cases. Similarly, if you use an up/down list, those same criteria can apply to a part-time student for the class(es) they take. We think this presents a good opportunity to review your current local eligibility rules and decide if they are working for you and will work under the new laws. Generally, you have to apply the same set of rules to full-time students and part-time students you enroll.

Finally, we state plainly that if you want to participate in our school district extracurriculars, you cannot participate in extracurriculars at another school district. If you enact this rule, it would prohibit an exempt school student from playing junior high football in Ansley and running junior high track that same year in Broken Bow. Note that these are *your* school rules. The NSAA rules on things like domicile, transfer, and eligibility would still apply to varsity contest eligibility.

This change is required.

ALTERNATIVE **POLICY 5031: STUDENT APPEARANCE**

Let us be clear. We already sent out an updated dress code policy in May with our 2025 policy updates. As you know—and as we have discussed—the new law requires the school board to adopt a dress code policy that is "consistent with" NDE's model policy. The policy update that we already sent out meets that obligation; the content in NDE's model policy is reflected in

that version. If you have already adopted our revised policy 5031 and discussed your plan for 25-26 and beyond with your board, you can keep it in place.

Shortly after we sent out our original version of the updated dress code policy, we also heard from many of you that your boards are more inclined to maintain a dress code that is similar to what you have used in the past. These folks were interested in a policy option that followed the explicit provisions stated in the statutes, but maybe didn't include each and every provision, word-for-word, from NDE's model policy. That is why we have prepared this updated policy ALTERNATIVE.

We heard you, we promise. This revised version is not because of any mistake or necessary change. Instead, this version may help defend you in court or in a Rule 10 review because it owns the fact that the statute and model policy have differences (i.e., NDE included provisions in its model policy that were not required by the statute). If you adopt this version, it will provide defenses that your dress code does not discriminate against students based on race, religion, sex, disability, or national origin; and that you don't prohibit students from wearing religious attire, natural and protective hairstyles, or tribal regalia. But if you are simply applying a dress code provision that doesn't trigger those types of requirements, this policy version streamlines the process that you are required to follow when asking students to change their appearance.

This change is optional.

Form Changes

Part-Time Enrollment Form

We've updated the part-time enrollment form/application to align with the changes from LB 306 discussed above. Now, the form should have enough information for you to assess enrollment and extracurricular eligibility in line with the policy choices you select. This form does not need to be approved by the board, but you should use it or something like it to gather information needed to implement your policy based on the LB 306 changes.

Other Issues To Consider

Services to Students "Aging Out" of Special Education

NDE Rule 51 provides that a student remains eligible for IDEA services through the school year in which the student turns 21 years old. In other states, parents and students have challenged similar age cutoffs when the state provides "adult education" to non-special education students past the state cutoff for special education services. That issue has now reached Nebraska. The logic is simple: if the state offers adult education to non-disabled individuals but cuts off services to individuals with disabilities sooner, it amounts to discrimination.

An NDE hearing officer recently found in favor of a family on this exact issue in a Rule 55 due process proceeding. The hearing officer noted that the provision of Rule 51 that cuts off services to special education students at the end of the school year when they turn 21 is unlawful. Instead the hearing officer held that special education students are entitled to services through the day before they turn 22. If a student has a late August birthday, that may only be a few more days of services; but if a student has an early May birthday, that could be another school year of services.

NDE has not indicated that they plan to change Rule 51. If you are currently or will be serving any students between age 21 and 22 who will likely age out without obtaining a diploma or equivalent, you should get some legal advice on what services you may owe.

KSB Superintendent Evaluation Platform

We've had a lot of great questions about the new KSB Superintendent Evaluation Platform, which is now fully live and available for use. Built to reflect Nebraska law and best practices, the platform gives boards a simple, legally sound, and customizable way to conduct superintendent evaluations right from the KSB portal. We've also embedded short videos that satisfy the Rule 10 obligation to provide training to any evaluators who evaluate certificated staff.

If your board would like to see how it works, we're happy to set up a demo account so you can explore the features before diving in. You can also check out a short video and summary of the platform here.

The Nebraska Department of Education has already approved the platform as a compliant evaluation tool. However, each board still needs to formally adopt it and submit the required documentation to NDE, as required by Rule

10. That window is approaching quickly—boards planning to use the platform for evaluations this fall (October or November) should begin that process soon to stay on track.

CONCLUSION

It is all too easy to adopt policies that look good but that do not actually reflect how the school operates or assist the school in accomplishing its goals. Every year, we stress that it is very important to us to give you a working, useful set of policies and a continuing ***policy service***. For our Complete Service subscribers, there is no additional charge for revisions to our policies or consultation about them. Please don't hesitate to contact any of us with questions about the updates or other policies. Our group e-mail address is ksb@ksbschoollaw.com.

5001
Compulsory Attendance and Excessive Absenteeism

"School success is 90 percent showing up; the other half is mental." Yogi Berra

Research on policies and practices that effectively encourage regular student attendance share some key components:

1. Education of parents regarding school attendance requirements.
2. Effective policies and practices to monitor attendance.
3. Clear definition of excessive absenteeism and a two-stage response to excessive absences.

The board has considered this educational research and used it to create the following policy on Compulsory Attendance and Excessive Absenteeism.

