

## Board of Education Regular Meeting

Monday, June 12, 2017 7:30 PM

C.L. Jones Middle School, 520 West Third, Minden, NE 68959

Ken Carpenter: Present  
Justin Glanzer: Present  
Craig Grams: Present  
Richard Jacobsen: Present  
Kevin Raun: Present  
Rusty Rhynalds: Present

### 1. Roll Call

### 2. Minutes

#### Action(s):

Motion to approve the May 8 minutes with the correction of Raun present and Jacobsen absent and the May 25 minutes as presented Passed with a motion by Craig Grams and a second by Justin Glanzer.

#### Voting Detail:

Ken Carpenter: Yea  
Justin Glanzer: Yea  
Craig Grams: Yea  
Richard Jacobsen: Yea  
Kevin Raun: Yea  
Rusty Rhynalds: Yea

**Voting Summary:** Yea: 6, Nay: 0

### 3. Public Comment

### 4. Financial Reports - Action Items

#### 4.a. Consider Financial Reports

#### Action(s):

Motion to approve the Financial Reports as presented Passed with a motion by Ken Carpenter and a second by Justin Glanzer.

#### Voting Detail:

Ken Carpenter: Yea  
Justin Glanzer: Yea  
Craig Grams: Yea  
Richard Jacobsen: Yea  
Kevin Raun: Yea  
Rusty Rhynalds: Yea

**Voting Summary:** Yea: 6, Nay: 0

### 5. Old Business - Action Items

#### 5.a. Consider Bills - General Fund

#### Action(s):

Motion to approve the consideration of bills from

the General Fund Passed with a motion by Rusty Rhynalds and a second by Richard Jacobsen.

**Voting Detail:**

Ken Carpenter: Yea  
Justin Glanzer: Yea  
Craig Grams: Yea  
Richard Jacobsen: Yea  
Kevin Raun: Yea  
Rusty Rhynalds: Yea

**Voting Summary:** Yea: 6, Nay: 0

**6. Discussion Only**

6.a. Report from Superintendent

6.b. Reports from Administrators

6.c. Facilities Report

**7. New Business**

7.a. Consider, Discuss, and Take Action on Policy 3571 Meal Charge - 2nd reading

7.b. Consider, Discuss, and Take Action on Amendments to Policy 3240 Safety - 2nd reading

7.c. Consider, Discuss, and Take Action on Amendments to Policy 5417 School Wellness - 2nd reading

7.d. Consider, Discuss, and Take Action on Policy 3131 Procurement Plan - 1st reading -- added 6/8/17

**Action(s):**

Motion to approve Policy 3131 Procurement Plan-School Food Authorities Passed with a motion by Justin Glanzer and a second by Kevin Raun.

**Voting Detail:**

Ken Carpenter: Yea  
Justin Glanzer: Yea  
Craig Grams: Yea  
Richard Jacobsen: Yea  
Kevin Raun: Yea  
Rusty Rhynalds: Yea

**Voting Summary:** Yea: 6, Nay: 0

7.e. Consider, Discuss, and Take Action on Amendments to Policy 1200 Anti-Discrimination, Policy 4003 Anti-Discrimination, Policy 3570 ESSA, Policy 5001 Form: Immunization Requirements, Policy 5004 Full-Time & Part-Time Enrollment, Policy 5202 FERPA Rights, Policy 5413 Student Interviews, Policy 5418 Homeless Students, Policy 6800 Internet Safety & Acceptable Use, Policy 8130 Annual Organizational Meeting, and Policy 9330 Parliamentary Procedure - 1st readings -- added 6/8/17

**Action(s) :**

Motion to approve the amendments to Policy 1200 Anti-Discrimination, Policy 4003 Anti-Discrimination, Policy 3570 ESSA, Policy 5001 Form: Immunization Requirements, Policy 5004 Full-Time & Part-Time Enrollment, Policy 5202 FERPA Rights, Policy 5413 Student Interviews, Policy 5418 Homeless Students, Policy 6800 Internet Safety & Acceptable Use, Policy 8130 Annual Organizational Meeting, and Policy 9330 Parliamentary Procedure Passed with a motion by Rusty Rhynalds and a second by Justin Glanzer.

**Voting Detail:**

Ken Carpenter: Yea  
Justin Glanzer: Yea  
Craig Grams: Yea  
Richard Jacobsen: Yea  
Kevin Raun: Yea  
Rusty Rhynalds: Yea

**Voting Summary:** Yea: 6, Nay: 0

8. **Additional Information**

9. **Adjournment**

**Action(s) :**

At 8:15 pm, motion to adjourn the meeting Passed with a motion by Ken Carpenter and a second by Richard Jacobsen.

**Voting Detail:**

Ken Carpenter: Yea  
Justin Glanzer: Yea  
Craig Grams: Yea  
Richard Jacobsen: Yea  
Kevin Raun: Yea  
Rusty Rhynalds: Yea

**Voting Summary:** Yea: 6, Nay: 0

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Board Secretary

**MINDEN PUBLIC SCHOOLS  
BOARD OF EDUCATION  
May 8, 2017**

The agenda for the May 8, 2017 hearing and meeting was posted at the United States Post Office in Minden, Minden Exchange Bank, First Bank and Trust Company, Kearney County Courthouse, and the Minden city office. Agendas were mailed to the United States Post Office in Upland and Heartwell. The agenda was posted in the superintendent's office and published in the local paper.

The board meeting began at 5:30 pm with all board members present, except Carpenter and Jacobsen. Motion by Grams and second by Glanzer to approve the absences of Carpenter and Raun. Roll call: Glanzer, aye; Grams, aye; Raun, aye; Rhynalds, aye. Motion carried.

At 5:33 pm, motion by Grams and second by Glanzer to hear support, opposition, criticism and/or suggestions for the reaffirmation of Policy 5416 Student Fees, 6400 Parental Involvement, and 5415 Anti-Bullying. Roll call: Glanzer, aye; Grams, aye; Raun, aye; Rhynalds, aye. Motion carried.

No one present commented.

The hearing was closed at 5:34 pm, following a motion by Glanzer and second by Raun. Roll call: Glanzer, aye; Grams, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Rhynalds and second by Glanzer to approve the minutes from the meetings held April 10 and April 24. Roll call: Glanzer, aye; Grams, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Grams and second by Glanzer to change the order of the agenda by moving 8m to the beginning of new business. Roll call: Glanzer, aye; Grams, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Glanzer and second by Rhynalds to approve the financial reports. Roll call: Glanzer, aye; Grams, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Grams and second by Glanzer to approve the claims against the General Fund. Roll call: Glanzer, aye; Grams, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Glanzer and second by Raun to approve the 2017-18 extra duty assignments filled thus far and to authorize Dr. Melissa Wheelock and Phil Hoyt to fill open positions as needed. Roll call: Glanzer, aye; Grams, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Raun and second by Glanzer to reaffirm Policy 5415 Antibullying, Policy 5008 Student Attendance, Policy 5416 Student Fees, and Policy 6400 Parental Involvement. Roll call: Glanzer, aye; Grams, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Rhynalds and second by Glanzer to approve the second reading of the amendments to Policy 5007 Foreign Exchange Students. Roll call: Glanzer, aye; Grams, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Rhynalds and second by Raun to approve the second reading of the amendments to Policy 5001 Admission Requirements. Roll call: Glanzer, aye; Grams, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Rhynalds and second by Grams to approve the 2017-18 capacity limits for Policy 5006 Option Enrollment. Roll call: Glanzer, aye; Grams, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Grams and second by Glanzer to approve the first reading of Policy 3571 Meal Charge. Roll call: Glanzer, aye; Grams, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Glanzer and second by Raun to approve first reading of the amendments to Policy 3240 Safety. Roll call: Glanzer, aye; Grams, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Glanzer and second by Raun to approve the first reading of the amendments to Policy 5417 School Wellness. Roll call: Glanzer, aye; Grams, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Rhynalds and second by Glanzer to approve the scoreboards for the new high school gym from Nevco. Roll call: Glanzer, aye; Grams, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Glanzer and second by Grams to approve new phone system for the middle school and new high school from BTS Communications. Roll call: Glanzer, aye; Grams, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Rhynalds and second by Glanzer to approve changing the current part-time high school custodial position to full-time. Roll call: Glanzer, aye; Grams, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Glanzer and second by Grams to approve adding a custodial position for activities only. Roll call: Glanzer, aye; Grams, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Grams and second by Raun to approve the contract of Keaton Gracey as the 9-12 Language Arts teacher for the 2017-18 school year, pending background check. Roll call: Glanzer, aye; Grams, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Glanzer and second by Rhynalds to approve the Dell Computer purchases for the new high school. Roll call: Glanzer, aye; Grams, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Grams and second by Raun to approve the 2017 summer projects. Roll call: Glanzer, aye; Grams, aye; Raun, aye; Rhynalds, aye. Motion carried.

At 7:02 pm, a motion was made by Grams and second by Glanzer to adjourn the meeting. Roll call: Glanzer, aye; Grams, aye; Raun, aye; Rhynalds, aye. Motion carried.

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Secretary, Board of Education

**MINDEN PUBLIC SCHOOLS  
BOARD OF EDUCATION  
May 25, 2017**

The agenda for the May 25, 2017 special meeting was posted at the United States Post Office in Minden, Minden Exchange Bank, First Bank and Trust Company, Kearney County Courthouse, Minden city office, and Superintendent's office.

The board meeting began at 7:45 am with all board members present, except Raun. Motion by Glanzer and second by Carpenter to approve the absence of Raun. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Rhynalds, aye. Motion carried.

Motion by Grams and second by Glanzer to approve CCS Presentations to provide projectors and cabling for the new high school. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Rhynalds, aye. Motion carried.

Motion by Carpenter and second by Glanzer to approve the bills. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Rhynalds, aye. Motion carried.

Grams exited at 7:55 am.

Motion by Jacobsen and second by Carpenter to regretfully decline the foreign exchange student for the 2017-18 school year due to his being unable to get the full experience since he is unable to participate in NSAA activities because he has already graduated from high school. Roll call: Carpenter, aye; Glanzer, aye; Jacobsen, aye; Rhynalds, aye. Motion carried.

Motion by Rhynalds and second by Jacobsen to approve the purchase of 110 Chromebooks for the high school. Roll call: Carpenter, aye; Glanzer, aye; Jacobsen, aye; Rhynalds, aye. Motion carried.

At 8:23 am, a motion was made by Glanzer and second by Jacobsen to adjourn the meeting. Roll call: Carpenter, aye; Glanzer, aye; Jacobsen, aye; Rhynalds, aye. Motion carried.

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Secretary, Board of Education

MINDEN PUBLIC SCHOOLS  
TREASURER'S REPORT  
May 31, 2017

SCHOOL BALANCE - April 30, 2017		\$137,513.81
Current Months Receipts		\$2,320,733.44
Transfers from Investments		\$400,000.00
Total Beginning Balance and Receipts		\$2,858,247.25
Less: Disbursements		\$780,328.19
Transfer to Investments		\$1,950,000.00
Total Disbursements		\$2,730,328.19
SCHOOL BALANCE - May 31, 2017		\$127,919.06
BALANCE PER BANK STATEMENT - May 31, 2017		\$128,803.48
Deposits In Transit		\$0.00
LESS : Outstanding Checks		\$884.42
RECONCILED BANK BALANCE - May 31, 2017		\$127,919.06
(Balance - May 31, 2016 = \$179,437.26)		
GENERAL FUND INVESTMENTS		\$3,390,371.20
Money Market Minden Exchange	\$2,163,342.94	0.15% demand
Money Market First Bank	\$1,227,028.26	0.25% demand
(Balance May 31, 2016 = \$3,935,157.98)		
DEPRECIATION FUND INVESTED		\$1,807,350.99
Money Market Minden Exchange Bank	\$528,954.11	0.15% demand
Money Market First Bank	\$527,825.83	0.25% demand
NE Liquid Asset Fund - Depreciation Fund	\$750,570.55	
Checking Minden Exchange Bank	\$0.50	
(Balance May 31, 2016 = \$1,323,662.58)		
EMPLOYEE BENEFITS FUND		\$35,314.34
Money Market First Bank	\$35,314.34	0.25% demand
(Balance May 31, 2016 = \$35,226.17)		
BUILDING FUND		\$7,172,432.69
Money Market Minden Exchange Bank	\$2,836,279.30	0.15% demand
Money Market First Bank	\$57,542.27	0.13% demand
NE Liquid Asset Fund - Building Fund	\$748,137.94	
Money Market First Bank - HS Constr. Acct.	\$3,530,471.71	0.25% demand
NE Liquid Asset Fund - HS Constr. Acct.	\$0.00	
Checking Minden Exchange Bank	\$1.47	
(Balance May 31, 2016 = \$8,989,714.90)		
BOND FUND		\$1,202,286.27
Money Market Minden Exchange Bank	\$1,202,286.27	
(Balance May 31, 2016 = \$573,918.07)		
LUNCH FUND		\$85,930.39
Money Market First Bank	\$7,931.78	0.05% demand
Checking First Bank	\$77,998.61	
(Balance May 31, 2016 = \$114,115.40)		
FUNDS PLEDGED FOR DEPOSITS		
Minden Exchange Bank	\$6,992,368.15	Plus 250M FDIC
First Bank	\$8,410,000.00	Plus 250M FDIC

