

# Board of Education Regular Meeting

Monday, June 8, 2026 6:30 PM

Media Center, 1200 E Washington, West Point, NE 68788

## 1. Prior to meeting 6:15

- Student Fee Policy Hearing
- Bullying Policy Hearing
- Parental Involvement Hearing

## 2. Call the meeting to order

## 3. Mr. Weddle's Announcement

## 4. Welcome

4.a. Notification of the Open Meetings Act - adhered to and published.

4.b. Per Policy 2008 - reasonable advanced notification was made of the meeting.

4.c. Roll Call

## 5. Pledge of Allegiance

## 6. Approval of Agenda

## 7. Consent Agenda:

7.a. Minutes from May 11, 2026 meeting

7.b. Treasurer's Report and Claims

7.c. Excuse absent BOE members

## 8. Comment or Correspondence

### 8.a. Public Information

8.a.i. Any visitors wishing to address the board are invited to do so at this time.

8.b. Foundation Information

8.c. P2T Information

## 9. Administrative Reports

### 9.a. SPED

- Student Services Numbers:
  - Special Education Numbers-141
  - 504 Numbers- 16
  - ELL Numnber- 80
- Meeting Count
- Time & Effort Logs
- Special education Extended School Year services (ESY)
- HAL STEAM Camp

#### 9.b. Elementary School Principal

- Multicultural Education—experiences given at checkouts. Multiculturalism is reflected in lesson plans throughout the year. Cinco de Mayo celebration was celebrated as shared in the May meeting.
- Preschool Graduation—May 11
- Elementary Field Day—May 15
- Kindergarten Graduation—May 18
- Backpack Program
- Summer School—begins June 9
- Discipline Report—number is very minimal; report has been made to Superintendent Weddle but students will remain masked and unidentified
- PLC Summit
- MTSS/Data update

#### 9.c. HS Principal

- Multicultural Education—submitting during exit meetings at checkout.
- Summer School—Began on June 1st for students who need credit recovery
- Discipline Report—number is very minimal; report has been made to Superintendent Weddle but students will remain masked and unidentified
- MS/HS Data report
- Schedule for 2026-2027 under construction.

#### 9.d. Activity Director

- JH Track Results
- State Baseball Results
- State Golf Results
- Weight Room Update
- PLC - Tulsa Update

#### 9.e. Superintendent Report

- Move Fuel Barrel - Potential Shed Construction for Mr. Andersen
- Board Self Evaluation done in July for August/Sept Retreat
- Update Clark and Enersen - Preschool, Press Box
- Summer Lunch Program Update

### 10. **New Business**

10.a. To consider, discuss and take all necessary action to approve the policy changes presented.

3003 - Bidding for construction, remodeling, repair, or site improvement

3003.1 - Bidding for construction, remodeling, repair or related projects financed by federal funds

- 3004.1 - Fiscal management for purchasing and procurement using federal funds.
- 3048 - Communicable disease
- 4017 - Regulation with employee collective bargaining associations
- 4019 - Workplace injury prevention and safety committee
- 5001 - Compulsory attendance and excessive absenteeism
- 5003 - Admission of part-time students
- 5004 - Option enrollment
- 5048 - Emergency response to life-threatening asthma or systemic allergic reactions (anaphylaxis)

10.b. To consider, discuss and take all necessary action to set meal prices for 2026-2027 school year

10.c. breakfast	10.d. 025-2026	10.e. 026-2027	10.f.	10.g. lunch	10.h. 025-2026	10.i. 026-2027
10.j. All Students	10.k. \$ 2.38	10.l. \$ 2.38	10.m.	10.n. K-4	10.o. \$ 3.35	10.p. \$ 3.40
10.q. educated	10.r. \$ 0.30	10.s. \$ 0.30	10.t.	10.u. grades 5-12	10.v. \$ 3.55	10.w. \$ 3.60
10.x. adult	10.y. \$ 2.65	10.z. \$ 2.65	10.aa.	10.bb. educated	10.cc. \$ 0.40	10.dd. \$ 0.40
10.ee.	10.ff.	10.gg.	10.hh.	10.ii. adult	10.jj. \$ 4.25	10.kk. \$ 4.30

11. **Adjourn**

12. **Next Regular Meeting will be July 13, 2026**

The meeting of the Board of Education was held at the Media Center on May 11, 2026 at 6:30 PM. President Blocher called the meeting to order. Notification of the Open meetings Act - adhered to and posted. Members present were **Present:** Steve Blocher, Eric Brockmann, Herb Hasenkamp, Steve Hughes, Holly Hunke, Eunice Ramirez. Also present was Superintendent Weddle.

Eunice Ramirez to approve the agenda. Holly Hunke seconded that motion. Motion Carried  
Steve Blocher: Yea, Eric Brockmann: Yea, Herb Hasenkamp: Yea, Steve Hughes: Yea, Holly Hunke: Yea, Eunice Ramirez: Yea

Eric Brockmann to approve Consent Agenda. Herb Hasenkamp seconded that motion. Motion Carried  
Steve Blocher: Yea, Eric Brockmann: Yea, Herb Hasenkamp: Yea, Steve Hughes: Yea, Holly Hunke: Yea, Eunice Ramirez: Yea

Comment or Correspondence: Mr. Weddle received a Thank you from the Teammate Board, thanking the school for all the support they give to the Teammate Program. Members of the Community addressed the Board about the possibility of starting a School Soccer Program. The WPPS Foundation have awarded all their scholarships for the year and the annual Golf Tournament will be held May 24 at ITCC.

Administrative Reports were given: The Targeted Improvement Plan (TIP) was submitted to the Nebraska Department of Education (NDE). The Alternate English Language Proficiency Assessment (ELPA) testing for English Language Learner (ELL) students has been completed. Special Education caseloads for the 2026-2027 school year have been finalized with continued focus on student growth, access, and success. All elementary classes will have completed their field trips by May 14. Elementary students also attended the FFA Barnyard and the Cinco de Mayo Luncheon, a huge thanks to the kitchen for all of their extra help with this. Preschool Graduation was held May 11, and the PreK Picnic will be held May 12. Kindergarten Graduation is scheduled for May 18. Appreciation was extended to the Elementary PTO for sponsoring the Glow Run in May. Professional Development was held April 24 with staff focusing on implementation of the new CKLA Curriculum. Mr. Gross and Mrs. Plemons attended the Statewide Literacy Roadshow Part 5 on April 30. The Middle School end-of-the-year celebration will be held May 18. Fifth and sixth grade field trips are also completed. NCAS and MAP testing have been completed for the school year. HAL STEAM Summer Camp will be held at WSC and is sponsored through the ESU Restore Grant. Mrs. Williams announced the Cadets of the Month for March and April. Current high school enrollment is 210 students, including seniors. Graduation was held May 3. Congratulations were extended to the graduates. Summer School/Credit Recovery opportunities will be offered for high school students during the summer months. Congratulations were extended to the State Journalism team on a very successful year. Spring sports seasons are winding down, and congratulations were extended to all participants on their successful seasons. The WP-B/GACC joint musical was held April 24 and 26 with excellent attendance.

Superintendent Weddle reported that West Point Public Schools (WPPS) was awarded a \$50,000 grant from the Dinklage Foundation and a \$10,000 grant from the West Point Public Schools Foundation. These funds will be used to purchase Interactive Smart Boards. WPPS was also awarded a \$26,830 Summer Food Expansion Grant. Funds from this grant will be used to purchase a new combi oven and supplies for an outdoor pickup point. The Agriculture program

also received a \$4,200 grant for additional TIG welding kits. Clark Enersen will conduct a second site evaluation focusing on the press box and possible new preschool areas. Mr. Weddle also provided an update on the EHC incorporation and the Canvas data breach.

A special thank you was extended to Mrs. Williams for stepping into the role of Middle School Principal. Appreciation was expressed for her hard work and dedication.

The following Policies were reviewed with no revisions.

- 3009 – Audit
- 3010 – Insurance
- 3013 – Emergency Closing
- 3014 – Use of School Property
- 3015 – Time Away from School Activities
- 3016 – Use of Tobacco Products
- 3017 – Official Communication with the Public
- 4056 – Resignation of Certificated Staff

Holly Hunke to approve the 2026-2027 requisitions for \$152,218. Eric Brockmann seconded that motion. Motion Carried Steve Blocher: Yea, Eric Brockmann: Yea, Herb Hasenkamp: Yea, Steve Hughes: Yea, Holly Hunke: Yea, Eunice Ramirez: Yea

Steve Blocher made a motion to move into Closed Session for the purpose of negotiations at 7:35pm. Steve Hughes seconded the motion. Motion Carried Steve Blocher: Yea, Steve Hughes: Yea, Herb Hasenkamp: Yea, Eric Brockmann: Yea, Holly Hunke: Yea, Eunice Ramirez: Yea. Mr. Blocher restated the purpose for entering closed session.

Board exited closed session at 7:58 pm and reconvened the normal meeting.

Steve Hughes to approve the superintendent's contract of employment for the 26-27 and 27-28 school years with a raise not to exceed 4.0% for the 2026-2027 school year, changing the life insurance amount to \$100,000, and to change the PTO buyout wording on the contract. Eric Brockmann seconded that motion. Motion Carried Steve Blocher: Yea, Eric Brockmann: Yea, Herb Hasenkamp: Yea, Steve Hughes: Yea, Holly Hunke: Yea, Eunice Ramirez: Yea

Meeting adjourned at 8:07pm

The next regular meeting will be held June 8, 2026.



