

Board of Education Regular Meeting

Monday, August 10, 2020 7:30 PM

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

1. Amended 2019-2020 Budget Hearing

a. Open the Hearing

Action(s):

At 7:30 pm, motion to open the hearing on the amended 2019-2020 budget. This motion, made by Craig Grams 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

b. Hearing on the Amended 2019-20 Budget

c. Close the Hearing

Action(s):

At 7:33 pm, motion to close the hearing on the amended 2019-2020 budget. This motion, made by Justin Glanzer and seconded by Kevin Raun, 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

2. Call to Order

3. Public Comment

4. Consent Agenda

Action(s):

Motion to approve the Consent Agenda. This motion, made by Rusty Rhynalds 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

a. Consider Minutes from the July 13th Meeting

b. Consider Financial Reports

c. Consider Expenditures and Claims for Payment

5. Reports

a. Board Committees

b. Principals

c. Superintendent

d. Other

6. Policy Review and Updates

7. Action Items

a. Consider, Discuss, and Take Action on Amended
2019-2020 Budget

Action(s):

Motion to approve the amended 2019-2020 budget.
This motion, made by Justin Glanzer 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

b. Consider, Discuss, and Take Action on the
Adoption of Policy 4003a Notice of
Nondiscrimination and Policy 7070 Construction
Manager at Risk

Action(s):

Motion to approve the adoption of Policy 4003a
Notice of Nondiscrimination and Policy 7070
Construction Manager at Risk. This motion, made
by Craig Grams 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 the Amendments to Policy 1200 Anti-Discrimination, Policy 3560 Records Management & Disposition, Policy 4002 Equal Opportunity Employment, Policy 4003b Complaint Form, Policy 4190 Standards of Ethical & Professional Performance, Policy 4260 Standards of Ethical & Professional Performance, Policy 5101 Student Discipline, Policy 5401 Anti-Discrimination, and Policy 6380 Equal Opportunity-Instruction Program

Action(s):

Motion to approve the amendments to Policy 1200 Anti-Discrimination, Policy 3560 Records Management & Disposition, Policy 4002 Equal Opportunity Employment, Policy 4003b Complaint Form, Policy 4190 Standards of Ethical & Professional Performance, Policy 4260 Standards of Ethical & Professional Performance, Policy 5101 Student Discipline, Policy 5401 Anti-Discrimination, and Policy 6380 Equal Opportunity-Instruction Program. 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

- d. Consider, Discuss, and Take Action on Reaffirmation of Policy 5417 School Wellness Policy

Action(s):

Motion to reaffirm Policy 5417 School Wellness Policy. This motion, made by Ken Carpenter 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

- e. Consider, Discuss, and Take Action on Resolution Regarding the Fall Reopening and Return to School

Action(s):

Motion to approve the resolution regarding the Fall reopening and return to school with amendments by Raun. This motion, made by Ken Carpenter 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

- f. Consider, Discuss, and Take Action on 2019-2020 Year End Bills

Action(s):

Motion to approve Jeremy Knajdl to write checks for the 2019-2020 year end bills. This motion, made by Justin Glanzer and seconded by Kevin Raun, 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

8. **Next Meeting**

9. **At 8:37 pm, Adjournment by Board President Action**

Board Secretary

NOTICE OF AMENDED BUDGET HEARING AND AMENDED BUDGET SUMMARY

Mindden Public Schools (50-0503) in Kearney County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the governing body will meet on the 10th day of August, 2020 at 7:30 o'clock, P.M., at High School Media Center for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following proposed budget and to consider amendments relative thereto. The purpose of the amendment to the School Nutrition Fund which would result in an increase of \$100,000 to budgeted revenues and expenditures caused by unforeseen increase in food cost and federal reimbursement due to the COVID-19 pandemic. This amendment does not increase taxes for the 2019-20 school year. The budget detail is available at the office of the Clerk/Secretary during regular business hours.

FUNDS	Actual Disbursements & Transfers 2017-2018 (1)	Actual/Estimated Disbursements & Transfers 2018-2019 (2)	Budgeted Disbursements & Transfers 2019-2020 (3)	Necessary Cash Reserve (4)	Total Available Resources Before Property Taxes (5)	Total Personal and Real Property Tax Requirement (7)
General	\$ 10,329,108.00	\$ 10,687,135.16	\$ 13,105,924.00	\$ 1,550,000.00	\$ 5,993,666.68	\$ 8,749,754.32
Depreciation	\$ 140,106.00	\$ 420,297.31	\$ 694,885.44	\$ -	\$ 694,885.44	\$ -
Employee Benefit	\$ 35,397.00	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Activities	\$ 314,181.00	\$ 285,444.08	\$ 693,804.68	\$ -	\$ 693,804.68	\$ -
School Nutrition	\$ 405,980.00	\$ 386,558.61	\$ 561,573.47	\$ -	\$ 561,573.47	\$ -
Bond	\$ 710,353.00	\$ 1,716,601.03	\$ 13,940,621.66	\$ -	\$ 12,427,719.16	\$ 1,528,184.50
Special Building	\$ 2,240,516.00	\$ 984,690.29	\$ 2,534,327.33	\$ -	\$ 2,334,327.33	\$ 202,020.00
Qualified Capital Purpose Undertaking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cooperative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Student Fee	\$ 7,871.00	\$ 8,130.00	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -
TOTALS	\$ 14,183,512.00	\$ 14,488,856.48	\$ 31,543,136.58	\$ 1,550,000.00	\$ 22,717,976.76	\$ 10,479,958.82

NOTICE OF BUDGET HEARING AND BUDGET SUMMARY

Minden Public Schools (50-0503) in Kearney County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the governing body will meet on the 9th day of September, 2019 at 7:30 o'clock, P.M., at High School Media Center for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following proposed budget and to consider amendments relative thereto. The budget detail is available at the office of the Clerk/Secretary during regular business hours.

	Actual	Actual/Estimated	Budgeted	Necessary Cash Reserve (4)	Total Available Resources Before Property Taxes (5)	Total Personal and Real Property Tax Requirement (7)
	Disbursements & Transfers 2017-2018 (1)	Disbursements & Transfers 2018-2019 (2)	Disbursements & Transfers 2019-2020 (3)			
FUNDS						
General	\$ 10,329,108.00	\$ 10,687,135.16	\$ 13,105,924.00	\$ 1,550,000.00	\$ 5,993,666.68	\$ 8,749,754.32
Depreciation	\$ 140,106.00	\$ 420,297.31	\$ 694,885.44		\$ 694,885.44	
Employee Benefit	\$ 35,397.00	\$ -	\$ -	\$ -	\$ -	
Contingency	\$ -	\$ -	\$ -		\$ -	
Activities	\$ 314,181.00	\$ 285,444.08	\$ 693,804.68	\$ -	\$ 693,804.68	
School Nutrition	\$ 405,980.00	\$ 386,558.61	\$ 461,573.47	\$ -	\$ 461,573.47	
Bond	\$ 710,353.00	\$ 1,716,601.03	\$ 13,940,621.66	\$ -	\$ 12,427,719.16	\$ 1,528,184.50
Special Building	\$ 2,240,516.00	\$ 984,690.29	\$ 2,534,327.33		\$ 2,334,327.33	\$ 202,020.00
Qualified Capital Purpose Undertaking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cooperative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Student Fee	\$ 7,871.00	\$ 8,130.00	\$ 12,000.00	\$ -	\$ 12,000.00	
TOTALS	\$ 14,183,512.00	\$ 14,488,856.48	\$ 31,443,136.58	\$ 1,550,000.00	\$ 22,617,976.76	\$ 10,479,958.82

**MINDEN PUBLIC SCHOOLS
BOARD OF EDUCATION
July 13, 2020**

The agenda for the July 13, 2020 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.

Motion by Rhynalds and second by Glanzer to approve the consent agenda consisting of minutes from the June 8 meeting, financial reports, and claims for payment. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

The board considered the first reading for the adoption of Policy 4003a Notice of Nondiscrimination and Policy 7070 Construction Manager at Risk.

The board considered the first reading of the amendments to Policy 1200 Anti-Discrimination, Policy 3560 Records Management & Disposition, Policy 4002 Equal Opportunity Employment, Policy 4003b Complaint Form, Policy 4190 Standards of Ethical & Professional Performance, Policy 4260 Standards of Ethical & Professional Performance, Policy 5101 Student Discipline, Policy 5401 Anti-Discrimination, and Policy 6380 Equal Opportunity – Instruction Program.

Motion by Carpenter and second by Raun to approve the adoption of Policy 6111 Classroom Environment.

Motion by Grams and second by Rhynalds to approve the amendments to Policy 1040 Annual Report, 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.

Motion by Glanzer and second by Carpenter to reaffirm Policy 6370 Multicultural Education. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Raun and second by Jacobsen to amend the 2020-21 meal prices to \$1.00 for breakfast at all schools. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Rhynalds and second by Glanzer to approve the 2020-21 Preschool, East Elementary, Middle School, High School, and Staff Handbooks. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Glanzer and second by Raun to designate Shelia Sanford and Jeremy Knajdl as the authorized representatives of the Minden Public Schools Food Service Program for the 2020-21 school year. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

Motion by Raun and second by Glanzer to approve Nemaha Sports Construction Change Order #1. Roll call: Carpenter, aye; Glanzer, aye; Grams, aye; Jacobsen, aye; Raun, aye; Rhynalds, aye. Motion carried.

At 8:18 pm, the meeting was adjourned per Board President action.