William Johnson, Treasurer

# Monthly Board Report All Expenses

Account	Description	Proposed Budgeted	Disbursed	Balance Remaining	Percentage Spent
1-1100	Instructional Supplies & Services	\$347,847.48	\$187,705.94	\$160,141.54	53.96%
1-1100-110	Instructional Salaries & Benefits	\$4,604,337.74	\$3,816,330.62	\$788,007.12	82.89%
1-1125	Academic Intervention Supplies & Service	\$3,600.00	\$1,250.00	\$2,350.00	34.72%
1-1125-110	Academic Intervention Salaries & Benefits	\$120,856.08	\$98,070.78	\$22,785.30	81.15%
1-1200	SPED Supplies & Services	\$99,134.79	\$42,005.24	\$57,129.55	42.37%
1-1200-110	SPED Salaries & Benefits	\$1,071,703.58	\$854,688.34	\$217,015.24	79.75%
1-1290	Preschool Supplies & Services	\$19,555.00	\$5,340.09	\$14,214.91	27.31%
1-1290-110	Preschool Salaries & Benefits	\$6,187.99	\$1,926.70	\$4,261.29	31.14%
1-1310	Gifted Supplies & Services	\$1,900.00	\$598.30	\$1,301.70	31.49%
1-1310-110	Gifted Salaries & Benefits	\$49,587.86	\$39,543.26	\$10,044.60	79.74%
1-2120	Guidance Supplies & Services	\$3,500.00	\$1,014.68	\$2,485.32	28.99%
1-2120-110	Guidance Salaries & Benefits	\$270,087.54	\$225,805.96	\$44,281.58	83.60%
1-2130	Health Services	\$41,089.96	\$36,000.19	\$5,089.77	87.61%
1-2150	Safety & Security	\$6,000.00	\$3,330.46	\$2,669.54	55.51%
1-2190	Activities Supplies & Services	\$30,000.00	\$16,919.76	\$13,080.24	56.40%
1-2190-110	Activities Salaries & Benefits	\$182,148.37	\$121,940.13	\$60,208.24	66.95%
1-2210	ESU Grant	\$587.64	\$0.00	\$587.64	0.00%
1-2212	Staff Training and Curriculum Development	\$5,000.00	\$1,321.35	\$3,678.65	26.43%
1-2215	Assessment Coordinator Supplies & Service	\$850.00	\$536.00	\$314.00	63.06%
1-2215-110	Assessment Coordinator Salary & Benefits	\$40,223.69	\$33,500.90	\$6,722.79	83.29%
1-2222	Media Center Supplies & Services	\$26,242.25	\$14,131.22	\$12,111.03	53.85%
1-2222-110	Media Center Salaries & Benefits	\$241,137.86	\$190,510.74	\$50,627.12	79.00%
1-2310	Board of Education	\$43,845.63	\$30,214.82	\$13,630.81	68.91%
1-2320	Executive Administration Supplies & Services	\$10,350.00	\$5,676.70	\$4,673.30	54.85%
1-2320-110	Executive Administration Salaries & Benefits	\$240,297.20	\$198,311.17	\$41,986.03	82.53%
1-2330	District Legal Services	\$20,000.00	\$5,486.50	\$14,513.50	27.43%
1-2410	Principals Supplies & Services	\$9,025.00	\$5,284.80	\$3,740.20	58.56%
1-2410-110	Principals Salary & Benefits	\$541,729.96	\$454,626.21	\$87,103.75	83.92%
1-2500	Postage & Telephone	\$15,000.00	\$7,365.14	\$7,634.86	49.10%
1-2510	Business Administration	\$117,816.08	\$101,372.95	\$16,443.13	86.04%
1-2520	Non-Pupil Vehicle Fuel & Maintenance	\$10,500.00	\$3,202.44	\$7,297.56	30.50%
1-2610	Custodial Supplies & Services	\$30,000.00	\$24,057.81	\$5,942.19	80.19%
1-2610-110	Custodial Salaries & Benefits	\$258,982.51	\$203,843.94	\$55,138.57	78.71%
1-2615	Utilities	\$355,550.00	\$265,138.17	\$90,411.83	74.57%
1-2620	Maintenance Supplies & Services	\$366,000.01	\$225,687.36	\$140,312.65	61.66%
1-2620-110	Maintenance Salaries & Benefits	\$133,859.20	\$74,872.44	\$58,986.76	55.93%
1-2620-300	Insurance	\$104,095.99	\$101,347.00	\$2,748.99	97.36%
1-2750	Pupil Transportation Supplies & Services	\$109,500.00	\$102,125.15	\$7,374.85	93.26%
1-2750-110	Pupil Transportation Salaries & Benefits	\$166,317.37	\$121,471.46	\$44,845.91	73.04%
1-3135	High Ability Learners	\$7,600.00	\$7,554.00	\$46.00	99.39%
1-4200	Title I Part A	\$115,471.00	\$82,092.95	\$33,378.05	71.09%
1-4210	Title I Part A Accountability	\$0.00	\$3,055.51	-\$3,055.51	#DIV/0!
1-4310	Title II Part A	\$23,424.00	\$23,339.00	\$85.00	99.64%
1-4400	Federal Funds	\$169,077.00	\$164,177.06	\$4,899.94	97.10%
1-6000	Summer School	\$9,026.14	\$0.00	\$9,026.14	0.00%
1-8000	Interfund Transfers	\$50,000.00	\$0.00	\$50,000.00	0.00%
1-9000	Payroll Reimbursed by Other Funds/Agencies	\$5,288.76	\$4,159.82	\$1,128.94	78.65%
<b>Totals</b>		<b>\$10,084,333.68</b>	<b>\$7,906,933.06</b>	<b>\$2,177,400.62</b>	<b>78.41%</b>

## 2016/17 Projections vs. Actuals for General Fund As of May 31, 2017

### Income

2016/17 Budgeted Income = \$9,984,333.68				
Month	Projected Income	Actual Income	Over/(Under) Projection	Running Balance Over/(Under) Projection
September	\$2,018,832.27	\$1,848,291.32	(\$170,540.95)	(\$170,540.95)
October	\$513,194.75	\$426,969.72	(\$86,225.03)	(\$256,765.98)
November	\$179,718.01	\$127,266.47	(\$52,451.54)	(\$309,217.52)
December	\$157,752.47	\$128,371.10	(\$29,381.37)	(\$338,598.89)
January	\$1,635,433.86	\$1,560,864.10	(\$74,569.76)	(\$413,168.65)
February	\$831,695.00	\$720,818.66	(\$110,876.34)	(\$524,044.99)
March	\$512,196.32	\$321,386.42	(\$190,809.90)	(\$714,854.89)
April	\$379,404.68	\$778,185.84	\$398,781.16	(\$316,073.73)
May	\$2,603,914.22	\$2,320,104.59	(\$283,809.63)	(\$599,883.36)
June	\$831,695.00			
July	\$131,793.20			
August	\$188,703.90			

### Cash Flow

Month	Projected Cash Flow	Actual Cash Flow	Over/(Under) Projection	Running Balance Over/(Under) Projection
September	\$1,130,402.47	\$980,999.16	(\$149,403.31)	(\$149,403.31)
October	(\$268,341.11)	(\$346,348.00)	(\$78,006.89)	(\$227,410.20)
November	(\$629,045.55)	(\$656,873.54)	(\$27,827.99)	(\$255,238.19)
December	(\$620,758.09)	(\$647,326.76)	(\$26,568.67)	(\$281,806.86)
January	\$858,940.17	\$800,241.67	(\$58,698.50)	(\$340,505.36)
February	\$45,116.97	(\$68,248.92)	(\$113,365.89)	(\$453,871.25)
March	(\$277,407.01)	(\$442,165.79)	(\$164,758.78)	(\$618,630.03)
April	(\$405,156.48)	\$14,117.26	\$419,273.74	(\$199,356.29)
May	\$1,784,057.89	\$1,540,849.16	(\$243,208.73)	(\$442,565.02)
June	(\$58,751.66)	\$0.00		
July	(\$716,299.26)	\$0.00		
August	(\$942,758.34)	\$0.00		

### Expenses

2016/17 Budgeted Expenses = \$10,084,333.68				
Month	Projected Expenses	Actual Expenses	Over/(Under) Projection	Running Balance Over/(Under) Projection
September	\$888,429.80	\$867,292.16	(\$21,137.64)	(\$21,137.64)
October	\$781,535.86	\$773,317.72	(\$8,218.14)	(\$29,355.78)
November	\$808,763.56	\$784,140.01	(\$24,623.55)	(\$53,979.33)
December	\$778,510.56	\$775,697.86	(\$2,812.70)	(\$56,792.03)
January	\$776,493.69	\$760,622.43	(\$15,871.26)	(\$72,663.29)
February	\$786,578.03	\$789,067.58	\$2,489.55	(\$70,173.74)
March	\$789,603.33	\$763,552.21	(\$26,051.12)	(\$96,224.86)
April	\$784,561.16	\$764,068.58	(\$20,492.58)	(\$116,717.44)
May	\$819,856.33	\$779,255.43	(\$40,600.90)	(\$157,318.34)
June	\$890,446.66			
July	\$848,092.46			
August	\$1,131,462.24			

### General Fund Balance

Beginning Reconciled GF Balance = \$2,343,046.02			
Month	Projected GF Balance	Actual Reconciled GF Balance	Over/(Under) Projection
September	\$3,473,448.49	\$3,324,045.18	(\$149,403.31)
October	\$3,205,107.38	\$2,977,697.18	(\$227,410.20)
November	\$2,576,061.83	\$2,320,823.64	(\$255,238.19)
December	\$1,955,303.74	\$1,673,496.88	(\$281,806.86)
January	\$2,814,243.91	\$2,473,738.55	(\$340,505.36)
February	\$2,859,360.88	\$2,405,489.63	(\$453,871.25)
March	\$2,581,953.87	\$1,963,323.84	(\$618,630.03)
April	\$2,176,797.39	\$1,977,441.10	(\$199,356.29)
May	\$3,960,855.28	\$3,518,290.26	(\$442,565.02)
June	\$3,902,103.62		
July	\$3,185,804.36		
August	\$2,243,046.02		

## Lunch Fund Checks and Liabilities

Check Number	Date	Payee	Reason	Amount
EFT	5/11/2017	Sysco	Commodities	\$ 5,578.16
5196	5/11/2017	Mason's Market	Commodities	\$ 42.68
5197	5/11/2017	Minden Hardware	Lunch Room Supplies	\$ 6.99
5198	5/11/2017	Minden Office Supply	Lunch Room Printer Ink	\$ 43.18
5199	5/11/2017	Minden Middle School	Water	\$ 54.00
5200	5/11/2017	Fifth Street Printing	Lunch Fund Checks	\$ 513.95
5202	5/11/2017	Chesterman Company	Beverages	\$ 83.00
5203	5/11/2017	Cash-wa Distributing Co.	Commodities	\$ 5,285.18
5204	5/11/2017	Nebraska Food Distribution	Commodities	\$ 123.83
5205	5/11/2017	Pepsi-cola Bottling	Beverages	\$ 211.00
5206	5/11/2017	Roberts Dairy	Milk Products	\$ 2,916.32
3005	6/13/2017	Blue Cross Blue Shield	Health & Dental Insurance Premiums	\$ 5,164.97
3006	6/13/2017	Madison National Life Insurance Co., Inc.	Employee FEBA - Life Insurance Premiums	\$ 24.60
3006	6/13/2017	Madison National Life Insurance Co., Inc.	EE Life Insurance Premiums	\$ 41.10
3006	6/13/2017	Madison National Life Insurance Co., Inc.	EE Life Insurance Premiums	\$ 26.05
3007	6/13/2017	Minden Public Schools	EE & ER Retirement Contributions	\$ 1,557.11
3007	6/13/2017	Minden Public Schools	Employee FEBA - Medical/Dental	\$ 83.34
3008	6/13/2017	Mps Payroll	EE & ER FICA, Medicare, & Federal Income Tax	\$ 1,456.70
3009	6/13/2017	Mps Payroll NE Income Tax	EE Nebraska Income Tax Withholding	\$ 77.66
3010	6/13/2017	Principal Life Insurance Company	ER Long-Term Disability Premiums	\$ 16.45
<b>Subtotal</b>				<b>\$ 23,306.27</b>
<b>Net Payroll - June 2017</b>				<b>\$ 6,319.88</b>
<b>Total Lunch Fund Disbursements</b>				<b>\$ 29,626.15</b>

## Depreciation Fund Disbursements

Check Number	Date	Payee	Reason	Amount
1012	6/13/2017	Communications Engineering, Inc.	Security System Patch Cables	\$ 798.40
1012	6/13/2017	Communications Engineering, Inc.	Security System Switches	\$ 2,116.00
1012	6/13/2017	Communications Engineering, Inc.	Aiphone Software	\$ 496.00
1012	6/13/2017	Communications Engineering, Inc.	Card Access System Software - New HS	\$ 1,446.00
1012	6/13/2017	Communications Engineering, Inc.	Security System Software - New HS	\$ 14,821.00
1012	6/13/2017	Communications Engineering, Inc.	Aiphone Hardware	\$ 3,768.00
1012	6/13/2017	Communications Engineering, Inc.	Card access System Hardware	\$ 5,639.00
1012	6/13/2017	Communications Engineering, Inc.	Security Cameras And Mounting Brackets	\$ 49,751.00
1012	6/13/2017	Communications Engineering, Inc.	Security system Video Recording Device	\$ 16,513.00
1013	6/13/2017	Dell Marketing L.P.	Dell 20" Monitor	\$ 119.60
1013	6/13/2017	Dell Marketing L.P.	Dell 24" Monitor	\$ 179.50
1013	6/13/2017	Dell Marketing L.P.	Dell USB Soundbar	\$ 18.00
1013	6/13/2017	Dell Marketing L.P.	OptiPlex 7450 All-In-One Computers	\$ 62,370.00
1014	6/13/2017	MSC Industrial Supply Co.	Robotics Carrier	\$ 1,146.60
1014	6/13/2017	MSC Industrial Supply Co.	Robotics Tool Case	\$ 707.07
1014	6/13/2017	MSC Industrial Supply Co.	Robotics Tool Storage w/ Drawers	\$ 507.08
1014	6/13/2017	MSC Industrial Supply Co.	Shipping	\$ 268.88
1015	6/13/2017	Menards	6-Tier Black Shelving - New HS	\$ 319.96
<b>Total Depreciation Fund Disbursements - June 2017</b>				<b>\$ 160,985.09</b>

## Building Fund Liabilities - New High School Construction

Check Number	Date	Payee	Reason	Amount
EFT	6/13/2017	DLR Group, Inc.	Construction Services - 76% Complete	\$ 15,889.10
EFT	6/13/2017	DLR Group, Inc.	Reimbursable Mileage/Transportation	\$ 199.36
EFT	6/13/2017	Boyd Jones Construction Co.	CMR Fee - 93.37% Complete	\$ 26,319.53
EFT	6/13/2017	Boyd Jones Construction Co.	Reimbursable Expenses - 88.94% Complete	\$ 26,693.45
EFT	6/13/2017	Boyd Jones Construction Co.	Acoustical Tile Ceilings & Panels - 75% Complete	\$ 43,000.00
EFT	6/13/2017	Boyd Jones Construction Co.	Composite Wall Panels - 103.42% Complete	\$ 178,110.00
EFT	6/13/2017	Boyd Jones Construction Co.	Concrete - 98.85% Complete	\$ 12,980.00
EFT	6/13/2017	Boyd Jones Construction Co.	Educational Casework - 104.24% Complete	\$ 86,551.06
EFT	6/13/2017	Boyd Jones Construction Co.	Electrical - 78.78% Complete	\$ 81,153.19
EFT	6/13/2017	Boyd Jones Construction Co.	Expansion Joint Covers - 60.27% Complete	\$ 10,674.00
EFT	6/13/2017	Boyd Jones Construction Co.	Wood Flooring - 83.62% Complete	\$ 102,608.00
EFT	6/13/2017	Boyd Jones Construction Co.	Woods - 100.96% Complete	\$ 8,564.35
EFT	6/13/2017	Boyd Jones Construction Co.	Storefront and Glass - 95.21% Complete	\$ 17,268.20
EFT	6/13/2017	Boyd Jones Construction Co.	Surveying - 100% Complete	\$ 1,123.14
EFT	6/13/2017	Boyd Jones Construction Co.	Toilet Partitions & Specialties - 69.76% Complete	\$ 5,268.00
EFT	6/13/2017	Boyd Jones Construction Co.	Utility Relocation - 94.50% Complete	\$ 5,601.21
EFT	6/13/2017	Boyd Jones Construction Co.	Waterproofing/Weather Barriers/ Sealants - 64.60% Complete	\$ 5,750.00
EFT	6/13/2017	Boyd Jones Construction Co.	Winter Conditions - 66.94% Complete	\$ 7,360.43
EFT	6/13/2017	Boyd Jones Construction Co.	Painting/Air Barriers/Water Repellants - 83.39% Complete	\$ 22,760.00
EFT	6/13/2017	Boyd Jones Construction Co.	Roofing - 99.83% Complete	\$ 220.00
EFT	6/13/2017	Boyd Jones Construction Co.	Selective Demo - 109.21% Complete	\$ 702.90
EFT	6/13/2017	Boyd Jones Construction Co.	Site Utilities/Earthwork - 69.70% Complete	\$ 1,467.32
EFT	6/13/2017	Boyd Jones Construction Co.	Stage Rigging & Curtains - 87.50% Complete	\$ 29,219.00
EFT	6/13/2017	Boyd Jones Construction Co.	Steel/HC/Precast Erection - 101.39% Complete	\$ 6,871.19
EFT	6/13/2017	Boyd Jones Construction Co.	Flooring - 64.01% Complete	\$ 40,877.75
EFT	6/13/2017	Boyd Jones Construction Co.	Install Doors/Frames/Hardware - 62.79% Complete	\$ 6,945.65
EFT	6/13/2017	Boyd Jones Construction Co.	Landscaping - 14.87% Complete	\$ 17,000.00
EFT	6/13/2017	Boyd Jones Construction Co.	Lockers - 100% Complete	\$ 17,275.00
EFT	6/13/2017	Boyd Jones Construction Co.	Masonry - 97.39% Complete	\$ 38,293.00
EFT	6/13/2017	Boyd Jones Construction Co.	Mechanical - 96.34% complete	\$ 89,396.18