Herb Hasenkamp, Secretary

## 2025-26 Fund Management

2025-2026	Depreciation		Building		Activity Account				Employee		Student		Bond		Lunch		QCPUF	
	Fund.		Fund		Elementary		High School		Benefits Fund		Fees		Fund		Account		Account	
	Begin Bal.	\$959,367	\$1,618,837	\$26,036	\$92,268	\$603,835	\$0	395,529	115,318	38,954								
Budget	\$664,583	\$3,601,031	\$852,500				\$1,108,627		\$0		\$876,560		\$1,206,450		\$32,170			
	Expend.	Revenue	Expend.	Revenue	Expend.	Revenue	Expend.	Revenue	Expend.	Revenue	Expend.	Revenue	Expend.	Revenue	Expend.	Revenue	Expend.	Revenue
Sep	0	1,756	428,785	82,725	913	43	43,136	42,373	0	1,962	0	0	0	128,852	46,307	51,715	0	12,202
Oct	0	1,781	8,508	19,970	501	325	33,460	41,587	0	1,990	0	0	0	26,574	97,854	77,813	0	2,499
Nov	0	7,568	4,396	5,225	487	29	34,655	101,608	0	1,858	0	0	0	3,880	80,579	72,823	0	233
Dec.	0	1,665	40,176	4,723	229	29	102,025	53,767	0	1,860	0	0	10	3,074	64,374	90,554	5,391	151
Jan.	0	1,614	1,000	68,402	2,515	26,259	51,050	25,600	0	1,803	0	0	618,137	108,243	78,413	28,102	0	109
Feb	0	1,445	219,573	129,512	446	75	31,786	25,426	0	1,614	0	0	0	69,651	78,164	64,682	0	90
Mar	0	8,145	0	8,450	328	282	36,675	21,772	0	1,775	0	0	0	7,778	68,243	61,014	6,383	22
Apr	0	1,535	0	17,212	2,716	78	37,686	34,899	0	1,715	0	0	0	22,515	80,233	64,873	0	20
May	0	1,573	0	217,859	2,436	3,918	60,356	48,771	0	1,757	0	0	0	216,239	69,017	81,764	0	13
Jun																		
Jul																		
Aug																		
Totals	0	27,082	702,438	554,078	10,570	31,038	430,829	395,802	0	16,334	0	0	618,147	586,806	663,184	593,340	11,774	15,339
Balance	986,449	1,470,477	46,504		57,242		620,169		0		364,188		45,474		42,519			
			103,746															
Budget	\$664,583	\$3,601,031	\$852,500				\$1,108,627		\$1,200		\$876,560		\$1,206,450		\$32,170			

Depr CD  
431105.04

Reconciliation May 2026

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General Fund

Beginning Balance	\$6,699,858.10
Receipts	\$3,988,925.97
Interest	\$28,738.69
Disbursements	(\$1,054,259.19)
Void Checks	\$0.00
ACTUAL ENDING BALANCE	\$9,663,263.57

Outstanding Check(s)	\$117,576.10
Bank Statement Balance	\$9,780,839.67

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Lunch Fund

Beginning Balance	\$32,726.36
Receipts	\$81,731.13
Interest	\$33.44
Disbursements	(\$69,016.48)
Void Check	
ACTUAL ENDING BALANCE	\$45,474.45

Outstanding Check(s)	\$13,333.00
Bank Statement Balance	<b>\$58,807.45</b>

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Building Fund

Beginning Balance	\$1,252,618.59
Receipts	\$214,018.11
Interest	\$3,840.97
Disbursements	\$0.00
Void Check	\$0.00
ACTUAL ENDING BALANCE	\$1,470,477.67

Outstanding Check(s)	\$0.00
Bank Statement Balance	\$1,470,477.67

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Bond Fund

Beginning Balance	\$147,949.42
Receipts	\$215,620.51
Interest	\$618.51
Disbursements	\$0.00
Void Check	\$0.00
ACTUAL ENDING BALANCE	\$364,188.44

Outstanding Check(s)	\$0.00
Bank Statement Balance	\$364,188.44

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**Depreciation Fund**

Beginning Balance	\$553,774.41
Receipts	\$0.00
Interest	\$1,573.05
Disbursements	\$0.00
Void Check	\$0.00

ACTUAL ENDING BALANCE \$555,347.46

Outstanding Check(s)	\$0.00
Bank Statement Balance	\$555,347.46
Inc CD Balance	\$986,452.50

**Depreciation Fund Cd's**

Depreciation #1	\$137,570.16
Depreciation #2	\$134,975.70
Depreciation #3	\$158,559.18
<b>Grand Total Depr Fund</b>	<b>\$431,105.04</b>

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**Employee Benefits Balance**

Beginning Balance	\$618,412.04
Receipts	\$0.00
Interest	\$1,757.13
Disbursements	\$0.00
ACTUAL ENDING BALANCE	\$620,169.17

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**Qualified Capital Fund**

Beginning Balance	\$42,505.87
Receipts	\$0.00
Interest	\$12.64
Disbursements	\$0.00
Void Check	\$0.00

ACTUAL ENDING BALANCE \$42,518.51

Outstanding Check(s)	\$0.00
Bank Statement Balance	\$42,518.51

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**Building Funds Cd's**

Building Fund CD	\$0.00
<b>Grand Total Building Fund Cd's</b>	<b>\$0.00</b>

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**General Funds Cd's**

General Fund CD#1	\$318,387.07
General Fund CD#2	\$327,879.57
General Fund CD#3	\$333,393.15
<b>Grand Total General Fund Cd's</b>	<b>\$979,659.79</b>

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**ACTIVITY ACCOUNTS**

***West Point Elementary Activity***

Beginning Balance	\$45,021.36
Receipts	\$3,837.78
Interest	\$80.60
Disbursements	(\$2,436.43)
Void Check	\$0.00
ACTUAL ENDING BALANCE	\$46,503.31

Outstanding Check(s)	\$0.00
Bank Statement Balance	\$46,503.31

West Point Elementary CD - 2267!	\$7,043.78
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***High School Activity***

Beginning Balance	\$68,827.24
Receipts	\$48,736.72
Interest	\$34.12
Disbursements	(\$60,586.20)
Void Check	\$230.28
ACTUAL ENDING BALANCE	\$57,242.16

Outstanding Check(s)	\$43,520.46
Bank Statement Balance	\$100,762.62

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***Online Payment Account***

Beginning Balance	\$16.18
Receipts	\$0.00
Interest	\$0.20
Disbursements	\$0.00
Void Check	\$0.00
ACTUAL ENDING BALANCE	\$16.38

Outstanding Check(s)	\$0.00
Bank Statement Balance	\$16.38

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Status	Batch No.	Description				
Approved	BOF - May - 3	Interest				
Transaction Date	Account Code	Description	Customer	Receipt No.	Payment Method	Credit
5/31/2026	07-1-01510-000-000	Investment Income - Interest on	Citizens State Bank	00001	Check	\$150.81
<b>Sub Total</b>						<b>\$150.81</b>
Status	Batch No.	Description				
Approved	BOF - May - 4	Interest - ICS				
Transaction Date	Account Code	Description	Customer	Receipt No.	Payment Method	Credit
5/31/2026	07-1-01510-000-000	Investment Income - Interest on	Citizens State Bank	00001	Check	\$467.70
<b>Sub Total</b>						<b>\$467.70</b>
					<b>Total Bond</b>	<b>\$216,239.02</b>
Status	Batch No.	Description				
Approved	DF - May - 1	Interest - NLAF				
Transaction Date	Account Code	Description	Customer	Receipt No.	Payment Method	Credit
5/31/2026	02-1-01510-000-000	Interest On Investments	NLAF	00001	Check	\$1,573.05
<b>Sub Total</b>						<b>\$1,573.05</b>
					<b>Total Depr</b>	<b>\$1,573.05</b>
Status	Batch No.	Description				
Approved	EBF - May - 1	Interest				
Transaction Date	Account Code	Description	Customer	Receipt No.	Payment Method	Credit
5/31/2026	03-1-01510-000-000	Interest On Investments	F & M Bank	00001	Check	\$0.44
<b>Sub Total</b>						<b>\$0.44</b>
Status	Batch No.	Description				
Approved	EBF - May - 2	Interest - NLAF				
Transaction Date	Account Code	Description	Customer	Receipt No.	Payment Method	Credit
5/31/2026	03-1-01510-000-000	Interest On Investments	NLAF	00001	Check	\$1,756.69
<b>Sub Total</b>						<b>\$1,756.69</b>
					<b>Total Employee Ben</b>	<b>\$1,757.13</b>
Status	Batch No.	Description				
Approved	FF - May -1	Payroll Flex				
Transaction Date	Account Code	Description	Customer	Receipt No.	Payment Method	Credit
5/20/2026	14-1-09000-001-000	Health Care Flex Deposits	F & M Bank	00001	Check	\$2,208.32
5/20/2026	14-1-09000-002-000	Dependent Care Flex Deposits	F & M Bank	00001	Check	\$2,385.83
<b>Sub Total</b>						<b>\$4,594.15</b>
					<b>Total Flex Fund</b>	<b>\$4,594.15</b>
Status	Batch No.	Description				
Approved	GF - May - 1	GMS/IDEA Payment				
Transaction Date	Account Code	Description	Customer	Receipt No.	Payment Method	Credit
5/14/2026	01-1-03551-000-000	Career Education	State of Nebraska	00001	Check	\$841.00

