

**BOARD OF EDUCATION  
YUTAN PUBLIC SCHOOLS**

**High School Media Center  
June 9, 2025**

**AGENDA**

{{Name: Agenda Item Name}}

1. **Call to Order**
2. **Open Meetings Act**

This meeting will be conducted in accordance with the Nebraska Open Meetings Act. The Board of Education makes available at least one current copy of the Open Meetings Act posted in the meeting at a location accessible to members of the public.
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Excuse Absences of Board Members**
6. **Public Notice**

Per board policy 2008-Meetings, advance notice of all board meetings, other than emergency meetings, shall be publicized 48 hours or more in advance of the meeting in a newspaper of general circulation in the district. Meeting notices may also be posted on the school district website and posted in three prominent places in the school district.

  - **Publication:** A meeting notice was published in the Wahoo Newspaper on Friday, May 30, 2025.
  - **Postings:** A meeting notice was posted at the entrance of Yutan High School, Yutan Elementary School, Yutan Post Office, First State Bank-Yutan, and on the Yutan Public Schools web page on Wednesday, June 4, 2025.
  - **Agenda:** The agenda is kept current and available for public inspection at the Superintendent's office during normal business hours, and is posted on the school website in advance of the scheduled meeting. The agenda may not be altered later than 24 hours prior to the beginning of the meeting. The order of the items on the agenda may be changed by the board at or during the meeting.
7. **Approval of the Agenda**
8. **Public Comments**

**Instructions for those who wish to speak during Public Comment:**  
The Board of Education recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted effectively and in an organized manner, a Public Comment period will be scheduled at some meetings. A Public Comment sign-in sheet is located on the table near the entrance and your name and topic must be entered on the sheet prior to the start of the meeting. If you are planning to speak about a personnel or a student matter involving an

individual, please understand that the district has complaint procedures to address such complaints and concerns. The Board requests that you follow the policy and procedures before commenting on these matters to the Board. Board members will not respond to any questions you ask or comments about individual staff members or students, but may direct your concerns to the appropriate administrator for further review. Each speaker shall be allowed a maximum of five minutes, and not more than twenty minutes will be allowed for a specific topic. Policy 2009-Procedure for Addressing the Board is made available in the meeting room.

Comments:

- Foundation Information:
- Booster Club Information:
- General Public Comments:

#### 9. **Administrative Reports**

Written reports have been submitted from the elementary principal, high school principal, activities director, student services director, and superintendent. Each administrator will make comments on their respective report:

- Elementary Principal
- High School Principal
- Activities Director
- Student Services Director
- Superintendent

#### 10. **Consent Agenda**

The Consent Agenda is used to help the efficiency of the meeting by allowing the Board to approve items such as prior meeting minutes, general business of noncontroversial nature, or routine communication. The Consent Agenda for this meeting includes:

- Minutes from the May 12, 2025 Board Meeting
- Treasurer's Report and Claims

#### 11. **Committee Reports**

Reports from the following committee(s):

- Buildings, Grounds, and Transportation Committee: Met on June 4, 2025.
- Finance Committee: Met on June 5, 2025.

#### 12. **Business Items**

##### 12.1. English Language Arts Curriculum Purchase

The administration is recommending the purchase of new English Language Arts (ELA) curriculum for grades 7-12. This proposal recommends the adoption of updated ELA curriculum resources to ensure alignment with current state standards, support differentiated instruction, improve student literacy outcomes, and replace outdated materials. After evaluating several ELA resources through piloting and teacher feedback, the administration proposes purchasing the **Into Literature** curriculum for grades 7-12, which is the secondary version of the **Into Reading** curriculum, which is currently used in grades K-6. The board will consider, discuss, and take necessary action on the request to purchase updated ELA curriculum for grades 7-12.

#### 12.2. Carpet Replacement

The administration is recommending the replacement of the carpet in the two 2nd grade classrooms in the elementary and Rooms 128 and 130 in the high school. This request is part of routine building maintenance and upkeep. Bids were received from McKean's Floor to Ceiling, Kelly's Carpet, and Floor Coverings International. The board will consider, discuss, and take necessary action on the request to replace carpet at elementary school and high school.

#### 12.3. Makovicka Contract for Athletic Training Services

Yutan Public Schools has an agreement with Makovicka Physical Therapy to provide athletic training services for YHS athletes. These services generally include prevention and care of injuries, evaluation and immediate care of injuries, rehabilitation of injuries, preventative taping, attending athletic competitions, and other sports health education. On an annual basis, the school renews its intent to use these services and make them available to students. The cost of these services for the 2025-26 school year will be \$19,500. The board will consider, discuss, and take necessary action on the request to renew the agreement for athletic training services with Makovicka Physical Therapy.

#### 12.4. Surplus Sale

The administration is requesting authorization to sell miscellaneous materials and equipment that has been designated obsolete, of no further use to the school district, or at the end of its useful life cycle. The method of sale will be determined by the administration per policy 3019-Sale or Disposal of School Property. Those methods can include, but are not limited to, offering at a set price to the public or other school districts, closed-bid sale, or auction. The board will consider, discuss, and take the necessary action to authorize the administration to sell miscellaneous equipment.

#### 12.5. Policy Updates - KSB School Law

At the end of each annual Legislative session, policy updates are provided by KSB School Law in response to changes in state statutes, new laws, state or federal regulations, or the impacts of federal or state court cases that impact school operations. The board will consider, discuss, and take necessary action on the proposed policy revisions.

- 1002-Creation, Amendment and Distribution of Policies - REDLINE
- 2006-Complaint Procedure - REDLINE
- 3003-Bidding for Construction, Remodeling, Repair, or Site Improvement - REDLINE
- 3023-Record Management and Retention - REDLINE
- 3026-Handbooks - REDLINE
- 3036-Purchasing (Credit) Card Program - REDLINE
- 3043-Design-Build Contracts - REDLINE
- 3047-Data Breach Response - REDLINE
- 4051-Staff and District Social Media Use - REDLINE

### 13. Discussion and Informational Items

Items for discussion, information, or consideration - no action to be taken:

- NASB Goal Setting w/Board and Mr. Schwartz
- NASB Workshops

- Leadership Workshop
- Area Meetings
  - Tuesday, Sept 9 - Omaha
  - Wednesday, Sept 24 - Fremont
- Junior High Speech Proposal
- July Board Meeting
  - Required Annual Hearings
  - Approval of Handbooks
  - Approval of Student Fee Policy
  - Approval of Meal Prices
  - KSB Policy Revision - Part 2

**14. Next Board Meeting**

The next regular meeting of the Board is scheduled for July 14, 2025 at 6:00pm in the high school media center.

**15. Adjournment**

# Open Meetings Act

## §84-1407. Act, how cited.

Sections [84-1407](#) to [84-1414](#) shall be known and may be cited as the Open Meetings Act.

Source: [Laws 2004, LB 821, § 34.](#)

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

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

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

Source: [Laws 1975, LB 325, § 1;](#) [Laws 1996, LB 900, § 1071;](#) [Laws 2004, LB 821, § 35.](#)

## §84-1409. Terms, defined.

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

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

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

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

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

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

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

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

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

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

(c) Investigative proceedings regarding allegations of criminal misconduct;

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

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

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

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

(2) The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The public body holding such a closed session shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any

question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1)(a) of this section.

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

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

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

**Source:** [Laws 1983, LB 43, § 2;](#) [Laws 1985, LB 117, § 1;](#) [Laws 1992, LB 1019, § 125;](#) [Laws 1994, LB 621, § 1;](#) [Laws 1996, LB 900, § 1072;](#) [Laws 2004, LB 821, § 37;](#) [Laws 2004, LB 1179, § 1;](#) [Laws 2006, LB 898, § 1;](#) [Laws 2011, LB 390, § 29;](#) [Laws 2012, LB 995, § 17.](#)

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

(1)(a) Except as provided in subsection (9) of this section, each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committees, such notice shall be given by:

(A)(I) Publication in a newspaper of general circulation within the public body's jurisdiction that is finalized for printing prior to the time and date of the meeting, (II) posting on such newspaper's website, if available, and (III) posting on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers. Such notice shall be placed in the newspaper and on the websites by the newspaper; or

(B)(I) Posting to the newspaper's website, if available, and (II) posting to a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers if no

edition of a newspaper of general circulation within the public body's jurisdiction is to be finalized for printing prior to the time and date of the meeting. Such notice shall be placed in the newspaper and on the websites by the newspaper.

(ii) In the case of the governing body of a city of the second class or village, any advisory committee of such governing body, or the governing body of a rural or suburban fire protection district, such notice shall be given by:

(A)(I) Publication in a newspaper of general circulation within the public body's jurisdiction that is finalized for printing prior to the time and date of the meeting, (II) posting on such newspaper's website, if available, and (III) posting on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers. Such notice shall be placed in the newspaper and on the websites by the newspaper;

(B)(I) Posting to the newspaper's website, if available, and (II) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the public body's jurisdiction is to be finalized for printing prior to the time and date of the meeting. Such notice shall be placed in the newspaper and on the websites by the newspaper; or

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

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

(iv) In case of refusal, neglect, or inability of the newspaper to publish the notice, the public body shall (A) post such notice on its website, if available, (B) request the newspaper submit a post on a statewide website, if available, established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (C) post such notice in a conspicuous public place in such public body's jurisdiction. The public body shall keep a written record of such posting pursuant to subdivision (1)(b)(iv)(A) and (C) of this section and a written record of the request to the newspaper pursuant to subdivision (1)(b)(iv)(B) of this section. The record of such posting shall be evidence that such posting was done as required and shall be sufficient to fulfill the requirement of publication.

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

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

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

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

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

- (i) A state agency, state board, state commission, state council, or state committee, or an advisory committee of any such state entity;
- (ii) An organization, including the governing body, created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act;
- (iii) The governing body of a public power district having a chartered territory of more than one county in this state;
- (iv) The governing body of a public power and irrigation district having a chartered territory of more than one county in this state;
- (v) An educational service unit;
- (vi) The Educational Service Unit Coordinating Council;
- (vii) An organization, including the governing body, of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act;
- (viii) A community college board of governors;
- (ix) The Nebraska Brand Committee;
- (x) A local public health department;
- (xi) A metropolitan utilities district;
- (xii) A regional metropolitan transit authority; and
- (xiii) A natural resources district.

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

- (i) Reasonable advance publicized notice is given as provided in subsection (1) of this section, including providing access to a dial-in number or link to the virtual conference;
- (ii) In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as would be provided if virtual conferencing was not used;
- (iii) At least one copy of all documents being considered at the meeting is available at any physical site open to the public where individuals may attend the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act; and
- (iv) Except as otherwise provided in this subdivision, subsection (1) of section [70-1014](#), subsection (2) of section [70-1014.02](#), or subsection (4) of section [79-2204](#), no more than one-half of the meetings of the state entities, advisory committees, boards, councils, organizations, or governing bodies are held by virtual conferencing in a calendar year. In the case of (A) an organization created under the Interlocal Cooperation Act that sells electricity or natural gas, (B) an organization created under the Municipal Cooperative Financing Act, (C) a governing body of a risk management pool and any advisory committee of such governing body, or (D) any advisory committee of any state entity created in response to the

Opioid Prevention and Treatment Act, such organization, governing body, or committee may hold more than one-half of its meetings by virtual conferencing if such organization holds at least one meeting each calendar year that is not by virtual conferencing.

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

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

(5) When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by virtual conferencing. The provisions of subsection (5) of this section shall be complied with in conducting emergency meetings. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

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

(7)(a) Notwithstanding subsections (2) and (5) of this section, if an emergency is declared by the Governor pursuant to the Emergency Management Act as defined in section [81-829.39](#), a public body the territorial jurisdiction of which is included in the emergency declaration, in whole or in part, may hold a meeting by virtual conferencing during such emergency if the public body gives reasonable advance publicized notice as described in subsection (1) of this section. The notice shall include information regarding access for the public and news media. In addition to any formal action taken pertaining to the emergency, the public body may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body.

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

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

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

- (a) The purpose of the virtual meeting is to discuss items that are scheduled to be discussed or acted upon at a subsequent non-virtual open meeting of the public body;
- (b) No action is taken by the public body at the virtual meeting; and
- (c) The public body complies with subdivisions (2)(b)(i) and (ii) of this section.

(9) This section does not apply to a meeting of the Nebraska Power Review Board or a public power district, a public power and irrigation district, an electric membership association, an electric cooperative company, a municipality having a generation and distribution system, or a registered group of municipalities if such meeting is subject to section 70-10

**Source:** [Laws 1975, LB 325, § 4;](#) [Laws 1983, LB 43, § 3;](#) [Laws 1987, LB 663, § 25;](#) [Laws 1993, LB 635, § 2;](#) [Laws 1996, LB 469, § 6;](#) [Laws 1996, LB 1161, § 1;](#) [Laws 1999, LB 47, § 2;](#) [Laws 1999, LB 87, § 100;](#) [Laws 1999, LB 461, § 1;](#) [Laws 2000, LB 968, § 85;](#) [Laws 2004, LB 821, § 38;](#) [Laws 2004, LB 1179, § 2;](#) [Laws 2006, LB 898, § 2;](#) [Laws 2007, LB199, § 9;](#) [Laws 2009, LB361, § 2;](#) [Laws 2012, LB735, § 1;](#) [Laws 2013, LB510, § 1;](#) [Laws 2017, LB318, § 1;](#) [Laws 2019, LB212, § 5;](#) [Laws 2020, LB148, § 3;](#) [Laws 2021, LB83, § 12;](#) [Laws 2022, LB742, § 1;](#) [Laws 2022, LB908, § 1;](#) [Laws 2022, LB922, § 13;](#) [Laws 2024, LB287, § 74;](#) [Laws 2024, LB399, § 4;](#) [Laws 2024, LB1370, § 8, 34;](#) [Laws 2025, LB521, §82.](#) Operative Date May 31, 2025.

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

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

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings, including meetings held by virtual conferencing.

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

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

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

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

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

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

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

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

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

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

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

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

**Source:** [Laws 1975, LB 325, § 5;](#) [Laws 1983, LB 43, § 4;](#) [Laws 1985, LB 117, § 2;](#) [Laws 1987, LB 324, § 5;](#) [Laws 1996, LB 900, § 1073;](#) [Laws 2001, LB 250, § 2;](#) [Laws 2004, LB 821, § 39;](#) [Laws 2006, LB 898, § 3;](#) [Laws 2008, LB962, § 1;](#) [Laws 2021, LB83, § 13;](#) [Laws 2024, LB43, § 21.](#) **Operative Date: July 19, 2024**

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

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

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

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

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

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

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

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

**Source:** [Laws 1975, LB 325, § 6;](#) [Laws 1978, LB 609, § 3;](#) [Laws 1979, LB 86, § 9;](#) [Laws 1987, LB 663, § 26;](#) [Laws 2005, LB 501, § 1;](#) [Laws 2009, LB361, § 3;](#) [Laws 2015, LB365, § 2;](#) [Laws 2016, LB876, § 1;](#) [Laws 2021, LB83, § 14;](#) [Laws 2022, LB742, § 2.](#)

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

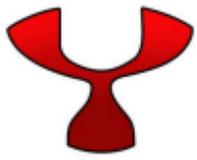
(1) Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty days of the meeting of the public body at which the alleged violation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

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

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

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

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



**Yutan Elementary School**  
*June 2025 Board Report*



### **6th grade DARE Graduation**

On May 20th, our 6th grade celebrated their last day of elementary school with their DARE graduation and awards ceremony. Officer Turner did a nice job talking about the importance of this program and how to live a healthy and drug free life. Big thanks to Mr. Jacobs & Mrs. Coleman for their extra efforts putting together a Tiktok video of students showing off their hidden talents. The students ended with a pizza party and walking the hallways one last time as 6th graders as other students lined the hallways with our “clap out”.