Secretary, Board of Education

MINDEN PUBLIC SCHOOLS
TREASURER'S REPORT
July 31, 2020

SCHOOL BALANCE - June 30, 2020			\$203,571.73
Current Months Receipts			\$321,923.95
Transfers from Investments			\$375,000.00
Total Beginning Balance and Receipts			\$900,495.68
Less: Disbursements			\$864,304.18
Transfer to Investments			\$0.00
Total Disbursements			\$864,304.18
SCHOOL BALANCE - July 31, 2020			\$36,191.50
BALANCE PER BANK STATEMENT - July 31, 2020			\$39,281.55
Deposits In Transit			\$0.00
LESS : Outstanding Checks			\$3,090.05
RECONCILED BANK BALANCE - July 31, 2020			\$36,191.50
(Balance - July 31, 2019 = \$111,221.21)			
GENERAL FUND INVESTMENTS			\$3,363,433.55
Money Market Minden Exchange	\$2,080,489.36	0.45% demand	
Money Market First Bank	\$1,282,944.19	0.31% demand	
(Balance July 31, 2019 = \$2,907,738.69)			
DEPRECIATION FUND INVESTED			\$692,885.11
Money Market Minden Exchange Bank	\$304,498.38	0.45% demand	
Money Market First Bank	\$118,688.71	0.31% demand	
NE Liquid Asset Fund - Depreciation Fund	\$269,692.83	0.02% demand	
Checking Minden Exchange Bank	\$5.19		
(Balance July 31, 2019 = \$682,284.78)			
BUILDING FUND			\$1,718,509.01
Money Market Minden Exchange Bank	\$1,346,041.65	0.45% demand	
Money Market First Bank	\$358,253.98	0.31% demand	
NE Liquid Asset Fund - Building Fund	\$14,208.88	0.02% demand	
Checking Minden Exchange Bank	\$4.50		
(Balance July 31, 2019 = \$2,334,327.33)			
BOND FUND			\$1,607,566.50
Money Market Minden Exchange Bank	\$808,713.53	0.45% demand	
NE Liquid Asset Fund - Bond Fund	\$798,852.97	0.02% demand	
(Balance July 31, 2019 = \$1,819,853.86)			
LUNCH FUND			\$57,574.20
Money Market First Bank	\$3,901.72	0.11% demand	
Checking First Bank	\$53,672.48		
(Balance July 31, 2019 = \$42,427.16)			
FUNDS PLEDGED FOR DEPOSITS			
Minden Exchange Bank	\$6,451,767.95	Plus 250M FDIC	
First Bank	\$2,000,000.00	Plus 250M FDIC	

Scott W. Johnson, Treasurer

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

Bank	Account #	Beginning Balance	Plus: Receipts	Plus/(Minus) Transfers	Minus: Expenditures	Ending/ Reconciled Balance	Previous Year Ending Balance
General Fund							
MEB	401505	\$203,571.73	\$321,923.95	\$375,000.00	\$864,304.18	\$36,191.50	\$111,221.21
MEB	601096	\$2,454,652.92	\$836.44	(\$375,000.00)	\$0.00	\$2,080,489.36	\$1,632,790.43
FB&T	801472	\$1,282,606.50	\$337.69	\$0.00	\$0.00	\$1,282,944.19	\$274,948.26
	Subtotal	\$3,940,831.15	\$323,098.08	\$0.00	\$864,304.18	\$3,399,625.05	\$2,018,959.90
Depreciation Fund							
MEB	401919	\$5.19	\$0.00	\$0.00	\$0.00	\$5.19	\$5.19
MEB	613109	\$4,415.32	\$83.06	\$300,000.00	\$0.00	\$304,498.38	\$4,389.82
FB&T	807982	\$118,657.47	\$31.24	\$0.00	\$0.00	\$118,688.71	\$117,949.01
NLAF	9300656	\$569,690.68	\$2.15	(\$300,000.00)	\$0.00	\$269,692.83	\$559,940.76
	Subtotal	\$692,768.66	\$116.45	\$0.00	\$0.00	\$692,885.11	\$682,284.78
Building Fund							
MEB	106690	\$35,004.50	\$0.00	\$201,995.91	\$236,995.91	\$4.50	\$1.47
MEB	603209	\$45,569.23	\$2,468.33	\$1,298,004.09	\$0.00	\$1,346,041.65	\$490,267.91
FB&T	801407	\$58,183.32	\$70.66	\$300,000.00	\$0.00	\$358,253.98	\$57,928.81
NLAF	9300655	\$1,814,198.19	\$10.69	(\$1,800,000.00)	\$0.00	\$14,208.88	\$1,786,129.14
	Subtotal	\$1,952,955.24	\$2,549.68	\$0.00	\$236,995.91	\$1,718,509.01	\$2,334,327.33
Bond Fund							
MEB	620112	\$792,546.37	\$16,167.16	\$0.00	\$0.00	\$808,713.53	\$570,965.83
NLAF	9300692	\$798,851.74	\$1.23	\$0.00	\$0.00	\$798,852.97	\$1,248,888.03
	Subtotal	\$1,591,398.11	\$16,168.39	\$0.00	\$0.00	\$1,607,566.50	\$1,819,853.86
Lunch Fund							
FB&T	990119	\$44,222.90	\$35,348.01	\$0.00	\$25,898.43	\$53,672.48	\$38,183.77
FB&T	801399	\$3,901.36	\$0.36	\$0.00	\$0.00	\$3,901.72	\$4,243.39
	Subtotal	\$48,124.26	\$35,348.37	\$0.00	\$25,898.43	\$57,574.20	\$42,427.16
Grand Total		\$8,226,077.42	\$377,280.97	\$0.00	\$1,127,198.52	\$7,476,159.87	\$6,897,853.03

2019/20 Projections vs. Actuals for General Fund As of July 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	\$742,478.40	(\$229,463.62)	(\$105,284.49)
July	\$113,480.80	\$318,964.19	\$205,483.39	\$100,198.90
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)	(\$99,557.54)	(\$96,750.91)	\$576,660.15
July	(\$807,934.68)	(\$541,206.10)	\$266,728.58	\$843,388.73
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	\$842,035.94	(\$132,712.71)	(\$681,944.64)
July	\$921,415.48	\$860,170.29	(\$61,245.19)	(\$743,189.83)
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	\$3,940,831.15	\$576,660.15
July	\$2,556,236.32	\$3,399,625.05	\$843,388.73
August	\$1,720,021.43		

General Fund Expenditures

Account Description	Adopted Budget	Disbursed	Remaining Balance	Percent Spent
01100 - Regular Instruction	\$5,267,100.58	\$5,158,765.69	\$108,334.89	97.94%
01125 - Academic Intervention (Flex Funding)	\$82,902.56	\$86,820.77	(\$3,918.21)	104.73%
01200 - School Age SPED	\$1,067,059.47	\$987,724.89	\$79,334.58	92.57%
01291 - Preschool Age 3-5	\$30,252.82	\$20,238.56	\$10,014.26	66.90%
01292 - Preschool Age 0-2	\$3,111.63	\$2,990.62	\$121.01	96.11%
01300 - Summer School	\$15,039.18	\$0.00	\$15,039.18	0.00%
02120 - Guidance Counselor	\$313,604.76	\$307,174.52	\$6,430.24	97.95%
02130 - Health Services	\$62,413.74	\$58,270.33	\$4,143.41	93.36%
02141 - School Psychologist - School Age	\$66,279.44	\$67,773.99	(\$1,494.55)	102.25%
02151 - Speech Path & Deaf Ed	\$141,268.09	\$139,936.03	\$1,332.06	99.06%
02152 - Speech Path & Deaf Ed	\$5,118.40	\$4,607.19	\$511.21	90.01%
02161 - Occupational Therapy	\$20,500.00	\$24,661.27	(\$4,161.27)	120.30%
02171 - Physical Therapy	\$13,500.00	\$4,834.25	\$8,665.75	35.81%
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	\$203,970.01	\$8,920.51	95.81%
02213 - Instructional Staff Training	\$2,500.00	\$8,541.98	(\$6,041.98)	341.68%
02220 - Media Center	\$275,079.37	\$272,002.62	\$3,076.75	98.88%
02230 - Technology Support	\$0.00	\$1,979.96	(\$1,979.96)	0.00%
02240 - Assessment Coordinator	\$10,016.95	\$9,170.28	\$846.67	91.55%
02310 - Board of Education	\$47,500.00	\$43,662.08	\$3,837.92	91.92%
02320 - Superintendent	\$268,648.86	\$266,370.89	\$2,277.97	99.15%
02330 - District Legal Services	\$100,000.00	\$53,100.47	\$46,899.53	53.10%
02410 - Principal	\$614,883.19	\$597,532.94	\$17,350.25	97.18%
02510 - Business Office	\$194,225.50	\$180,816.20	\$13,409.30	93.10%
02610 - Custodial	\$469,194.69	\$415,954.27	\$53,240.42	88.65%
02620 - Building Maintenance	\$804,054.89	\$566,048.06	\$238,006.83	70.40%
02630 - Grounds Maintenance	\$193,844.69	\$116,314.24	\$77,530.45	60.00%
02640 - Equipment Repair & Maintenance	\$48,298.70	\$41,192.80	\$7,105.90	85.29%
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	\$14,636.89	(\$2,076.89)	116.54%
02710 - School Bus Driving	\$278,443.53	\$200,448.49	\$77,995.04	71.99%
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	\$67,835.97	\$131,394.72	34.05%
02732 - School Age SPED Vehicle Maintenance	\$2,000.00	\$162.64	\$1,837.36	8.13%
02733 - Below Age 5 SPED Vehicle Maintenance	\$0.00	\$221.20	(\$221.20)	0.00%
03535 - High Ability Learners	\$62,897.14	\$43,632.68	\$19,264.46	69.37%
06200 - Title IA	\$126,002.00	\$108,851.15	\$17,150.85	86.39%
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	\$164,810.81	(\$0.81)	100.00%
06412 - IDEA Non-Public	\$4,280.00	\$4,280.00	\$0.00	100.00%
06700 - Carl Perkins	\$0.00	\$2,469.79	(\$2,469.79)	0.00%
06996 - Elementary & Secondary School Emergency Fund	\$0.00	\$32,285.94	(\$32,285.94)	0.00%
08000 - Transfers (Outgoing)	\$50,000.00	\$50,000.00	\$0.00	100.00%
09000 - Reimbursed by Other Funds/Entities	\$0.00	\$3,055.07	(\$3,055.07)	0.00%
Total	\$11,347,481.32	\$10,417,718.77	\$929,762.55	91.81%

