Schuyler Community Schools
Board of Education Regular Meeting
Monday, July 15, 2024 6:30 PM
Schuyler Community Schools Board Room
120 West 20th Street
Schuyler, NE 68661

I. Opening the Meeting
II. Call to Order
III. District Mission Statement
IV. Pledge of Allegiance
V. Nebraska Open Meetings Law
VI. Publication of Meeting
VII. Board Member Roll Call
VIII. Approval of Agenda
IX. Consent Agenda
IX.A. Minutes of the (date) meeting of the board
IX.B. Financial Report
X. Public Comment
XI. Discussion/Information Items
XII. The attached board policies have been reviewed and adjusted based on the recommendations from the Nebraska Association of School Boards. The Policy Committee reviewed these in June and are recommending them to the full board.

XIII. The attached board policies have been reviewed and adjusted based on the changes made by the Nebraska Legislature. The Policy Committee reviewed these in June and are recommending them to the full board.
XIV. Action Items
XIV.A. Approve policies 402.17 - 905.07 as presented during discussion.
XIV.B. Approve policies 201.02 - 1003.00 as presented during discussion.
XIV.C. Renew NRCSA membership.
XV. Information Items: Reports
XV.A. Superintendent

Mentor/Mentee Update
Facilities Update
Staffing Update
Lunch Program
XV.B. Board Committee Reports
XV.B.1. **Thursday, June 13th @ 5:30 - Board Policy/Handbooks/Support Programs: Responsible for annual review of board policies, handbooks, safety/crisis plan.**

XV.C. Schuyler Community Schools Foundation Report
XVI. Adjourn

Prepared by: Christina Bywater, Secretary to the Board

NEBRASKA OPEN MEETINGS ACT

84-1407. Act, how cited.

Sections 84-1407 to 84-1414 shall be known and may be cited as the Open Meetings Act.

Source: Laws 2004, LB 821, § 34.

84-1408. Declaration of intent; meetings open to public.

It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret.

Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.

Source: Laws 1975, LB 325, § 1; Laws 1996, LB 900, § 1071; Laws 2004, LB 821, § 35.
Annotations

- Nebraska's public meetings laws do not apply to school board deliberations pertaining solely to disputed adjudicative facts. McQuinn v. Douglas Cty. Sch. Dist. No. 66, 259 Neb. 720, 612 N.W.2d 198 (2000).
- The primary purpose of the public meetings law is to ensure that public policy is formulated at open meetings. Marks v. Judicial Nominating Comm., 236 Neb. 429, 461 N.W.2d 551 (1990).
- The public meetings law is broadly interpreted and liberally construed to obtain the objective of openness in favor of the public, and provisions permitting closed sessions must be narrowly and strictly construed. Grein v. Board of Education of Fremont, 216 Neb. 158, 343 N.W.2d 718 (1984).
- Although a committee was a subcommittee of a natural resources district board, it was not subject to the Open Meetings Act because there was never a quorum of board members in attendance and the committee did not hold hearings, make policy, or take formal action on behalf of the board. Koch v. Lower Loup NRD, 27 Neb. App. 301, 931 N.W.2d 160 (2019).
- A county board of equalization is a public body whose meetings shall be open to the public. Wolf v. Grubbs, 17 Neb. App. 292, 759 N.W.2d 499 (2009).

84-1409. Terms, defined.

For purposes of the Open Meetings Act, unless the context otherwise requires:

(1)(a) Public body means (i) governing bodies of all political subdivisions of the State of Nebraska, (ii) governing bodies of all agencies, created by the Constitution of Nebraska, statute, or otherwise pursuant to law, of the executive department of the State of Nebraska, (iii) all independent boards, commissions, bureaus, committees, councils, subunits, or any other bodies created by the Constitution of Nebraska, statute, or otherwise pursuant to law, (iv) all study or advisory committees of the executive department of the State of Nebraska whether having continuing existence or appointed as special committees with limited existence, (v) advisory committees of the bodies referred to in subdivisions (i), (ii), and (iii) of this subdivision, and (vi) instrumentalities exercising essentially public functions; and

(b) Public body does not include (i) subcommittees of such bodies unless a quorum of the public body attends a subcommittee meeting or unless such subcommittees are holding hearings, making policy, or taking formal action on behalf of their parent body, except that all meetings of any subcommittee established under section 81-15,175 are subject to the Open Meetings Act, (ii) entities conducting judicial proceedings unless a court or other judicial body is exercising rulemaking authority, deliberating, or deciding upon the issuance of administrative orders, and (iii) the Judicial Resources Commission or subcommittees or subgroups of the commission;

(2) Meeting means all regular, special, or called meetings, formal or informal, of any public body for the purposes of briefing, discussion of public business, formation of tentative policy, or the taking of any action of the public body; and

(3) Virtual conferencing means conducting or participating in a meeting electronically or telephonically with interaction among the participants subject to subsection (2) of section 84-1412.

Source: Laws 1975, LB 325, § 2; Laws 1983, LB 43, § 1; Laws 1989, LB 429, § 42; Laws 1989, LB 311, § 14; Laws 1992, LB 1019, § 124; Laws 1993, LB 635, § 1; Laws 1996, LB 1044, § 978; Laws 1997, LB 798, § 37; Laws 2004, LB 821, § 36; Laws 2007, LB296, § 810; Laws 2011, LB366, § 2; Laws 2021, LB83, § 11; Laws 2022, LB922, § 12.

Operative Date: July 21, 2022

Annotations

- A township is a political subdivision, and as such, a township board is subject to the provisions of the public meetings laws. Steenblock v. Elkhorn Township Bd., 245 Neb. 722, 515 N.W.2d 128 (1994).
- A county agricultural society is a public body to which the provisions of the Nebraska public meetings law are applicable. Nixon v. Madison Co. Ag. Soc'y, 217 Neb. 37, 348 N.W.2d 119 (1984).
- Failure by a public governing body, as defined under section 84-1409, R.R.S.1943, to take and record a roll call vote on an action, as required by section 84-1413(2), R.S.Supp.,1980, grants any citizen the right to sue for the purpose of

having the action declared void. In this case such failure could not be later corrected by a nunc pro tunc order because there was no showing that a roll call vote on the disputed action was actually taken, and even if it was the record showed it was not recorded until over a year later. Sections 23-1301, R.R.S.1943, and 23-1302, R.R.S.1943, make it the duty of the county clerk to record proceedings of the board of county commissioners. State ex rel. Schuler v. Dunbar, 208 Neb. 69, 302 N.W.2d 674 (1981).

- Although a committee was a subcommittee of a natural resources district board, it was not subject to the Open Meetings Act because there was never a quorum of board members in attendance and the committee did not hold hearings, make policy, or take formal action on behalf of the board. Koch v. Lower Loup NRD, 27 Neb. App. 301, 931 N.W.2d 160 (2019).
- Although the Open Meetings Act does not define "subcommittee," a subcommittee is generally defined as a group within a committee to which the committee may refer business. Koch v. Lower Loup NRD, 27 Neb. App. 301, 931 N.W.2d 160 (2019).
- The Open Meetings Act does not require policymakers to remain ignorant of the issues they must decide until the moment the public is invited to comment on a proposed policy. By excluding nonquorum subgroups from the definition of a public body, the Legislature has balanced the public's need to be heard on matters of public policy with a practical accommodation for a public body's need for information to conduct business. Koch v. Lower Loup NRD, 27 Neb. App. 301, 931 N.W.2d 160 (2019).
- As an administrative agency of the county, a county board of equalization is a public body. Wolf v. Grubbs, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- The electors of a township at their annual meeting are a public body under the Open Meetings Act. State ex rel. Newman v. Columbus Township Bd., 15 Neb. App. 656, 735 N.W.2d 399 (2007).
- The meeting at issue in this case was a "meeting" within the parameters of subsection (2) of this section because it involved the discussion of public business, the formation of tentative policy, or the taking of any action of the public power district. Hansmeyer v. Nebraska Pub. Power Dist., 6 Neb. App. 889, 578 N.W.2d 476 (1998).
- Informational sessions in which the governmental body hears reports are briefings. Johnson v. Nebraska Environmental Control Council, 2 Neb. App. 263, 509 N.W.2d 21 (1993).

84-1410. Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions, or workshops.

(1) Any public body may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. Closed sessions may be held for, but shall not be limited to, such reasons as:

(a) Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body;

(b) Discussion regarding deployment of security personnel or devices;

(c) Investigative proceedings regarding allegations of criminal misconduct;

(d) Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting;

(e) For the Community Trust created under section 81-1801.02, discussion regarding the amounts to be paid to individuals who have suffered from a tragedy of violence or natural disaster; or

(f) For public hospitals, governing board peer review activities, professional review activities, review and discussion of medical staff investigations or disciplinary actions, and any strategy session concerning transactional negotiations with any referral source that is required by federal law to be conducted at arms length.

Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to any public body.

(2) The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The public body holding such a closed session shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1)(a) of this section.

(3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

(4) Nothing in this section shall be construed to require that any meeting be closed to the public. No person or public body shall fail to invite a portion of its members to a meeting, and no public body shall designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.

(5) The act does not apply to chance meetings or to attendance at or travel to conventions or workshops of members of a public body at which there is no meeting of the body then intentionally convened, if there is no vote or other action taken regarding any matter over which the public body has supervision, control, jurisdiction, or advisory power.

Source: Laws 1975, LB 325, § 3; Laws 1983, LB 43, § 2; Laws 1985, LB 117, § 1; Laws 1992, LB 1019, § 125; Laws 1994, LB 621, § 1; Laws 1996, LB 900, § 1072; Laws 2004, LB 821, § 37; Laws 2004, LB 1179, § 1; Laws 2006, LB 898, § 1; Laws 2011, LB390, § 29; Laws 2012, LB995, § 17.

Annotations

- There is no absolute discovery privilege for communications that occur during a closed session. State ex rel. Upper Republican NRD v. District Judges, 273 Neb. 148, 728 N.W.2d 275 (2007).
- If a person present at a meeting observes a public meetings law violation in the form of an improper closed session and fails to object, that person waives his or her right to object at a later date. Wasikowski v. Nebraska Quality Jobs Bd., 264 Neb. 403, 648 N.W.2d 756 (2002).
- The public interest mentioned in this section is that shared by citizens in general and by the community at large concerning pecuniary or legal rights and liabilities. Grein v. Board of Education, 216 Neb. 158, 343 N.W.2d 718 (1984).
- Hearing in closed executive session was contrary to this section since there was no showing of necessity or reason under subdivision (1)(a), (b), or (c), but did not result in reversal of board decision. Simonds v. Board of Examiners, 213 Neb. 259, 329 N.W.2d 92 (1983).
- Negotiations for the purchase of land need not be conducted at an open meeting but the deliberations of a city council as to whether an offer to purchase real estate

should be made should take place in an open meeting. Pokorny v. City of Schuyler, 202 Neb. 334, 275 N.W.2d 281 (1979).

- Public meeting law was not violated where the Board of Regents of the University of Nebraska voted to hold a closed session to consider the university president's resignation, and also discussed the appointment of an interim president during such session. Meyer v. Board of Regents, 1 Neb. App. 893, 510 N.W.2d 450 (1993).

84-1411. Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; virtual conferencing authorized; requirements; emergency meeting without notice; appearance before public body.

(1)(a) Each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committee, such notice shall be published in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website.

(ii) In the case of the governing body of a city of the second class or village or such body's advisory committee, such notice shall be published by:

(A) Publication in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website; or

(B) Posting written notice in three conspicuous public places in such city or village. Such notice shall be posted in the same three places for each meeting.

(iii) In the case of a public body not described in subdivision (1)(b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.

(c) In addition to a method of notice required by subdivision (1)(b)(i) or (ii) of this section, such notice may also be provided by any other appropriate method designated by such public body or such advisory committee.

(d) Each public body shall record the methods and dates of such notice in its minutes.

(e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting or

(ii) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

(2)(a) The following entities may hold a meeting by means of virtual conferencing if the requirements of subdivision (2)(b) of this section are met:

(i) A state agency, state board, state commission, state council, or state committee, or an advisory committee of any such state entity;

(ii) An organization, including the governing body, created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act;

(iii) The governing body of a public power district having a chartered territory of more than one county in this state;

(iv) The governing body of a public power and irrigation district having a chartered territory of more than one county in this state;

(v) An educational service unit;

(vi) The Educational Service Unit Coordinating Council;

(vii) An organization, including the governing body, of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act;

(viii) A community college board of governors;

(ix) The Nebraska Brand Committee;

(x) A local public health department;

(xi) A metropolitan utilities district;

(xii) A regional metropolitan transit authority; and

(xiii) A natural resources district.

(b) The requirements for holding a meeting by means of virtual conferencing are as follows:

(i) Reasonable advance publicized notice is given as provided in subsection (1) of this section, including providing access to a dial-in number or link to the virtual conference;

(ii) In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a

recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as would be provided if virtual conferencing was not used;

(iii) At least one copy of all documents being considered at the meeting is available at any physical site open to the public where individuals may attend the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act; and

(iv) Except as otherwise provided in this subdivision or subsection (4) of section 79-2204, no more than one-half of the meetings of the state entities, advisory committees, boards, councils, organizations, or governing bodies are held by virtual conferencing in a calendar year. In the case of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act, the organization may hold more than one-half of its meetings by virtual conferencing if such organization holds at least one meeting each calendar year that is not by virtual conferencing. The governing body of a risk management pool that meets at least quarterly and the advisory committees of the governing body may each hold more than one-half of its meetings by virtual conferencing if the governing body's quarterly meetings are not held by virtual conferencing.

(3) Virtual conferencing, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(4) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(5) 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 and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by virtual conferencing. The provisions of subsection (4) of this section shall be complied with in conducting emergency meetings. 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 by no later than the end of the next regular business day.

(6) A public body may allow a member of the public or any other witness to appear before the public body by means of virtual conferencing.

(7)(a) Notwithstanding subsections (2) and (5) of this section, if an emergency is declared by the Governor pursuant to the Emergency Management Act as defined in section 81-829.39, a public body the territorial jurisdiction of which is included in the emergency declaration, in whole or in part, may hold a meeting by virtual conferencing during such emergency if the

public body gives reasonable advance publicized notice as described in subsection (1) of this section. The notice shall include information regarding access for the public and news media. In addition to any formal action taken pertaining to the emergency, the public body may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body.

(b) The public body shall provide access by providing a dial-in number or a link to the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act. Reasonable arrangements shall be made to accommodate the public's right to hear and speak at the meeting and record the meeting. Subsection (4) of this section shall be complied with in conducting such meetings.

(c) The nature of the emergency shall be stated in the minutes. Complete minutes of such meeting specifying the nature of the emergency and any formal action taken at the meeting shall be made available for inspection as provided in subsection (5) of section 84-1413.

(8) In addition to any other statutory authorization for virtual conferencing, any public body not listed in subdivision (2)(a) of this section may hold a meeting by virtual conferencing if:

(a) The purpose of the virtual meeting is to discuss items that are scheduled to be discussed or acted upon at a subsequent non-virtual open meeting of the public body;

(b) No action is taken by the public body at the virtual meeting; and

(c) The public body complies with subdivisions (2)(b)(i) and (2)(b)(ii) of this section.

Source: Laws 1975, LB 325, § 4; Laws 1983, LB 43, § 3; Laws 1987, LB 663, § 25; Laws 1993, LB 635, § 2; Laws 1996, LB 469, § 6; Laws 1996, LB 1161, § 1; Laws 1999, LB 47, § 2; Laws 1999, LB 87, § 100; Laws 1999, LB 461, § 1; Laws 2000, LB 968, § 85; Laws 2004, LB 821, § 38; Laws 2004, LB 1179, § 2; Laws 2006, LB 898, § 2; Laws 2007, LB199, § 9; Laws 2009, LB361, § 2; Laws 2012, LB735, § 1; Laws 2013, LB510, § 1; Laws 2017, LB318, § 1; Laws 2019, LB212, § 5; Laws 2020, LB148, § 3; Laws 2021, LB83, § 12; Laws 2022, LB742, § 1; Laws 2022, LB908, § 1; Laws 2022, LB922, § 13.
Note: The Revisor of Statutes has pursuant to section 49-769 correlated LB742, section 1, with LB908, section 1, and LB922, section 13, to reflect all amendments.
Note: Changes made by LB742 and LB908 became effective July 21, 2022. Changes made by LB922 became operative July 21, 2022.

Cross References

- **Intergovernmental Risk Management Act,** see section 44-4301.
- **Interlocal Cooperation Act,** see section 13-801.
- **Joint Public Agency Act,** see section 13-2501.

- **Municipal Cooperative Financing Act,** see section 18-2401.

Annotations

- Under subsection (1) of this section, the Legislature has imposed only two conditions on the public body's notification method of a public meeting: (1) It must give reasonable advance publicized notice of the time and place of each meeting and (2) it must be recorded in the public body's minutes. City of Elkhorn v. City of Omaha, 272 Neb. 867, 725 N.W.2d 792 (2007).
- An emergency is "(a)ny event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition." Steenblock v. Elkhorn Township Bd., 245 Neb. 722, 515 N.W.2d 128 (1994).
- An agenda which gives reasonable notice of the matters to be considered at a meeting of a city council complies with the requirements of this section. Pokorny v. City of Schuyler, 202 Neb. 334, 275 N.W.2d 281 (1979).
- When notice is required, a notice of a special meeting of a city council posted in three public places at 10:00 p.m. on the day preceding the meeting is not reasonable advance publicized notice of a meeting as is required by this section. Pokorny v. City of Schuyler, 202 Neb. 334, 275 N.W.2d 281 (1979).
- Teacher waived right to object to lack of public notice in board of education employment hearing by voluntary participation in the hearing without objection. Alexander v. School Dist. No. 17, 197 Neb. 251, 248 N.W.2d 335 (1976).
- A county board of commissioners and a county board of equalization are not required to give separate notices when the notice states only the time and place that the boards meet and directs a citizen to where the agendas for each board can be found. Wolf v. Grubbs, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- A county board of equalization is a public body which is required to give advanced publicized notice of its meetings. Wolf v. Grubbs, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- Notice of recessed and reconvened meetings must be given in the same fashion as the original meeting. Wolf v. Grubbs, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- True notice of a meeting is not given by burying such in the minutes of a prior board proceeding. Wolf v. Grubbs, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- An agenda notice which merely stated "work order reports" was an inadequate notice under this section because it did not give interested persons knowledge that plans for a 345 kv transmission line through the district was going to be discussed and voted upon at the meeting. Inadequate agenda notice under this section meant there was a substantial violation of the public meeting laws; however, later actions by the board of directors cured the defects in notice, and such actions were in substantial compliance with the statute. Hansmeyer v. Nebraska Pub. Power Dist., 6 Neb. App. 889, 578 N.W.2d 476 (1998).

84-1412. Meetings of public body; rights of public; public body; powers and duties.

(1) Subject to the Open Meetings Act, the public has the right to attend and the right to speak at meetings of public bodies, and all or any part of a meeting of a public body, except for closed sessions called pursuant to section 84-1410, may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, a camera, video equipment, or any other means of pictorial or sonic reproduction or in writing.

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings, including meetings held by virtual conferencing. A body may not be required to allow citizens to speak at each meeting, but it may not forbid public participation at all meetings.

(3) No public body shall require members of the public to identify themselves as a condition for admission to the meeting nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. The body shall require any member of the public desiring to address the body to identify himself or herself, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

(4) No public body shall, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience.