### **Summer School**

We have 21 kids signed up for summer school. Sherry Loos and Sarah Portis will be running summer school from July 21 to August 1st, from 8:30 to 11:30.

### **Elementary Back to School Night**

On Monday, August 11th, we have our Back to School Night between 4:00-7:00 pm. Our plan is to email all the important information for parents to fill out ahead of time, but if they don't do that, parents will receive teacher assignments, fill out emergency contact information, and take care of other housekeeping items to make a smooth transition into the school year. We will also be taking school pictures on this night with Lifetouch Studio. Lifetouch will be set up in the elementary gym during the open house. After pictures and paperwork, teachers will be in their classrooms for you and your child to see their room and meet their teacher before school starts on Wednesday, August 13th.



# Ms. Novotny Jr. / Sr. High School Board Report



June 2025

## Student & Staff Highlights

- Our 6th-grade students came up and got to hear about some opportunities as they transition into 7th grade, take a tour with current students, and get tips to be successful.
- Our students and staff voted on our 7-12 Support Staff Member and Teacher of the Year. Tara Mumm was honored as our Support Staff Member of the Year, and Adam Vogt was honored as our Teacher of the Year! Congratulations to you both!
- Our Building Leadership Team wanted to find a way to help encourage our students to try new things. We came up with our Chieftain Explorer Award that honored students who tried an activity for the first time at Yutan!
- We honored our 7th and 8th-grade students who were top performers in NSCAS Math, English, and Science. We also wanted to recognize our students who improved the most as well.
- **Amelia Dieckman** was honored and recognized at the UNMC High School Alliance Recognition Day and Celebration. She applied and was selected to participate in the program, which allowed her to observe, shadow, and work alongside world-renowned health care professionals and researchers at UNMC and Nebraska Medicine.
- We honored five more students for the Circle of Greatness: **Jaimeson Goeden, Logan Maloy, Macy Dunn, Gabi Garcia, and Landon Adams.**
- The students in Modern Literature read over 52,000 pages this semester! Each paper represents a book read. Special shout-out to Kinsley Smith, who read 42 books this year!
- We had a final pep rally to recognize our State Champion Journalism Team and our State Track and Field Qualifiers, as well as Tannen Honke for qualifying for the State Golf Meet.
- Congratulations to **Kaydi Ward, Izaiah Hancock, and Liam Maloy** for making All-State Musical!
- We would like to honor students who made the **Honor Roll of Distinction** status for the 2nd semester of the 2024-2025 school year at Yutan Jr./Sr. High School.
  - **High School:** Ashtyn Anderson, AJ Arensberg, Halle Arlt, Loganne Barta, Brooklynn Bussing, Madalynn Bussing, Jordyn Campbell, Clark Cogdill, Nathan Daniel, Jersey Daniels, Addisyn Darling, Amelia Dieckman, Audrey Dieckman, Braydon Dunn, Bennett Eil, Madison Fenn, Kaleb Fenner, Adison Gale, Nolan Gayer, Gus Grint, Mackenzie Govier, Ella Henkel, Otto Henkel, Aniston Hoegh, Kale Hoffer, Atlanta Jacobsen,

Addison Jones, Allison Kirchmann, Kylie Krajicek, Madilyn Ledden, Cheyenne Luebbe, Cecilia Mayne-Hernandez, Kael Mumm, Alexis Pehrson, Aubrie Pehrson, Weston Ringer, Beau Ryan, Tyler Royal, Jersey Siske, Charlie Tasich, Emilia Tederman, Gabi Tederman, Mylee Tichota, Maddox Wentworth, Libby Winn, Tyler Witt, & Aubrey Zeleny

- **Junior High:** Corryn Albers, Myles Anderson, Ella Baulisch, Jackson Benjamin, Conley Bonnicksen, Ksenia Bradford, Draven Campbell, Gavin Chapman, Reagan D'Angelo, Hayleigh Darling, Tatum DiGiacomo, Macy Dunn, Ella Eikmeier, Daisy Freeman, Ava Frye, Gabi Garcia, Hudson Gardner, Hartley Garges, Liliana Hancock, Briggs Hoegh, Kate Hoellen, Reislyn Johnson, Logan Maloy, Klayton Merryweather, Knox Mumm, Mollie Ryan, Colton Sake, Haiden Schake, Logan Shearer, Zailey Slepicka, Clara Tasich, Alec Wacker, Riley Walz, Graycen Wentworth, Jace Wilke, Rhett Wilson, Hailley Wilson, Capri Woster
- Congratulations to the following students who earned **Honor Roll of Merit** status for the 2nd semester of the 2024-2025 school year at Yutan Jr./Sr. High School.
  - **High School:** Isaac Anderson, Molly Besch, Ansley DeGroff, Ian Dunn, Lincoln Hoffart, Carson Hollst, Mckenna Jones, Carson Jurey, Rylee Kirchmann, Anna Peterson, Emelyn Ray, Jada Reed, Anna Rupp, Kinsley Smith, Leah Thompson, Madison Wilson, Mallory Wilson, Reagan Wilson, & Britney Zeleny
  - **Junior High:** Jaimeson Goeden, Lucas Hoffart, Alex Ray, Wyatt Ringer, Nolan Rupp, Eli Thompson
- We are thrilled to recognize the following academic letter winners who have dedicated themselves to academic excellence and hard work, alongside all the other extracurricular activities in which they are involved.
  - **4-Year Letter Winners:** These seniors were on the honor roll every semester of their high school career.
    - **AJ Arensberg, Loganne Barta, Bennett Ell, Nolan Gayer, Gabi Tederman, Libby Winn, Britney Zeleny**
  - **3-Year Letter Winners:** Jordyn Campbell, Madison Fenn, Adison Gale, Kylie Krajicek, Alexis Pehrson, Aubrie Pehrson, Mylee Tichota, Maddox Wentworth, Madison Wilson
  - **2-Year Letter Winners:** Halle Arlt, Nathan Daniel, Amelia Dieckman, Braydon Dunn, Mackenzie Govier, Ella Henkel, Otto Henkel, Lincoln Hoffart, Carson Hollst, Carson Jurey, Madilyn Ledden, Cecilia Mayne-Hernandez, Anna Rupp, Emilia Tederman, Leah Thompson, & Aubrey Zeleny
  - **1st Year Letter Winners:** Ashtyn Anderson, Isaac Anderson, Madalynn Bussing, Jersey Daniels, Addisyn Darling, Audrey Dieckman, Kaleb

Fenner, Gus Grint, Aniston Hoegh, Kale Hoffer, Atlanta Jacobsen, Cheyenne Luebbe, Addison Jones, Kael Mumm, Anna Peterson, Jada Reed, Weston Ringer, Beau Ryan, Jersey Siske, Kinsley Smith, & Charlie Tasich

- The following students were selected for the Spring 2024-25 Academic All-State Winners
  - Baseball: **Carson Hollst**
  - Boys Golf: **Nolan Gayer & Maddox Wentworth**
  - Journalism: **Gabi Tederman & Libby Winn**
  - Music: **Madalynn Bussing & Cecilia Mayne-Hernandez**
  - Boys Track & Field: **AJ Arensberg & Ian Dunn**
  - Girls Track & Field: **Amelia Dieckman & Gabi Tederman**

### **Teaching & Learning**

- WILN Meeting - met with area principals to discuss topics including transition data meetings, math placement, supporting our new special education teachers, summer school, making up missed class time, ISS supervision, and cell phone policies.
- We had our quarterly NCC Principal Meeting at DC West - Brainstorm how we could potentially bring all content area teachers together for some professional development.
- Attended the Nebraska Future Ready Conference about Bridging the Digital Divide, Innovating with AI, UDL, and Enhanced Accessibility.
- Attended a Kagan Cooperative Learning Session at ESU7 in Columbus, which focused on different ways to engage students and group them to work together. Many ideas were gathered to model and share with the staff.
- Nebraska ASCD Real Talk Workshop in Papillion with three different strands of sessions: Teaching and Learning, Behavior and Mental Health, and Modern Issues. Topics included the School Improvement Process, Response to Legislation, Anxious Generations & Cell Phone Policies, Behavior Plans, and Digital Safety



**Activities Department Board Report- June 2025**  
**Josh Lynch- Activities Director**

- District Track
  - Girls were team Champions and Boys were team Runners-up
  - 21 total athletes qualified for state, including all 6 relay teams
- State Track Point Earners
  - Girls 4x800 finished 8th
  - Boys 4x800 finished 4th
  - Otto Henkel finished T-8 in Pole Vault
  - Jason Neukirch finished 4th in Long Jump
  - Girls 4x100 finished 4th
  - Mylee Tichota finished 4th in 100H
  - Mylee Tichota finished 8th in 300H
  - Girls 4x400 finished 4th
  - Boys 4x400 finished 4th
- District Golf
  - Finished 4th as a team.
  - Tannen Honke finished in 7th as an individual and qualified for state
- State Golf
  - Tannen shot a two day total of 158 and tied for 35th out of more than 100 golfers
- Elementary and High School gym floors are getting refinished the last week of July



*Director of Student Services  
Board Report  
June 2025  
Tahler Novotny*



**Chieftain Buddies:** I put out a survey and the results were very positive. There was some great feedback from teachers that I plan on implementing in the fall. We started the year with 10 matches and ended with 67!

**IEP/MDT Training:** Last week, the ESU had an IEP/MDT training. It went over the compliance of IEP's and MDT's, things that the state has changed, and we had great discussions on things that are working for us in the districts when it comes to how we do our meetings and paperwork. Michael Swanson and Tara Mumm attended with me and their feedback was positive and they learned a lot. I will use the information that we learned to enhance my inservice presentation to the staff and coachings with my staff throughout the year!

**ESY Services:** We have six students who are receiving Extended School Year Services. These six students qualify for ESY services based on regression in critical skills over short/long breaks! In order, to keep them on track and not lose progress we continue special education services throughout the summer!

# **Superintendent Report Board of Education Meeting June 9, 2025**

## **Enrollment**

- Attached to this report. This is a summary of the 2024-45 school year, and a historic snapshot. In early July, the classes will be “rolled” or transferred to their next grade level for the 2025-26 school year. At that same time, new students and students that have left the district will be updated in PowerSchool. Monthly enrollment updates for the 2025-26 school year will begin at the August board meeting.

**Fundraising for 2025-26.** The following fundraising requests were received and approved:

- Boys Basketball
- Girls Basketball
- Elementary Student Council
- Volleyball
- Softball
- Junior Class/Prom
- Journalism/Yearbook

\*\*With new sponsors coming on board (Cheer, One Act, School Play/Musical) there may be some additional requests approved in the fall.

2024-25 Enrollment as of: 6/9/2025				2024-25 Monthly Summary										
End of 2023-24 (May)	Grad Year	Grade	Enrollment	Change from Prior Month	8-12-2024	9-9-2024	10-14-2024	11-11-2024	12-9-2024	1-13-2025	2-10-2025	3-10-2025	4-14-2025	5-12-2025
26		PreK	14	0	14	14	14	14	14	14	14	14	14	14
41	Class of 2037	K	37	0	39	37	37	37	37	37	37	37	37	37
33	Class of 2036	1	38	0	38	38	38	38	38	38	38	38	38	38
30	Class of 2035	2	34	0	33	33	33	33	33	33	34	34	34	34
34	Class of 2034	3	33	0	31	31	32	32	32	32	32	32	33	33
39	Class of 2033	4	33	0	34	34	34	34	34	34	33	33	33	33
39	Class of 2032	5	41	0	42	42	41	41	41	41	41	41	41	41
40	Class of 2031	6	36	0	37	38	37	36	36	36	35	35	36	36
32	Class of 2030	7	41	0	41	42	42	41	41	41	41	41	41	41
47	Class of 2029	8	30	0	30	30	29	30	30	30	30	29	30	30
27	Class of 2028	9	51	0	50	51	51	53	53	51	50	51	51	51
38	Class of 2027	10	32	0	31	31	32	32	32	32	32	32	32	32
31	Class of 2026	11	35	0	36	36	35	34	35	33	34	34	34	35
38	Class of 2025	12	31	0	31	31	31	31	31	31	31	31	31	31
26	Total PK:		14	0	14	14	14	14	14	14	14	14	14	14
256	Total K-6:		252	0	254	253	252	251	251	251	250	250	252	252
213	Total 7-12:		220	1	219	221	220	221	222	218	218	218	219	220
469	Total K-12:		472	1	473	474	472	472	473	469	468	468	471	472
495	Total PK-12:		486	1	487	488	486	486	487	483	482	482	485	486

Average Class Size K-6:	36.00
Average Class Size 7-12:	36.67

## Historic Enrollment 2007-08 to Present

\*\* As reported to NDE on October 1 of the Year Listed

YEAR	PK	KG	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	K-12 Total	Change from Previous Year	% Change from Previous Year	PK-12 Total
2007-2008		35	26	34	39	22	42	27	43	40	38	46	39	49	480			480
2008-2009	26	25	31	29	36	39	26	43	29	43	36	39	46	40	462	(-18)	(-3.75%)	488
2009-2010	3	42	24	30	29	33	41	27	41	27	41	35	41	44	455	(-7)	(-1.52%)	458
2010-2011	34	38	36	23	31	30	35	44	26	45	23	40	33	41	445	(-10)	(-2.20%)	479
2011-2012	34	42	31	36	23	33	28	33	45	24	45	26	37	35	438	(-7)	(-1.57%)	472
2012-2013	25	49	33	34	38	22	37	30	36	44	25	43	24	35	450	12	2.74%	475
2013-2014	39	32	32	34	33	38	24	38	30	38	42	27	44	26	438	(-12)	(-2.67%)	477
2014-2015	42	31	31	29	41	34	36	26	36	30	41	42	26	44	447	9	2.05%	489
2015-2016	33	41	27	33	28	42	33	36	28	38	31	40	41	26	444	(-3)	(-0.67%)	477
2016-2017	36	35	39	28	30	29	43	30	36	32	36	28	41	40	447	3	0.68%	483
2017-2018	33	33	30	37	25	29	27	43	30	38	29	37	31	44	433	(-14)	(-3.13%)	466
2018-2019	38	35	29	30	41	22	29	26	44	27	38	29	41	28	419	(-14)	(-3.23%)	457
2019-2020	38	39	34	33	30	44	29	33	28	40	28	40	25	39	442	23	5.49%	480
2020-2021	29	39	40	32	38	33	46	29	39	28	40	29	41	28	462	20	4.52%	491
2021-2022	28	38	34	41	37	40	39	47	27	41	34	43	40	42	503	41	8.87%	531
2022-2023	27	32	32	34	42	37	41	36	50	30	41	29	38	37	479	(-24)	(-4.77%)	506
2023-2024	25	43	31	30	34	40	39	39	32	47	27	39	30	38	469	(-10)	(-2.09%)	494
2024-2025	14	36	38	33	32	34	41	38	42	29	51	31	35	31	471	2	0.43%	485

Average Yearly K-12 Enrollment Growth: (-0.05%)

PK	End of Year K-12 Enrollment for 2025-25													
14	37	38	34	33	33	41	36	41	30	51	32	35	31	472
PK-12 Total														486

**BOARD OF EDUCATION  
YUTAN PUBLIC SCHOOLS**

**BOARD MEETING  
High School Media Center  
May 12, 2025**

**AGENDA**

**1. Call to Order**

The meeting was called to order at 6:00 pm by President Wacker.