Total Minden FB Field/Track Renovation Project as of 07/31/2020

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.										
a	Demo	\$11,000.00		\$11,000.00	\$11,000.00			\$11,000.00	100.00%	\$0.00	\$1,100.00
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	\$20,000.00			\$20,000.00	100.00%	\$0.00	\$2,000.00
d	Quazite/Hand hole	\$4,000.00		\$4,000.00	\$0.00	\$4,000.00		\$4,000.00	100.00%	\$0.00	\$400.00
e	Breakers	\$400.00	(\$400.00)	\$0.00	\$0.00			\$0.00	100.00%	\$0.00	\$0.00
f	Directional Boring	\$12,500.00		\$12,500.00	\$0.00	\$12,500.00		\$12,500.00	100.00%	\$0.00	\$1,250.00
g	Wire Material & Labor	\$10,755.00	(\$1,545.00)	\$9,210.00	\$0.00	\$9,210.00		\$9,210.00	100.00%	\$0.00	\$921.00
h	Bond	\$5,150.00		\$5,150.00	\$5,150.00			\$5,150.00	100.00%	\$0.00	\$515.00
2	Grandstands - CBS Constructors										
a	Wood Plank Removal & Hole Drilling	\$18,200.00		\$18,200.00	\$18,200.00			\$18,200.00	100.00%	\$0.00	\$1,820.00
b	Aluminum Planking Materials & Accessories	\$55,550.00		\$55,550.00	\$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	\$22,250.00		\$22,250.00	88.12%	\$3,000.00	\$2,225.00
d	ADA Modifications	\$15,100.00		\$15,100.00	\$0.00	\$10,000.00		\$10,000.00	66.23%	\$5,100.00	\$1,000.00
e	Install New Planking & Center Aisle Rail	\$18,500.00		\$18,500.00	\$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	\$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	\$6,608.00			\$6,608.00	100.00%	\$0.00	\$660.80
b	Roofing - Fisher Roofing	\$6,000.00		\$6,000.00	\$6,000.00			\$6,000.00	100.00%	\$0.00	\$600.00
c	Glass - Howard's Glass	\$5,137.00		\$5,137.00	\$5,137.00			\$5,137.00	100.00%	\$0.00	\$513.70
d	Bathroom Partitions - Kully's	\$5,750.00		\$5,750.00	\$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	\$17,600.00		\$17,600.00	100.00%	\$0.00	\$1,760.00
f	HVAC - K-T Heating	\$5,316.00		\$5,316.00	\$4,000.00	\$1,316.00		\$5,316.00	100.00%	\$0.00	\$531.60
g	Painting - Kucera Painting	\$7,933.00		\$7,933.00	\$6,500.00	\$1,433.00		\$7,933.00	100.00%	\$0.00	\$793.30
h	Electrical - Gilbert Electric	\$12,300.00		\$12,300.00	\$11,000.00	\$1,300.00		\$12,300.00	100.00%	\$0.00	\$1,230.00
i	Concrete - A-1 Construction	\$16,180.00	\$900.00	\$17,080.00	\$17,080.00			\$17,080.00	100.00%	\$0.00	\$1,708.00
j	Plumbing - K&G	\$28,000.00		\$28,000.00	\$19,000.00	\$9,000.00		\$28,000.00	100.00%	\$0.00	\$2,800.00
k	General Contracting - Ayr Construction	\$44,509.00		\$44,509.00	\$36,500.00	\$8,009.00		\$44,509.00	100.00%	\$0.00	\$4,450.90
m	New Electrical Service & Tuck Pointing - Ayr Construction	\$0.00	\$41,838.65	\$41,838.65	\$31,378.99	\$10,459.66		\$41,838.65	100.00%	\$0.00	\$4,183.87
4	General Construction - Nemaha Sports Construction				\$0.00						
a	Mobilization	\$82,490.97		\$82,490.97	\$32,490.97	\$20,000.00		\$52,490.97	63.63%	\$30,000.00	\$5,249.10
b	Class IV Milling	\$34,931.87		\$34,931.87	\$34,931.87			\$34,931.87	100.00%	\$0.00	\$3,493.19
c	Remove Asphalt	\$1,364.16		\$1,364.16	\$1,364.16			\$1,364.16	100.00%	\$0.00	\$136.42
d	Remove Concrete	\$3,675.74		\$3,675.74	\$3,675.74			\$3,675.74	100.00%	\$0.00	\$367.57
e	Remove Long Jump Pit	\$1,399.20		\$1,399.20	\$1,399.20			\$1,399.20	100.00%	\$0.00	\$139.92
f	Remove Drain Pipe & Headwall	\$1,320.00		\$1,320.00	\$1,320.00			\$1,320.00	100.00%	\$0.00	\$132.00
g	Remove Chain Link Fence (6')	\$1,478.40		\$1,478.40	\$0.00	\$1,478.40		\$1,478.40	100.00%	\$0.00	\$147.84
h	Remove Chain Link Fence (4')	\$3,429.14		\$3,429.14	\$0.00	\$3,429.14		\$3,429.14	100.00%	\$0.00	\$342.91
i	Remove & Re-Install Gate (3')	\$440.00		\$440.00	\$0.00			\$0.00	0.00%	\$440.00	\$0.00
j	Remove & Re-Install Gate (4')	\$220.00		\$220.00	\$0.00			\$0.00	0.00%	\$220.00	\$0.00
k	Remove & Re-Install Gate (6')	\$165.00		\$165.00	\$0.00			\$0.00	0.00%	\$165.00	\$0.00
l	Remove & Re-Install Gate (11')	\$165.00		\$165.00	\$0.00			\$0.00	0.00%	\$165.00	\$0.00
m	Remove & Re-Install Gate (12')	\$165.00		\$165.00	\$0.00			\$0.00	0.00%	\$165.00	\$0.00
n	Install 5' Gate	\$550.00		\$550.00	\$0.00			\$0.00	0.00%	\$550.00	\$0.00
o	Remove Trees	\$5,599.00		\$5,599.00	\$5,599.00			\$5,599.00	100.00%	\$0.00	\$559.90
p	Excavation	\$48,749.40		\$48,749.40	\$18,749.40	\$24,000.00		\$42,749.40	87.69%	\$6,000.00	\$4,274.94
q	Embankment	\$3,303.30		\$3,303.30	\$3,303.30			\$3,303.30	100.00%	\$0.00	\$330.33
r	Waste	\$19,221.30		\$19,221.30	\$17,221.30	\$2,000.00		\$19,221.30	100.00%	\$0.00	\$1,922.13
s	Subgrade Prep - Track & High Jump	\$40,707.64		\$40,707.64	\$30,707.64	\$10,000.00		\$40,707.64	100.00%	\$0.00	\$4,070.76
t	Bituminous Foundation Course - Track & High Jump	\$30,003.86		\$30,003.86	\$30,003.86			\$30,003.86	100.00%	\$0.00	\$3,000.39
u	5" Thick Asphalt	\$210,533.40		\$210,533.40	\$0.00	\$210,533.40		\$210,533.40	100.00%	\$0.00	\$21,053.34
v	6" Thick Concrete	\$49,852.96		\$49,852.96	\$0.00	\$41,852.96		\$41,852.96	83.95%	\$8,000.00	\$4,185.30

Bank Statement Reconciliation

Description

Adjustment Date

Adjustment Amount

Minden High School

07/01/2020 through 07/31/2020

Bank Statement Reconciliation Summary

Statement Balance	\$ 317,253.45
- Outstanding checks	\$ 2,790.93
+ Outstanding Deposits	\$ 0.00
+ Outstanding Adjustments	\$ 0.00
- Outstanding Investment Transfers	\$ 0.00
Total	\$ 314,462.52
+ Investments	\$ 37,000.00
Book Balance	\$ 351,462.52

Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
08/11/2020	1104	Ameritas Life Insurance Corp.	Ameritas Tsa	\$ 500.00
08/11/2020	1105	Ameritas Life Insurance Corp..	Vision Insurance	\$ 784.16
08/11/2020	1106	Blue Cross Blue Shield	Dental Insurance	\$ 598.04
08/11/2020	1106	Blue Cross Blue Shield	District Dental Insurance	\$ 134.36
08/11/2020	1106	Blue Cross Blue Shield	District HDHP Health Ins 2PT	\$ 3,316.38
08/11/2020	1106	Blue Cross Blue Shield	District HDHP Health Ins 9 Mo	\$ 1,137.10
08/11/2020	1106	Blue Cross Blue Shield	District HDHP Health Ins FAM	\$ 2,948.84
08/11/2020	1106	Blue Cross Blue Shield	District HDHP Health Ins SNG	\$ 2,166.28
08/11/2020	1106	Blue Cross Blue Shield	District HDHP Health Ins SPD	\$ 977.32
08/11/2020	1106	Blue Cross Blue Shield	District Health Ins 2PT	\$ 24,792.15
08/11/2020	1106	Blue Cross Blue Shield	District Health Ins 9 Mo	\$ 12,701.50
08/11/2020	1106	Blue Cross Blue Shield	District Health Ins FAM	\$ 85,365.35
08/11/2020	1106	Blue Cross Blue Shield	District Health Ins SNG	\$ 6,365.20
08/11/2020	1106	Blue Cross Blue Shield	District Health Ins SPD	\$ 5,764.80
08/11/2020	1106	Blue Cross Blue Shield	District Health Ins Split	\$ 1,742.15
08/11/2020	1106	Blue Cross Blue Shield	Feba Bcbs Dental 2PT	\$ 636.40
08/11/2020	1106	Blue Cross Blue Shield	Feba Bcbs Dental FAM	\$ 1,159.40
08/11/2020	1106	Blue Cross Blue Shield	Feba Bcbs Dental SPD	\$ 147.48
08/11/2020	1107	Horace Mann Life Insurance Company	Horace Mann Life Insurance	\$ 775.00
08/11/2020	1108	Madison National Life Insurance Co., Inc.	Feba Life Insurance	\$ 329.95
08/11/2020	1108	Madison National Life Insurance Co., Inc.	Long-Term Disability	\$ 1,165.51
08/11/2020	1108	Madison National Life Insurance Co., Inc.	Term Life Policy	\$ 278.45
08/11/2020	1109	Minden Exchange Bank & Trust Co.	HSA Contribution	\$ 2,498.90
08/11/2020	1110	Minden Public Schools	District Court	\$ 1,186.00
08/11/2020	1110	Minden Public Schools	F/b Dependent Care	\$ 416.63
08/11/2020	1110	Minden Public Schools	F/b Medical Dental	\$ 2,994.67
08/11/2020	1110	Minden Public Schools	Increased Retirement Percent	\$ 11,392.43
08/11/2020	1110	Minden Public Schools	NE Retirement	\$ 77,300.46
08/11/2020	1111	Mps Payroll	Federal Withholding	\$ 37,466.74
08/11/2020	1111	Mps Payroll	FICA	\$ 55,400.54
08/11/2020	1111	Mps Payroll	Medicare	\$ 12,956.62
08/11/2020	1112	Mps Payroll NE Income Tax	State Withholding - NE	\$ 16,319.75
08/11/2020	1113	New York Life	Ny Life Tsa	\$ 200.00
08/11/2020	1114	Alpha Rehabilitation, P.C.	Speech & OT Services	\$ 371.05
08/11/2020	1115	Amax Contracting, Inc.	HS Ceiling Tiles	\$ 370.92
08/11/2020	1116	Amazon Capital Services, Inc.	ESSER Supplies	\$ 4,345.95
08/11/2020	1116	Amazon Capital Services, Inc.	First Grade Supplies	\$ 3.49
08/11/2020	1116	Amazon Capital Services, Inc.	HS English Books	\$ 1,274.83
08/11/2020	1116	Amazon Capital Services, Inc.	HS Life Skills Books	\$ 95.52
08/11/2020	1116	Amazon Capital Services, Inc.	HS Life Skills Books & Nursing Supplies	\$ 87.78
08/11/2020	1116	Amazon Capital Services, Inc.	HS Training Material	\$ 79.95
08/11/2020	1116	Amazon Capital Services, Inc.	Supplies	\$ 704.86
08/11/2020	1117	Apple Computer	Apple Care Protection Plans	\$ 945.00
08/11/2020	1117	Apple Computer	Striv iPad	\$ 849.00
08/11/2020	1118	Apptegy, Inc.	Website & Media Platform	\$ 6,400.00
08/11/2020	1119	Aurora Cooperative	Fuel & Ground Chemicals	\$ 548.34
08/11/2020	1120	Axtell Community Schools	HS SPED Contracted Services	\$ 1,166.76
08/11/2020	1121	Bill's Plumbing	East Plumbing Supplies	\$ 115.87
08/11/2020	1122	Black Hills Energy	Bus Barn Natural Gas	\$ 116.19
08/11/2020	1122	Black Hills Energy	East Natural Gas	\$ 482.67
08/11/2020	1122	Black Hills Energy	HS/MS Natural Gas	\$ 945.55
08/11/2020	1122	Black Hills Energy	MS Natural Gas	\$ 584.97
08/11/2020	1123	Blick Art Materials	MS Art Supplies	\$ 389.67

Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
08/11/2020	1124	BSN Sports	COOP Order	\$ 28.91
08/11/2020	1124	BSN Sports	Cross Country Supplies	\$ 98.20
08/11/2020	1124	BSN Sports	Football Supplies	\$ 52.29
08/11/2020	1124	BSN Sports	Volleyball Supplies	\$ 467.28
08/11/2020	1125	Business Telecommunication Systems	Telephone New Voicemail Setup	\$ 100.00
08/11/2020	1126	Cardmember Service	ESSER Supplies	\$ 5,695.15
08/11/2020	1126	Cardmember Service	HS Software	\$ 5.00
08/11/2020	1127	Century Link Long Distance	Long Distance Telephone	\$ 11.82
08/11/2020	1128	CenturyLink - Regular Telephone	Telephone Services	\$ 491.47
08/11/2020	1129	City Of Holdrege	Dump Fee	\$ 71.17
08/11/2020	1130	City Of Minden	Utilities	\$ 18,437.90
08/11/2020	1131	Clearly Communications	Telephone Services	\$ 243.79
08/11/2020	1132	Conditioned Air Mechanical Systems & Service	HS HVAC Maintenance & Repair	\$ 6,151.06
08/11/2020	1132	Conditioned Air Mechanical Systems & Service	HVAC Repair	\$ 5,485.25
08/11/2020	1133	Cooperative Producers, Inc.	Generator Fuel	\$ 180.12
08/11/2020	1134	DAS State Accounting - Central Finance	Network Nebraska Fees	\$ 438.08
08/11/2020	1135	Dell Marketing L.P.	Art & Journalism Computers	\$ 5,874.12
08/11/2020	1136	DocuSign, Inc.	Electronic Document Service	\$ 3,996.55
08/11/2020	1137	Dollar General	Custodial Supplies	\$ 11.10
08/11/2020	1138	Educational Service Unit #11	4th Qtr SPED Billing	\$ 3,997.19
08/11/2020	1138	Educational Service Unit #11	Educational Services	\$ 2,582.27
08/11/2020	1139	ESU Coordinating Council	Internet Filter	\$ 1,032.50
08/11/2020	1139	ESU Coordinating Council	World Book Online	\$ 472.00
08/11/2020	1140	Exhaust Pros	HC Van Exhaust Repair	\$ 221.20
08/11/2020	1141	Fifth Street Printing	2020-21 School Calendars	\$ 3,215.80
08/11/2020	1142	Gary Braun Electric, Inc.	CL Jones Lighting Install	\$ 2,140.68
08/11/2020	1142	Gary Braun Electric, Inc.	Wire Locate and Generator Hookup	\$ 226.50
08/11/2020	1143	Grizzly Industrial, Inc.	HS Industrial Tech Supplies	\$ 411.96
08/11/2020	1144	Hometown Leasing	Copier Lease & Printing Charges	\$ 1,521.38
08/11/2020	1145	Innovative Office Solutions	COOP Order	\$ 98.80
08/11/2020	1146	IXL Learning	IXL Online Subscription	\$ 4,202.00
08/11/2020	1147	John Deere Financial	John Deere Mower Lease	\$ 3,335.26
08/11/2020	1148	Journey Ed.com, Inc.	Adobe VIP Licenses	\$ 500.00
08/11/2020	1149	Junior Library Guild	HS Media Center Books	\$ 1,077.30
08/11/2020	1150	Jura, Michelle L	Mileage Reimbursement	\$ 10.35
08/11/2020	1151	Kearney County Health Services	Bus Driver Physical	\$ 95.00
08/11/2020	1152	Kearney Winnelson Co.	East Plumbing Repair	\$ 588.72
08/11/2020	1153	Lampo Group, Inc. (The)	HS Business Curriculum	\$ 2,349.30
08/11/2020	1154	Landmark Implement Carquest	Degreaser	\$ 14.20
08/11/2020	1155	Lou's Sporting Goods	HS Football Supplies	\$ 1,082.57
08/11/2020	1155	Lou's Sporting Goods	HS Football Uniforms	\$ 14,184.00
08/11/2020	1156	Mackin Book Company	East Library Books	\$ 1,029.64
08/11/2020	1156	Mackin Book Company	HS Library Books	\$ 648.18
08/11/2020	1156	Mackin Book Company	MS Library Books	\$ 1,779.25
08/11/2020	1157	Mason's Market	Central Office Supplies	\$ 3.99
08/11/2020	1158	Miller Signs	Coach Bus Decal	\$ 500.00
08/11/2020	1159	Minden Courier	Inv: 191 07/20	\$ 586.54
08/11/2020	1160	Minden Hardware	HS Metals Supplies	\$ 64.85
08/11/2020	1160	Minden Hardware	Supplies & Repairs	\$ 541.63
08/11/2020	1161	Minden Lumber & Concrete	East Repairs	\$ 48.74
08/11/2020	1162	Minden Office Supply	American Flag	\$ 39.15
08/11/2020	1162	Minden Office Supply	Classroom Supplies	\$ 761.63
08/11/2020	1162	Minden Office Supply	School Nurse Supplies	\$ 28.55