(5) No public body shall be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state.

(6) No public body shall be deemed in violation of this section if it holds a meeting outside of this state if, but only if:

(a) A member entity of the public body is located outside of this state and the meeting is in that member's jurisdiction;

(b) All out-of-state locations identified in the notice are located within public buildings used by members of the entity or at a place which will accommodate the anticipated audience;

(c) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including making virtual conferencing available at an instate location to members, the public, or the press, if requested twenty-four hours in advance;

(d) No more than twenty-five percent of the public body's meetings in a calendar year are held out-of-state;

(e) Out-of-state meetings are not used to circumvent any of the public government purposes established in the Open Meetings Act; and

(f) The public body publishes notice of the out-of-state meeting at least twenty-one days before the date of the meeting in a legal newspaper of statewide circulation.

(7) Each public body shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at a meeting.

(8) Public bodies shall make available at the meeting or the instate location for virtual conferencing as required by subdivision (6)(c) of this section, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting, either in paper or electronic form. Public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

Source: Laws 1975, LB 325, § 5; Laws 1983, LB 43, § 4; Laws 1985, LB 117, § 2; Laws 1987, LB 324, § 5; Laws 1996, LB 900, § 1073; Laws 2001, LB 250, § 2; Laws 2004, LB 821, § 39; Laws 2006, LB 898, § 3; Laws 2008, LB962, § 1; Laws 2021, LB83, § 13.

Annotations

- To preserve an objection that a public body failed to make documents available at a public meeting as required by subsection (8) of this section, a person who attends a public meeting must not only object to the violation, but must make that objection to the public body or to a member of the public body. Stoetzel & Sons v. City of Hastings, 265 Neb. 637, 658 N.W.2d 636 (2003).

84-1413. Meetings; minutes; roll call vote; secret ballot; when; agenda and minutes; required on website; when.

(1) Each public body shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.

(2) Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting. The requirements of a roll call or viva voce vote shall be satisfied by a public body which utilizes an electronic voting device which allows the yeas and nays of each member of such public body to be readily seen by the public.

(3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

(4) The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.

(5) Minutes shall be written or kept as an electronic record and shall be available for inspection within ten working days or prior to the next convened meeting, whichever occurs

earlier, except that cities of the second class and villages may have an additional ten working days if the employee responsible for writing or keeping the minutes is absent due to a serious illness or emergency.

(6) Beginning July 31, 2022, the governing body of a natural resources district, the city council of a city of the metropolitan class, the city council of a city of the primary class, the city council of a city of the first class, the county board of a county with a population greater than twenty-five thousand inhabitants, and the school board of a school district shall make available on such entity's public website the agenda and minutes of any meeting of the governing body. The agenda shall be placed on the website at least twenty-four hours before the meeting of the governing body. Minutes shall be placed on the website at such time as the minutes are available for inspection as provided in subsection (5) of this section. This information shall be available on the public website for at least six months.

Source: Laws 1975, LB 325, § 6; Laws 1978, LB 609, § 3; Laws 1979, LB 86, § 9; Laws 1987, LB 663, § 26; Laws 2005, LB 501, § 1; Laws 2009, LB361, § 3; Laws 2015, LB365, § 2; Laws 2016, LB876, § 1; Laws 2021, LB83, § 14; Laws 2022, LB742, § 2.
Effective Date: July 21, 2022
Annotations

- If a person present at a meeting observes and fails to object to an alleged public meetings laws violation in the form of a failure to conduct rollcall votes before taking actions on questions or motions pending, that person waives his or her right to object at a later date. Hauser v. Nebraska Police Stds. Adv. Council, 264 Neb. 944, 653 N.W.2d 240 (2002).
- Subsection (2) of this section does not require the record to state that the vote was by roll call, but requires only that the record show if and how each member voted. Neither does the statute set a time limit for recording the results of a vote, after which no corrections of the record can be made. If no intervening rights of third persons have arisen, a board of county commissioners has power to correct the record of the proceedings had at a previous meeting so as to make them speak the truth, particularly where the correction supplies some omitted fact or action and is done not to contradict or change the original record but to have the record show that a certain action was taken or thing done, which the original record fails to show. State ex rel. Schuler v. Dunbar, 214 Neb. 85, 333 N.W.2d 652 (1983).
- Failure by a public governing body, as defined under section 84-1409, R.R.S.1943, to take and record a roll call vote on an action, as required by section 84-1413(2), R.S.Supp.,1980, grants any citizen the right to sue for the purpose of having the action declared void. In this case such failure could not be later corrected by a nunc pro tunc order because there was no showing that a roll call vote on the disputed action was actually taken, and even if it was the record showed it was not recorded until over a year later. Sections 23-1301, R.R.S.1943,

and 23-1302, R.R.S.1943, make it the duty of the county clerk to record proceedings of the board of county commissioners. State ex rel. Schuler v. Dunbar, 208 Neb. 69, 302 N.W.2d 674 (1981).

- There is no requirement that a public body make a record of where notice was published or posted. Wolf v. Grubbs, 17 Neb. App. 292, 759 N.W.2d 499 (2009).

84-1414. Unlawful action by public body; declared void or voidable by district court; when; duty to enforce open meeting laws; citizen's suit; procedure; violations; penalties.

(1) Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty days of the meeting of the public body at which the alleged violation occurred. Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in substantial violation of the Open Meetings Act shall be voidable by the district court if the suit is commenced more than one hundred twenty days after but within one year of the meeting of the public body in which the alleged violation occurred. A suit to void any final action shall be commenced within one year of the action.

(2) The Attorney General and the county attorney of the county in which the public body ordinarily meets shall enforce the Open Meetings Act.

(3) Any citizen of this state may commence a suit in the district court of the county in which the public body ordinarily meets or in which the plaintiff resides for the purpose of requiring compliance with or preventing violations of the Open Meetings Act, for the purpose of declaring an action of a public body void, or for the purpose of determining the applicability of the act to discussions or decisions of the public body. It shall not be a defense that the citizen attended the meeting and failed to object at such time. The court may order payment of reasonable attorney's fees and court costs to a successful plaintiff in a suit brought under this section.

(4) Any member of a public body who knowingly violates or conspires to violate or who attends or remains at a meeting knowing that the public body is in violation of any provision of the Open Meetings Act shall be guilty of a Class IV misdemeanor for a first offense and a Class III misdemeanor for a second or subsequent offense.

Source: Laws 1975, LB 325, § 9; Laws 1977, LB 39, § 318; Laws 1983, LB 43, § 5; Laws 1992, LB 1019, § 126; Laws 1994, LB 621, § 2; Laws 1996, LB 900, § 1074; Laws 2004, LB 821, § 40; Laws 2006, LB 898, § 4.

Annotations

- The Legislature has granted standing to a broad scope of its citizens for the very limited purpose of challenging meetings allegedly in violation of the Open Meetings Act, so that they may help police the public policy embodied by the act. Schauer v. Grooms, 280 Neb. 426, 786 N.W.2d 909 (2010).

- Any citizen of the state may commence an action to declare a public body's action void. City of Elkhorn v. City of Omaha, 272 Neb. 867, 725 N.W.2d 792 (2007).
- The reading of ordinances constitutes a formal action under subsection (1) of this section. City of Elkhorn v. City of Omaha, 272 Neb. 867, 725 N.W.2d 792 (2007).
- If a person present at a meeting observes a public meetings law violation in the form of an improper closed session and fails to object, that person waives his or her right to object at a later date. Wasikowski v. Nebraska Quality Jobs Bd., 264 Neb. 403, 648 N.W.2d 756 (2002).
- Under the Public Meetings Act, a county lacks capacity to maintain an action to declare its official conduct "void" for noncompliance with the act. County of York v. Johnson, 230 Neb. 403, 432 N.W.2d 215 (1988).
- When a petitioner under this section is successful in the district court, that court may allow attorney fees. Tracy Corp. II v. Nebraska Pub. Serv. Comm., 218 Neb. 900, 360 N.W.2d 485 (1984).
- Informal discussions between the Tax Commissioner and the State Board of Equalization in which instructions were clarified, with such clarification leading to the amendment of hearing notices, did not constitute a public meeting subject to the provisions of this section. Box Butte County v. State Board of Equalization and Assessment, 206 Neb. 696, 295 N.W.2d 670 (1980).
- The right to collaterally attack an order made in contravention of the Public Meeting Act must occur within a period of one year as is specifically provided by this section. Witt v. School District No. 70, 202 Neb. 63, 273 N.W.2d 669 (1979).
- Statutory change, requiring "publicized notice" for board of education employment hearings, occurring between dates meeting scheduled and conducted, held not to void proceedings. Alexander v. School Dist. No. 17, 197 Neb. 251, 248 N.W.2d 335 (1976).
- Voiding an entire meeting is a proper remedy for violations of the Open Meetings Act. Once a meeting has been declared void pursuant to Nebraska's public meetings law, board members are prohibited from considering any information obtained at the illegal meeting. Wolf v. Grubbs, 17 Neb. App. 292, 759 N.W.2d 499 (2009).
- Actions by the board of directors were merely voidable under this section, and not void. Pursuant to subsection (3) of this section, the plaintiffs were awarded partial attorney fees because they were successful in having the court declare that the board of directors was in substantial violation of the statute, even though the plaintiffs did not get the relief requested of having the board's actions declared void. Hansmeyer v. Nebraska Pub. Power Dist., 6 Neb. App. 889, 578 N.W.2d 476 (1998).

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Source: http://nebraskalegislature.gov/laws/display_html.php?begin_section=84-1407&end_section=84-1414

Date: July 2022

Schuyler Community Schools
Board of Education Regular Meeting
Monday, July 15, 2024 6:30 PM
Schuyler Community Schools Board Room
120 W. 20th Street
Schuyler, NE 68661-2400

I. Opening the Meeting

II. Call to Order

III. District Mission Statement

IV. Pledge of Allegiance

V. Nebraska Open Meetings Law

VI. Publication of Meeting
Posting Locations:

- Schuyler Sun
- District Office Building Front Door
- Schuyler Post Office
- Colfax County Courthouse

Posted Date: 7/11/2024

VII. Board Member Roll Call

VIII. Approval of Agenda

IX. Consent Agenda

IX.A. Minutes of the (date) meeting of the board

IX.B. Financial Report

X. Public Comment

XI. Discussion/Information Items

XII. The attached board policies have been reviewed and adjusted based on the recommendations from the Nebraska Association of School Boards. The Policy Committee reviewed these in June and are recommending them to the full board.

XIII. The attached board policies have been reviewed and adjusted based on the changes made by the Nebraska Legislature. The Policy Committee reviewed these in June and are recommending them to the full board.

XIV. Action Items

XIV.A. Approve policies 402.17 - 905.07 as presented during discussion.

XIV.B. Approve policies 201.02 - 1003.00 as presented during discussion.

XIV.C. Renew NRCSA membership.

XV. Information Items: Reports

XV.A. Superintendent

Mentor/Mentee Update
Facilities Update
Staffing Update
Lunch Program

XV.B. Board Committee Reports

XV.B.1. **Thursday, June 13th @ 5:30 - Board Policy/Handbooks/Support Programs: Responsible for annual review of board policies, handbooks, safety/crisis plan.**

XV.C. Schuyler Community Schools Foundation Report

XVI. Adjourn

Prepared by: Shelley Friesz, Secretary to the Board

Schuyler Community Schools
Board of Education Regular Meeting
Monday, June 10, 2024 6:30 PM
Schuyler Community Schools Board Room
120 W. 20th Street
Schuyler, NE 68661-2400

Posting Locations:

- Schuyler Sun
- District Office Building Front Door
- Schuyler Post Office
- Colfax County Courthouse

Posted Date: 6/06/2024
Attendance Taken at 6:30 PM.

Chuck Misek:	Absent
Richard Brabec:	Present
Amanda Jedlicka:	Present
Dr Renee Sayer:	Present
Virginia Semerad:	Present
Brian Vavricek:	Present

Present: 5, Absent: 1.

I. Opening the Meeting
Action Item

II. Call to Order
Action Item

III. District Mission Statement
Action Item
STRIVE - COMMIT - SUCCEED - District Mission Statement

Schuyler Community Schools in partnership with parents, students, and the community is committed to educate students to become skilled, knowledgeable and responsible citizens in a global society - District Vision Statement

Notice of this meeting was given in advance according to State Law 84-1411, by giving notice of the meeting to the public. Notice of this meeting was also given in advance to all members of the Board of Education

IV. Nebraska Open Meetings Law

Action Item
This meeting has been preceded by advance notice and is hereby declared to be in open session. A copy of the Open Meetings Act is posted in the front of the meeting room.

Nebraska Open Meetings Act:
http://nitc.nebraska.gov/documents/statutes/NebraskaOpenMeetingsAct_current.pdf

V. Publication of Meeting

Action Item
Publication of Meeting
Schuyler Sun

- District Office Building Front Door
- Schuyler Post Office
- Colfax County Courthouse

Posted Date: 06/06/2024

VI. Board Member Roll Call
Action Item

VII. Pledge of Allegiance
Action Item

VIII. Approval of Agenda
Action Item

IX. Consent Agenda
Action Item

Discuss, Consider and Take Action on the consent agenda. This motion, made by Dr Renee Sayer and seconded by Brian Vavricek, Passed.
Chuck Misek: Absent, Richard Brabec: Yea, Amanda Jedlicka: Yea, Dr Renee Sayer: Yea, Virginia Semerad: Yea, Brian Vavricek: Yea
Yea: 5, Nay: 0, Absent: 1

IX.A. Minutes of the (date) meeting of the board
Action Item

IX.B. Financial Report
Action Item

X. Public Comment
Action Item

XI. Discussion/Information Items
Action Item

XI.A. Present a proposal to change the grading scale.

Action Item
Dr. Dave Gibbons

XI.B. Proposal to amend the 2023-2024 General Fund and the Qualified Capital Purpose Undertaking budgets.
Action Item
Dr. Bret Schroder
By increasing the amount of both budgets, we can continue to utilize the Qualified Capital Purpose Undertaking Fund as an account for loaning to the General Fund during times of need. The increase in the General Fund allows for the payments back to the QCPUF without surpassing both budgets.

XI.C. Discuss the proposed changes to policy 1006.01 Public Use Of School Facilities.

Action Item
Dr. Bret Schroder
This updated version clarifies some areas of confusion about usage, highlights the need for insurance, and updates our billing practices.

XI.D. Discuss the installation of an Intercom System at Schuyler Elementary School.
Action Item
Dr. Bret Schroder
An intercom system was not installed in the elementary school. Although the phones have a speaker on them, staff and students in hallways, lunchrooms, and other large open spaces cannot hear announcements or warnings.

XI.E. Discuss adding a section of lockers at the high school. This would allow all students to have access to lockers.
Action Item
Dr. Bret Schroder

XII. Action Items
Action Item

XII.A. Proposed sale of 70' X 80" parcel of land on the SW corner of W. 20th Street next to the district office.
Action Item
The City of Schuyler has requested to purchase this small parcel of land to build a pump house for the city's water supply.

Make a motion to approve the sale of land to Schuyler Department of Utilities as presented in the Agreement for Sale and Purchase of Real Estate. This motion, made by Dr Renee Sayer and seconded by Brian Vavricek, Passed.
Chuck Misek: Absent, Richard Brabec: Yea, Amanda Jedlicka: Yea, Dr Renee Sayer: Yea, Virginia Semerad: Yea, Brian Vavricek: Yea
Yea: 5, Nay: 0, Absent: 1

XII.B. Approve the amendments to the General Fund and QCPUF Fund for the 2023-2024 budget.
Action Item
By increasing the amount of both budgets, we can continue to utilize the Qualified Capital Purpose Undertaking Fund as an account for loaning to the General Fund during times of need. The increase in the General Fund allows for the payments back to the QCPUF without surpassing both budgets.

Make a motion to amend the 2023-2024 budget as presented and advertised. This motion, made by Brian Vavricek and seconded by Amanda Jedlicka, Passed.
Chuck Misek: Absent, Richard Brabec: Yea, Amanda Jedlicka: Yea, Dr Renee Sayer: Yea, Virginia Semerad: Yea, Brian Vavricek: Yea
Yea: 5, Nay: 0, Absent: 1

XII.C. Policy 1006.01 Public Use Of School Facilities
Action Item
Dr. Bret Schroder

Make a motion to approve the updated policy 1006.01 Public Use of School Facilities. This motion, made by Virginia Semerad and seconded by Brian Vavricek, Passed.
Chuck Misek: Absent, Richard Brabec: Yea, Amanda Jedlicka: Yea, Dr Renee Sayer: Yea, Virginia Semerad: Yea, Brian Vavricek: Yea
Yea: 5, Nay: 0, Absent: 1

XII.D. Consider the installation of an Intercom System at Schuyler Elementary School.
Action Item
Dr. Bret Schroder
The addition of the intercom system is a safety need and will greatly assist in the communication with all staff and students.

Make a motion to approve the installation of the intercom system as presented at Schuyler Elementary School. This motion, made by Dr Renee Sayer and seconded by Amanda Jedlicka, Passed.

Chuck Misek: Absent, Richard Brabec: Yea, Amanda Jedlicka: Yea, Dr Renee Sayer: Yea, Virginia Semerad: Yea, Brian Vavricek: Yea
Yea: 5, Nay: 0, Absent: 1

XII.E. Propose adding a section of lockers at the high school. This would allow all students to have access to lockers.
Action Item
Dr. Bret Schroder
Adding this additional section of lockers will allow us to require backpacks and phones to be placed in lockers during the school day.

Make a motion to approve the purchase of a section of lockers as described in the attached bid. This motion, made by Brian Vavricek and seconded by Dr Renee Sayer, Passed.
Chuck Misek: Absent, Richard Brabec: Yea, Amanda Jedlicka: Yea, Dr Renee Sayer: Yea, Virginia Semerad: Yea, Brian Vavricek: Yea
Yea: 5, Nay: 0, Absent: 1

XIII. Information Items: Reports
Action Item

XIII.A. Superintendent
Action Item

XIII.A.1.
1. School Handbooks
2. Update on Grant Application
3. High School Roof Update

Action Item
Dr. Bret Schroder

XIII.A.2. Superintendent Evaluation - Rich Brabec, Board President
Action Item

XIII.B. Board Committee Reports
Action Item
This committee is responsible for reviewing curriculum recommendations, textbook selection, requisitions/inventory, and instructional programs.

