

Board of Education Regular Meeting

Monday, June 8, 2020 7:30 PM

Minden High School Media Center, 543 West Fifth, Minden, NE 68959-0301

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

1. Call to Order

2. Public Comment

3. Consent Agenda

Action(s):

Motion to approve the Consent Agenda. This motion, made by Ken Carpenter and seconded by Craig Grams, Passed.

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

a. Consider Minutes from May 11 Meeting

b. Consider Financial Reports

c. Consider Expenditures and Claims for Payment

4. Reports

a. Board Committees

b. Principals

c. Superintendent

d. Other

5. Policy Review and Updates

a. Consider & Discuss Adoption of Policy 6111
Classroom Environment

b. Consider and Discuss Amendments to Policy 1040
Annual Report, Policy 5101 Student Discipline, Policy 5103
Extracurricular Activity, Policy 5406 Use of Surveillance/Search & Seizures,

Policy 5506 Safe Pupil Transportation Plan, Policy 6117 Ceremonies & Observances, and Policy 6283A Return to Learn Protocol

6. **Action Items**

- a. Consider, Discuss, and Take Action on Designation of Federal Programs Representative

Action(s) :

Motion to authorize James Widdifield as the representative of Minden Public Schools to sign claims and forms for all federal programs for the 2020-21 school year. This motion, made by Kevin Raun and seconded by Rusty Rhynalds, Passed.

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

- b. Consider, Discuss, and Take Action on Authorization of Superintendent to Dispose of Materials

Action(s) :

Motion to authorize and direct the Superintendent or his designee to dispose of all obsolete furniture, books, materials, and equipment in the most favorable manner to the District in accordance with all laws, rules, and regulations pertaining to such disposition. This motion, made by Justin Glanzer and seconded by Ken Carpenter, Passed.

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

- c. Consider, Discuss, and Take Action on Meal Prices for 2020-21 School Year

Action(s) :

Motion to set meal prices for the 2020-21 school year as: Breakfast K-12 \$1.75; East Elementary lunch \$2.55; and Middle/High School Lunch \$2.75. This motion, made by Rusty Rhynalds and seconded by Richard Jacobsen, Passed.

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

- d. Consider, Discuss, and Take Action on Ayr
Construction Change Order #3

Action(s):

Motion to approve Ayr Construction Change Order
#3. This motion, made by Kevin Raun and seconded
by Justin Glanzer, Passed.

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. **Next Meeting**

8. **Adjournment (by Board President action)**

Board Secretary

**MINDEN PUBLIC SCHOOLS
BOARD OF EDUCATION
May 11, 2020**

The agenda for the May 11, 2020 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 notice was published in the local paper.

The board meeting began at 7:30 pm with all board members present, including Raun present via Zoom.

At 7:31 pm, the Board heard support, opposition, criticism and/or suggestions for the reaffirmation of Policy 5416 Student Fees, 6400 Parental Involvement, and 5415 Anti-Bullying. No one present commented. At 7:36 pm, motion by Grams and second by Raun to close the hearing. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Rhynalds and second by Jacobsen to approve the consent agenda consisting of minutes from the April 13 meeting, financial reports, and claims for payment. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Carpenter and second by Glanzer to approve the amendments to Policy 9300 Regular Meetings. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Glanzer and second by Grams to approve the amendments to Policy 9320 Order of Business. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

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

Motion by Glanzer and second by Rhynalds to approve the Superintendent's contract until the 2022-23 school year. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Grams and second by Glanzer to approve the 2020 summer projects up to \$75,000.00. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Carpenter and second by Glanzer to approve Ayr Construction Change Order #2. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

At 8:03 pm, a motion was made by Carpenter and second by Glanzer to adjourn the meeting. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

MINDEN PUBLIC SCHOOLS
TREASURER'S REPORT
May 31, 2020

| | | |
|---|----------------|--------------------|
| SCHOOL BALANCE - March 31, 2020 | | \$205,516.84 |
| Current Months Receipts | | \$2,837,092.59 |
| Transfers from Investments | | \$500,000.00 |
| Total Beginning Balance and Receipts | | \$3,542,609.43 |
| Less: Disbursements | | \$788,068.96 |
| Transfer to Investments | | \$2,600,000.00 |
| Total Disbursements | | \$3,388,068.96 |
| SCHOOL BALANCE - May 31, 2020 | | \$154,540.47 |
| BALANCE PER BANK STATEMENT - May 31, 2020 | | \$158,736.53 |
| Deposits In Transit | | \$0.00 |
| LESS : Outstanding Checks | | \$4,196.06 |
| RECONCILED BANK BALANCE - May 31, 2020 | | \$154,540.47 |
| (Balance - May 31, 2019 = \$132,278.37) | | |
| GENERAL FUND INVESTMENTS | | \$3,885,848.22 |
| Money Market Minden Exchange | \$2,603,673.80 | 0.65% demand |
| Money Market First Bank | \$1,282,174.42 | 0.45% demand |
| (Balance May 31, 2019 = \$3,604,031.38) | | |
| DEPRECIATION FUND INVESTED | | \$686,411.56 |
| Money Market Minden Exchange Bank | \$4,413.58 | 0.65% demand |
| Money Market First Bank | \$118,617.50 | 0.45% demand |
| NE Liquid Asset Fund - Depreciation Fund | \$563,375.29 | 0.19% demand |
| Checking Minden Exchange Bank | \$5.19 | |
| (Balance May 31, 2019 = \$676,160.64) | | |
| BUILDING FUND | | \$2,054,441.32 |
| Money Market Minden Exchange Bank | \$194,160.23 | 0.65% demand |
| Money Market First Bank | \$58,166.59 | 0.37% demand |
| NE Liquid Asset Fund - Building Fund | \$1,802,110.00 | 0.19% demand |
| Checking Minden Exchange Bank | \$4.50 | |
| (Balance May 31, 2019 = \$2,424,364.83) | | |
| BOND FUND | | \$1,700,510.00 |
| Money Market Minden Exchange Bank | \$901,659.64 | 0.65% demand |
| NE Liquid Asset Fund - Bond Fund | \$798,850.36 | 0.19% demand |
| (Balance May 31, 2019 = \$1,996,197.82) | | |
| LUNCH FUND | | \$78,267.10 |
| Money Market First Bank | \$3,900.69 | 0.21% demand |
| Checking First Bank | \$74,366.41 | |
| (Balance May 31, 2019 = \$48,561.46) | | |
| FUNDS PLEDGED FOR DEPOSITS | | |
| Minden Exchange Bank | \$4,466,763.82 | Plus 250M FDIC |
| First Bank | \$2,250,000.00 | Plus 250M FDIC |

Scott W. Johnson, Treasurer

MINDEN PUBLIC SCHOOLS
TREASURER'S REPORT SUPPLEMENT
ACCOUNT RECONCILIATIONS
May 31, 2020

| Bank | Account # | Beginning Balance | Plus: Receipts | Plus/(Minus) Transfers | Minus: Expenditures | Ending/ Reconciled Balance | Previous Year Ending Balance |
|--------------------------|-----------------|-----------------------|-----------------------|------------------------|-----------------------|----------------------------|------------------------------|
| General Fund | | | | | | | |
| MEB | 401505 | \$205,516.84 | \$2,837,092.59 | (\$2,100,000.00) | \$788,068.96 | \$154,540.47 | \$132,278.37 |
| MEB | 601096 | \$502,869.17 | \$804.63 | \$2,100,000.00 | \$0.00 | \$2,603,673.80 | \$2,330,594.60 |
| FB&T | 801472 | \$1,281,689.48 | \$484.94 | \$0.00 | \$0.00 | \$1,282,174.42 | \$1,273,436.78 |
| | Subtotal | \$1,990,075.49 | \$2,838,382.16 | \$0.00 | \$788,068.96 | \$4,040,388.69 | \$3,736,309.75 |
| Depreciation Fund | | | | | | | |
| MEB | 401919 | \$5.19 | \$0.00 | \$0.00 | \$0.00 | \$5.19 | \$5.19 |
| MEB | 613109 | \$4,411.30 | \$2.28 | \$0.00 | \$0.00 | \$4,413.58 | \$4,385.05 |
| FB&T | 807982 | \$118,572.64 | \$44.86 | \$0.00 | \$0.00 | \$118,617.50 | \$117,809.18 |
| NLAF | 9300656 | \$563,323.33 | \$51.96 | \$0.00 | \$0.00 | \$563,375.29 | \$553,961.22 |
| | Subtotal | \$686,312.46 | \$99.10 | \$0.00 | \$0.00 | \$686,411.56 | \$676,160.64 |
| Building Fund | | | | | | | |
| MEB | 106690 | \$4.50 | \$0.00 | \$220,185.00 | \$220,185.00 | \$4.50 | \$1.47 |
| MEB | 603209 | \$352,170.54 | \$62,174.69 | (\$220,185.00) | \$0.00 | \$194,160.23 | \$602,792.13 |
| FB&T | 801407 | \$58,148.25 | \$18.34 | \$0.00 | \$0.00 | \$58,166.59 | \$57,879.47 |
| NLAF | 9300655 | \$1,801,896.72 | \$213.28 | \$0.00 | \$0.00 | \$1,802,110.00 | \$1,763,691.76 |
| | Subtotal | \$2,212,220.01 | \$62,406.31 | \$0.00 | \$220,185.00 | \$2,054,441.32 | \$2,424,364.83 |
| Bond Fund | | | | | | | |
| MEB | 620112 | \$431,387.05 | \$470,272.59 | \$0.00 | \$0.00 | \$901,659.64 | \$747,404.59 |
| NLAF | 9300692 | \$798,753.39 | \$96.97 | \$0.00 | \$0.00 | \$798,850.36 | \$1,248,793.23 |
| | Subtotal | \$1,230,140.44 | \$470,369.56 | \$0.00 | \$0.00 | \$1,700,510.00 | \$1,996,197.82 |
| Lunch Fund | | | | | | | |
| FB&T | 990119 | \$33,519.64 | \$91,803.61 | \$0.00 | \$50,956.84 | \$74,366.41 | \$44,319.56 |
| FB&T | 801399 | \$3,899.99 | \$0.70 | \$0.00 | \$0.00 | \$3,900.69 | \$4,241.90 |
| | Subtotal | \$37,419.63 | \$91,804.31 | \$0.00 | \$50,956.84 | \$78,267.10 | \$48,561.46 |
| Grand Total | | \$6,156,168.03 | \$3,463,061.44 | \$0.00 | \$1,059,210.80 | \$8,560,018.67 | \$8,881,594.50 |

2019/20 Projections vs. Actuals for General Fund As of May 31, 2020

Income

2019/20 Budgeted Income = \$10,507,481.32

| Month | Projected Income | Actual Income | Over/(Under) Projection | Running Balance Over/(Under) Projection |
|-----------|------------------|----------------|-------------------------|---|
| September | \$2,017,436.41 | \$1,941,671.95 | (\$75,764.46) | (\$75,764.46) |
| October | \$577,911.47 | \$654,085.97 | \$76,174.50 | \$410.04 |
| November | \$145,003.24 | \$200,345.19 | \$55,341.95 | \$55,751.99 |
| December | \$142,901.75 | \$161,606.78 | \$18,705.03 | \$74,457.02 |
| January | \$1,731,632.92 | \$1,427,819.14 | (\$303,813.78) | (\$229,356.76) |
| February | \$838,497.01 | \$968,515.03 | \$130,018.02 | (\$99,338.74) |
| March | \$551,642.77 | \$653,872.18 | \$102,229.41 | \$2,890.67 |
| April | \$501,206.86 | \$502,685.38 | \$1,478.52 | \$4,369.19 |
| May | \$2,718,285.42 | \$2,838,095.36 | \$119,809.94 | \$124,179.13 |
| June | \$971,942.02 | | | |
| July | \$113,480.80 | | | |
| August | \$197,540.67 | | | |