Checks For Payment Listing

Date	Check Number	Payee	Reason	Amount
08/11/2020	1162	Minden Office Supply	Stretch Wrap	\$ 18.71
08/11/2020	1162	Minden Office Supply	Supplies	\$ 96.84
08/11/2020	1163	National Art & School Supplies, Inc.	Cancelled Items - Coop Order	\$ (25.15)
08/11/2020	1163	National Art & School Supplies, Inc.	COOP Order	\$ 403.19
08/11/2020	1164	NCSA	Administrator Days Conference	\$ 590.00
08/11/2020	1164	NCSA	Membership Dues	\$ 805.00
08/11/2020	1164	NCSA	NCSA & NASSP Membership	\$ 485.00
08/11/2020	1165	NE Rural Community Schools Association	2020-21 NRCSA Membership Renewal	\$ 850.00
08/11/2020	1166	Nebraska Fire Sprinkler Corp	Annual Fire Sprinkler Inspection	\$ 1,020.00
08/11/2020	1167	Omaha World Herald	Omaha World Herald Subscription	\$ 80.45
08/11/2020	1168	One Source	July Background Checks	\$ 43.00
08/11/2020	1169	Perry, Guthery, Haase & Gessford, P.C., L.L.O	HS Construction Legal Fees	\$ 17,835.98
08/11/2020	1169	Perry, Guthery, Haase & Gessford, P.C., L.L.O	Legal Issues	\$ 345.00
08/11/2020	1170	Popplers Music, Inc.	East Music Supplies	\$ 77.89
08/11/2020	1171	Presto-X Company	East Pest Control Service	\$ 44.00
08/11/2020	1171	Presto-X Company	HS Pest Control Service	\$ 41.00
08/11/2020	1171	Presto-X Company	MS Pest Control Service	\$ 48.00
08/11/2020	1172	Public Risk Management	Notary Bond	\$ 40.00
08/11/2020	1173	School Counselor Resources	MS Guidance Office Textbooks	\$ 33.59
08/11/2020	1174	School Mate	East Planners	\$ 481.00
08/11/2020	1174	School Mate	MS Student Planners	\$ 494.00
08/11/2020	1175	School Specialty, Inc.	Appointment Calendars	\$ 37.63
08/11/2020	1176	Schoology, Inc.	Learning Management System Subscription	\$ 4,042.50
08/11/2020	1177	Secretary Of State	Notary Commission Fee	\$ 30.00
08/11/2020	1178	Social Studies School Service	HS Social Studies Supplies	\$ 33.59
08/11/2020	1179	Striv, Inc.	StrivTV Subscription	\$ 1,975.00
08/11/2020	1180	Sunbelt Rentals, Inc.	Generator Rental	\$ 451.96
08/11/2020	1181	Tom's Music House	HS Guitars Repair	\$ 60.00
08/11/2020	1181	Tom's Music House	MS Student Guitars	\$ 400.00
08/11/2020	1182	U.S. Post Office	Postage	\$ 733.70
08/11/2020	1183	Varsity Spirit Fashion	Cheerleading Uniforms	\$ 10,172.50
08/11/2020	1184	Verizon Wireless	Wireless Hotspot Data Plan - ESSER	\$ 160.04
08/11/2020	1185	Widdifield, James T	July Reimbursement	\$ 129.99
08/11/2020	1186	William Macgill Co	ESSER Supplies	\$ 1,175.75
08/11/2020	1187	Wilson Flooring	HS Tile Repair - Insurance	\$ 2,029.76
08/11/2020	1188	Woodward's Disposal Service, Inc.	Shredding Services	\$ 52.00
08/11/2020	1189	Wright Express Fleet Services	Fuel Purchases	\$ 464.45
08/11/2020	1190	Zaner-Bloser, Inc.	3rd Grade Handwriting Books	\$ 700.82
08/11/2020	1190	Zaner-Bloser, Inc.	4th Grade Spelling Books	\$ 1,304.11
08/11/2020	EFT	Minden Exchange Bank - EFT	Direct Deposit Fees	\$ 28.45
Subtotal				\$ 536,817.07
Net Payroll - August 2020				\$ 310,365.75
Total General Fund Disbursements - August 2020				\$ 847,182.82

Secretary Kenneth Carpenter

Lunch Fund Checks and Liabilities

Check Number	Date	Payee	Reason	Amount
EFT	7/7/2020	Sysco - EFT	Commodities	\$ 2,167.04
5585	7/7/2020	Cash-wa Distributing Co.	Commodities	\$ 7,292.36
5586	7/7/2020	Hiland Dairy	Milk Products	\$ 3,394.00
5587	7/7/2020	Rapids Wholesale	Lunch Trays	\$ 430.80
5588	7/7/2020	Innovative Office Solutions	Cling Wrap	\$ 43.77
5588	7/7/2020	Innovative Office Solutions	Foil	\$ 116.97
5588	7/7/2020	Innovative Office Solutions	Pan Liners	\$ 106.20
5588	7/7/2020	Innovative Office Solutions	Plastic Spoons	\$ 108.60
5588	7/7/2020	Innovative Office Solutions	Ziploc Sandwich Bags	\$ 41.97
180	8/11/2020	Ameritas Life Insurance Corp..	EE Vision Insurance Premiums	\$ 34.20
181	8/11/2020	Blue Cross Blue Shield	Health & Dental Insurance Premiums	\$ 4,393.48
182	8/11/2020	Madison National Life Insurance Co., Inc.	EE FEBA Life Insurance Premiums	\$ 9.55
182	8/11/2020	Madison National Life Insurance Co., Inc.	EE Life Insurance Premiums	\$ 5.50
182	8/11/2020	Madison National Life Insurance Co., Inc.	Long Term Disability	\$ 10.35
183	8/11/2020	Minden Exchange Bank & Trust Co.	EE & ER HSA Contributions	\$ 99.95
184	8/11/2020	Minden Public Schools	EE & ER Retirement Contributions	\$ 1,238.77
184	8/11/2020	Minden Public Schools	Employee FEBA - Medical/Dental	\$ 100.00
185	8/11/2020	Mps Payroll	EE & ER FICA, Medicare, & Federal Income Tax	\$ 1,228.64
186	8/11/2020	Mps Payroll NE Income Tax	EE Nebraska Income Tax Withholding	\$ 131.30
Subtotal				\$ 20,953.45
Net Payroll - August 2020				\$ 4,568.59
Total Lunch Fund Disbursements				\$ 25,522.04

Building Fund Liabilities

Check Number	Date	Payee	Reason	Amount
553	8/11/2020	Ayr Construction & Remodeling, LLC	Electrical - 100% Complete	\$ 1,300.00
553	8/11/2020	Ayr Construction & Remodeling, LLC	General Contracting - 100% Complete	\$ 8,009.00
553	8/11/2020	Ayr Construction & Remodeling, LLC	HVAC - 100% Complete	\$ 1,316.00
553	8/11/2020	Ayr Construction & Remodeling, LLC	New Electrical Service & Tuck Pointing - 100% Complete	\$ 10,459.66
553	8/11/2020	Ayr Construction & Remodeling, LLC	Painting - 100% Complete	\$ 1,433.00
553	8/11/2020	Ayr Construction & Remodeling, LLC	Plumbing - 100% Complete	\$ 9,000.00
553	8/11/2020	Ayr Construction & Remodeling, LLC	Stucco - 100% Complete	\$ 17,600.00
553	8/11/2020	Ayr Construction & Remodeling, LLC	Less: Retainage	\$ (4,911.77)
554	8/11/2020	BSN Sports	Goalpost Sleeves	\$ 329.99
554	8/11/2020	BSN Sports	Goalposts	\$ 2,999.99
554	8/11/2020	BSN Sports	Shipping	\$ 549.56
555	8/11/2020	CBS Constructors	ADA Modifications - 66.23% Complete	\$ 10,000.00
555	8/11/2020	CBS Constructors	Aluminum Planking Materials & Accessories - 100% Complete	\$ 3,800.00
555	8/11/2020	CBS Constructors	Concrete Work - 88.12% Complete	\$ 22,250.00
555	8/11/2020	CBS Constructors	Less: Retainage	\$ (3,605.00)
556	8/11/2020	Nemaha Sports Construction	Long Jump Pits - 73.94% Complete	\$ 19,862.84
556	8/11/2020	Nemaha Sports Construction	Mobilization - 63.63% Complete	\$ 20,000.00
556	8/11/2020	Nemaha Sports Construction	Remove Chain link Fence (4') - 100% Complete	\$ 3,429.14
556	8/11/2020	Nemaha Sports Construction	Remove Chain Link Fence (6') - 100% Complete	\$ 1,478.40
556	8/11/2020	Nemaha Sports Construction	Subgrade Prep - Track & High Jump - 100% Complete	\$ 10,000.00
556	8/11/2020	Nemaha Sports Construction	Waste - 100% Complete	\$ 2,000.00
556	8/11/2020	Nemaha Sports Construction	Concrete Stairs & Landings - 19.51% Complete	\$ 4,000.00
556	8/11/2020	Nemaha Sports Construction	Excavation - 87.69% Complete	\$ 24,000.00
556	8/11/2020	Nemaha Sports Construction	Install 4" CPP Pipe - 100% Complete	\$ 7,033.00
556	8/11/2020	Nemaha Sports Construction	Install 8" CPP Pipe - 100% Complete	\$ 3,520.02
556	8/11/2020	Nemaha Sports Construction	Install Drain Inlets - 100% Complete	\$ 9,217.98
556	8/11/2020	Nemaha Sports Construction	CO #4 - SWPPP, Sod, Sidewalk, Ticket Booth - 100% Complete	\$ (525.00)
556	8/11/2020	Nemaha Sports Construction	Concrete Discus Pads - 100% Complete	\$ 13,800.60
556	8/11/2020	Nemaha Sports Construction	Concrete Long Jump Runways - 100% Complete	\$ 9,608.26
556	8/11/2020	Nemaha Sports Construction	Concrete Pole Vault Pad - 100% Complete	\$ 10,792.20
556	8/11/2020	Nemaha Sports Construction	Concrete Pole Vault Runways - 100% Complete	\$ 8,746.24
556	8/11/2020	Nemaha Sports Construction	Concrete Shot Put Pads - 100% Complete	\$ 4,361.72
556	8/11/2020	Nemaha Sports Construction	4" Thick Concrete - 16.59% Complete	\$ 10,000.00
556	8/11/2020	Nemaha Sports Construction	5" Thick Asphalt - 100% Complete	\$ 210,533.40
556	8/11/2020	Nemaha Sports Construction	6" Rock for Shot Put - 100% Complete	\$ 4,848.06
556	8/11/2020	Nemaha Sports Construction	6" Thick Concrete - 83.95% Complete	\$ 41,852.96
556	8/11/2020	Nemaha Sports Construction	Bituminous Foundation Course - Track & High Jump -100% Complete	\$ 30,003.86
556	8/11/2020	Nemaha Sports Construction	Less: Retainage	\$ (44,856.37)
556	8/11/2020	Nemaha Sports Construction	50% Retainage Paid Out per Contract	\$ 31,608.71
557	8/11/2020	ProTech Electric Services, Inc.	Directional Boring - 100% Complete	\$ 12,500.00
557	8/11/2020	ProTech Electric Services, Inc.	Quazite/Hand Hole - 100% Complete	\$ 4,000.00
557	8/11/2020	ProTech Electric Services, Inc.	Retainage Paid Upon Completion	\$ 27,936.00
557	8/11/2020	ProTech Electric Services, Inc.	Wire Material & Labor - 100% Complete	\$ 9,210.00
557	8/11/2020	ProTech Electric Services, Inc.	Less: Retainage	\$ (2,571.00)
558	8/11/2020	W Design Associates, Inc.	Football Field/Track Renovation Architect Fees	\$ 25,864.09