XIII.B.1. **Committee Meetings:**

Wednesday, May 9th @ 5:00 - Budget, Finance, and Negotiations (Rich Brabec, Chuck Misek, and Amanda Jedlicka)

Monday, June 3rd @ 5:30 - Board Policy/Handbooks/Support

Members: Renee Sayer, Virginia Semerad and Rich Brabec

Thursday, June 6th @ 5:30 - Building /Grounds/Transportation. Members: Renee Sayer, Brian Vavricek and Virginia Semerad
Action Item

XIII.C. Schuyler Community Schools Foundation Report
Action Item

XIV. Adjourn
Action Item
To view this meeting go to:

https://zoom.us/rec/share/Nf4AW6W7m5gLb-dKx_Zj7heG_LJgoKg9uOCjDgV5gIsd7zwqvuqhyP6ZOVF7ULtv.VzJZ18E1v5msxrwY

Adjourn at 7:33 pm. This motion, made by Brian Vavricek and seconded by Virginia Semerad, Passed.
Chuck Misek: Absent, Richard Brabec: Yea, Amanda Jedlicka: Yea, Dr Renee Sayer: Yea, Virginia Semerad: Yea, Brian Vavricek: Yea
Yea: 5, Nay: 0, Absent: 1

SCHUYLER COMMUNITY SCHOOLS
Treasurer's Report
Fiscal Year 2024

SCHUYLER COMMUNITY SCHOOLS GENERAL FUND	Jun-24	YTD 2023-2024
Beginning Cash Balance	**4,561,539.47**	**830,082.34**
Receipts:		
Colfax county Local District Tax	730,570.03	13,015,467.61
Butler county Local District Tax	120,215.41	1,378,199.12
Saunders county Local District Tax	194.52	7,832.17
Interest	19,450.87	101,732.18
License Fees		300.00
Rent of Facility		0.00
Categorical Grants		31,534.63
Curriculum Receipts		0.00
Other Local Receipts		0.00
Private grants		0.00
ESU Receipts		0.00
State Aid	472,236.00	4,722,333.00
Special Education	251,312.00	1,595,202.00
SPED Transportation	8,261.00	8,261.00
State Apportionment		329,259.13
Distant Ed Incentive		0.00
Six Pence		126,725.00
Career Education		9,735.00
Other State Receipts		27,604.70
High Ability Learner		0.00
IDEA ARP Base 0-21		0.00
IDEA ARP Preschool		0.00
IDEA ARP Proportionate Share		0.00
Title 1 Part A		115,330.00
Title I part B		0.00
Title I, SIG		0.00
Title II, Part A - Staff		0.00
SPED IDEA Base		0.00
SPED Preschool	5,776.00	11,277.00
SPED IDEA Part B BASE Enrollment/Poverty	245,520.00	628,106.00
SPED IDEA, Part B Enroll		0.00
SPED Ed IDEA CEIS		0.00
SPED non public		0.00
Medicaid in the Public Schools - MIPS		51,234.00
NASB MEDICAID Reimbursements		8,851.66
Carl Perkins Fund		0.00
E-Rate Reimbursement		0.00
Migrant		0.00
Title III		19,080.00
Title III Immigrant		0.00
Peak ILCD/other grants		1,750.00
21st Century Grant		168,905.00
Title IV A SSAE Grant		0.00
ESSERS I		0.00
ESSERS II		702,302.00
ESSERS III		0.00
Insurance Adjustments	50,233.43	514,151.57
Sale of Property	14,560.00	14,560.00
Other Non Revenue	6,093.40	7,775.45
ASP HS Expanded Learning		0.00
ARP Summer School		39,577.00
Transfers in		0.00
Total Receipts	**1,924,422.66**	**23,637,085.22**

Non-program Receipts		
Intrafund loan from QCPUF		500,000.00
Non-program Receipts	738.00	3,638.09
Lunch & Coop Fund Reimbursements		333,585.14
Subtotal	**738.00**	**837,223.23**
Transfers from CD		
Transfers IN/OUT Money Market Accounts		0.00
Total Receipts & Transfers	**1,925,160.66**	**24,474,308.45**
General Fund Cash	**6,486,700.13**	**25,304,390.79**
General Fund Disbursements	(2,972,538.40)	(21,790,229.06)
Transfers In/Out Money Market Accounts		0.00
Prior Period Adjustment (Voided Checks)		0.00
Total Disbursements	**(2,972,538.40)**	**(21,790,229.06)**
GENERAL FUND Cash Balance	**3,514,161.73**	**3,514,161.73**

SPECIAL BUILDING FUND		
Beginning Cash Balance	**480,294.79**	**442,753.83**
Colfax County Tax Collection	26,617.82	503,758.14
Butler County Tax Collection	4,614.94	54,887.80
Saunders County Tax Collection	7.76	323.79
ESSER II		0.00
ESSER III		0.00
ESSER III		0.00
Sale of Property		0.00
Interest	1,513.78	15,124.53
2019 HS Bonds sold		0.00
Sale of Property		0.00
Non-revenue receipts		500.00
Total before non-program receipts	**32,754.30**	**574,594.26**
Non-program Receipts/transfers/intransit		-
Total Monthly Receipts	**32,754.30**	**574,594.26**
Cashed CD's		0.00
Total Building Fund Cash	**513,049.09**	**1,017,348.09**
Disbursements & Transfers:		
Total Expenditures		(504,299.00)
Non-program Expenditures		0.00
Loan repayment to QCPUF		0.00
Total Disbursements	**-**	**(504,299.00)**
Special Building Fund Ending Balance	**513,049.09**	**513,049.09**

BOND FUND ACCOUNT		
Beginning Balance Pinnacle Bank	**845,800.00**	**719,512.29**
Bond tax collections	67,716.35	1,241,057.26
Interest	996.67	5,512.47
		0.00
Total before non-program receipts	**68,713.02**	**1,246,569.73**

Non-program Receipts/transfers		**0.00**
Total Monthly Receipts	**68,713.02**	**1,246,569.73**
Bond Payment	-147,811.35	-1,199,350.35
Expenditures	-30.00	**-60.00**
Loan repayment to QCPUF		**0.00**
Balance bonds	**766,671.67**	**766,671.67**
Beginning Balance - County Treasurer		**0.00**
Old Bond - WW 1993 - Held by Colfax Co Treasurer		0.00
Transfers		0.00
Total Old Bond Balance		**0.00**
Beatrice Bank Holding funds		**0.00**
Total Bond Fund Balance	**766,671.67**	**766,671.67**

DEPRECIATION FUND SAVINGS		
Beginning Balance Checking accounts	**34,377.43**	**30,540.92**
Receipts		100,000.00
Interest on Money Market Accounts	44.11	537.18
Non-program receipts		
Total	**34,421.54**	**131,078.10**
Disbursements		-96,656.56
Transfers		
Non-program disbursements		
Ending Balance Cash account/Money Market Ac	**34,421.54**	**34,421.54**
DEPRECIATION FUND INVESTMENTS:		
Beginning Balance (800011254, 800012522, 583	**88,601.56**	**87,898.89**
CD's		**0.00**
Interest	415.09	**1,117.76**
Ending Balance Investments	**89,016.65**	**89,016.65**
Total Depreciation Funds	**123,438.19**	**123,438.19**

QUALIFIED CAPITAL PURPOSE BONDS		
Beginning balance	**4,803,623.36**	**4,812,985.52**
PINNACLE BANK (initial deposit+interest)		
Colfax County Tax Collections	15,980.03	313,669.52
Butler County Tax Collections	2,789.02	33,967.75
Saunders County Tax Collections	4.65	233.64
Interest & Transfers	19,374.90	193,485.70
US Treasury Receipts		113,338.31
Total Monthly Receipts	**38,148.60**	654,694.92
Transfers/Loan repayment		0.00
Payments/Disbursements	-119,710.00	-245,618.48
Loans		-500,000.00
Fund Balance	**4,722,061.96**	**4,722,061.96**

EMPLOYEE BENEFITS FUND		
Beginning Balance	**77,374.40**	**77,010.25**
Deposits	6,483.83	87,836.29
Total Revenue	**83,858.23**	**164,846.54**
Disbursements & Transfers:	-4,185.57	-85,173.88

Ending Balance	**79,672.66**	**79,672.66**
EMPLOYEE BENEFITS FUND INVESTMENTS:		
Beginning Balance (800010018; 55375)	**13,828.53**	**13,807.65**
SCS CD's Interest		20.88
Ending Balance	**13,828.53**	**13,828.53**
Total Employee Benefits Funds Investments	13,828.53	13,828.53
Total Employee Benefits Funds	**93,501.19**	**93,501.19**

SCS STUDENT FEES

Beginning Balance	**50,659.22**	**40,694.26**
Receipts	281.29	20,724.25
Total	**50,940.51**	**61,418.51**
Disbursements	0.00	-10,478.00
Ending Balance	**50,940.51**	**50,940.51**

SCS ACTIVITY FUND

Beginning Balance	**638,723.93**	**636,644.80**
Receipts	62,340.40	520,254.15
Total	**701,064.33**	**1,156,898.95**
Disbursements	-63,072.93	-518,907.55
Ending Balance	**637,991.40**	**637,991.40**

Lunch Fund

Beginning Balance Checking accounts	**308,590.48**	**354,749.03**
Receipts	94,172.58	1,238,626.78
Interest	254.27	3,087.04
non-program receipts		0.00
Total Cash	**403,017.33**	**1,596,462.85**
Disbursements	-127,593.96	-1,321,039.48
non-program expenses		0.00
Total Expenditures	-127,593.96	-1,321,039.48
Total Lunch Funds	**275,423.37**	**275,423.37**

SCS COOPERATIVE FUND

Beginning Balance	**21,922.15**	**5,578.67**
Receipts	6,724.52	46,409.25
Total	**28,646.67**	**51,987.92**
Disbursements		-23,341.25
Ending Balance	**28,646.67**	**28,646.67**

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 06/01/2024 to 06/30/2024.

Site ID Site Name
Group ID Group Name

Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
SCHUYL	Schuyler Community Schools					
A	ACADEMIC					
1100	CONSORTIUM PAYROLL	232.84	0.00	0.00	0.00	232.84
1500	ARC EQUIP SPEC.ED.	1,894.05	0.00	0.00	0.00	1,894.05
	A Totals:	2,126.89	0.00	0.00	0.00	2,126.89
B	ACTIVITIES					
2100	BASKETBALL B	-2,555.00	0.00	0.00	0.00	-2,555.00
2150	BASKETBALL G	-3,021.82	0.00	125.00	0.00	-3,146.82
2200	CROSS COUNTRY B & G	-185.52	0.00	296.87	0.00	-482.39
2250	CROSS COUNTRY	0.00	0.00	0.00	0.00	0.00
2300	FOOTBALL	-2,649.00	0.00	2,275.00	0.00	-4,924.00
2350	GOLF B	-985.00	0.00	150.00	0.00	-1,135.00
2375	GOLF G	-555.00	0.00	0.00	0.00	-555.00
2400	SOFTBALL	220.30	0.00	0.00	0.00	220.30
2450	SOCCER B	-3,350.60	0.00	279.78	0.00	-3,630.38
2500	SOCCER G	-2,464.30	0.00	-400.00	0.00	-2,064.30
2600	TRACK	-3,657.36	0.00	696.77	0.00	-4,354.13
2700	VOLLEYBALL	-100.40	0.00	0.00	0.00	-100.40
2750	WRESTLING	-2,475.45	0.00	8.00	0.00	-2,483.45
2755	WEIGHT ROOM EQUIPMENT	7.50	0.00	0.00	0.00	7.50
2775	GIRLS WRESTLING	-3,667.87	0.00	0.00	0.00	-3,667.87
2800	SMS ATHLETICS	-582.15	132.10	104.00	0.00	-554.05
2850	LAUNDRY	0.00	0.00	0.00	0.00	0.00
2900	GENERAL	-2,987.00	0.00	2,525.59	0.00	-5,512.59
2950	MEDICAL	-102.50	0.00	0.00	0.00	-102.50
2970	BOOSTER CLUB DONATION	0.00	0.00	0.00	0.00	0.00
2975	DONATIONS	1,954.78	0.00	0.00	0.00	1,954.78
2980	SPEECH	0.00	0.00	0.00	0.00	0.00
2982	FFA	0.00	0.00	0.00	0.00	0.00
2984	ONE ACT	0.00	0.00	0.00	0.00	0.00
2986	FCCLA	0.00	0.00	0.00	0.00	0.00
2988	YOUTH SPORTS	0.00	0.00	0.00	0.00	0.00
2990	CHEER	0.00	0.00	0.00	0.00	0.00
2995	DANCE	0.00	0.00	0.00	0.00	0.00
	B Totals:	-27,156.39	132.10	6,061.01	0.00	-33,085.30

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 06/01/2024 to 06/30/2024.

Site ID Site Name
Group ID Group Name

	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
C	DISTRICT						
	3100	ADULT EDUCATION	0.00	0.00	0.00	0.00	0.00
	3110	COLLEGE CREDIT	-29,901.99	8,320.00	0.00	0.00	-21,581.99
	3200	GENERAL	19,368.44	636.86	1,205.85	0.00	18,799.45
	3250	FIELD HOUSE	63,629.92	627.00	0.00	0.00	64,256.92
	3300	FINES	1,916.09	0.00	0.00	0.00	1,916.09
	3400	HIGH SCHOOL--- BOOK FINES	0.00	0.00	0.00	0.00	0.00
	3450	SCHS LIBRARY FINES	1,115.21	0.00	0.00	0.00	1,115.21
		C Totals:	56,127.67	9,583.86	1,205.85	0.00	64,505.68
D	DEPARTMENTS						
	4000	BAND	-4,382.87	0.00	0.00	0.00	-4,382.87
	4025	Musical	709.20	0.00	0.00	0.00	709.20
	4050	VOCAL	0.00	0.00	0.00	0.00	0.00
	4750	KOEHN TRUST (BAND DONATION)	9,410.62	0.00	0.00	0.00	9,410.62
		D Totals:	5,736.95	0.00	0.00	0.00	5,736.95
E	UNIFORMS & EQUIPMENT						
	4500	BAND (UNIFORM DEP)	828.18	0.00	0.00	0.00	828.18
	4650	FLAG CORPS	1,383.26	0.00	0.00	0.00	1,383.26
	4700	INSTRUMENT RENTAL	0.00	0.00	0.00	0.00	0.00
	4770	AMBASSADORS	1,637.88	0.00	0.00	0.00	1,637.88
		E Totals:	3,849.32	0.00	0.00	0.00	3,849.32

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.

From 06/01/2024 to 06/30/2024.

Site ID Site Name

Group ID Group Name

	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
F	CLUBS ORGANIZATIONS						
	5000	ART	237.70	0.00	0.00	0.00	237.70
	5005	ATHS	0.00	0.00	0.00	0.00	0.00
	5050	CHEERLEADERS	12,140.50	14,037.60	0.00	0.00	26,178.10
	5100	DRAMATICS, SPEECH	-3,295.60	0.00	0.00	0.00	-3,295.60
	5105	One Act - NA	-2,041.28	0.00	0.00	0.00	-2,041.28
	5150	DANCE TEAM	-839.31	3,024.82	0.00	0.00	2,185.51
	5175	EMERGENCY RESPNSE TEAM	0.00	0.00	0.00	0.00	0.00
	5200	FFA CLUB	16,739.52	0.00	0.00	0.00	16,739.52
	5250	FCCLA CLUB	-831.40	351.00	0.00	0.00	-480.40
	5300	CULTURAL UNITY	2,024.52	0.00	0.00	0.00	2,024.52
	5350	NATIONAL HONOR SOCIETY	1,303.09	0.00	256.18	0.00	1,046.91
	5400	S-CLUB	1,300.84	0.00	0.00	0.00	1,300.84
	5405	SPIRIT CLUB	0.00	0.00	0.00	0.00	0.00
	5425	WARRIORS STAND FOR THE SILENT	0.00	0.00	0.00	0.00	0.00
	5500	SCIENCE & mATH cLUB	5,311.03	0.00	0.00	0.00	5,311.03
	5510	SCIENCE TRIP	0.00	0.00	0.00	0.00	0.00
	5515	INDUST. TECH GRANT SCHS	2,000.00	0.00	0.00	0.00	2,000.00
	5525	SCIENCE FAIR	0.00	0.00	0.00	0.00	0.00
	5550	STUDENT COUNCIL	1,833.32	39.00	63.33	0.00	1,808.99
	5575	504 R ACTIVITY FUND	0.00	0.00	0.00	0.00	0.00
	5600	RICHLAND ACTIVITY FUND	2,241.18	0.00	109.53	0.00	2,131.65
	5610	FISHER 24 ACTIVITY FUND	5,579.79	0.00	224.70	0.00	5,355.09
	5615	DUAL LANGUAGE	678.66	0.00	0.00	0.00	678.66
	5616	Dual Lang Students	5,112.27	0.00	2,879.73	0.00	2,232.54
	5620	SCHUYLER ELEMENTARY SCHOOL	6,735.96	34.30	7,099.00	0.00	-328.74
	5621	SES FELICIATIONS	0.00	0.00	0.00	0.00	0.00
	5622	SES FIELD DAY	7,530.98	0.00	1,113.37	0.00	6,417.61
	5623	SES Vocal Music Club	713.10	0.00	0.00	0.00	713.10
	5624	SES LIBRARY	3,391.88	0.00	0.00	0.00	3,391.88
	5631	SES POP FUND	0.00	0.00	0.00	0.00	0.00
	5632	SES Band CLUB	302.90	0.00	0.00	0.00	302.90
	5633	SES STEM	5,917.50	0.00	0.00	0.00	5,917.50
	5650	BRAINSTORMING	0.00	0.00	0.00	0.00	0.00
	5675	TEEN MOM'S	0.00	0.00	0.00	0.00	0.00
	5700	A.S.K.	3,181.46	0.00	0.00	0.00	3,181.46
	5725	STUDENT COUNCIL MAKE A WISH	1,939.37	0.00	0.00	0.00	1,939.37
	5750	FELLOWSHIP CHRISTIANS FOR ATHLETICS	0.00	0.00	0.00	0.00	0.00
	5775	INDUSTRIAL TECH ACCOUNT	0.00	0.00	0.00	0.00	0.00
	5800	SHEEL CREEK WATER TESTING	0.00	0.00	0.00	0.00	0.00
	5825	PRESCHOOL	2,843.32	0.00	0.00	0.00	2,843.32
	5900	SMS GENERAL ACTIVITY	-292.76	0.00	0.00	0.00	-292.76
	5901	SMS STUDENT COUNCIL	5,253.37	0.00	197.98	0.00	5,055.39
	5902	SMS LIBRARY	1,858.03	0.00	0.00	0.00	1,858.03
	5903	SMS RESOURCE ROOM	4,680.90	0.00	0.00	0.00	4,680.90

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 06/01/2024 to 06/30/2024.