Cash Flow

| Month | Projected Cash Flow | Actual Cash Flow | Over/(Under) Projection | Running Balance Over/(Under) Projection |
|-----------|---------------------|------------------|-------------------------|---|
| September | \$958,716.40 | \$928,709.07 | (\$30,007.33) | (\$30,007.33) |
| October | (\$335,560.78) | (\$192,226.11) | \$143,334.67 | \$113,327.34 |
| November | (\$784,355.48) | (\$669,489.61) | \$114,865.87 | \$228,193.21 |
| December | (\$768,301.00) | (\$715,504.14) | \$52,796.86 | \$280,990.07 |
| January | \$831,777.65 | \$506,370.84 | (\$325,406.81) | (\$44,416.74) |
| February | (\$74,975.24) | \$152,640.39 | \$227,615.63 | \$183,198.89 |
| March | (\$357,290.48) | (\$217,006.07) | \$140,284.41 | \$323,483.30 |
| April | (\$415,669.63) | (\$363,440.31) | \$52,229.32 | \$375,712.62 |
| May | \$1,752,614.76 | \$2,050,313.20 | \$297,698.44 | \$673,411.06 |
| June | (\$2,806.63) | | | |
| July | (\$807,934.68) | | | |
| August | (\$836,214.89) | | | |

Expenses

2019/20 Budgeted Expenses = \$11,347,481.32

| Month | Projected Expenses | Actual Expenses | Over/(Under) Projection | Running Balance Over/(Under) Projection |
|-----------|--------------------|-----------------|-------------------------|---|
| September | \$1,058,720.01 | \$1,012,962.88 | (\$45,757.13) | (\$45,757.13) |
| October | \$913,472.25 | \$846,312.08 | (\$67,160.17) | (\$112,917.30) |
| November | \$929,358.72 | \$869,834.80 | (\$59,523.92) | (\$172,441.22) |
| December | \$911,202.75 | \$877,110.92 | (\$34,091.83) | (\$206,533.05) |
| January | \$899,855.27 | \$921,448.30 | \$21,593.03 | (\$184,940.02) |
| February | \$913,472.25 | \$815,874.64 | (\$97,597.61) | (\$282,537.63) |
| March | \$908,933.25 | \$870,878.25 | (\$38,055.00) | (\$320,592.63) |
| April | \$916,876.49 | \$866,125.69 | (\$50,750.80) | (\$371,343.43) |
| May | \$965,670.66 | \$787,782.16 | (\$177,888.50) | (\$549,231.93) |
| June | \$974,748.65 | | | |
| July | \$921,415.48 | | | |
| August | \$1,033,755.56 | | | |

General Fund Balance

Beginning Reconciled GF Balance = \$2,560,021.43

| Month | Projected GF Balance | Actual Reconciled GF Balance | Over/(Under) Projection |
|-----------|----------------------|------------------------------|-------------------------|
| September | \$3,518,737.83 | \$3,488,730.50 | (\$30,007.33) |
| October | \$3,183,177.05 | \$3,296,504.39 | \$113,327.34 |
| November | \$2,398,821.57 | \$2,627,014.78 | \$228,193.21 |
| December | \$1,630,520.57 | \$1,911,510.64 | \$280,990.07 |
| January | \$2,462,298.22 | \$2,417,881.48 | (\$44,416.74) |
| February | \$2,387,322.98 | \$2,570,521.87 | \$183,198.89 |
| March | \$2,030,032.50 | \$2,353,515.80 | \$323,483.30 |
| April | \$1,614,362.87 | \$1,990,075.49 | \$375,712.62 |
| May | \$3,366,977.63 | \$4,040,388.69 | \$673,411.06 |
| June | \$3,364,171.00 | | |
| July | \$2,556,236.32 | | |
| August | \$1,720,021.43 | | |

General Fund Expenditures

| Account Description | Adopted Budget | Disbursed | Remaining Balance | Percent Spent |
|--|------------------------|------------------------|------------------------|---------------|
| 01100 - Regular Instruction | \$5,267,100.58 | \$4,266,155.96 | \$1,000,944.62 | 81.00% |
| 01125 - Academic Intervention (Flex Funding) | \$82,902.56 | \$72,950.62 | \$9,951.94 | 88.00% |
| 01200 - School Age SPED | \$1,067,059.47 | \$851,097.06 | \$215,962.41 | 79.76% |
| 01291 - Preschool Age 3-5 | \$30,252.82 | \$6,185.59 | \$24,067.23 | 20.45% |
| 01292 - Preschool Age 0-2 | \$3,111.63 | \$70.00 | \$3,041.63 | 2.25% |
| 01300 - Summer School | \$15,039.18 | \$0.00 | \$15,039.18 | 0.00% |
| 02120 - Guidance Counselor | \$313,604.76 | \$259,837.58 | \$53,767.18 | 82.86% |
| 02130 - Health Services | \$62,413.74 | \$52,541.64 | \$9,872.10 | 84.18% |
| 02141 - School Psychologist - School Age | \$66,279.44 | \$57,147.27 | \$9,132.17 | 86.22% |
| 02151 - Speech Path & Deaf Ed | \$141,268.09 | \$116,137.75 | \$25,130.34 | 82.21% |
| 02152 - Speech Path & Deaf Ed | \$5,118.40 | \$3,838.55 | \$1,279.85 | 75.00% |
| 02161 - Occupational Therapy | \$20,500.00 | \$23,845.50 | (\$3,345.50) | 116.32% |
| 02171 - Physical Therapy | \$13,500.00 | \$4,666.50 | \$8,833.50 | 34.57% |
| 02172 - Physical Therapy | \$100.00 | \$0.00 | \$100.00 | 0.00% |
| 02173 - Physical Therapy | \$750.00 | \$396.50 | \$353.50 | 52.87% |
| 02190 - Student Activities | \$212,890.52 | \$151,406.05 | \$61,484.47 | 71.12% |
| 02213 - Instructional Staff Training | \$2,500.00 | \$8,541.98 | (\$6,041.98) | 341.68% |
| 02220 - Media Center | \$275,079.37 | \$224,724.07 | \$50,355.30 | 81.69% |
| 02240 - Assessment Coordinator | \$10,016.95 | \$7,642.33 | \$2,374.62 | 76.29% |
| 02310 - Board of Education | \$47,500.00 | \$35,187.71 | \$12,312.29 | 74.08% |
| 02320 - Superintendent | \$268,648.86 | \$221,336.23 | \$47,312.63 | 82.39% |
| 02330 - District Legal Services | \$100,000.00 | \$32,895.49 | \$67,104.51 | 32.90% |
| 02410 - Principal | \$614,883.19 | \$506,962.44 | \$107,920.75 | 82.45% |
| 02510 - Business Office | \$194,225.50 | \$152,740.40 | \$41,485.10 | 78.64% |
| 02610 - Custodial | \$758,586.37 | \$619,647.85 | \$138,938.52 | 81.68% |
| 02620 - Building Maintenance | \$514,663.21 | \$195,977.17 | \$318,686.04 | 38.08% |
| 02630 - Grounds Maintenance | \$193,844.69 | \$93,825.89 | \$100,018.80 | 48.40% |
| 02640 - Equipment Repair & Maintenance | \$48,298.70 | \$36,535.49 | \$11,763.21 | 75.64% |
| 02650 - Non-Pupil Vehicle | \$49,500.00 | \$30,038.74 | \$19,461.26 | 60.68% |
| 02660 - Security | \$11,000.00 | \$5,723.00 | \$5,277.00 | 52.03% |
| 02670 - Safety | \$12,560.00 | \$8,660.32 | \$3,899.68 | 68.95% |
| 02710 - School Bus Driving | \$278,443.53 | \$198,746.80 | \$79,696.73 | 71.38% |
| 02712 - School Age SPED Driving | \$2,198.83 | \$1,264.78 | \$934.05 | 57.52% |
| 02713 - Below Age 5 SPED Driving | \$10,493.10 | \$3,694.43 | \$6,798.67 | 35.21% |
| 02730 - School Bus Driving Vehicle Maintenance | \$199,230.69 | \$62,427.53 | \$136,803.16 | 31.33% |
| 02732 - School Age SPED Vehicle Maintenance | \$2,000.00 | \$162.64 | \$1,837.36 | 8.13% |
| 03535 - High Ability Learners | \$62,897.14 | \$37,976.96 | \$24,920.18 | 60.38% |
| 06200 - Title IA | \$126,002.00 | \$92,817.46 | \$33,184.54 | 73.66% |
| 06310 - Title IIA | \$41,804.00 | \$42,327.28 | (\$523.28) | 101.25% |
| 06406 - IDEA Preschool (619) Base Allocation | \$2,124.00 | \$1,128.50 | \$995.50 | 53.13% |
| 06408 - IDEA Part B (611) | \$164,810.00 | \$164,880.68 | (\$70.68) | 100.04% |
| 06412 - IDEA Non-Public | \$4,280.00 | \$4,280.00 | \$0.00 | 100.00% |
| 06700 - Carl Perkins | \$0.00 | \$420.00 | (\$420.00) | |
| 08000 - Transfers (Outgoing) | \$50,000.00 | \$50,000.00 | \$0.00 | 100.00% |
| 09000 - Reimbursed by Other Funds/Entities | \$0.00 | \$3,522.92 | (\$3,522.92) | |
| Total | \$11,347,481.32 | \$ 8,710,365.66 | \$ 2,637,115.66 | 76.76% |