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this

school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend an exempt school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending exempt schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Expectations for Regular Attendance:

1. Students are expected to attend every class, every day.
2. The only "excused" absences shall be:
   a.) absences when a licensed health care provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance of the student is impracticable or impossible;
   b.) student attendance at a school-sponsored activity;
   c.) student has been suspended or expelled from school by the school district; and
   d.) absences required by law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district.

3. All other absences, including absences for minor physical or mental illnesses, family events, routine medical appointments are simply "absences."
4. Students must not be absent from any course more than 10 days in a semester in order to earn academic credit for that course for that semester. The attendance committee will review the student absences and make a recommendation to the building principal. Students who lose credit in any given course due to absences may appeal that loss of credit to his/her building principal.

Attendance Incentives:

Building principals will establish attendance incentives for their students. Those may include:

- Special Recognition of students who have 95% or greater attendance each quarter
- Excusal from certain classroom assignments (final exam, written report) for students with 95% or greater attendance each semester
- Special rewards (movie day, field day, extra recess) for students who have 95% or greater attendance

At the conclusion of each quarter building principals report to the board what incentives were implemented and the effectiveness of the incentive in improving student attendance and engagement.

When students are absent from school, district staff will respond as follows:

First Stage Response to Absences

1. A member of district staff will contact parent via telephone for every absence if the parent has not contacted the school in advance.
2. After a student's fifth absence, excluding school activities, in any given quarter, the school's attendance officer will schedule a meeting with the student's parents or guardians. That meeting will be documented on the attached form.
    a. This meeting must be attended by attendance officer, parents, social worker or principal, school counselor and the student (if appropriate)
    b. The meeting shall be documented
    c. The meeting shall develop a collaborative plan to assist the student in improving his/her attendance

Second Stage Response to Absences

1. Students who miss 10 days in a semester may lose credit and a parent meeting will be scheduled with the attendance officer.

Third Stage Response to Absences

Students who accrue more than 20 absences in a school year may be referred to the county attorney for action under NEB. REV. STAT. § 43-247(3)(a) and (b).

Making Up Absences

When a student receives 10 absences, excluding school activities, or the hourly equivalent in any semester, the student may be required to make-up those absences through attendance in summer school. Absences shall be made up at a rate of two days of summer school equals one day of regular school.

Adopted on: December 17, 2018
Revised on: July 15, 2024
Reviewed on: _____

Acknowledgment of Receipt

I understand that consistent school attendance is required by state law. I also understand that student achievement is directly linked to excellent attendance. I have received the board of education's new policy on student attendance and have reviewed it.

Student Name_____

Student Signature_____

Date_____

Parent/Guardian Name_____

Parent/Guardian Signature_____

Date_____

6025
Student Cell Phone and Other Electronic Devices

Students may NOT use cellular phones or other electronic devices while at school during school hours.

Any student who is found to be in possession of any cellular phone, or other electronic device (AirPods, personally-owned tablet, gaming device, etc.) during school hours is in violation of this policy and the student code of conduct.

Staff who discover students in possession of a cellular phone or electronic device while at school during the school day will immediately confiscate the device and turn it into the administration.

In addition to the disciplinary consequences imposed, a parent or legal guardian of the offending student must pick up the confiscated devices from the office in person. The administration will return the device to the parent or guardian, after meeting with the parent or guardian to discuss the rule violation.

Students who repeatedly violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including expulsion.

Adopted on: February 18, 2019
Revised on: June 16, 2025
Reviewed on: _____

Wilcox-Hildreth Public School
2025-2026



Handbook For
Classified Employees

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INTRODUCTION

Welcome to Wilcox-Hildreth Public Schools. This handbook is intended to be used by classified employees to provide general information and to serve as a guide to policies, rules, and regulations, benefits of employment, and performance expectations.

Wilcox-Hildreth Schools employs support personnel in order to carry out the operation of the School District. Non-certificated departments include: para-educators, custodial/maintenance, secretarial, and bus drivers.

It is important to remember that non-certificated employees have an impact on the lives of our students, just as teachers and other professional members of the staff. Without the proper completion of tasks by the non-certificated employees, the children in our community will not receive a quality education.

The purpose of this booklet is to provide the non-certificated employees, both new and present, with a set of guidelines concerning the benefits and procedures of Wilcox-Hildreth Public Schools. In writing this booklet, the use of legal words and phrases has been avoided as much as possible. It is not a contract, and it is not intended as a set of binding rules and obligations as might be defined in a legal contract. Rather, it provides useful information which, hopefully, will contribute to the harmonious and efficient operation of Wilcox-Hildreth Public Schools.

Should questions arise, please feel free to contact the Superintendent's Office or Central Office's Office for additional information (308-478-5265).

TIME CARDS AND PAY DATES

Each non-certificated employee paid on an hourly rate must use time clock (if available) or fill out a timecard (if time clock is not available) for each week. The pay period consists of one month worked to be paid the 10th day of the following month. Payments will be deposited electronically by the district office on the 10th of each month. If the 10th falls on a holiday or weekend, payments will be deposited on the previous working day.

The employee may view their time card on the online TMS program. All discrepancies MUST be reported to district office PRIOR to payment. In addition, all timesheets must be approved by a supervisor and submitted to district office. Failure to get approval may result in delay of payment until the next time period.