**Subtotal - Liabilities Paid From Bond Proceeds** \$ 906,141.01

481	6/13/2017	Buller Fixture	1/2 Size Pans/Lids - New HS	\$ 181.00
481	6/13/2017	Buller Fixture	3-Tier Rack - New HS	\$ 504.00
481	6/13/2017	Buller Fixture	Booster Heater - New HS	\$ 1,665.00
481	6/13/2017	Buller Fixture	Can Opener - New HS	\$ 266.00
481	6/13/2017	Buller Fixture	Can Rack - New HS	\$ 653.00
481	6/13/2017	Buller Fixture	Cashier's Stand - New HS	\$ 907.00
481	6/13/2017	Buller Fixture	Wall Shelf - New HS	\$ 514.00
481	6/13/2017	Buller Fixture	Waste Receptacles - New HS	\$ 1,022.00
481	6/13/2017	Buller Fixture	Silverware Holders - New HS	\$ 131.00
481	6/13/2017	Buller Fixture	Sink/Work Table - New HS	\$ 2,452.00
481	6/13/2017	Buller Fixture	Soiled Dish Table - New HS	\$ 2,994.00
481	6/13/2017	Buller Fixture	Tray Dispenser - New HS	\$ 1,401.00
481	6/13/2017	Buller Fixture	Utility Cart - New HS	\$ 180.00
481	6/13/2017	Buller Fixture	Utility Rack - New HS	\$ 1,055.00
481	6/13/2017	Buller Fixture	Pan Rack - New HS	\$ 692.00
481	6/13/2017	Buller Fixture	Payment/Performance Bond - New HS	\$ 536.00
481	6/13/2017	Buller Fixture	Platform Truck - New HS	\$ 347.00
481	6/13/2017	Buller Fixture	Posi Sets - New HS	\$ 44.00
481	6/13/2017	Buller Fixture	Pre-Rinse Sink - New HS	\$ 682.00
481	6/13/2017	Buller Fixture	Shelving Units - New HS	\$ 795.00
481	6/13/2017	Buller Fixture	Hot Cabinet - New HS	\$ 3,433.00
481	6/13/2017	Buller Fixture	Hot Tiles - New HS	\$ 169.00
481	6/13/2017	Buller Fixture	Imperial Range - New HS	\$ 2,021.00
481	6/13/2017	Buller Fixture	Less: 10% Retainage	\$ (9,797.20)
481	6/13/2017	Buller Fixture	Milk Cooler - New HS	\$ 4,543.00
481	6/13/2017	Buller Fixture	Mobile Work Table - New HS	\$ 953.00
481	6/13/2017	Buller Fixture	Cold Food Bar - New HS	\$ 1,769.00
481	6/13/2017	Buller Fixture	Convection Oven - New HS	\$ 4,638.00

481	6/13/2017	Buller Fixture	Custom Work Table - New HS	\$	1,702.00
481	6/13/2017	Buller Fixture	Dunnage - New HS	\$	274.00
481	6/13/2017	Buller Fixture	Full size Pans/Lids - New HS	\$	204.00
481	6/13/2017	Buller Fixture	Garbage Disposal - New HS	\$	3,380.00
481	6/13/2017	Buller Fixture	3-Compartment Sink - New HS	\$	5,833.00
481	6/13/2017	Buller Fixture	Clean Dish Table - New HS	\$	1,494.00
481	6/13/2017	Buller Fixture	Cold Serving Counter - New HS	\$	14,290.00
481	6/13/2017	Buller Fixture	Dishwasher - New HS	\$	15,053.00
481	6/13/2017	Buller Fixture	Freezer - New HS	\$	7,103.00
481	6/13/2017	Buller Fixture	Hot Serving Counter - New HS	\$	8,194.00
481	6/13/2017	Buller Fixture	Refrigerator - New HS	\$	5,898.00
482	6/13/2017	Olsson Associates, Inc.	Material Testing Package - 98% Complete	\$	614.95

**Subtotal - Liabilities Paid From Existing Building Fund Proceeds** \$ 88,789.75

**Total Building Fund Liabilities - New High School Construction - June 2017** \$ 994,930.76

## Bond Fund Disbursements

Check Number	Date	Payee	Reason	Amount
EFT	6/15/2017	BOK Financial Corporation	2014 Series Bond Paying Agent Fee	\$ 200.00
EFT	6/15/2017	BOK Financial Corporation	2014 Series Bond Interest Payment	\$ 274,225.00
EFT	6/15/2017	BOK Financial Corporation	2014 Series Bonds Held in Escrow (Early Refunding)	\$ (76,625.00)
EFT	6/15/2017	BOK Financial Corporation	2016 Series Bond Interest Payment	\$ 90,057.50
EFT	6/15/2017	BOK Financial Corporation	2017 Series Bond Interest Payment	\$ 28,559.38
<b>Total Bond Fund Disbursements</b>				<b>\$ 316,416.88</b>

**Total Minden HS Construction/MS Renovation Billings as of 05/31/2017 - Pay App #25**

Item #	Work Description	Original Budget	Owner Change Orders	CM@R Change Orders	Current Budget**	Total Work Previously Completed and Billed	Work Billed This Period	Materials Purchased and Stored	Total Completed & Stored	% Complete	Remaining Balance	Retainage^^
1	Pre-Bond Effort	\$6,527.00			\$6,527.00	\$6,527.00			\$6,527.00	100.00%	\$0.00	\$0.00
1	Pre-Construction Effort	\$35,960.00			\$35,960.00	\$35,858.00			\$35,858.00	100.00%	\$102.00	\$0.00
1	Construction Effort	\$574,628.00			\$574,628.00	\$574,628.00			\$574,628.00	100.00%	\$0.00	\$0.00
1	Reimbursable Expenses	\$302,846.00			\$302,846.00	\$242,644.51	\$26,693.45		\$269,337.96	88.94%	\$33,508.04	\$0.00
1	General Requirements	\$59,250.00			\$59,250.00	\$47,509.52			\$47,509.52	80.18%	\$11,740.48	\$2,962.50
1	Surveying	\$39,185.00		\$15,000.00	\$54,185.00	\$53,064.05	\$1,123.14		\$54,187.19	100.00%	(\$2.19)	\$1,959.25
1	Winter Conditions (gas, tenting, covering, blankets, thawing)	\$155,000.00			\$155,000.00	\$96,394.04	\$7,360.43		\$103,754.47	66.94%	\$51,245.53	\$7,750.00
2	Selective Demo in MS	\$50,000.00		\$1,926.85	\$51,926.85	\$56,004.89	\$702.90		\$56,707.79	109.21%	(\$4,780.94)	\$2,500.00
3	Concrete	\$1,907,377.00	\$20,750.00	\$5,478.00	\$1,933,605.00	\$1,898,305.83	\$12,980.00		\$1,911,285.83	98.85%	\$22,319.17	\$96,473.40
3	Reinforcing	\$225,055.00	\$670.00	\$945.00	\$226,670.00	\$225,079.32			\$225,079.32	99.30%	\$1,590.68	\$11,333.50
3	Hollow Cores	\$165,195.00		\$2,075.00	\$167,270.00	\$155,875.00			\$155,875.00	93.19%	\$11,395.00	\$8,363.50
3	Structural Precast	\$1,349,909.00			\$1,349,909.00	\$1,354,931.00			\$1,354,931.00	100.37%	(\$5,022.00)	\$67,495.45
4	Masonry	\$1,931,600.00	\$350.00	\$3,985.00	\$1,935,935.00	\$1,847,195.00	\$38,293.00		\$1,885,488.00	97.39%	\$50,447.00	\$96,580.00
5	Steel Fab	\$624,000.00	\$2,917.69	\$4,051.00	\$630,968.69	\$631,278.11			\$631,278.11	100.05%	(\$309.42)	\$31,445.83
5	Steel/HC/Precast Erection	\$604,550.00	\$1,673.15	\$5,315.00	\$611,538.15	\$613,197.84	\$6,871.19		\$620,069.03	101.39%	(\$8,530.88)	\$30,227.50
6	Woods	\$104,295.00	\$520.00	\$1,760.00	\$106,575.00	\$99,033.16	\$8,564.35		\$107,597.51	100.96%	(\$1,022.51)	\$5,240.75
7	Waterproofing/Weather Barriers/Sealants/Subdrainage	\$177,000.00			\$177,000.00	\$108,587.39	\$5,750.00		\$114,337.39	64.60%	\$62,662.61	\$8,850.00
7	Insulated Metal Wall Panels (to Composite Wall Panels)	\$0.00			\$0.00				\$0.00	0.00%	\$0.00	\$0.00
7	Composite Wall Panels	\$182,490.00			\$182,490.00	\$10,625.00	\$178,110.00		\$188,735.00	103.42%	(\$6,245.00)	\$9,124.50
7	Roofing	\$544,590.00		\$373.27	\$544,963.27	\$543,792.58	\$220.00		\$544,012.58	99.83%	\$950.69	\$27,229.50
7	Fireproofing	\$13,500.00			\$13,500.00	\$11,950.00			\$11,950.00	88.52%	\$1,550.00	\$675.00
7	Expansion Joint Covers	\$20,257.00			\$20,257.00	\$1,535.00	\$10,674.00		\$12,209.00	60.27%	\$8,048.00	\$1,012.85
8	Door/Frame/Hardware	\$345,373.00		\$14,395.00	\$359,768.00	\$359,710.00			\$359,710.00	99.98%	\$58.00	\$17,816.15
8	Install Doors/Frames/HW	\$78,056.00		\$350.00	\$78,406.00	\$42,286.21	\$6,945.65		\$49,231.86	62.79%	\$29,174.14	\$3,902.80
8	Access Doors	\$5,650.00			\$5,650.00				\$0.00	0.00%	\$5,650.00	\$282.50
8	OH and Coiling Doors	\$73,673.00			\$73,673.00	\$74,063.00			\$74,063.00	100.53%	(\$390.00)	\$3,683.65
8	Storefront and Glass	\$331,198.00		(\$7,370.00)	\$323,828.00	\$291,034.80	\$17,268.20		\$308,303.00	95.21%	\$15,525.00	\$16,132.15
9	Drywall & Framing	\$539,260.00		\$63,863.00	\$603,123.00	\$563,259.50			\$563,259.50	93.39%	\$39,863.50	\$29,613.00
9	Tiling (to Flooring)	\$0.00			\$0.00				\$0.00	0.00%	\$0.00	\$0.00
9	Acoustical Tile Ceilings & Acoustical Panels	\$192,900.00		\$480.00	\$193,380.00	\$102,041.99	\$43,000.00		\$145,041.99	75.00%	\$48,338.01	\$9,645.00
9	Flooring (LVT, Carpet, Tile & Terrazzo)	\$316,880.00	\$145,377.55	\$3,606.00	\$465,863.55	\$257,330.00	\$40,877.75		\$298,207.75	64.01%	\$167,655.80	\$23,293.18
9	Wood Flooring	\$122,760.00			\$122,760.00	\$42.79	\$102,608.00		\$102,650.79	83.62%	\$20,109.21	\$6,138.00
9	Concrete Treated Flooring Systems	\$43,115.00			\$43,115.00				\$0.00	0.00%	\$43,115.00	\$2,155.75
9	Painting/Air Barriers/Water Repellents	\$377,289.00	\$50.00	\$6,990.00	\$384,329.00	\$297,736.00	\$22,760.00		\$320,496.00	83.39%	\$63,833.00	\$18,864.45
10	Toilet Partitions/Accessories/Specialties/Visual Display Boards	\$119,580.00			\$119,580.00	\$78,146.95	\$5,268.00		\$83,414.95	69.76%	\$36,165.05	\$5,979.00
10	Visual Display Boards (to Toilet Accessories)	\$0.00			\$0.00				\$0.00	0.00%	\$0.00	\$0.00
10	Signage	\$33,649.00	\$536.90		\$34,185.90				\$0.00	0.00%	\$34,185.90	\$1,682.45
10	Lockers	\$84,350.00	(\$3,350.00)		\$81,000.00	\$63,725.00	\$17,275.00		\$81,000.00	100.00%	\$0.00	\$4,050.00
10	Flagpoles	\$5,280.00			\$5,280.00	\$4,410.00			\$4,410.00	83.52%	\$870.00	\$264.00
11	Knox Boxes	\$2,750.00			\$2,750.00	\$2,200.03			\$2,200.03	80.00%	\$549.97	\$137.50
11	Paint Spray Booth	\$27,650.00			\$27,650.00	\$24,885.00			\$24,885.00	90.00%	\$2,765.00	\$1,382.50
11	Stage Rigging & Curtains	\$58,406.00		\$720.00	\$59,126.00	\$22,515.00	\$29,219.00		\$51,734.00	87.50%	\$7,392.00	\$2,956.30
11	Athletic Equipment	\$41,150.00			\$41,150.00	\$35,389.06			\$35,389.06	86.00%	\$5,760.94	\$2,057.50
12	Educational Casework	\$380,313.00	\$4,084.50		\$384,397.50	\$314,145.84	\$86,551.06		\$400,696.90	104.24%	(\$16,299.40)	\$19,219.88
12	Auditorium Seating	\$75,498.00			\$75,498.00				\$0.00	0.00%	\$75,498.00	\$3,774.90
12	Bleachers (500 seats)	\$50,061.00			\$50,061.00				\$0.00	0.00%	\$50,061.00	\$2,503.05
14	Elevator	\$66,400.00			\$66,400.00	\$65,072.00			\$65,072.00	98.00%	\$1,328.00	\$3,320.00
21	Fire Sprinkler	\$192,500.00			\$192,500.00	\$181,800.00			\$181,800.00	94.44%	\$10,700.00	\$9,625.00
23	Mechanical	\$4,185,000.00	\$8,529.00	\$41,047.00	\$4,234,576.00	\$3,990,075.09	\$89,396.18		\$4,079,471.27	96.34%	\$155,104.73	\$209,734.15
26	Electrical	\$2,883,163.00	\$14,581.93	\$68,063.89	\$2,965,808.82	\$2,255,398.22	\$81,153.19		\$2,336,551.41	78.78%	\$629,257.41	\$146,567.17
31	Earthwork, Site Demo, Site Utilities, Erosion Control	\$683,074.00	\$7,100.00	\$2,200.00	\$692,374.00	\$481,085.71	\$1,467.32		\$482,553.03	69.70%	\$209,820.97	\$34,618.70
31	Termite Control	\$8,100.00			\$8,100.00	\$8,100.00			\$8,100.00	100.00%	\$0.00	\$405.00
31	Helical Piers	\$50,100.00			\$50,100.00	\$46,540.00			\$46,540.00	92.89%	\$3,560.00	\$2,505.00
32	Pavement Striping/Sealants/Signs	\$12,740.00	\$200.00	\$10,222.00	\$23,162.00	\$1,000.00			\$1,000.00	4.32%	\$22,162.00	\$1,158.10
32	Fencing	\$25,240.00			\$25,240.00				\$0.00	0.00%	\$25,240.00	\$1,262.00
32	Segmental Retaining Walls	\$66,657.00			\$66,657.00	\$68,100.00			\$68,100.00	102.16%	(\$1,443.00)	\$3,332.85