Site ID Site Name
Group ID Group Name

Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
5904	SMS BAND CLUB	-584.30	0.00	0.00	0.00	-584.30
5905	SMS TEACHER POP 7702463	189.83	0.00	0.00	0.00	189.83
5906	SMS EDUCATIONQUEST FOUNDATION GRANT	0.00	0.00	0.00	0.00	0.00
5907	SMS Entrepreneurship	0.00	0.00	0.00	0.00	0.00
5909	SMS VOCAL MUSIC	3.25	0.00	0.00	0.00	3.25
5910	SMS VOLLEYBALL CLUB	1,345.04	0.00	0.00	0.00	1,345.04
5911	SMS YEARBOOK	-735.19	0.00	0.00	0.00	-735.19
5915	SMS WRESTLING CLUB	232.20	0.00	0.00	0.00	232.20
5916	SMS G Wrestling Club	205.71	0.00	0.00	0.00	205.71
5920	SMS FOOTBALL CLUB	25.68	0.00	94.16	0.00	-68.48
5925	SMS BOYS BASKETBALL CLUB	739.05	0.00	0.00	0.00	739.05
5926	SMS GIRLS BASKETBALL	488.96	0.00	0.00	0.00	488.96
5927	SMS TRACK CLUB	5,380.06	0.00	229.20	0.00	5,150.86
5928	SMS CROSS COUNTRY	-185.76	0.00	0.00	0.00	-185.76
5930	YOUTH FOOTBALL	0.00	0.00	0.00	0.00	0.00
5935	YOUTH SPORTS	2,256.83	0.00	0.00	0.00	2,256.83
5940	YOUTH SOCCERE	5,936.15	0.00	0.00	0.00	5,936.15
5945	TEAMMATES	5,003.69	0.00	0.00	0.00	5,003.69
5950	SMS SPEECH	44.18	0.00	0.00	0.00	44.18
5955	SMS Weights Club	0.00	0.00	0.00	0.00	0.00
5960	SES Counseling	223.20	0.00	1,251.85	0.00	-1,028.65
5975	SMS Weights	356.41	0.00	0.00	0.00	356.41
	F Totals:	114,475.83	17,486.72	13,519.03	0.00	118,443.52

G CONCESSION/VENDING

Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
6000	CONCESSION	-1,154.44	0.00	271.00	0.00	-1,425.44
6005	SMS CONCESSIONS	317.13	0.00	0.00	0.00	317.13
6010	Imp. Fund-10%	-360.96	0.00	0.00	0.00	-360.96
6015	SMS IMP FUND - 10%	-816.73	0.00	0.00	0.00	-816.73
6100	SCHS PEPSI 7701503	6,057.09	0.00	0.00	0.00	6,057.09
6105	SMS PEPSI 7702463	-744.59	0.00	0.00	0.00	-744.59
6125	SCHS LUNCH PEPSI	0.00	0.00	0.00	0.00	0.00
6150	SCS FIELD HOUSE POP	1,993.51	0.00	0.00	0.00	1,993.51
6200	STUDENT POP	1,022.46	0.00	0.00	0.00	1,022.46
6300	TEACHER POP	6,005.42	0.00	0.00	0.00	6,005.42
6400	S-CLUB JUICE	38.64	0.00	0.00	0.00	38.64
6500	MAINTENANCE	11,826.21	0.00	0.00	0.00	11,826.21
6600	MILK MACHINE - FCCLA	0.00	0.00	0.00	0.00	0.00
	G Totals:	24,183.74	0.00	271.00	0.00	23,912.74

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 06/01/2024 to 06/30/2024.

Site ID Site Name
Group ID Group Name

	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
H	SALES						
	7000	HORTICULTURE	13,749.24	1,394.00	0.00	0.00	15,143.24
	7010	HOUSE CONSTRUCTION	8,727.88	0.00	0.00	0.00	8,727.88
	7020	HOUSE RENTAL	33,304.48	500.00	0.00	0.00	33,804.48
	7050	INDUSTRIAL TECH / PLASMA CAM SALES	4,121.72	0.00	0.00	0.00	4,121.72
	7150	BBB CLUB ACCOUNT	2,726.33	0.00	0.00	0.00	2,726.33
	7200	GBB CLUB ACCOUNT	3,997.04	0.00	1,325.80	0.00	2,671.24
	7215	BOYS GOLF CLUB ACCT.	7,470.54	0.00	73.84	0.00	7,396.70
	7225	GIRLS GOLF CLUB ACCOUNT	1,145.39	0.00	0.00	0.00	1,145.39
	7250	WRESTLING CLUB ACCOUNT	21,490.87	0.00	0.00	0.00	21,490.87
	7260	GIRLS WRESTLING CLUB	4,009.85	0.00	0.00	0.00	4,009.85
	7275	WRESTLING AIDS	385.83	0.00	0.00	0.00	385.83
	7300	BSOC CLUB ACCOUNT	1,520.59	0.00	0.00	0.00	1,520.59
	7325	GSOC CLUB ACCOUNT	434.44	0.00	0.00	0.00	434.44
	7350	G/B CROSS COUNTRY CLUB	460.72	0.00	0.00	0.00	460.72
	7400	FOOTBALL CLUB ACCOUNT	3,939.35	50.00	300.00	0.00	3,689.35
	7450	VOLLEYBALL CLUB ACCT.	15,846.53	0.00	0.00	0.00	15,846.53
	7500	SB CLUB ACCOUNT	1,964.48	0.00	0.00	0.00	1,964.48
	7550	STUDENT PURCHASES	244.52	0.00	0.00	0.00	244.52
	7600	TR. CLUB ACCT	1,693.07	0.00	209.94	0.00	1,483.13
	7650	SPEECH CLUB	2,378.27	0.00	0.00	0.00	2,378.27
	7700	ONE ACT CLUB	3,099.10	0.00	0.00	0.00	3,099.10
		H Totals:	132,710.24	1,944.00	1,909.58	0.00	132,744.66
I	CLASSES						
	8000	ALUMNI ACCOUNT	1,386.24	0.00	0.00	0.00	1,386.24
	8305	CLASS OF 2023	574.42	0.00	0.00	0.00	574.42
	8310	CLASS OF 2024	106.57	0.00	0.00	0.00	106.57
	8315	CLASS OF 2025	-84.80	0.00	0.00	0.00	-84.80
	8320	CLASS OF 2026	1,445.27	0.00	0.00	0.00	1,445.27
	8325	CLASS OF 2027	540.73	0.00	0.00	0.00	540.73
	8330	CLASS OF 2028	298.97	0.00	0.00	0.00	298.97
	8335	CLASS OF 2029	-788.82	0.00	0.00	0.00	-788.82
	8340	CLASS OF 2030	-6.30	0.00	0.00	0.00	-6.30
	8345	CLASS OF 2031	281.47	0.00	0.00	0.00	281.47
	8350	Class of 2032	649.58	0.00	0.00	0.00	649.58
	8355	CLASS OF 2033	686.57	0.00	0.00	0.00	686.57
	8360	Class of 2034	1,539.99	0.00	0.00	0.00	1,539.99
	8365	CLASS OF 2035	-335.38	0.00	0.00	0.00	-335.38
	8370	Class of 2036	82.79	0.00	0.00	0.00	82.79
		I Totals:	6,377.30	0.00	0.00	0.00	6,377.30
J	YEARBOOK						
	8560	YEARBOOK	12,088.27	0.00	0.00	0.00	12,088.27
		J Totals:	12,088.27	0.00	0.00	0.00	12,088.27

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 06/01/2024 to 06/30/2024.

Site ID Site Name
Group ID Group Name

	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
K	MISCELLANEOUS						
	9000	STUDENT COUNCIL SCHOOL IMPROVMENT FUND	1,304.25	0.00	0.00	0.00	1,304.25
	9025	SAVE THE CHILDREN	0.00	0.00	0.00	0.00	0.00
	9030	AFTERSCHOOL PROGRAM	133,176.46	1,120.45	0.00	0.00	134,296.91
	9031	BEYOND SCHOOL BELL	99,501.39	0.00	2,926.27	0.00	96,575.12
	9035	SIXPENSE	0.00	0.00	0.00	0.00	0.00
	9040	SES BACK PACK PROGRAM	1,492.21	0.00	0.00	0.00	1,492.21
	9045	BUILDING HEALTHY RELATIONSHIPS.	7,736.07	0.00	0.00	0.00	7,736.07
	9050	STAFF INSURANCE PURCHASES	361.16	0.00	0.00	0.00	361.16
	9075	KEY DEPOSITS & RENTAL FEES	9,987.25	0.00	0.00	0.00	9,987.25
	9085	PROFESSIONAL DEVELOPMENT	-1,101.33	0.00	0.00	0.00	-1,101.33
	9095	PARENT INVOLMENT - PRESCHOOL	15,243.00	0.00	0.00	0.00	15,243.00
	9100	BLOOD MOBILE	0.00	0.00	0.00	0.00	0.00
	9105	WELLNESS WARRIORS	311.63	0.00	0.00	0.00	311.63
	9110	PTO WELLNESS DAY DONATION	-15,447.00	0.00	0.00	0.00	-15,447.00
	9115	LUNCH CARD	2,446.05	0.00	0.00	0.00	2,446.05
	9125	TMH	0.00	0.00	0.00	0.00	0.00
	9150	PRINCIPAL	1,137.17	0.00	0.00	0.00	1,137.17
	9175	Technology Fee	29,641.70	181.96	0.00	0.00	29,823.66
	9250	Booster Club	2,582.18	0.00	0.00	0.00	2,582.18
	9300	Credit Cards to Other ACCTS	451.70	0.00	0.00	0.00	451.70
		K Totals:	288,823.89	1,302.41	2,926.27	0.00	287,200.03
L	SCHOLARSHIPS/MEMORIALS						
	9200	EF TOUR	0.00	0.00	0.00	0.00	0.00
	9500	COLLEGE ACCESS GRANT	-234.35	0.00	0.00	0.00	-234.35
	9600	Hauff Sponsorship	264.00	0.00	0.00	0.00	264.00
		L Totals:	29.65	0.00	0.00	0.00	29.65
		SCHUYLER Activity Totals:	619,373.36	30,449.09	25,892.74	0.00	623,929.71

	Begin Balance	Transfers	Receipts	Disbursements	Adjustments	End Balance
SCHUYLER Checking:			30,449.09	25,892.74		
SCHUYLER Investment:						
SCHUYLER Bank Balances:	619,373.36		30,449.09	25,892.74	0.00	623,929.71

Report Activity Totals:	619,373.36	30,449.09	25,892.74	0.00	623,929.71

Schuyler Community Schools
Monthly Disbursement Report
July 2024

Vendor	Description	Amount
Mary Cinfel	Meal Reimbursements NASPA retr	$ 74.51
Amanda Richards	Parent Mileage 2023-2024	$ 825.59
Heather Bebout	May 2024 Miles	$ 75.71
Molly Parsons	Parent Mileage 2023-2024	$ 1,240.61
Nestor Pelayo	May Gas Mileage	$ 145.39
Neleigh Reichert	May 2024 Mileage	$ 39.30
Educational Service Unit #7	IEP/IFSP SRS	$ 3,938.00
Agri-City Insurance Agency LLC	Insurance	$ 270,150.00
Amazon Capital Services	Supplies	$ 19,562.24
Apple Computer, Inc.	Ipads	$ 45,472.50
Bierman Contracting Inc	Repair Fire Damage to Elementa	$ 68,920.77
BOMGAARS	Supplies	$ 553.26
BSN Sports LLC	Supplies	$ 752.64
Calloway House Inc	Rolloffs	$ 147.87
Michelle Capito	Parent Mileage 2023-2024	$ 405.51
Casey's Business MasterCard	Gas	$ 218.93
CenturyLink	Telephone/Internet	$ 849.38
Central Nebraska Rehab Service	Services	$ 10,677.78
Charleston Inc	Supplies	$ 231.69
Colfax County Clerk	Election Cost	$ 100.00
Cornhusker Public Power Distri	Utilities	$ 702.40
Juan Cruz	Parent Mileage 2023-2024	$ 4,286.69
Culligan of Columbus	Salt & Water	$ 168.00
Dashr	Supplies	$ 420.00
David City Public School	Title I Services	$ 946.89
Department Of Utilities	Utilities	$ 30,247.21
Didier Grocery	Supplies	$ 827.99
Dietze Music House, Inc.	Suppplies	$ 174.72
Emily Dowd	Parent Mileage 2023-2024	$ 2,397.76
Eakes Office Products Center	Supplies	$ 16,361.26
Edmentum	Apex Learning	$ 23,782.00
Electrical Engineering & Equip	Supplies	$ 941.76
Mari Encarnacion	Parent Mileage 2023-2024	$ 1,428.26
Educational Service Unit #7	June MANDT Training	$ 35,653.61
ESU Coordinating Council	Proofpoint Renewal	$ 750.30
FP Mailing Solutions	Postage	$ 721.59
Gartner & Associates Co Inc	Supplies	$ 671.00
Esmeralda Gomez Arroyo	Parent Mileage 2023-2024	$ 1,757.62
Harris School Solutions	Supplies	$ 4,629.48
HD Supply	Supplies	$ 784.26
Jessica Hinkle	Parent Mileage 2023-2024	$ 2,174.37
Holiday Inn	NCE Conference	$ 509.80

Hometown Leasing	Copier/Lease	$	13,434.25
Imagine Learning, LLC	License	$	14,495.00
J & B Auto Parts	Supplies	$	131.85
Jackson Services Inc	Statement	$	1,259.96
Amanda Jedlicka	Parent Mileage 2023-2024	$	698.29
Jeffrey Jedlicka	Parent Mileage 2023-2024	$	63.48
Johnstone Supply	Supplies	$	4,353.92
Jostens, Inc	Supplies	$	31.02
Kracl Saw Shop/Brian Kracl	Supplies	$	50.26
Cassandra Krings	EC Services	$	900.02
La Quinta Inns & Suites Kearne	Rooms 6/3-6/4 NCE Conference	$	459.77
Law Offices of Ellick, Jones,	Attorney Fees & Postage	$	26,152.45
Mid-american Research Chemical	Supplies	$	1,199.00
Matheson Trigas	Supplies	$	97.75
Midwest Alarm Services	Repairs	$	377.65
Midwest Technology Products	Supplies	$	1,395.00
Angela B Moore	Services Provided	$	1,864.32
Shelby Mundil	Parent Mileage	$	1,334.20
Nebr Assoc Of School Boards	School Leaders & Law Conferenc	$	185.00
NASPA	NASPA Summer Retreat 2024	$	150.00
Navigate360, LLC	Suite Platform Technology	$	5,012.76
Nebraska Council of School Adm	NAESP Membership	$	1,930.00
Nebraska Public Health Environ	Water Testing	$	486.00
Nebraska Safety Center@UNK	Class B & Passenger Endorsemen	$	270.00
Nebraska State Fire Marshal Ag	Annual Inspection	$	120.00
Jade Nichols	Parent Mileage 2023-2024	$	19.79
Patricia Nunley	Parent Mileage 2023-2024	$	2,145.22
One Source The Background Chec	Background Checks	$	149.00
OPTK Networks	Suppliies	$	320.85
Parkview One Stop LLC	Gas	$	1,156.52
(Parts) Mechanical Sales Parts	Supplies	$	332.03
Performance Foodservice - Omah	Cookies - United Way to Reimb	$	80.56
Presto-X	Pest Control	$	464.87
Pyramid School Products	Supplies	$	262.96
QC Supply, LLC	Supplies	$	4.48
Lizbeth Ramirez	Parent Mileage 2023-2024	$	1,340.76
Reardon Lawn & Garden	Supplies	$	46.95
Red Rover Technologies	Implementation Absence Managem	$	7,247.88
S&S Worldwide, Inc.	Supplies	$	705.29
Schmitt Music Company	Supplies	$	539.00
School Health Corporation	Supplies	$	130.42
School Specialty, LLC	Supplies	$	2,593.05
Schuyler Coop Association	Fuel	$	3,558.29
Schuyler Home & Building Suppl	Supplies	$	123.93
Schuyler Sun	Advertising	$	670.85
Virginia Semerad	Accompanist Hours	$	2,025.00
ServiceMaster Cleaning & Resto	Elementary Fire/Restoration	$	14,729.78

SHI International Corp	Supplies	$	5,456.55
Snyder Heating & Refrigeration	Supplies	$	733.00
Shane Svoboda	Parent Mileage 2023-2024	$	1,381.47
Union Bank and Trust Omnify	Daniel Prososki	$	1,469.37
University of South Dakota	Mentor/Teacher Candidate	$	250.00
Verizon Wireless	Cell Phones	$	497.47
VISA	Gas, Supplies	$	1,289.17
Vyve Broadbrand	Internet	$	1,286.01
Waste Connections of NE, Inc.	Waste Services	$	1,849.10
Whitney West	Parent Mileage 2023-2024	$	1,756.98
William H. Sadlier, Inc.	Workshop	$	6,166.28
Sarah Woehl	Parent Mileage 2023-2024	$	1,234.05
Menards	Supplies	$	24.98
Meyer Laboratory, Inc	Supplies	$	32,476.08
My Central Supply	Supplies	$	1,366.53
Nebraska Safety Center@UNK	Class B & Passener Endorsement	$	270.00
Reinecke Motor Co.	Repair	$	576.15
Carolina Biological Supply Co	Supplies	$	118.58
Law Offices of Ellick, Jones,	Legal	$	1,135.00
Nebraska UC Fund	Unemployment Benefit	$	2,594.31
Engineering Technologies Inc	HVAC Upgrades	$	48,635.90
Magnum Builders	Progess on roof	$	200,000.00
Sunbelt Rentals Inc	Trailer	$	2,900.00
Computer Hardware	Repairs	$	3,379.00
Total		**$**	**986,664.06**

Schuyler Community Schools
Monthly Disbursement Report
July 2024

Vendor	Description	Amount
Navigate360, LLC	Suite Platform Technology	$ 5,012.76
SHI International Corp	Supplies	$ 5,456.55
William H. Sadlier, Inc.	Workshop	$ 6,166.28
Red Rover Technologies	Implementation Absence Managem	$ 7,247.88
Central Nebraska Rehab Service	Services	$ 10,677.78
Hometown Leasing	Copier/Lease	$ 13,434.25
Imagine Learning, LLC	License	$ 14,495.00
ServiceMaster Cleaning & Resto	Elementary Fire/Restoration	$ 14,729.78
Eakes Office Products Center	Supplies	$ 16,361.26
Amazon Capital Services	Supplies	$ 19,562.24
Edmentum	Apex Learning	$ 23,782.00
Law Offices of Ellick, Jones,	Attorney Fees & Postage	$ 26,152.45
Department Of Utilities	Utilities	$ 30,247.21
Meyer Laboratory, Inc	Supplies	$ 32,476.08
Educational Service Unit #7	June MANDT Training	$ 35,653.61
Apple Computer, Inc.	Ipads	$ 45,472.50
Engineering Technologies Inc	HVAC Upgrades	$ 48,635.90
Bierman Contracting Inc	Repair Fire Damage to Elementa	$ 68,920.77
Magnum Builders	Progess on roof	$ 200,000.00
Agri-City Insurance Agency LLC	Insurance	$ 270,150.00
Total		**$ 894,634.30**

Notes on policies 402.17 - 905.07

Policy 402.17 Workplace Privacy has a revision to include a paragraph on expectations regarding Recording of Conversations in the Workplace. This has become an area of more interest lately since more of the public is aware they have recording apps on their smartphones and wish to make a record of conversations where there might have been an expectation of confidentiality.

Policy 504.10 Assignment of New Students to Classes and Grade Levels has a bit more detail than previously to outline some considerations that may be included in the decision to select an appropriate grade level for a new or returning student.

Policy 504.17 Questioning of Students by Outside Agencies has added expectations for documenting this process in order to better protect the interests of the district and the student.

Policy 504.23 Suicide Awareness and Assessment is an expansion upon a policy written ten years ago to meet basic training requirements put into state statutes at that time. With the increasing concern about at-risk students and prevention of student suicide, this greatly revised policy can serve as a general guidance from the board to the staff for creating a more substantial, organized means of dealing with this problem. Again, except for the first two paragraphs remaining from the original version, the new revision is optional and does not arise from any specific legislative mandate. Modify for local use as appropriate.

Policy 612.03 Childfind and Policy 612.05 Individualized Education Program and Family Services Plan have been greatly expanded as stated above to meet NDE’s requirements for more detail in special education procedures. This change should be considered as a mandated change.

Policy 905.02 Annual Emergency Safety Plan has had a few more elements and informational details added for the board’s overall expectations for the safety plan.

Policy 905.07 Safety Drills has been revised to include specific mention of hold/secure/lockdown type drills that are being conducted annually.

SAFETY DRILLS

All schools are required to instruct and drill students on emergency procedures so that students may respond to an emergency without confusion and panic. All building occupants will participate in the drills. Each building administrator will conduct emergency drills in accordance with requirements of the State Fire Marshall and the district's Emergency Safety Plan. All fire drill alarms shall be sounded on the fire alarm system.