5/14/2026	01-1-04518-000-000	IDEA Part B (611) Base & Enrollment Poverty Allocation	State of Nebraska	00001	Check	\$54,017.00
5/14/2026	01-1-04521-000-000	Idea Part B Proportionate Share	State of Nebraska	00001	Check	\$14,648.00
<b>Sub Total</b>						<b>\$69,506.00</b>
<b>Status</b> Approved	<b>Batch No.</b> GF - May - 10	<b>Description</b> SPED				
<b>Transaction Date</b>	<b>Account Code</b>	<b>Description</b>	<b>Customer</b>	<b>Receipt No.</b>	<b>Payment Method</b>	<b>Credit</b>
5/26/2026	01-1-03125-000-000	Sped Transportation (School Age)	State of Nebraska	00001	Check	\$49,214.00
5/26/2026	01-1-04708-000-000	Medicaid In Public Schools	State of Nebraska	00001	Check	\$578.07
<b>Sub Total</b>						<b>\$49,792.07</b>
<b>Status</b> Approved	<b>Batch No.</b> GF - May - 11	<b>Description</b> State Aid Payment				
<b>Transaction Date</b>	<b>Account Code</b>	<b>Description</b>	<b>Customer</b>	<b>Receipt No.</b>	<b>Payment Method</b>	<b>Credit</b>
5/20/2026	01-1-03110-000-000	State Aid	State of Nebraska	00001	Check	\$121,530.00
<b>Sub Total</b>						<b>\$121,530.00</b>
<b>Status</b> Approved	<b>Batch No.</b> GF - May - 12	<b>Description</b> Dodge County Taxes 4-30				
<b>Transaction Date</b>	<b>Account Code</b>	<b>Description</b>	<b>Customer</b>	<b>Receipt No.</b>	<b>Payment Method</b>	<b>Credit</b>
5/7/2026	01-1-01740-000-000	Fees	Dodge County Treasurer	00001	Check	\$3,070.75
<b>Sub Total</b>						<b>\$3,070.75</b>
<b>Status</b> Approved	<b>Batch No.</b> GF - May - 13	<b>Description</b> Interest - ICS				
<b>Transaction Date</b>	<b>Account Code</b>	<b>Description</b>	<b>Customer</b>	<b>Receipt No.</b>	<b>Payment Method</b>	<b>Credit</b>
5/31/2026	01-1-01510-000-000	Investment Income - Interest On	Charterwest Bank	00001	Check	\$26,476.78
<b>Sub Total</b>						<b>\$26,476.78</b>
<b>Status</b> Approved	<b>Batch No.</b> GF - May - 14	<b>Description</b> Interest				
<b>Transaction Date</b>	<b>Account Code</b>	<b>Description</b>	<b>Customer</b>	<b>Receipt No.</b>	<b>Payment Method</b>	<b>Credit</b>
5/31/2026	01-1-01510-000-000	Investment Income - Interest On	Charterwest Bank	00001	Check	\$126.96
<b>Sub Total</b>						<b>\$126.96</b>
<b>Status</b> Approved	<b>Batch No.</b> GF - May - 15	<b>Description</b> Interest - NLAf				
<b>Transaction Date</b>	<b>Account Code</b>	<b>Description</b>	<b>Customer</b>	<b>Receipt No.</b>	<b>Payment Method</b>	<b>Credit</b>
5/31/2026	01-1-01510-000-000	Investment Income - Interest On	NLAf	00001	Check	\$2,134.95
<b>Sub Total</b>						<b>\$2,134.95</b>
<b>Status</b> Approved	<b>Batch No.</b> GF - May - 2	<b>Description</b> MIPS Reimbursement - April				
<b>Transaction Date</b>	<b>Account Code</b>	<b>Description</b>	<b>Customer</b>	<b>Receipt No.</b>	<b>Payment Method</b>	<b>Credit</b>

5/14/2026	01-1-04708-000-000	Medicaid In Public Schools	State of Nebraska	00001	Check	\$578.07
<b>Sub Total</b>						<b>\$578.07</b>
<b>Status</b>	<b>Batch No.</b>	<b>Description</b>				
Approved	GF - May - 3	Cumming County Taxes 04-30				
<b>Transaction Date</b>	<b>Account Code</b>	<b>Description</b>	<b>Customer</b>	<b>Receipt No.</b>	<b>Payment Method</b>	<b>Credit</b>
5/4/2026	01-1-01100-000-000	Taxes Levied/Assessed By The School	Cumming County Treasurer`	00001	Check	\$1,668,232.73
5/4/2026	01-1-01125-000-000	Motor Vehicle Taxes	Cumming County Treasurer`	00001	Check	\$52,480.52
5/4/2026	01-1-01911-000-000	Local License Fees	Cumming County Treasurer`	00001	Check	\$15,278.17
5/4/2026	01-1-03130-000-000	Homestead Exemption	Cumming County Treasurer`	00001	Check	\$21,581.10
5/4/2026	01-1-03131-000-000	Property Tax Credit	Cumming County Treasurer`	00001	Check	\$1,871,951.05
<b>Sub Total</b>						<b>\$3,629,523.57</b>
<b>Status</b>	<b>Batch No.</b>	<b>Description</b>				
Approved	GF - May - 4	Metz Reimbursement - 1				
<b>Transaction Date</b>	<b>Account Code</b>	<b>Description</b>	<b>Customer</b>	<b>Receipt No.</b>	<b>Payment Method</b>	<b>Credit</b>
5/6/2026	01-1-05690-000-000	Other Non-Revenue Receipts	Metz, Jill	00001	Check	\$2,053.42
<b>Sub Total</b>						<b>\$2,053.42</b>
<b>Status</b>	<b>Batch No.</b>	<b>Description</b>				
Approved	GF - May - 5	S. Williams Insurance Reimbursement				
<b>Transaction Date</b>	<b>Account Code</b>	<b>Description</b>	<b>Customer</b>	<b>Receipt No.</b>	<b>Payment Method</b>	<b>Credit</b>
5/20/2026	01-1-05690-000-000	Other Non-Revenue Receipts	Sarah Williams	00001	Check	\$5,365.77
<b>Sub Total</b>						<b>\$5,365.77</b>
<b>Status</b>	<b>Batch No.</b>	<b>Description</b>				
Approved	GF - May - 6	Student Fees				
<b>Transaction Date</b>	<b>Account Code</b>	<b>Description</b>	<b>Customer</b>	<b>Receipt No.</b>	<b>Payment Method</b>	<b>Credit</b>
5/20/2026	01-1-01740-000-000	Fees	Students	00001	Check	\$40.00
<b>Sub Total</b>						<b>\$40.00</b>
<b>Status</b>	<b>Batch No.</b>	<b>Description</b>				
Approved	GF - May - 7	Student Fees				
<b>Transaction Date</b>	<b>Account Code</b>	<b>Description</b>	<b>Customer</b>	<b>Receipt No.</b>	<b>Payment Method</b>	<b>Credit</b>
5/20/2026	01-1-01740-000-000	Fees	Students	00001	Check	\$325.00
<b>Sub Total</b>						<b>\$325.00</b>
<b>Status</b>	<b>Batch No.</b>	<b>Description</b>				
Approved	GF - May - 8	MIPS Reimbursement - May				
<b>Transaction Date</b>	<b>Account Code</b>	<b>Description</b>	<b>Customer</b>	<b>Receipt No.</b>	<b>Payment Method</b>	<b>Credit</b>
5/29/2026	01-1-04708-000-000	Medicaid In Public Schools	State of Nebraska	00001	Check	\$652.32
<b>Sub Total</b>						<b>\$652.32</b>
<b>Status</b>	<b>Batch No.</b>	<b>Description</b>				
Approved	GF - May - 9	SPED SA FFR Reimbursement				

Transaction Date	Account Code	Description	Customer	Receipt No.	Payment Method	Credit
5/20/2026	01-1-03120-000-000	Sped (School Age)	State of Nebraska	00001	Check	\$106,489.00
<b>Sub Total</b>						<b>\$106,489.00</b>
					<b>Total</b>	<b>\$4,017,664.66</b>
<b>Status</b> Approved	<b>Batch No.</b> LF - May - 1	<b>Description</b> SNP Reimbursement				
Transaction Date	Account Code	Description	Customer	Receipt No.	Payment Method	Credit
5/1/2026	06-1-03150-000-000	State Reimbursement (Of Nutrition	State of Nebraska	00001	Check	\$2,798.51
<b>Sub Total</b>						<b>\$2,798.51</b>
<b>Status</b> Approved	<b>Batch No.</b> LF - May - 10	<b>Description</b> 5-12 Daily Lunch Sales				
Transaction Date	Account Code	Description	Customer	Receipt No.	Payment Method	Credit
5/13/2026	06-1-01611-000-000	Food Services - Daily Sales - Reimbursable Programs	Food Service Receipts	00001	Check	\$211.50
<b>Sub Total</b>						<b>\$211.50</b>
<b>Status</b> Approved	<b>Batch No.</b> LF - May - 11	<b>Description</b> 5-14 Online Lunch Sales				
Transaction Date	Account Code	Description	Customer	Receipt No.	Payment Method	Credit
5/14/2026	06-1-01611-000-000	Food Services - Daily Sales - Reimbursable Programs	Food Service Receipts	00001	Check	\$8,519.99
5/14/2026	06-1-01620-000-000	Non Reimb Lunches - Adult and Staff	Food Service Receipts	00001	Check	\$130.60
<b>Sub Total</b>						<b>\$8,650.59</b>
<b>Status</b> Approved	<b>Batch No.</b> LF - May - 12	<b>Description</b> Federal Reimbursement - Lunch				
Transaction Date	Account Code	Description	Customer	Receipt No.	Payment Method	Credit
5/12/2026	06-1-04210-000-000	Federal Nutrition Programs	Food Service Receipts	00001	Check	\$39,684.74
<b>Sub Total</b>						<b>\$39,684.74</b>
<b>Status</b> Approved	<b>Batch No.</b> LF - May - 13	<b>Description</b> Cinco-De Mayo Meal				
Transaction Date	Account Code	Description	Customer	Receipt No.	Payment Method	Credit
5/6/2026	06-1-01611-000-000	Food Services - Daily Sales - Reimbursable Programs	Food Service Receipts	00001	Check	\$558.00
<b>Sub Total</b>						<b>\$558.00</b>
<b>Status</b> Approved	<b>Batch No.</b> LF - May - 14	<b>Description</b> PreK Picnic Lunch Sales				
Transaction Date	Account Code	Description	Customer	Receipt No.	Payment Method	Credit
5/12/2026	06-1-01620-000-000	Non Reimb Lunches - Adult and Staff	Food Service Receipts	00001	Check	\$264.00
<b>Sub Total</b>						<b>\$264.00</b>
<b>Status</b> Approved	<b>Batch No.</b> LF - May - 15	<b>Description</b> 5-13 Daily Lunch Sales				