**Total Minden HS Construction/MS Renovation Billings as of 05/31/2017 - Pay App #25**

Item #	Work Description	Original Budget	Owner Change Orders	CM@R Change Orders	Current Budget**	Total Work Previously Completed and Billed	Work Billed This Period	Materials Purchased and Stored	Total Completed & Stored	% Complete	Remaining Balance	Retainage^^
32	Landscaping	\$66,249.00	\$47,850.00	\$325.00	\$114,424.00	\$13.89	\$17,000.00		\$17,013.89	14.87%	\$97,410.11	\$5,721.20
32	Utility Relocation	\$255,165.00	\$17,807.66		\$272,972.66	\$252,351.08	\$5,601.21		\$257,952.29	94.50%	\$15,020.37	\$13,648.63
32	Private Utilities	\$187,000.00	\$52,332.00	\$4,000.00	\$243,332.00	\$243,033.00			\$243,033.00	99.88%	\$299.00	\$12,001.90
32	Subdrainage (to Waterproofing)	\$0.00			\$0.00	\$0.00			\$0.00	0.00%	\$0.00	\$0.00
33	CMR Fee (3.28%)	\$660,575.00	\$10,757.75	\$5,449.09	\$676,781.84	\$605,617.97	\$26,319.53		\$631,937.50	93.37%	\$44,844.34	\$33,750.02
34	Subcontractor Bond Allowance	\$150,000.00			\$150,000.00	\$145,163.00			\$145,163.00	96.78%	\$4,837.00	\$7,500.00
35	CMR Bond	\$118,605.00	\$2,980.90	\$1,504.47	\$123,090.37	\$118,605.00			\$118,605.00	96.36%	\$4,485.37	\$0.00
36	2% CMR Contingency	\$432,861.00	\$6,000.00	(\$256,754.57)	\$182,106.43				\$0.00	0.00%	\$182,106.43	\$0.00
	<b>Total</b>	<b>\$22,421,484.00</b>	<b>\$341,719.03</b>	<b>\$0.00</b>	<b>\$22,763,203.03</b>	<b>\$19,608,891.37</b>	<b>\$890,052.55</b>	<b>\$0.00</b>	<b>\$20,498,943.92</b>	<b>90.05%</b>	<b>\$2,264,259.11</b>	<b>\$1,069,906.96</b>

\*\* Based on October 7, 2015 GMP budget provided by Boyd Jones Construction after 100% Construction Documents were released plus/minus any approved change orders.

^^ Now that project is 50% complete, retainage is withheld on 5% of the total Current Budget cost for each line item for which retainage is required to be withheld. The entire 5% retainage level has been reached for the project, hence, no more retainage will be withheld from payment except in the case of any future Owner Change Orders. Retainage of 5% will be withheld on the total amount of any future owner change orders as they will effectively raise the GMP (Current Budget) of the project.

# Bank Statement Reconciliation

Description

Adjustment Date

Adjustment Amount

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Minden High School                      05/01/2017    through    05/31/2017

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## Bank Statement Reconciliation Summary

Statement Balance	\$ 203,924.20
- Outstanding checks	\$ 5,904.84
+ Outstanding Deposits	\$ 0.00
+ Outstanding Adjustments	\$ 0.00
- Outstanding Investment Transfers	\$ 0.00
Total	<hr/> \$ 198,019.36
+ Investments	\$ 37,000.00
Book Balance	<hr/> \$ 235,019.36

# Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
06/13/2017	34490	Ameritas Life Insurance Corp.	Ameritas Tsa	\$ 250.00
06/13/2017	34491	Annuities Service Center	Prudential Tsa	\$ 250.00
06/13/2017	34492	Blue Cross Blue Shield	Dental Insurance	\$ 732.54
06/13/2017	34492	Blue Cross Blue Shield	District Dental Insurance	\$ 193.28
06/13/2017	34492	Blue Cross Blue Shield	District Health Ins 2PT	\$ 25,291.86
06/13/2017	34492	Blue Cross Blue Shield	District Health Ins 9 Mo	\$ 12,273.26
06/13/2017	34492	Blue Cross Blue Shield	District Health Ins FAM	\$ 78,263.07
06/13/2017	34492	Blue Cross Blue Shield	District Health Ins SNG	\$ 5,136.36
06/13/2017	34492	Blue Cross Blue Shield	District Health Ins SPD	\$ 5,079.75
06/13/2017	34492	Blue Cross Blue Shield	Feba Bcbs Dental 2PT	\$ 320.98
06/13/2017	34492	Blue Cross Blue Shield	Feba Bcbs Dental FAM	\$ 966.40
06/13/2017	34492	Blue Cross Blue Shield	Feba Bcbs Dental SPD	\$ 135.24
06/13/2017	34492	Blue Cross Blue Shield	Health Insurance	\$ 478.52
06/13/2017	34493	Horace Mann Life Insurance Company	Horace Mann Life Insurance	\$ 4,075.00
06/13/2017	34494	Madison National Life Insurance Co., Inc.	Feba Life Insurance	\$ 364.40
06/13/2017	34494	Madison National Life Insurance Co., Inc.	Summer Life Ins.	\$ 170.20
06/13/2017	34494	Madison National Life Insurance Co., Inc.	Term Life Policy	\$ 466.30
06/13/2017	34495	Minden Public Schools	District Court	\$ 806.00
06/13/2017	34495	Minden Public Schools	F/b Dependent Care	\$ 100.00
06/13/2017	34495	Minden Public Schools	F/b Medical Dental	\$ 5,018.48
06/13/2017	34495	Minden Public Schools	Increased Retirement Percent	\$ 11,336.68
06/13/2017	34495	Minden Public Schools	NE Retirement	\$ 76,922.53
06/13/2017	34496	Mps Payroll	Federal Withholding	\$ 44,122.62
06/13/2017	34496	Mps Payroll	FICA	\$ 56,716.40
06/13/2017	34496	Mps Payroll	Medicare	\$ 13,264.48
06/13/2017	34497	Mps Payroll NE Income Tax	State Withholding - NE	\$ 15,436.56
06/13/2017	34498	New York Life	Ny Life Tsa	\$ 200.00
06/13/2017	34499	Pacific Life	Pacific Life	\$ 300.00
06/13/2017	34500	Principal Life Insurance Company	Long-Term Disability	\$ 1,835.74
06/13/2017	34501	ADA Sports, Badminton & Tennis	HS PE Equipment	\$ 166.87
06/13/2017	34502	Aluminum Athletic Equipment Company	Starting Gun Blanks	\$ 96.00
06/13/2017	34503	AR Commercial Roofing, LLC	East Roof Repair	\$ 1,200.00
06/13/2017	34503	AR Commercial Roofing, LLC	MS Roof Repair	\$ 850.00
06/13/2017	34504	Aurora Cooperative	Fuel & Grounds Chemicals	\$ 4,690.25
06/13/2017	34505	Awards Plus	MS Track Ribbons	\$ 91.00
06/13/2017	34506	Baldwin Construction, Inc.	MS Tuck Pointing	\$ 10,000.00
06/13/2017	34507	Big John's Ford	Van 5V2 Repair	\$ 95.00
06/13/2017	34508	Bill's Plumbing	Grounds Supplies	\$ 21.69
06/13/2017	34509	BIO Corporation	HS Biology Dissecting Supplies	\$ 417.39
06/13/2017	34510	Black Hills Energy	Activity Building Natural Gas	\$ 916.38
06/13/2017	34510	Black Hills Energy	Bus Barn Natural Gas	\$ 134.67
06/13/2017	34510	Black Hills Energy	East Natural Gas	\$ 729.88
06/13/2017	34510	Black Hills Energy	HS Natural Gas	\$ 1,206.99
06/13/2017	34510	Black Hills Energy	MS/New HS Natural Gas	\$ 2,454.43
06/13/2017	34511	Cardmember Service	Golf Cart Repairs	\$ 224.72
06/13/2017	34511	Cardmember Service	MS English Books	\$ 307.91
06/13/2017	34511	Cardmember Service	Ms Principal Conference Registration	\$ 150.00
06/13/2017	34511	Cardmember Service	Superintendent Planner	\$ 39.94
06/13/2017	34512	Carson-Dellosa Publishing, LLC	1st Grade Supplies	\$ 103.76
06/13/2017	34513	Carter Electric	MS Lighting Repairs	\$ 347.30
06/13/2017	34514	Cengage Learning	HS Accounting Class Materials	\$ 301.60
06/13/2017	34514	Cengage Learning	HS Business Class Materials	\$ 343.20
06/13/2017	34515	Centennial Sales, Inc.	Activities Director Supplies	\$ 1,146.04
06/13/2017	34516	Central Nebraska Equipment	Powerwasher Repair	\$ 747.18
06/13/2017	34517	CenturyLink - Regular Telephone	Activities Director Telephone Line	\$ 53.02
06/13/2017	34517	CenturyLink - Regular Telephone	Bus Barn Telephone	\$ 66.59
06/13/2017	34517	CenturyLink - Regular Telephone	District Emergency Line	\$ 83.82
06/13/2017	34517	CenturyLink - Regular Telephone	District Fax Line	\$ 52.35
06/13/2017	34517	CenturyLink - Regular Telephone	East Telephone Line	\$ 222.32

# Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
06/13/2017	34517	CenturyLink - Regular Telephone	HS Fax Line	\$ 43.18
06/13/2017	34517	CenturyLink - Regular Telephone	HS Telephone Line	\$ 50.18
06/13/2017	34517	CenturyLink - Regular Telephone	MS Telephone Line	\$ 136.05
06/13/2017	34517	CenturyLink - Regular Telephone	Preschool Telephone	\$ 47.55
06/13/2017	34518	Channing Bete Company	HS Counselor Periodicals	\$ 266.01
06/13/2017	34519	Charter Communications	Distance Learning Services	\$ 240.18
06/13/2017	34520	City Of Minden	Utilities	\$ 17,243.14
06/13/2017	34521	Companion	HS Attendance Software	\$ 499.00
06/13/2017	34522	Computer Hardware, Inc.	East Computer Repair	\$ 545.00
06/13/2017	34523	Conditioned Air Mechanical Systems & Service	MS Hot Water Holding Tank	\$ 20,000.00
06/13/2017	34523	Conditioned Air Mechanical Systems & Service	MS Hot Water Holding Tank Replacement	\$ 20,000.00
06/13/2017	34524	Cornhusker International Trucks, Inc.	Bus 14A Repair	\$ 135.22
06/13/2017	34524	Cornhusker International Trucks, Inc.	Bus 14B Repairs	\$ 163.74
06/13/2017	34525	Cummins, Inc	Activity Transit Repair	\$ 713.92
06/13/2017	34526	DAS State Accounting - Central Finance	Distance Learning Services	\$ 238.96
06/13/2017	34527	Demco Media	East Media Center Supplies	\$ 71.85
06/13/2017	34527	Demco Media	HS Library Supplies	\$ 377.41
06/13/2017	34527	Demco Media	HS Media Center Displays	\$ 828.97
06/13/2017	34528	Dollar General	Custodial Supplies	\$ 7.65
06/13/2017	34528	Dollar General	Preschool Supplies	\$ 7.25
06/13/2017	34529	Echo Electric Supply Co.	MS Light Bulbs	\$ 146.70
06/13/2017	34530	Educational Service Unit #10	School Age Deaf Ed Services	\$ 89.02
06/13/2017	34531	Educational Service Unit #11	3rd Quarter SPED Billing	\$ 5,130.17
06/13/2017	34531	Educational Service Unit #11	HAL Services & Inservice Charges	\$ 3,929.44
06/13/2017	34531	Educational Service Unit #11	HS Composition Notebook Printing	\$ 315.45
06/13/2017	34532	Egan Supply Co.	Custodial Supplies	\$ 58.40
06/13/2017	34532	Egan Supply Co.	East Floor Scrubber Repair	\$ 173.83
06/13/2017	34532	Egan Supply Co.	Floor Finish Supplies	\$ 1,445.74
06/13/2017	34532	Egan Supply Co.	Floor Scrubber Repair	\$ 189.55
06/13/2017	34532	Egan Supply Co.	Vacuum Cleaner Parts	\$ 597.00
06/13/2017	34533	Family Physical Therapy & Sports Center, P.C.	OT & PT Services	\$ 3,309.25
06/13/2017	34534	FIRST Educational Resources, LLC	Assessment in Action Institute	\$ 185.00
06/13/2017	34535	Fisher Science Education	MS Science Supllies	\$ 35.10
06/13/2017	34536	Flinn Scientific	HS Biology Supplies	\$ 31.65
06/13/2017	34536	Flinn Scientific	HS Chemistry Supplies	\$ 177.28
06/13/2017	34536	Flinn Scientific	MS Science Supplies	\$ 136.55
06/13/2017	34537	Follett Software Company	HS Library Software Renewal	\$ 885.00
06/13/2017	34538	Gopher	East PE Supplies	\$ 206.85
06/13/2017	34538	Gopher	MS PE Supplies	\$ 223.07
06/13/2017	34539	Harris School Solutions	AOD Hosting	\$ 6,468.81
06/13/2017	34540	Hometown Leasing	Printer & Copier Lease	\$ 2,734.54
06/13/2017	34541	Houghton Mifflin Harcourt	HS Algebra 1 Books	\$ 2,353.75
06/13/2017	34542	Jim's OK Tire Minden, LLC	Grounds Trailer Tires	\$ 274.50
06/13/2017	34542	Jim's OK Tire Minden, LLC	Mower Tire Repair & Van 12V1 Wheel Balancing	\$ 37.00
06/13/2017	34542	Jim's OK Tire Minden, LLC	Mower Tire Repairs	\$ 52.00
06/13/2017	34542	Jim's OK Tire Minden, LLC	Van 12V2 Wheel Balancing	\$ 24.00
06/13/2017	34543	John Deere Financial	Bus 14A & JD Mower Parts	\$ 11.76
06/13/2017	34543	John Deere Financial	John Deere Mower Deck Repair	\$ 115.40
06/13/2017	34544	Kearney Crete & Block Company	MS Tuck Pointing	\$ 932.15
06/13/2017	34545	Kearney Hub	Employment Advertising	\$ 688.68
06/13/2017	34546	Lakeshore Learning Materials	1st Grade Supplies	\$ 148.32
06/13/2017	34546	Lakeshore Learning Materials	3rd Grade Supplies	\$ 68.86
06/13/2017	34546	Lakeshore Learning Materials	4th Grade Supplies	\$ 51.73
06/13/2017	34547	Lampo Group, Inc. (The)	HS Business Class Supplies	\$ 259.98
06/13/2017	34548	Landmark Implement Carquest	Bus 14A & 13A Repair & Shop Supplies	\$ 480.18
06/13/2017	34548	Landmark Implement Carquest	Bus 14a Repair	\$ 192.32
06/13/2017	34548	Landmark Implement Carquest	Bus 5a and Van 5V1 Repair	\$ 36.22
06/13/2017	34548	Landmark Implement Carquest	Shop Supplies	\$ 147.16
06/13/2017	34548	Landmark Implement Carquest	Van 5v2 Repair	\$ 701.55

# Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
06/13/2017	34548	Landmark Implement Carquest	Van 6V1 Repair & Shop Supplies	\$ 88.75
06/13/2017	34549	Mason's Market	2nd Grade Supplies	\$ 45.49
06/13/2017	34549	Mason's Market	HS FCS Supplies	\$ 91.91
06/13/2017	34549	Mason's Market	HS SPED Supplies	\$ 6.22
06/13/2017	34549	Mason's Market	Kindergarten Supplies	\$ 33.79
06/13/2017	34550	Matheson Tri-Gas, Inc.	Welder Repair	\$ 118.70
06/13/2017	34551	McGraw Hill School Education	3rd Grade Reading Books	\$ 599.94
06/13/2017	34551	McGraw Hill School Education	HS Algebra and Trig Books	\$ 4,007.44
06/13/2017	34551	McGraw Hill School Education	HS Math Books	\$ 17,033.66
06/13/2017	34551	McGraw Hill School Education	MS Math Books	\$ 6,728.08
06/13/2017	34552	Menards	Packing Supplies	\$ 69.65
06/13/2017	34553	Mid-States Automation & Control, Inc.	HVAC Water & Glycol Testing	\$ 85.50
06/13/2017	34553	Mid-States Automation & Control, Inc.	MS HVAC Preventative Maintenance Agreement	\$ 1,680.00
06/13/2017	34554	Midwest Technology Products	HS Wood Shop Supplies	\$ 420.72
06/13/2017	34555	Minden Courier	Board Postings	\$ 1,007.85
06/13/2017	34556	Minden Hardware	Supplies & Repairs	\$ 436.79
06/13/2017	34557	Minden Lumber & Concrete	East Repairs	\$ 31.16
06/13/2017	34557	Minden Lumber & Concrete	Grounds Supplies	\$ 68.00
06/13/2017	34557	Minden Lumber & Concrete	Track Shed Repair	\$ 7.99
06/13/2017	34558	Modern Language Association	HS English Books	\$ 332.39
06/13/2017	34559	Moore Medical, LLC	Preschool Supplies	\$ 21.90
06/13/2017	34560	Mower Medic, LLC	Walker Mower Deck Repair	\$ 87.03
06/13/2017	34561	MSC Industrial Supply Co.	HS Industrial Tech Supplies	\$ 199.38
06/13/2017	34562	Napa Auto Parts	Tire Repair	\$ 16.98
06/13/2017	34562	Napa Auto Parts	Walker Mower Battery	\$ 41.11
06/13/2017	34563	Nasco	HS FCS Supplies	\$ 34.54
06/13/2017	34563	Nasco	MS Science Supplies	\$ 149.14
06/13/2017	34564	NCSA	NCSA MEMBERSHIP	\$ 585.00
06/13/2017	34565	Nebraska Safety Center	Level II Transportation Course	\$ 75.00
06/13/2017	34566	Omaha World Herald	Employment Advertising	\$ 1,086.50
06/13/2017	34567	One Source	May Background Checks	\$ 64.00
06/13/2017	34568	Osgood, John B	NWEA-AIA Meals	\$ 78.04
06/13/2017	34569	Paper 101	Coop Paper Order	\$ 6,319.86
06/13/2017	34570	Perfection Learning	6th Grade English Workbooks	\$ 620.13
06/13/2017	34571	Perma-Bound	HS English Books	\$ 561.00
06/13/2017	34572	PPG Architectural Finishes	Paint Sprayer Repair	\$ 605.89
06/13/2017	34573	Presto-X Company	East Pest Control Services	\$ 37.86
06/13/2017	34573	Presto-X Company	HS Pest Control Services	\$ 37.86
06/13/2017	34573	Presto-X Company	MS Pest Control Services	\$ 43.76
06/13/2017	34574	Ranger Rick	East Library Magazine Subscription	\$ 19.95
06/13/2017	34575	Really Good Stuff	1st Grade Supplies	\$ 71.36
06/13/2017	34575	Really Good Stuff	3rd Grade Supplies	\$ 39.92
06/13/2017	34575	Really Good Stuff	East Supplies	\$ 441.57
06/13/2017	34576	Rockler Woodworking & Hardware	HS Wood Shop Supplies	\$ 368.79
06/13/2017	34577	Sapp Bros. Petroleum, Inc	Bus Barn Lubricants	\$ 1,152.60
06/13/2017	34578	Schmitt Music Company	HS Band Drum Repair	\$ 78.00
06/13/2017	34578	Schmitt Music Company	HS Band Drum Repairs	\$ 535.38
06/13/2017	34579	School Bus Sales Co.	Coach Bus Repairs	\$ 175.00
06/13/2017	34580	School Health Corporation	Supplies	\$ 91.46
06/13/2017	34581	Social Studies School Service	HS Social Studies Supplies	\$ 228.86
06/13/2017	34582	Staples Advantage	Supplies	\$ 442.94
06/13/2017	34583	Super Duper Publications	Speech Pathology Supplies	\$ 121.83
06/13/2017	34584	Textbook Warehouse, LLC	MS Social Studies Text Books	\$ 1,134.00
06/13/2017	34585	U.S. Post Office	Post Office Box Rent	\$ 144.00
06/13/2017	34586	Vernier Software and Technology	HS Physics Supplies	\$ 589.47
06/13/2017	34587	Village Uniform	Custodial Supplies	\$ 294.48
06/13/2017	34588	Whaley Gradebook Company	HS Spanish Gradebook	\$ 24.95
06/13/2017	34589	William Macgill Co	MS Life Skills/Preschool Supplies	\$ 280.19
06/13/2017	34589	William Macgill Co	School Nurse Supplies	\$ 1,298.38

# Checks For Payment Listing

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Reason</b>	<b>Amount</b>
06/13/2017	34590	Woodward's Disposal Service, Inc.	Shredding Service	\$ 52.00
06/13/2017	34591	Woodworker's Supply, Inc.	HS Wood Shop Supplies	\$ 2,808.73
06/13/2017	34592	Wright Express Fleet Services	Fuel Purchases	\$ 566.70
06/13/2017	34593	Yant Equipment	Cathodic Protection Test	\$ 531.20
06/13/2017	34594	Zaner-Bloser, Inc.	1st Grade Handwriting Workbooks	\$ 531.48
06/13/2017	34594	Zaner-Bloser, Inc.	3rd Grade Handwriting Books	\$ 853.72
06/13/2017	34594	Zaner-Bloser, Inc.	4th Grade Spelling Books	\$ 1,292.84
06/13/2017	EFT	Minden Exchange Bank - EFT	Direct Deposit Fees	\$ 34.00
<b>Subtotal</b>				<b>\$ 540,188.98</b>
<b>Net Payroll - June 2017</b>				<b>\$ 311,202.22</b>
<b>Total General Fund Disbursements - June 2017</b>				<b>\$ 851,391.20</b>

**Secretary** \_\_\_\_\_

## **Superintendent's Report June 2017**

### **Summer Lunch Program**

The summer lunch program has started at East Elementary. It runs on Mondays-Thursdays from 11:30-12:30 and serves children ages 1-21. I would like to thank Shelia Sanford, the Minden Rotary, and the Ministerial Association for organizing the program and volunteers. We would also like to thank Community Action Partnership for paying for the adult meals. So far, we have averaged around 80 meals a day.

### **Policy Updates**

Due to the recent legislative session, there will be several policy revisions and new policies for the board's review.

# **MINDEN PUBLIC SCHOOLS**

## **ACTIVITIES/ATHLETIC DEPARTMENT**

*Phillip Hoyt, Assistant Principal  
Activities Director*

*325 North Yates Avenue  
Minden, NE 68959-1598  
308-832-2254 School  
308-832-1892 Fax*

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### **JUNE 2017 BOARD MEETING ACTIVITIES DIRECTOR REPORT**

The boys and girls track and field teams competed in the B-5 District Track Meet in Broken Bow on May 11. The Minden boys team finished as the B-5 Champions and won every meet this season prior to state. The girls team finished 9<sup>th</sup>. State Qualifiers were:

Matty Hoskins – 3<sup>rd</sup> Pole Vault  
Grant Edgecombe – District Champion Triple Jump  
Justin Villars – 2<sup>nd</sup> Shot Put, District Champion Discus  
Tysen McDowell – 3<sup>rd</sup> Shot Put  
Aidan Wheelock – District Champion 1600M and 3200M Runs  
Lucas Lahr – 5<sup>th</sup> 800M Run  
Chase Smith – 3<sup>rd</sup> 100M Dash, 3<sup>rd</sup> 200 M Dash, District Champion 400M Dash  
Marshall Chasek – 2<sup>nd</sup> 110M Hurdles, 4<sup>th</sup> 300M Hurdles  
Chase Villars, Chase Smith, Jacob Chasek, Marshall Chasek – District Champion 4x100M Relay

Results of those track and field students and their events at the 2017 State Track and Field Meet in Omaha on May 19-20 were: \*State Medalists – top 8 places.

Matty Hoskins -5<sup>th</sup> Pole Vault\*  
Grant Edgecomb - 10<sup>th</sup> Triple Jump  
Justin Villars – 13<sup>th</sup> Shot Put and 11<sup>th</sup> Discus  
Tyson McDowell – 4<sup>th</sup> Shot Put\*  
Aidan Wheelock – 11<sup>th</sup> 1600M Run and 6<sup>th</sup> 3200M Run\*  
Lucas Lahr – 20<sup>th</sup> 800M Run  
Chase Smith – 9<sup>th</sup> 100M Dash, 15<sup>th</sup> 200M Dash, 7<sup>th</sup> 400M Dash\*  
Marshall Chasek – 15<sup>th</sup> 110M Hurdles, 12<sup>th</sup> 300M Hurdles  
Chase Villars, Chase Smith, Jacob Chasek, Marshall Chasek -8<sup>th</sup> 4x100M Relay\* .

The boys finished 25<sup>th</sup> in team scoring and the girls finished 39<sup>th</sup>. Congratulations to these young athletes and their coaches on a fine season.

The boys golf team competed in the C-4 District Golf Meet on May 17 at Indianhead Golf Course in GI. The team of Jake Kuehn, Thomas Miller, Ethan Hanson, Jacob Luff, and Alex Olson finished 8th out of 15 teams competing. Jacob Keuhn finished as the District Runner-up and qualified for the state meet. He competed at the 2017 State Golf Meet held at Meadowlark Hills in Kearney on May 23-24. Jacob finished in 15<sup>th</sup> place and is a 2017 State Golf Medalist for Minden. Congratulations to these young men and their coaches on a fine season, and we look forward to next year.

Jacob Keuhn has qualified for the 16<sup>th</sup> Annual High School Senior All-Star Golf Tournament sponsored by the Nebraska Lions. It will be held on June 26-27 this summer at Meadowlark Hills Golf Course in Kearney.

The SWC/LPC All Star Games will be played on Friday and Saturday June 9-10. Matty Hoskins, Sam Clapper, Suzie Hoffman, and Robin Carson will participate in the volleyball game on Friday. Thomas Miller and Justin Villars will participate in the boys basketball game on Saturday. Congrats to these outstanding seniors.

Morning weights and conditioning is being held Monday-Friday mornings this summer with members of the Minden coaching staff on hand to give instruction.

Summer camps/clinics are underway for all activities along with the community summer softball, baseball, and swimming programs that have started. We have a lot of opportunities for our students to participate, learn skills, work together, and have fun competing in a wide variety of activities this summer.

Preparation is being made for next year's activities including the calendar, schedules, finishing contracts for contests and officials, completing NSAA forms, and organizing for a great 2017-18 school year.

## Minden Public Schools, Board of Education Report June, 2017

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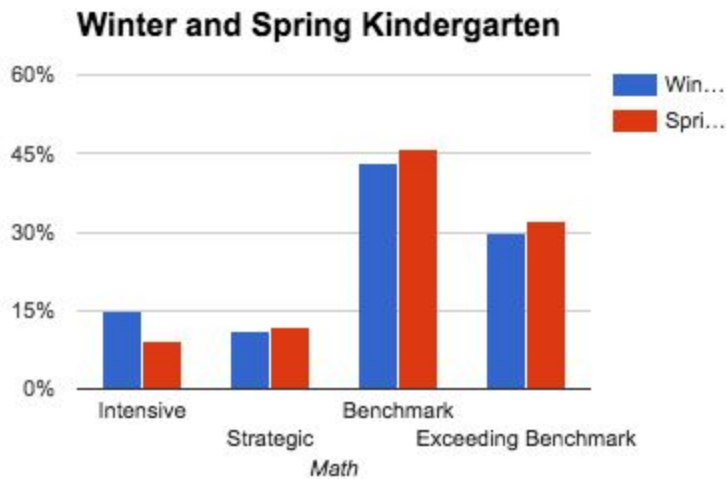
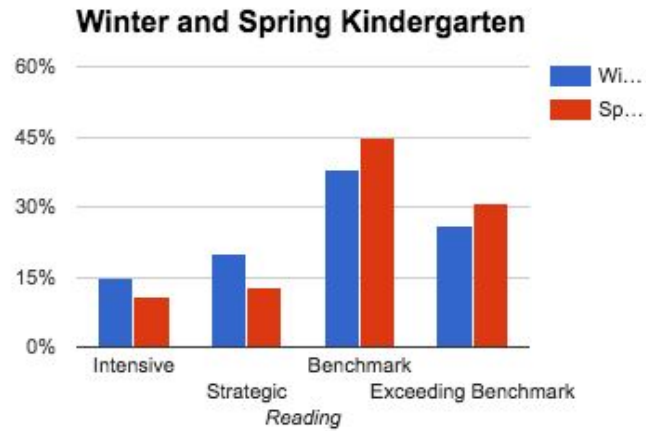
Nurse Julie Anderson, in partnership with Mr. Rowse and East Elementary students and families, raised over \$7,000 in support of the American Heart Association. On May 10th, all staff and students celebrated their hard work toward an important cause by letting off one helium balloon for each life saved by the donation. The sky over the East playground filled with red, orange, yellow, green, blue, and purple balloons. In addition to saving lives and teaching students healthy lessons, another reason to celebrate is that Nurse Julie was recognized as the American Heart Association *national* volunteer of the week. Nurse Julie does amazing things across our district and is worthy of being recognized across the nation.

A variety of field trips were taken in the last two weeks of the school year. East students are fortunate to expand their learning to outside the walls of the classroom. Kindergarten and second grade classes visited the Minden recycling center as featured in the Minden Courier. First graders visited the Hastings Museum, and the third grade classes visited Pioneer Village and Stuhr Museum.

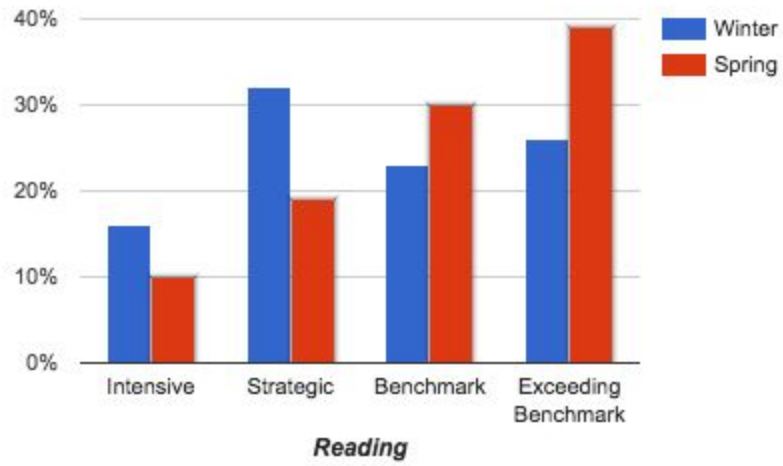
May 12th was a day of celebrating accomplishments as the Minden Public Preschool students participated in their preschool program. Similarly, the graduating seniors walked through the hallways of East in their caps and gowns as the youngsters looked in awe at their older role models.