**2. Open Meetings Act**

This meeting will be conducted in accordance with the Nebraska Open Meetings Act. The Board of Education makes available at least one current copy of the Open Meetings Act posted in the meeting at a location accessible to members of the public.

**3. Pledge of Allegiance**

**4. Roll Call**

Attendance Taken at 6:00 PM.

Judy Daniell: Present  
Bill Hancock: Present  
Gary Hollst: Present  
Dan Ridder: Present  
Adam Wacker: Present  
Eric Wilke: Absent

**5. Excuse Absences of Board Members**

Moved by Gary Hollst, seconded by Judy Daniell to excuse absent board member Eric Wilke.

Roll Call Vote: Daniell: Yes, Hancock: Yes, Hollst: Yes, Ridder: Yes, Wacker: Yes, Wilke:

Absent Yes: 5, No: 0, Absent: 1

Motion Carried

**6. Public Notice**

Per board policy 2008-Meetings, advance notice of all board meetings, other than emergency meetings, shall be publicized no less than 48 hours in advance of the meeting in a newspaper of general circulation in the district. Meeting notices may also be posted on the school district website and posted in three prominent places in the school district.

- **Publication:** The meeting notice was published in the Wahoo Newspaper on Friday, May 9, 2025.
- **Postings:** The meeting notice was posted at the entrance of Yutan High School, Yutan Elementary School, Yutan Post Office, First State Bank-Yutan, and on the Yutan Public Schools web page on Wednesday, May 7, 2025.

- **Agenda:** The agenda is kept current and available for public inspection at the Superintendent's office during normal business hours, and is posted on the school website in advance of the scheduled meeting. The agenda may not be altered later than 24 hours prior to the beginning of the meeting. The order of the items on the agenda may be changed by the board at or during the meeting.

## **7. Approval of the Agenda**

Moved by Judy Daniell, seconded by Gary Hollst to approve the agenda. Roll Call Vote: Daniell: Yes, Hancock: Yes, Hollst: Yes, Ridder: Yes, Wacker: Yes, Wilke: Absent Yes: 5, No: 0, Absent: 1  
Motion Carried

## **8. Public Comments**

### **Instructions for those who wish to speak during Public Comment:**

The Board of Education recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted effectively and in an organized manner, a Public Comment period will be scheduled at some meetings. A Public Comment sign-in sheet is located on the table near the entrance and your name and topic must be entered on the sheet prior to the start of the meeting. If you are planning to speak about a personnel or a student matter involving an individual, please understand that the district has complaint procedures to address such complaints and concerns. The Board requests that you follow the policy and procedures before commenting on these matters to the Board. Board members will not respond to any questions you ask or comments about individual staff members or students, but may direct your concerns to the appropriate administrator for further review. Each speaker shall be allowed a maximum of five minutes, and not more than twenty minutes will be allowed for a specific topic. Policy 2009-Procedure for Addressing the Board is made available in the meeting room.

Comments:

- Foundation Information:
- Booster Club Information:
- General Public Comments:

Carrie Nocita: Youth VB proposal

Ginger Eikmeier: Youth VB proposal and JH girls wrestling

## **9. Administrative Reports**

Written reports have been submitted from the elementary principal, high school principal, activities director, student services director, and superintendent. Each administrator will make comments on their respective report:

- Elementary Principal
- High School Principal

- Activities Director
- Student Services Director
- Superintendent

## **10. Consent Agenda**

The Consent Agenda is used to help the efficiency of the meeting by allowing the Board to approve items such as prior meeting minutes, general business of noncontroversial nature, or routine communication. The Consent Agenda for this meeting includes:

1. Minutes from the April 14, 2025 Board Meeting
2. Treasurer's Report and Claims

Moved by Dan Ridder, seconded by Gary Hollst to approve the consent agenda. Roll Call Vote: Daniell: Yes, Hancock: Yes, Hollst: Yes, Ridder: Yes, Wacker: Yes, Wilke: Absent Yes: 5, No: 0, Absent: 1

Motion Carried

## **11. Committee Reports**

Reports from the following committee(s):

- Buildings, Grounds, and Transportation Committee: Met on May 8, 2025.
- Finance Committee: Met on May 7, 2025.

## **12. Business Items**

### **12.1. Certified Staff Contracts**

The board will consider, discuss, and take necessary action on contracts for the following new certified staff members for the 2025-26 school year:

- Tara Mumm, 7-12 Special Education Teacher

Moved by Gary Hollst, seconded by Judy Daniell to approve the contract of Tara Mumm for the 2025-26 school year. Roll Call Vote: Daniell: Yes, Hancock: Yes, Hollst: Yes, Ridder: Yes, Wacker: Yes, Wilke: Absent Yes: 5, No: 0, Absent: 1

Motion Carried

### **12.2. Supplemental Pay Rates**

The administration is requesting formal board approval of supplemental pay rates for various duties as assigned or outlined in policy. The board will consider, discuss, and take necessary action on supplemental pay rates for the 2025-26 school year.

Moved by Judy Daniell, seconded by Gary Hollst to approve supplemental pay rates for the 2025-26 school year. Roll Call Vote: Daniell: Yes, Hancock: Yes, Hollst: Yes, Ridder: Yes,

Wacker: Yes, Wilke: Absent Yes: 5, No: 0, Absent: 1  
Motion Carried

### 12.3. Kitchen Equipment

Per federal and state audit requirements, all school districts must conform to a targeted balance of approximately three months of expenses in their School Nutrition Fund (Lunch Fund). Yutan Public Schools exceeds that amount and is required to make school kitchen purchases to comply with mandatory account balances. The administration submitted a plan to NDE, had the plan approved, and is now requesting the purchase of kitchen equipment to meet mandatory requirements. The board will consider, discuss, and take necessary action on the request to purchase kitchen equipment.

Moved by Gary Hollst, seconded by Judy Daniell to approve the purchase of a walk-in cooler/freezer for the high school for \$53,815 from Marking Refrigeration. Roll Call Vote: Daniell: Yes, Hancock: Yes, Hollst: Yes, Ridder: Yes, Wacker: Yes, Wilke: Absent Yes: 5, No: 0, Absent: 1

Motion Carried Moved by Gary Hollst, seconded by Dan Ridder to approve the purchase of a convection oven for the high school for \$8,690.20 from Nebraska Prep Equipment. Roll Call Vote: Daniell: Yes, Hancock: Yes, Hollst: Yes, Ridder: Yes, Wacker: Yes, Wilke: Absent Yes: 5, No: 0, Absent: 1

Motion Carried Moved by Gary Hollst, seconded by Dan Ridder approve the purchase of salad bars for the high school and elementary for \$5,437.29 from Trimark Hockenburgs. Roll Call Vote: Daniell: Yes, Hancock: Yes, Hollst: Yes, Ridder: Yes, Wacker: Yes, Wilke: Absent Yes: 5, No: 0, Absent: 1

Motion Carried Moved by Gary Hollst, seconded by Dan Ridder to approve the purchase of a warmer for the elementary for \$3,350.76 from Nebraska Prep Equipment. Roll Call Vote: Daniell: Yes, Hancock: Yes, Hollst: Yes, Ridder: Yes, Wacker: Yes, Wilke: Absent Yes: 5, No: 0, Absent: 1

Motion Carried

### 12.4. Technology Purchase

The administration is requesting approval to purchase student Chromebooks for grades 1, 7, and 10. The purchase will be funded by REAP funds. The purchases are based on a computer replacement schedule for devices used in the district by students and staff. These devices are purchased on either an annual basis or on a multi-year cycle. The board will consider, discuss, and take necessary action on the request to purchase Chromebooks.

Moved by Gary Hollst, seconded by Judy Daniell to approve the purchase of student Chromebooks for \$52,355.80 from ChromebookParts. Roll Call Vote: Daniell: Yes, Hancock: Yes, Hollst: Yes, Ridder: Yes, Wacker: Yes, Wilke: Absent Yes: 5, No: 0, Absent: 1

Motion Carried

### 12.5. Junior High Girls Wrestling

The administration is requesting the addition of a junior high girls wrestling team with a separate season. This season would coincide with JH boys basketball during late October through December. The attached proposal outlines the rationale for the request. The board will consider, discuss, and take all necessary action on the request to create a junior high girls wrestling team.

Moved by Judy Daniell, seconded by Dan Ridder to approve the addition of a separate junior high girls wrestling team to the activities offered at Yutan High School. Roll Call Vote: Daniell: Yes, Hancock: Yes, Hollst: Yes, Ridder: Yes, Wacker: Yes, Wilke: Absent Yes: 5, No: 0, Absent: 1  
Motion Carried

#### 12.6. Youth Volleyball Organization Proposal

Representatives from the youth volleyball organization contacted the administration seeking a partnership in purchasing a new system, including poles, nets, judges stands, storage cart and accessories, to replace the aging current system at the elementary. The administration met with the equipment vendor (Blazer Sports) to fully understand the scope of the proposal and verified that it does not involve any further anchor holes, new sleeves, or other modifications to the gym floor. The proposed system provides uniformity to poles and will utilize adapters in the current floor sleeves to achieve uniform pole height and diameter. The proposed system allows easy adjustment of the net to accommodate high school and youth volleyball, as well as options for tennis height and pickleball height for PE classes. The youth volleyball organization is open to a cost-sharing solution for the purchase. The board will consider, discuss, and take necessary action on the request from the youth volleyball organization to purchase a new net system.

Moved by Gary Hollst, seconded by Dan Ridder to approve the purchase of a new net system to be used at the elementary for \$6,305.12 on a 50% cost sharing agreement with Yutan Youth Volleyball, and a net system storage cart for \$828 to be purchased by the school. Roll Call Vote: Daniell: Yes, Hancock: No, Hollst: Yes, Ridder: Yes, Wacker: Yes, Wilke: Absent Yes: 4, No: 1, Absent: 1 Hancock: No  
Motion Carried

#### 12.7. Makovica Athletic Training Contract for 2025-26

The board will consider, discuss, and take all necessary action on a contract with Makovicka Physical Therapy for athletic training services for the 2025-26 school year  
Moved by Gary Hollst, seconded by Bill Hancock to table agenda item to next board meeting. Roll Call Vote: Daniell: Yes, Hancock: Yes, Hollst: Yes, Ridder: Yes, Wacker: Yes, Wilke: Absent Yes: 5, No: 0, Absent: 1  
Motion Carried

### **13. Discussion and Informational Items**

Items for discussion, information, or consideration - no action to be taken:

- Draft Handbook Changes for 2025-26 and Revised Graduation Requirements for PE
- High School Curriculum Purchase - English Language Arts
- Crisis Training with the City of Yutan
- Update on End of the Year Staff Lunch - May 20th

**14. Next Board Meeting**

The next regular meeting of the Board is scheduled for June 9, 2025 at 6:00pm in the high school media center.

**15. Adjournment**

Meeting was adjourned at 8:21pm

YUTAN PUBLIC SCHOOLS									
FUND STATEMENT AND ACCOUNT BALANCES									
5/31/2025									
ACCOUNT	ACCOUNT #	BOOK BEG BALANCE	RECEIPTS	INTEREST	EXPENSES	TRANSFERS	BOOK END BALANCE	OUTSTANDING CHECKS	BANK STATEMENT BALANCE
<b>GENERAL FUND</b>									
CHECKING	467216	\$ 3,393,245.04	\$ 1,160,871.45	\$ 13,008.19	\$ 593,459.23		\$ 3,973,665.45		\$ 3,973,665.45
							\$ 3,973,665.45		\$ 3,973,665.45
							\$ 3,326,891.24	5/31/2024	
<b>DEPRECIATION FUND</b>									
CHECKING	467533	\$ 118,793.49		\$ 517.68		\$ 400,000.00	\$ 519,311.17		\$ 519,311.17
NLAF	9300749	\$ 1,112,565.65		\$ 3,691.41		\$ (400,000.00)	\$ 716,257.06		\$ 716,257.06
							\$ 1,235,568.23		\$ 1,235,568.23
							\$ 1,756,185.03	5/31/2024	
<b>BOND FUND</b>									
CHECKING	910148304	\$ 937,702.61	\$ 71,640.92	\$ 3,468.15			\$ 1,012,811.68		\$ 1,012,811.68
							\$ 1,012,811.68		\$ 1,012,811.68
							\$ 974,463.59	5/31/2024	
<b>QCPUF FUND</b>									
CHECKING	910148293	\$ 693.56		\$ 2.47			\$ 696.03		\$ 696.03
							\$ 696.03		\$ 696.03
							\$ 665.26	5/31/2024	
<b>BUILDING FUND</b>									
CHECKING	689612	\$ 310,434.88	\$ 42,660.78	\$ 1,175.26	\$ 5,447.19		\$ 348,823.73		\$ 348,823.73
NLAF	9300012	\$ 522,501.29		\$ 1,796.41			\$ 524,297.70		\$ 524,297.70
							\$ 873,121.43		\$ 873,121.43
							\$ 992,680.57	5/31/2024	
<b>ACTIVITY FUND</b>									
CHECKING	686097	\$ 77,462.48	\$ 16,760.80	\$ 238.53	\$ 38,605.08		\$ 55,856.73	\$ 5,467.29	\$ 61,324.02
							\$ 55,856.73		\$ 61,324.02
							\$ 133,884.59	5/31/2024	
<b>FLEX ACCOUNT</b>									
PAYFLEX	500301928	\$ 32,762.52	\$ 2,289.11		\$ 2,240.62		\$ 32,811.01		\$ 32,811.01
							\$ 32,811.01		\$ 32,811.01
							\$ 30,561.18	5/31/2024	
<b>LUNCH FUND</b>									
CHECKING	687371	\$ 209,527.15	\$ 27,104.76	\$ 700.17	\$ 36,201.94		\$ 201,130.14	\$ 371.65	\$ 201,501.79
							\$ 201,130.14		\$ 201,501.79
							\$ 210,983.28	5/31/2024	
<b>TOTAL ALL FUNDS</b>									
							\$ 7,385,660.70		\$ 7,391,499.64
							\$ 7,426,314.74	5/31/2024	
<b>TOTALS</b>		\$ 6,715,688.67	\$ 1,321,327.82	\$ 24,598.27	\$ 675,954.06	\$ -	\$ 7,385,660.70	\$ 5,838.94	\$ 7,391,499.64