Total Building Fund Disbursements - August 2020

\$ 592,785.54



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

AUGUST 2020 BOARD MEETING
ACTIVITY DIRECTOR REPORT

Fall Season Preparation

It has been a well different summer but I am thankful that we have been able to have our student athletes and coaches on site for workouts. Attendance has been very good this summer to the weight room and open gyms. Our teams haven't traveled as much as in past summers due to COVID-19 but overall the summer was productive in allowing our teams to get together and develop their physical bodies, improve their skills, and build camaraderie as teammates.

The NSAA sent out a document for the Fall Sports season with guidelines for all teams in general as well as sport specific modifications to help make our practices and games safer from a COVID standpoint. I have attached the document below.

<https://nsaa-static.s3.amazonaws.com/textfile/covid/2020FallGuidance.pdf>

I have a Southwest Conference meeting Wednesday, August 5th with the conference AD's. We will be looking at conference events for the school year and sharing ideas about how we are going to move forward with activities and sports while following NSAA guidelines as well as local health directives. I am very interested in continuing to have our students involved in activities and sports to the best of our ability and give them the best experiences possible. Being involved in extracurricular activities is such an important part of connecting our young people with something safe and positive while yet learning from failing in a safe environment. Countless people including the Governor have spoken lately about the importance of having our students engaged in school and the activities that we provide. Our overall health is dependant on being engaged in something meaningful and of interest to each of us, I really want to provide this for our student athletes as well as our coaches and sponsors.

FALL SPORTS – The season officially starts Monday, August 10th.

FALL SPORTS PARENT MEETINGS: Will be held Monday, August 10th at the Minden High School auditorium at 7:00pm. Andy Craig, Ross Oberg, and Julie Anderson will be on hand to speak to parents about what to expect this fall regarding our sports/activities.

INDIVIDUAL SPORT SCRIMMAGES:

Volleyball – We will host a jamboree triangular with Wilcox-Hildreth and Axtell starting at 6 pm.

Football – Friday, August 21st 6:00pm

Cross Country – 7 mile marathon-Saturday, August 29th 7:00 am @ E Free Church Parking lot

FIRST CONTESTS:

Softball – Thursday, Aug 20th @Centura/Central Valley JV/V 5:00/6:30 pm

Volleyball – Thursday, Aug 27th @Ord. 5:00/6:00/7:00

Girls Golf – Friday, August 28th at McCook 9:00am

Football – Friday, Aug 28th vs. @Fairbury 7:00pm

Cross Country – Saturday, Sept 5th at Minden Inv. 10:00 am

AWARDS: The American Volleyball Association has awarded the 2019-2020 Minden High School Volleyball Team, the AVCA Team Academic Award for their dedication to the sport of volleyball with excellence in the classroom. Congratulations to the 2017-18 volleyball team and their coaches. To qualify your varsity team had to have at least 3.3 GPA, our team GPA was just over 3.77! This is their 4th year in a row for this award!

The project at the football field/track has been making advances but has a long way to go with the fall sports season just around the corner. The lights at the field are finished and ready for action. Mr. Hosick and myself were given a tutorial on how they work and the capabilities they have. I am impressed with how easily they work and that they have three light options: bright, medium, and low. The lights can be programmed to come on and shut off online with a computer or an app on your phone. I am excited to have people on site for our first game and let them see how much work has been done to make the whole site work better and accommodate both our home crowd and visitors.

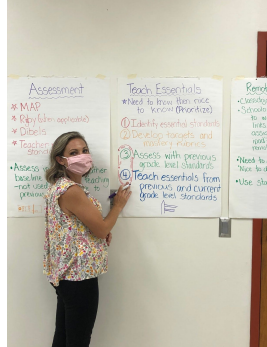
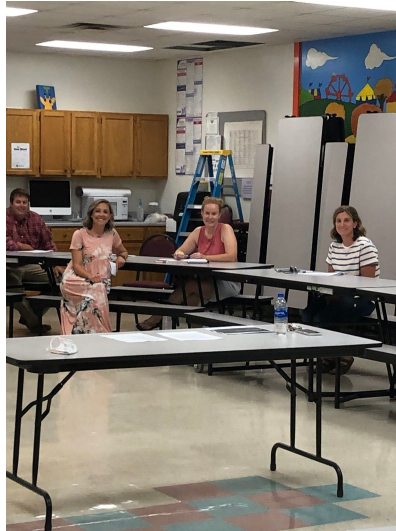
I have been working with Steve Lambert from Sportsboardz on updating our Championship wall at the High School. Team record boards will be displayed on this wall as well as photos of all past Minden Champion teams and individuals. I am very excited to see how this wall turns out and get feedback from everyone who sees it. I have learned a lot about the history of Minden Whippet competitors and have enjoyed this project.

Ed Rowse

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

Covid Task Force:

A covid task force was established through East Elementary and Minden Public Preschool to tackle the upcoming uniqueness of the school year. The group was formed of volunteer staff members and parents from the PAC committee including Shannon Kuehn and Dr. Andy Craig. Goals of the group include understanding current health status and information as relayed by Kearney County Health Services, sharing of questions and concerns, expressing thoughts and problem solving ideas, and communicating with stakeholders. The staff of this group have also met multiple times separately to focus on what we're calling "L.A.T.E." this year. Throughout the year, we will continuously review: L for logistics(schedules, services, delivery of instruction, etc.), A for assessment(where are students performing?), and TE for teaching essentials (focusing on the essential state standards in a priority order). I greatly appreciate each person's input within this group and their dedication to meet throughout the summer. The commitment of our educators to keep kids safe, healthy, and form a plan for students' education is immeasurable. Please see the pictures of the collaborative group below.



Back to school letter to families:

With the approach of the 2020-2021 school year, I'm writing to you to share some important dates and information that pertain to East Elementary.

On **August 10th**, each family will be sent a **virtual introduction and classroom tour** from their child's classroom teacher. This virtual tour will be in lieu of the in-person parent night which will be cancelled this school year. The virtual tour will allow you and your child to hear from their teacher, see around the classroom, all the while doing it at your convenience and viewing it as many times as you would like. This will be sent to you using the free app. called classroom dojo. Classroom dojo is the main communication tool used by teachers at East Elementary, and it is very important that you set up your account right away using the information included on the insert in this envelope.

After you view your classroom tour, your child will be all set to attend the **first day of school on August 13th**. Please closely check your child's backpack each day watching for possible paperwork that may need to be returned to school.

East Elementary will be following the recommendations of our local health providers in collaboration with Two Rivers Health Department. The following information are reminders, procedures, and requirements that we will be following to begin the school year.

****Doors are unlocked and supervision begins at 7:30. This is the earliest students will be allowed in the building. Students should be in their classrooms at 8:05. The tardy bell rings at 8:10, and students entering their classrooms after that bell will be counted tardy.**

****If your child is going to be **absent**, please call the East office at **832-2460**. If your child has a **change in after school plans**, please call the East office **no later than 2:00**. Do not message these changes to the classroom teacher as they will be busy teaching, and we don't want to miss important information.**

****At this time, masks are optional. If your student will be wearing a mask at school, please practice in the coming weeks and communicate with your child's teacher your ideal expectations of this. For example, communicate whether or not you would like your child to wear their mask at recess and P.E.**

****Visitors and volunteers will not be allowed inside East Elementary. We ask that parents say their goodbyes before entering the building as parents will not be allowed in. Staff members will be at the east and north doors to assist students who may need help inside the building. These will be the only two doors that students will be allowed to enter in the morning.**

****Parents dropping off students should drop off on the east side of the school either by parking in a parking space or using the round-about. It is important that the round-about is used for an**

efficient drop off, and we ask that parents do not get out of their car. The north side of the building is the only entrance that the buses will stop at and drop students off at. (**see backside**)

**All students will be helped to use hand sanitizer each time entering the building. Handwashing and sanitizing will be expected throughout the day.

**All staff members will have their temperature checked beginning each day.

**Students arriving at school between 7:30 and 8:05 will go to their own classrooms. The student body will not be gathering in the gym before school starts.