To wrap up the school year, staffings were held as a collaborative effort to proactively plan individualized instruction for students using varying forms of assessments. Groups of teachers study MAPs reading and math spring results, classroom assessments, guided reading level assessments, and teacher feedback to reflect on student growth and teacher instruction. Below is an example of one of the analysis completed to ensure each grade level is successfully moving students towards proficiency in reading and math. Effective instruction results generally show percentiles

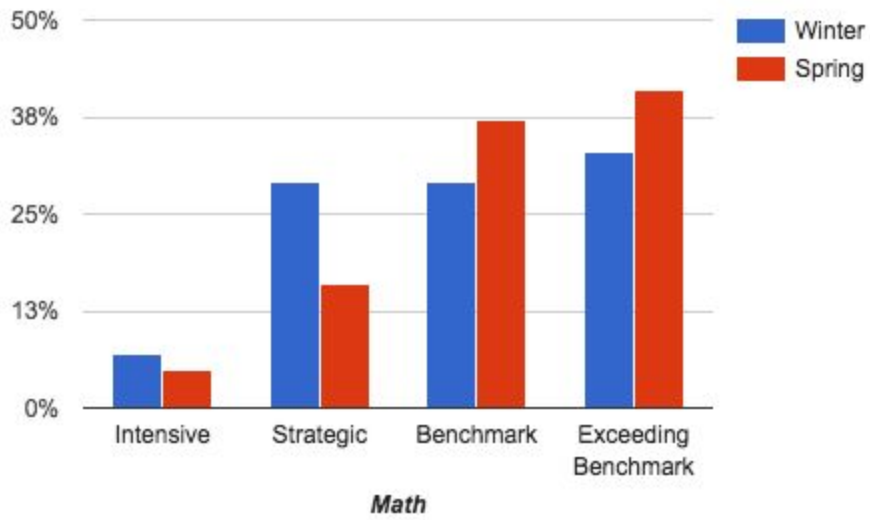
decreasing in the areas of “intensive” and “strategic” from winter to spring and percentiles in the areas of “benchmark” and “exceeding benchmark” increasing. Sandy develops charts as seen below to continually analyze overall growth happening at each grade level. The hard work of each teacher at East is clearly displayed by the success shown on these charts.



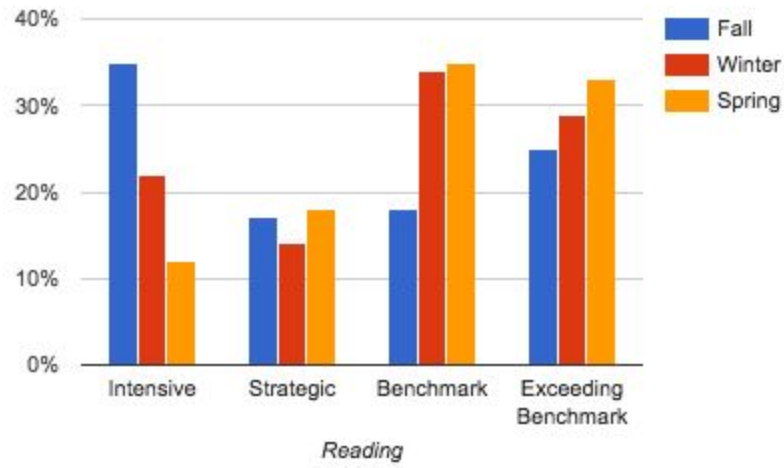
### Winter and Spring 1st Grade



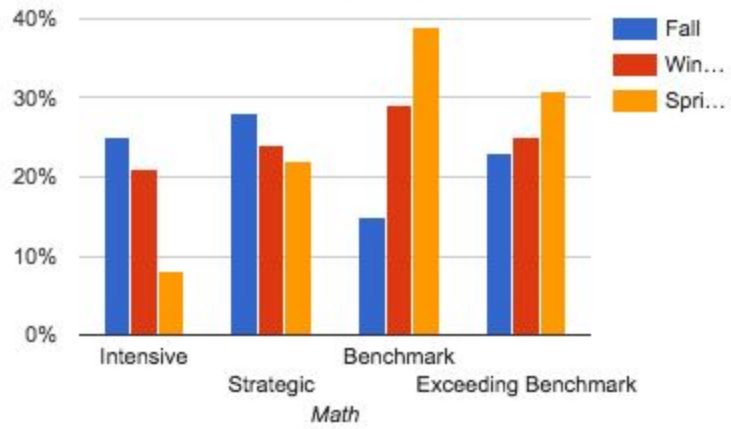
### Winter and Spring 1st grade



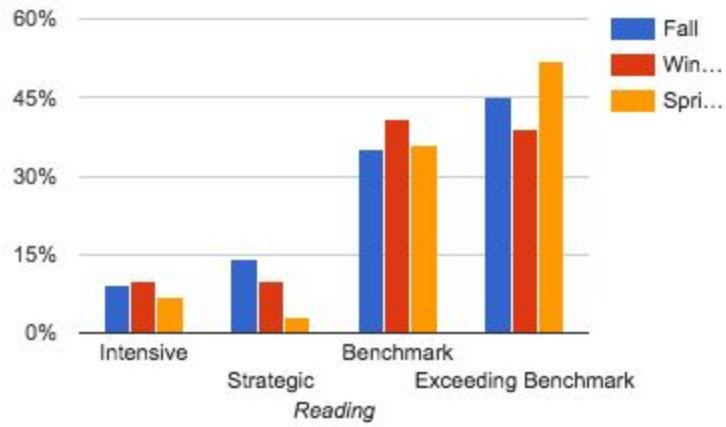
**Fall, Winter and Spring 2nd grade**



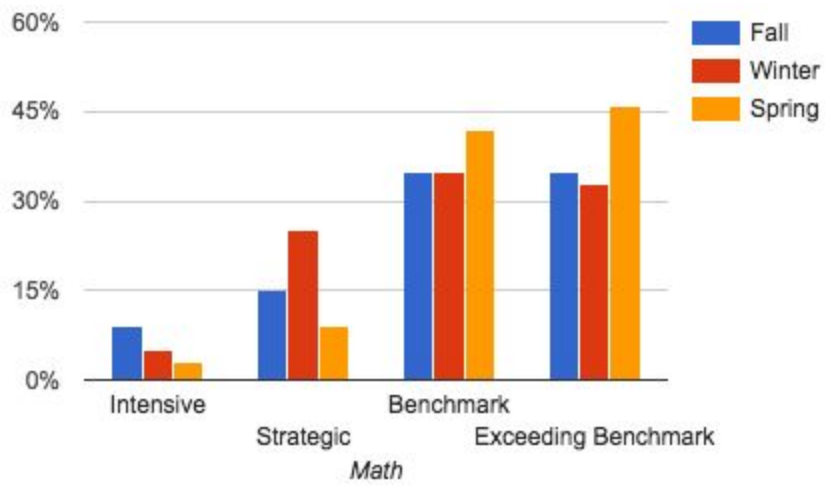
**Fall, Winter and Spring 2nd grade**



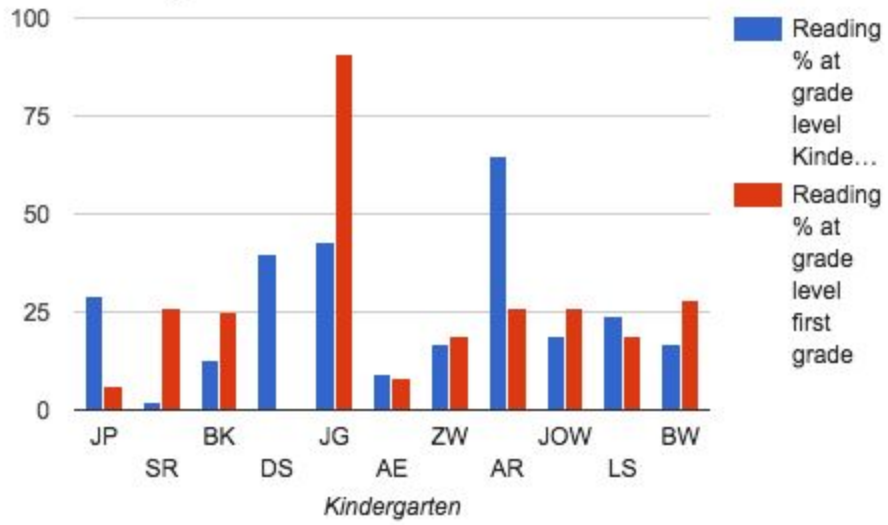
**Fall, Winter and Spring 3rd grade**



**Fall, Winter and Spring 3rd grade**



### Analysis of students in Special Education reading



# Minden High School

## June 2017

### Board of Education Report



#### **Last Days and Packing Up:**

It has been an interesting last month at the high school. There has been an extra feeling of nostalgia around our building as we wrapped up the 2016-2017 school year. The students and staff have been wonderful to work with over the last few weeks and I would like to thank them for their extra time, energy, and attention packing up the classrooms and making sure that everything is ready to be moved to the new building when we are given the "ALL IS CLEAR" sign later this summer.

I would also like to recognize this year's group of seniors. We could not have asked for a better group of students to close out this year with. They were a very humble, kind, and mature group of students and we will miss them next year.

One final note, I would like to send out a special thanks to Mason's Market, Minden Hardware, Minden Machine Shop and the Minden Lumber Yard for supplying our building with pallets and moving boxes. If you see these business owners, please let them know how much the high school staff appreciates their support !

#### **Recycled Technology:**

Last week the high school participated in the ESU-11 technology recycle program by recycling a number of our outdated pieces of technology. Due to the difficulty and the cost of associated with disposing of old technology, this was a great opportunity for the high school.

Items that were picked up by the Lincoln recycling included printers, computer towers, monitors, VCRs, cassette recorders, old video cameras, and even an old laminator that no longer worked. Memory cards were pulled out of all computers prior to being picked up for recycling even though the recycling company guaranteed to destroy all memory cards.

(Continued on next page)

## Highlights from Minden High School 2016-2017 Fall & Spring Technology Surveys

In comparing the results from the 2016 fall technology surveys and the 2017 spring surveys, the trends remained very consistent. There were no unexpected changes in the data from fall to the spring were reported. There are still areas for improvement and growth.

Some of the highlights include:

98% of [parents](#) report having internet access at home.

88% of [students](#) report having internet access at home.

83% of [parents](#) “strongly agree” or “agree” that technology is critical to the learning experience of students.

89% of [students](#) “strongly agree” or “agree” that technology is critical to the learning experience of students.

83% of [parents](#) “strongly agree” or “agree” to having good overall knowledge of technology.

85% of [parents](#) “strongly agree” or “agree” their [student](#) has strong technology skills.

86% of [parents](#) “strongly agree” or “agree” their [student](#) is encouraged to use technology at school and for school events.

94% of [parents](#) agree their [student](#) has access to a computer outside of school for school work.

97% of [parents](#) say their child’s school adequately uses technology for communicating with our home and family (web pages, voice messaging, e-mail, etc.)

6.5% of [parents](#) “strongly agree” or “agree” that cell phones could play an important role in education in the classroom.

86% of [students](#) felt cell phones could be an educational addition in the classroom.

75% of [students](#) report they text, blog, e-mail, or use social media (10 or more times a week).

51% of [students](#) report they spend on average between 1-4 hours a day on a computer at school.

48% of [students](#) report they use their district-issued (whippet) e-mail account(1-3 times a week).

39% of [students](#) report they use their district-issued (whippet) e-mail account(4-10 times a week)

65% of [students](#) report their teachers use technology for classroom instruction daily.

(computer, iPad, Chromebook, SMART Board)

18% of [students](#) report their teachers use technology for classroom instruction multiple time a week.

(computer, iPad, Chromebook, SMART Board)

(Continued)

Top (5) five items [students](#) use their computers for:

25% Research

23% Internet

14% Writing Papers

11% Learning New Material

8% Watching Video

When asked what technology [students](#) would like to have in their classroom or have more access to:

43% reported Chromebooks.

34% reported Cell phones

6% reported SMART Boards

4% reported iPads

### Meal Charge Policy

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

### Student Eligibility

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

### Meal Account Balances

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

The District encourages families to pre-pay without charge for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. Households approved for free or reduced price meals with funds remaining in their meal account at the end of the school year shall receive a refund. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.

Unpaid charges place a large financial burden on our School. Despite the fact that there are no easy solutions to this very important issue, we have established this policy to establish uniform meal account procedures. The provisions of this policy pertain to regular & reduced priced school breakfast and lunch meals. While the USDA Child Nutrition Program does not require that a student who pays for meals be served a meal without payment, we provide this policy as a courtesy to those students in the event that they forget their lunch money.

- Full Pay Families - will pay for meals at the district's published standard rate for each meal. After the FAMILY balance reaches -\$50.00 he/she will not be allowed to charge, however he/she will be offered a designated menu alternate that will be charged to the child's meal account at the standard rate.
- Reduced Pay Families will be allowed to receive a breakfast at the district's published reduced rate for each meal. When the balance reaches -\$50.00 he/she will not be allowed to charge, however he/she will be offered a designated menu alternate that will be charged to the child's meal account at the reduced rate.
- Free Status Families will be allowed to receive a free breakfast and lunch each day.

All a la carte purchases must be prepaid.

#### Student Confidentiality

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

#### Distribution Annually

This policy shall be provided in writing to all students' households at the start of each school year and to households transferring to the District during the school year.

This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals.

The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

Legal Reference: Richard B. Russell National School Lunch Act (42 U.S.C. § 1751);  
U.S.D.A. Memorandum SP 57-2016.

Date of Adoption: [Insert Date]

### Business Operations

Minden Public Schools is committed to providing and maintaining a safe and healthy work environment. The administration is to make the safety of employees an integral part of the management function. Each employee is to make safety an integral part of their duties by following established safety regulations and procedures, assisting in accident prevention activities by reporting any job-related injury to the administration immediately, reporting unsafe conditions immediately, and providing suggestions to eliminate accidents and injuries. Failure to follow safety rules may lead to disciplinary action up to and including termination.

Safety and health management is the ultimate responsibility of the Board. Functional authority for continued development and implementation of health and safety is hereby delegated to the Superintendent or the Superintendent's designee.

The Superintendent is designated as and shall serve as the primary liaison between emergency personnel and the District in the event of an incident. The Superintendent shall designate individuals within each building to serve as a liaison between emergency personnel and the District in the event of an incident. The Superintendent shall inform emergency personnel of the persons designated as liaisons.

The Superintendent shall ensure that emergency drills are conducted at least as often as required by law, including fire drills conducted at least once a month with one additional drill being conducted during the first 30 days of school, tornado drills conducted at least once during the first two weeks of school and at least once during the month of March, and bus evacuation drills conducted at least two times during the school year involving all students and appropriate staff.

The Superintendent shall ensure that, in the event of an emergency, the District has methods of communication to reach all internal and external stakeholders and that the District has a plan for public communication to gather, verify, coordinate, and disseminate information during an incident.

The Superintendent shall ensure that multi-hazard training is provided for specified employees in required areas to comply with local, state, and federal regulations, as well as non-required areas to improve safety within the District.