Time Cards (used only if Time Clock system is not available)
It is possible that some employees may not have access to the Time Clock program. Employees will complete a timecard in this case. Be sure to fill in your name, school/position, and the work week dates. Write down on time cards **only actual** hours worked, just as if you had punched a time clock. Time will be figured by the District Office staff.

Hourly employees are not to "volunteer" time in any circumstance. They are to "clock-in" when they arrive and "clock out" when they leave while remaining within the predetermined number of hours.

If an employee takes a one-day job related trip, all the time spent traveling between cities is counted as hours worked. However, time spent traveling between home and other public conveyance is not compensated. If the travel requires an overnight stay, time spent traveling to and from another city is counted as hours worked only to the extent that it falls within the employee's regular work hours, even on days which are not normal work days.

Timesheets and Time Cards are to be accurate, signed, approved by your supervisor, and submitted to District Office prior to payment.

A staff absence report must be filed if leave is used.

Direct any questions regarding your paycheck to the District Office (478-5265).

EMPLOYMENT

All non-certificated employees shall be required to sign an "at will" employment contract with the school district as a condition precedent to employment or continued employment. Non-certificated employees shall have no property right in continued employment and need not be accorded a hearing or any other procedural or substantive due process, prior to termination of their employment.

Classified employees may be terminated at any time by the school district. Notice of termination may be delivered by the administration or Board of Education. If at all possible, employees are expected to give two week notice of intention to terminate employment. Written notice of resignation should be addressed to the appropriate administrator or supervisor.

COMPLAINT PROCEDURES

The normal procedure to be followed by each employee regarding a personal complaint related to his/her employment is to discuss the matter in a personal conference with the school principal or with the supervisory officer directly in charge. When the nature of the complaint dictates otherwise, the employee is entitled to present the complaint to any higher supervisory officer. An unsatisfactory result with the school principal or with the supervisory officer may be taken to the superintendent.

INCLEMENT WEATHER CONDITIONS

Non-certificated employees who do not report for work on days of inclement weather will not be paid for the time missed.

403(b) Eligibility

If an employee chooses to participate in the school's 403(b) plan, the district will withhold employee elected deferrals from the employee's paycheck at a participation rate determined by the employee. A variety of investment options may exist based upon current plan information.

Eligibility to participate is determined by current plan rules. Paperwork to begin deferrals is available in the district office.

MEAL/LUNCH BREAKS

Non-certificated employees who work an entire day are required to take a 30 minute lunch break per day.

The lunch break is to be scheduled so as not to disrupt building or departmental functions.
Rest breaks are subject to departmental needs and are not guaranteed on a day-to-day basis. If rest breaks are approved, the breaks should be no longer than 15 minutes for each half-day worked.

WORKERS COMPENSATION INSURANCE

All employees of the School District are covered by liability and indemnity insurance for any injury occurring during the course of employment and are entitled to benefits provided by the Worker's Compensation Law.

A report of every accident occurring on the job must be completed in the building where the employee is based, and filed with the Central Office within 24 hours of the accident, Workers Comp. Insurance claims should only be made on reported accidents.

NON-CERTIFICATED PERSONNEL BENEFITS

Employees filling regularly scheduled positions are eligible for benefits when specific criteria is met per benefit. Temporary employees are not eligible for benefits. Summer employment performed by 9 month employees is considered temporary employment and not eligible for any benefits during that period of employment. The payment of $8.00 per month towards Long Term Disability is provided by the school district, if taken by the employee.

SICK LEAVE

Beginning **Para professionals** will accrue 1 sick leave day per month, accumulated up to 10 days during the first year of employment. Unused Sick Leave will be carried over to the following year to a maximum of 30 days. After the first year of employment, 10 days will be added each year up to a maximum of 30 days. Sick leave days may be used on snow days or on days that the district closed for school activities.

Cooks and Cafeteria will accrue 1 sick leave day per month, accumulated up to 10 days during the first year of employment. Unused Sick Leave will be carried over to the following year to a maximum of 30 days. After the first year of employment, 10 days will be added each year up to a maximum of 30 days. Sick leave days may be used on snow days or on days that the district closed for school activities.

Building secretaries (10 ½ month employees) begin their career with 10 Sick Leave Days. Unused Sick Leave will be carried over to the following year to a maximum of 30 days. After the first year of employment, 10 days will be added each year up to a maximum of 30 days. Sick leave days may be used on snow days or on days that the district closed for school activities.

Secretaries (12 month employees) begin their career with 10 sick days, for mid-year hires a proportionate amount of days based on the date of hire. After the first year of employment, 10 days will be added each year up to a maximum of 40 days. Unused Sick Leave will be carried over to the following year. Sick Leave will never be less than 10 days at the start of each school year. Sick leave days may be used on snow days or on days that the district closed for school activities.

Custodians and Maintenance employees (12 month employees) begin their career with 10 sick days, or for mid-year hires a proportionate amount of days based on the date of hire. After the first year of employment, 10 days will be added each year up to a maximum of 40 days. Unused Sick Leave will be carried over to the following year. Sick Leave will never be less than 10 days at the start of each school year.

A "Day" of such leave with pay shall be defined as the average number of hours worked by the employee not to exceed 8 hours. i.e. an employee normally working 4 hours daily would receive 4 hours of pay at the regular hourly rate for each day of leave. An individual shall not be eligible for the full 10 days of leave or any portion thereof until such time as it becomes "earned".