**In the classroom, student desks will be spaced. Students will also be spaced while eating lunch. No food will be shared between students. Snacks for kindergarten students will be provided by the school.

Water fountains will not be used to drink from. We encourage each student to bring their **own, filled water bottle from home each morning and they will be sent home each afternoon in order to be cleaned.

**Library books can be checked out by students and will be wiped down when returned to the library.

**The school hallways will be divided by “highway lines” adding a visual to space students in the hallways. This will be a practiced routine just like in previous years.

**Students’ personal school supplies will be kept individually.

****School is dismissed at 3:20**. Kindergarten and first grade classes will leave the building beginning at 3:15.

**After school, students riding the bus will exit the north doors. Students walking or being picked up by car will exit the east doors. If using the round-about for car pick up, it is important that the round-about is used for an efficient pick up and we ask that parents do not get out of their car. A staff member will be there to assist and supervise students. Students needing a ride across town on the shuttle bus can wait for it to pick them up at East Elementary.

Thank you for all of your attention to this information. We are so looking forward to the upcoming school year! Updates will be sent out using the Minden Whippets app, and the school’s all call communication system. Please “**like**” our **East Elementary facebook page** as more important announcements, videos, and pictures will be shared via the page.

Your Principal,
Sandy Pohl

Minden High School

August 2020

Board of Education Report



It goes without saying that our district will be facing some unique challenges this school year. It is our intention at the H.S. to acknowledge the health concerns that have changed of lives, but continue to focus on our primary goal which is providing a safe environment for students to learn and grow.

1. 8:00 a.m. start at the H.S. for 2020-2021 school year

This year we will be starting classes at 8 a.m. at the high school, this will allow for the implementation of our new breakfast program. Our “Grab-and Go” breakfast will be served at two locations (one station on the lower level Commons Area and the second station on the second floor in front of the three large windows that overlook the commons area). That short breakfast time will run from approximate 8:50 a.m. to 8:57 a.m. when 2nd period starts during a regular day.

I have attached a few different views of our 2020-2021 bell and academic schedules.

[2020-2021 MHS Master Schedule by Department](#)

[2020-2021 MHS Master Bell Schedule-View #1](#)

[2020-2021 MHS Master Bell Schedule View #2](#)

2. NDE/NCSEA- Administrator Days July 29th-31st

(This year’s conference was held via Zoom due to Covid-19)

Top sessions attended this year:

- **“Looking for the Good Even During a Pandemic”**
Megan Helberg- 2020 Nebraska English Teacher of the Year
- **“Why Reinvent the Wheel-Leveraging Your Schools Assessts to Support Students”**
Hedy Chang-Executive Director of Attendance Works
- **“Teacher and Principal Performance Standards”**
- **“Moving Beyond Labels: Differentiating Supports for Designated Schools”**

3. Graduation and Prom:

On July 25th, we hosted our abbreviated graduation and prom celebrations. Given the timing and current health concerns, we believe we had a very nice turnout for Prom. The students that signed up and attended the prom dance really enjoyed themselves and had a very nice evening. They were a wonderful group of students to be around.

The Graduation Open House was not as well attended. We had approximately 35 senior families RSVP'd they would be in attendance, with only 16 seniors and their families showing up at the open house. We are still pleased that we hosted these two events and we look forward to hosting a more traditional event next spring.

**Minden Public Schools
C.L. Jones Middle School
August 2020 Report to the Board of Education
Mrs. Chelsey Jensen, Administrator**

The following information is a list of highlights at C.L. Jones Middle School:

Preparation for the 20-21 School Year- Staff at C.L. Jones Middle School have been working hard to prepare their classrooms and materials for students to begin on August 13th. Many teachers have been decorating their classrooms, setting up classrooms to allow social distancing as best they can, and preparing materials for each student. Thank you to the staff for their hard work in preparation for the open house and beginning of the school year!

One-on-one Staff Meetings- I finished conducting one-on-one meetings with all teachers at C.L. Jones Middle School so I have a chance to interact with everyone prior to the start of the school year. These meetings have been a great way to introduce myself and to learn more about the staff professionally and personally.

Walton Grant (NWEA)- The initial training with all middle school teaching staff will be August 6th 8:30-3:30 with NWEA representative Jenn Allen via Zoom. We will spend the day looking at various MAP data reports and how to effectively utilize the reports. Our staff and I are excited for this opportunity to expand our knowledge of assessment tools to use with students.

Open House-

Planning the open house at C.L. Jones Middle School on August 6th at 6:00-7:00 pm. Our staff is excited to show students and families that we are glad to be back in the building and ready to have a wonderful school year together. We will have many preventative practices in place in regards to social distancing, sanitizing, and masks.

Preventative Measures for Covid 19-

Lunchroom Procedures:

We will implement the following: Extra spacing to ensure social distancing at lunch tables, staggered lunch/ recess times for all grade levels to reduce the number of students in each area at a given time, no buffet-style/ self-serve items, easy access to sanitizer before and after meals, display visuals of social distancing guidelines

Morning Meeting:

We will implement the following: We will continue meeting in the gym with students separated by grade levels with extended spacing marked to ensure social distancing, placement of seating will be marked so students understand where to sit, and staggered dismissal from the gym to classrooms to reduce the number of students in hallways at a given time.

Building Information:

We will utilize the following: Extended spacing within each classroom for each student, access to water fountains to fill water bottles only. No regular water fountains may be used by mouth. Students are encouraged to bring their own water bottle to school daily. Water bottles must be taken home and cleaned at the end of each school day. There will be sanitizer stations at each entrance of CL Jones Middle School and masks are available for every student and staff member. The custodial crew will provide additional disinfecting and cleaning procedures daily. Thank you to our custodial staff for their hard work!

Staff Information:

Upon arrival each morning, all staff will have their temperature taken and recorded. Informational posters about the spread of Covid-19 and preventative strategies will be displayed throughout the building. There will be directional arrows in the hallways to indicate the appropriate flow of traffic. There will be floor decals to indicate appropriate social distancing for students.

Encouraging Community/ Student Engagement:

Our staff members will participate in an activity to promote mask wearing to students and the community. Each staff member has taken a picture of themselves wearing masks and we will post an activity where students can guess which C.L. Jones staff member is behind the mask. This will be shared via Twitter and on the website by next Wednesday August 12. Thank you to the C.L. Jones staff members for participating in this fun activity for our students and families!



Superintendent Report

Meeting: August Board Meeting

Date: 8/10/20

Mr. Widdifield

=====

Topics:

New Teacher Days: We had a great two days with new teachers on Tuesday and Wednesday of last week. We discussed the reopening plan, parking, One Minden, culture, and expectations for the year and beyond. We have another great group of teachers and they will do a great job for our students.

Summer Lunch Program: A big “Thank You” to our lunch staff, Shelia, and volunteers that helped out with lunch this summer. We received a lot of compliments and positive feedback.

Track: The track project is getting closer to completion. Midwest Track and Field will be here the week of August 17th to start putting on the rubberized surface. Potential completion could be around September 1st. That area will be a work in progress, but we made some great gains and it will be an awesome place for our students and community.

Teacher In-Service: We had our first day of all staff in-service. I am excited about the year and cannot wait to get the school year started. Topics for today and Wednesday are Special Education, Technology updates, best practice for e-learning, safe schools, and our reopening plan.

Thank You: I want to Thank the administration, staff, and presenters for a great professional development day for new staff and all teachers. We have a great staff and administration and I am looking forward to a great year.

NOTICE OF AMENDED BUDGET HEARING AND AMENDED BUDGET SUMMARY

Mindden Public Schools (50-0503) in Kearney County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the governing body will meet on the 10th day of August, 2020 at 7:30 o'clock, P.M., at High School Media Center for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following proposed budget and to consider amendments relative thereto. The purpose of the amendment to the School Nutrition Fund which would result in an increase of \$100,000 to budgeted revenues and expenditures caused by unforeseen increase in food cost and federal reimbursement due to the COVID-19 pandemic. This amendment does not increase taxes for the 2019-20 school year. The budget detail is available at the office of the Clerk/Secretary during regular business hours.

FUNDS	Actual Disbursements & Transfers 2017-2018 (1)	Actual/Estimated Disbursements & Transfers 2018-2019 (2)	Budgeted Disbursements & Transfers 2019-2020 (3)	Necessary Cash Reserve (4)	Total Available Resources Before Property Taxes (5)	Total Personal and Real Property Tax Requirement (7)
General	\$ 10,329,108.00	\$ 10,687,135.16	\$ 13,105,924.00	\$ 1,550,000.00	\$ 5,993,666.68	\$ 8,749,754.32
Depreciation	\$ 140,106.00	\$ 420,297.31	\$ 694,885.44	\$ -	\$ 694,885.44	\$ -
Employee Benefit	\$ 35,397.00	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Activities	\$ 314,181.00	\$ 285,444.08	\$ 693,804.68	\$ -	\$ 693,804.68	\$ -
School Nutrition	\$ 405,980.00	\$ 386,558.61	\$ 561,573.47	\$ -	\$ 561,573.47	\$ -
Bond	\$ 710,353.00	\$ 1,716,601.03	\$ 13,940,621.66	\$ -	\$ 12,427,719.16	\$ 1,528,184.50
Special Building	\$ 2,240,516.00	\$ 984,690.29	\$ 2,534,327.33	\$ -	\$ 2,334,327.33	\$ 202,020.00
Qualified Capital Purpose Undertaking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cooperative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Student Fee	\$ 7,871.00	\$ 8,130.00	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -
TOTALS	\$ 14,183,512.00	\$ 14,488,856.48	\$ 31,543,136.58	\$ 1,550,000.00	\$ 22,717,976.76	\$ 10,479,958.82

NOTICE OF BUDGET HEARING AND BUDGET SUMMARY

Minden Public Schools (50-0503) in Kearney County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the governing body will meet on the 9th day of September, 2019 at 7:30 o'clock, P.M., at High School Media Center for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following proposed budget and to consider amendments relative thereto. The budget detail is available at the office of the Clerk/Secretary during regular business hours.