Total Minden FB Field/Track Renovation Project as of 05/31/2020

| Item # | Work Description | Original Budget | 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 | Field Lighting - ProTech Electric Services, Inc. | | | | | | | | | \$0.00 | \$0.00 |
| a | Demo | \$11,000.00 | | \$11,000.00 | \$0.00 | \$5,500.00 | | \$5,500.00 | 50.00% | \$5,500.00 | \$550.00 |
| b | Sports Lighting Material | \$217,500.00 | | \$217,500.00 | \$217,500.00 | | | \$217,500.00 | 100.00% | \$0.00 | \$21,750.00 |
| c | Sports Lighting Labor | \$20,000.00 | | \$20,000.00 | \$0.00 | | | \$0.00 | 0.00% | \$20,000.00 | \$0.00 |
| d | Quazite/Hand hole | \$4,000.00 | | \$4,000.00 | \$0.00 | | | \$0.00 | 0.00% | \$4,000.00 | \$0.00 |
| e | Breakers | \$400.00 | | \$400.00 | \$0.00 | | | \$0.00 | 0.00% | \$400.00 | \$0.00 |
| f | Directional Boring | \$12,500.00 | | \$12,500.00 | \$0.00 | | | \$0.00 | 0.00% | \$12,500.00 | \$0.00 |
| g | Wire Material & Labor | \$10,755.00 | (\$1,545.00) | \$9,210.00 | \$0.00 | | | \$0.00 | 0.00% | \$9,210.00 | \$0.00 |
| h | Bond | \$5,150.00 | | \$5,150.00 | \$5,150.00 | | | \$5,150.00 | 100.00% | \$0.00 | \$515.00 |
| 2 | Grandstands - CBS Constructors | | | \$0.00 | \$0.00 | | | \$0.00 | #DIV/0! | \$0.00 | \$0.00 |
| a | Wood Plank Removal & Hole Drilling | \$18,200.00 | | \$18,200.00 | \$0.00 | \$18,200.00 | | \$18,200.00 | 100.00% | \$0.00 | \$1,820.00 |
| b | Aluminium Planking Materials & Accessories | \$55,550.00 | | \$55,550.00 | \$0.00 | \$51,750.00 | | \$51,750.00 | 93.16% | \$3,800.00 | \$5,175.00 |
| c | Concrete Work | \$25,250.00 | | \$25,250.00 | \$0.00 | | | \$0.00 | 0.00% | \$25,250.00 | \$0.00 |
| d | ADA Modifications | \$15,100.00 | | \$15,100.00 | \$0.00 | | | \$0.00 | 0.00% | \$15,100.00 | \$0.00 |
| e | Install New Planking & Certer Aisle Rail | \$18,500.00 | | \$18,500.00 | \$0.00 | \$15,000.00 | | \$15,000.00 | 81.08% | \$3,500.00 | \$1,500.00 |
| f | New Security Fence | \$6,900.00 | | \$6,900.00 | \$0.00 | | | \$0.00 | 0.00% | \$6,900.00 | \$0.00 |
| g | Retaining Wall Repairs - Thrasher | \$0.00 | \$29,995.00 | \$29,995.00 | \$0.00 | \$29,995.00 | | \$29,995.00 | 100.00% | \$0.00 | \$2,999.50 |
| 3 | Concession/Restroom Renovation - Ayr Construction | | | | | | | | | | |
| a | Doors & Hardware - Johnson Hardware | \$6,083.00 | \$525.00 | \$6,608.00 | \$0.00 | \$6,608.00 | | \$6,608.00 | 100.00% | \$0.00 | \$660.80 |
| b | Roofing - Fisher Roofing | \$6,000.00 | | \$6,000.00 | \$0.00 | \$6,000.00 | | \$6,000.00 | 100.00% | \$0.00 | \$600.00 |
| c | Glass - Howard's Glass | \$5,137.00 | | \$5,137.00 | \$0.00 | | | \$0.00 | 0.00% | \$5,137.00 | \$0.00 |
| d | Bathroom Partitions - Kully's | \$5,750.00 | | \$5,750.00 | \$0.00 | \$5,750.00 | | \$5,750.00 | 100.00% | \$0.00 | \$575.00 |
| e | Stucco - Sam's Construction | \$17,600.00 | | \$17,600.00 | \$0.00 | | | \$0.00 | 0.00% | \$17,600.00 | \$0.00 |
| f | HVAC - K-T Heating | \$5,316.00 | | \$5,316.00 | \$0.00 | \$4,000.00 | | \$4,000.00 | 75.24% | \$1,316.00 | \$400.00 |
| g | Painting - Kucera Painting | \$7,933.00 | | \$7,933.00 | \$0.00 | | | \$0.00 | 0.00% | \$7,933.00 | \$0.00 |
| h | Electrical - Gilbert Electric | \$12,300.00 | | \$12,300.00 | \$3,000.00 | \$4,500.00 | | \$7,500.00 | 60.98% | \$4,800.00 | \$750.00 |
| i | Concrete - A-1 Construction | \$16,180.00 | | \$16,180.00 | \$9,000.00 | | | \$9,000.00 | 55.62% | \$7,180.00 | \$900.00 |
| j | Plumbing - K&G | \$28,000.00 | | \$28,000.00 | \$5,000.00 | \$14,000.00 | | \$19,000.00 | 67.86% | \$9,000.00 | \$1,900.00 |
| k | General Contracting - Ayr Construction | \$44,509.00 | | \$44,509.00 | \$16,000.00 | \$13,000.00 | | \$29,000.00 | 65.16% | \$15,509.00 | \$2,900.00 |
| m | New Electrical Service & Tuck Pointing - Ayr Construction | \$0.00 | \$41,838.65 | \$41,838.65 | \$0.00 | | | \$0.00 | 0.00% | \$41,838.65 | \$0.00 |
| 4 | General Construction - Nemaha Sports Construction | \$833,946.64 | | \$833,946.64 | \$0.00 | | | \$0.00 | 0.00% | \$833,946.64 | \$0.00 |
| 5 | Rubber Track Surfacing - Midwest Track & Tennis | | | | | | | | | | |
| a | Mobilization | \$3,120.00 | | \$3,120.00 | \$0.00 | | | \$0.00 | 0.00% | \$3,120.00 | \$0.00 |
| b | Rubberized Track Surface | \$71,297.27 | | \$71,297.27 | \$0.00 | | | \$0.00 | 0.00% | \$71,297.27 | \$0.00 |
| c | Rubberized High Jump Surface | \$13,501.07 | | \$13,501.07 | \$0.00 | | | \$0.00 | 0.00% | \$13,501.07 | \$0.00 |
| d | Rubberized Runway Surface | \$4,189.46 | | \$4,189.46 | \$0.00 | | | \$0.00 | 0.00% | \$4,189.46 | \$0.00 |
| e | Track and Event Painting | \$8,000.00 | | \$8,000.00 | \$0.00 | | | \$0.00 | 0.00% | \$8,000.00 | \$0.00 |
| f | Alternate Lettering | \$875.00 | | \$875.00 | \$0.00 | | | \$0.00 | 0.00% | \$875.00 | \$0.00 |
| | Total | \$1,510,542.44 | \$70,813.65 | \$1,581,356.09 | \$255,650.00 | \$174,303.00 | \$0.00 | \$429,953.00 | 27.19% | \$1,151,403.09 | \$42,995.30 |

Bank Statement Reconciliation

Description

Adjustment Date

Adjustment Amount

Minden High School

05/01/2020 through 05/31/2020

Bank Statement Reconciliation Summary

| | |
|------------------------------------|---------------|
| Statement Balance | \$ 328,546.03 |
| - Outstanding checks | \$ 2,387.81 |
| + Outstanding Deposits | \$ 0.00 |
| + Outstanding Adjustments | \$ 0.00 |
| - Outstanding Investment Transfers | \$ 0.00 |
| Total | \$ 326,158.22 |
| + Investments | \$ 37,000.00 |
| Book Balance | \$ 363,158.22 |

Checks For Payment Listing

| Date | Check Number | Payee | Reason | Amount |
|------------|--------------|---|--------------------------------|--------------|
| 06/09/2020 | 917 | Ameritas Life Insurance Corp. | Ameritas Tsa | \$ 500.00 |
| 06/09/2020 | 918 | Ameritas Life Insurance Corp. | Vision Insurance | \$ 1,001.49 |
| 06/09/2020 | 919 | Blue Cross Blue Shield | Dental Insurance | \$ 682.56 |
| 06/09/2020 | 919 | Blue Cross Blue Shield | District Dental Insurance | \$ 134.36 |
| 06/09/2020 | 919 | Blue Cross Blue Shield | District HDHP Health Ins 2PT | \$ 3,316.38 |
| 06/09/2020 | 919 | Blue Cross Blue Shield | District HDHP Health Ins 9 Mo | \$ 1,137.10 |
| 06/09/2020 | 919 | Blue Cross Blue Shield | District HDHP Health Ins FAM | \$ 2,948.84 |
| 06/09/2020 | 919 | Blue Cross Blue Shield | District HDHP Health Ins SNG | \$ 1,808.08 |
| 06/09/2020 | 919 | Blue Cross Blue Shield | District HDHP Health Ins SPD | \$ 977.32 |
| 06/09/2020 | 919 | Blue Cross Blue Shield | District Health Ins 2PT | \$ 26,097.00 |
| 06/09/2020 | 919 | Blue Cross Blue Shield | District Health Ins 9 Mo | \$ 13,370.00 |
| 06/09/2020 | 919 | Blue Cross Blue Shield | District Health Ins FAM | \$ 83,623.20 |
| 06/09/2020 | 919 | Blue Cross Blue Shield | District Health Ins SNG | \$ 6,365.20 |
| 06/09/2020 | 919 | Blue Cross Blue Shield | District Health Ins SPD | \$ 5,764.80 |
| 06/09/2020 | 919 | Blue Cross Blue Shield | District Health Ins Split | \$ 1,742.15 |
| 06/09/2020 | 919 | Blue Cross Blue Shield | Feba Bcbs Dental 2PT | \$ 695.28 |
| 06/09/2020 | 919 | Blue Cross Blue Shield | Feba Bcbs Dental FAM | \$ 1,159.40 |
| 06/09/2020 | 919 | Blue Cross Blue Shield | Feba Bcbs Dental SPD | \$ 147.48 |
| 06/09/2020 | 919 | Blue Cross Blue Shield | Health Insurance | \$ 510.33 |
| 06/09/2020 | 920 | Horace Mann Life Insurance Company | Horace Mann Life Insurance | \$ 1,475.00 |
| 06/09/2020 | 921 | Madison National Life Insurance Co., Inc. | Feba Life Insurance | \$ 390.80 |
| 06/09/2020 | 921 | Madison National Life Insurance Co., Inc. | Long-Term Disability | \$ 1,180.71 |
| 06/09/2020 | 921 | Madison National Life Insurance Co., Inc. | Summer Life Ins. | \$ 201.74 |
| 06/09/2020 | 921 | Madison National Life Insurance Co., Inc. | Term Life Policy | \$ 377.29 |
| 06/09/2020 | 922 | Minden Exchange Bank & Trust Co. | HSA Contribution | \$ 2,436.10 |
| 06/09/2020 | 923 | Minden Public Schools | District Court | \$ 1,186.00 |
| 06/09/2020 | 923 | Minden Public Schools | F/b Dependent Care | \$ 416.67 |
| 06/09/2020 | 923 | Minden Public Schools | F/b Medical Dental | \$ 3,621.70 |
| 06/09/2020 | 923 | Minden Public Schools | Increased Retirement Percent | \$ 11,960.82 |
| 06/09/2020 | 923 | Minden Public Schools | NE Retirement | \$ 81,157.01 |
| 06/09/2020 | 923 | Minden Public Schools | NE Retirement Repayment | \$ 288.50 |
| 06/09/2020 | 923 | Minden Public Schools | Summer Vision | \$ 432.64 |
| 06/09/2020 | 924 | Mps Payroll | Federal Withholding | \$ 38,809.10 |
| 06/09/2020 | 924 | Mps Payroll | FICA | \$ 59,183.16 |
| 06/09/2020 | 924 | Mps Payroll | Medicare | \$ 13,841.22 |
| 06/09/2020 | 925 | Mps Payroll NE Income Tax | State Withholding - NE | \$ 16,931.87 |
| 06/09/2020 | 926 | New York Life | Ny Life Tsa | \$ 200.00 |
| 06/09/2020 | 927 | A&M Ag Partners, Inc. | HS & Football Field Grass Seed | \$ 1,095.00 |
| 06/09/2020 | 928 | ADA Sports, Badminton & Tennis | HS Phys Ed Supplies | \$ 369.50 |
| 06/09/2020 | 929 | All American Sewer & Drain, LLC | East Plumbing Repair | \$ 225.00 |
| 06/09/2020 | 930 | Alpha Rehabilitation, P.C. | Speech & OT Services | \$ 507.70 |
| 06/09/2020 | 931 | Amazon Capital Services, Inc. | East iPad Cases | \$ 38.94 |
| 06/09/2020 | 931 | Amazon Capital Services, Inc. | East Kindergarten Supplies | \$ 266.89 |
| 06/09/2020 | 931 | Amazon Capital Services, Inc. | East Resource Supplies | \$ 470.59 |
| 06/09/2020 | 931 | Amazon Capital Services, Inc. | East SPED Supplies | \$ 166.39 |
| 06/09/2020 | 931 | Amazon Capital Services, Inc. | East Tech Supplies | \$ 67.92 |
| 06/09/2020 | 931 | Amazon Capital Services, Inc. | Health Supplies | \$ 405.31 |
| 06/09/2020 | 931 | Amazon Capital Services, Inc. | HS Art Supplies | \$ 21.88 |
| 06/09/2020 | 931 | Amazon Capital Services, Inc. | HS English Books | \$ 65.85 |
| 06/09/2020 | 931 | Amazon Capital Services, Inc. | HS English Textbooks/Supplies | \$ 214.79 |
| 06/09/2020 | 931 | Amazon Capital Services, Inc. | HS Guidance Tech Supply | \$ 35.00 |
| 06/09/2020 | 931 | Amazon Capital Services, Inc. | HS Math Tech Supply | \$ 98.94 |
| 06/09/2020 | 931 | Amazon Capital Services, Inc. | HS Office Supplies | \$ 33.99 |
| 06/09/2020 | 931 | Amazon Capital Services, Inc. | HS Social Studies Supplies | \$ 41.98 |
| 06/09/2020 | 931 | Amazon Capital Services, Inc. | HS SPED Books | \$ 73.35 |
| 06/09/2020 | 931 | Amazon Capital Services, Inc. | HS SPED Supplies | \$ 123.81 |
| 06/09/2020 | 931 | Amazon Capital Services, Inc. | HS Tech supplies | \$ 220.02 |
| 06/09/2020 | 931 | Amazon Capital Services, Inc. | MS Art Supplies | \$ 62.53 |
| 06/09/2020 | 931 | Amazon Capital Services, Inc. | MS Science Supplies | \$ 324.85 |
| 06/09/2020 | 932 | Anderson Jewelry | Board Supplies | \$ 195.00 |
| 06/09/2020 | 933 | Apple Computer | School Psych Tech Supplies | \$ 598.00 |
| 06/09/2020 | 934 | Aurora Cooperative | Fuel & Ground Chemicals | \$ 1,303.30 |