Drills and instruction on fire emergencies shall include routes and methods of exiting the school building. At least one emergency exit and relocation drill shall be conducted every month school is in session with one additional drill required in the first 30 days of the school year (ten required each year). In months when the weather is severe the drills may be deferred provided that the required number of drills is achieved and at least four are conducted before the drills are deferred. A minimum of two years of completed fire drill records shall be kept on site and available for review by the State Fire Marshal Deputy.

At least two tornado drills and one Hold/Secure/Lockdown drill shall be conducted during each school year. Hold drills focus on staying in your room or area. Secure drills focus on threats outside the building. Lockdown drills focus on threats inside the building. Hold, Secure and Lockdown drills may be conducted the same day. The district will provide parents with at least 24 hours' notice before the school conducts any secure or lockdown drill and they will be announced as drills within the building prior to their start. There will be no simulations or role-playing enactments of intruders in the buildings.

Certified employees shall be responsible for instructing the proper techniques to be followed in the drill.

Legal Reference:	Neb. Statute 79-705 and 706 Neb. Statute 81-527 NFPA Life Safety Code 101 Sect. 15.7	
Cross Reference:	508.05	Emergency Plans and Drills

Approved _____ Reviewed _____ Revised _____

ANNUAL EMERGENCY SAFETY PLAN

All employees have the responsibility for maintaining safe, healthy and sanitary conditions within the buildings and on the grounds of the school district. The Superintendent shall designate staff and develop procedures to ensure that all facilities meet fire, safety and health codes.

The Superintendent shall appoint a school safety and security committee represented by faculty, parents and community members that will prepare and review the school's safety plan. This plan will be updated annually by the committee and approved by the School Board. The plan will address safety procedures and security plans for students, staff and visitors, including during emergency events. Detailed guidelines may be found on the Nebraska Department of Education website at https://www.education.ne.gov/safety/developing-an-emergency-operations-plan/.

Typical elements of this plan will include:

- The assignment of specific employees to safety tasks and responsibilities.
- Instructions relating to the use of alarm systems and signals.
- Information concerning methods of fire containment and equipment use.
- Systems for notification of appropriate authorities.
- Practices for conducting an annual hazard analysis of district properties.
- Procedures for implementing a behavioral threat assessment plan.
- Specification of evacuation routes and procedures.
- Posting of plans and procedures at suitable locations.
- Procedures and frequency of emergency evacuation drills.
- An evaluation of each evacuation drill.
- Procedures and practices for reunification drills.
- Plans to facilitate continuity of operations.

The plan shall be reviewed annually by one or more persons not on the committee and not an employee of the school district. This review includes a visit to each school building to analyze plans, policies, procedures and practices. Recommendations shall be made to the Superintendent and the committee for use in revising the plan.

Legal Reference:	NDE Rule 10-011.01
	Neb. Statute 79-3101 et seq.
Cross Reference:	404 Employee Health and Well-Being
	508 Student Health and Well-Being
	805 Risk Management
	903 Maintenance, Operation and Management
	905 Safety Program
	1004.04 Crisis Management Communications

Approved _____ Reviewed _____ Revised _____

INDIVIDUALIZED EDUCATION PROGRAM AND FAMILY SERVICES PLAN

A meeting to develop an IEP for a child must be held within thirty (30) calendar days of a determination that the child needs special education and related services, and it must review the child's IEP not less than annually. After the initial IEP meeting, it must be in effect at the beginning of each school year. The school district shall encourage the consolidation of reevaluation meetings for the child and other IEP team meetings as much as possible. Alternative means of meeting participation, such as video conferences and conference calls, may be used by the district and parent by mutual agreement.

The district ensures that an Individualized Education Program (IEP), or an Individualized Family Service Plan (IFSP) is developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007. Prior to considering any draft of an IEP as final it shall be reviewed and revised based on discussion and decisions of the team including the parent, guardian or surrogate. Reasonable efforts will be made to obtain informed consent from the parent, guardian, or surrogate regarding special education placement on the IEP before services are begun.

Strategies to meet transition objectives shall be in place beginning not later than the first IEP to be in effect when the child turns 14 and updated annually thereafter. This shall include appropriate measurable postsecondary goals based upon age-appropriate transition assessments related to training, education, employment, and, where appropriate, independent living skills. It will also include transition services (including courses of study) needed to assist the child in reaching those goals. If a participating agency other than the school district fails to provide the transition services described in the IEP, the school district shall reconvene the IEP team to identify alternative strategies to meet the transition objectives for the child set out in the IEP.

Every report of alleged violations of the district's special education policies that can be interpreted at the outset to fall within the protections of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of an ongoing investigation of these policies, potential issues of sexual harassment or discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged sexual harassment or discrimination as well as the incidents of alleged violations of the special education policies.

NDE documents "Rule 51, Special Education Program" and "Policies and Procedures Guidance Documents" shall serve as administrative procedures to this policy. The entire documents can be found at https://www.education.ne.gov/sped/regulationspolicies.

Approved _____ Reviewed _____ Revised _____

CHILDFIND

All children with disabilities from birth to age twenty-one residing in the district, including children with disabilities who are homeless children or wards of the state and children with disabilities attending non-public schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services. The district will provide multiple methods to provide parents, guardians, and community members with information regarding how to refer a child for an evaluation and the identification process. These will include annual mailings sent to families with school-aged children and a link on the district's website. The district will accept referrals from parents, school staff and state and local agencies. Each school building will have a designated contact person who is knowledgeable about the district procedures, and the district will designate a contact person to oversee the child find process. The child find process will be consistent with Federal and state regulations.

Student Assistance Teams (SAT)

The SAT shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education for students experiencing difficulties in school. The SAT will be tailored to the difficulties facing the individual student and will be comprised of building staff identified as appropriate to the content areas causing these difficulties. The team will review the strengths and interests of the student and document all viable problem-solving and intervention strategies to help the student be more successful in school. The district will generally work to assist a student through the SAT process prior to evaluating the student for possible verification under Section 504 of the Rehabilitation Act or Rule 51. The length of the SAT process will vary according to the needs of the student.

If a parent refers a child for a special education evaluation, the school district should discuss with the parent the use of the student assistance team. The discussion should include information regarding the requirements for a student assistance team, the timelines and the personnel which will be included on the team.

If, after conducting the SAT problem-solving and intervention strategies, the district suspects the child may have a disability, a referral for a special education evaluation must be completed. The school district must seek consent from the parent prior to conducting an evaluation to determine eligibility for special education services. However, parents can request an evaluation at any time during the SAT activities, and the school district must either obtain consent to evaluate and begin the evaluation, or, if the school district declines the parent's request, issue a prior written notice as required by 92 NAC 51-009.05. Additionally, if at any time during the SAT process the district suspects the student has a disability and requires special education and related services, the district must seek consent to conduct an evaluation to determine eligibility for special education services.

Approved _____ Reviewed _____ Revised _____

Multidisciplinary Team (MDT)
If the SAT determines that all viable alternatives have been explored after faithfully and consistently implementing the intervention strategies recommended by the SAT, a referral for multidisciplinary evaluation shall be completed in accordance with Rule 51. The MDT is comprised of the student's parent and building staff including such individuals as the school psychologist, general and special education teachers, and related service providers or specialists as appropriate to the content areas causing difficulties for the student.

The MDT will be established to evaluate the child and review all existing educational assessments and other relevant observations to report whether the student has a disability, and if the disability is such that the child is eligible for special education and related services or needs additional or modified special education to meet the goals of the student's IEP or the general goals of the school district's curriculum. An MDT report including the assessment results that were used in determining whether the child is eligible for special education will be shared with the parent or guardian following receipt of consents and issuance of meeting notices as shown below.

The district will utilize a Consent for Initial Evaluation asking for the parent/guardian's written consent to conduct a special education evaluation. The stated purpose of this evaluation will be to determine if the student meets the state and federal criteria as a child with a disability and stating this evaluation must be completed before the student can receive special education or related services.

The district will issue the MDT Meeting Notice inviting the parent or guardian to attend a meeting concerning their student's special education evaluation and potential eligibility for special education and related services. The parent or guardian will be notified of the parent's right to participate in any meeting regarding the student's special education evaluation, individual education plan (IEP), and placement. If the student is already receiving special education and related services, the evaluation information is reviewed every three years.

The IEP Meeting Notice will be utilized to invite the parent or guardian to attend a meeting concerning the student's IEP meeting. It will state that the plan is updated annually, and the parent or guardian has the right to participate in any meeting regarding the student's special education evaluation, IEP, and placement.

Independent Education Evaluations (IEEs)
When a student's parent requests an IEE, the district's special education director will promptly respond in writing that either an independent educational evaluation will be provided at public expense, or the district will initiate a hearing in accordance with Rule 55 to show that its evaluation is appropriate. The written response will include a copy of this policy and if appropriate, identify at least one qualified individual who is appropriate to conduct the evaluation within the geographic area. These evaluations will become part of the decision-making process.

NDE documents "Rule 51, Special Education Program" and "Policies and Procedures Guidance Documents" shall serve as administrative procedures to this policy. The entire documents can be found at https://www.education.ne.gov/sped/regulationspolicies.

SUICIDE AWARENESS AND ASSESSMENT

Required Training

The board wishes to ensure that appropriate staff training for suicide awareness and prevention as required by state statutes is conducted on an annual basis. All district nurses, teachers, counselors, school psychologists, administrators, school social workers, and any other appropriate personnel shall receive at least one hour of such training each year.

The training should include such topics as how to identify appropriate mental health services both within the school and also within the larger community, and when and how to refer youth and their families to those services.

It shall be the responsibility of the superintendent to implement and monitor this training.

Assessment Program

In its commitment to protect the health, safety, and welfare of its students, and to reduce the risk of suicide or suicide attempts among the student population, the board directs school personnel to develop a program of suicide risk assessment, identification, counseling, and response within the schools. These measures, strategies, practices, and supports will be used by employees who regularly interact with students to promote the students' mental and physical well-being. Nothing in this policy shall be interpreted to impose a specific duty of care.

Definitions

At-Risk for Suicide shall mean any youth with risk factors or warning signs that increase the likelihood of suicidal behavior.

Prevention refers to efforts that seek to reduce the factors that increase the risk for suicidal thoughts and behaviors and increase the factors that help strengthen, support, and protect individuals from suicide.

Protective Factors refers to characteristics associated with a lower likelihood of negative outcomes or that reduces a risk factor's impact. Protective factors may be seen as positive countering events.

Resilience is the process of adapting well in the face of adversity, trauma, tragedy, threats, or significant sources of stress or "bouncing back" from difficult experiences.

Risk Factors refers to characteristics at the biological, psychological, family, community, or cultural level that precede and are associated with a higher likelihood of negative outcomes, including suicide.

Approved _____ Reviewed _____ Revised _____

School Connectedness shall mean the belief by students that adults and peers in the school care about their learning as well as about them as individuals.

School Personnel include, but may not be limited to, administrators, teachers, school-based behavioral health professionals (e.g., school counselor, school psychologist, school social worker), paraprofessionals, support staff, coaches, bus drivers, custodians and cafeteria workers.

Suicide shall refer to death caused by self-directed injurious behavior with intent to die as a result of the behavior.

Suicidal Act or Suicide Attempt shall mean a potentially self-injurious behavior for which there is evidence that the person intended to kill him/herself; a suicidal act may result in death, injuries, or no injuries.

Suicide Threat shall mean a verbal or nonverbal communication that an individual intends to harm him/herself with the intention to die but has not acted on the behavior.

Warning Signs are evidence-based indicators, often observable, that someone may be in danger of suicide, either immediately or in the very near future.

Crisis Response Team
The district shall establish a Crisis Response Team. The team may include, but is not limited to, administrators, school counselors, school psychologists, school nurses, school social workers, school safety and security personnel, and/or teachers and other employees who regularly interact with the students. Outside health agency resources may also be called upon for assistance. A letter of agreement between the district and any community providers is encouraged prior to commencement of any crisis response services. Each building shall designate a Crisis Response Team Coordinator and that individual shall be identified in student handbooks and on the district's website.

The Crisis Response Team should also include individuals designated as coordinators and/or investigators in district policy on cases involving harassment, as required under federal law. These individuals will help identify overlapping risk factors, including hostile environments created by persistent or severe harassment on the basis of gender, race, disability, or other protected classes.

Members of the Crisis Response Team should receive additional suicide awareness and prevention education in addition to the basic suicide awareness training required by state law to educate them in the importance of suicide prevention, the recognition of suicide risk factors and warning signs, and how to respond. Staff education should also include strategies to enhance protective factors, resilience, and school connectedness.

Student Health Education

Age-appropriate student health education in accordance with state health education standards may include but is not limited to the following:

1. Adherence to safe and effective messaging guidelines, avoiding graphic testimonials, and inclusion of reputable suicide prevention resources.
2. Informing students about broader behavioral health issues such as depression and substance abuse, as well as specific risk/protective factors and warning signs for suicide.
3. Encouraging students to seek help for themselves or their peers, including when concerns arise via social media or other online media, and to avoid making promises of confidence when they are concerned about the safety of a peer; and/or
4. Promoting a healthy school climate where students feel connected to and can identify trusted adults in the building.

Intervention/Prevention

Information received in confidence from a student may be revealed to the student's parents or guardians, the building principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

Any school personnel who observe a student exhibiting a warning sign for suicide, or who has another indication that a student may be contemplating suicide, shall refer the student for risk assessment and intervention to the building principal or the Crisis Response Team Coordinator. In the absence of an immediate warning sign for suicide, students demonstrating suicide risk factors that appear to be adversely impacting the student should be referred to the Crisis Response Team Coordinator.

Any school personnel who are made aware of any threat or witness any attempt towards self-harm that is written, drawn, spoken, or threatened shall immediately notify the building principal or the Crisis Response Team Coordinator. Any threat in any form shall be treated as real and dealt with immediately. In cases of suicidal thoughts and behaviors, a student's confidentiality will be waived.

For students with disabilities who are identified as being at risk for suicide or who attempt suicide, the Crisis Response Team Coordinator shall also notify the Director of Special Education to address the student's needs in accordance with applicable law, regulations and board policy.

Procedures for Parental Involvement

Parents or guardians of a student identified as being at risk of suicide must be immediately notified by the school and must be involved in consequent actions and provided with appropriate available resources.

Response to Suicide Attempt

The Crisis Response Team will develop guidelines for responding to a suicide attempt on school grounds or during a school-sponsored event including notifications of appropriate

persons, for responding to a suicide death, and for post-incident procedures, which shall include methods for informing the school community, identifying and monitoring at-risk youth, and providing resources and supports for students, staff, and families.

Legal Reference: Neb. Statute 79-2,146

QUESTIONING OF STUDENTS BY OUTSIDE AGENCIES

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees.

Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students shall be made through the principal's office. Law enforcement interviews should involve school-related criminal activity, a warrant or a court order. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal shall attempt to contact the parents to inform them of the request and to ask them to be present. The principal shall document actions taken by the district on behalf of the student, detail the steps taken to notify parents, document the activities taken by the law enforcement officer, and document any further contacts with law enforcement officer.

If a child abuse investigator wishes to interview a student, the principal will determine whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview. An administrator or designee will be present during the interview.

The superintendent or building principal shall only release minor students into the custody of a law enforcement officer upon presentation of a court order or warrant for the student's arrest, or under conditions for temporary custody of a juvenile without a warrant as provided by state statutes. In all cases of giving up custody to a law enforcement officer, the administrator should obtain the officer’s name, badge number and law enforcement agency, date, time, location to which the student is being taken, and reason for arrest in those situations not legally requiring a court order or warrant.

Legal Reference: Neb. Statute 43-248 and 79-294

Cross Reference: 403.02 Child Abuse Reporting
505 Student Discipline

Approved _____ Reviewed _____ Revised _____

ASSIGNMENT OF NEW STUDENTS TO CLASSES AND GRADE LEVELS

New students entering from schools recognized and approved by the Nebraska Department of Education will initially be placed in grades and classes on the basis of their grade placement/credits in the school from which they are transferring. The district administration, through academic achievement tests and other evaluation measures as necessary, will determine the appropriate grade level/credit status of students transferring from schools that have not been approved by the state department of education. These measures may include chronological age, previous public or private school experience and transcript review, diagnostic or achievement testing data test data, criterion referenced test data, exam test data, and administrative or counselor reviews.

Previous high school work may be validated for a high school student by successfully completing a higher level unit in this district's high school for every unit completed in a non-accredited high school; i.e., completion of a second unit mathematics would validate the mathematics credit transferred. If no successive course work is pursued to validate the credit, similar or equivalent work will be evaluated at the discretion of the principal.

Cross Reference: 601 Goals and Objectives

Approved _____ Reviewed _____ Revised _____

WORKPLACE PRIVACY

The district will not:

1. Require or request that an employee or applicant provide or disclose any username or password or any other related account information in order to gain access to the employee's or applicant's personal Internet account by way of an electronic communication device; or
2. Require or request that an employee or applicant log into a personal Internet account by way of an electronic communication device in the presence of the employer in a manner that enables the employer to observe the contents of the employee's or applicant's personal Internet account or provides the employer access to the employee's or applicant's personal Internet account; or
3. Require an employee or applicant to add anyone, including the employer, to the list of contacts associated with the employee's or applicant's personal Internet account or require or otherwise coerce an employee or applicant to change the settings on the employee's or applicant's personal Internet account which affects the ability of others to view the content of such account; or
4. Take adverse action against, fail to hire, or otherwise penalize an employee or applicant for failure to provide or disclose any of the information or to take any of the actions specified above.
5. Require an employee or applicant to waive or limit any protection granted under the Workplace Privacy Act as a condition of continued employment or of applying for or receiving an offer of employment.

The district shall maintain its right to control, monitor and review the use of its computers, technology and the Internet as stated in policy 606.06, to access any employee-related information available in the public domain, and conduct investigations related to employee actions prohibited by district policy to the extent those investigations are not expressly prohibited by the Workplace Privacy Act or other applicable state or federal law.

Recording of Conversations in the Workplace

To ensure privacy and confidentiality in the workplace, no person is authorized to record or transmit the sound or image of any person without prior authorization or consent by either the person(s) being recorded or whose sound or image is being transmitted or by the Superintendent. Recording may be done in circumstances where recording is expressly permitted such as (1) recording a Board meeting during open session, (2) at District-sponsored activities where the focus of the recording or transmission is on the student performances or activities, (3) when recording an IEP or similar meeting to facilitate a record of parental involvement in the process or protection of other rights guaranteed by the Individuals with Disabilities Education Act, (4) District-operated security equipment, or (5) other instances required by law or allowed by District policy.

Legal Reference: Neb. Statutes, LB 821 (2016)

Approved _____ Reviewed _____ Revised _____

Notes on changes to policies 201.02 - 606.09

1. Policy 201.02 – LB 287 requires that in the case of a special district election called by the Secretary of State to fill a majority of board seats, all candidates shall fill out candidate filing forms.

2. Policy 204.07 Meeting Notice – LB 287 prescribes an alternate method for providing notice of meetings when newspaper publication cannot be done on a timely basis. This policy will once more be revised prior to January 2025, when a more detailed alternate notice method from LB 287 will go into effect. We'll keep you posted.