Transaction Date	Account Code	Description	Customer	Receipt No.	Payment Method	Credit
5/14/2026	06-1-01611-000-000	Food Services - Daily Sales - Reimbursable Programs	Food Service Receipts	00001	Check	\$180.00
5/14/2026	06-1-01620-000-000	Non Reimb Lunches - Adult and Staff	Food Service Receipts	00001	Check	\$3.27
<b>Sub Total</b>						<b>\$183.27</b>
<b>Status</b> Approved	<b>Batch No.</b> LF - May - 16	<b>Description</b> 5-14 Daily Lunch Sales				
Transaction Date	Account Code	Description	Customer	Receipt No.	Payment Method	Credit
5/15/2026	06-1-01611-000-000	Food Services - Daily Sales - Reimbursable Programs	Food Service Receipts	00001	Check	\$48.50
5/15/2026	06-1-01620-000-000	Non Reimb Lunches - Adult and Staff	Food Service Receipts	00001	Check	\$45.00
<b>Sub Total</b>						<b>\$93.50</b>
<b>Status</b> Approved	<b>Batch No.</b> LF - May - 17	<b>Description</b> 5-15 Daily Lunch Sales				
Transaction Date	Account Code	Description	Customer	Receipt No.	Payment Method	Credit
5/18/2026	06-1-01611-000-000	Food Services - Daily Sales - Reimbursable Programs	Food Service Receipts	00001	Check	\$113.25
5/18/2026	06-1-01620-000-000	Non Reimb Lunches - Adult and Staff	Food Service Receipts	00001	Check	\$4.25
<b>Sub Total</b>						<b>\$117.50</b>
<b>Status</b> Approved	<b>Batch No.</b> LF - May - 18	<b>Description</b> 5-18 Daily Lunch Sales				
Transaction Date	Account Code	Description	Customer	Receipt No.	Payment Method	Credit
5/19/2026	06-1-01611-000-000	Food Services - Daily Sales - Reimbursable Programs	Food Service Receipts	00001	Check	\$191.86
5/19/2026	06-1-01620-000-000	Non Reimb Lunches - Adult and Staff	Food Service Receipts	00001	Check	\$17.25
<b>Sub Total</b>						<b>\$209.11</b>
<b>Status</b> Approved	<b>Batch No.</b> LF - May - 19	<b>Description</b> 5-19 Daily Lunch Sales				
Transaction Date	Account Code	Description	Customer	Receipt No.	Payment Method	Credit
5/20/2026	06-1-01611-000-000	Food Services - Daily Sales - Reimbursable Programs	Food Service Receipts	00001	Check	\$104.87
<b>Sub Total</b>						<b>\$104.87</b>
<b>Status</b> Approved	<b>Batch No.</b> LF - May - 2	<b>Description</b> 4-29 Daily Lunch Sales				
Transaction Date	Account Code	Description	Customer	Receipt No.	Payment Method	Credit
5/1/2026	06-1-01611-000-000	Food Services - Daily Sales - Reimbursable Programs	Food Service Receipts	00001	Check	\$50.00
5/1/2026	06-1-01620-000-000	Non Reimb Lunches - Adult and Staff	Food Service Receipts	00001	Check	\$7.00
<b>Sub Total</b>						<b>\$57.00</b>
<b>Status</b> Approved	<b>Batch No.</b> LF - May - 20	<b>Description</b> 5-22 Online Lunch Sales				
Transaction Date	Account Code	Description	Customer	Receipt No.	Payment Method	Credit



Status	Batch No.	Description				
Approved	LF - May - 5	5-5 Daily Lunch Sales				
Transaction Date	Account Code	Description	Customer	Receipt No.	Payment Method	Credit
5/6/2026	06-1-01611-000-000	Food Services - Daily Sales - Reimbursable Programs	Food Service Receipts	00001	Check	\$41.00
5/6/2026	06-1-01620-000-000	Non Reimb Lunches - Adult and Staff	Food Service Receipts	00001	Check	\$7.25
<b>Sub Total</b>						<b>\$48.25</b>
Status	Batch No.	Description				
Approved	LF - May - 6	5-6 Daily Lunch Sales				
Transaction Date	Account Code	Description	Customer	Receipt No.	Payment Method	Credit
5/8/2026	06-1-01611-000-000	Food Services - Daily Sales - Reimbursable Programs	Food Service Receipts	00001	Check	\$182.45
5/8/2026	06-1-01620-000-000	Non Reimb Lunches - Adult and Staff	Food Service Receipts	00001	Check	\$20.00
<b>Sub Total</b>						<b>\$202.45</b>
Status	Batch No.	Description				
Approved	LF - May - 7	5-7 Daily Lunch Sales				
Transaction Date	Account Code	Description	Customer	Receipt No.	Payment Method	Credit
5/8/2026	06-1-01611-000-000	Food Services - Daily Sales - Reimbursable Programs	Food Service Receipts	00001	Check	\$54.00
5/8/2026	06-1-01620-000-000	Non Reimb Lunches - Adult and Staff	Food Service Receipts	00001	Check	\$3.00
<b>Sub Total</b>						<b>\$57.00</b>
Status	Batch No.	Description				
Approved	LF - May - 8	5-8 Daily Lunch Sales				
Transaction Date	Account Code	Description	Customer	Receipt No.	Payment Method	Credit
5/11/2026	06-1-01611-000-000	Food Services - Daily Sales - Reimbursable Programs	Food Service Receipts	00001	Check	\$54.10
5/11/2026	06-1-01620-000-000	Non Reimb Lunches - Adult and Staff	Food Service Receipts	00001	Check	\$34.25
<b>Sub Total</b>						<b>\$88.35</b>
Status	Batch No.	Description				
Approved	LF - May - 9	5-11 Daily Lunch Sales				
Transaction Date	Account Code	Description	Customer	Receipt No.	Payment Method	Credit
5/12/2026	06-1-01611-000-000	Food Services - Daily Sales - Reimbursable Programs	Food Service Receipts	00001	Check	\$24.60
5/12/2026	06-1-01620-000-000	Non Reimb Lunches - Adult and Staff	Food Service Receipts	00001	Check	\$11.00
<b>Sub Total</b>						<b>\$35.60</b>
					<b>Total Lunch</b>	<b>\$81,764.57</b>
Status	Batch No.	Description				
Approved	OP - May - 1	Interest				
Transaction Date	Account Code	Description	Customer	Receipt No.	Payment Method	Credit
5/31/2026	15-1-01510-000-000	Interest	Charterwest Bank	00001	Check	\$0.20
<b>Sub Total</b>						<b>\$0.20</b>
					<b>Total OP</b>	<b>\$0.20</b>
Status	Batch No.	Description				

Approved		QPF - May - 1		Interest		
Transaction Date	Account Code	Description	Customer	Receipt No.	Payment Method	Credit
5/31/2026	09-1-01510-000-000	Interest on Investments	Citizens State Bank	00001	Check	\$12.64
<b>Sub Total</b>						<b>\$12.64</b>
					<b>Total QCPUF</b>	<b>\$12.84</b>
<b>Grand Total</b>						<b>\$4,541,464.50</b>

# West Point Public Schools

## Receipt Summary for Board

May-26

Account	Description	Published Budget	Receipt in May 2026	Receipt YTD	Balance May 2026	% left to receipt in
01-1100	Taxes Levied	\$ 9,097,917.40	\$ 1,668,232.73	\$ 4,759,152.11	\$ 4,338,765.29	47.69%
01-1120	Motor Vehicle Taxes	\$ 570,000.00	\$ 52,480.52	\$ 530,241.59	\$ 39,758.41	6.98%
01-1300	Tuition- Other Schools	\$ 24,000.00	\$ -	\$ 9,025.62	\$ 14,974.38	62.39%
01-1510	Investments Income	\$ 360,000.00	\$ 28,738.69	\$ 206,375.82	\$ 153,624.18	42.67%
01-1900	Local License Fees	\$ 28,750.00	\$ 18,713.92	\$ 46,312.92	\$ (17,562.92)	-61.09%
01-2110	County Fines & License	\$ 80,000.00	\$ -	\$ 67,072.86	\$ 12,927.14	16.16%
01-3110	State Aid	\$ 1,223,419.00	\$ 121,530.00	\$ 1,101,888.00	\$ 121,531.00	9.93%
01-3120	Sped/ Sped Transp	\$ 939,000.00	\$ 155,703.00	\$ 838,655.00	\$ 100,345.00	10.69%
01-3130	Homestead Exemp/ PP Taxes	\$ -	\$ 1,893,532.15	\$ 3,809,907.05	\$ (3,809,907.05)	#DIV/0!
01-3180	Pro-Rate Motor Vehicle	\$ 20,000.00	\$ -	\$ 16,184.38	\$ 3,815.62	19.08%
01-3400	State Apportionment	\$ 225,000.00	\$ -	\$ 296,706.87	\$ (71,706.87)	-31.87%
01-3500	HAL/ E-Rate	\$ 20,000.00	\$ 841.00	\$ 15,151.00	\$ 4,849.00	24.25%
01-4000	Federal Funds	\$ 445,388.00	\$ 70,473.46	\$ 297,466.40	\$ 147,921.60	33.21%
01-5200/53	Insurance Adj/ Transfer In	\$ -	\$ -	\$ 5,400.00	\$ (5,400.00)	#DIV/0!
01-5690	Non Revenue Receipts	\$ 20,716.00	\$ 7,419.19	\$ 10,237.36	\$ 10,478.64	50.58%
01-9000	Non- Program Receipts	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	<b>Total</b>	<b>13,054,190.40</b>	<b>4,017,664.66</b>	<b>12,009,776.98</b>	<b>1,044,413.42</b>	<b>8%</b>