Checks For Payment Listing

| Date | Check Number | Payee | Reason | Amount |
|------------|--------------|---|--|--------------|
| 06/09/2020 | 935 | Axtell Community Schools | HS SPED Contracted Services | \$ 1,270.80 |
| 06/09/2020 | 936 | Black Hills Energy | Bus Barn Natural Gas | \$ 140.48 |
| 06/09/2020 | 936 | Black Hills Energy | East Natural Gas | \$ 503.74 |
| 06/09/2020 | 936 | Black Hills Energy | MS Natural Gas | \$ 813.29 |
| 06/09/2020 | 936 | Black Hills Energy | MS/HS Natural Gas | \$ 1,292.90 |
| 06/09/2020 | 937 | Business Telecommunication Systems | Bus Barn Line Addition & Programming | \$ 524.00 |
| 06/09/2020 | 938 | Cardmember Service | HS Industrial Tech Supplies | \$ 310.69 |
| 06/09/2020 | 938 | Cardmember Service | HS Office Supplies | \$ 43.59 |
| 06/09/2020 | 938 | Cardmember Service | HS Software | \$ 5.00 |
| 06/09/2020 | 938 | Cardmember Service | HS Spanish Supplies | \$ 50.00 |
| 06/09/2020 | 938 | Cardmember Service | HS SPED Software | \$ 69.95 |
| 06/09/2020 | 938 | Cardmember Service | Zoom Meeting Upgrade | \$ 59.11 |
| 06/09/2020 | 939 | Cengage Learning | HS Software License | \$ 780.00 |
| 06/09/2020 | 940 | Centra Chemical Service, Inc. | Grounds Chemical | \$ 3,424.22 |
| 06/09/2020 | 941 | Century Link Long Distance | Long Distance Telephone | \$ 11.04 |
| 06/09/2020 | 942 | CenturyLink - Regular Telephone | Telephone Services | \$ 473.98 |
| 06/09/2020 | 943 | City Of Minden | Utilities | \$ 14,532.58 |
| 06/09/2020 | 944 | Clearly Communications | Telephone Services | \$ 241.00 |
| 06/09/2020 | 945 | DAS State Accounting - Central Finance | Network Nebraska Fees | \$ 438.08 |
| 06/09/2020 | 946 | Demco Media | East Library Supplies | \$ 582.54 |
| 06/09/2020 | 946 | Demco Media | HS Library Supplies | \$ 89.15 |
| 06/09/2020 | 947 | Educational Design Solutions, LLC | East Title Program Software | \$ 2,900.00 |
| 06/09/2020 | 948 | Educational Service Unit #10 | Deaf Ed, School Psych and Powerschool Services | \$ 897.54 |
| 06/09/2020 | 949 | Educational Service Unit #11 | 3rd Q SPED Billing | \$ 2,471.82 |
| 06/09/2020 | 949 | Educational Service Unit #11 | Training Fees & 2nd Semester HAL | \$ 3,946.48 |
| 06/09/2020 | 950 | EPS Literacy and Intervention | 5th Grade Spelling Books | \$ 872.48 |
| 06/09/2020 | 951 | Expanding Expression, LLC | Speech Supplies | \$ 273.90 |
| 06/09/2020 | 952 | Family Physical Therapy & Sports Center, P.C. | PT & OT Services | \$ 1,936.75 |
| 06/09/2020 | 953 | Fifth Street Printing | CO Printing Supplies | \$ 38.00 |
| 06/09/2020 | 953 | Fifth Street Printing | East Printing Supplies | \$ 44.00 |
| 06/09/2020 | 954 | Flinn Scientific | HS Science Supplies | \$ 136.78 |
| 06/09/2020 | 954 | Flinn Scientific | MS Science Supplies | \$ 202.89 |
| 06/09/2020 | 955 | Gopher | MS Phys Ed Supplies | \$ 558.90 |
| 06/09/2020 | 956 | HALO Branded Solutions, Inc. | HS Guidance Office Supplies | \$ 304.62 |
| 06/09/2020 | 957 | Harris School Solutions | Time & Leave Software License | \$ 7,488.46 |
| 06/09/2020 | 958 | Hometown Leasing | Copier Lease & Printing Charges | \$ 3,900.00 |
| 06/09/2020 | 959 | Island Sprinkler Supply | Sprinkler Repair Parts | \$ 148.33 |
| 06/09/2020 | 960 | IXL Learning | IXL Upgraded Service Agreement | \$ 7,079.00 |
| 06/09/2020 | 961 | John Deere Financial | Grasshopper Mower Repair | \$ 28.62 |
| 06/09/2020 | 961 | John Deere Financial | JD Mower Blades | \$ 92.17 |
| 06/09/2020 | 962 | JW Pepper & Son, Inc. | HS Instrumental Supplies | \$ 224.99 |
| 06/09/2020 | 963 | Kearney Hub | Employment Advertising | \$ 198.00 |
| 06/09/2020 | 964 | Kearney Winnelson Co. | MS Plumbing Supplies | \$ 270.71 |
| 06/09/2020 | 965 | Lakeshore Learning Materials | East Kindergarten Supplies | \$ 96.97 |
| 06/09/2020 | 966 | Landmark Implement Carquest | 02A Repair | \$ 105.98 |
| 06/09/2020 | 966 | Landmark Implement Carquest | Grounds Repair | \$ 4.95 |
| 06/09/2020 | 966 | Landmark Implement Carquest | HCV Repair | \$ 7.29 |
| 06/09/2020 | 966 | Landmark Implement Carquest | Transportation Supplies | \$ 143.88 |
| 06/09/2020 | 967 | Learning Without Tears | Preschool Workbooks | \$ 316.25 |
| 06/09/2020 | 968 | Marco Products, Inc. | MS Guidance Office Supplies | \$ 174.63 |
| 06/09/2020 | 969 | McGraw Hill School Education | 3rd Grade Workbooks | \$ 474.78 |
| 06/09/2020 | 969 | McGraw Hill School Education | HS Textbooks | \$ 4,030.80 |
| 06/09/2020 | 970 | Menards | MS Shelving Unit | \$ 89.99 |
| 06/09/2020 | 971 | Midwest 3D Solutions | HS Robotics Software | \$ 1,000.00 |
| 06/09/2020 | 972 | Midwest Floor Specialists | Gym Floor Refinishing | \$ 4,070.00 |
| 06/09/2020 | 973 | Minden Chamber Of Commerce | Minden Chamber Membership Dues | \$ 300.00 |
| 06/09/2020 | 974 | Minden Courier | Board Postings | \$ 533.83 |
| 06/09/2020 | 974 | Minden Courier | Paper Subscriptions | \$ 130.00 |
| 06/09/2020 | 975 | Minden Hardware | Supplies & Repairs | \$ 1,039.81 |
| 06/09/2020 | 976 | Minden Lumber & Concrete | MS Activity Gym Repair | \$ 31.96 |
| 06/09/2020 | 976 | Minden Lumber & Concrete | MS Locker Room Repair | \$ 66.36 |
| 06/09/2020 | 976 | Minden Lumber & Concrete | MS Restroom Repair | \$ 19.95 |