Seasonal or temporary employees shall not be eligible for such leave. Accumulated Leave may be used for serious illness or death in the employee's immediate family. Immediate family shall mean husband, wife, mother, father, son or daughter, and in-laws, grandchildren and grandparents.

BEREAVEMENT

Secretaries, Paras, Custodians and Maintenance employees will be allowed to use Sick Leave Days for Bereavement.

FAMILY AND MEDICAL LEAVE POLICY

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993 (FMLA).

The "leave year" for purposes of the FMLA shall be the School District's fiscal year.

Substitution of accrued paid leave for otherwise unpaid FMLA leave may be required in the discretion of the Superintendent of the Board of Education. Employees shall be required to submit medical certification to support a request for FMLA leave because of a serious health condition, or a sick leave, when such leave is for a duration in excess of five (5) successive days, and in such other cases as deemed appropriate by the Superintendent or the Board of Education based on the nature of the illness or other circumstances surrounding the leave. Second and third medical opinions may, at the Superintendent's or the School Board's discretion, be required. Employees shall be required to submit a fitness-for-duty certification from their health care provider as a condition of returning to work from a FMLA leave taken because of the employee's serious health condition or from sick leave taken by reason of the employee illness, when such leave was of a duration in excess of five (5) successive days, and upon request of the Superintendent or the Board of Education based upon the nature of the illness or other circumstances surrounding the leave.

An "equivalent position" for FMLA restoration purposes shall, in the case of non-certificated employees or positions, be it a position with or at equivalent pay, benefits, and working conditions, involving similar or related duties, as determined by the Superintendent or the Board of Education.

VACATION DAYS

Each employee who is employed by the Wilcox-Hildreth Public Schools on a regular twelve month basis will be eligible for 10 days of vacation with pay at the conclusion of one 12 month period of employment, and an additional day after each 5 years of employment. (Seasonal or temporary employees shall not be eligible for vacation or holiday leave). Vacation Days will not accrue and must be used during the calendar year in which they were earned.

A day for vacation leave shall be defined as the average number of daily hours worked, but shall not exceed a normal eight hour day. Vacation schedules shall be arranged with the immediate supervisor and approved by the Superintendent.

Twelve-month employees, who have completed continuous employment with the District as twelve-month employees, shall be granted additional days on the following schedule:

Continuous employment	extra vacation days	total vacation days
5 years	1 day	11 days
10 years	2 days	12 days
15 years	3 days	13 days
20 years	5 days	15 days

MILITARY AND FAMILY MILITARY LEAVE

Military leave shall be granted as defined in Board Policy 4038. A copy of this policy is available in the district office.

JURY DUTY

Salaried employees selected to serve on jury duty will be paid the difference daily from what the courts allow them and what they would have earned in a regular working day. All employees paid on an hourly basis may keep all money allowed them by the courts for daily duties and expenses and mileage. Hourly employees will not be paid for the time missed from work.

All School district employees shall report back to their school as soon as it is practically possible. Example: If jury members are dismissed in the middle of the day they should report back to their school on that day within a short time after they have been dismissed.

OTHER LEAVE

All other employees who wish leave to attend meetings, which pertain to their school position, must receive prior approval from their supervisor.

MILEAGE AND EXPENSES

All convention, conferences, meetings, schools, clinics and school business trips when approved by the Superintendent, Administrator and/or Board of Education shall be reimbursed at the current approved rate per mile if a private car is used in the event a school vehicle is not available. All normal expenses will also be allowed.

HOLIDAY PAY

Each 10 ½ month building secretary shall be compensated for 6 holidays with pay each year. The holidays shall be New Year's Day, Good Friday, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day. Each full time, 12 month classified employee shall be compensated for 7 holidays with pay each year. The holidays shall be New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. 12-month classified employees will have one floating holiday each year. A "day" for vacation and holiday leave shall be defined as the average number of daily hours worked, but shall not exceed a normal eight hour day. The rate of pay for such leave shall be the regular hourly rate.

OVERTIME

All overtime must be approved by a building administrator prior to any hourly employee working overtime hours. Overtime hours for emergency snow removal is allowed with prior approval.

RETIREMENT BENEFITS

Working twenty hours per week or more requires a deduction from your earnings at the current rate, with the District paying an additional amount equivalent to 101% of your contribution. Retirement funds may be recovered if the employee leaves the school system. A member who terminates employment with Wilcox-Hildreth Public Schools may:

A. Leave the account on an inactive basis in order to draw a retirement benefit (the employee must have five years of creditable service).

OR

B. Receive a refund of the account. An application must be filed with the Nebraska Retirement System.

Nebraska School Retirement System
P.O. Box 94816
Lincoln, NE 68509
1-800-245-5712 or
1-402-471-2053

INSURANCE

Insurance

A premium payment for Nebraska Educators Health Alliance Family Blue Preferred $1050 Deductible Plan pre-admission certification medical, hospital and single dental insurance shall be provided monthly for each employee who is approved and assigned at least 35 hours per week when hired as a twelve month employee.

If insurance selections are not made prior to 30 days of employment, it may either carry stipulations or not be available.