# Monthly Expenditure Report 2025-2026

	11,122,138	6000	1200	2100	2712/2713		Mot.V. tax				
	GF	GRANT	SPED	SS	SPED	Overall	Prop.Tax	OLR	Federal	Other	Total
	Total			Sped	Transport.	Total	Receipts	LLF/CF	Funds	Receipts	
								Fines-Lic fees			
<b>Budget</b>	\$13,175,743	762,500	1,445,750	461,300	210,000	\$16,055,292.90	\$9,097,917	\$698,750	\$445,388	\$2,812,135	\$13,054,190
<b>May</b>							Revenue Budget				
<b>Payroll</b>	\$761,812	24,098	80,848	5512.69	4,025	\$876,296	Monthly				30.24%
<b>Bills</b>	\$160,517	1,368	15,510	0	568	\$177,963	Yr. to Date				91.46%
<b>Monthly Total</b>	\$922,330	25,466	96,358	5,513	4,593	1,054,259	1,668,233	1,964,727	0	314,232	\$3,947,191
<b>%</b>	7.0%	3.3%	6.7%	1.2%	2.2%	6.6%	18.3%	281.2%	0.0%	11.2%	30.2%
<b>Grand Total</b>	8,145,042	343,573	883,913	277,773	134,682	9,784,984	6,632,363	2,616,239	225,220	2,465,480	\$11,939,301
<b>%</b>	61.8%	45.1%	61.1%	60.2%	64.1%	60.9%	72.9%	374.4%	50.6%	87.7%	91.5%
<b>Balance</b>	5,030,701	418,927	561,837	183,527	75,318	6,270,309	2,465,555	-1,917,489	220,168	346,655	1,114,889

							Prop.Tax	Other Taxes	Federal	Other	
<b>Budget</b>	\$13,175,743	762,500	1,445,750	461,300	210,000	\$16,055,292.90	\$9,097,917	\$698,750	\$445,388	\$2,812,135	\$13,054,190
<b>June</b>							Revenue Budget				
<b>Payroll</b>	\$717,984	22,675	75,562	4156.39	2,167	\$822,545	Monthly				0.00%
<b>Bills</b>	\$251,928	53,602	44,140	82,939	1704	\$434,312	Yr. to Date				91.46%
<b>Monthly Total</b>	\$969,911	76,277	119,702	87,095	3,871	1,256,856					\$0
<b>%</b>	7.4%	10.0%	8.3%	18.9%	1.8%	7.8%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Grand Total</b>	9,114,953	419,850	1,003,615	364,868	138,553	11,041,840	6,632,363	2,616,239	225,220	2,465,480	\$11,939,301
<b>%</b>	69.2%	55.1%	69.4%	79.1%	66.0%	68.8%	72.9%	374.4%	50.6%	87.7%	91.5%
<b>Balance</b>	4,060,790	342,650	442,135	96,432	71,447	5,013,453	2,465,555	-1,917,489	220,168	346,655	1,114,889

# West Point Public Schools

## Check Report

Begin Date: 06/01/2026; End Date: 06/30/2026; Accounting Cycle: [All]; Check Type: Accounts Payable and Payroll Liability; Payee: [All]; Bank: [All]; Account Expression: [All]; Show Detail by

Check Date	Check Number	Payee	Amount
06/08/2026	22466	Blue Cross / Blue Shield	\$1,200.84
06/08/2026	22467	Blue Cross/Blue Shield	\$162,507.62
06/08/2026	22468	Charterwest Bank - State Taxes	\$16,495.14
06/08/2026	22469	Charterwest Bank- Payroll Taxes	\$120,824.87
06/08/2026	22470	Madison National Life Ins Co., Inc	\$4,736.97
06/08/2026	22471	Massachusetts Mutual Life	\$3,315.33
06/08/2026	22472	Mutual of Omaha	\$1,852.13
06/08/2026	22473	State Of Nebraska	\$88,091.02
06/08/2026	22474	VSP Vision Service Plan (CT)	\$2,885.88
06/08/2026	22475	WPPS	\$4,594.15
06/08/2026	22476	ACT, Inc	\$18.50
06/08/2026	22477	Amazon	\$10,436.96
06/08/2026	22478	Ambriz, Kandi	\$125.00
06/08/2026	22479	Amplify Education, Inc.	\$472.64
06/08/2026	22480	Bethune, Devin	\$806.06
06/08/2026	22481	Bomgaars	\$383.12
06/08/2026	22482	BSN Sports	\$18,099.10
06/08/2026	22483	Capital Sanitary Supply Co, Inc.	\$1,644.72
06/08/2026	22484	Cengage Learning	\$7,542.08
06/08/2026	22485	Century Link 2	\$432.80
06/08/2026	22486	CenturyLink	\$85.91
06/08/2026	22487	Chem Tech Pest Solutions	\$290.00
06/08/2026	22488	Conrad, Steve	\$9.73
06/08/2026	22489	Cuming County News	\$159.65
06/08/2026	22490	Curriculum Associates, LLC	\$794.08
06/08/2026	22491	Dietze Music	\$792.30
06/08/2026	22492	Disher, Jodi	\$200.00
06/08/2026	22493	Doggett, Terrill L	\$66.40
06/08/2026	22494	Eakes Office Solutions	\$59.72
06/08/2026	22495	ESU #1	\$11,180.26
06/08/2026	22496	ESU #2	\$173,905.35
06/08/2026	22497	ESU #3	\$238.99
06/08/2026	22498	EverWhite	\$2,991.98
06/08/2026	22499	Faubel, Michele N	\$520.55
06/08/2026	22500	Filter Shop, The	\$1,614.03
06/08/2026	22501	Gentrup, Tina	\$200.00
06/08/2026	22502	Gerken, Miranda	\$1,119.52
06/08/2026	22503	Gopher Sport	\$8,214.03
06/08/2026	22504	Graybeal Foods	\$206.92
06/08/2026	22505	Gregerson, Chelsea	\$881.07
06/08/2026	22506	Gross, Doug L	\$450.00
06/08/2026	22507	Grunwald Mechanical Contractors	\$3,623.18
06/08/2026	22508	HD Supply	\$93.04
06/08/2026	22509	Hohenthauer, Jacob S	\$450.00
06/08/2026	22510	Holtz, Andrea	\$862.89
06/08/2026	22511	Holtz, Gina	\$888.51
06/08/2026	22512	Hometown Leasing	\$1,805.48
06/08/2026	22513	Hugo Plumbing & Heating	\$125.92
06/08/2026	22514	Hunke, Melissa	\$263.45
06/08/2026	22515	Industrial Arts Supply Co	\$466.20
06/08/2026	22516	Infinite Campus, Inc.	\$1,833.33
06/08/2026	22517	Island Supply Welding Co	\$58.19

Check Date	Check Number	Payee	Amount
06/08/2026	22518	Johnson, Bonnie J	\$773.00
06/08/2026	22519	Knobbe, Jane	\$250.00
06/08/2026	22520	KSB School Law	\$2,201.00
06/08/2026	22521	Lakeshore Learning Materials	\$254.64
06/08/2026	22522	Larsen, Brittany N	\$1,168.49
06/08/2026	22523	Lewis, Andrew B	\$197.20
06/08/2026	22524	Library Store, The	\$567.11
06/08/2026	22525	Liermann, Kendra L	\$450.00
06/08/2026	22526	Logemann Auto Parts & Machine	\$45.78
06/08/2026	22527	Lund, Renea	\$125.00
06/08/2026	22528	Maas, Kayla	\$1,438.14
06/08/2026	22529	Matheson Trigas Inc	\$282.90
06/08/2026	22530	Meier, Ryan	\$171.50
06/08/2026	22531	Meiergerd-Reppert, Dana	\$1,338.55
06/08/2026	22532	Menards (Menard-FRE)	\$1,270.90
06/08/2026	22533	Metz, Jill M	\$338.87
06/08/2026	22534	Midwest Alarm Services	\$8,109.96
06/08/2026	22535	Miller, Jordan D	\$48.88
06/08/2026	22536	Nebraska Ag Ed Association	\$550.00
06/08/2026	22537	Nebraska Auto Repair, Inc.	\$816.84
06/08/2026	22538	Nebraska Department of Labor Office of Unemployment Insurance	\$6,356.00
06/08/2026	22539	Nesladek, David	\$281.02
06/08/2026	22540	Nielsen, Heather	\$857.51
06/08/2026	22541	NYE Technology	\$7,484.25
06/08/2026	22542	OneSource	\$85.00
06/08/2026	22543	Orellana, Nicole	\$457.07
06/08/2026	22544	Oriental Trading Co Inc	\$17.98
06/08/2026	22545	Petromart	\$2,277.62
06/08/2026	22546	Pierce, Brian	\$539.30
06/08/2026	22547	Pizza Ranch	\$710.90
06/08/2026	22548	Pritchett, Gayle	\$1,128.20
06/08/2026	22549	Put In Cups	\$136.50
06/08/2026	22550	Quadient/NEOFUNDS	\$1,000.00
06/08/2026	22551	Reppert, Tara	\$514.51
06/08/2026	22552	Rhode Island Novelty	\$150.00
06/08/2026	22553	S2 Refuse & Recycling	\$155.00
06/08/2026	22554	Sausser, Morgan	\$906.28
06/08/2026	22555	Savvas Learning Company LLC	\$4,834.40
06/08/2026	22556	Schlickbernds Appliance Center	\$103.70
06/08/2026	22557	Schneider, Meghan K	\$1,114.56
06/08/2026	22558	School Specialty, LLC	\$2,533.90
06/08/2026	22559	Schroeder, Lee	\$79.60
06/08/2026	22560	Siebrandt, Morgan	\$829.99
06/08/2026	22561	St. Francis Memorial Hospital	\$1,240.10
06/08/2026	22562	Stanley, Mike	\$611.21
06/08/2026	22563	Stigge, Jamie	\$1,388.55
06/08/2026	22564	Streeter, Jennifer E	\$97.48
06/08/2026	22565	USBANK - Credit Cards	\$17,360.22
06/08/2026	22566	Voyager Sopris Learning	\$957.00
06/08/2026	22567	Wagner Tire and Repair LLC	\$1,081.50
06/08/2026	22568	Weddle, Daniel J	\$408.90
06/08/2026	22569	Weddle, DJ	\$100.00
06/08/2026	22570	Wegner, Kay	\$719.07
06/08/2026	22571	West Music	\$1,043.89
06/08/2026	22572	West Point Arnold Motor Supply	\$575.45
06/08/2026	22573	West Point Light & Water	\$17,013.19