Checks For Payment Listing

| Date | Check Number | Payee | Reason | Amount |
|---|--------------|---|---|----------------------|
| 06/09/2020 | 976 | Minden Lumber & Concrete | MS Restroom Repairs | \$ 36.91 |
| 06/09/2020 | 977 | Minden Office Supply | Building Supplies | \$ 457.50 |
| 06/09/2020 | 977 | Minden Office Supply | Bus Barn Supplies | \$ 51.28 |
| 06/09/2020 | 978 | MSC Industrial Supply Co. | HS Industrial Tech Supplies | \$ 46.92 |
| 06/09/2020 | 979 | Napa Auto Parts | Bus 20P Repair | \$ 247.98 |
| 06/09/2020 | 980 | Nebraska Future Problem Solving | FPS Registration & Training | \$ 275.00 |
| 06/09/2020 | 980 | Nebraska Future Problem Solving | Future Problem Solvers Registrations | \$ 875.00 |
| 06/09/2020 | 981 | Nebraska Safety Center | Level II Pupil Transportation Course | \$ 125.00 |
| 06/09/2020 | 982 | Omaha World Herald | Employment Advertisement | \$ 590.00 |
| 06/09/2020 | 983 | One Source | May Background Checks | \$ 93.00 |
| 06/09/2020 | 984 | Orscheln Farm & Home | HS Industrial Tech Supplies | \$ 100.00 |
| 06/09/2020 | 985 | Paper 101 | COOP Paper Order | \$ 649.42 |
| 06/09/2020 | 986 | Paxton Patterson | HS Industrial Tech Supplies | \$ 128.80 |
| 06/09/2020 | 987 | Pearson Clinical Assessment | East Supplies | \$ 56.25 |
| 06/09/2020 | 987 | Pearson Clinical Assessment | PS & MS Supplies | \$ 195.31 |
| 06/09/2020 | 987 | Pearson Clinical Assessment | PS Supplies | \$ 77.90 |
| 06/09/2020 | 988 | Perfection Learning | HS English Books | \$ 284.59 |
| 06/09/2020 | 989 | Perry, Guthery, Haase & Gessford, P.C., L.L.O | HS Construction Legal Fees - Water Damage | \$ 1,400.00 |
| 06/09/2020 | 989 | Perry, Guthery, Haase & Gessford, P.C., L.L.O | Legal Fees | \$ 849.00 |
| 06/09/2020 | 990 | Plank Road Publishing | East Music Supplies | \$ 152.30 |
| 06/09/2020 | 991 | Presto-X Company | East Pest Control | \$ 44.00 |
| 06/09/2020 | 991 | Presto-X Company | HS Pest Control | \$ 41.00 |
| 06/09/2020 | 991 | Presto-X Company | MS Pest Control | \$ 48.00 |
| 06/09/2020 | 992 | School Counselor Resources | MS Guidance Office Supplies | \$ 20.99 |
| 06/09/2020 | 993 | School Health Corporation | HS Activities Supplies - COOP order | \$ 206.01 |
| 06/09/2020 | 994 | School Specialty, Inc. | MS Science Supplies | \$ 37.79 |
| 06/09/2020 | 994 | School Specialty, Inc. | Supplies - COOP Order | \$ 59.06 |
| 06/09/2020 | 995 | Social Studies School Service | Elementary Social Studies Curriculum | \$ 15,198.40 |
| 06/09/2020 | 995 | Social Studies School Service | HS Social Studies Supplies | \$ 107.51 |
| 06/09/2020 | 996 | Spracklin Chiropractic | Bus Driver Physical | \$ 90.00 |
| 06/09/2020 | 997 | Teachers' Curriculum Institute | Textbooks | \$ 13,295.10 |
| 06/09/2020 | 998 | Teaching Strategies, LLC | Preschool Assessment Portfolios | \$ 358.50 |
| 06/09/2020 | 999 | The Home Depot Pro | Custodial Supplies | \$ 529.28 |
| 06/09/2020 | 1000 | Troxell Communications, Inc. | Computer Supplies - COOP Order | \$ 181.79 |
| 06/09/2020 | 1001 | Typing Agent | MS Typing Curriculum | \$ 382.25 |
| 06/09/2020 | 1002 | U.S. Post Office | Post Office Box Rent | \$ 150.00 |
| 06/09/2020 | 1003 | Verizon Wireless | Wireless Hotspot Data Plan | \$ 185.08 |
| 06/09/2020 | 1004 | Village Uniform | East Mat & Mop Delivery | \$ 114.40 |
| 06/09/2020 | 1004 | Village Uniform | Floor Buffing Spray | \$ 49.50 |
| 06/09/2020 | 1004 | Village Uniform | HS Mat & Mop Delivery | \$ 333.00 |
| 06/09/2020 | 1004 | Village Uniform | MS Mat & Mop Delivery | \$ 260.00 |
| 06/09/2020 | 1005 | West Sioux Ceramics Dakota | East Art Supplies | \$ 35.60 |
| 06/09/2020 | 1005 | West Sioux Ceramics Dakota | MS Art Supplies | \$ 286.00 |
| 06/09/2020 | 1006 | Wilson Flooring | MS Carpet Replacement | \$ 5,061.00 |
| 06/09/2020 | 1007 | Woodcraft Supply, LLC | HS Wood Shop Supplies | \$ 327.44 |
| 06/09/2020 | 1008 | Woodward's Disposal Service, Inc. | Shredding Services | \$ 52.00 |
| 06/09/2020 | 1009 | Wright Express Fleet Services | Fuel Purchases | \$ 579.59 |
| 06/09/2020 | EFT | Minden Exchange Bank - EFT | Direct Deposit Fees | \$ 31.45 |
| 06/09/2020 | EFT | Minden Exchange Bank - EFT | Safe Deposit Box Rental Fee | \$ 25.00 |
| Subtotal | | | | \$ 510,187.74 |
| Net Payroll - June 2020 | | | | \$ 331,848.20 |
| Total General Fund Disbursements - June 2020 | | | | \$ 842,035.94 |

Secretary Kenneth Carpenter

Lunch Fund Checks and Liabilities

| Check Number | Date | Payee | Reason | Amount |
|---------------------------------------|----------|---|--|---------------------|
| EFT | 5/8/2020 | Sysco - EFT | Commodities | \$ 8,872.54 |
| EFT | 5/8/2020 | US Foods | Commodities | \$ 7,349.14 |
| 5572 | 5/8/2020 | Cash-wa Distributing Co. | Commodities | \$ 4,770.06 |
| 5573 | 5/8/2020 | Hiland Dairy | Milk Products | \$ 5,544.58 |
| 5574 | 5/8/2020 | Dollar General | Kitchen Supplies | \$ 10.00 |
| 5575 | 5/8/2020 | Mason's Market | Commodities | \$ 691.82 |
| 5577 | 5/8/2020 | Village Uniform | Kitchen Apron & Rag Service | \$ 215.44 |
| 166 | 6/9/2020 | Ameritas Life Insurance Corp.. | EE Vision Insurance Premiums | \$ 54.07 |
| 167 | 6/9/2020 | Blue Cross Blue Shield | Health & Dental Insurance Premiums | \$ 4,846.11 |
| 168 | 6/9/2020 | Madison National Life Insurance Co., Inc. | EE FEBA Life Insurance Premiums | \$ 15.87 |
| 168 | 6/9/2020 | Madison National Life Insurance Co., Inc. | EE Life Insurance Premiums | \$ 1.46 |
| 168 | 6/9/2020 | Madison National Life Insurance Co., Inc. | EE Life Insurance Premiums | \$ 8.26 |
| 168 | 6/9/2020 | Madison National Life Insurance Co., Inc. | Long Term Disability | \$ 10.35 |
| 169 | 6/9/2020 | Minden Exchange Bank & Trust Co. | EE & ER HSA Contributions | \$ 162.75 |
| 170 | 6/9/2020 | Minden Public Schools | EE & ER Retirement Contributions | \$ 2,097.14 |
| 170 | 6/9/2020 | Minden Public Schools | Employee FEBA - Medical/Dental | \$ 100.00 |
| 170 | 6/9/2020 | Minden Public Schools | EE Vision Insurance Premiums | \$ 39.76 |
| 171 | 6/9/2020 | Mps Payroll | EE & ER FICA, Medicare, & Federal Income Tax | \$ 2,042.30 |
| 172 | 6/9/2020 | Mps Payroll NE Income Tax | EE Nebraska Income Tax Withholding | \$ 151.64 |
| Subtotal | | | | \$ 36,983.29 |
| Net Payroll - June 2020 | | | | \$ 8,777.81 |
| Total Lunch Fund Disbursements | | | | \$ 45,761.10 |

Bond Fund Liabilities

| Check Number | Date | Payee | Reason | Amount |
|--|----------|---------------------------|---|----------------------|
| EFT | 6/9/2020 | BOK Financial Corporation | 2016 Series Bond Interest Payment | \$ 74,907.50 |
| EFT | 6/9/2020 | BOK Financial Corporation | 2016 Series Bond Semi-Annual Paying Agent Fee | \$ 200.00 |
| EFT | 6/9/2020 | BOK Financial Corporation | 2017 Series Bond Interest Payment | \$ 51,168.75 |
| EFT | 6/9/2020 | BOK Financial Corporation | 2017 Series Bond Semi-Annual Paying Agent Fee | \$ 200.00 |
| EFT | 6/9/2020 | BOK Financial Corporation | 2020 Series Bond Interest Payment | \$ 85,485.28 |
| Total Bond Fund Disbursements - June 2020 | | | | \$ 211,961.53 |

Building Fund Liabilities

| Check Number | Date | Payee | Reason | Amount |
|--|----------|------------------------------------|---|----------------------|
| 546 | 6/9/2020 | Ayr Construction & Remodeling, LLC | Bathroom Partitions - 100% Complete | \$ 5,750.00 |
| 546 | 6/9/2020 | Ayr Construction & Remodeling, LLC | Concrete - 75.24% Complete | \$ 4,000.00 |
| 546 | 6/9/2020 | Ayr Construction & Remodeling, LLC | Doors & Hardware - 100% Complete | \$ 6,608.00 |
| 546 | 6/9/2020 | Ayr Construction & Remodeling, LLC | Electrical - 60.98% Complete | \$ 4,500.00 |
| 546 | 6/9/2020 | Ayr Construction & Remodeling, LLC | General Contracting - 65.16% Complete | \$ 13,000.00 |
| 546 | 6/9/2020 | Ayr Construction & Remodeling, LLC | Plumbing - 67.86% Complete | \$ 14,000.00 |
| 546 | 6/9/2020 | Ayr Construction & Remodeling, LLC | Roofing - 100% Complete | \$ 6,000.00 |
| 546 | 6/9/2020 | Ayr Construction & Remodeling, LLC | Less: Retainage | \$ (5,385.80) |
| 547 | 6/9/2020 | CBS Constructors | Aluminum Planking Materials & Accessories - 75% Complete | \$ 42,000.00 |
| 547 | 6/9/2020 | CBS Constructors | Aluminum Planking Materials & Accessories - 93.16% Complete | \$ 9,750.00 |
| 547 | 6/9/2020 | CBS Constructors | Install New Planking & Center Aisle Rail - 81.08% Complete | \$ 15,000.00 |
| 547 | 6/9/2020 | CBS Constructors | Retaining Wall Repairs - 100% Complete | \$ 29,995.00 |
| 547 | 6/9/2020 | CBS Constructors | Wood Plank Removal & Hole Drilling - 100% Complete | \$ 18,200.00 |
| 547 | 6/9/2020 | CBS Constructors | Visitor Side Bleachers Transport Kit | \$ 3,100.00 |
| 547 | 6/9/2020 | CBS Constructors | Less: Retainage | \$ (11,494.50) |
| 548 | 6/9/2020 | City Of Minden | Concession Stand 1.5" Water Service Connection Fee | \$ 2,200.00 |
| 549 | 6/9/2020 | ProTech Electric Services, Inc. | Demo - 50% Complete | \$ 5,500.00 |
| 549 | 6/9/2020 | ProTech Electric Services, Inc. | Less: Retainage | \$ (550.00) |
| Total Building Fund Disbursements - June 2020 | | | | \$ 162,172.70 |



MINDEN PUBLIC SCHOOLS
ACTIVITIES/ATHLETIC DEPARTMENT
Ed Rowse, Asst. Prin./Act. Dir.

622 W. 3rd Street
Minden, NE 68959-1598
308-832-2254 School
308-832-1892 Fax

June 2020 BOARD MEETING
ACTIVITIES DIRECTOR REPORT

The Southwest Conference awards the SWC Cup to the girls and boys teams that earn the most points within the conference in golf, cross country, volleyball, one act, basketball, speech, quiz bowl, and track. Points are kept separate for girls and boys throughout the school year depending on how you placed in each sport/activity within the SWC. Points are 10-1st, 8-2nd, 6-3rd, 5-4th, 4-5th, 3-6th, 2-7th, 1-8th. This year our girls placed 4th with 33.5 pts. just behind Gothenburg (36), Broken Bow (37) and champion Ogallala (46). Our boys placed 3rd with 34 pts. behind Ogallala (42) and champion Gothenburg (44). The cup has been awarded since 2010. Our girls teams have won the cup 4 times (2010, 2011, 2012, 2013).

June 1st was the date that volleyball, cross country, golf, and softball have been allowed to start sport specific training. They have been asked to stay under the number of 25 athletes at one time in these workouts. At this time volleyball is the only sport training within our school facilities as the other sports are training outside. Our other sports (football, basketball, wrestling) hope they will be cleared to start sport specific training soon as well so they can get together with their athletes and work to improve their skills as they prepare for next season. At this time we don't have any sport camps lined up for June but are looking at possible camps for our youth as well as team camps for our high school athletes in July if we get cleared to do so. I feel our youth as well as high school students benefit from the time spent together building relationships socially as well as physically improving their skills and learning the game.