COBRA BENEFITS

Consolidated Omnibus Budget Reconciliation Act
Public Law 99-272

Continuation of health coverage for 18 months is available to:
(The employee will incur the cost of the coverage)

1. Employees terminated for reasons other than gross misconduct.
2. Employees who are laid off for economic reasons.
3. Employees with reduced work hours.
4. Employees who voluntarily quit.

Continuation of health coverage for 36 months is available to:

1. Surviving spouses and children of deceased employees.
2. Separated or divorced spouses and children of current employees.
3. Eligible dependents of current employees who would lose their coverage because of age.

Each covered employee or eligible dependent/spouse should notify the Wilcox-Hildreth Public Schools Business Office of a qualifying event, within 30 days of the event which triggers the continuation offer. Wilcox-Hildreth Public Schools will send the notice which explains the person's rights within ten days. The person eligible for continuation coverage has 60 days from the later of: A) receipt of the notice or B) the date on which Plan coverage terminates because of the qualifying event, in which to elect to continue coverage under the Plan. The person electing continuation coverage has 45 days from the date of the election to pay for the coverage during the period preceding the election. The premium shall be paid by the person electing the continuation coverage.

The continuation coverage shall expire at the earliest of the following:

1. At the end of the Specified Period (Cobra coverage 18 or 36 months).
2. On the date coverage ceases because of the person's failure to pay the premium.
3. On the date the person becomes eligible for Medicare.
4. On the date the person remarries and qualifies for another group health plan.
5. On the date the person becomes covered under another group health plan.
6. On the date the employer terminates the group health plan.
7. On the date the person exercises a conversion privilege.

When the continuation coverage expires because the maximum time has expired, the Plan will provide the option of enrollment under a conversion health plan then available under the Plan.

CELL PHONE/CAMERA CELL PHONE/ CAMERA USAGE

The District prohibits employees from using cellphones while instructing students or when driving on official District business. Employees may use their own cell and/or camera phone during their lunch breaks only. Photos may not be taken on District property without the specific permission of District administrators. This prohibition applies to cameras of all types including camera cell phones.

COMPUTER AND EMAIL USAGE

Computers, computer files, the email system, and software furnished to employees are District property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

The District strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the District prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

INTERNET USAGE

Internet access to global electronic information resources on the World Wide Web is provided by the District to assist employees in obtaining work related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. All Internet usage is limited to job-related activities. Personal use of the Internet is not permitted.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the District and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the District. As such, the District reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Abuse of the Internet access provided by the District in violation of law or District policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images;
- Using the organization's time and resources for personal gain;
- Stealing, using, or disclosing someone else's code or password without authorization;
- Copying, pirating, or downloading software and electronic files without permission;
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization;
- Violating copyright law;
- Failing to observe licensing agreements;
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions;
- Sending or posting messages or material that could damage the organization's image or reputation;
- Participating in the viewing or exchange of pornography or obscene materials;
- Sending or posting messages that defame or slander other individuals;
- Attempting to break into the computer system of another organization or person;
- Refusing to cooperate with a security investigation;
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities;
- Using the Internet for political causes or activities, religious activities, or any sort of gambling;
- Jeopardizing the security of the organization's electronic communications systems;

- Sending or posting messages that disparage another organization's products or services;
- Sending anonymous email messages;
- Engaging in any other illegal activities.

Wilcox-Hildreth Public School
At-Will Employment Agreement

This at-will employment agreement is made by and between Wilcox-Hildreth Public School, District #50-0001, Kearney County, State of Nebraska, herein after called the "District" and **Name** hereinafter referred to as Custodian. The District agrees to employ said individual for **Custodian** duties on an annual basis beginning on or about July 1, 2020 and ending on or about June 30, 2021. The employee is to perform duties assigned by the Superintendent or Principal of the school in conformity with policies of the Board of Education.

For these services the District is to remunerate the employee with the following wages and benefits:

Compensation: 2080 hours of regular time at $ per hour
Overtime (hours in excess of 40 per work week) as part of the regular work week during the 36 week school year term will be paid at the rate of 1 ½ times the basic rate set above with prior approval of the Superintendent.

Work Hours: The Custodian will work all school days unless excused by the Superintendent or his/her designee for illness or emergency. The Custodian also agrees to work weekends and or nights of school activities when mutually agreeable and in cooperation with other custodial employees or when directed to do so by the Superintendent or his/her designee.

Fringe Benefits: Ten (10) paid vacation days per year will be received after the first year of employment. One additional day will be earned for every five years of employment.
Seven (7) paid holidays (Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Good Friday, Memorial Day) at eight (8) hour day rate
Ten (10) paid sick days per year cumulative to a maximum of 40 days
Bereavement leave may be deducted from sick leave
Employee/family health and single dental insurance coverage through the District's plan as negotiated with certified staff. Must participate in the District sponsored health insurance to receive this benefit.
$8.00 per month toward the L.T.D. insurance coverage if taken by employee

Duties: The duties of the Custodian include providing proper care for the District's buildings and grounds. The Custodian is expected to work cooperatively with other employees of the District so as to provide effective performance of duties as assigned or as necessary to meet unusual and/or emergency situations.

Requirements: The custodian is directly responsible to the Director of Maintenance and is expected to comply with all policies established by the District and all rules and regulations established by the school administration. The employee is responsible for informing the Director or Maintenance of illnesses or emergencies which will necessitate absence from assigned duties.

Notice: The Wilcox-Hildreth Public School uses a Federal immigration verification system to determine the work eligibility status of new employees who physically work within the State of Nebraska.