**YUTAN PUBLIC SCHOOLS**  
**CONSENT ITEMS FOR PAYMENT**  
**5/31/2025**

<u>FUND</u>	<u>DATE</u>	<u>CHECKS</u>	<u>VENDOR</u>		<u>AMOUNT</u>
<b>SPECIAL BUILDING</b>					
				<b>Total Special Building</b>	\$ -
<b>DEPRECIATION</b>					
Character Development Curriculum	6/9/2025	#476	Character Strong, LLC		\$ 9,897.30
ESCO Contract Mobilization - Scheduled Progress Billing 4 of 6	6/9/2025	#477	Facility Advocates, LLC		\$ 126,400.00
Meter Pit Installation - Split cost with City of Yutan	6/9/2025	#478	Thompson Construction, Inc.		\$ 4,450.00
				<b>Total Depreciation</b>	\$ 140,747.30
<b>QCPUF</b>					
				<b>Total QCPUF</b>	\$ -
<b>BOND</b>					
				<b>Total Bond</b>	\$ -
<b>TRANSFERS</b>					
				<b>Total Transfers</b>	\$ -
<b>LUNCH</b>					
Lunch Fund Bills	6/9/2025	#6933-6942			\$ 8,438.70
Direct Deposit	6/9/2025	#6943-6949			\$ 8,507.75
Third Party Checks (Benefits)	6/9/2025				\$ 178.56
Third Party Electronic Payment (HSA)	6/9/2025				\$ -
Tax Liabilities	6/9/2025				\$ 1,978.97
Nebraska Public Employees Retirement Systems	6/9/2025				\$ 1,405.10
Payflex	6/9/2025				\$ -
				<b>Total Lunch Fund</b>	\$ 20,509.08
<b>GENERAL</b>					
General Fund Bills	6/9/2025	#24031-24078			\$ 114,807.61
Direct Deposit	6/9/2025	#24079-24088			\$ 260,880.47
Third Party Checks (Benefits)	6/9/2025				\$ 91,026.86
Third Party Electronic Payment (HSA)	6/9/2025				\$ 8,121.78
Tax Liabilities	6/9/2025				\$ 95,058.26
Nebraska Public Employees Retirement Systems	6/9/2025				\$ 69,495.02
Payflex	6/9/2025				\$ 2,276.98
				<b>Total General Fund</b>	\$ 641,666.98
				<b>TOTAL PAYMENTS</b>	\$ 802,923.36

## Yutan Public Schools

### May 2025 Revenue Report

Account	May Actuals	Actuals (YTD)	Estimated Actual Revenue Budget	YTD % of Estimated Actual Revenue Budget	Adopted NDE Budget	NDE Available	YTD % of NDE Budget
01100 - Taxes Levied/Assessed by the School District	(\$841,935.14)	(\$2,600,325.42)	\$3,964,322.00	65.59%	(\$4,045,227.00)	(\$1,444,901.58)	64.28%
01115 - Carline Taxes	(\$4,285.38)	(\$4,803.53)	\$4,860.00	98.84%	(\$4,860.00)	(\$56.47)	98.84%
01120 - Public Power District Sales Taxes	(\$143.32)	(\$36,895.98)	\$34,200.00	107.88%	(\$34,200.00)	\$2,695.98	107.88%
01125 - Motor Vehicle Taxes	(\$28,607.85)	(\$287,155.05)	\$362,100.00	79.30%	(\$362,100.00)	(\$74,944.95)	79.30%
01312 - Tuition From Individuals for Summer School	(\$1,250.00)	(\$1,250.00)	\$0.00	0.00%		\$1,250.00	0.00%
01370 - Preschool Tuition & Fees	(\$750.80)	(\$11,900.80)	\$14,300.00	83.22%	(\$14,300.00)	(\$2,399.20)	83.22%
01510 - Interest on Investments	(\$13,008.19)	(\$80,989.75)	\$90,174.00	89.81%	(\$90,174.00)	(\$9,184.25)	89.81%
01951 - Miscellaneous Revenue From Other School Districts Within the State	\$0.00	(\$581.29)	\$0.00	0.00%		\$581.29	0.00%
02110 - County Fines & License Fees	(\$2,046.96)	(\$20,869.40)	\$24,560.00	84.97%	(\$24,560.00)	(\$3,690.60)	84.97%
02130 - Other County Receipts	\$0.00	(\$1,681.41)	\$0.00	0.00%		\$1,681.41	0.00%
03110 - State Aid	(\$224,423.00)	(\$2,025,324.00)	\$2,244,232.00	90.25%	(\$2,244,232.00)	(\$218,908.00)	90.25%
03120 - SPED (School Age)	\$0.00	(\$467,305.00)	\$608,420.00	76.81%	(\$608,420.00)	(\$141,115.00)	76.81%
03125 - Revenue from State Sources - Sped Transportation (School Age)	(\$38,639.00)	(\$38,639.00)	\$22,780.00	169.62%	(\$22,780.00)	\$15,859.00	169.62%
03130 - Revenue from State Sources - Homestead Exemption	(\$16,643.42)	(\$66,573.68)	\$0.00	0.00%		\$66,573.68	0.00%
03131 - Property Tax Credit	\$0.00	(\$1,417,872.00)	\$0.00	0.00%		\$1,417,872.00	0.00%
03133 - Nameplate Capacity Tax	\$0.00	\$0.00	\$280,000.00	0.00%	(\$280,000.00)	(\$280,000.00)	0.00%
03180 - Pro-Rate Motor Vehicle	\$0.00	(\$6,724.15)	\$8,260.00	81.41%	(\$8,260.00)	(\$1,535.85)	81.41%
03400 - State Apportionment	\$0.00	(\$180,626.04)	\$78,460.00	230.21%	(\$78,460.00)	\$102,166.04	230.21%
03535 - Payment for High Ability Learners	\$0.00	(\$5,772.00)	\$5,500.00	104.95%	(\$5,500.00)	\$272.00	104.95%
03551 - Career Education	\$0.00	\$0.00	\$7,500.00	0.00%	(\$7,500.00)	(\$7,500.00)	0.00%
04310 - REAP	\$0.00	\$0.00	\$20,160.00	0.00%	(\$20,160.00)	(\$20,160.00)	0.00%
04505 - Title I, Part A ESSA Imporving Basic Programs Operated by Local Educational Agencies	\$0.00	(\$34,039.00)	\$21,588.00	157.68%	(\$21,588.00)	\$12,451.00	157.68%
04509 - Title II, Part A ESSA: Supporting Effective Education	\$0.00	(\$7,329.00)	\$0.00	0.00%		\$7,329.00	0.00%
04516 - IDEA Preschool (619) Base/IDEA Enrollment Poverty Allocation	\$0.00	(\$2,242.00)	\$113,400.00	1.98%	(\$1,640.00)	\$602.00	136.71%
04518 - IDEA Part B (611) Base & Enrollment Poverty Allocation	\$0.00	(\$108,420.00)	\$0.00	0.00%	(\$104,890.00)	\$3,530.00	103.37%
04521 - IDEA Part B Proportionate Share	\$0.00	(\$4,360.00)	\$0.00	0.00%	(\$6,870.00)	(\$2,510.00)	63.46%
04525 - Federal Vocational & Applied Technology Education (Carl Perkins)	\$0.00	\$0.00	\$7,500.00	0.00%	(\$7,500.00)	(\$7,500.00)	0.00%
04708 - Medicaid in Public Schools	\$0.00	(\$49.73)	\$250.00	19.89%	(\$250.00)	(\$200.27)	19.89%
04709 - Medicaid Administrative Activities (MAAPS)	\$0.00	(\$895.30)	\$1,500.00	59.69%	(\$1,500.00)	(\$604.70)	59.69%
05200 - Fund Transfers In	\$0.00	(\$20,731.97)	\$0.00	0.00%		\$20,731.97	0.00%
05690 - Other Non-Revenue Receipts	(\$1,638.00)	(\$10,574.43)	\$3,500.00	302.13%	(\$3,500.00)	\$7,074.43	302.13%
<b>Totals</b>	(\$1,173,371.06)	\$ (7,443,929.93)	\$7,917,566.00	94.02%	\$ (7,998,471.00)	(\$554,541.07)	93.07%

## Yutan Public Schools

### June 2025 Expense Report

Account	June Actuals	Actuals (YTD)	Estimated Actual Expenditure Budget	YTD % of Actual Expenditure Budget	Adopted NDE Budget	NDE Available	YTD % of NDE Budget
01100 - Regular Instructions Programs	\$282,989.91	\$2,765,199.01	\$3,326,433.00	83.13%	\$3,718,682.00	\$951,932.99	74.36%
01160 - Poverty Programs	\$9,189.12	\$91,884.79	\$110,241.00	83.35%	\$110,241.00	\$18,356.21	83.35%
01190 - Early Childhood Educational Programs	\$7,288.88	\$73,739.47	\$84,219.00	87.56%	\$88,719.00	\$14,979.53	83.12%
01200 - Special Education Instructional Programs - School Age	\$79,901.96	\$725,846.13	\$923,161.00	78.63%	\$1,256,953.00	\$530,977.87	57.75%
01291 - Special Education Instructional Programs - Ages 3-5	\$0.00	\$0.00	\$0.00	0.00%	\$8,500.00	\$8,500.00	0.00%
01292 - Special Education Instructional Programs - Ages 0-2	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$10,000.00	0.00%
02120 - Guidance Services	\$19,448.77	\$199,621.94	\$230,989.00	86.42%	\$247,989.00	\$48,367.06	80.50%
02130 - Health Services	\$4,110.48	\$42,007.81	\$48,569.00	86.49%	\$60,069.00	\$18,061.19	69.93%
02131 - Health Services - SPED - School Age	\$0.00	\$0.00	\$0.00	0.00%	\$35,000.00	\$35,000.00	0.00%
02141 - Psychological Services - SPED - School Age	\$17,274.50	\$69,829.62	\$56,000.00	124.70%	\$64,000.00	(\$5,829.62)	109.11%
02151 - Speech Pathology and Audiology Services - SPED - School Age	\$9,757.21	\$109,881.81	\$92,243.00	119.12%	\$99,243.00	(\$10,638.81)	110.72%
02153 - Speech Pathology and Audiology Services - SPED - Ages 0-2	\$0.00	\$724.80	\$1,000.00	72.48%	\$5,500.00	\$4,775.20	13.18%
02161 - Occupational Therapy-Related Services - SPED - School Age	\$8,012.75	\$32,051.00	\$44,000.00	72.84%	\$50,000.00	\$17,949.00	64.10%
02162 - Occupational Therapy-Related Services - SPED - Ages 3-5	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$10,000.00	0.00%
02163 - Occupational Therapy-Related Services - SPED - Ages 0-2	\$0.00	\$469.21	\$0.00	0.00%	\$10,000.00	\$9,530.79	4.69%
02171 - Physical Therapy-Related Services - SPED - School Age	\$0.00	\$3,250.27	\$3,300.00	98.49%	\$5,000.00	\$1,749.73	65.01%
02172 - Physical Therapy-Related Services - SPED - Ages 3-5	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$10,000.00	0.00%
02173 - Physical Therapy-Related Services - SPED - Ages 0-2	\$0.00	\$1,128.67	\$2,400.00	47.03%	\$3,500.00	\$2,371.33	32.25%
02181 - Visually Impaired-Related Services - SPED - School Age	\$0.00	\$0.00	\$750.00	0.00%	\$10,000.00	\$10,000.00	0.00%
02190 - Support Services - Student - Other	\$28,495.95	\$229,570.98	\$244,379.00	93.94%	\$244,379.00	\$14,808.02	93.94%
02211 - School Improvement	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$10,000.00	0.00%
02213 - Instructional Staff Training	\$0.00	\$0.00	\$3,500.00	0.00%	\$5,000.00	\$5,000.00	0.00%
02220 - Library or Media Services	\$10,653.78	\$117,097.09	\$155,387.00	75.36%	\$164,387.00	\$47,289.91	71.23%
02230 - Instruction-Related Technology	\$0.00	\$2,050.00	\$5,000.00	41.00%	\$15,000.00	\$12,950.00	13.67%
02310 - Board of Education	\$3,452.99	\$35,928.82	\$42,800.00	83.95%	\$53,500.00	\$17,571.18	67.16%
02320 - Executive Administration	\$24,063.67	\$241,519.45	\$290,543.00	83.13%	\$295,643.00	\$54,123.55	81.69%
02330 - District Legal Services	\$0.00	\$11,477.99	\$12,000.00	95.65%	\$50,000.00	\$38,522.01	22.96%
02410 - Office of the Principal	\$41,687.24	\$422,351.50	\$497,051.00	84.97%	\$514,850.00	\$92,498.50	82.03%
02510 - Fiscal Services	\$12,974.22	\$171,053.08	\$197,150.00	86.76%	\$233,350.00	\$62,296.92	73.30%
02610 - Operation of Buildings	\$37,980.92	\$352,104.14	\$525,598.00	66.99%	\$770,450.00	\$418,345.86	45.70%
02620 - Maintenance of Buildings	\$13,104.05	\$200,362.70	\$284,896.00	70.33%	\$373,895.00	\$173,532.30	53.59%
02630 - Care & Upkeep of Grounds	\$1,645.11	\$6,834.13	\$9,700.00	70.45%	\$30,000.00	\$23,165.87	22.78%
02660 - Security	\$0.00	\$3,109.46	\$0.00	0.00%		(\$3,109.46)	0.00%
02710 - Vehicle Operation & Purchasing - Regular Education	\$11,113.79	\$148,590.98	\$157,851.00	94.13%	\$389,160.00	\$240,569.02	38.18%
02712 - Vehicle Operation & Purchasing - School Age SPED	\$3,432.09	\$34,423.12	\$45,234.00	76.10%	\$181,934.00	\$147,510.88	18.92%
02713 - Vehicle Operation & Purchasing - Ages 3-5 SPED	\$0.00	\$0.00	\$500.00	0.00%	\$2,500.00	\$2,500.00	0.00%
02715 - Vehicle Operation & Purchasing - Ages 0-2 SPED	\$0.00	\$0.00	\$1,500.00	0.00%	\$2,500.00	\$2,500.00	0.00%
03300 - Community Services Operations	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$10,000.00	0.00%
03535 - High Ability Learners	\$834.22	\$8,768.78	\$10,733.00	81.70%	\$10,733.00	\$1,964.22	81.70%
06200 - Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	\$7,904.81	\$79,147.10	\$42,982.00	184.14%	\$43,982.00	(\$35,165.10)	179.95%
06406 - Federal Services - IDEA Preschool (619) Base Allocation	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$5,000.00	0.00%
06408 - Federal Services - IDEA Part B (611) Base & Enrollment Poverty Allocation - Birth Through Age 21	\$6,350.56	\$59,750.53	\$82,535.00	72.39%	\$123,935.00	\$64,184.47	48.21%
06412 - Federal Services - IDEA Part B Proportionate Share	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$10,000.00	0.00%
06423 - Federal Services - IDEA Part B ARP Proportionate Share	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$5,000.00	0.00%
06700 - Federal Services - Federal Vocational & Applied Technology Education (Carl Perkins)	\$0.00	\$6,236.75	\$7,500.00	83.16%	\$7,500.00	\$1,263.25	83.16%
06992 - REAP	\$0.00	\$0.00	\$57,287.00	0.00%	\$57,289.00	\$4,933.20	0.00%
08000 - Transfers (Outgoing)	\$0.00	\$0.00	\$250,000.00	0.00%	\$250,000.00	\$250,000.00	0.00%
<b>Totals</b>	<b>\$641,666.98</b>	<b>\$6,246,011.13</b>	<b>\$7,847,431.00</b>	<b>79.59%</b>	<b>\$9,663,383.00</b>	<b>\$3,363,337.07</b>	<b>64.64%</b>