Morning weights and conditioning will start June 8th for our student athletes. These workouts can only have 25 athletes per group. The girls will do their workouts on Monday-Wednesday-Friday mornings starting with a group at 6 am and another group at 7 am. The girls have 45 athletes signed up at this time. The boys will be doing their workouts on Monday-Tuesday-Thursday mornings. Monday mornings the boys will start around 8 am with their first of three groups of athletes. Tuesdays and Thursday mornings they will begin at 7 am. The boys have 56 athletes signed up at this time. Both the girls and boys workouts have been built in a way as to use social distancing as much as possible. Spotting will be permitted and expected as a safety measure for proper protocol in the weight room. The weight room, gym, and any equipment used will be disinfected at the end of a workout before the next group of athletes begins. This will be a challenge but necessary as we start transitioning back to working together in groups. We are all very excited to get together again with our coaches and athletes and work together to improve ourselves through sport.

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 the 2020-2021 school year. I am also working on sport/activity record boards that eventually will hang in the high school foyer.

I would like to recommend Colette Thorell for our assistant softball coaching position. Colette is a semester away from graduating from UNK and comes with a lot of experience both playing and coaching softball. I believe she will be an asset to our program and will bring a positive attitude!

The C. L. Jones, High School, and East Elementary gym floors have been refinished and look very good. They will be off limits until June 15th to allow the finish to cure. The concession at the football field/track

has been coming along very well. Breaking ground has started at the track/football field as the track surface has been removed and milling of the track base will start soon. The bleachers are mostly finished and they are working on adding handicap setting areas at this time. It has been exciting seeing these changes and can't wait to see it finished and using it this fall for contests.

Minden Public Schools
East Elementary/Minden Public Preschool
June 2020 Report to the Board of Education
Mrs. Sandy Pohl, Administrator

On June 1st, Miss Sitorius began summer school focusing on reading practice and skills via a zoom link. There are 64 students signed up to participate and connect with Miss Sitorius every Monday through Thursday throughout the month of June. It is a focused and beneficial 30 minutes offered to every child from East Elementary. Miss Sitorius follows a routine of reading a book to participants modeling fluent reading and exposing them to various literature. Then she transitions to grade level sight word work, follows that up with students doing a fluency read as a group with a piece of writing that she displays on the screen, and then finishes with comprehension questions over the reading. Miss Sitorius records the instruction so that if a student misses their designated time, they are able to take part in the instruction on their own at a time that is more opportune for their family.

Out of curiosity and understanding the circumstances are different this year, I looked up the summer school numbers from last summer. There were 30 students last year compared to the 64 students this summer. Miss Sitorius, as well as other East teachers, have done a fantastic job promoting and creating a fun system to connect.

As required, extended school year requirements for special education are in place. This is a consideration requirement in every IEP/IFSP we conduct. Miss Alyssa and Miss Sara will uniquely connect with their young students during days in June and July as well as meeting the needs of any new referrals. Miss Obermeier, Mrs. Klabunde, and Mrs. Rhynalds, will connect with special education students by continuing to offer activities and videos throughout the month of June via dojo. They will also each have a zoom office hour each week in which students can log on and connect with them.

With the above information, I'm very proud to say that we've made ourselves available to connect with and support all kids in the community of Minden ranging from 0-9 years of age. We are a part of so many individual villages, and that is ultimately making our one village better day by day.

During the last week of May, I took part in the Strategic Leadership Conference hosted by ESU 10. One of the speakers was Thomas Murray who authored the book "Personal and Authentic". I am listing a handful of his quotes that I found inspiring which I hope touch you as well.

"Moments of uncertainty create opportunities for your leadership legacy."

"Every child in our classrooms and in our schools is someone else's whole world."

"There are students in today's classrooms that will create new industries, find new cures, and solve tomorrow's world problems."

At this time of a nationwide pandemic, there are many situations that are out of our control. The East and Preschool staff have maintained a motto that "we will control what we can control".

What we can control is the communication we initiate with the valued families in our district. I believe, now more than ever, the communication and connection students have with the school is vital to their emotional well being. Joe Sanfelippo, nationally recognized speaker in education and superintendent in Wisconsin, recently shared a statement that rang true to the beliefs I have. "Continue to make connections with kids and those who take care of kids...The more they can hear our voice or see our faces the better chance we have to engage longer." Joe does magic tricks each day for his students just so they can hear and see him. I'm sharing with you my most recent attempts using social media for students and families to hear my voice and see my face.

| Date | Topic |
|------|---|
| 5/13 | 1,545 people reached, 9 shares, check in video |
| 5/20 | 2,063 people reached, 12 shares, summer school promo video with Carly |
| 5/26 | 2,400 people reached, 11 shares, read book |
| 5/27 | 775 people reached, 2 shares, estimation activity |
| 5/28 | estimation closure activity |
| 5/28 | 1,098 people reached, 5 shares, Birthday celebration |

The 2019-2020 school year ended on May 15th. Each week I call no less than twenty kids from our school. I talk with their parents to see how they are doing and if I can help them through anything. I talk with students. I've talked about frogs, construction playsets, and about the books they are reading. However, they've also talked to me about their worries and troubles. When we hang up, students and parents are reminded that they are not alone and that their school family is always available and willing to help. We have a village that is the Whippet Way.

There are no changes to the East or Preschool handbooks for the upcoming school year.

Minden High School

June 2020

Board of Education Report



1. Graduation and Honors Night:

I am uncertain where the month of May has gone and for that matter where the entire spring has gone. Even though my monthly report is a brief one, we have been staying busy in the office. Graduation and Honors Night went smoothly, and I can not say enough about the long list of people that helped make those functions possible. The decision to deliver the diplomas to the students at their homes on graduation day was one of the best decisions our team made this past month. We had a ton of fun driving around and the look on the faces of our graduates and their families when we pulled up to their homes in our big “Whippet Bus” with the Minden Police and Fire Department was a site to be seen. The honor of delivering those diplomas to our graduates on graduation day will go down as one of my special memories of my career.

2. Class Schedules:

Over the last month we have been working on updating our schedule for the 2020-2021 school year and we are looking forward to starting next semester. We will be offering the following new course offering next school year: Intro to Ag, Animal Science, Ag. Business, Business Law, Entrepreneurship, and Computer Science. These new classes, teamed up with our new group of staff members have us very excited for this upcoming school year.

3. Handbook Updates:

The changes to the high school handbooks will be posted in the links that Mr. Widdifield has provided the Board. At this time, we do not foresee any significant changes to the high school handbooks. Any changes that do occur will be highlighted for easy identification.

C. L. Jones Middle School

MPS Board of Education Report

June 2020

1) **CLJMS Handbooks**

Below are the links to the student and staff handbooks for C. L. Jones Middle School. The handbooks are updated as needed throughout the school year. Changes to the handbooks for the 2020/21 school year are identified by **red text**. Changes will continue until all the handbooks are approved by the Minden Public School Board of Education.

- [CLJMS Teacher Handbook 2020/21](#)
- [CLJMS Student Handbook 2020/21](#)
- [CLJMS Teacher Evaluation Handbook 2020/21](#)

2) **Meetings**

I have meet with Mrs. Jensen via zoom. We have had two, two plus hour meetings. Chelsey will be coming to CLJMS on Monday, June 8th to meet with Ann and me. We will have one final meeting on Friday, June 12th.

I have had two face to face meetings with Erica Chancellor. We discussed the district technology infrastructure, current responsibilities, and toured the network closets.

3) **CLJMS Reading and Math Enrichment**

Mrs. Pat Whitney and Mrs. Claire Osgood-Kring have started our math and reading summer school sessions. We have blended sessions to be both onsite and eLearning via Zoom.

We have a dozen students participating at this time. We anticipate the number to increase in the weeks ahead.

4) **Report Card Letter**

C. L. Jones Middle School

520 West 3rd, Minden, Nebraska 68959

John B. Osgood, Principal

Phone: 308-832-2338 email: john.osgood@mindenwhippets.org twitter: @josgood1

“Educators Knowledgeable about and Committed to Young Adolescents.”

May 22, 2020

Dear (Students Name),

What a way to end a school year! I missed seeing you with all the other CLJMS students moving through the halls and classrooms the last quarter. It was a lonely place. Schools are very different without students and staff filling the building. I am sure that you have found that there were good things about online learning, but that being in the building with your friends, teachers, and staff is a nice option to have.

I will not see you at CLJMS again, at least not as your principal. I want you to know I will miss you and I wish you all the best in your life. Take advantage of the public education provided to you. It will help you become the person you want to be. Don't let anyone wish you into anyone else.

Nearly all of our students did a great job adjusting to online learning during the fourth quarter. Some had more difficulty than others. Overall, CLJMS students did shine! We set an administrative grading policy in March. It was not revealed to students. With the environment changed from school to online there were struggles. Therefore, it was decided the semester grade for a student may not be lower than the grade received third quarter. One may do better if the fourth quarter grade has that affect, but not worse. You will see this reflected on your report card.

Good luck next year and in the future. Please say hello when you see me on the streets, or attending your events. Remember, I am old. I do not change. You are growing and changing everyday. You may have to introduce yourself to me to give my old brain a kick start!

Sincerely

John B. Osgood
Principal,
C. L. Jones Middle School

5) CLJMS Staff Meeting

CLJMS Staff Meeting

Friday, May 15, 2020

YOU ARE NOWHERE

11:00 AM Zoom Meeting

Professional Learning

PowerTeacher Weighting Quarters- This is a QuickTime Movie from Kylee Stepp demonstrating where the settings are in PowerTeacher to Weight quarters equally for the semester grade.

Marshall Memo 837 - Several good articles to prepare for school next year. Whether it is onsite, online, or a combination.

Upcoming Events/Announcements

- This will be on Wednesday next week

| | | |
|--|----------|-----------|
| CLJMS Grades Stored and Report Cards Printed | 10:00 AM | 5/20/2020 |
|--|----------|-----------|

Agenda

1. Schoology Presentation - Kylee

This is from last year. It is good stuff to remember.

How to create a portfolio:

<https://docs.google.com/a/mindenwhippets.org/presentation/d/1brsRTrzBgGKswO-4wmbi5XanVw0SKhDMvd-bEW9V50Q/edit?usp=sharing>

How to save to resources:

https://docs.google.com/a/mindenwhippets.org/presentation/d/1wq54EgB9LOjz9P4r_r8Rk8UWSzJqGeoki_OZgC8WXcg/edit?usp=sharing

2. Summer School Flyer

[Summer Math and Reading Enrichment](#)

3. PowerTeacher / Schoology Gradebook - Liz

I will turn off the automatic sync for Schoology Gradebook this afternoon. Teachers will now need to manually sync if they enter new grades.

I had a question and here is my clarification:

The Semester grade/Average cannot be lower than the third quarter grade/Average. Please override those that are.

When grades are mailed out there will be a statement explaining grading. We are to be on the same page at CLJMS.

What will look like: **Revised 4/23/2020**

-If a student has participated, regardless of consistency, the students' semester grade **cannot** be worse than their grade for 3rd quarter.need

-A students' semester grade **can be better** than the third quarter if their 4th quarter grade has caused it to improve.