3. Policy 204.12 Public Comment – LB 43 requires that public comment shall be allowed at each meeting. No minimum time period is specified by the legislation for the complete comment period nor is there a requirement that each person must be given time to speak. A practice such as allowing the first individuals who signed up to speak until the period is filled would still be acceptable. When updated posters for the Open Meetings Act become available, the outdated ones should be replaced.

4. Policy 206.02 Board Association Membership – LB 304 requires school districts to disclose on their website any membership dues paid to organizations such as NASB and also any additional fees paid to lobbyists or lobbying organizations.

5. Policy 402.03 Employee Conflict of Interest – LB 287 reinforces existing conflict of interest statutes to prevent employees from entering into personally beneficial agreements on behalf of the district without the board's knowledge.

6. Policy 409.01 Certificated Employee Professional Development – LB 1329 modifies state statutes that had previously been quite specific about minimum annual training hour requirements for certain topics. Local school boards may now determine how much training shall be reasonable.

7. Policy 502.02 Nonresident Students/Option Enrollment – LB 1329 has several language changes to implement the decision that students may now option enroll for each of 3 levels of schooling. Since the entire topic has gotten a bit more complex, I have also added some additional basic guidance from the original rules to better describe the entire process.

8. Policy 502.03 Entrance – Admissions – LB 71 creates additional funding opportunities for early childhood education programs and the change here deals with making it available both to children who are not yet eligible for kindergarten and also for

children a year older who are being held back to the latest allowable year before beginning kindergarten. This language is entirely optional.

9. Policy 503.04 Addressing Barriers to Attendance – LB 1029 specifically exempts mental or physical illness from those reasons for unexcused absences that may be considered as excessive. LB 1329 also strengthens the option of conducting an educational evaluation of the reason for absences.

10. Policy 504.03 Student Conduct – LB 43 created the First Freedom Act to prevent undue substantial burdens from being placed upon a student's religious exercise.

11. Policy 504.06 Student Appearance – LB 43 also includes basic language effective this coming school year to protect a student's right to wear tribal regalia. LB 298 passed in 2023 directs NDE to issue a model dress code and grooming policy by December 2024. The right to wear tribal regalia is effective now but districts will not need to adopt a policy similar to NDE's model until the 2025-26 school year.

12. Policy 504.11 Weapons – LB 1329 makes changes in acceptable methods of firearms storage in vehicles operated by adults and parked at schools. There is also a requirement for state authorities to develop a model policy to allow the carrying of firearms by certain individuals in lesser populated districts (now designated as Class II and Class III), but no deadline has been set for its adoption.

13. Policy 607.10 Classroom Environment – LB 1329 requires that the primary classroom world map must be an equal-area projection map. Gerardus Mercator's 1569 navigational projection map may still serve useful instructional purposes since it preserves directions accurately. Since it distorts the relative sizes of land masses, it now cannot be used alone.

14. Policy 611.02 Student Promotion, Retention, or Acceleration – LB 71 creates new procedures for a parent to request having a student repeat a grade.

15. Policy 611.07 Graduation Requirements – LB 705 last year required that each graduating student must submit a Free Application for Federal Student Aid (FAFSA) beginning in the 2024-25 school year and allows certain situations for opting out of it.

16. Policy 802.05 Free or Reduced Cost Meals Eligibility and Meal Charges – LB 1329 prohibits schools from using debt collection agencies to collect outstanding school lunch debts from students.

17. Policy 1003.00 Public Examination of School District Records – LB 43 requires districts to supply up to 8 hours of employee time, rather than the previous requirement of 4, to meet public records requests of state residents without charging for employee time.

GRADUATION REQUIREMENTS

Students must successfully complete the courses required by the board and the Nebraska Department of Education in order to graduate.

It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete *[200; other]* credits prior to graduation. The following credits will be required:

Language Arts	40	credit hours
Science	30	credit hours
Mathematics	30	credit hours
Social Studies	30	credit hours
Physical Education	10	credit hours
~~Financial Literacy~~	~~5~~	~~credit hours~~
Total Required Hours	~~145~~110	credit hours
Total Elective Hours	~~55~~90	credit hours
Total Required Hours for Graduation	200	credit hours

~~Electives – 90 credits in 2023-2024)~~
Total Course Credits - ____ (State of NE requires 200 – 80% must be core – Rule 10)

Each student must complete at least one five-credit course in financial literacy or personal finance prior to graduation. The required courses of study will be reviewed by the board annually.

Each student shall complete and submit a Free Application for Federal Student Aid (FAFSA) prior to graduating unless the required opt-out form is submitted by either: (1) the parent or legal guardian; (2) the Principal, if the Principal determines good cause exists for not requiring the student to complete the FAFSA; or (3) an emancipated student or a student of at least 19 years of age.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

IDEA Considerations

Graduating with a regular high school diploma or reaching the maximum age of eligibility both result in termination of a student's eligibility for Special Education (IDEA) services. Procedurally, the student's Individualized Education Program (IEP)

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team must meet to review the student's status and issue the appropriate coding for the student, specifically 210 or 211 as described in the ADVISER Data Elements Manual, a reasonable time before the student's eligibility is terminated. These meetings may be held via the telephone or through a virtual platform (e.g. Zoom, Google, etc.) and should include the student (if possible). The school district must also provide the student with a summary of performance prior to graduation or ending services because of age. Some
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IEP teams may have already provided a Notice of Graduation or Notice of Ending Services Due to Age to certain students. As this is an issue of IDEA eligibility, the Nebraska Department of Education recommends that school districts make every effort to complete these steps in a timely manner.

Requirements Related to American Civics (Nebraska Revised Statute 79-724)

The requirements within Nebraska Revised Statute 79-724 took effect on September 1, 2019, and the NDE considers 2019-2020 a transition year for implementation. Even so, opportunities may exist in an alternate learning environment to meet requirements within 79-724.

- If a district intends to administer the civics portion of the U.S. Citizenship and Immigration Service Naturalization Test, students are required to take the test twice - once prior to completing 8th grade and a second time prior to completing 12th grade. It may be possible for seniors to complete the second testing in an alternate learning environment. For example, the University of Nebraska High School is offering "Citizenship 101" for free (non-credit), and it prepares students to take the naturalization test at the completion.

- For districts that intend to have students attend/participate in a meeting of a public body OR complete a project/paper and class presentation as outlined in 79-724, those requirements may also be met in an alternate learning environment.

STUDENT PROMOTION, RETENTION OR ACCELERATION

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgement of the teachers and the principal, such exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation to the student's parents, but the final decision will rest with school authorities.

When it becomes apparent a secondary student will be unable to meet the minimum credit requirements for the year, both the student and parents will be informed. Students who cannot demonstrate proficiency at their grade levels will also be considered for retention. Teachers must notify the principal of these students, make a recommendation to the principal concerning their promotion or retention, and hold a conference with parents.

~~The principal may require remediation at the parents' expense as a condition of promotion to the next grade level. *[Such remediation may include, but shall not necessarily be limited to, a mandatory summer school program focused on the areas of deficiency or other such alternatives conducted by the district outside of the regular school day.]*~~

~~The parents will be requested to indicate in writing their agreement or disagreement with the recommendation for retention. The final decision will rest with the school administration. Parents may request retention if they believe it to be in the best interest of their student. The principal will confer with the teachers and parents to determine appropriate action.~~

~~More than one retention during the elementary school years will receive special consideration and require the approval of the superintendent based on the recommendation of the principal, teacher and parent or guardian.~~
A student in kindergarten through fourth grade may be retained due to academic needs, illness, or excessive absenteeism. A student in fifth through twelfth grade may be retained due to excessive absenteeism.

Excessive absenteeism means that the student was absent fifty percent or more of the school year and includes excused absences, unexcused absences, and absences due to suspension or expulsion. Absences due to approved school-related activities, such as field trips, competitions, athletic events, and testing, are not included. Illness means that the student experienced a severe mental or physical illness resulting in hospitalization of two or more weeks during the school year.

A parent or guardian wishing to request their student repeat a grade shall meet with the superintendent or designee to discuss having the student repeat a grade. The parent or

guardian shall provide evidence of academic needs, illness, or excessive absenteeism that would justify the student repeating the grade. At the meeting, the superintendent shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to the student. If the parent or guardian still intends their student repeat a grade, they shall complete and submit the district's required form. If all other requirements of district policy and state statute are met, the district shall have the student repeat the grade for the next school year. The district shall file the form with the Nebraska Department of Education.

Students with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's

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graduation requirements. Acceleration ahead in a grade level should be approached with caution and should only occur with the joint approval of the superintendent, the principal and the parent or guardian.

Legal Reference: Nebraska Statute 79-526

Approved _____ Reviewed _____ Revised _____

CLASSROOM ENVIRONMENT

Classrooms are expected to be maintained in a safe, orderly manner at all times in keeping with providing an appropriate, healthy learning environment. Any items for display or use in the classroom shall meet this criterion. The use of essential oils or essential oil diffusers will not be permitted in district facilities by students, staff or visitors.

All items on display in the classroom such as posters, pictures, banners, charts, signs or flags must be related to the curriculum. Items unrelated to the curriculum or that may cause a disruption to the learning environment are prohibited. Staff members are expected to request the building principal's approval for display of items that may not meet this standard.

The district will display or use the Gall-Peters projection map (or a similar cylindrical equal-area projection map) or the AuthaGraph projection map in classrooms, although other types of maps are allowed in addition to it.

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WEAPONS

The board believes weapons and other dangerous objects and look-a-likes in school district facilities including concealed weapons cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

This shall not apply to the issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this state, or Reserve Officers' Officers Training Corps, peace officers, authorized law enforcement officers, or authorized retired law enforcement officers when on duty or training.

Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

The term “dangerous object” shall include noxious or flammable material, fireworks, devices intended to administer an electric shock (tasers, electric batons, prods, or stun guns) chemical weapons (i.e. mace, pepper spray), martial arts weapons or other instruments including those which eject a projectile or substance of any kind, or any replica or facsimile of any of the above, whether functional or nonfunctional, whether designed for use as a weapon or for some other use.

Parents of students found to possess weapons or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects including concealed weapons shall be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms as defined in 18 U.S.C. 921 to school or knowingly possessing firearms including concealed firearms at school may be expelled for a period of not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons or dangerous objects under the control of law enforcement officials shall be exempt from this policy. ~~Firearms kept in a locked firearm rack that is on a motor vehicle or that are~~ This policy does not prohibit firearms contained ~~within~~in a private vehicle operated by a nonstudent adult or prohibited person that are locked inside the

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~~not loaded are also exempt.~~ glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, other than an autocycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area. Firearms also may be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes and must be kept in a designated location during the school day. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to implement this policy.

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Legal Reference:
- Neb. Statute 79-263
- Neb. Statute 28-1204.04
- Improving America's Schools Act of 1994, P.L. 103-382.
- 18 U.S.C. § 921 (1994).
- McClain v. Lafayette County Bd. of Education, 673 F.2d 106 (5th Cir. 1982).

Cross Reference:
- 505 Student Discipline
- 508 Student Health and Well-Being

STUDENT APPEARANCE

The board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to standards of cleanliness, grooming and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any public or private location on the school grounds or at any school function where the person is otherwise authorized to be as long as the tribal regalia does not interfere with the educational process and is not detrimental to the health or safety of the student or another person.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

Legal Reference: Hines v. Caston Sch. Corp. 651 N.E.2D 330 (1995)
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethal School District v. Fraser, 478 U.S. 675 (1986).
Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969).
Neb. Statute 79-526

Cross Reference: 501 Objectives for Equal Educational Opportunities for Students

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STUDENT CONDUCT

The board believes inappropriate student conduct causes serious disruption to the learning environment, interferes with the rights of others, and threatens the health and safety of students, employees and the public. The Superintendent and staff will develop and implement age-appropriate student codes of conduct to facilitate the educational process.

The district will not substantially burden the right to a student's religious exercise unless that religious exercise is disruptive to or interferes with the school learning environment, is detrimental to the health or safety of the student or another person, or violates the permission of staff.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district. This policy will also apply while on school owned, operated or chartered transportation; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and educational processes of the school district.

Students who violate this policy and the administrative regulations supporting it will be subject to disciplinary measures including, but not limited to, removal from the classroom, detention, suspension, probation and expulsion. The codes of conduct will include measures to prevent or discourage behavior which interferes with the educational program, behavior which disrupts the orderly and efficient operation of the school or the functioning of school activities, behavior which interferes with the maintenance of a learning environment, behavior that is violent or destructive, or behavior which interferes with the rights of other students to pursue their education. Procedures will be available to allow rights of due process for all students.

Every report of alleged violations of student conduct policies that can be interpreted at the outset to fall within the protections of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of an ongoing student conduct investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged violations of student conduct policies.

This disciplinary process is designed to create the expectation that the degree of discipline imposed by the school will be proportionate to the severity of the behavior of the particular student, the previous discipline history of the student and other relevant

factors. It will also include parental involvement processes designed to enable parents, guardians, teachers and school administrators to work together to improve and enhance appropriate student behavior and academic performance. All student codes of conduct shall be submitted to the board for approval or review.

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The code of conduct will be included in the student handbook, and a parent/guardian will sign and promptly return an acknowledgement of receipt of the handbook which specifically mentions the student code of conduct.

Legal Reference: Goss v. Lopez, 419 U.S. 565 (1975).
Neb. Statute 79-2,114 et seq. (Nebr. Equal Opportunity in Education Act)
79-254 et seq. (Student Discipline Act)

Cross Reference:
503 Student Attendance
505 Student Conduct
506 Student Activities
1005.03 Parental and Family Involvement in the Schools

ADDRESSING BARRIERS TO ATTENDANCE

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center. This policy, developed and annually reviewed in collaboration with the county attorney for the district's principal office location, is an attempt to address the barriers to student attendance. This policy shall include a provision indicating how the district and the county attorney will handle those cases in which excessive unexcused absences are not due to mental or physical illness and shall state the circumstances and number of other absences or hourly equivalent upon which the school shall render all services to address barriers to attendance.

Any superintendent, principal, teacher, or member of the school board who knows of any violation of the state school attendance laws (79-201) shall report that violation to the school attendance officer within 3 days.

The superintendent shall designate an attendance officer. The attendance officer will immediately investigate the report of any child who may be in violation of the state's compulsory attendance statutes.

If any student has exceeded the number of unexcused absences as defined in the student handbook, the school shall render all services to address barriers to attendance. These services shall include the following:

1. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and

2. A meeting or meetings between the school attendance officer, school social worker, a school administrator or designee, the person who has legal or actual control of the child, and the student (when appropriate) to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. ~~The plan shall~~The plan shall include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social emotional barriers are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:
   (i) Illness related to physical, mental, or behavioral health of the child;
   (ii) Educational counseling;
   (iii) ~~Educational evaluation;~~
   ~~(iv)~~ Referral to community agencies for economic services;
   (~~v~~iv) Family or individual counseling; and
   (~~vi~~v) Assisting the family in working with other community services.

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The school may report to the county attorney of the county in which the person resides when the school has documented the efforts it has made as required by statutes, that the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and that the child has been absent more than twenty days per school year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness, either physical or mental, that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

Students are subject to disciplinary action for excessive absenteeism including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of excessive absenteeism. Disciplinary action for students receiving special education services will be assigned in accordance with the goals and objectives of the student's Individualized Education Program.

The superintendent shall report to the Commissioner of Education as directed by the commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials other than school resource officers by the district relative to a student enrolled in the district. The superintendent shall report annually to the Commissioner the required data for the number of students who have dropped out of school.

It shall be the responsibility of the superintendent to implement this policy. The implementation may include regulations indicating the disciplinary action to be taken for excessive absenteeism.

Legal Reference:	Neb. Statute 79-208 and 209
	NDE Rule 10.012.01B
Cross Reference:	411.03 Attendance Officer
	505 Student Discipline
	506 Student Activities
	507 Student Records

ENTRANCE - ADMISSIONS

Children in the school district community will be allowed to enroll in the school district's regular education program beginning at age five. The child must be age five on or prior to July 31 to participate in the school district's kindergarten program or beginner grade~~,~~ or be admitted under exceptions provided by state statute.

The board shall require evidence of age and residency in the form of a birth certificate or other evidence before the student may enroll in the school district's education program. It shall be within the discretion of the superintendent to determine what is satisfactory evidence for proof of age.

Prior to enrollment, the child must provide the administration with proof of a physical examination and immunizations as required by law and the respective policies of this district. Failure to provide this information shall be reason for denying admission to the student under statute 79-217.

Preschool Enrollment
The district will develop and make available its guidelines for families wishing to enroll a child in the district's preschool program. If applications exceed the program's enrollment capacity, students will be admitted into the program according to the following priority:

1. Any students required by law to participate or required to be given a preference in the program.
2. Resident students who will become eligible to attend the kindergarten grade in the following year.
3. Resident students who are not otherwise yet eligible to enroll in kindergarten.
4. Non-resident students who are not yet eligible to enroll in kindergarten.
5. Resident students who will be required to attend kindergarten in the following year.

Legal Reference: Neb. Statute 79-214 et seq.

Cross Reference: 503.01 Compulsory Attendance
508.01 Student Health and Immunization Checkups

Approved _____ Reviewed _____ Revised _____

NONRESIDENT STUDENTS/OPTION ENROLLMENT

Students who are eligible to attend a Nebraska public school but who are not legal residents of the school district may be admitted into the school district in accordance with the option enrollment program authorized by state statutes. Option enrollment students shall be accepted without charge. ~~If the student has previously had an option enrollment accepted in any district, the application shall be rejected unless a statutory exception to this rule applies for that student.~~The option shall be available once during elementary school, once during middle school or junior high school, and once during high school for a total of three times

Applications: Application for option enrollment should be made between September 1 and March 15 for enrollment during the following and subsequent school years. Upon agreement of the school boards of the resident district and the option (receiving) district, deadlines for application and approval of the option may be waived. Following the March 15 deadline, applications requesting admittance must contain a release approval from the resident ~~district prior to the option district's consideration for acceptance.~~ school district, or if the student is an option student at the time of such application and applying to become an option student at a subsequent option school district, a release approval from the option school district the student is attending at the time of such application,

When No Release Approval is Required: The application for option enrollment does not require a release from the resident district or the option school district the student is attending at the time of such application, and the receiving district the student is applying to attend has forty-five days to issue acceptance or rejection if:

1. after February 1 the student relocated to a different resident district, or
2. the student's option district merged with another district effective after February 1, and
3. the student's attendance would occur during the next immediate and subsequent school years.

~~For applications submitted by the March 15 deadline, written notification of approval or rejection of the application will be made before April 1 to the student's parent/guardian and the resident district.~~**Initial Decision for Acceptance or Rejection:** The option school district the student is applying to attend shall provide the resident school district, and if applicable, the option school district the student is attending at the time of such application, with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission. If the district rejects an application for a student to option in or out, the district will provide notification by certified mail to the parent/guardian of the specific reasons for rejection including a description of services and accommodations required that the district does not have the capacity to provide, and the process for appealing the decision to the State Board of Education.

Attendance at Option District: In general, the option student shall attend the option district until graduation unless the student relocates in a different resident school district, transfers to a private or parochial school, or chooses to return to the resident school

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~~The board shall adopt standards and conditions for acceptance or rejection of a request for release of a resident student submitting an option application after March 15.~~
district, or options into a subsequent option school district, except that no student may use the enrollment option program other than as provided in state statutes.

No option student shall attend an option school for less than one year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end of his or her senior year, transfers to a private or parochial school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district or the previous option school district the student was attending immediately prior.