Check Date	Check Number	Payee	Amount
06/08/2026	22574	Woodriver Energy LLC	\$5,710.64
06/08/2026	22575	ATS, LLC	\$17,541.00
06/08/2026	22576	Beed, Megan	\$1,137.29
06/08/2026	22577	Kansas City Audio-Visual Inc.	\$59,963.58
6/18/2026	ACH	H S A Contributions	\$13,014.79
6/18/2026	ACH	Payroll	\$403,026.60
		<b>Total General Fund</b>	<b>\$1,256,858.12</b>
06/08/2026	8244	Blue Cross/Blue Shield	\$6,405.02
06/08/2026	8245	Charterwest Bank - State Taxes	\$274.05
06/08/2026	8246	Charterwest Bank- Payroll Taxes	\$3,055.14
06/08/2026	8247	Madison National Life Ins Co., Inc	\$223.69
06/08/2026	8248	Mutual of Omaha	\$111.31
06/08/2026	8249	Revco Solutions Inc	\$210.90
06/08/2026	8250	State Of Nebraska	\$2,411.93
06/08/2026	8251	VSP Vision Service Plan (CT)	\$87.28
06/08/2026	8252	Appeara	\$464.24
06/08/2026	8253	Cash-Wa Distributing Co	\$11,067.93
06/08/2026	8254	Cole, Melinda	\$389.72
06/08/2026	8255	Contreras, Celia	\$4.70
06/08/2026	8256	Graybeal Foods	\$248.33
06/08/2026	8257	Hiland Dairy Foods Company LLC	\$4,379.69
06/08/2026	8258	Hughes, Sara	\$6.39
06/08/2026	8259	Hughes, Shyla	\$9.07
06/08/2026	8260	Hultgren Jessica	\$13.20
06/08/2026	8261	Jordan, Jackie	\$33.37
06/08/2026	8262	Miserez, Lisa	\$16.74
06/08/2026	8263	Moyer, Chad	\$16.27
06/08/2026	8264	Nebraska Department of Health and Human Services	\$405.17
06/08/2026	8265	Ramirez, Laura	\$18.02
06/08/2026	8266	Recker, Cory	\$11.20
06/08/2026	8267	Saldana Garcia, Martin	\$12.05
06/08/2026	8268	Schiller, Michelle	\$61.42
06/08/2026	8269	Strachan Sales Inc.	\$399.00
06/08/2026	8270	Swanson, Carrie	\$4.04
06/08/2026	8271	Sysco Lincoln	\$6,418.37
06/08/2026	8272	US Foods DBA The Thompson Co	\$7,157.12
06/08/2026	8273	USBANK - Credit Cards	\$1,667.34
6/18/2026	ACH	H S A Contributions	\$797.22
6/18/2026	ACH	Payroll	\$14,131.26
		<b>Total Lunch Fund</b>	<b>\$60,511.18</b>

# West Point Public Schools

## Program Summary for Board

Jun-26

Account	Description	Budget	Disbursed June 2026	Disbursed YTD	Balance June 2026	Percentage left to Spend (%)
01-1100	All Instr	7,570,609.00	697,451.73	6,149,657.86	1,420,951.14	18.77%
01-1200	SPED	1,445,750.00	119,701.79	1,003,614.78	442,135.22	30.58%
01-2100	Pupil Support	1,147,700.00	134,832.97	892,356.79	255,343.21	22.25%
01-2200	Staff Support	200,100.00	9,616.49	95,633.64	104,466.36	52.21%
01-2300	BOE, Dist	405,000.00	25,139.62	253,526.52	151,473.48	37.40%
01-2400	Principal	862,500.00	61,751.98	719,291.01	143,208.99	16.60%
01-2500	Gen Admin	275,000.00	16,092.02	193,085.62	81,914.38	29.79%
01-2600	Blds & Grounds	1,575,900.00	78,084.05	831,144.94	744,755.06	47.26%
01-2700	Pupil Trans	615,000.00	36,175.24	421,163.65	193,836.35	31.52%
01-3000	Comm HAL	50,000.00	1,735.60	24,855.77	25,144.23	50.29%
01-5000	Debt Services	152,000.00	0.00	37,664.86	114,335.14	75.22%
01-6000	Grant	762,500.00	76,276.63	419,848.94	342,651.06	44.94%
01-8000	Transfers	200,000.00	0.00	0.00	200,000.00	100.00%
01-9000	Non Program	793,233.90	0.00	0.00	793,233.90	100.00%
<b>Total</b>		<b>16,055,292.90</b>	<b>1,256,858.12</b>	<b>11,041,844.38</b>	<b>5,013,448.52</b>	<b>31%</b>

## **3003**

### **Bidding for Construction, Remodeling, Repair, or Site Improvement**

#### **I. Applicability of this policy.**

Construction and contracts undertaken with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Construction with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases and contracts made by the school district for construction, remodeling, repair and other site improvements.

#### **II. Projects with an Estimated Cost of Less than \$136,000**

- A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than \$136,000.
- B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
- C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
- D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.
- E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than \$136,000 they must follow the formal procedures outlined in this policy.

#### **III. Formal Bidding for Major Purchases and Construction**

- A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project

exceeds \$136,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds \$144,000.

C. Advertising for Bids

1. The superintendent or designee will arrange to advertise for bids under this section by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
2. Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

D. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.
2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.
3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
6. Sealed bids will be opened in a place and at the specific time

stated in the bid form. Bidders shall be notified of the opening and invited to be present.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications.

E. Any or all bids may be rejected if there is a sound documented reason

F. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

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

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

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

**3003.1**  
**Bidding for Construction, Remodeling, Repair, or Related Projects**  
**Financed with Federal Funds**

**I. Applicability of the Policy**

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

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$136,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In addition, all procurement and construction shall comply with the rules and requirements of 2 CFR part 200.317 through 200.327 and 34 CFR sections 75.601 through 75.615. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

**II. All projects undertaken pursuant to this policy will be subject to the following bond requirements**

- A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with

a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

### **III. Construction Projects with an Anticipated Cost of Under \$350,000**

#### **A. Methods of Bidding/Soliciting Quotations or Estimates**

The type of procedures required depends on the anticipated cost of the project.

##### **1. Construction with an Anticipated Cost of up to \$15,000 (Micro-Purchases)**

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$15,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

##### **2. Construction with an Anticipated Cost of between \$15,000 and \$350,000 (Simplified Acquisition Procedures)**

For construction projects subject to this policy, simplified acquisitions are purchases that, in the aggregate amount, is more than \$15,000 and less than \$350,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts.

**B. Construction Projects with an estimated cost of between \$136,000 and \$349,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.**

Pursuant to Nebraska law, construction projects which have an

anticipated aggregate cost of \$136,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$136,000 and \$350,000.

#### **IV. Construction Projects with an Anticipated Cost Over \$350,000**

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$350,000 or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publicly advertised;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. Sealed bids will be publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
4. The contract will be awarded to the lowest responsive and responsible bidder.
  - a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
  - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
  - c) Any or all bids may be rejected if there is a sound documented reason.
5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills,

business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

#### B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

#### C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.

2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid

that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

## **V. Other Contract Matters.**

### **A. Required Terms**

The non-Federal entity's contracts must contain the applicable provisions required by section 200.327 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. This includes a "Buy American" provision that provides that as appropriate and to the extent consistent with law, the District and contractor should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of the Buy American provision must be included in all subawards including all contracts and purchase orders for work or products under this award.

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

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

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

### **C. Full and Open Competition**

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

## D. Debarment and Suspension

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

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

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

## E. Settlements of Issues Arising Out of Contract

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

## F. Record Keeping

### 1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and

§§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.334.
  - c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.
2. Maintenance of Construction Records for Projects Financed with Federal Funds
- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
  - b) Retention of construction records shall be in accordance with applicable law and Board policy.