-If a student doesn't participate, they may get a failing grade for the quarter, as long as multiple continuous attempts have been made, without success, to get the student engaged. However, they will not fail the semester.

Quarter/Trimester, or classes which meet on alternate days that took place will have A-F grades. Please list below which of these classes will have grades. Ann will adjust the report card accordingly.

DID take place:

- Linguistics 8
- Health 8,
- 7th Internet/Digital Citizen
- 8th Computers
- 7th Trimester 3 Art
- 4-6 Art

Did not Take Place/ No Grades:

- Nebraska History
- 7th Grade Reading-remove any grades that may appear
- Study Skills 7/8
- Journalism 7/8
- 7th iPad Photography
- Careers- 7th and 8th
- 8th Exploratory Art.
- 7th grade keyboarding-Schoone- remove any grades that may appear
- 7th and 8th grade REACH

4. iPad, Book, Instrument, etc. Check-in Results

All items have been returned. Thank you for all the work everyone did to collect everything!

5. [MPS Professional Growth Form](#)

6. YouTube Subscriptions

[Virtual Art Show](#)

7. Elementary / Middle School ESU Remote Learning

Today's webinars will be our last.

Here is a flyer that share's Friday's line-up and links to last week's recording:

<https://docs.google.com/drawings/d/1jifKMYBs6hVlj4fn3JlyvZgM44SVpTWwtsQZ1YERgfo/preview>

We currently have 519 individuals across the state registered to attend! It will be a great conversation!

We will use this Zoom room to connect:

<https://zoom.us/j/2119283927>

Elementary = 1:00-2:00 Central

MS/HS = 2:00-3:00 Central

More Opportunities to Engage

May Workshops

Join us May 27 (Elementary) or May 28 (MS/HS) for a 1/2 day online workshop. Our goal is that every participant leaves this workshop with a draft Remote Learning Plan created.

This is a FREE opportunity to all across Nebraska. Registration:

https://docs.google.com/forms/d/e/1FAIpQLSdMEngbTCXrwUL_2FK90oXj6BZGQ8LitJzR_dijEim9Pasz5w/viewform

June Conference

This year's Future Ready Conference will be held June 15 & 16, running from 9:00-12:00 Central both days. The purpose of the conference is to help all district stakeholders prepare for the uncertainty surrounding next academic year.

This too is a FREE opportunity for all Nebraska educators. Registration:

<https://sites.google.com/esu5.org/se-ne-edtech-conference/home>

Earn \$ to Create 3 Remote Learning Plans

We are very excited to announce another ESU-NDE Partnership promoting high quality Remote Learning Plans.

More details will be announced at today's webinar.

Hope to see you there.

MPS District Handbooks

Below are the links for the certified and noncertified staff. This year we will have staff read, check off policies, and sign electronically acknowledgment of receiving their respective handbooks. We do not have changes to our certified or classified handbooks for this year. If we receive any policy changes we have the right to change them to our handbooks at any time. Changes are identified by **red text**.

- [District Certified Handbook 20-21](#)
- [District Classified Handbook 20-21](#)

Minden Public Preschool Handbook

- [Minden Public Preschool Handbook 2020/21](#)

East Elementary Handbooks

- [East Parent/Student Handbook 2020/21](#)
- [East Teacher Evaluation Handbook 2020/21](#)
- [East Staff Handbook 2020/21](#)

CLJMS Handbooks

Below are the links to the student and staff handbooks for C. L. Jones Middle School. The handbooks are updated as needed throughout the school year. Changes to the handbooks for the 2020/21 school year are identified by **red text**. Changes will continue until all the handbooks are approved by the Minden Public School Board of Education.

- [CLJMS Teacher Handbook 2020/21](#)
- [CLJMS Student Handbook 2020/21](#)
- [CLJMS Teacher Evaluation Handbook 2020/21](#)

High School Handbooks

Changes to the handbooks for the 2020-21 school year are identified by **red text**. Changes will continue until all the handbooks are approved by the Minden Public School Board of Education.

- [MHS Student Handbook 2020-2021](#)
- [MHS Teacher Handbook 2020-2021](#)

Activities Handbooks

I am in the process of updating the handbooks for both parents of athletes and coaches/sponsors. Below are the links to these two handbooks. I will use **red text** to show the current changes to the handbooks.

- [MHS Parent Of Athlete Handbook 2020-2021](#)
- [MHS Coach/Sponsor Handbook 2020-2021](#)
- [Notification of Policies and Handbooks](#)

Superintendent Report

Meeting: June Board Meeting

Date: 6/8/20

Mr. Widdifield

=====

Topics:

Certified/Classified Handbook Updates: We have a few updates to both of these handbooks. It is potential updates to policy that will have first readings this month. Policy 6111 and notification of tasers and mace are added to the handbooks.

Track/Facility Projects: The track is moving quickly and we have a lot of moving parts in that area. I am visiting with April (W. Design) on a daily basis and getting updates from her and the subcontractors. Power will be changed in mid-June and lights will be replaced around the same time. We will have a grant in for the track surface by using recycled rubber. That grant is from NDEE and we could receive up to 25% of materials and shipping. Carpet at East and CLJ is done, classroom lights and emergency lights are done. We are starting on the wrestling room and the CLJ for lights and it will be done in late June. We are working on plumbing issues in East and CLJ, most if not all fixtures will be replaced or resealed.

Bus: I am working with Tyler from Nebraska Central on the grant to replace 01A in our fleet. We have the potential to receive up to 60% on a new propane bus. We did receive an award for our bus fleet from the EPA, I am waiting on the award amount. We are working on routes for next year, that could determine what we will need for next year.

Summer Lunch: We have a tremendous number of parents and kids taking advantage of the summer lunch program so far this summer. We are making around 250 lunches and breakfast for our families.

Reopening Schools: I am part of an NDE Commissioner Group and leading a NRCSA committee on Calendar and Logistics. We are developing protocols and plans based on possible scenarios to restart school in the Fall. I believe we will start school in Fall as scheduled, but if there are some contingencies we need to have in place this will help us adjust as the pandemic changes.

Thank You: The maintenance and custodial staff have been working hard to stay ahead of projects. I think having our custodial staff work together has been a big benefit to all. We still have a number of things to get done, but I believe we are having a good start to the summer.

Instruction

Classroom Environment

At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner.

Date of Adoption: [Insert Date]

Community RelationsAnnual Report and School Improvement

The Superintendent shall prepare and distribute each year an Annual Report in accordance with Rule 10, Regulations and Procedures for the Legal Operation of Schools. The Annual Report shall be distributed to residents of the School District by the Superintendent distributing it to the members of the Board of Education and to the parents of students enrolled in the School District each school year and making it available to other residents. The report shall include information required by Rule 10. The results of the annual report shall be used to plan and make needed changes to improve instruction for all students. The report is to include:

- A. Student academic performance. The report shall include results of student success in achieving the state standards set forth in Appendices A through D of Rule 10 or local content standards approved by the Department, on a building basis. Individual test scores shall be kept confidential. If the school has fewer than ten students in the grades being reported, or if reporting would allow for the identification of students because they all had comparable scores, no public reports of student performance shall be provided for those grades.
- B. School system demographics.
- C. School improvement goals and progress.
- D. School system financial information.

The Superintendent shall further ensure that the School District implements a systematic on-going process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process shall focus on improving student learning and include a periodic review by visiting educators who provide consultation to the local school/community in continued accomplishment of plans and goals. The school improvement process shall further include the following activities at least once within each five years:

- A. Review and update of the mission and vision statements.
- B. Collection and analysis of data about student performance, demographics, learning climate, and former high school students.
- C. Selection of improvement goals. At least one goal is directed toward improving student academic achievement.
- D. Development and implementation of an improvement plan which includes procedures, strategies, actions to achieve goals, and an aligned professional development plan.
- E. Evaluation of progress toward improvement goals.

The school improvement process shall further include a visitation by a team of external representatives to review progress and provide written recommendations. A copy of the school system's improvement plan and the written recommendations shall be provided to the Department. The external team visits shall be conducted at least once each five years.

Legal Reference: NDE Rule 10.01, 10.5.02, 10.9 and 10.10

Date of Adoption: [Insert Date]

StudentsStudent Discipline

- A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.
1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
 - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

- e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
 3. Expulsion:
 - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
 - b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
 - c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

- d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
 - e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
 - f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
 - b. If the student’s conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
 1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
 2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school

- purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
 4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
 6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
 7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
 8. Public indecency or sexual conduct.
 9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
 10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
 11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.

12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

For purposes of this policy, the term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student’s locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
 - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.

- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang related.
- h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student’s level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. **Definitions:** The following definitions provide a guide to the standards of academic integrity:
- (1) **“Cheating”** means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
 - (a) **Tests** (includes tests, quizzes and other examinations or academic performances):
 - (i) **Advance Information:** Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
 - (ii) **Use of Unauthorized Materials:** Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
 - (iii) **Use of Other Student Answers:** Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
 - (iv) **Use of Other Student to Take Test.** Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (v) **Misrepresenting Need to Delay Test.** Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.

- (b) **Papers** (includes papers, essays, lab projects, and other similar academic work):
- i) **Use of Another's Paper**: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - (ii) **Re-use of One's Own Papers**: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (iii) **Assistance from Others**: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
 - (iv) **Failure to Contribute to Group Projects**. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - (v) **Misrepresenting Need to Delay Paper**. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) **Alteration of Assigned Grades**. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (a) **Failure to Credit Sources**: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

- (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
 - (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. **Sanctions:** The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
 - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
 - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- b. Definitions.
 - (1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
 - (2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
 - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
 - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
 - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.
- c. Possession and Use of Electronic Devices.
 - (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
 - (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such

further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
- (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
- (2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.
 - (i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in

the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

- (ii) **Second Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
 - (iii) **Third Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
- (3) **Penalties for Prohibited Use of Electronic Devices:** Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:
- (i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
 - (ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.
- (4) **Reporting to Law Enforcement:** Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

- e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.
- E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
1. 1st Offense: Student will be confronted and directed to cease.
 2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
 3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.
- If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.
- F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:
1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
 2. Students in the hallway during class time must have a pass with them.
 3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
 4. Students are expected to bring all books and necessary materials to class. This includes study halls.
 5. Assignments for all classes are due as assigned by the teacher.
 6. Students are not to operate the mini-blinds or the windows.
 7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
 8. Students are to be in their seats and ready for class on the tardy bell.
 9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
 10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
 11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
 12. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) 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 to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296

Date of Adoption: [Insert Date]

Students

Extracurricular Activity

Section 1 Extracurricular Activity Philosophy

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Section 2 Extracurricular Activity Code of Conduct

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

Scope of the Code of Conduct.

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, FBLA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under

the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline. Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (including personal safety or security devices, such as tasers, mace and pepper spray, unless a District administrator gives prior approval) or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in an manner that is unlawful or contrary to school activity rules.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended

to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
15. Willfully violating the behavioral expectations for those students riding [Name] Public Schools buses or vehicles used for activity purposes.
16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations in writing.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

Drug and Alcohol Violations.

Meaning of Terms.

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

- (1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and
- (2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

Consequences.

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

Drugs and Alcohol.

An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 45 days.
2. Second or Any Subsequent Offense: One calendar year.
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 21 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).

The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.

5. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration.

Steroid Offenses. A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

When Suspensions Begin. All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or

permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

Letters and Post-Season Honors. A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

Self-Reporting. A student who violates the Code of Conduct must self-report. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

Determining a Violation Has Occurred. A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.