# Yutan Public Schools

## Check Report

June 2025

Payee	Check Date	Check Number	Description	Type	Amount
Amazon Capital Services, Inc.	06/09/2025	24031	Custodial Supplies	Accounts Payable	\$415.14
Amazon Capital Services, Inc.	06/09/2025	24031	Parking Signs-ELEM	Accounts Payable	\$131.80
Boys Town	06/09/2025	24032	Instruction EG--APR2025	Accounts Payable	\$5,400.00
Boys Town	06/09/2025	24032	Instruction EG--MAR2025	Accounts Payable	\$5,700.00
Brain Fire Therapy	06/09/2025	24033	Speech Language Services	Accounts Payable	\$1,906.25
Brase Electrical Contracting Corp	06/09/2025	24034	Service call at HS	Accounts Payable	\$233.00
Chip's Restaurant & Bar	06/09/2025	24035	EOY Banquet	Accounts Payable	\$1,444.15
ChromebookParts.com	06/09/2025	24036	Google Management	Accounts Payable	\$29.99
City Of Yutan	06/09/2025	24037	Water Bills	Accounts Payable	\$422.00
Column Software PBC	06/09/2025	24038	Notice ID ekJEP5KQC1MjklfNCiJjWahoo Paper	Accounts Payable	\$293.65
Column Software PBC	06/09/2025	24038	Notice ID ndKNdoeC75JEzB6A8hviWahoo Paper	Accounts Payable	\$20.19
DH Pace	06/09/2025	24039	Service Call-ELEM	Accounts Payable	\$651.00
Eakes	06/09/2025	24040	Custodial Supplies	Accounts Payable	\$313.51
Eakes	06/09/2025	24040	EGoldFax	Accounts Payable	\$40.49
Eakes	06/09/2025	24040	Staples	Accounts Payable	\$81.99
Educational Service Unit #2	06/09/2025	24041	4th Quarter Billing	Accounts Payable	\$33,160.23
Educational Service Unit #2	06/09/2025	24041	Preschool Essentials-JB	Accounts Payable	\$20.00
First National Bank	06/09/2025	24042	Visa Charges	Accounts Payable	\$1,080.62
Griffith, Michelle	06/09/2025	24043	Mileage	Accounts Payable	\$630.00
Hands of Heartland	06/09/2025	24044	Transition Program-HS	Accounts Payable	\$2,870.99
Harris School Solutions	06/09/2025	24045	AptaFund Time Keeping SaaS Fee- 25/26	Accounts Payable	\$2,579.80
Helm Service Inc	06/09/2025	24046	Deductible for Insurance Claim	Accounts Payable	\$2,500.00
Helm Service Inc	06/09/2025	24046	Service Call-ELEM	Accounts Payable	\$1,326.21
Helm Service Inc	06/09/2025	24046	Service Call-HS	Accounts Payable	\$1,561.37
Helm Service Inc	06/09/2025	24046	Service Call-Wrestling Room	Accounts Payable	\$772.50
Henkel, Kimberly A	06/09/2025	24047	Mileage	Accounts Payable	\$18.90
Hoegh, Trevor L	06/09/2025	24048	Mileage	Accounts Payable	\$189.00
Hometown Leasing	06/09/2025	24049	Copier Lease	Accounts Payable	\$1,738.03
Inland Truck Parts & Service	06/09/2025	24050	Quarterly Bus/Van InspectionsBus Repairs	Accounts Payable	\$3,650.01
INTERMEDIA.NET INC	06/09/2025	24051	Phone Services	Accounts Payable	\$110.26
Jurey, Lindsey N	06/09/2025	24052	Mileage	Accounts Payable	\$30.80
Konecky Oil, Inc.	06/09/2025	24053	Tire Repair	Accounts Payable	\$158.50
Konecky Oil, Inc.	06/09/2025	24053	Vehicle Supplies	Accounts Payable	\$197.04
Lynch, Joshua S	06/09/2025	24054	Mileage	Accounts Payable	\$456.40
Matheson Tri-Gas, Inc.	06/09/2025	24055	Shop Supplies	Accounts Payable	\$562.44
Matheson Tri-Gas, Inc.	06/09/2025	24055	Tank Rentals	Accounts Payable	\$338.45
MCI	06/09/2025	24056	Long Distance Plan	Accounts Payable	\$71.69

Menards	06/09/2025	24057	Custodial Supplies	Accounts Payable	\$162.98
Menards	06/09/2025	24057	Maintenance Supplies	Accounts Payable	\$398.00
Metropolitan Utilities District	06/09/2025	24058	Natural Gas bills	Accounts Payable	\$2,211.00
Midwest Alarm Services	06/09/2025	24059	Activity Center Fire Alarm Inspection Fire Extinguisher Inspection	Accounts Payable	\$372.72
Nebraska Council Of School Administrators	06/09/2025	24060	25-26 Membership Dues-TN	Accounts Payable	\$630.00
Novotny, Stefanie E	06/09/2025	24061	Mileage	Accounts Payable	\$386.40
Novotny, Tahler M	06/09/2025	24062	Mileage	Accounts Payable	\$95.20
One Source	06/09/2025	24063	Background Checks	Accounts Payable	\$27.00
OPPD	06/09/2025	24064	Electric Bills	Accounts Payable	\$11,464.13
Pfeil, Rex W	06/09/2025	24065	Phone Allowance/Mileage	Accounts Payable	\$109.40
Rapid Ribbons & Awards	06/09/2025	24066	Track & Field Ribbons	Accounts Payable	\$390.82
School Health Corporation	06/09/2025	24067	COOP- healthcare supplies	Accounts Payable	\$91.49
School Specialty LLC	06/09/2025	24068	COOP Supplies	Accounts Payable	\$251.85
Staples	06/09/2025	24069	COOP Paper Paper order	Accounts Payable	\$6,467.50
Student Assurance Services	06/09/2025	24070	Student Liability Insurance	Accounts Payable	\$1,174.20
Swank Movie Licensing Usa	06/09/2025	24071	Public Performance Site License 25-26	Accounts Payable	\$1,008.00
Teacher Innovations, Inc.	06/09/2025	24072	25/26 Subscription-ELEM	Accounts Payable	\$432.00
Teacher Innovations, Inc.	06/09/2025	24072	25/26 Subscription-HS	Accounts Payable	\$360.00
TNT Cleaning Service	06/09/2025	24073	Cleaning Services	Accounts Payable	\$14,495.00
U.S. Bank	06/09/2025	24074	Vlsa Charges	Accounts Payable	\$593.11
Waste Connections Of Ne, Inc.	06/09/2025	24075	Trash Services-ELEM	Accounts Payable	\$350.36
Waste Connections Of Ne, Inc.	06/09/2025	24075	Trash Services-HS	Accounts Payable	\$565.00
WILKE PLUMBING	06/09/2025	24076	Work on sprinkler system	Accounts Payable	\$1,255.31
Windstream	06/09/2025	24077	Phone Services-ELEM	Accounts Payable	\$158.38
Windstream	06/09/2025	24077	Phone Services-HS	Accounts Payable	\$108.54
Yutan Lunch Fund	06/09/2025	24078	PreK Snacks	Accounts Payable	\$142.82
<b>Total Accounts Payable General Fund</b>					<b>\$114,807.61</b>
OneAmerica	06/09/2025	24079	OneAmerica Basic Life and AD&D	Payroll Liability	\$190.21
OneAmerica	06/09/2025	24079	OneAmerica Child Voluntary Life and AD&D	Payroll Liability	\$10.40
OneAmerica	06/09/2025	24079	OneAmerica Employee Voluntary Life and AD&D	Payroll Liability	\$272.24
OneAmerica	06/09/2025	24079	OneAmerica Long-Term Disability	Payroll Liability	\$1,203.99
OneAmerica	06/09/2025	24079	OneAmerica Short-Term Disability	Payroll Liability	\$885.17
OneAmerica	06/09/2025	24079	OneAmerica Spouse Voluntary Life and AD&D	Payroll Liability	\$33.17
Ameritas Life Insurance Corp	06/09/2025	24080	Ameritas Vision - Emp + Children	Payroll Liability	\$75.00
Ameritas Life Insurance Corp	06/09/2025	24080	Ameritas Vision - Emp + Spouse	Payroll Liability	\$74.24
Ameritas Life Insurance Corp	06/09/2025	24080	Ameritas Vision - Family	Payroll Liability	\$299.52
Ameritas Life Insurance Corp	06/09/2025	24080	Ameritas Vision - Single	Payroll Liability	\$77.40
Blue Cross / Blue Shield	06/09/2025	24081	BCBS Benefit - EE & Children HSA NB Plan	Payroll Liability	\$1,277.12
Blue Cross / Blue Shield	06/09/2025	24081	BCBS Benefit - EE & Children PPO NB Plan	Payroll Liability	\$2,975.86
Blue Cross / Blue Shield	06/09/2025	24081	BCBS Benefit - EE & Children PPO PSBC Plan	Payroll Liability	\$1,487.93
Blue Cross / Blue Shield	06/09/2025	24081	BCBS Benefit - EE & Spouse HSA PSBC Plan	Payroll Liability	\$2,899.38

Blue Cross / Blue Shield	06/09/2025	24081	BCBS Benefit - EE & Spouse PPO NB Plan	Payroll Liability	\$3,377.96
Blue Cross / Blue Shield	06/09/2025	24081	BCBS Benefit - Family HSA NB Plan	Payroll Liability	\$7,786.20
Blue Cross / Blue Shield	06/09/2025	24081	BCBS Benefit - Family HSA PSBC Plan	Payroll Liability	\$19,465.50
Blue Cross / Blue Shield	06/09/2025	24081	BCBS Benefit - Family PPO BH Plan	Payroll Liability	\$2,267.88
Blue Cross / Blue Shield	06/09/2025	24081	BCBS Benefit - Family PPO NB Plan	Payroll Liability	\$20,904.71
Blue Cross / Blue Shield	06/09/2025	24081	BCBS Benefit - Family PPO PSBC Plan	Payroll Liability	\$9,071.52
Blue Cross / Blue Shield	06/09/2025	24081	BCBS Benefit - Single HSA BH Plan	Payroll Liability	\$1,380.62
Blue Cross / Blue Shield	06/09/2025	24081	BCBS Benefit - Single HSA PSBC Plan	Payroll Liability	\$1,380.62
Blue Cross / Blue Shield	06/09/2025	24081	BCBS Benefit - Single PPO BH Plan	Payroll Liability	\$804.30
Blue Cross / Blue Shield	06/09/2025	24081	BCBS Benefit - Single PPO NB Plan	Payroll Liability	\$2,412.90
Blue Cross / Blue Shield	06/09/2025	24081	BCBS Benefit - Single PPO PSBC Plan	Payroll Liability	\$2,412.90
Blue Cross / Blue Shield	06/09/2025	24081	BCBS Dental - EE & Children	Payroll Liability	\$266.61
Blue Cross / Blue Shield	06/09/2025	24081	BCBS Dental - EE & Spouse	Payroll Liability	\$120.52
Blue Cross / Blue Shield	06/09/2025	24081	BCBS Dental - Family	Payroll Liability	\$621.85
Blue Cross / Blue Shield	06/09/2025	24081	BCBS Dental - Single	Payroll Liability	\$482.08
Blue Cross / Blue Shield	06/09/2025	24081	Section 125 Dental	Payroll Liability	\$1,233.73
First State Bank - State Taxes	06/09/2025	24082	State Withholding - NE	Payroll Liability	\$11,892.20
First State Bank - Payroll Taxes	06/09/2025	24083	Federal Withholding	Payroll Liability	\$26,568.52
First State Bank - Payroll Taxes	06/09/2025	24083	FICA	Payroll Liability	\$45,869.92
First State Bank - Payroll Taxes	06/09/2025	24083	Medicare	Payroll Liability	\$10,727.62
Retirement Plan Consultants LLC	06/09/2025	24084	403b % (Traditional)	Payroll Liability	\$566.35
Retirement Plan Consultants LLC	06/09/2025	24084	403b (Traditional)	Payroll Liability	\$4,211.69
Retirement Plan Consultants LLC	06/09/2025	24084	403b Roth	Payroll Liability	\$150.00
State Of Nebraska NPERS	06/09/2025	24085	NPERS	Payroll Liability	\$69,495.02
Transamerica Life Insurance Company	06/09/2025	24086	Transamerica Basic Accident Plan Option 2	Payroll Liability	\$165.71
Transamerica Life Insurance Company	06/09/2025	24086	Transamerica Critical Illness	Payroll Liability	\$65.63
Yutan Flex Account	06/09/2025	24087	Dependent Care	Payroll Liability	\$935.33
Yutan Flex Account	06/09/2025	24087	Medical Flex	Payroll Liability	\$1,341.65
Yutan School Lunch	06/09/2025	24088	Lunch Deduction	Payroll Liability	\$115.95
DirectDep- First State Bank	06/09/2025	EFT	Direct Deposit	Payroll Liability	\$260,880.47
HSA Bank	06/09/2025	EFT	HSA Bank Benefit	Payroll Liability	\$8,121.78
<b>Total Payroll General Fund</b>					<b>\$526,859.37</b>
<b>TOTAL GENERAL FUND</b>					<b>\$641,666.98</b>
Arensberg, Amy	06/09/2025	6933	Refund of Lunch \$\$	Accounts Payable	\$84.64
Ashland Lettuce Company	06/09/2025	6934	Lunch Food	Accounts Payable	\$115.44
Bicking, Abigail	06/09/2025	6935	Refund of Lunch \$	Accounts Payable	\$31.70
Campbell, Alyssa	06/09/2025	6936	Refund of Lunch \$	Accounts Payable	\$15.75
Davis, Teresa J	06/09/2025	6937	Refund of lunch \$\$	Accounts Payable	\$33.50
Egan Supply Co, Inc.	06/09/2025	6938	Dishwasher Lease-ELEM	Accounts Payable	\$350.00
Egan Supply Co, Inc.	06/09/2025	6938	Dishwasher Lease-HS	Accounts Payable	\$275.19

First National Bank	06/09/2025	6939	Visa Charges	Accounts Payable	\$91.56
Goodwin Tucker Group	06/09/2025	6940	Service/Repair on food warmer ELEM	Accounts Payable	\$576.65
Hiland Dairy	06/09/2025	6941	Milk-Elem	Accounts Payable	\$755.59
Hiland Dairy	06/09/2025	6941	Milk-HS	Accounts Payable	\$332.83
Martin Bros.	06/09/2025	6942	Lunch Food	Accounts Payable	\$5,775.85
<b>Total Accounts Payable Lunch Fund</b>					<b>\$8,438.70</b>
OneAmerica	06/09/2025	6943	OneAmerica Basic Life and AD&D	Payroll Liability	\$9.93
OneAmerica	06/09/2025	6943	OneAmerica Employee Voluntary Life and AD&D	Payroll Liability	\$27.50
OneAmerica	06/09/2025	6943	OneAmerica Long-Term Disability	Payroll Liability	\$27.98
OneAmerica	06/09/2025	6943	OneAmerica Short-Term Disability	Payroll Liability	\$20.94
Ameritas Life Insurance Corp	06/09/2025	6944	Ameritas Vision - Single	Payroll Liability	\$10.32
Blue Cross / Blue Shield	06/09/2025	6945	Section 125 Dental	Payroll Liability	\$32.21
First State Bank - State Taxes	06/09/2025	6946	State Withholding - NE	Payroll Liability	\$152.05
First State Bank - Payroll Taxes	06/09/2025	6947	Federal Withholding	Payroll Liability	\$224.84
First State Bank - Payroll Taxes	06/09/2025	6947	FICA	Payroll Liability	\$1,298.42
First State Bank - Payroll Taxes	06/09/2025	6947	Medicare	Payroll Liability	\$303.66
State Of Nebraska NPERS	06/09/2025	6948	NPERS	Payroll Liability	\$1,405.10
Transamerica Life Insurance Company	06/09/2025	6949	Transamerica Basic Accident Plan Option 2	Payroll Liability	\$49.68
DirectDep- First State Bank	06/09/2025	EFT	Direct Deposit	Payroll Liability	\$8,507.75
<b>Total Payroll Lunch Fund</b>					<b>\$12,070.38</b>
<b>TOTAL LUNCH FUND</b>					<b>\$20,509.08</b>
Character Strong LLC	06/09/2025	476	Character Development Curriculum	Accounts Payable	\$9,897.30
Facility Advocates, LLC	06/09/2025	477	ESCO ContractMobilization-Scheduled Progress Billing 4 of 6	Accounts Payable	\$126,400.00
Thompson Construction Inc	06/09/2025	478	Meter Pit Installation-Split cost with City of Yutan	Accounts Payable	\$4,450.00
<b>Total Accounts Payable Depreciation Fund</b>					<b>\$140,747.30</b>
<b>TOTAL DEPRECIATION FUND</b>					<b>\$140,747.30</b>

# Receipt History

Detail report. Sorted by Site, Receipt Number.  
From 05/01/2025 to 05/31/2025.