Setting Standards for Acceptance or Rejection of an Option Request: Such standards shall not include the failure to meet the March 15 deadline. ~~For those applications,~~ The option district shall notify the parent/guardian and the resident district whether the application is accepted or rejected within sixty days after submission. False or substantively misleading information submitted by a parent/guardian on an application to an option district may be cause for the option district to reject a previously accepted application prior to the student's attendance.

The board shall adopt a resolution and publish its specific standards for acceptance and rejection of applications as an option school prior to October 15 of each school year for
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the next school year. Standards will conform to those set forth by state statute. These may include the capacity of a program, class, grade level, or school building.

The board shall also adopt standards and conditions for acceptance or rejection of a request for release of a resident student submitting an option application after March 15. Such standards shall not include the failure to meet the March 15 deadline.

Capacity for the district's special education services shall be determined on a case-by-case basis as determined by the Director of Special Education or designee. If the district receives an option enrollment application indicating the student has an individualized education program under the Individuals with Disabilities Education Act or may be eligible to receive special education or related services, it shall be evaluated to determine if the appropriate class, grade level, or school building in the district has the capacity to provide the student with the appropriate services and accommodations.

The standards shall not include previous academic achievement, athletic or other extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings except as allowed by law.

Option Priorities: An option district shall give first priority for enrollment to siblings of option students within the requirements of state statutes. The board shall follow statutes regarding the application of a student who relocates in a different district but wants to continue attending his or her original resident district or current option district.

Acceptance or Rejection Procedures: The option district shall notify the parent/guardian and the resident district whether the application is accepted or rejected within sixty days after submission. False or substantively misleading information submitted by a parent/guardian on an application to an option district may be cause for the option district to reject a previously accepted application prior to the student's attendance.

If an application is rejected by the option school district or if the resident school district rejects a request for release, the rejecting school district shall provide written notification to the parent or guardian stating (a) the specific reasons for the rejection including, for students with an individualized education program under the Individuals with Disabilities Education Act,, or with a diagnosed disability as defined in section 79-1118.01, a description of services and accommodations required that the school district does not have the capacity to provide, and (b) the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

The parent or legal guardian may appeal a rejection to the State Board of Education by filing a written request, together with a copy of the rejection notice, with the State Board of Education. Such request and copy of the notice must be received by the board within thirty days after the date the notification of the rejection was received by the parent or legal guardian. The hearing shall be held in accordance with the Administrative Procedure Act and shall determine whether the procedures of sections 79-234 to 79-241 have been followed. Any rejection based upon capacity limitations established under section 79-238 shall be the responsibility of the school district to prove in any appeal filed with the state board.

Reporting to the Department of Education: The district shall provide to NDE required information relating to all applications rejected by the option school district. Such information shall include, but not be limited to, (a) the number of applications rejected in each public school in such district, (b) an explanation why each application was rejected, and (c) whether each application for option enrollment indicated that the student had an individualized education program under the Individuals with Disabilities Education Act or had been identified as a student with a disability as defined in section 79-1118.01.

Nonresident Students: Nonresident students not going through option enrollment may also be admitted under a contract with the student's resident district at the discretion of

the superintendent upon application and payment of tuition as stated in the contract. The tuition rate shall be the current per-pupil cost of the school district as computed by the superintendent.

Students whose residency in the district ceases during a school year may continue attending school for the remainder of the school year without payment of tuition.

Transportation: The district may choose to provide transportation to the option student in the same manner as for resident students and may choose whether or not to charge the parents of those option students a fee to recover the district's costs for the transportation. All option students who qualify for free lunches are eligible for either free transportation or the reimbursement of transportation costs from the school district as provided by state statute. Students receiving special education services shall receive transportation services as provided in the student's Individualized Education Plan.

Legal Reference:	Neb. Statute 79-215	
	79-232 to 246	
	NDE Rule 19.008	
Cross Reference:	503	Student Attendance
	801	Transportation

CERTIFICATED EMPLOYEE PROFESSIONAL DEVELOPMENT

The board encourages certificated employees to attend and participate in professional development activities to maintain, develop, and extend their skills. The board shall maintain and support an in-service program for certificated employees.

The superintendent and or designee will develop and schedule in-service workshops as appropriate to the needs of the district and will inform the board regarding in-service staff development. In consultation with the Superintendent, annual time requirements for staff training in areas such as concussion awareness, suicide awareness, dating violence prevention, and others shall utilize a reasonable length of time as determined and approved by the board.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding professional development of such employees shall be followed.

Legal Reference: NDE Rule 10
Neb. Statute 79-830

Cross Reference: 409.02 Certificated Employee Training, Workshops or Conferences

Approved _____ Reviewed _____ Revised _____

EMPLOYEE CONFLICT OF INTEREST

Employees' use of their position with the school district for financial gain shall be considered a conflict of interest with their position as employees and may subject employees to disciplinary action.

No employee may enter into any contract, agreement, or understanding on the district's behalf that may cause financial benefit to the employee, a member of the employee's immediate family, or a business with which the employee is associated, without prior full disclosure of the conflict to the board, and without prior approval by the board.

Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee or employee's spouse without the approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may require the employee to immediately cease such solicitations as a condition of continued employment.

Employees shall not act as an agent or dealer for the sale of textbooks or other school supplies. Employees shall not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or to parents. Employees shall not engage in outside work or activities where the source of information concerning the customer, client or employer originates from information obtained because of the employee's position in the school district.

It shall also be a conflict of interest for an employee to engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities. In determining whether outside employment or activity of an employee creates a conflict of interest, situations in which an unacceptable conflict of interest shall be deemed to exist shall include, but not be limited to, any of the following:

1. The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district's badge, uniform, business card or other evidences of office to give the employee or the employee's immediate family an advantage or monetary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to an employee who is employed by the school district.

2. The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or a member of the employee's immediate family from anyone other than the school district for the performance of any act that the employee would be required or expected to perform as part of the

employee's regular duties or during the hours during which the employee performs service or work for the school district.

~~Approved _____ Reviewed _____ Revised _____~~

3. The outside employment or activity is subject to the official control, inspection, review, audit or enforcement authority of the employee during the performance of the employee's duties.

If the outside employment or activity is employment or activity in (1) or (2) above, the employee must cease the employment or activity. If the activity or employment falls under (3), then the employee must:

- Cease the outside employment or activity; or

- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

It shall be the responsibility of each employee to be aware of and take the necessary action to eliminate a potential conflict of interest should it arise.

Legal Reference: NDE Rule 27.004.03F

Cross Reference: 202.02 Board Member Conflict of Interest
403.04 Gifts to Employees
403.06 Employee Outside Employment

BOARD ASSOCIATION MEMBERSHIP

Participation in board member associations are beneficial to the board. The board shall maintain an active membership in the Nebraska Association of School Boards (NASB) and in organizations the board determines will be of benefit to the board and the school district.

The district shall publicly disclose the following on its website:

a) Membership dues paid annually to any association or organization such as NASB; and

b) Any fees other than membership dues paid to any individual lobbyist or lobbying firm.

Legal Reference: Neb. Statute 79-512

Cross Reference: 206.03 Board Member Development Opportunities

Approved _____ Reviewed _____ Revised _____

PUBLIC COMMENT IN BOARD MEETINGS

The board recognizes the importance of citizen participation in school district matters~~. In order~~ and has created rules to assure citizens are heard and board meetings are conducted efficiently and in an organized manner~~,~~. The board shall set time aside for public comment ~~, [~~at ~~*a specific time during the meeting][and] [prior to the discussion of* each *agenda item]*. If the pressure of business or other circumstances dictate, the~~ board ~~president may decide to eliminate this practice~~meeting except closed sessions, at ~~a particular meeting and will announce that decision at the beginning of the meeting.~~ those times specified by the board. The orderly process of the board meeting shall not be interfered with or disrupted. ~~Subjects for comment should involve areas within the board's proper responsibility~~Hostile conduct and offensive or defamatory comments will bot be tolerated.

The board has the discretion to limit the amount of time set aside for public comment. The board president shall specify the total amount of time available for public comment prior to opening the public comment period. If public comment is allowed prior to individual agenda items, that limit on the total comment period should also be defined. Individual comments will be limited to ~~5~~ __ minutes for each participant. The board president will recognize these individuals to make their comments at the appropriate time. Only those speakers recognized by the board president shall be allowed to speak. Comments by others are out of order. If disruptive, the individual making the comments or another individual causing disruption may be asked to leave the board meeting.

The board requires any member of the public desiring to address the body to identify himself or herself, including an address and the name of any organization represented by such person unless the board waives the address requirement to protect the security of the individual.

Individuals who have a complaint about employees or students who have complaints shall follow policies 403.05 and 504.01 respectively. The board will follow policy 1005.01 in handling public complaints.

Any written or printed materials to be circulated for a meeting of the school board must be submitted to the superintendent by the Wednesday preceding a Monday night meeting and such information will only be added to the agenda packet at the discretion of the superintendent after consultation with the board president.

Legal Reference:	Nebraska Statute 84-1408 to 1414
Cross Reference:	201.07 Board Member Liability 403.05 Public Complaints about Employees 1005.01 Public Complaints

Approved _____ Reviewed _____ Revised _____

MEETING NOTICE

Reasonable advance public notice shall be given for meetings and work sessions held by the board in a local newspaper designated and recorded in the board minutes and, if available, on the newspaper's web site. ~~The board may also, but is not required to, post notice of the meeting in public places throughout the district.~~ If the newspaper refuses, neglects, or is unable to publish the notice on time, the district shall (1) post the notice on the newspaper's website, if available, and (2) post the notice in at least 3 conspicuous places in the district. The Board Secretary shall keep a written record of the postings. Schuyler Community Schools will post on the district office front door, court house, and post office.

Public notice shall indicate the meeting's time, place and date, and shall include a statement that the agenda shall be readily available for public inspection at the district office. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting and a copy kept readily available for public inspection at the principle office of the district. Except for items of an emergency nature the agenda shall not be altered later than 24 hours before the meeting.

A copy of the public notice will be provided to those who have filed a request for notice with the superintendent. These requests for notice must be in writing. A copy of the public notice will also be accessible to employees and students.

In the case of special meetings, public notice shall be given in the same manner as for a regular meeting unless it is an emergency meeting. Public notice of emergency meetings shall be given as soon as practical and possible in light of the situation. Reasonable efforts shall be made to notify news media who have requested notification of meetings.

It shall be the responsibility of the superintendent to give public notice of board meetings and work sessions. The superintendent shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification of the time and place of each meeting and the subjects to be discussed.

Legal Reference: Neb. Statute 84-1408 to 1414
79-554
79-560
79-561

Approved _____ Reviewed _____ Revised _____

BOARD MEMBERSHIP - ELECTIONS AND APPOINTMENTS

The biennial school election takes place on the first Tuesday after the first Monday in November. Terms shall be staggered so that at least three board members are elected at each general election. Members of the board will be elected (*at large; by ward or district*).

Incumbents must file for election at the Office of the County Clerk, Colfax County, by February 15 prior to the date of the primary election. All other candidates must file for election by March 1 prior to the date of the primary election.

If a vacancy occurs on the board it may be filled within 45 days by appointment of a qualified registered voter by the remaining members of the board for the remainder of the unexpired term. If the board does not fill the vacancy by appointment, the vacancy may be filled by election at a special election or school district meeting called for that purpose. If a majority of the offices of the school board members are vacant, the Secretary of State will call a special school district election to fill the vacancies. Every candidate for a special district election shall file a candidate filing form according to state statutes.

It is prohibited to meet in closed session for discussion of the appointment or election of a new board member.

Legal Reference: Neb. Statute 32-501 et seq.

Approved _____ Reviewed _____ Revised _____

FREE OR REDUCED COST MEALS ELIGIBILITY AND MEAL CHARGES

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

Free or Reduced Meals Eligibility

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

Meal Charges

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

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

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

The district will not use a debt collection agency to directly or indirectly collect, or attempt to collect, debts due or assessed to be owed on a school lunch or breakfast account of any student nor will it assess or collect any interest, fees, or other monetary penalties for outstanding debts on a school lunch or breakfast account of any student.

Guidelines must also cover how the district will handle situations where children eligible

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

Approved _____ Reviewed _____ Revised _____

Confidentiality

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

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

Policy Communication

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

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

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

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

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

Cross Reference: 504.19 Student Fees

PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 9:00 a.m. to 4:00 p.m. Monday through Friday, except for holidays and recesses.

Records defined by law as confidential records shall be viewed or copied upon receipt of written permission by the administration office from the person or entity whose confidential records are being requested. Lacking such permission, the superintendent will issue a written denial of the request.

Persons wishing to view the school district's public records shall contact the central administration office and make arrangements for the viewing. The office personnel will make arrangements for viewing the records as soon as practicable, and within 4 business days if possible.

~~Persons~~Nebraska residents wanting copies shall submit a written request and may be assessed a fee for the copies not to exceed the actual costs. If responding to the ~~estimated~~request is expected to cost ~~of the records exceeds~~more than $50.00 or require more than eight cumulative hours of searching, identifying, physically redacting, or copying, the office ~~will~~may obtain an advance deposit equal to the estimated cost. Records will not be made available in any form in which that record is not already maintained or produced. Persons making requests to use their own copying equipment must make arrangements satisfactory to the administration office.

Nonresidents shall submit a written request and may be charged fees including public employee salaries and attorneys' fees as allowed by state law.

It shall be the responsibility of the administration office to maintain accurate and current records of the school district. It shall be the responsibility of the office to respond in a timely manner to requests for viewing and receiving public information of the school district. If the office is unable to provide the requested records within 4 business days, the secretary will issue a written explanation with a revised date for completion, an estimate of cost, and allow the requester to modify or prioritize the information request.

Legal Reference: Nebraska Statutes 84-712.0 et seq.

Cross Reference: 507.01 Student Records Access

Approved _____ Reviewed _____ Revised _____

Nebraska Rural Community Schools Association

Invoice

Nebraska Rural Community Schools Association
440 S.13th St, Ste B
Lincoln, NE 68508

Invoice #: Mem 166

Date: 7/1/2024

Bill To:

Schuyler Community Schools
120 W 20th St
Schuyler NE 68661

For: NRCSA Membership Dues

Description		Amount
2024-25 NRCSA Membership Dues		*$850.00*
	Invoice Total	*$850.00*

Make all checks payable to **NRCSA**

If you have any questions concerning this invoice, contact Jeff Bundy at (402) 202-6028
or e-mail:jbundy@nrcsa.net

Why Remain a Member of NRCSA?

We are the only organization focused on rural community K-12 school districts and their role in Nebraska's public education system. Depth of membership matters when talking to Senators and other officials. Senators view NRCSA as representing all "rural community districts". The more members we have, the larger the true number of districts and students represented, the stronger our voice. The common theme for membership is being a rural community school, an ESU with a number of rural districts, or a higher ed institution that works closely with rural districts.

NRCSA can act as a forum for advancing ideas and concerns, whether legislative, Department, or any entity having a role in public education. This has included representing members to groups such as Senators, rural education research groups, rural membership advocacy groups, rural interest groups, collaborative groups, Nebraska Department of Education, and NREA (national) committee participation.

NRCSA offers two annual statewide events (Legislative Forum and Spring Conference) which offer members the chance to learn about issues affecting rural schools, the opportunity to develop professionally, network with personnel representing other districts and interact directly with policymakers and providers as well as NRCSA leaders. Both events are focused on our rural community schools' issues and interests. The Spring Conference is also the event that highlights awards, speakers, scholarships, exhibitors, music groups, many learning and information opportunities, and of course NRCSA food.

NRCSA offers recognition to those who demonstrate outstanding leadership and character in rural schools through exceptional scholarship and awards programs. In 2024, NRCSA awarded twenty-two $2,000 scholarships (up from 16 $2,000 in 2021) to graduating students from NRCSA-member school districts.. Twenty of the scholarships went to rural school students who intend to enter college to become an educator. Awards annually recognizes eight outstanding individuals for their efforts in our member districts and ESUs. This year, NRCSA is adding six $1,000 scholarships that will go to employees of member districts or ESUs who are working toward attaining a teaching certificate through "para to teacher" programs such as offered by the three state colleges or through a transitional program such as offered by UNK.

NRCSA provides, exclusively sent to Superintendents/ESU Administrator and Board of Education members of member schools, written updates from the Executive Director on current association activities and involvement within the legislative process. In the past the updates have gone only to the Superintendents and Board Presidents. We have expanded our updates to include all Board of Ed members. We are requesting the district Superintendent provide board member email contact information, or at least for the Board President, so the NRCSA communications can be sent to a larger audience directly. We encourage our updates to be used as board meeting information, as well.

NRCSA currently offers leadership roles, ten elected and 59 appointed positions, for superintendents/ESU administrators of member districts to be further involved. Elected opportunities include six NRCSA district (regional) representatives, three presidency cycle offices, and one secretary office as the ten-member Executive Committee. There are ten appointed members of the Scholarship & Recognition Committee, twenty-two appointed members of the Legislative Committee (including seven ex-officio past NRCSA presidents), twelve appointed members of the Rural Teacher Committee, and fifteen members of the NRCSA Closing the Gap Project Team. The Rural Teacher Committee also includes six representatives from the State Colleges.

NRCSA offers the NRCSA-USbank OneCard program to all member entities statewide as a NRCSA program. The OneCard is a Visa purchase-only card that allows designated personnel to make purchases for the district, thus eliminating the need to carry cash, or for staff to use their personal credit/debit card and go through a reimbursement process. The Superintendent pre-loads the card and all transactions are clearly identified on the monthly statements. It is easy, clean, secure, and can be used for any purchase of any size. NRCSA receives a portion of the interchange income generated by use of the cards. Seventy-two districts and the NRCSA office use the OneCard. This income provides critical support for NRCSA scholarships and awards.

NRCSA provides elective services such as OneCard Purchase Card, Superintendent Search, Principal Search, and Planning Support. Information regarding these services is provided on the NRCSA website and via emails to member districts and will be included as Facebook information.

Schuyler Community Schools



Mentoring Handbook

Updated June, 2024

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Mentoring Program Definitions

Mentoring is the confidential process by which a trusted, trained and experienced mentor takes personal and direct interest in the staff member new to ESU 7.

A Mentee is a permanent staff member new to ESU 7, returning to ESU 7, or staff member who has a change in role involving a new supervisor. The mentee is open, honest, and receptive to participate in the mentoring process.

A Mentor is an experienced staff member who participates voluntarily in the Mentoring Program, and who has a direct interest in the role of the mentee.

Mentoring Program Purpose

1. Provide a safe place for confidential conversations to create a trusting relationship.
2. Provide resource information and who to go to for problem solving.
3. Allow for opportunity for mentees to ask questions and build capacity for self-reflection.
4. Structured conversations for mentors to anticipate questions.
5. Build and enhance relationships and school culture.
6. Discuss tools necessary for professional growth.
7. Provide one-on-one support for new teachers, prevent teacher isolation.