The Custodian understands and agrees he/she is employed on an at will basis. This agreement creates no property right in continued employment and may be terminated at any time for any lawful reason.

_____ _____
At-Will Employee/Date Superintendent/Date

ATTACHMENT

EMPLOYMENT AGREEMENT Form A - Indefinite Term

This employment agreement is made by and between Wilcox-Hildreth Public Schools, (Kearney County School District 1), hereinafter referred to as the "District," and _____,"Employee." hereinafter referred to as the Employee."

WITNESSETH: Wilcox-Hildreth Public Schools hereby agrees to employ the Employee and the Employee hereby agrees to accept such employment subject to the following terms and conditions:

SECTION 1. Term of Contract. This contract shall commence on the _____ day of _____, ____.

SECTION 2. Duties of Employee. The Employee is hired as an "at will" employee and the compensation and duties of the Employee are subject to assignment by the Superintendent of Schools and by the Employee's supervisor. The Employee agrees at all times to perform all of the duties that may be required of him or her faithfully, industriously and to the best of his or her ability, experience and talents.

SECTION 3. Days and Hours of Employment. The days and hours of employment shall be as assigned by the Superintendent of Schools or the Employee's supervisor.

SECTION 4. Compensation. The wage of the Employee shall be $_____ per hour, payable in the following manner: on the 10th day of each month. Hours in excess of 40 per week shall be paid at the rate of time and one-half of the regular hourly rate.

SECTION 5. Policies, Rules and Regulations. The Employee agrees to be governed by the policies of the Board of Education, the rules and regulations of the District and the directives of supervisors. The employee agrees that the policies of the Board of Education and rules and regulations of the District may be changed at any time, with or without notice to the Employee.

SECTION 6. Termination of Employment. This agreement creates no property right in continued employment and may be terminated by either party, with or without cause or hearing, upon giving two (2) calendar weeks' notice. The Superintendent of Schools may, acting upon his own initiative, terminate the Employee's employment and such termination will be effective two (2) calendar weeks from the date of the issuance of the Superintendent's notice.

SECTION 7. Compensation Upon Termination. The Employee agrees that, upon termination of employment for any reason, any portion of compensation, whether in the form of wages or fringe benefits, paid or provided but not earned prior to the date of termination of this contract shall be refunded to the District by the Employee. Vacation days do not carry forward from one year to another and, upon termination, the district shall not be obligated to pay the employee for any unused sick leave or vacation days.

SECTION 8. Deductions. The Employee authorizes the district to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Employee or owed by the Employee to the District during the course of the Employee's employment.

SECTION 9. Entirety of Agreement and Amendments. The Employee certifies that he or she has read the foregoing Employment Agreement, fully understands its terms and conditions and agrees that the foregoing Employment Agreement constitutes the entire agreement and that no representations, promises, agreements or undertakings, written or oral, not herein contained shall be of any force or effect. It is specifically agreed that this Employment Agreement shall be subject to modification only by a written instrument signed by the Employee and the Superintendent.

SECTION 10. Applicable Law. This agreement shall be governed by and construed in accordance with the laws of the State of Nebraska.

_____ _____
Employee Date

_____ _____
Superintendent Date

Bobcat

Quotation Number: **RK1283401**
Quote Sent Date: **Jul 03, 2025**
Expiration Date: **Sep 01, 2025**
Prepared By: **Rick Kraft**
Phone: (308) 390-9010
Email: rick@cnebobcat.com

Customer
WILCOX-HILDRETH PUBLIC SCHOOLS G904597
404 E SAPP ST
WILCOX, NE, 68982

Contact
Justin Patterson
Phone: +13084785265
Email: justin.patterson@whfalcons.org

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

Item Name	Item Number	Quantity	Price Each	Total
S66 T4 Bobcat Skid Steer Loader	M0347	1	60,146.00	60,146.00
Standard Equipment: 74.0 HP Tier 4 V2 Bobcat Engine Auxiliary Hydraulics: Variable Flow Backup Alarm Bob-Tach Bobcat Interlock Control System (BICS) Controls: Hand and Foot (Manual) Cylinder Cushioning - Lift, Tilt Engine/Hydraulic Performance De-rate Protection Glow Plugs (Automatically Activated) Horn Lift Arm Support Lift Path: Vertical Lights, Front & Rear LED Operator Cab Includes: Adjustable Vinyl Suspension Seat, Top and Rear Windows, Parking Brake, Seat Bar and Seat Belt Roll Over Protective Structure (ROPS) meets SAE-J1040 and ISO 3471 Falling Object Protective Structure (FOPS) meets SAE-J1043 and ISO 3449, Level I; (Level II is available through Bobcat Parts) Parking Brake: Wedge Brake System Tires: 31x12x16.5, 10 PR, Super Float Tires Telematics - Machine IQ - 2-year Basics Warranty: 2 years, or 2000 hours whichever occurs first				
Comfort Package *Included:* Comfort Package Includes: Enclosed HVAC Cab, Radio, Adjustable Heated Cloth Air Ride Seat, Power Bob-Tach, Instrumentation: Standard 5" Display, Engine Temperature and Fuel Gauges, Hour meter, RPM and Warning Indicators. Includes maintenance interval notification, fault display, job codes, quick start, auto idle, and security lockouts, Premium LED Lights, Keyless Start, Two-Speed Travel, 7-Pin Attachment Control, Dual Direction Bucket Positioning, Rear Camera, Sound Reduction, Automatic Ride Control,	M0347-P11-C07	1	10,982.00	10,982.00
7" Touch Display	M0347-R08-C03	1	1,831.00	1,831.00
10-16.5, 10PR, Bobcat Heavy Duty Tires	M0347-R09-C02	1	0.00	0.00
68" Heavy Duty Bucket	7272679	1	1,712.00	1,712.00
Bolt-On Cutting Edge, 68"	6718006	1	282.46	282.46
	Total for S66 T4 Bobcat Skid Steer Loader			74,953.46
		Quote Total - USD		74,953.46