Receipt Number	Receipt Date	Void Date	Deposit Number	Check Number	Received From	Receipt Description	Amount	Sales Tax	Amount
Activity ID	Activity Name		Fee Name & Student ID				Tax Amount		
Tax Name	Tax Activity			Tax Rate %					
<b>YPS Yutan Public Schools</b>									
001285	05/20/2025		001297		Gate Proceeds	JH Track Gate-5/6			
980	Seed Money						450.00	0.00	450.00
210	Gate Receipts						977.00	0.00	977.00
						Total For 001285:			1,427.00
001286	05/20/2025		001298		YPS	Unused Seed Money			
980	Seed Money						450.00	0.00	450.00
						Total For 001286:			450.00
001287	05/12/2025		001299		Gate Proceeds	Reserve Baseball Gate-4/26			
980	Seed Money						450.00	0.00	450.00
210	Gate Receipts						108.00	0.00	108.00
						Total For 001287:			558.00
001288	05/12/2025		001300		Parents	ELEM Student Council Bake Sale			
450	Student Council- Elementary						785.00	0.00	785.00
						Total For 001288:			785.00
001289	05/12/2025		001301		Students	ELEM School Store \$			
450	Student Council- Elementary						159.45	0.00	159.45
						Total For 001289:			159.45
001290	05/12/2025		001302		Patrons	All School Play ticket sales			
340	Play Production- All School Play						1,308.30	0.00	1,308.30
						Total For 001290:			1,308.30
001291	05/12/2025		001303		Community Members	Training Center Membership			
930	Training Center						435.00	0.00	435.00
						Total For 001291:			435.00
001292	05/12/2025		001304		Parents	All School Play Shirt \$			
365	Play Production-Fundraising						53.50	0.00	53.50
						Total For 001292:			53.50
001293	05/12/2025		001305		Midwest Grads	Donations for Staff end of Year			
900	Activity In and Out						50.00	0.00	50.00
						Total For 001293:			50.00
001294	05/12/2025		001306		Parents	Band Fees			
840	Music- Instrumental						475.00	0.00	475.00
						Total For 001294:			475.00
001295	05/12/2025		001307		Parents	3rd Grade FT \$			
905	Field Trip						229.00	0.00	229.00
						Total For 001295:			229.00
001296	05/12/2025		001308		Parents	PreK Wildlife Encounters-			
905	Field Trip						280.00	0.00	280.00
						Total For 001296:			280.00
001297	05/12/2025		001309		SCC	SENCAP Reimbursement			
1020	Dual Credit/SENCAP						1,192.80	0.00	1,192.80

# Receipt History

Detail report. Sorted by Site, Receipt Number.  
From 05/01/2025 to 05/31/2025.

Receipt Number	Receipt Date	Void Date	Deposit Number	Check Number	Received From	Receipt Description	Amount	Sales Tax	Amount
Activity ID	Activity Name		Fee Name & Student ID				Amount	Tax Amount	Amount
Tax Name	Tax Activity			Tax Rate %			Tax Amount		
						Total For 001297:			1,192.80
001298	05/21/2025		001310		ELEM PTO	Play Production Fundraising			
365	Play Production-Fundraising						500.00	0.00	500.00
						Total For 001298:			500.00
001299	05/20/2025		001311		Community Member	Training Center Membership			
930	Training Center						200.00	0.00	200.00
						Total For 001299:			200.00
001300	05/20/2025		001312		Waste Connections	Donations for Staff end of Year			
900	Activity In and Out						200.00	0.00	200.00
						Total For 001300:			200.00
001301	05/30/2025		001313		Students	Class of 2027- Lollipop Sales			
710	Class of 2027						106.00	0.00	106.00
						Total For 001301:			106.00
001302	05/30/2025		001314		Students	State Journalism T-Shirt			
900	Activity In and Out						494.50	0.00	494.50
						Total For 001302:			494.50
001303	05/30/2025		001315		Businesses	Yearbook Ads			
390	Yearbook						350.00	0.00	350.00
						Total For 001303:			350.00
001304	05/30/2025		001316		Parents	Technology Fees-charger			
1005	Technology						160.00	0.00	160.00
						Total For 001304:			160.00
001305	05/30/2025		001317		Students	Student Council Vending			
460	Student Council- High School						115.00	0.00	115.00
						Total For 001305:			115.00
001306	05/30/2025		001318		Parents	1st Grade FT \$\$			
905	Field Trip						301.00	0.00	301.00
						Total For 001306:			301.00
001307	05/30/2025		001319		Students/PTO	ELEM Stuco- school			
450	Student Council- Elementary						638.70	0.00	638.70
						Total For 001307:			638.70
001308	05/30/2025		001320		Parents	Graduation Flower \$			
750	Class of 2025						16.00	0.00	16.00
						Total For 001308:			16.00
001309	05/30/2025		001321		Schools	Varsity Track Entries-4/15			
170	Track						1,330.00	0.00	1,330.00
						Total For 001309:			1,330.00
001310	05/30/2025		001322		Schools	JV Track Entry-4/8			
170	Track						750.00	0.00	750.00
						Total For 001310:			750.00
001311	05/30/2025		001323		Box Tops	Box-Tops for Education			
450	Student Council- Elementary						24.30	0.00	24.30

# Receipt History

Detail report. Sorted by Site, Receipt Number.  
From 05/01/2025 to 05/31/2025.

Receipt Number	Receipt Date	Void Date	Deposit Number	Check Number	Received From	Receipt Description	Amount	Sales Tax	Amount
Activity ID	Activity Name		Fee Name & Student ID				Amount	Tax Amount	Amount
Tax Name			Tax Activity		Tax Rate %		Tax Amount		
						Total For 001311:			24.30
001312	05/30/2025		001324		Parents	Band Fees			
840	Music- Instrumental						1,150.00	0.00	1,150.00
						Total For 001312:			1,150.00
001313	05/30/2025		001325		YYA	GBB payment for BB Camp Hours			
115	Basketball- Girls Fundraising						150.00	0.00	150.00
						Total For 001313:			150.00
001314	05/30/2025		001326		Parents	FBLA FEES			
600	FBLA						45.00	0.00	45.00
						Total For 001314:			45.00
001315	05/30/2025		001327		Businesses	Donations for Staff end of Year			
900	Activity In and Out						1,100.00	0.00	1,100.00
						Total For 001315:			1,100.00
001316	05/30/2025		001328		Boosters	Reimburse for Athletic.Live			
170	Track						594.00	0.00	594.00
						Total For 001316:			594.00
001317	05/30/2025		001329		Custom Sports	State Track Clothing			
170	Track						249.00	0.00	249.00
						Total For 001317:			249.00
001318	05/30/2025		001330		NCC	Conference Payment			
430	Quiz Bowl						230.00	0.00	230.00
150	Golf						480.00	0.00	480.00
						Total For 001318:			710.00
001319	05/12/2025		001331		Parents	4th Grade Field Trip \$\$			
905	Field Trip						174.25	0.00	174.25
						Total For 001319:			174.25
001320	05/30/2025		001332		First State Bank	Checking Interest			
950	Checking Interest						238.53	0.00	238.53
						Total For 001320:			238.53
						Site Total			16,999.33
						Report Total			16,999.33

# Check Summary

Sorted by Activity ID, Site ID.  
From 05/01/2025 to 05/31/2025.

Activity ID Site ID			Activity Name Site Name				Amount
Check Number	Status	Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	
<b>1005</b>			<b>Technology</b>				
YPS			Yutan Public Schools				
029977	Cleared	05/15/2025	AMAZON CAPITAL SERVICES		1F3D-GTTD-VJ4K	Tech Supplies	26.60
						<b>Total:</b>	<b>\$ 26.60</b>
<b>1020</b>			<b>Dual Credit/SENCAP</b>				
YPS			Yutan Public Schools				
029956	Cleared	05/09/2025	SOUTHEAST COMMUNITY COLLEGE		L-37950	SENCAP-DUAL CREDIT COURSES	10,159.80
						<b>Total:</b>	<b>\$ 10,159.80</b>
<b>110</b>			<b>Basketball- Girls</b>				
YPS			Yutan Public Schools				
029974	Printed	05/15/2025	BRIAN ARVIN		Winter24/25	VBB Officials Assigners Fee	50.00
						<b>Total:</b>	<b>\$ 50.00</b>
<b>115</b>			<b>Basketball- Girls Fundraising</b>				
YPS			Yutan Public Schools				
029970	Cleared	05/12/2025	FIRST NATIONAL BANK		04232025	April Visa Charges	95.00
						<b>Total:</b>	<b>\$ 95.00</b>
<b>120</b>			<b>Basketball- Boys</b>				
YPS			Yutan Public Schools				
029974	Printed	05/15/2025	BRIAN ARVIN		Winter24/25	VBB Officials Assigners Fee	50.00
						<b>Total:</b>	<b>\$ 50.00</b>
<b>125</b>			<b>Basketball-Boys- Fundraising</b>				
YPS			Yutan Public Schools				
029969	Cleared	05/12/2025	U.S. BANK		04252025	April Visa Charges	355.31
029970	Cleared	05/12/2025	FIRST NATIONAL BANK		04232025	April Visa Charges	387.21
029990	Printed	05/22/2025	BISHOP NEUMANN		Summer25	BBBJV Camp June 25	240.00
029991	Printed	05/22/2025	Wahoo Boys Basketball		Summer25	BBB Camps June 25	480.00
029992	Printed	05/22/2025	Concordia University Basketball		Summer25	BBB Camps June 25	550.00
029993	Printed	05/22/2025	Ashland Boys Basketball		Summer25	BBB Varsity Camp-6/12	30.00
						<b>Total:</b>	<b>\$ 2,042.52</b>
<b>145</b>			<b>Football- Fundraising</b>				
YPS			Yutan Public Schools				
029969	Cleared	05/12/2025	U.S. BANK		04252025	April Visa Charges	300.00
029970	Cleared	05/12/2025	FIRST NATIONAL BANK		04232025	April Visa Charges	2,064.20
						<b>Total:</b>	<b>\$ 2,364.20</b>

# Check Summary

Sorted by Activity ID, Site ID.  
From 05/01/2025 to 05/31/2025.

Activity ID Site ID	Activity Name Site Name		Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
<b>150 Golf</b>								
YPS Yutan Public Schools								
029949	Cleared	05/09/2025	PALMYRA PUBLIC SCHOOLS		04302025		Varsity Golf Entry-4/30	125.00
029953	Printed	05/09/2025	ELMWOOD-MURDOCK SCHOOL		05062025		Golf Entry-5/6	125.00
029954	Cleared	05/09/2025	COUNTRY DRIVE GOLF COURSE		Spring25		Golf Course Rental for Spring 25	1,300.00
029962	Printed	05/09/2025	ARLINGTON PUBLIC SCHOOLS		05012025		Varsity Golf-5/1	180.00
029994	Cleared	05/22/2025	LINCOLN CHRISTIAN SCHOOL		05122025		Varsity Golf-5/12	130.00
029995	Cleared	05/22/2025	WEST POINT PUBLIC SCHOOLS		05192025		District Golf-5/19	100.00
<b>Total:</b>								<b>\$ 1,960.00</b>
<b>170 Track</b>								
YPS Yutan Public Schools								
029948	Cleared	05/06/2025	Skip Kennedy		05062025		JH Track Starter- 5/6	315.00
029950	Printed	05/09/2025	FORT CALHOUN PUBLIC SCHOOL		04292025		Varsity Track Entry-4/29	350.00
029951	Cleared	05/09/2025	FREMONT HIGH SCHOOL		04292025		JV Track Entry-4/29	75.00
029952	Cleared	05/09/2025	LOUISVILLE PUBLIC SCHOOLS		04292025		JH Track Entry-4/29	100.00
029969	Cleared	05/12/2025	U.S. BANK		04252025		April Visa Charges	15.75
029970	Cleared	05/12/2025	FIRST NATIONAL BANK		04232025		April Visa Charges	594.00
029975	Cleared	05/15/2025	CHIPS RESTAURANT & BAR		424241		JH Track Hospitality Food	447.50
029976	Printed	05/15/2025	ARLINGTON PUBLIC SCHOOLS		05082025		Varsity Track Entry-5/8	180.00
029984	Cleared	05/20/2025	YUTAN PUBLIC SCHOOL		05202025		State Track food \$\$	860.00
029986	Printed	05/20/2025	OAKLAND-CRAIG PUBLIC SCHOOLS		05152025		District Track Entry-5/15	100.00
<b>Total:</b>								<b>\$ 3,037.25</b>
<b>185 Volleyball- Fundraising</b>								
YPS Yutan Public Schools								
029996	Cleared	05/22/2025	DC West Volleyball		Summer25		Summer VB League	250.00
<b>Total:</b>								<b>\$ 250.00</b>
<b>195 Wrestling- Fundraising</b>								
YPS Yutan Public Schools								
029999	Printed	05/29/2025	MATT COUFAL		Summer25		Wrestling Camp Entry- 6/2 & 6/3	525.00
<b>Total:</b>								<b>\$ 525.00</b>

# Check Summary

Sorted by Activity ID, Site ID.  
From 05/01/2025 to 05/31/2025.