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

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

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

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

### **D. Enforcement**

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

## **VII. Financial Management**

### **A. Identification.**

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and

number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

#### B. Financial Reporting

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

#### C. Accounting Records

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

#### D. Internal Controls

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

#### E. Budget Control

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

#### F. Payment Methods

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

to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

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

#### G. Allowability of Costs

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

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

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

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

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

While the deduction method is the default method, the District always refers

to the grant award notice prior to determining the appropriate use of program income.

#### I. Cost Sharing or Matching

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

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

#### J. Documentation of Personnel Expenses

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

### **VIII. Other Contract Matters.**

#### A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.327 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

#### B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus

area firms are used when possible consistent with state law.

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

### C. Record Keeping

#### 1. Record Retention

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

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

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

2. Maintenance of Procurement Records

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

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

D. Privacy

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

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

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

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

## **3004.1**

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

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

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

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

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

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

The District maintains the following purchasing procedures.

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

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

## **B. Methods of Purchasing**

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

### **1. Purchases up to \$15,000 (Micro-Purchases)**

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$15,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

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

### **2. Purchases between \$15,000 and \$350,000 (Simplified Acquisition Procedures)**

Simplified acquisitions are purchases that, in the aggregate amount, are more than \$15,000 and less than \$350,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

### **3. Purchases Over \$350,000**

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

For purchases over \$350,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement. If sealed bids are not accepted for a purchase of over \$350,000, the district will retain an explanation for that decision.

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

The District performs a cost or price analysis in connection with every procurement action in excess of \$350,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

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

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
  - 1) The procurement transaction can only be fulfilled by a single source;
  - 2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;
  - 3) The federal awarding agency or pass-through entity expressly authorizes written approval of noncompetitive proposals in response to a written request from the District; or
  - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$350,000.

5. **Competitive Proposals.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **D. Enforcement**

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

## **IV. Property Management Systems**

### **A. Property Classifications**

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$10,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the

capitalization level established by the District for financial statement purposes or \$10,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
  - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
  - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

## **B. Inventory Procedure**

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

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

## **C. Inventory Records**

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

1. Serial number;
2. District identification number;
3. Manufacturer;

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

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

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

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

#### **E. Maintenance**

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

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

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

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

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the

property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

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

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

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

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

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

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

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

#### **K. Depreciation**

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

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

The district will comply with federal interest reporting and submit annual reports, if required, regarding a real property interest due to a renovation, major remodeling, construction, or real property project funded by federal grant funds.

#### **V. Financial Management**

## **A. Identification**

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

## **B. Financial Reporting**

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

## **C. Accounting Records**

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

## **D. Internal Controls**

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

## **E. Budget Control**

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

## **F. Payment Methods**

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

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

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

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

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

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

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

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior

approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

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

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

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

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

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

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

## **VI. Written Compensation Policies**

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

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local

funds but is used to meet a required “match” in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

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

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

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

#### **C. Fringe Benefits**

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

#### **D. Leave**

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

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

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

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

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

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

### **A. Required Terms**

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

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

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

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

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

### **C. Record Keeping**

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

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show

compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

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

## 2. Maintenance of Procurement Records

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

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

**D. Privacy**

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

**E. Travel Costs**

All travel expenses paid with federal grant funds shall meet the federal requirements such as:

- (1) All travel costs must be reasonable and necessary;
- (2) All travel costs must be consistent with District policy; and
- (3) All travel costs must be directly related to the grant award.

In addition, all travel expenses funded with federal grant funds must be preapproved by the Superintendent or designee. The state per diem rates for lodging shall be used to determine that maximum amount charged to a federal grant. For reimbursement of meals, the per diem rate and rules set by the State of Nebraska through the Nebraska Department of Administrative Service's Expense Reimbursement Document "ERD" Guidelines will apply. There will be no reimbursement for breakfast if the staff member's lodging provides continental breakfast at no cost. For reimbursement for mileage or fuel, the State of Nebraska mileage rate will apply. If a District-owned vehicle is available for travel, the District-owned vehicle must be utilized unless preapproved by the Superintendent or designee. All expenditures claimed by staff must include receipts and a completed voucher.

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

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

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

## **3048 Communicable Disease**

The district strives to provide a safe environment for both students and staff while safeguarding the rights of all students and employees, including those with communicable diseases. The district complies with Neb. Rev. Stat. §§ 79-217 to 79-223 and Title 173 Nebraska Administrative Code, Chapter 3.

**Definitions.** Terms used in this policy have the meanings given in 173 NAC 3-002. A “reportable communicable disease” means a disease that must be reported under 173 NAC, Chapter 1.

**Signs and Symptoms; Sending Students Home.** Staff will watch for signs and symptoms of contagious or infectious disease. These signs and symptoms include fever, flushed face, headache, body aches, unexplained tiredness, loss of appetite, stomachache, nausea, vomiting, diarrhea, convulsions, sore throat, nasal congestion or discharge, unexplained skin eruption, and sore or inflamed eyes. The district will notify the parent or guardian of the student’s signs or symptoms. Upon notice, the parent or guardian must immediately cooperate with the district to arrange safe transportation home or another appropriate caregiver for the student. The district will report any failure to reasonably cooperate with the district to the Department of Health and Human Services or local law enforcement as appropriate.

**Notice to School Authority.** When the district sends a student home for a suspected contagious or infectious disease, the principal or school nurse will notify the superintendent or designee without delay.

**Reports to Public Health.** The school nurse, or a person acting in the capacity of a school nurse, will report each case or suspected case of a reportable communicable disease. The report must go to the local public health department or the Nebraska DHHS Division of Public Health as provided in 173 NAC 1-007.04.

**Exclusion From School.** The district will exclude a student with a confirmed communicable disease for at least the minimum isolation period in Attachment 1 to 173 NAC, Chapter 3. The student must be free of acute signs and symptoms. The student must be fever-free for 24 hours without fever-reducing medication before returning to school.

**School Attendance and Participation in School Sponsored Activities.** The district will provide educational services to a student diagnosed with a

communicable disease as required by law. The district will restrict the student as needed to prevent the spread of disease, to protect the student's health and privacy, and to protect others. Participation in Nebraska School Activities Association (NSAA) events is subject to NSAA rules and the provisions of the district activity handbook.

**Infection and Exposure Control Procedures/Universal Precautions.**

The district will monitor the information available through the Federal Centers for Disease Control, the Nebraska Department of Health and Human Services, and the Occupational Safety and Health Administration. This policy and any procedures, universal precautions, or exposure control plans will be modified, if appropriate, based upon the best new medical information provided by the above sources.

**Outbreaks.** In an outbreak or epidemic of a communicable disease, the superintendent may exclude students, reassign students, or close one or more schools. The superintendent will coordinate with the local health department and the Nebraska Department of Health and Human Services as needed.

**Confidentiality.** The district will keep information about a person's communicable disease confidential. The district will share information only with staff on a need-to-know basis. When the district must inform a person about another person's condition, the district will inform that person of the duty to keep the information confidential. The district will communicate about a student's communicable disease consistent with the student's IEP or Section 504 Plan, if any.

**Staff Training.** Staff will receive training regarding communicable diseases and the requirements of this policy and any adopted procedures as part of the training received under the Workplace Injury Prevention and Safety Committee policy.

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

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

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

## 4017

### **Relations with Employee Collective Bargaining Associations**

The board of education recognizes the right of staff members to belong to professional employee organizations. The board will negotiate with organizations that have been certified or recognized in accordance with public employee bargaining statutes. The board or administration will coordinate with certified or recognized organizations for purposes of collective bargaining.

The district will allow professional employee organizations to make reasonable use of district facilities for meetings outside the district's and the employees' work hours. With administrative approval, organizations may use district resources, post notices of meetings, and provide other information on bulletin boards designated for this purpose, and use district email and mailboxes for delivery of information specific to the organization. Organizations must pay for all supplies used, damage caused, or the loss or theft of borrowed property.

For purposes of recruiting new members, organizations may host or attend certain meetings of certificated staff outside the district's and the employees' work hours. Attendance at any staff meetings does not include all-staff, building-level, committee, or other meetings called by the district, unless those meetings are open to other organizations or if required by law.

Unless otherwise specified in this policy or permitted law, organizations will be treated equally, and the district will not designate any day or break by reference to any specific organization.

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

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

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

## **4019 Workplace Injury Prevention and Safety Committee**

The school district is committed to providing and maintaining a safe work environment, and to taking reasonable precautions for the safety of the students, employees, visitors, and all others having business with this school district. Every employee should show concern for the safety of fellow employees, students, and members of the public. The district shall have a safety committee as required by Nebraska law. Members of the safety committee may be established through the collective bargaining process.

The committee will adopt and maintain a written injury prevention program. The committee will participate in the development of safety education, training, and the establishment of safety rules, policies and procedures pursuant to this policy, the district's written injury prevention program, or as otherwise provided by law. Training for employees will be conducted annually.

The workplace injury prevention and safety committee will maintain minutes of all meetings and file them in the district office. The committee will implement accident investigation, record keeping procedures, safety rules, safety and health training, and policies. The district will maintain records for at least three years, or longer if directed by the Department of Labor.

The committee will meet at least once every three months or more frequently in the event of an employee complaint or of a job-related injury or death. The workplace injury prevention and safety committee will keep written minutes of all meetings and provide a copy to the superintendent or designee who will maintain the minutes in the district's administrative offices for a period of at least three years, unless otherwise instructed by the Department of Labor.

The workplace injury prevention and safety committee will develop an injury prevention plan and present it to the board. The plan should be developed and presented in the spirit of employees working together in a cooperative, non-adversarial effort to promote safety at the work sites within the district.