### Safety Committee

A Safety Committee is hereby created. The Superintendent shall coordinate and maintain the Safety Committee. The Safety Committee will be made up of community stakeholders willing to serve on the Committee. The Board hopes that the following members of the community are willing to serve on the Safety Committee: parents, law enforcement and local first responder professionals, teachers, administrators, mental health professionals, custodians, school nurses, local emergency managers, IT managers, and school transportation personnel.

The Safety Committee shall meet at least annually to review safety standards and protocols. The Safety Committee may designate subcommittees to report to the Safety Committee.

The Safety Committee shall:

- Prepare and communicate with local authorities (e.g., fire, police, rescue, emergency management personnel) at least annually. Such communications shall include collaborations with local authorities to identify and address safety and security issues.
- Consider, develop and implement guidelines for event and incident management. Such guidelines shall be reviewed and practiced by all employees, students and relevant stakeholders at least annually.
- Consider, develop and implement standard response and practice procedures for emergency situations, such as lock downs, lock outs, evacuations and shelter. Such procedures shall be reviewed and practiced by all employees, students and relevant stakeholders at least annually. Such procedures shall include a plan to identify and document crisis communication procedures with the following stakeholder groups: emergency responders, employees, students, parents/guardians, media, and others as needed. Such procedures shall also provide information to staff to empower staff to initiate protection actions, when appropriate.
- Take any reasonably necessary steps to ensure that the District is in compliance with all applicable fire and life safety codes.
- Take any reasonably necessary steps to ensure that the District has standardized and visible interior and exterior signage for emergency responders.
- Consider, develop and implement strategies and processes to assess observable, positive relationships between students and employees and students and other students.
- Consider, develop and implement strategies and processes to create a respectful, positive, and safe environment conducive to learning.
- Consider, develop and implement procedures to monitor school safety and security protocols for off-campus school sponsored events.
- Consider, develop and implement a student assistance process where problem solving can occur and intervention strategies are recommended and implemented.
- Consider, develop and implement a plan for behavioral threat assessments and conducting threat assessment protocols using trained staff.
- Consider, develop and implement safety and security procedures to monitor before and after-school activities, including other facility users.
- Identify mental health resources and use such resources when appropriate.
- Ensure that procedures are in place that require all District employees to participate annually in at least one hour of suicide prevention training.
- Ensure that all school buildings have designated multiple evacuation assembly locations for each building, and that staff and students within each building are aware of said locations.
- Review the District's bullying policy and student dating violence policy at least annually and recommend to the Board any proposed changes to the District's bullying policy and/or student dating violence policy.

- Consider, develop and implement a protocol for an annual inventory of all chemicals (e.g., classrooms, custodial, buildings, grounds), proper storage, and disposal of unused or outdated chemicals.
- Ensure that the District maintains immunization records for all students and uses the data for health and safety of students, when appropriate.
- Conduct a District-wide safety and security self-assessment for each building.
- Conduct a safety audit on an annual basis.
- Review at least annually the District's policies and protocols on active supervision throughout school buildings and campus, and recommend any changes in policies or protocols to the Board.
- Review at least annually the District's policies and protocols on security and visitors (including visitors in specialized areas, such as prekindergarten areas, playgrounds, science labs, and so forth) in school buildings, and compare the District's policies and protocols with guidance issued by the Readiness and Emergency Management for Schools Technical Assistance Center (REMS-TA), and recommend any changes in policies or protocols to the Board.
- Conduct a performance review of emergency drills and suggest any changes, when appropriate.
- For any safety and security procedures or protocols, review said procedures and protocols to ensure that such procedures and protocols accommodate individuals with special needs.
- Consider, develop and implement procedures supporting academic, physical, operational and psychological/emotional aspects of an incident, after an incident occurs. Such procedures shall ensure that students and employees are supported and given an opportunity to address psychological and emotional health needs after an incident. Such procedures shall also ensure that resource requests and management of the incident be conducted in a way that supports the psychological and emotional needs of students and staff after an incident. The Committee shall explore mutual aid agreements to address the academic, physical, operational, psychological, and emotional recovery areas, and make any recommendations to the Board.
- Adopt and maintain an effective written Injury Prevention Program for the District.

The Safety Committee shall maintain documentation of its compliance with this policy.

Legal Reference: Nebraska Department of Education Title 92 Nebraska Administrative Code, Chapter 10, Rule 10 Accreditation of Schools, 011.01b, c, d, e, f, g (Seclusion and Restraints, Bullying, Dating Violence); 79-2,137 (Bullying); 79-2,138 to 79-2,142 (Dating Violence); 79-2,146 (Suicide Awareness, 2015-2016); Criminal Code Sec. 28-318 (Sexual Harassment); Nebraska Department of Education Title 92 Nebraska Administrative Code, Chapter 11, Rule 11 Accreditation of Schools, 004.11g (Pre-K CPR and First Aid) Neb. Rev. Stat. §§ 48-443 to 48-445

Cross-Referenced: Policy 6115 (Fire Drills)

Date of Adoption: [Insert Date]

Students**School Wellness Policy**

A mission of Minden Public Schools is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

**1. Public Participation**

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

**2. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement*****Triennial Assessment***

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy.

The school board shall assess and review this policy at least every three years to determine:

- a. Compliance with this policy;
- b. How this policy compares to NDE model wellness policies;
- c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

The position/person responsible for managing the triennial assessment and contact information is the Superintendent or the Superintendent's designee.

***Public Notice***

In addition to identifying this topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in the student and employee handbooks, newspaper advertisements, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of the same methods.

### ***Recordkeeping***

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

## **3. Nutrition**

### ***School Meals***

The District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements.

All schools within the District that participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and any additional Federal child nutrition programs will meet the nutrition requirements of such programs.

The District may also operate additional nutrition-related programs and activities. All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet USDA nutrition standards.)
- Students will be provided sufficient time in which to eat school-provided meals.
- The district's lunchrooms will be attractive and well lighted.

### ***Staff Qualifications and Professional Development***

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals.

The district will provide professional development, support, and resources for staff about student wellness.

### ***Water***

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus ("school campus" and "school day" are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

### ***Competitive Foods and Beverages***

The foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

This restriction does not apply to food sold during non-school hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts, or bulk food items that are sold for consumption at home. (Ex: frozen pizza, cookie dough tubs, etc.)

### ***Celebrations and Rewards***

Celebrations and parties. The District may provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.

Rewards and incentives. The District discourages the use of food and beverages as a reward or incentive for performance or behavior.

### ***Fundraising***

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day.

### ***Nutrition Promotion***

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs.

### ***Nutrition Education***

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that is designed to provide students with the knowledge and skills necessary to promote and protect their health.

***Food and Beverage Marketing in Schools***

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards or, if stronger, state nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food and beverage marketing is defined as advertising and other promotions in schools. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that it is financially possible over time so that items are in compliance with the marketing policy.)
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

**4. Physical Activity**

Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) will not be withheld as punishment. The district will strive to provide physical activity breaks for all students, recess for elementary students, as well as encourage students to use active transport (walking, biking, etc.)

### ***Physical Education***

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum. The physical education curriculum will promote the benefits of a physically active lifestyle. The curriculum will support the essential components of physical education. The district will use evidence-based strategies to develop, structure, and support student wellness.

### ***Classroom Physical Activity Breaks (Elementary and Secondary)***

Students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week.

### ***Before and After School Activities***

The District offers opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods. The District will encourage students to be physically active before and after school by sponsoring or permitting: physical activity clubs and physical activity in aftercare, intramurals or interscholastic sports.

The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

## **5. Other Activities that Promote Student Wellness**

### ***Community Partnerships***

The District will develop, enhance, or continue relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.)

## **6. Operational Responsibility**

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established in this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

### ***Glossary***

**School Campus:** areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

**School Day:** the time between midnight the night before to 30 minutes after the end of the instructional day.

**Triennial** – recurring every three years.

Legal Reference: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. section 1758b; 7 CFR sections 210.11 and 210.30; National School Lunch Program, 42 U.S.C sections 1751-1760, 1770; Regulations and Procedures for Accreditation of Schools, NDE Rule 10

Date of Adoption: [Insert Date]

## Business Operations

### Procurement Plan – School Food Authorities

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. This statement is meant to provide guidance to our personnel and vendors on acceptable and/or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the State Agency.

### **Procurement Policy**

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- When the annual total for food service program related items is less than \$50,000 per year (per procurement event or in aggregate purchases) this organization will follow the informal Small Purchase Procedure.
- When the annual total for food service program related items is greater than \$50,000 per year (per procurement event or in aggregate purchases) this organization will follow the Formal Competitive Solicitation Procedures.

### Micro-Purchase Procedures

Micro-Purchases may be used for annual transactions under \$3,500 made with a vendor [2 CFR 200.320(a)].

Prices will be reviewed for reasonableness [2 CFR 200.320(a)].

Purchases will be spread equitably among all qualified sources [2 CFR 200.320(a)].

### Small Purchase Procedures

For purchases made below the small purchase threshold, Small Purchase Procedures will be utilized to purchase necessary goods and services. When Small Purchase Procedures are used, this organization will take the following steps:

1. Contact a minimum of three potential vendors
2. Document each vendor's quoted price
3. Select the company that provides the lowest, most responsive, and responsible bid
4. Inform all bidding companies in writing of the final decision made by the sponsor
5. Write contract for meal service between the sponsor and the winning bidder.

### Formal Competitive Solicitation Procedures

For purchases made in excess of the small purchase threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation Procedures are used, this organization will take the following steps:

1. Prepare an Invitation for Bid (“IFB”) or Request for Proposal (“RFP”) document specifically addressing the items to be procured
  - a. Include detailed specifications
  - b. Ensure price will be most heavily weighted

2. Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening
  - a. Announcements will include the date, time and location in which bids will be opened
3. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
  - a. Responsible bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP
4. Award the contract
  - a. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP
  - b. At least two weeks before program operations begin
  - c. If a protest is received, it must be handled in accordance with 7 CFR 210.21
5. Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year

(Note: If the bid threshold established in the sponsor's procurement policy statement is less than \$50,000, the smaller bid threshold will govern.)

This organization incorporates the following elements into the Procurement Policy Statement, as required by 2 CFR 200 and 7 CFR parts 210, 3016 and 3019.

- A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(1-7)]
- B. Comparability: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. 2 CFR 200.319(a)(6)/7 CFR 3016.36(c)(3)(i)/7 CFR 3019.44(a)(3)(iv)]
- C. Documentation: We shall maintain for the current year and the preceding three years all menus, production records, invitations to bid, bid results, bid tabulations or any other significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)/7 CFR 3016.36(9)]
- D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)/7 CFR 3016.36(3)(1-1 v)]
- E. Procurement Review Process: This procurement plan shall receive an internal program review on an annual basis by a staff person who is not associated with food service procurement process. This review shall be summarized in written form and kept with the other required program documentation.

- F. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)] [7 CFR Part 3016.36(b)(2)]
- G. General Requirements:
- Small, minority and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
  - A cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. [2 CFR 200.323(a)]
  - Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]
- H. Duties of Food Service Supervisor:
1. To work with staff and clients in developing acceptable menus for breakfast and lunch.
  2. To compile market orders or requisitions for purchases which accurately reflect the total quantities of required foods to be ordered per (day, week or month).
  3. To place and confirm orders with vendors, or make plans to purchase the required items.
  4. To keep program menus up to date by testing and using new products and seeking feedback from staff and clients.
  5. To send out bid quotation forms to vendors who have expressed an interest in doing business with the sponsor.
  6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
  7. To work with vendors on a fair and equal basis.
  8. To develop a list of acceptable brands. (Multiple brands per bid item when possible.)
  9. To conduct an in-house procurement review once per year.

Date of Adoption: [Insert Date]

Business Operations

Procurement Plan – Code of Conduct

The District seeks to conduct all procurement procedures in compliance with federal and state regulations and without any conflicts of interest with employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by federal, state, or local funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer, or agent of the District may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Employees, officers or agents of the District that violate these standards shall be subject to appropriate disciplinary actions.

Date of Adoption: [Insert Date]

Community RelationsPersonnel - All Employees and StudentsAnti-discriminationA. **Elimination of Discrimination.**

The policy of [Name] Public Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

[Name] Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of [Name] Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

B. **Preventing Harassment and Discrimination of Employees and Students.**

1. **Purpose:** [Name] Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, [Name] Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of [Name] Public Schools.

- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Legal Reference: Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq.  
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.;

Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.  
Section 504 of the Rehabilitation Act of 1973 (Section 504)  
Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k)  
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq.  
Neb. Rev. Stat. § 79-2,115, et seq

Date of Adoption: [Insert Date]

Business OperationsESSA

It is the policy of the District to comply with the Every Student Succeeds Act (“ESSA”) and federal grant programs in which the District participates.

1. Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent’s discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.
2. Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.
3. Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.
4. Maintenance of Effort. The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.
5. Resources. The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the District’s written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I shall be used only for children participating in the program.
6. Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.
7. Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.

8. Coordination of Services. Title I services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.
9. Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.
10. Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.
11. Parents Right to Know. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
  - (A) Whether the student's teacher—
    - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
    - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
    - (iii) is teaching in the field of discipline of the certification of the teacher.
  - (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
12. Testing Opt-Out. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:
  - (A) the subject matter assessed;
  - (B) the purpose for which the assessment is designed and used;
  - (C) the source of the requirement for the assessment;
  - (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
  - (E) the time and format for disseminating results.
13. Language Instruction Programs. At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—
  - (A) be involved in the education of their children; and
  - (B) be active participants in assisting their children to—
    - (i) attain English proficiency;

- (ii) achieve at high levels within a well-rounded education; and
- (iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

14. Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.
15. Certification Regarding Debarment, Suspension and Ineligibility. The District will endeavor to ensure that all contracts and purchase orders reimbursed using federal funds will include the following “suspension and disbarment” language:

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current “LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS” published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified.

Notwithstanding anything to the contrary, all persons or entities contracting with the District with any reimbursement using federal funds shall be bound by this certification and shall fully abide by and comply with the same.

Legal Reference: ESSA

Date of Adoption: [Insert Date]

**Summary of the School Immunization Rules and Regulations  
For 2017-2018 School Year**

<b>Student Age Group</b>	<b>Required Vaccines</b>
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1 <sup>st</sup> Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 <sup>th</sup> grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)  
 Updated 1/25/2017

## Students

### Full-time and Part-time Enrollment

#### Full-time Enrollment

Students must be enrolled in Minden Public Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

#### Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as “non-public school students.”

The School Board establishes the following guiding principles for enrollment of non-public school students:

- (1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.
- (2) Enrollment of a non-public school student in Minden Public Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
- (3) Non-public school students are not to be given priority over full-time students.
- (4) Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
- (5) Enrollment of non-public school students is not to negatively affect the educational services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.
2. Deadline for Applications. The application must be received by August 1<sup>st</sup> preceding the school year the student wishes to enroll.
  - a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
  - b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1<sup>st</sup>.
3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.
4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.
5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.

B. Non-Public School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.
2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

C. Non-Public School Student Enrollment Standards

1. Maximum Enrollment. Students may not enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day.
2. Capacity Limits. Enrollment will be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes shall not be available for non-public school students. The middle school principal and counselor shall also establish capacity limits for particular courses each semester. Students will not be permitted to enroll in courses beyond the established capacity limits.
3. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.
4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determines to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.
5. Essential versus Non-Essential Elective Courses. Non-public school students are not permitted to enroll in essential courses. Essential courses are those which are required to be offered by the student's private, denominational, parochial or home school. For non-public school students attending an approved school, essential courses are: language arts, social

studies, science, mathematics, vocational education, foreign language, visual and performing arts, and personal health and physical fitness. For non-public school students attending an exempt school, essential courses consist of a sequential program of instruction designed to lead to basic skills in the language arts, mathematics, science, social studies, and health. A non-public school student will not be precluded by this provision from enrolling in non-essential elective courses.