Activity ID Site ID	Activity Name Site Name		Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
<b>220</b>			<b>General Athletics</b>					
YPS			Yutan Public Schools					
029957	Cleared	05/09/2025	DIVERSIFIED DRUG TESTING		23676		May Drug Testing	360.00
029972	Cleared	05/15/2025	Affordable Floor Covers	000032	875	5/7/2025		2,760.00
029973	Cleared	05/15/2025	SCHOOL PRIDE	000031	104001		Quote #69763	155.00
029985	Printed	05/20/2025	RSCHOOLTODAY		107813		Registration for 25/26 SY	450.00
030000	Printed	05/29/2025	Blazer Athletic Equipment	000033	69087		Elementary VB Equipment	662.40
<b>Total:</b>								<b>\$ 4,387.40</b>
<b>310</b>			<b>Journalism</b>					
YPS			Yutan Public Schools					
029964	Cleared	05/09/2025	NEBRASKA SCHOOL ACTIVITIES ASSOCIATION		04282025		State Journalism Medals	216.00
029966	Cleared	05/09/2025	HOLIDAY INN EXPRESS NORFOLK		04292025		Rooms for State Journalism	745.00
029998	Printed	05/22/2025	NEBRASKA HIGH SCHOOL PRESS ASSOCIATION		Summer25		Newspaper Critiques	50.00
<b>Total:</b>								<b>\$ 1,011.00</b>
<b>325</b>			<b>Music- Instrumental- Fundraising</b>					
YPS			Yutan Public Schools					
029989	Printed	05/22/2025	Jones School Supply		2180943		Band Awards	95.02
<b>Total:</b>								<b>\$ 95.02</b>
<b>340</b>			<b>Play Production- All School Play</b>					
YPS			Yutan Public Schools					
029969	Cleared	05/12/2025	U.S. BANK		04252025		April Visa Charges	136.41
<b>Total:</b>								<b>\$ 136.41</b>
<b>365</b>			<b>Play Production-Fundraising</b>					
YPS			Yutan Public Schools					
029987	Printed	05/22/2025	MIDLAND UNIVERSITY		051525		All State Musical	630.00
<b>Total:</b>								<b>\$ 630.00</b>
<b>380</b>			<b>Speech</b>					
YPS			Yutan Public Schools					
029959	Printed	05/09/2025	Skutt Catholic High School		05052025		JH Speech Meet	56.00
029971	Cleared	05/12/2025	Millard North High School		04282025		Millard North Middle School Speech Meet-4/25	42.00
<b>Total:</b>								<b>\$ 98.00</b>

# Check Summary

Sorted by Activity ID, Site ID.  
From 05/01/2025 to 05/31/2025.

Activity ID Site ID	Activity Name Site Name		Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
<b>390</b>	<b>Yearbook</b>							
YPS	Yutan Public Schools							
029965	Cleared	05/09/2025	WALSWORTH PUBLISHING		5-16218-0		Yearbook Deposit	6,122.95
029983	Printed	05/20/2025	NEBRASKA HIGH SCHOOL PRESS ASSOCIATION		Summer25		Yearbook Critique	75.00
<b>Total:</b>								<b>\$ 6,197.95</b>
<b>420</b>	<b>National Honor Society</b>							
YPS	Yutan Public Schools							
029970	Cleared	05/12/2025	FIRST NATIONAL BANK		04232025		April Visa Charges	206.99
<b>Total:</b>								<b>\$ 206.99</b>
<b>460</b>	<b>Student Council- High School</b>							
YPS	Yutan Public Schools							
029970	Cleared	05/12/2025	FIRST NATIONAL BANK		04232025		April Visa Charges	55.44
<b>Total:</b>								<b>\$ 55.44</b>
<b>600</b>	<b>FBLA</b>							
YPS	Yutan Public Schools							
029961	Cleared	05/09/2025	HOLIDAY INN KEARNEY		04242025		Rooms for FBLA	874.65
029969	Cleared	05/12/2025	U.S. BANK		04252025		April Visa Charges	88.88
<b>Total:</b>								<b>\$ 963.53</b>
<b>840</b>	<b>Music- Instrumental</b>							
YPS	Yutan Public Schools							
029960	Cleared	05/09/2025	J.W. PEPPER & SON, INC		367500765		JH/HS Music	40.00
029997	Printed	05/22/2025	DIETZE MUSIC HOUSE, INC.		04252025		Band Supplies/Music	153.87
<b>Total:</b>								<b>\$ 193.87</b>
<b>900</b>	<b>Activity In and Out</b>							
YPS	Yutan Public Schools							
029955	Cleared	05/09/2025	MIDWEST IMPRESSIONS, INC.		87350		State Journalism Shirts	494.50
029967	Cleared	05/09/2025	YUTAN PUBLIC SCHOOL		Donations25		Staff end of Year gifts	50.00
029968	Cleared	05/12/2025	YUTAN PUBLIC SCHOOL		05122025		Staff end of Year gifts	200.00
029978	Cleared	05/16/2025	YUTAN PUBLIC SCHOOL		05162025		Staff end of Year gifts	550.00
029979	Cleared	05/19/2025	YUTAN PUBLIC SCHOOL		05182025		Staff end of Year gifts	200.00
029980	Cleared	05/19/2025	YUTAN PUBLIC SCHOOL		05192025		Staff end of Year gifts	200.00
029982	Cleared	05/19/2025	YUTAN PUBLIC SCHOOL		05192025		Staff end of Year gifts	150.00
<b>Total:</b>								<b>\$ 1,844.50</b>

# Check Summary

Sorted by Activity ID, Site ID.  
From 05/01/2025 to 05/31/2025.

Activity ID Site ID	Activity Name Site Name		Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
<b>905</b>			<b>Field Trip</b>					
YPS			Yutan Public Schools					
029958	Cleared	05/09/2025	University of Nebraska State Museum		11761947		4th Grade Field Trip	200.25
029963	Cleared	05/09/2025	OMAHA'S HENRY DOORLY ZOO & AQUARIUM		2185786		3rd Grade FT	294.50
029981	Cleared	05/19/2025	YUTAN PUBLIC SCHOOL		05192025		Refund FT Trip \$\$ for Students on Fee Waiver	69.00
<b>Total:</b>								<b>\$ 563.75</b>
<b>930</b>			<b>Training Center</b>					
YPS			Yutan Public Schools					
029988	Cleared	05/22/2025	AMAZON CAPITAL SERVICES		1QCT-RPFM- NVDV		Training Center Supplies	1,660.85
<b>Total:</b>								<b>\$ 1,660.85</b>
<b>Report Total :</b>								<b>38,605.08</b>

## **1002 Creation, Amendment and Distribution of Policies**

Each of these policies shall become the official policy of the school district when the board has approved it by majority vote of the members present at any lawfully convened meeting of the board.

It shall generally be the practice of the board to adopt or amend any policy after a single reading at any regular or special board meeting. However, the board may, in its discretion, review policies at multiple meetings prior to taking action.

Each policy shall bear the date when it was adopted, revised or reviewed. The board may update or add policies as needed.

The superintendent shall ~~distribute copies of these policies to all members of the board, maintain a master copy in the central office, and see to it that the policies are maintained on the school district's web site~~ maintain an official copy of the board's policies, which may be in paper copy in the central office or on the district's website or on an electronic board meeting site. For any policies with specific review, hearing, or posting requirements, the superintendent will ensure those obligations are completed. The superintendent will also ensure all board members have access to a copy of the district's policies.

### **~~Annual Review~~**

~~The board shall review all policies at least once every three years. Nebraska statutes require an annual review and/or hearing to solicit public comment on these specific policies:~~

~~Parental Involvement Policy~~

~~Title I Parental Involvement Policy~~

~~(NOTE: These first two are distinct parental involvement policies, and both must be reviewed annually.)~~

~~Student Fees Policy~~

~~Bullying~~

~~Multicultural Education~~

~~Student Assessment~~

~~Teacher Evaluation~~

~~Student Academic Performance~~

~~Safety and Security Committee~~

~~Attendance and Excessive Absenteeism~~

~~The board may update or add policies as needed. The board shall determine the number of copies of policies to be made and their distribution. The superintendent shall maintain an up-to-date master copy of the policies in the main administrative office. Unless otherwise directed by the board, the master copy shall be considered the official district policy manual.~~

Adopted on: 9-14-2020

Revised on: 6-9-2025

Reviewed on:

## **2006 Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

~~A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred~~ **Under this policy, factual conclusions will be based on a preponderance of the evidence.**

### **Complaint and Appeal Process.**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

- b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may be submitted to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the respondent.
    - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
    - 1) All relevant details of the complaint;

- 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. ~~This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.~~
- a) The appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
  - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
  - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the

complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve allegations against the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
  - a) When the complaint is about a board policy, not implementation of the policy;
  - b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
  - c) When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

- d) This appeal must be in writing.
- e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated the decision to the complainant.
- f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint or appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
- g) The board president will notify the complainant and any other person legally required to receive the decision in

writing of the decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

- h) There is no appeal from any decision of the board unless authorized by law.
6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
  - b) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
    - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
- d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

**No Retaliation.** The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

**Special Rules Regarding Educational Services and Related Services to Students with Disabilities.** Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide

the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

**Bad Faith or Serial Filings.** The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent or board president without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Adopted on: 9-14-2020

Revised on: 6-9-2025

Reviewed on:

## **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 \$109,000**

- A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than \$109,000.
- 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 \$109,000 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 \$109,000 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 ~~\$118,000~~ \$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: 10-12-2020  
Revised on: 6-9-2025  
Reviewed on:

## **3023 Record Management and Retention**

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

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

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

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

The district will archive all Office 365 data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator will be able to retrieve electronic communication which has been deleted.

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

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

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

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

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

Adopted on: 10-12-2020

Revised on: 6-9-2025

Reviewed on: 2-10-2025

## **3026 Handbooks**

The school district's handbooks for students and staff are intended to convey information and explain school regulations and procedures that are necessary for the school to run smoothly and efficiently. **The school district's handbooks are an extension of these policies and have the force and effect of board policy when approved by the board of education.** Although the board of education may ~~take action to~~ approve the handbooks annually, the administration has the authority to change the contents of any handbook so long as the changes are consistent with board policy. **The administration may provide only the amended portions of the handbook to the individuals affected by the change without providing them with the full handbook unless required by law.**

None of the district's handbooks creates a "contract" between the school district, staff members, parents or students.

If any information contained in any handbook conflicts with board policy or state statute, the policy or statute will govern.

Adopted on: 10-12-2020  
Revised on: 6-9-2025  
Reviewed on: 2-10-2025

## 3036 Purchasing (Credit) Card Program

The board approves the use of a purchasing card (credit card) program for the purchase of goods and services for and on behalf of the school district. The board will determine the type of purchasing card or cards to be used in the program and may contract with a third-party provider as provided by law.

**Authorized Purchases.** Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses and purchasing supplies/technologies/requisitions. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee. The maximum amount that may be charged in a single day is limited on each credit card.

**Unauthorized Purchases.** In no event shall the purchasing card be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

**Authorized Users.** Individuals holding the following titles may be assigned an individual purchasing card: Superintendent or Business Manager. The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes. The school may also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent.

**Documentation.** Employees ~~seeking reimbursement for~~ making a purchasing card purchase must submit an itemized receipt **and** a purchasing card receipt to the school district. The itemized receipt must include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. **A non-itemized credit card receipt alone is not sufficient.** Designated school personnel shall maintain the documentation for at least-7 years or as otherwise required by Schedule 10 – Local School Districts or Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees must maintain copies of any documentation submitted to the school district.

**Suspension or Termination of Privileges.** The board or the superintendent (or his or her designee) (1) ***shall*** temporarily or permanently suspend the purchasing card privileges of any individual that does not submit an itemized receipt for each purchasing card purchase, and (2) ***may*** temporarily or permanently suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account must be immediately closed and he or she must return the purchasing card to the superintendent or board. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the individual making the purchase must reimburse the district within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

**Reward Points or Rebates.** Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of the school district.

**Purchase Review Procedures.** The superintendent, or his or her designee, and business manager will conduct independent reviews of credit card expenses, or a sample thereof, on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy will be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee will provide the board at each regular meeting with the documentation submitted pursuant to this policy or a summary of that documentation with a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase must be addressed as provided in this policy or as otherwise allowed by law.

Adopted on: 10-12-2020

Revised on: 6-9-2025

Reviewed on: 3-10-2025

**3043**  
**Design-Build Contracts**  
**REWRITE AND REFORMAT OF THE ENTIRE POLICY**

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

- I. **Definitions.** For purposes of this policy:
- A. **Act** means the Nebraska Political Subdivisions Construction Alternatives Act.
  - B. **Board** means the District's Board of Education.
  - C. **Department** means the Nebraska Department of Education.
  - D. **Design-Build Contract** (D-B Contract) means a contract which is subject to qualification-based selection between the District and a Design-Builder to furnish (a) architectural, engineering, and related design services for a project pursuant to the Act and (b) labor, materials, supplies, equipment, and construction services for a project pursuant to the Act.
  - E. **Design-Builder** means the legal entity which proposes to enter into a D-B Contract which is subject to qualification-based selection pursuant to the Act.
  - F. **District** means Yutan Public Schools.
  - G. **Letter of Interest** means a statement indicating interest to enter into a D-B Contract for a project pursuant to the Act.
  - H. **NEARA** means the Nebraska Engineers and Architects Regulation Act.
  - I. **Performance-Criteria Developer** (PCD) means any person licensed or any organization issued a certificate of authorization to practice architecture or engineering pursuant to the NEARA who is selected by the District to assist the District in the development of Project Performance Criteria, Requests for Proposals, evaluation of Proposals, evaluation of the construction under a D-B Contract to determine adherence to the Project Performance Criteria, and any additional services requested by the District to represent its interests in relation to a project.
  - J. **Project Performance Criteria** means the performance requirements of the project suitable to allow the Design-Builder to make a proposal. Performance requirements include the following, if required by the project: capacity, durability, standards, ingress and egress requirements, description of the site, surveys, soil and environmental information concerning the site, interior space requirements, material

quality standards, design and construction schedules, site development requirements, provisions for utilities, storm water retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the project.

- K. **Proposal** means an offer in response to a Request for Proposals (RFP) by a Design-Builder to enter into a D-B Contract for a project pursuant to the Act.
- L. **Qualification-based selection process** means a process of selecting a design-builder based first on the qualifications of the design-builder and then on the design-builder's proposed approach to the design and construction of the project;
- M. **Request for letters of interest** means the documentation or publication by which the District solicits letters of interest;
- N. **e**
- O. **Superintendent** means the District's Superintendent of Schools, or his or her designee.

II. **Resolution to Select Design-Build.** The Board shall adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps described below.

- A. For a project, in whole or in part, for water, wastewater, utility, or sewer construction, the resolution shall include a statement that the District has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.

III. **Selecting and Hiring a Performance-Criteria Developer (PCD)**

A. **Selecting the Most Qualified PCD for Contract Negotiations.** The required procedures for selecting the most qualified PCD for contract negotiations differ depending on the magnitude of the District's estimate of the project's basic construction cost, as described in this section A.

- 1. **Project Cost \$896,000 and Below.** For a project whose basic construction cost is estimated by the District to be \$896,000 or less, the District will use the following procedures for identifying the most qualified PCD:
  - a. The Superintendent will solicit statements of qualification from potential PCDs. Such solicitation shall include a general description of the project and shall indicate how interested individuals or firms can apply for consideration by the District. The

Superintendent may, but is not required to, give public notice of such solicitation.

- b. Based on the statements of qualifications and any other relevant information that the Superintendent receives, the Superintendent shall make a finding identifying the applicant most qualified to serve as the PCD for the project based on the applicant's capabilities to perform, adequacy of personnel, past record and performance, experience, and such other factors as may be determined by the Superintendent to be applicable to the District's particular requirements for the project.
  - c. Following such finding, the Superintendent shall recommend to the Board that it negotiate a contract with the applicant so identified.
2. **Project Cost in Excess of \$896,000.** For a project whose basic construction cost is estimated by the District to exceed \$896,000, the District will use the following procedures for identifying the most qualified PCD:
- a. The District will encourage individuals or firms who desire to provide professional services to the District as its PCD for the project to submit a statement of qualifications. At least fifteen (15) days prior to the deadline to respond, the District will publish notice in a newspaper of general circulation in the District that it is seeking a PCD for a design-build project. The notice shall include the following:
    - i. A general description of the project;
    - ii. How interested firms can apply for consideration by the District; and
    - iii. The date by which individuals or firms must submit their statements of qualifications; and
    - iv. A statement that any individual or firm applying for consideration by the District must obtain a copy of the District's Design-Build Contract Policy from the Superintendent.
  - b. To apply to be the District's PCD, applicants must submit a current statement of qualifications to the District. The statement of qualifications must include evidence that the applicant is licensed or certified to practice architecture or engineering pursuant to the NEARA. Applicants must update any information provided to the District to reflect any changed conditions of the applicant.