Dealer P.D.I.	350.00
Tariff Surcharge	907.99
Freight Charges	1,050.00
Destination Charges	110.00
Dealer Assembly Charges	65.00
Discount	
Sourcewell Contract #020223-CEC Discount	-22,298.58
Sales total before Taxes	55,137.87
Taxes	0.00
Quote Total - USD	**55,137.87**

Notes:
One year lease of $5500 W/Five Points Bank 200hrs limit over usage of $25 per hour

Customer acceptance:
Quotation Number:: **RK1283401** Purchase Order:_____

Authorized Signature:

Print:_____ Sign:_____

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

Bobcat

Quotation Number: **RK1283638**
Quote Sent Date: **Jul 03, 2025**
Expiration Date: **Sep 01, 2025**
Prepared By: **Rick Kraft**
Phone: (308) 390-9010
Email: rick@cnebobcat.com

Customer
WILCOX-HILDRETH PUBLIC SCHOOLS G904597
404 E SAPP ST
WILCOX, NE, 68982

Contact
Justin Patterson
Phone: +13084785265
Email: justin.patterson@whfalcons.org

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

Item Name	Item Number	Quantity	Price Each	Total
4K Heavy Duty Pallet Fork Frame	7294305	1	606.00	606.00
48" 4K Heavy Duty Pallet Fork Teeth	6540182	1	448.00	448.00
	Total for 4K Heavy Duty Pallet Fork Frame			1,054.00
84" Snow Blade	6716836	1	3,965.00	3,965.00
	Total for 84" Snow Blade			3,965.00

Quote Total - USD	5,019.00
Dealer P.D.I.	150.00
Tariff Surcharge	61.02
Destination Charges	250.00
Dealer Assembly Charges	32.50
Discount	
Sourcewell Contract #020223-CEC	-1,205.29
Sales total before Taxes	4,307.23
Taxes	0.00
Quote Total - USD	**4,307.23**

Notes:
One Year Lease of $1100 W/Five Points Bank

Customer acceptance:
Quotation Number:: **RK1283638** Purchase Order:_____

Authorized Signature:

Print:_____ Sign:_____

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

Bobcat

Quotation Number: **RK1283512**
Quote Sent Date: **Jul 03, 2025**
Expiration Date: **Sep 01, 2025**
Prepared By: **Rick Kraft**
Phone: (308) 390-9010
Email: rick@cnebobcat.com

Customer
WILCOX-HILDRETH PUBLIC SCHOOLS G904597
404 E SAPP ST
WILCOX, NE, 68982

Contact
Justin Patterson
Phone: +13084785265
Email: justin.patterson@whfalcons.org

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

Item Name	Item Number	Quantity	Price Each	Total
84" Angle Broom	7337715	1	8,904.00	8,904.00
	Total for 84" Angle Broom			8,904.00

Quote Total - USD	8,904.00
Dealer P.D.I.	150.00
Tariff Surcharge	108.27
Destination Charges	249.00
Discount	
Sourcewell Contract #020223-CEC	-2,136.96
Sales total before Taxes	7,274.31
Taxes	0.00
Quote Total - USD	**7,274.31**

Notes:
One Year Lease of $1200 W/Five Points Bank

Customer acceptance:
Quotation Number:: **RK1283512** Purchase Order:_____

Authorized Signature:

Print:_____ Sign:_____

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

A	Per Route	**$57.00**	Bus Route
B	Per Route	**$47.00**	Van Route
C	Per Route	**$35.00**	Shuttle bus
DAY ACTIVITY TRIPS			
D	First Hour	$57.00	If the bus driver is a regular route driver and will miss a route that day
	Per Hour after	$20.00	
OVERNIGHT ACTIVITY TRIPS			
I	Per Hour	$20.00	
J	Per Hour	$20.00	
	Max Pay per diem	$240.00	