D. Non-Public School Student Policies

1. General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.\_
2. Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.
3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled, including as applicable State or District-wide assessments, as full-time students.
4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.
5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.
6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the

principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.

7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement. Full-time students will be given first consideration for parking on the high school campus.
8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.
9. Extracurricular Activities. Students enrolled on a part-time basis may be permitted in the discretion of the principal and athletic director to participate in extracurricular activities. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Legal Reference: Neb. Rev. Stat. §79-2,136 and §79-526  
Title 92, Nebraska Administrative Code, Chapter 10

Date of Adoption: [Insert Date]

## **Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

- 1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Kathleen Styles, Office of the Chief Privacy Officer  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202

### **Notice Concerning Directory Information**

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in [Name] Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

### **OPTIONAL**

In addition, notice is further given that FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student —

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Nebraska Department of Education. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the District has designated as “directory information” under §99.37. (§99.31(a)(11))

The District’s policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

**Notice Concerning Designation of Law Enforcement Unit:**

The District designates the Minden Police Department as the District's “law enforcement unit” for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

StudentsRequests to Contact Students and Student Interviews by Non-School PersonnelA. Removals of Students and Interviews of Students

In dealing with law enforcement officials, Minden Public Schools' employees are not to obstruct government operations or unreasonably refuse or fail to aid a peace officer, but are also to attempt to prevent undue interference with District operations or educational programming.

1. Removals of Students by Law Enforcement Officials

Law enforcement officers should not be permitted to remove a child from school while the child is properly in attendance, without permission of the child's parent or guardian, except when legally authorized to do so. For purposes of this policy, a law enforcement officer is defined as: sheriffs, coroners, jailers, marshals, police officers, state highway patrol officers, members of the National Guard on active service by direction of the Governor during periods of emergency, and all other persons with similar authority to make arrests. (Neb. Rev. Stat. §49-801).

Law enforcement officers may in the line of duty require a student to accompany him or her for questioning or detention either with or without an arrest warrant. A peace officer has the lawful authority to take immediate temporary custody of children under the age of 18 with an arrest warrant, or without a warrant or order of the court when:

- (a) the child has violated a state law or municipal ordinance and such child was eleven years of age or older at the time of the violation, and the officer has reasonable grounds to believe such child committed such violation and was eleven years of age or older at the time of the violation;
- (b) the child is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the child's protection;
- (c) the officer believes the child to be mentally ill and dangerous as defined in Neb. Rev. Stat. §71-908 and that the harm described in that section is likely to occur before proceedings may be instituted before the juvenile court;
- (d) the officer has reasonable grounds to believe that the juvenile has run away from his or her parent, guardian, or custodian;
- (e) a probation officer has reasonable cause to believe that a juvenile is in violation of probation and that the juvenile will attempt to leave the jurisdiction or place lives or property in danger;
- (f) the officer has reasonable grounds to believe the juvenile is truant from school. (Neb. Rev. Stat. §§43-418 and 43-248).

- (g) the officer has reasonable grounds to believe the child is immune from prosecution for prostitution under subsection (5) of section 28-801; or
- (h) the child has committed an act or engaged in behavior described in subdivision (1), (2), (3)(b), or (4) of section 43-247 and such child was under eleven years of age at the time of such act or behavior, and the officer has reasonable cause to believe such child committed such act or engaged in such behavior and was under eleven years of age at such time.

If a peace officer or probation officer requests to take custody of a student who is at that time under the control and jurisdiction of Minden Public Schools, the following action is to be taken:

- (a) Establish Authority to Remove. The student should be released after appropriate measures are taken and documented to ensure that the officer has the authority to take the student. The form attached as Exhibit "A" to this Policy may be used for this purpose.
- (b) Notify Local Law Enforcement. In some instances there may be orders for custody of a student served by the officers with authority to arrest from outside the jurisdiction of Minden Public Schools. Local law enforcement should be contacted and requested to participate in or monitor the removal.
- (c) Notify Parent of Removal. When a principal or other school official releases a minor student to a peace officer for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor student to the officer and the place to which the student is reportedly being taken. Provided, however, when a minor student has been taken into custody as a victim of suspected child abuse, the principal or other school official is not required to notify the parent or guardian, but shall provide the peace officer with the address and telephone number of the minor student's parents or guardian.

A student should not be released to a private detective or "special police officer" who is not an officer of a Nebraska political subdivision or an officer of an agency of the federal government without consent of the student's parent, guardian or custodian.

2. Interviews of Students by Law Enforcement Officials

Law enforcement officers and other law authorities should be urged to contact students for questioning outside the instructional day and off school premises whenever possible. When it is appropriate that such questioning occur, the following guidelines are to be followed:

- (a) Interviews not related to District Events. If an interview of a student is requested during school hours concerning an ongoing investigation of a crime not related to Minden Public Schools, questioning should not take place until the student's parent, guardian or custodian has been contacted and permission is given for such interview. The consent should be documented. The presence of a school employee during the interview is not necessary.
- (b) Interviews Related to District Events. If the investigation relates to an incident which took place on school premises or during instructional time, it is not necessary to obtain consent of the student's parent, guardian or custodian. In these situations, an employee of the District should be present during the interview to ensure that the interview relates only to the incident which took place on school premises or during instructional time or something which is directly related thereto.
- (c) Child Abuse or Neglect. If an investigator represents that an interview is necessary to collect information concerning an allegation of child abuse or neglect or an offense involving a family relation and it is clear that obtaining parental consent for the interview would be impossible or counter-productive, the interview may be conducted without consent of the student's parent, guardian or custodian. In these situations, an employee of Minden Public Schools should be present during the interview to ensure that the interview relates only to those matters.
- (d) Probation Officer Interview. A probation officer assigned to a student by a court may be allowed the opportunity, on request, to interview a student on school premises. In such situations, it is neither necessary nor desirable that a District employee be present during the interview. It also is not necessary to obtain the consent of the parent, guardian, or custodian.

3. Disclosure of Student Records

School employees shall not, in the course of dealing with a peace officer or probation officer, disclose any confidential student records or information from such student records other than in response to a court order or subpoena or as otherwise authorized by state law and the Family Educational Rights and Privacy Act (FERPA).

4. Removals and Interviews by Persons other than Law Enforcement Officials

A person who comes to school premises to interview a student or remove a student prior to the end of the student's instructional day must obtain permission of an administrator or designee.

Permission to remove is not to be granted without consent of the student's parent, guardian or custodian, or a person authorized by the student's parent, guardian or custodian to give such permission.

Permission to interview on subjects not related to school matters is not to be granted unless there is a clearly valid and proper reason for the interview and such is not disruptive to school operations or the student's educational program. Ordinarily such contacts shall be restricted to the student's parent, guardian or custodian or a friend of the family when an emergency or other similar circumstance exists.

Legal Reference: Neb. Rev. Stat. §§43-248; 43-418; 79-294; 79-2104  
20 U.S.C. §1232g (FERPA)

Date of Adoption: [Insert Date]

**AR-5413--Exhibit A**

**Affidavit and Release to Remove Student**

**Date:** \_\_\_\_\_

The undersigned hereby states and affirms to the Minden Public Schools as follows:

1. That I am duly-appointed and acting peace officer employed by \_\_\_\_\_ and am currently acting within the scope of such employment.

2. That request is hereby made of the Minden Public Schools to deliver to me the following named student: \_\_\_\_\_.

3. That I am entitled to immediate physical custody of said student by virtue of:

( ) Neb. Rev. Stat. 43-248 for the reason that said student (1) violated a state or municipal law in my presence, (2) is believed by me to have committed a felony, (3) is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the student's protection, or (4) is believed to have run away from his or her parent, guardian, or custodian.

( ) There having been issued a valid warrant for such student's arrest, a true copy of which is attached hereto.

( ) There being reasonable grounds for me to arrest such student without a warrant, such grounds being that: \_\_\_\_\_

( ) Other (specify) the student being placed under arrest due to following authority: \_\_\_\_\_

4. That the undersigned will take immediate action to notify the parent(s), custodian, or legal guardian of said student that said student has been taken into custody and the reason or reasons for said custody.

5. That the undersigned has the legal right to take custody of the student without the consent of said student's parent(s), guardian, custodian, or the Minden Public Schools.

6. That any facts or circumstances set out on the back of this affidavit and release are true and correct and are incorporated herein by reference.

\_\_\_\_\_  
(Give complete description of officer's name and position, including badge number)

**Affidavit to Interview or Question Student**

**Date:** \_\_\_\_\_

The undersigned requests the right to interview or question \_\_\_\_\_, a student of the Minden Public Schools, and hereby states and affirms to the Minden Public Schools as follows:

( ) That the undersigned is a duly appointed probation officer acting pursuant to a valid appointment by the \_\_\_\_\_ Court of \_\_\_\_\_ County, Nebraska.

( ) That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate such an investigation.

( ) That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate an investigation of criminal activity which occurred on the school premises.

( ) That the undersigned is duly authorized by law to investigate allegations of abuse or neglect as defined in Neb. Rev. Stat. 28-710(3) and this request is made to facilitate an investigation where a family member is alleged to have committed acts of abuse or neglect against the above-named student.

( ) That requesting consent to the interview from the child’s parent or guardian and notification of child’s parent or guardian of the interview would be counter productive, and request is hereby made that the same be kept confidential.

That the additional information, if any, set out on the back of this affidavit is true and correct and is incorporated herein by reference.

\_\_\_\_\_  
(Give complete description of officer’s name and position including badge number)

StudentsHomeless StudentsA. General Policy Statement

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

B. Definitions

“School of Origin” shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

“Homeless children and youths” shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

“Unaccompanied youth” shall mean a homeless child or youth not in the physical custody of a parent or guardian.

C. School Stability

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child’s or youth’s school of origin is in the child’s or youth’s best interest, except when doing so is contrary to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.

2. Enrollment: Once the school is selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.
3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

D. Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
2. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
3. In a manner consistent with the Federal Education Rights and Privacy Act.

E. Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;

2. Receive appropriate time and training in order to carry out the duties required by law and this policy;
3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
4. Ensure that homeless children and youths:
  - a. Are enrolled in school which includes attending classes and participating fully in school activities;
  - b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
  - c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.
  - d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.
5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
6. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information.

The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.

3. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

Legal Reference: Neb. Rev. Stat. § 79-215  
Nebraska Department of Education Rule 19  
McKinney-Vento Homeless Assistance Act, 42 USC §§11431, et seq.  
Every Student Succeeds Act

Date of Adoption: [Insert Date]

InstructionComputerInternet Safety and Acceptable Use PolicyA. Internet Safety Policy

It is the policy of Minden Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and

access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.

5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general,

for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
  1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.

3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  4. Users shall not engage in “hacking” to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer’s memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  7. Users shall not engage in any form of vandalism of the technology resources.
  8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
  4. to engage in or promote violations of student conduct rules.
  5. to engage in illegal activity, such as gambling.
  6. in a manner contrary to copyright laws.
  7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254  
Children's Online Privacy Protection Act, 15 U.S.C. § 6501  
FCC Order adopted August 10, 2011  
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)  
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)  
LB 512 (2017).

Date of Adoption: [Insert Date]

Minden Public Schools  
Addition to Employee Code of Conduct  
*Appendix "1"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of Minden Public Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Minden Public School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Minden Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Minden Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Minden Public Schools, any of its employees, or any institution providing network access to Minden Public Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized  
faculty designee for duration of applicable  
computer/network/Internet use.

Minden Public Schools  
Addition to Student Code of Conduct  
*Appendix "2"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT'S AGREEMENT

In order to make sure that all members of Minden Public Schools community understand and agree to these rules of conduct, Minden Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Minden Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Minden Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Minden Public Schools, any of its employees, or any institution providing network access to Minden Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

[Name] Public Schools  
Addition to Student Code of Conduct  
*Appendix "3"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT'S AGREEMENT

In order to make sure that all members of Minden Public Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Minden Public Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Minden Public Schools responsible for materials acquired or sent via the network.

I agree not to hold the Minden Public Schools, any of its employees, or any institution providing network access to Minden Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized  
faculty designee for duration of applicable  
computer/network/Internet use.

Internal Board Policies - OrganizationAnnual Organizational Meeting

- A. An organizational meeting of the Minden School District Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, Secretary and Treasurer, and if it is determined by the Board of Education to be needed an ex officio secretary and treasurer and those elected will assume office at the organizational meeting.

Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If no member receives a majority of votes after five ballots or one hour, the Board member who was the President of the Board during the immediately preceding term shall continue as President. In the event that the previous Board President is no longer a Board member, then the Vice President from the immediately preceding term shall become the President. In the event that both the prior President and Vice President are no longer members of the Board, then the longest tenured Board member shall serve as President. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.

2. The President shall assume the chair immediately upon the President's election.
3. The motions for the officer elections should read: Move that \_\_\_\_\_ be elected as \_\_\_\_\_ (name of office) to serve a term of one year, or until the person's successor is elected and qualified.

- B. The order of business for meeting should be as follows:

1. Call to Order and Roll Call
2. Oath of office for most recently elected
3. Elections
  - a. President
  - b. Vice President

- c. Treasurer
  - d. Secretary
4. Approval of committees, positions, and designations
    - a. Consider, discuss and take action to elect Secretary to the BOE
    - b. Consider, discuss and take action to select Legal counsel
    - c. Consider, discuss and take action to elect Committees as determined by the BOE
    - d. Consider, discuss and take action to select Depository bank(s)
    - e. Consider, discuss and take action to select District newspaper(s) of record
  5. Approval of current Board policies and regulations
  6. Designate date for the annual review of BOE policies
  7. Dissemination to each Board member of conflict of interest statutes
  8. Adjournment

Date of Adoption: [Insert Date]

**RESOLUTION**

**RESOLVED**, that the official depository of school funds for this School District is hereby designated to be \_\_\_\_\_, and that the designation of any other institution as the depository of school funds is hereby withdrawn.

The above Resolution, having been read in its entirety, member \_\_\_\_\_ moved for its passage and adoption, and member \_\_\_\_\_ seconded the same. After discussion and roll call vote, the following members voted in favor of passage and adoption of the above Resolution: \_\_\_\_\_

\_\_\_\_\_  
The following members voted against the same: \_\_\_\_\_

\_\_\_\_\_  
The following members were absent or not voting: \_\_\_\_\_

\_\_\_\_\_  
The above Resolution, having been consented to and approved by more than a majority of the members of the School Board of this School District, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

**DATED** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Minden Public Schools

**BY:** \_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

Legal Reference: Neb. Rev. Stat. §§ 77-2350 and 77-2350.01

Date of Adoption: [Insert Date]

Bylaws of the Board - MeetingsParliamentary Procedure

The rules of parliamentary procedures as embodied in Robert's Rules of Order, latest edition, may guide the school Board in the conduct of Board meetings. Exceptions shall be made when the issue in question is covered by Board policies or bylaws, and as to minutes, adjournment and as otherwise required by statute. The President, or meeting chair, shall decide all questions of procedure and order, subject to an appeal to the Board, with the object that Board meetings be conducted with order, decency, and regularity and to accomplish the work of the school Board in the best possible manner.

Date of Adoption: [Insert Date]