4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Procedures for Extracurricular Discipline. The following procedures are established for suspensions from participation in extracurricular activities:

1. **Investigation.** The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. **Meeting.** Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
 - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
 - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. **Notice Letter.** Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. **Informal Hearing Before Superintendent.** The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
 - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
 - b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
 - c. If a hearing is requested:

- i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
 - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
 - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
 - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Section 3 Attendance

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

Section 4 Academic Standards

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities, students must:

1. Be enrolled in at least 25 credit hours in the semester of participation.
2. Maintain passing grades in all courses. A student who is not passing one or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until the student is passing all classes.
3. Maintain an overall “C” average to participate in extracurricular activities, except school dances.
4. Academic requirements do not apply to:
 - (A) Instructional field trips which are a part of the scheduled course learning experience; or
 - (B) Activities or events which are a part of the student’s grade requirements.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296

Date of Adoption: [Insert Date]

StudentsSafe Pupil Transportation Plan**Minden Public Schools Safe Pupil Transportation Plan**

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in vehicles on regular routes assigned through the district transportation plan.

1. **Weapons.** Vehicles shall not transport any items, animals, materials, weapons or look-a-like weapons, explosive devices or bomb-related materials or equipment which could endanger the lives, health, or safety of the children, other passengers, and the driver. Look-a-like weapons associated with a school-sponsored or approved activity may be transported with written permission of an administrator of the District. Personal safety or security devices (such as tasers, mace or pepper spray) may only be transported with the prior approval of an administrator of the District. If possible, these items should be secured and not visible or accessible to students while in the vehicle.

Upon becoming aware of a weapon aboard a vehicle, the driver will make every attempt to:

- A. Contact dispatch and notify them of the situation *if possible*. If not possible, the driver will make every attempt to contact from a cell phone (after parking on a shoulder or otherwise not moving) or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
 - B. Pull vehicle over to safe and secure area.
 - C. Confiscate weapon (if doing so does not jeopardize student or driver safety).
 - D. Give description of weapon and participating parties to dispatch.
 - E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
2. **Pupil behavior.** Students are expected to follow student conduct rules while in a vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student violates Board policy regarding student conduct standards or otherwise engages in behavior that jeopardizes safety, the driver will make every attempt to:
 - A. First seek to resolve incident through discussion with the student(s) involved.
 - B. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - C. Activate emergency flashers.

- D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
 - E. Report and document discipline problems to the school administrator. Use a Bus Conduct Report/Incident Form, if available.
- 3. Terrorist threats.** A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or the vehicle or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:
- A. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cell phone or from the nearest safe haven location.
 - B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
 - C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
 - D. Driver should wait for instructions from dispatch *if possible*.
- 4. Severe weather.** Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Return to the school if less than five minutes away and follow the directions of the school administrator.
 - C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
 - D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
 - E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.
- 5. Hazardous materials and Unattended Items.** Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Pull vehicle over to safe and secure area.
 - C. Give description of hazardous materials in question to dispatch.
 - D. Dispatch will immediately notify appropriate law enforcement and school administration.
 - E. Driver should wait for instructions from dispatch *if possible*.

In the event an unattended item is discovered on or near the vehicle, the driver will seek to determine who the item belongs to and whether the item could be hazardous to the safety of those in the vehicle. Any unattended item that would break or could cause injury if tossed about the inside of the vehicle when involved in an accident shall be secured. If it is determined that the item is not hazardous and need not be secured, the driver will not allow the item to distract the driver's attention to the task of operating the vehicle.

6. **Medical emergencies.** Upon becoming aware of a medical emergency aboard a vehicle, the driver will make every attempt to:
 - A. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cell phone or from the nearest safe haven location.
 - B. Dispatch will immediately notify appropriate medical agencies and school administration.
 - C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
 - D. *Only if necessary*, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
 - E. Driver should try to keep student passengers as calm as possible.

7. **Procedures in the event of mechanical breakdowns of the vehicle.** Upon becoming aware of a mechanical breakdown aboard a vehicle, the driver will make every attempt to:
 - A. Pull vehicle over to safe and secure area *if possible*.
 - B. Contact dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
 - D. Driver should try to keep student passengers as calm as possible.
 - E. Dispatch will arrange for assistance and a relief vehicle *if needed*.

8. **Procedures in the event the drop-off location is uncertain or appears unsafe to leave students.** In the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:
 - A. Contact or otherwise communicate with dispatch to notify them of the situation *if possible*.

- B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
 - C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.
9. **Documentation under Safe Pupil Transportation Plan.** Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.
10. **Transportation of Unsafe Items.** Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Personal safety or security devices (such as tasers, mace or pepper spray) may only be transported with the prior approval of an administrator of the District. Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.
11. **Supplemental Information.** A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adopted pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.
12. **Vehicle drivers of small vehicles on activity trips.** The District will provide drivers of small vehicles with instruction on and guidance for emergency evacuation procedures, first aid, and emergency equipment. Drivers of small vehicles are generally expected to follow this Plan in the event of an emergency evacuation. The District's director of transportation may provide additional guidance for drivers of small vehicles to increase student safety.
13. **Student Instruction.** At least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills.
14. **Driver Capacity.** To confirm a driver has the ability to conduct daily tasks and emergency evacuations, drivers must: (a) pass a prescribed physical examination administered by a Certified Medical Examiner at least every two years and provide the employer with a copy of the medical certificate; (b) pass a transportation screening every year; (c) participate in required in-service training which includes emergency evacuation

training; and (d) if required, to have a Commercial Driver's License (CDL) to operate the vehicle, participate in the drug and alcohol testing program as required by federal law. Should a driver have a medical concern throughout the year, the Superintendent or Superintendent's designee will work with the driver to confirm a drivers' ability to conduct the daily tasks and emergency evacuations prior to transporting students.

Legal Reference: Neb. Rev. Stat. Sec. 79-318, 79-602, 79-607 and 79-608
Title 92, Nebraska Administrative Code, Chapters 91 and 92

Date of Adoption: [Insert Date]

Instruction**Ceremonies, Observances, and the Pledge of Allegiance**

Appropriate patriotic exercises suitable to the occasion shall be held under the direction of the Superintendent on George Washington's birthday, Abraham Lincoln's birthday, Dr. Martin Luther King, Jr.'s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veterans Day, and Thanksgiving Day, or on the day or week preceding or following such holiday, if the school is in session. In addition, appropriate exercises may be held for Flag Day and State Fire Day.

The flags of the United States of America and the State of Nebraska shall be prominently displayed on the school grounds on each day such school is in session. All flag displays shall be in accordance with the standards prescribed for the display of the flag of the United States of America.

Each of the District's schools shall establish a period of time during the school day, when a majority of the students are scheduled to be present, during which time students will be led in the recitation of the Pledge of Allegiance in the presence of the flag of the United States of America. Student participation in the recitation of the Pledge of Allegiance shall be voluntary. Students not participating in the recitation of the Pledge of Allegiance shall be permitted to silently stand or remain seated but shall be required to respect the rights of those students electing to participate.

Legal Reference: Neb. Rev. Stat. Sections 79-705; 79-707, 79-708, 79-724; and NDE Rule 10
70 Federal Register 55507 (Constitution Day)

Date of Adoption: [Insert Date]

Concussions: Return to Learn Protocol

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

The school administration of Minden Public Schools adopts the NDE Guidance entitled “Bridging the Gap from Concussion to the Classroom,” (2nd Edition)¹ and accompanying Appendix,² as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

Any student, parent or guardian who suspects that the student sustained a concussion must immediately inform the student’s coach or building administrator. If a student is suspected of having a concussion, the student may not be permitted to participate or practice in any school-sponsored activity.

The District encourages full cooperation and support from both students and parents in each student’s return to learn protocol.

¹ <https://cdn.education.ne.gov/wp-content/uploads/2019/08/Return-to-Learn-Bridging-the-Gap-7.31.2019.pdf>

² <http://www.education.ne.gov/sped/birsst/Concussion%20Appendix%20final%20February%202014.pdf>.

Students

Search and Seizures

When it is determined based on searches that a person has violated a Board policy, administrative regulation, building rule, student conduct rule or personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made.

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of student lockers may be conducted in the discretion of the administration.

The following procedures will be used for conducting searches:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.
3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that: a) the student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent), b) the testing actually be random, c) that the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy, and d) that the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.
5. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
6. Searches of the District's computer system may be conducted in the discretion of the administration at any time.

The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as

practicable. A personal safety or security device (such as a taser, mace or pepper spray) not previously approved by the Administration constitutes a “dangerous weapon.”

2. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

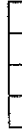
The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

Legal Reference: Neb. Rev. Stat. Sec. 28-1204.04 (firearms)

Date of Adoption: [Insert Date]

CHANGE
ORDER
WDA DOCUMENT CO3

OWNER
ARCHITECT
CONTRACTOR
OTHER



DESIGN ASSOCIATES

214 E. 1ST ST. MC COOK, NE 68001 | 308.345.2370 | ENGINEERS/ARCHITECTS
2028 W. 2ND ST. HASTINGS, NE 68901 | 402.483.2377 | WWW.WDESIGNEA.COM

PROJECT: Minden Public Schools Project - Football Field / Track Renovation **CHANGE ORDER NUMBER:** 3
 name, address 520 W. 3rd Street
Minden, NE 68959 **DATE:** 6/2/2020

TO CONTRACTOR: Ayr Construction and Remodeling, LLC **ARCHITECT'S PROJECT NO:** 826-19
 name, address 12380 South 3rd Street
Ayr, NE 68925 **CONTRACT FOR:** Concession / Restroom Building

The contract is changed as follows:

| No. | ITEM DESCRIPTION | ADD | DEDUCT |
|----------------------------|---|----------|--------|
| 1. | Remove and replace 12'x6' sidewalk North of new Concession Building | \$900.00 | \$0.00 |
| 2. | | \$0.00 | \$0.00 |
| 3. | | \$0.00 | \$0.00 |
| 4. | | \$0.00 | \$0.00 |
| 5. | | \$0.00 | \$0.00 |
| SUBTOTAL | | \$900.00 | \$0.00 |
| Profit and Overhead | | | |
| TOTAL | | \$900.00 | |

Not valid until signed by the Owner, Architect and Contractor

| | Increased | Decreased | Total |
|---|-------------|-----------|--------------|
| The original Contract Sum was | | | \$154,808.00 |
| Net change by previously authorized Change Orders | \$42,363.65 | \$0.00 | \$42,363.65 |
| The Contract Sum prior to this Change Order was | | | \$197,171.65 |
| The Contract Sum will be increased or decreased | | | |
| by this Change Order in the amount of | \$900.00 | \$0.00 | \$900.00 |
| The new Contract Sum including this Change Order will be | | | \$198,071.65 |
| The Contract Time will be changed by: | | | (0) DAYS |
| The date of Substantial Completion as of the date of this Change Order therefore is | | | NA |

| | | |
|---|---|--|
| <u>W Design Associates</u> ARCHITECT | <u>Ayr Construction and Remodeling, LLC</u> CONTRACTOR | <u>Minden Public Schools Project - Football Field / Track Renovations</u> OWNER |
| <u>P.O. BOX 99</u> address | <u>12380 South 3rd Street</u> address | <u>520 W. 3rd Street</u> address |
| <u>McCook, NE 69001</u> | <u>Ayr, NE 68925</u> | <u>Minden, NE 68959</u> |
| BY <u>April B. Heck</u> | BY <u>[Signature]</u> | BY _____ |
| DATE <u>6/2/2020</u> | DATE <u>6-2-2020</u> | DATE _____ |