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Breakfast												K-12 Free	K-12 Free
Student	$1.80	$1.85	$1.90	$1.95	$2.00	$2.00	$2.10	$2.10	$2.10	$2.20	$2.25	$2.35	$2.35
Adult	$1.95	$2.00	$2.05	$2.10	$2.15	$2.15	$2.25	$2.25	$2.30	$2.40	$2.75	$2.80	$2.85
Lunch											1st year with K-5	K-12 Free	K-12 Free
K-5	$2.45	$2.50	$2.55	$2.60	$2.65	$2.65	$2.85	$2.85	$2.85	$3.10	$3.20	$3.35	$3.35
6-12	$2.75	$2.80	$2.85	$2.90	$2.95	$2.95	$3.05	$3.05	$3.05	$3.30	$3.45	$3.60	$3.60
Adults	$3.45	$3.50	$3.55	$3.60	$3.65	$3.65	$3.75	$3.75	$3.80	$4.25	$4.60	$4.95	$5.00
Adult Salad Bar					$3.00	$3.00	$3.05	$3.05	$3.10	$3.25	$3.30	$3.45	$3.50
Substitute Teacher Pay													
Single Day	$100.00	$105.00	$105.00	$105.00	$110.00	$110.00	$120.00	$120.00	$125.00	$135.00	$145.00	$150.00	$155.00
Long Term*	$135.00	$135.00	$140.00	$140.00	$140.00	$140.00	$150.00	$150.00	$155.00	$165.00	$175.00	$180.00	$185.00
Sub-Mileage	$3.00	$3.00	$3.00	$3.00	$3.00	$3.00	$3.00	$3.00	$3.00	$3.00	$3.00	$3.00	$3.00
Per diem for Faculty/coaches/athletes													
Breakfast	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00	$7.00	$7.00	$7.00	$7.00	$10.00	$11.00
Lunch	$7.00	$7.00	$7.00	$7.00	$7.00	$7.00	$7.00	$10.00	$10.00	$10.00	$10.00	$12.00	$13.00
Dinner	$12.00	$12.00	$12.00	$12.00	$12.00	$12.00	$12.00	$14.00	$14.00	$14.00	$14.00	$16.00	$17.00
Admission Prices for games *set by FKC													
Students	$3.00	$3.00	$3.00	$3.00	$3.00	$4.00	$4.00	$5.00	$5.00	$6.00	$6.00	$6.00	$6.00
Adults	$4.00	$4.00	$4.00	$4.00	$4.00	$5.00	$5.00	$5.00	$5.00	$6.00	$6.00	$6.00	$6.00
Activity Passes													
Single Student	$30.00	$30.00	$30.00	$30.00	$30.00	$30.00	$30.00	$30.00	$30.00	$30.00	$30.00	$30.00	$30.00
Single Adult	$40.00	$40.00	$40.00	$40.00	$40.00	$40.00	$40.00	$40.00	$40.00	$40.00	$50.00	$50.00	$50.00
Family	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	$125.00	$125.00	$125.00
Senior Citizen	15	15	15	NC- Over 65	NC- Over 65	NC- Over 65	NC- Over 65	NC- Over 65	NC- Over 65	NC- Over 65	NC- Over 65	NC- Over 65	NC- Over 65
Per diem rates for new teachers attending district trainings													
											Daily Substitute Rate	Daily Substitute Rate	Daily Substitute Rate

Wilcox-Hildreth Public Schools
Monthly Board Notes
Prepared for the Wilcox-Hildreth Public Schools Board of Education

July 21, 2025

To: Wilcox-Hildreth Board of Education
From: Justin Patterson, Superintendent

Superintendent's Report:

A. FINANCES

- 70.5% of the budget is spent compared to
  i. July 2024- 65.81%
  ii. July 2023- 68.82%
  iii. July 2022- 66.35%
  iv. July 2021- 74.99%
  v. July 2020- 78.41%
  vi. July 2019- 77%
  vii. July 2018- 72%
  viii. July 2017- 57%
  ix. 92% of the year complete
- General Fund Cash Balance on June 30 was $3,374,539.15 compared to
  i. July 2024- $2,734,406.03
  ii. July 2023- $2,220,827.44
  iii. July 2022- $2,027,178.64
  iv. July 2021- $1,493,373.54
  v. July 2020- $2,207,883.76
  vi. July 2019- $3,293,616.53
  vii. July 2018- $4,480,624
  viii. July 2017- $4.0 million
  ix. July 2016- approximately $2.8 million.
- Right now we could be close to having about $2.2 million in GF cash balance (after transfers) at the end of the fiscal year compared to
  i. July 2024- $1.5 million (after transfers)
  ii. July 2023- 1.7 million
  iii. July 2022- $1.7 million
  iv. July 2021- $600,000
  v. July 2020- $1.7 million
  vi. July 2019- $3.7 million
  vii. July 2018 $3.1 million
  viii. July 2017- $2.4 million
- Through July 2025 we have spent $4,924,620.29 compared to
  i. July 2024- $4,543,136.47
  ii. July 2023- $4,568,156.00
  iii. July 2022- $4,263,103.00
  iv. July 2021- $4,486,468.05
  v. July 2020- $4,429,538.59
  vi. July 2019- $4,221,818.18
  vii. July 2018- $3,789,969
  viii. July 2017- $3.7 million
  ix. July 2016- $4.0 million

x. July 2015- $3.7 million

- ❖ Our expenditures should be about $6 million this fiscal year, including end of year transfers.
- ❖ Payroll will account for approximately 67% of expenditures this year

B. Transportation

- ❖ Bus Routes
  - i. We are still looking for bus drivers for the upcoming school year
  - ii. Pick up points for county routes or longer routes

C. 2025-2026 Budget- Special Hearing in August to potentially increase the school districts property tax request authority by up to 7%. We have done this the last two years, but did not need to access the additional taxing authority. This keeps our ability to tax in place if and when we would ever need it.

D. We need to set a date for our August Budget Workshop

- ❖ Possible dates: AM meeting dates August 27th, 28th or 29th?