The superintendent or designee will assure that the safety training for employees is reviewed annually or more frequently, if needed. He or she will provide the following, as set forth in the initial written Employer's Injury Prevention Plan:

1. Initial safety orientation on rules, policies, and job specific procedures for new employees or employees who are assuming new and different duties within the school district, if appropriate.
2. Job specific training for employees before they perform potential hazardous work.
3. Periodic refresher training and dissemination of information on an annual basis, or more frequently if so designated by the administrator, for employees regarding the injury prevention plan of the unit and safety rules, policies, and procedures pertaining to safety within the school district.

In the event of a death in the workplace, the workplace injury prevention and safety committee will forward to the Department of Labor within 15 working days a copy of any review of the matter made by the workplace injury prevention and safety committee.

The superintendent or designee will establish or cause to be established record-keeping procedures to control and maintain all accident and injury records pertaining to accidents and injuries within the district or activities under the control of the district. Such records will be kept for at least three years, or longer if so advised by the Department of Labor.

The workplace injury prevention and safety committee will confer with the district's crisis team and will review the district's All-Hazard School Safety Plan upon its adoption by the crisis team.

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

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

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

## **5001 Compulsory Attendance and Excessive Absenteeism**

### **Required Attendance**

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

### **Mandatory Attendance Age**

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

### **Exceptions**

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

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

### **Discontinuing Enrollment – 5 Year Old Students**

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

## **Discontinuing Enrollment – 16 and 17 Year Old Students**

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

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

## **Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation**

Upon notice from the Department of Health and Human Services, the District shall not facilitate the transfer or disenrollment of a student whose parent, guardian, or educational decisionmaker is subject to an active investigation by the Department for fourteen days or until further notice from the Department, whichever occurs first.

## **Attendance Officer**

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

## **Excused Absences – Physical or Mental Illness**

Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the

documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester.

### **Excused Absences – Others**

The following additional absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Severe weather
2. Medical appointments for the student (Physician's verification required)
3. Death or serious illness of the student's family member
4. Attending a funeral, wedding or graduation (Approved by administration)
5. Appearance at court or for other legal matters (documentation from the court required)
6. Observance of religious holidays of the student's own faith
7. College planning visits (Approved by administration or guidance counselor)

### **Excessive Absenteeism**

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer may send written notification of the student's total absences to the student's parent or guardian. When a student receives 7 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives 10 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer

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

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

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

## **5003 Admission of Part-Time Students**

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

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

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

The parent or guardian must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district by August 1st prior to the year of enrollment. For second semester high school courses, the application must be filed by December 1st. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one school year to the next, and the parent or guardian must apply for enrollment each school year.

**Limitations Based on Resources.** The part-time enrollment of students is subject to limitations for grades, classes, courses, and programs based on the

limited resources available to the school district. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

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

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

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

### **Extracurricular Sports and Activities.**

Students who are enrolled in a private, denominational, or parochial school may not participate in extracurricular sports and activities sponsored by the school district if they participate in extracurricular sports and activities at any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities at the school district must enroll in the following number of credit hours from the school district:

1. For extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member: 5 credit hours.
2. For extracurricular sports and activities governed by a national or state organization other than an athletics or activities association, such as FFA: the minimum number of credit hours offered by the school district as required by that national or state organization.

3. For extracurricular sports and activities not regulated or governed by any such entity: 5 credit hours.

Exempt school students may only participate in extracurricular sports and activities if they are enrolled in at least 20 total credit hours per semester, when combining the exempt school credit hours and credit hours taken on a part-time basis at the school district. Exempt school students are not eligible to participate in extracurricular sports and activities sponsored by the school district if they participate in any sport or activity sponsored by any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities at the school district must enroll in the following number of credit hours from the school district:

1. For extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member: 5 credit hours.
2. For extracurricular sports and activities governed by a national or state organization other than an athletics or activities association, such as FFA: the minimum number of credit hours offered by the school district as required by that national or state organization.
3. For extracurricular sports and activities not regulated or governed by any such entity: 5 credit hours.

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

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

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

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

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

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

## 5004 Option Enrollment

The board of education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for ensuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

### 1. Definitions

- a. **Option Student Defined.** Option student means a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- b. **Resident School District Defined.** Resident school district means the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.
- c. **Option School District Defined.** Option school district means the school district that a student chooses to attend other than his or her resident school district.
- d. **Elementary School Defined.** Elementary school means grades K - [REDACTED].
- e. **Middle School Defined.** Middle school means grades [REDACTED] - [REDACTED].
- f. **High School Defined.** High school means grades [REDACTED] through 12.
- g. **Individual Student Defined.** Individual Student means the individual person seeking to begin attendance as an option student in the school district and who such person's parent or legal guardian has identified in a written application for option enrollment submitted to the school board.
- h. **Applicants Defined.** Applicants means the Individual Student together with all siblings of the Individual Student.
- i. **Siblings Defined.** Siblings means all children residing in the same household on a permanent basis who have the same mother

or father or who are stepbrother or stepsister to each other who have not received a high school diploma or its equivalent.

- 2. Persons Entitled to Apply for Option Enrollment of Students.** Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting *in loco parentis* are not authorized and will be automatically denied.
- 3. Duties, Entitlements and Rights of Option Students.** Except as otherwise provided herein, once an option student's option enrollment application has been accepted he/she shall be treated as a resident student of the school district.
- 4. Automatic Acceptance.** The option school district must automatically accept applications of Individual Students under the following circumstances:
  - a.** The Individual Student relocates in a different school district but wants to continue attending his or her original resident school district and the Individual Student has been enrolled in his or her original resident school district for the immediately preceding two years (in which case the time deadlines are waived);
  - b.** The Individual Student relocates in a different school district but wants to continue attending the option school district (in which case the time deadlines are waived); or
  - c.** The Individual Student is a sibling of an option student enrolled in the option school district.
- 5. Standards for Acceptance or Rejection of All Other Option Students.** For Individual Students not entitled to automatic acceptance as described in the preceding section, no application for option enrollment may be accepted if enrollment in the school district if any of the Applicants would exceed the school district's capacity as described in this section.
  - a. Special Education Capacity.** Capacity for special education services will be determined on a case-by-case basis. If an application for option enrollment received by the school district indicates that any of the Applicants has an individualized education program under the federal Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., or has been identified as a student with a disability as defined in section 79-1118.01, the

application will be evaluated by the director of special education services or the director's designee who must determine if the school district and the appropriate class, grade level, or school building has the capacity to provide all of the Applicants the appropriate services and accommodations. The Federal Educational Rights and Privacy Rights Act (FERPA) (20 U.S.C. § 1232g) permits the release of education records when a student seeks or intends to enroll in a different school district.

- b. Numeric Capacity.** The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, and projected number of students with which the option school district will contract based on existing contractual arrangements. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.
- c. Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, prior to October 15 of each school year, declare a program, a class, or a school unavailable for the next school year to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.
- d. Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept any application for option enrollment when enrollment of any of the Applicants:

  - i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to any of the Applicants;
  - ii. Would require the procurement of new equipment, technology, or furnishings;
  - iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;

- iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
  - v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.
- e. Prohibited Standards.** The school district shall not base the decision to accept or reject the application of the Individual Student on any of the Applicants' previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.
- f. Order of Acceptance.** If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted
- i. in the order in which written applications were received by the school district.
- g. Maximum Capacity Report.** The school district will annually establish, publish, and report the capacity for each school building under the district's control pursuant to procedures, criteria, and deadlines established by the Nebraska Department of Education.
- 6. False or Misleading Option Applications.** If, prior to the Individual Student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information about any of the Applicants, the option application will be rejected.
- 7. Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.
- 8. Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.
- 9. Procedure for Students Optioning Into or Out of the School District.**

- a. The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.
- b. On or before April 1<sup>st</sup>, the school district shall notify the parent or legal guardian of any Individual Student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.

#### **10. Late Applications and Requests for Release**

- a. The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15<sup>th</sup> under the following conditions:
  - i. When the district has already entered into contracts with teaching staff for the following school year;
  - ii. When the district has already contracted for the performance of specific services for the student;
  - iii. When the release of the student would have a negative financial impact or loss of revenue for the district.
- b. The board of education will approve late applications to option into the district under the following conditions:
  - i. When the resident district has released the student, 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;

- ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;

OR

- b. The board of education will deny all applications to option into the district that are received by the district after March 15 of the school year prior to the student's requested enrollment.
- c. The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15<sup>th</sup> no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

#### **11. Students Who Do Not Need a Release from the Resident District**

- a. A student does not need to be released from his/her resident district or the option school district the student is attending at the time of application under the following circumstances:
  - i. When the student has relocated to a different resident school district after February 1
  - ii. When a student's option school district merges with another district effective after February 1
- b. The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

#### **11. Cancellation of Option.**

Students who option either into or out of the school district shall:

- a. Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.

- b.** Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

**12. Authority of Superintendent.**

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

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

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

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

**5048**  
**Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)**

School employees will comply with the requirements of the NDE Rule 59 protocol entitled, "Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" (Protocol) to address incidents of anaphylaxis involving students at school when those students do not have existing response plans. For students with individual self-management plans, Section 504 plans, or Individualized Education Programs (IEP) addressing asthma or anaphylaxis responses, school employees will comply with those plans. The district shall procure and maintain the equipment and medication necessary to implement the Protocol.

The superintendent shall obtain the required signature(s) of one or more Prescribing Health Care Practitioners on the Protocol form. The superintendent shall publish this policy and Protocol in each student and employee handbook.

The superintendent shall arrange to have a qualified medical professional train employees, and for training updates as necessary. This may be a medical doctor, qualified school nurse, or other person qualified to train staff on the medication of students.

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