Our Beliefs About Mentoring

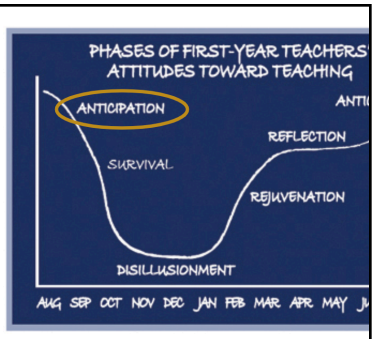
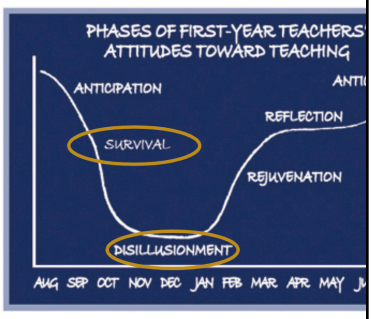
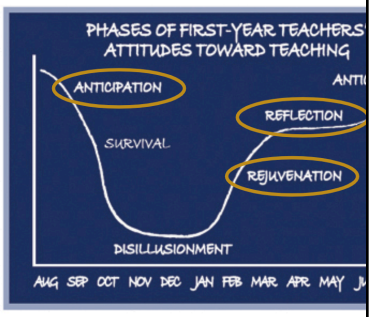
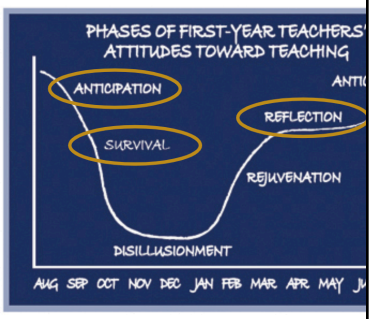
1. Mentoring is an investment in retention, integration, and growth. It is important to us that our new employees are welcomed. Schuyler Community Schools is a growth-oriented, learning focused organization.

2. Mentoring creates cohesive and collaborative teams

3. Mentoring relationships offer opportunities for both the mentor and the mentee to think out loud, share information, and learn from each other.

4. We are all on a professional learning journey. No one person knows it all. Mentors are powerful models for new staff as they describe their own connection to Schuyler Community Schools and how they have grown professionally.

Comprehensive Supports for Beginning Teachers

Physical Support	Physical support involves helping a beginning teacher become acclimated to the district at large and to their individual classroom. Physical support may include assisting new teachers in the creation of rules and procedures for their classroom and helping them comply with district policies and processes. Physical support is necessary throughout the entire year, but is most helpful during the "Anticipation Phase" at the beginning of the school year.	
Emotional Support	Emotional support is necessary to help beginning teachers cope with the stress and responsibilities associated with their new roles. Emotional support may include engaging in active and supportive listening, validating teachers' feelings, and sending encouraging messages. Emotional support is most important during the "Survival Phase" and the "Disillusionment Phase."	
Instructional Support	Instructional support challenges beginning teachers to refine their instructional practices. Instructional support strategies may include setting and monitoring professional growth goals, analyzing data to inform instruction, and observing others teach. Instructional support is important throughout the year, but especially during the initial "Anticipation Phase," the "Rejuvenation Phase," and the "Reflection Phase."	
Institutional Support	Institutional support encourages new teachers to grow in the profession by seeking additional training and by expanding their professional networks. Institutional support strategies may include collaborating with other teachers, reading educational books, and seeking additional opportunities within the district. Institutional supports are particularly helpful during the initial "Anticipation Phase," the "Survival Phase," and the "Reflection Phase."	

Boogren, T. H. (2015). *Supporting Beginning Teachers*. Bloomington, IN: Marzano Research.

Overall Timeline

1. July - send out mentee/mentor assignments and contact information to mentors and share the coordinators for each building
2. Pay for Mentors
    a. A mentor will receive $1,000 for the first mentee
    b. A mentor will receive $600 for each additional mentee
3. Order Supporting Beginning Teachers Book to be provided at the mentor/mentee meeting in August
4. August 7th mentors training with Mark Brady - Dr. Schroder will have folders for each mentee
5. August 8th Mentors/Mentees - Meeting and Workshop

Big group meeting Dates

1. October 2
2. Dec. 11th
3. Feb. 26th
4. May 23rd Wrap up and Recognize Mentor/Mentee

Mentor Job Description

Each building will have a Mentor Coordinator. The Mentor Coordinator will ensure that all mentors are on the same page and will act as a liaison between the mentors and the administrators.

Schuyler Community Schools expects mentors to

1. Have a genuine desire to help others.
2. Have a positive and dedicated focus.
3. Interact with others in a professional, confidential manner.
4. Be able to make mentees feel welcome and comfortable.
5. Be able to provide a balance of comfort and challenge to the new teachers.
6. Have a minimum of three years experience in Schuyler Community Schools.

Expectations

1. Each mentor will meet with their mentee once a week at their agreed upon time.
2. The monthly sheet will be used at each meeting and turned to the principal at the end of each month.
3. Mentors and mentees will attend the large group meetings as assigned above.
4. If any issues or questions arise the mentor will immediately contact the building coordinator for assistance and added support.
5. The building mentor coordinator will regularly check in with the mentors, mentees, and building principals.

August

Mentee _____ Mentor_____

Physical Support

- ❏ General Physical Support
  - ❏ Assist in the creation of classroom rules/social contract
  - ❏ Assist in the creation of a course syllabus
  - ❏ Assist with the physical arrangement and organization of the mentee's classroom
  - ❏ Provide guidance for creating a parent letter or class website
  - ❏ Lead the mentee on a tour of the building and review "Look For" document
  - ❏ Review upcoming district and building activities
- ❏ District-Specific Discussion Topics
  - ❏ Monthly meeting agendas
  - ❏ SPED supports with Special Education teacher
  - ❏ EL supports
    - ❏ Who they can go to for assistance
    - ❏ Ellevation
  - ❏ Open house
  - ❏ Curriculum Guides (accessing and dating)
  - ❏ School safety information
  - ❏ Submitting lesson plans
  - ❏ Lesson plan template
  - ❏ Behavior Referral (IC)
  - ❏ Grading (IC)
    - ❏ Posting grades weekly
    - ❏ Setup grade book
  - ❏ Attendance (IC)
  - ❏ Seating Charts (IC)
  - ❏ Smart Find
    - ❏ Creating sub plans for emergency and planned absences
  - ❏ Specific School Policies: Dress code, cell phones, gum, etc.
  - ❏ Tech Support
  - ❏ Extra duty assignments (morning, after school, events)
  - ❏ Class schedule/Building schedule
  - ❏ Activity Information (Coach or Sponsor)
    - ❏ Sending entry fees
    - ❏ Submitting missed assignments
    - ❏ Ineligible lists
    - ❏ School forms/permission forms

Emotional Support

- ❏ Frequent check-ins

Instructional Support

- ❑ Co-planning
- ❑ Creating and using appropriate learning objectives

Institutional Support

- ❑ Eat lunch with mentee
- ❑ Show mentee how to access ESU training offerings
- ❑ Discuss the district's "unwritten rules" (rules that veteran teachers follow that are not officially recorded)

Additional Topics Discussed to Share with Admin Team

_____ _____

Mentee Signature *Date*

_____ _____

Mentor Signature *Date*

September

Mentee _____ Mentor_____

Physical Support

- ❑ General Physical Support
  - ❑ Revisit rules and procedures
  - ❑ Review upcoming district and building activities
  - ❑ Discuss spirit week/homecoming events
  - ❑ Collaborate to create quality sub plans
- ❑ District-Specific Discussion Topics
  - ❑ Discuss making contact with parents to express concerns with specific students or to share encouraging progress
  - ❑ Administration of the NWEA MAP assessment
  - ❑ Students who need support getting caught up on classwork
  - ❑ Discussing the Marzano model and sharing effective instructional strategies
    - ❑ IObservation
  - ❑ Setting up classroom phone
  - ❑ Posting grades weekly
  - ❑ Safe Schools videos
  - ❑ Discuss process for parent-teacher conferences

Emotional Support

- ❑ Frequent check-ins

Instructional Support

- ❑ Review NWEA MAP data and help mentee make instructional decisions
- ❑ Use NWEA MAP data to create student learning objectives
- ❑ Co-planning using district assessment data
- ❑ Discuss growth goals
- ❑ Arrange for the mentee to observe a peer teach
- ❑ Emphasize the importance of aligning classroom instruction to daily learning objectives
- ❑ Sharing effective instructional strategies

Institutional Support

- ❑ Encourage/invite mentee to attend a school activity or a community event

_____ _____

Mentee Signature *Date*

_____ _____

Mentor Signature *Date*

October

Mentee _____ Mentor_____

Physical Support

- ❑ General Physical Support
  - ❑ Review upcoming district and building activities
- ❑ District-Specific Physical Support
  - ❑ Discuss parent communication methods
  - ❑ Review curriculum guides and standards taught to this point in the year

Emotional Support

- ❑ Support the teacher through active listening and questioning
- ❑ Frequent check-ins
- ❑ Offer suggestions for time management and prioritization of responsibilities

Instructional Support

- ❑ Review assessment data and make plans to support struggling students
- ❑ Evaluate progress made towards growth goal
- ❑ Share effective instructional strategies
- ❑ End of quarter procedures (Changing quarterly classes, posting grades, setting up gradebook)

Institutional Support

- ❑ Clarify the teacher evaluation process
- ❑ Assist in expanding the mentee's professional learning network through social media

_____ _____

Mentee Signature *Date*

_____ _____

Mentor Signature *Date*

November

Mentee _____ Mentor_____

Physical Support

- ❑ General Physical Support
  - ❑ Revisit rules and procedures
  - ❑ Review upcoming district and building activities
- ❑ District-Specific Physical Support
  - ❑ Share information regarding upcoming semester testing
  - ❑ Debrief parent-teacher conferences

Emotional Support

- ❑ Send encouraging notes
- ❑ Frequent check-ins
- ❑ Support the teacher through active listening and questioning
- ❑ Offer to cover an extra-duty assignment to allow the mentee time to get caught up on responsibilities
- ❑ Share strategies for avoiding teacher burnout between Thanksgiving and Christmas

Instructional Support

- ❑ Share strategies for engaging and motivating students in their learning
- ❑ Evaluate progress made towards growth goal

Institutional Support

- ❑ Debrief the formal evaluation process
- ❑ Invite mentees to collaborate with colleagues

December

Mentee _____ Mentor_____

Physical Support

- ❏ General Physical Support
  - ❏ Check that mentee has all necessary materials for new classes they teach second semester. If no classes change, make sure they still have everything they need for all classes.
  - ❏ Finalize plans for end of semester testing

Emotional Support

- ❏ Send encouraging notes
- ❏ Frequent check-ins
- ❏ Support the teacher through active listening and questioning
- ❏ Celebrate success
- ❏ Emphasize the importance of rest over the upcoming break
- ❏ MAP testing review

Instructional Support

- ❏ Reflect on progress made towards growth goal
- ❏ Discuss concerns/successes of students and strategies for working with struggling students
- ❏ Brainstorm and share ideas in how to plan meaningful and engaging activities for the days between Thanksgiving and Christmas
- ❏ Document accommodations for state and district testing (90 days prior to testing)
- ❏ Discuss purpose and design of semester test
- ❏ DIscuss end of semester procedures (posting grades, setting up new gradebook)

Institutional Support

- ❏ Discuss end of semester procedures and district activities

_____ _____

Mentee Signature *Date*

_____ _____

Mentor Signature *Date*

January

Mentee _____ Mentor_____

Physical Support

- ❑ General Physical Support
    - ❑ Discuss ways to reinforce rules and procedures in the new semester

Emotional Support

- ❑ Regular check-ins
- ❑ Review and discuss first semester experience (highs and lows)

Instructional Support

- ❑ Review NWEA MAP data and help mentee make instructional decisions
- ❑ Complete a teaching self-assessment
- ❑ Review professional growth goal and select a new goal, if necessary
- ❑ Share appropriate instructional strategies

Institutional Support

- ❑ Discuss upcoming observations and formal observations, walk-throughs, etc.
- ❑ Share appropriate educational research, books, and/or articles with mentee

_____ _____

Mentee Signature *Date*

_____ _____

Mentor Signature *Date*

February

Mentee _____ Mentor_____

Physical Support

- ❑ General Physical Support
  - ❑ Contact parents of struggling students
- ❑ District-Specific Physical Support
  - ❑ Review curriculum guides to make sure all necessary standards are taught before state testing
  - ❑ Discuss process for parent-teacher conferences

Emotional Support

- ❑ Continue with regular check-ins
- ❑ Support the teacher through active listening and questioning

Instructional Support

- ❑ Discuss progress on the second semester professional growth goal
- ❑ Arrange for the mentee to observe mentor or another peer teacher teach

Institutional Support

- ❑ Discuss learnings from shared professional learning resources

_____ _____

Mentee Signature *Date*

_____ _____

Mentor Signature *Date*

March

Mentee _____ Mentor_____

Physical Support

- ❑ General Physical Support
  - ❑ Review upcoming district and building activities
- ❑ District-Specific Physical Support
  - ❑ Discuss procedures/schedules for ACT/NSCAS Growth testing
  - ❑ Ensure you know how to get the testing started

Emotional Support

- ❑ Continue with regular check-ins
- ❑ Support the teacher through active listening and questioning

Instructional Support

- ❑ Discuss progress on the second semester professional growth goal
- ❑ Share strategies for cumulative review

Institutional Support

- ❑ Become aware of professional organizations in your discipline or area of interest
- ❑ Look for upcoming workshops, classes, professional development opportunities in areas they wish to pursue or may want to acquire additional strategies or knowledge

_____ _____

Mentee Signature *Date*

_____ _____

Mentor Signature *Date*

April

Mentee _____ Mentor_____

Physical Support

- ❑ General Physical Support
  - ❑ Discuss procedures for end of year events, ordering, field trips, etc.
  - ❑ Review upcoming district and building activities
- ❑ District-Specific Physical Support
  - ❑ Review requisition/ordering procedures for upcoming year
  - ❑ High school-ACT testing day and jumpup day for 8th grades schedule and assignments
  - ❑ Share information related to district honors convocation

Emotional Support

- ❑ Continue with regular check-ins
- ❑ Support the teacher through active listening and questioning

Instructional Support

- ❑ Discuss progress on the second semester professional growth goal
- ❑ Share strategies for helping students focus at the end of the year

Institutional Support

- ❑ Review/discuss results of formal evaluation process
- ❑ Become aware of professional organizations in your discipline or area of interest
- ❑ Look for upcoming workshops, classes, professional development opportunities in areas they wish to pursue or may want to acquire additional strategies or knowledge

_____ _____

Mentee Signature *Date*

_____ _____

Mentor Signature *Date*

May

Mentee _____ Mentor_____

Physical Support

- ❑ General Physical Support
  - ❑ Reviewing upcoming district and building activities
  - ❑ Review next year's calendar
  - ❑ Discuss any changes to courses being taught during the new school year and any necessary preparations
- ❑ District-Specific Physical Support
  - ❑ Updating classroom inventories
  - ❑ End-of-the-year checkoff sheet

Emotional Support

- ❑ Celebrate success!

Instructional Support

- ❑ Evaluate progress made on student learning objectives
- ❑ Create and administer a student survey

Institutional Support

- ❑ Register and attend summer workshops
- ❑ Identify summer professional reading
- ❑ Explore opportunities for involvement in the school and community over the summer months

_____ _____

Mentee Signature *Date*

_____ _____

Mentor Signature *Date*

2024 - 2025 Mentor/Mentee Assignments

Mentor Coordinators

Schuyler Elementary School - Nicole Taylor-Liermann
Fisher's 24 - Rachel Stuehmer
Schuyler Middle School - Cindy Beebe
Schuyler Central High School - Staci Shonka

Schuyler Elementary School

Mentors	Mentees
Nicole Taylor-Liermann	Tessie Keller
Katie Vavrina	Annalise Stover
Sarah Gahan	Lillian Thompson
Jasmin Lopez	Taylor Wilke
Megan Holub	Joan Gilbuena
Andra Pracheil	Aprilyn Gabayan
	Pamela Palangan
Stephanie Pearson	Lexie Brester
Tori Oehrich	Sharon Overlien
Kelly Kort	Glonie Billoso
Doreen Gibbons	Kaitlyn Brandl
	Jacqueline Poulas
Sherri Klaassen	Rona Cariit
Hope Pedersen	Severo Sumortin
Barbara Raya	Luz Cano
Evelyn Recinos	Cesar Rodriguez

Fisher's 24

Mentors	Mentees
Lisa Terrell	Bailey Richtig
Rachel Stuehmer	Aries Galas

Schuyler Middle School

Mentors	Mentees
Jill Domina	Arlene Diamanté
	Julee Jaixen
Cindy Beebe	Emily Neujahr
Angela Wemhoff	Roy Dalisay
	Kristian Rocha
Shanda Hall	Jarred Ulferts
	Julie Cunningham
Tyrell Reichert	Kylahn Freiberg
	Ernalyn Balicat
Mike Baptist	Robert Stewart
	Jay Danila
Lauri Novacek	Bernadette Bowling
	Carol Ringenberg
Morgan Semerad	Lowgaen Schmidt
Caitlin Becker	Lisa Lubken

Schuyler Central High School

Mentors	Mentees
Staci Shonka	Erin McKee
	Lily Schafer
	Josephine Pabellano
Clarissa Eloge	Rommell Miranda
	Matthew Grady
Mike Trotter	Abbie Pieke
	Kayla Tuttle
Mark Wemhoff	Katelyn Wiegand
	Duane Matson
John Sayer	Dorina Ramos
	George Lower
Angela Schwarte-Roush	Shana Schrier
	Brooke Rowan

Minutes from July 1, 2024 Foundation Meeting

Members present: Brian Vavricek, Amanda Jedlicka, Nina Lanuza, Sheri Balak, Joyce Baumert, Victor Lopez and via phone Bret Schroder.

Others present: Shelley Friesz

Sheri called the meeting to order.

Members recited the Pledge of Allegiance.

Sheri read the Vision, Mission Statement and Goals.

Secretary Report/Minutes from June 2024 were reviewed. Motion by Joyce and seconded by Amanda to approve the June 2024 minutes. Vote 6-0. Motion passed.

Treasurer's Report was reviewed. Motion by Victor and seconded by Brian to approve the Treasurer's report. Vote 6-0. Motion passed.

Committee Reports

Labor Day:

Nina reported that the Labor Day celebration was going to be three days this year. The two bands from last year were already booked for this year. Audra Jedlicka from the Schuyler Chamber of Commerce was working on getting the permits.

Scholarships: Nothing new to report.

Education:

Brian reported that he and Joyce had met and were discussing a few ideas regarding some changes with the nomination form and expanding the awards to 4 quarters and then a year end award.

Dr. Schroder and SES Principal Bill Comley are working with Sixpence on a project to fund a day care for high needs families.

Dr. Schroder has been working with Quentin Nelson, owner of Q-Graphix about getting all staff a Schuyler Community Schools t-shirt for the upcoming year to wear on Fridays with jeans.

PR/Communications:

Dr. Schroder gave an update on the District's communication plan for next year.

Distinguished Alumni Honors: Nothing new to report.

Fundraising:

SCHS Principal Samantha Ladwig had sent an email to the members with an update on the Foundation Golf Tournament.

School Facilities:

Dr. Schroder gave an update on the progress of the HVAC repairs at several buildings and the progress of the painting project at the Schuyler Central High School gym.

Community Report: No report.

Strategic Planning: Nothing new to report.

Finance:

Joyce discussed the cost of the polo shirts for new staff.

Unfinished business: Nothing new to report.

New Business: Nothing new to report.

Sheri adjourned the meeting.

Next Meeting is August 5, 2024 at noon at the Schuyler Community Schools District Building.