- c. Applicants shall first be certified by the Superintendent as qualified to act as a PCD for the District. In order to certify an applicant, the Superintendent shall make a finding that a PCD is fully qualified to render the required service. Factors to be considered in making this finding shall include capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; equipment and facilities; promptness; the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it in accordance with its terms.
  - d. The Board will evaluate each qualified applicant's statement of qualifications and any other relevant the District has received. The Board will conduct discussions with, and may require public presentations by, at least three applicants regarding their qualifications, approach to the project, and ability to furnish the required service.
  - e. The Board will select, in order of preference, at least three applicants deemed to be most highly qualified to perform the required services after considering the factors identified above.
- B. Negotiating a Contract with the PCD.** The Board shall negotiate a contract with the most qualified applicant (identified via the procedures above) for professional services at compensation that the Board determines is fair and reasonable. In making such determination, the Board shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For all lump-sum or cost-plus-a-fixed-fee professional service contracts, the Board shall require the applicant receiving the award to execute a certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any professional service contract under which such a certificate is required shall contain a provision that the original contract price and any additions thereto shall be adjusted to exclude any significant sums by which Board determines the contract price had been increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one year following the end of the contract.
- 1. Prohibition Against Contingent Fees.** The contract between the District and the PCD must contain a prohibition against contingent

fees as follows: "The PCD warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the PCD, to solicit or secure this agreement and that the PCD has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the PCD, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or the making of this agreement." Upon violation of such provision, the District shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, or consideration.

**C. Effect of Unsuccessful Negotiations**

1. If the Board is unable to negotiate a satisfactory contract with the applicant to be the most qualified at a price the Board determines to be fair and reasonable, negotiations with that applicant shall be formally terminated. The Board shall then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified firm, the Board shall terminate negotiations with such applicant. The Board shall then undertake negotiations with the third most qualified applicant.
2. If the Board is unable to negotiate a satisfactory contract with any of the selected applicants, the Board shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.

**D. Board-Designated Committee.** The Board may designate a committee to carry out any or all of the Board's duties under this PCD selection and hiring section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.

**E. Open Meetings Act.** The public shall not be excluded from the meetings or proceedings under this section in accordance with the Open Meetings Act.

**F.** The PCD is ineligible to be included as a provider of any services in a Proposal for the project on which it has acted as PCD.

- G. The PCD is prohibited from being employed by or having any financial or other interest in a Design-Builder that will submit a proposal.

#### IV. **Pre-Qualifying Design-Builders**

- A. **Letters of Interest.** The District shall prepare a request for Letters of Interest, which request shall:
  - 1. Describe the project in sufficient detail to permit a Design-Builder to submit a letter of interest.
  - 2. Be published in a newspaper of general circulation within the District at least thirty (30) days prior to the deadline for receiving letters of interest; and
  - 3. Be sent by first-class mail to any Design-Builder upon request.
- B. Letters of interest shall be reviewed by the District in consultation with the PCD. The District and the PCD will evaluate prospective Design-Builders based on the information submitted to the District in response to the request for letters of interest.
- C. The District shall select at least three prospective Design-Builders, except that if only two Design-Builders have submitted letters of interest, the District shall select at least two prospective Design-Builders. Such selected Design-Builders shall be considered prequalified and eligible to receive and respond to the RFP.
- D. The District and PCD shall use the following standards when selecting which prospective Design-Builders to prequalify: capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; equipment and facilities; promptness; the quality of work previously done; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the Design-Builder could perform it in accordance with its terms.

#### V. **Preparing Requests for Proposals (RFP).** The District, with the assistance of the PCD, will prepare the RFP, which shall contain:

- A. The identity of the District for which the project will be built and the District that will execute the design-build contract;
- B. A copy of this Design-Build Contact Policy and all other policies related to the D-B Contract;
- C. The proposed terms and conditions of the D-B Contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with

nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the Design-Builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;

- D. A project statement which contains information about the scope and nature of the project;
- E. Project Performance Criteria;
- F. Budget parameters for the project;
- G. Any bonds and insurance required by law or as may be additionally required by the District;
- H. The criteria for evaluation of Proposals and the relative weight of each criterion;
- I. A requirement that the Design-Builder provide a written statement of the Design-Builder's proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction but shall not include price proposals;
- J. A requirement that the Design-Builder agree to the following conditions:
  - 1. An architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;
  - 2. At the time of the design-build offering, the Design-Builder will furnish to the Board a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project;
  - 3. The architect or engineer engaged by the Design-Builder to perform the architectural or engineering work with respect to the design-build project will have direct supervision of such work and may not be removed by the Design-Builder prior to the completion of the project without the written consent of the Board;
  - 4. A Design-Builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will (a) comply with the NEARA by procuring a certificate of authorization to practice architecture or engineering and (b) submit proof of sufficient professional liability insurance; and

5. The rendering of architectural or engineering services by a licensed architect or engineer employed by the Design-Builder will conform to the NEARA and rules and regulations adopted under the NEARA; and

K. Other information which the District chooses to require.

VI. **Notice of RFP.** At least thirty (30) days prior to the deadline for receiving and opening proposals, the District shall cause a Notice of RFP to be:

A. Published in a newspaper of general circulation within the District;

B. Filed with the Department; and

C. Sent directly to the prequalified Design-Builders only.

VII. **Preparing and Submitting Proposals**

A. Prequalified Design-Builders shall prepare and submit Proposals as required by the RFP.

B. All Proposals shall be sealed. Proposals shall not be opened until expiration of the time established for making Proposals as set forth in the RFP.

C. Proposals may be withdrawn at any time prior to acceptance.

D. The District has the right to reject any and all Proposals except for the purpose of evading the law. The District may thereafter solicit new Proposals using the same or a different Project Performance Criteria.

VIII. **Evaluating Proposals**

A. The District may only proceed to negotiate and enter into a D-B Contract if there are at least two proposals from prequalified Design-Builders.e

B. The Board shall designate members of a selection committee, which shall include at least five persons. Members of the selection committee must include:

1. One or more members of the Board;

2. One or more members of the District's administration or staff;

3. The PCD;

4. Any person having special expertise relevant to selection of a Design-Builder or construction manager under the Act; and

5. A resident of the District other than an individual included in subdivisions (1) through (4) of this subsection.

A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a Design-Builder who has a Proposal being evaluated and shall not be employed by the District or the PCD.

- C. The District shall refer the Proposals for recommendation to the selection committee.
- D. The selection committee and the District shall evaluate Proposals taking into consideration the criteria enumerated in subsections (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:
  - 1. The financial resources of the design-builder to complete the project **(up to ten percent)**;
  - 2. The ability of the proposed personnel of the design-builder to perform **(up to thirty percent)**;
  - 3. The character, integrity, reputation, judgment, experience, and efficiency of the design-builder **(up to thirty percent)**;
  - 4. The quality of performance on previous projects **(up to thirty percent)**;
  - 5. The ability of the design-builder to perform within the time specified **(up to thirty percent)**;
  - 6. The previous and existing compliance of the design-builder with laws relating to the contract **(up to ten percent)**; and
  - 7. Such other information as may be secured having a bearing on the selection **(up to twenty percent)**.
- E. The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84-712.01.
- F. The District shall then evaluate and rank each Proposal on the basis of best meeting the criteria in the RFP and taking into consideration the recommendation of the selection committee.

**IX. Negotiating a Design-Build Contract**

- A. The District may attempt to negotiate a D-B Contract with the highest ranked Design-Builder selected by the District and may enter into a Design-Build contract after negotiations.
- B. The negotiations shall include a final determination of the manner by which the Design-Builder selects a subcontractor
- C. If the District is unable to negotiate a satisfactory D-B Contract with the highest ranked Design-Builder, the District may terminate negotiations with that Design-Builder. The District may then undertake negotiations

with the second highest ranked Design-Builder and may enter into a D-B Contract after negotiations.

- D. If the District is unable to negotiate a satisfactory contract with the second highest ranked Design-Builder, the District may undertake negotiations with the third highest ranked Design-Builder, if any, and may enter into a D-B Contract after negotiations.
- E. If the District is unable to negotiate a satisfactory contract with any of the ranked Design-Builders, the District may either revise the RFP and solicit new proposals or cancel the Design-Build process under the Act.
- F. If the District is able to negotiate a satisfactory D-B Contract with a Design-Builder, the District shall file a copy of all D-B Contract documents with the Department within thirty (30) days after their full execution. Within thirty (30) days after completion of the project, the Design-Builder shall file a copy of all contract modifications and change orders with the Department.

**X. Formal Protests Relating to the Solicitation or Execution of D-B Contracts**

- A. **Definitions.** For this section on "Formal Protests Related to the Solicitation of Execution of D-B Contracts" the following definitions apply:
  - 1. **Interested party** shall mean an actual or prospective Design-Builder whose direct economic interest would be affected by the award of a contract by the District to another party or by the failure of the District to award a contract to such actual or prospective Design-Builder.
  - 2. **Protest** shall mean a written objection by an interested party on any phase of the bidding procurement process, including specification, preparation, performance criteria development, RFP, pre-qualification, ranking, contract negotiations, and award.
- B. **Right to Protest.** An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after the event giving rise to the protest. Protests based on alleged apparent improprieties in a solicitation or other request for Proposals must be filed before Proposal opening or the deadline for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the Design-Builder. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

1. The name and address of the interested party;
2. Appropriate identification of the relevant solicitation, and if a Proposal has been opened, its number, and date of opening;
3. A detailed statement of reasons for the protest;
4. Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
5. The action(s) the protestor desires the District to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The District shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the District.

- C. **Authority to Resolve Protests.** Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protester and all other Design-Builders. If not satisfied with the decision of the Superintendent, any interested party protester may appeal to the Board, but the decision shall be final unless the interested party protester files a timely appeal with the Board.
- D. **Board Appeal Procedures.** Any interested party protester, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the

action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. The Board shall consider the Decision of the Superintendent and shall make the final decision on the protest. The Board's decision shall be final.

XI. **Refinements and Changes.** A D-B Contract may be conditioned upon later refinements in scope and price and may permit the District in agreement with the Design-Builder to make changes in the project without invalidating the D-B Contract. Later refinements shall not, however, exceed the scope of the project statement contained in the RFP.

XII. **Adherence to Performance Criteria.** Throughout the project, the PCD shall remain engaged on the project and shall be responsible for monitoring the Design-Builder's adherence to the Performance Criteria in the Design-Builder's performance of the D-B Contract. Upon PCD's observation that the Design-Builder's performance of the D-B Contract has or is reasonably likely to materially diverge from the Performance Criteria, the PCD shall promptly notify the District of such observation and the basis for the same.

XIII. **Projects Excluded.** The District shall not use a Design-Build Contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

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Reviewed on: 3-10-2025

## **3047 Data Breach Response**

### **I. Preparation**

A data breach is an instance in which personal information as defined by state law or personally identifiable information as defined by federal law is released or accessed in an unauthorized manner. The district will implement and maintain reasonable security procedures and practices that are appropriate to the nature and sensitivity of the personal information handled by the district. In order to ensure compliance with state and federal law; in the event of a breach the following preparatory steps shall be taken.

#### **A. Data Governance**

The superintendent, or their designee, will create an annually updated data directory that will include:

1. Computing devices purchased by the district,
2. Software that is installed on district devices,
3. **Approved vendors/contractors that have access to personal information or personally identifiable information,**
4. Staff members with access to district devices,
5. Staff members with active usernames and passwords for any district software.

#### **B. New Devices and Software**

Any new software or device that is used in a district building for district purposes will be submitted to the superintendent or their designee for inclusion in the directory.

### **II. Incident Response Plan**

#### **A. Assessment and Investigation**

1. If the District becomes aware of a data breach it will make every reasonable effort to remedy the cause of the breach as soon as possible.

2. The District will contact its cyber or relevant data breach insurance provider in the event of a suspected breach.
3. The District will conduct a good faith, reasonable, and prompt investigation to determine the likelihood that personal information has been or will be used for an unauthorized purpose.
4. This investigation will include, but not be limited to, an assessment of what software, hardware, and physical documents were accessed; which District personnel had access to the compromised data; and what specific data was compromised.

**B. Notification of Affected Individuals**

1. If the investigation determines that the use of information about a Nebraska resident for an unauthorized purpose has occurred or is reasonably likely to occur, the district shall give notice to the affected Nebraska resident.
2. Notice shall be made as soon as possible and without unreasonable delay, consistent with the legitimate needs of law enforcement and consistent with any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the computerized data system.

**C. Notification of Law Enforcement and Outside Organizations**

1. Should notice of the breach be required to any individual, notice of the breach will be simultaneously sent to the Nebraska Attorney General's office.
2. The Superintendent will determine if the Family Policy Compliance Office will be notified of the breach.
3. The Superintendent will determine if the Privacy Technical Assistance Center will be notified of the breach.

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Revised on: 6-9-2025  
Reviewed on: 4-14-2025

**4051**  
**Staff and District Social Media Use**

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

**I. Personal Versus School-Affiliated Social Media Use**

**A. Personal Social Media Use**

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

**B. School-Affiliated Social Media Use**

1. Any social media account which purports to be “the official” account of the school district (e.g., “Chieftain Wrestling”), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district’s business purpose. Staff members may not use “official” accounts for personal use.
2. Staff ~~may be~~ are required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.
4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections. ~~They are also not allowed to make any press releases or other official communications on behalf of the district without prior administrative approval. In other words, staff do not speak “for the district” directly or indirectly unless specifically authorized and directed to do so.~~

## **II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use**

### **A. General Use and Conditions**

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board’s policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

## **B. Acceptable Use**

1. Staff may use social media for school-related communication with fellow educators, parents, and patrons. **Student communication must be consistent with the district's professional boundaries policies and expectations.**
2. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter. **This includes spotting AI-generated content, fakes, spoofs, and discerning the quality and reliability of content.**

## **C. Unacceptable Use**

1. Staff shall **not** **never** access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.
2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.
3. Staff shall not access social media networking sites such as Facebook, **Twitter X**, Instagram, **Snapchat**, and **TikTok** on school-owned devices or during school time unless **such access is for an educational activity which has been preapproved by the staff member's immediate supervisor** **permitted by district policy or preapproved by the staff member's immediate supervisor.** This prohibition extends to using chat

rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

### **III. School-Affiliated Digital Content**

#### **A. General Use and Conditions for School-Affiliated Accounts**

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, **blogs**, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

#### **B. Moderation of Third Party Content**

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages **or tags or links to official school accounts on another account** may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, **lascivious, true threat**, or appeals to prurient interests;
2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;
3. Contains **fighting words or content that is** threatening, harassing, or discriminatory;
4. **Advocates, promotes, or encourages the use of drugs, alcohol, or other prohibited substances;**
5. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
6. Contains any other threat to the safety of students and staff.

The district may restrict access to its official accounts for violations of these rules, such as deleting comments or prohibiting comments. Accounts that are not official school accounts are those owned and operated by board members and employees for their personal use, even if they discuss school matters.

Every **official school** account administrator must keep a copy of any removed content **or banned/blocked individual account** and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

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