	Actual	Actual/Estimated	Budgeted	Necessary Cash Reserve (4)	Total Available Resources Before Property Taxes (5)	Total Personal and Real Property Tax Requirement (7)
	Disbursements & Transfers 2017-2018 (1)	Disbursements & Transfers 2018-2019 (2)	Disbursements & Transfers 2019-2020 (3)			
FUNDS						
General	\$ 10,329,108.00	\$ 10,687,135.16	\$ 13,105,924.00	\$ 1,550,000.00	\$ 5,993,666.68	\$ 8,749,754.32
Depreciation	\$ 140,106.00	\$ 420,297.31	\$ 694,885.44		\$ 694,885.44	
Employee Benefit	\$ 35,397.00	\$ -	\$ -	\$ -	\$ -	
Contingency	\$ -	\$ -	\$ -		\$ -	
Activities	\$ 314,181.00	\$ 285,444.08	\$ 693,804.68	\$ -	\$ 693,804.68	
School Nutrition	\$ 405,980.00	\$ 386,558.61	\$ 461,573.47	\$ -	\$ 461,573.47	
Bond	\$ 710,353.00	\$ 1,716,601.03	\$ 13,940,621.66	\$ -	\$ 12,427,719.16	\$ 1,528,184.50
Special Building	\$ 2,240,516.00	\$ 984,690.29	\$ 2,534,327.33		\$ 2,334,327.33	\$ 202,020.00
Qualified Capital Purpose Undertaking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cooperative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Student Fee	\$ 7,871.00	\$ 8,130.00	\$ 12,000.00	\$ -	\$ 12,000.00	
TOTALS	\$ 14,183,512.00	\$ 14,488,856.48	\$ 31,443,136.58	\$ 1,550,000.00	\$ 22,617,976.76	\$ 10,479,958.82

Notice of Nondiscrimination

The Minden Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: James Widdifield, Superintendent, 543 West 5th Street, Minden, NE 68959 (308) 832-2440 (james.widdifield@mindenwhippets.org).

Employees and Others: James Widdifield, Superintendent, 543 West 5th Street, Minden, NE 68959 (308) 832-2440 (james.widdifield@mindenwhippets.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

New Construction and Improvements to the Existing BuildingsConstruction Management at Risk Under the Nebraska Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. Section 13-2901, et. seq.

1. ***Introduction:*** The School District is authorized to enter into Construction Management at Risk Contracts for School District construction projects by adhering to the procedures set forth in the Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. Section 13-2901 et seq. (the "Act"). Pursuant to the Act, the Board of Education hereby adopts the following policies for entering into a Construction Management at Risk Contract and the general terms of such contract.

2. ***Terms Defined:***

A. "Construction Management at Risk Contract" means a contract developed under the terms and conditions of this policy by which a construction manager (a) assumes the legal responsibility to deliver a construction project within a contracted price to the School District, (b) acts as a construction consultant to the School District during the design phase of the project when the School District's architect or engineer designs the project, and (c) is the builder during the construction phase of the project, subject to the School District's bidding requirements established by this policy and other School District policies, and the Construction Management at Risk Contract.

B. "Construction Manager" means the legal entity which proposes to enter into a Construction Management at Risk Contract pursuant to the Act and this policy.

C. "Proposal" means an offer in response to a Request for Proposals by a Construction Manager to enter into a Construction Management at Risk Contract for a School District construction project pursuant to the Act and this policy.

D. "Request for Proposals" means the documentation by which the School District solicits Construction Manager Proposals.

3. ***Board Selection of Construction Manager at Risk Method, and Process and Direction to Prepare Request for Proposals:*** The Board of Education of the School District shall adopt a resolution to select the Construction Manager under the Act as the method and process of construction delivery of the specific project and authorize and direct the School District Administration in conjunction with the architecture or engineering firm retained for the specific project to prepare a Request for Proposals in accordance with the Act and this policy. The resolution shall require the affirmative vote of at least two-thirds (2/3rds) of the Board of Education.

4. ***Duties of Architect and/or Engineer for the Project:*** Prior to proceeding with any School District construction project using the Construction Manager method under the Act, the School District shall retain the services of an architect and/or engineer, pursuant to the Nebraska Engineers and Architects Regulation Act, Neb. Rev. Stat. Section 81-3401 et seq., for such construction project, to provide design services including the preparation of plans, specifications, and estimates, and observe construction. Additionally, such architect and/or engineer services shall include assistance, consultation and participation in preparing the Request for Proposals, evaluation of

Proposals received for the Construction Manager position, and participation on the selection committee for the Construction Manager provided for in the Act and this policy.

5. ***Procedures for the Preparation and Content of Request for Proposals:*** The School District shall prepare the Request for Proposals for the position of Construction Manager under the Act and in accordance with this section. At least thirty (30) days prior to the deadline for receiving and opening Proposals, notice of the Request for Proposals shall be published in a newspaper of general circulation within the School District and filed with the State Department of Education. The Request for Proposals shall include, at a minimum, the following components:

- A. The Notice of the Request for Proposals.
- B. An Invitation to submit Proposals. Such invitation shall (1) identify the School District as the project owner, (2) contain the day and hour upon which such Proposals are due and shall be received; (3) that Proposals shall be sealed; (4) that Proposals shall not be opened until expiration of the time allowed for submitting Proposals; and (5) the hour at which such Proposals shall be opened in the presence of the proposers, or representatives of the proposers.
- C. These Policies adopted by the School District;
- D. General information about the project which will assist the School District in its selection of the Construction Manager.
- E. A project statement, which contains information about the scope and nature of the project, the project site, the schedule, and the estimated construction budget.
- F. Instructions to prospective Construction Manager firms, which shall state that the following requirements, at a minimum, must be contained in any submitted Proposal:
 - (1) A description of the Construction Manager's project team and organization of such team;
 - (2) Fee proposal, if required by the School District as part of the Request for Proposals;
 - (3) A description of the limitations, if any, on expenses to be reimbursed;
 - (4) Proof of insurance coverage and bonding required by law and the Construction Manager at Risk Contract;
- G. Information of pre-Proposal conference, if any required, and attendance requirements at such conference.
- H. Proposal procedures, including:
 - (1) Questions and clarification or interpretations of the Proposal documents;
 - (2) Method of handling addenda to Proposal documents;

(3) Procedure for modification or withdrawal of Proposals;

(4) Proposal due date and opening including date, time, location and methods of submittal of Proposals;

I. Evaluation procedure, including the criteria for evaluation of Proposals, the relative weight of each criterion, the interview process, the contract negotiation process and the contract execution process.

J. The proposed Agreement between the School District and the Construction Manager, including General Conditions of the Contract for Construction where the Construction Manager is at risk. Such Agreement may set forth an initial determination of the manner by which the construction manager selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding.

K. Payment and performance bonds and guaranteed maximum price bond requirements for the Construction Manager;

L. Insurance requirements, which shall provide that the Construction Manager shall purchase from and maintain in a company or companies lawfully authorized to do business in the State of Nebraska such insurance as will protect the Construction Manager from claims which may arise out of or result from the Construction Manager's operations under the contract and for which the Construction Manager may be legally liable, whether such operations be by the Construction Manager or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

M. Special notice requirements, if any, which may include but not be limited to the following:

(1) THIS PROJECT IS BEING CONDUCTED UNDER AND IS SUBJECT TO THE PROVISIONS OF THE POLITICAL SUBDIVISIONS CONSTRUCTION ALTERNATIVES ACT, Neb. Rev. Stat. Sec. 13-2901 et. seq.

(2) This School District is an equal opportunity institution and actively recruits well-qualified and diverse individuals and firms, including women and minorities, for architectural and engineering services and for contractor services. The School District requires that all responders/bidders/proposers for public work provide written assurances, affirm and agree that (a) they are an equal opportunity employer, (b) they actively recruit a well-qualified and diverse group of employees and subcontractors, including women and minorities, and (c) if selected, they will actively continue and implement this policy throughout any awarded public work. The School District or any of its responders/bidders/proposers for public work shall not discriminate against any employee or applicant for employment or subcontractor by reason of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.

(3) By submitting a Proposal, each proposer agrees to waive any claim it has, or may have, against the School District and the Architects retained by the School District, and

their respective employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any Proposal; waiver of any requirements under the Proposal Documents; or the Contract Documents; acceptance or rejection of any Proposals; and award of the Contract.

(4) The School District reserves the right (a) to terminate the Proposal process at any time; (b) to reject any or all Proposals; and (c) to waive formalities and minor irregularities in the Proposals received.

(5) The School District reserves the right to conduct a pre-award survey of any firm under consideration to confirm any of the information furnished by the firm or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by the School District to be necessary for the successful performance of the contract.

(6) The proposing firm's signature on the Proposal is the proposing firm's guarantee that the content of the Proposal has been arrived at without collusion with other eligible prospering firm or firms and without effort to preclude the School District from obtaining the lowest competitive price.

N. Other information, which may include the following:

(1) A description of the general scope of services to be provided by the Construction Manager.

(2) Project financing phase informational services, if any;

(3) Pre-construction phase services including consultation of design, materials and systems, long lead items, contractor availability and recruitment, preliminary project schedule and preliminary cost estimation, and review of construction documents and conduct value engineering assessments with respect to constructability, material and construction techniques and building systems, sequencing of construction, separation or combining of bid packages.

(4) Cost estimation and preliminary guaranteed maximum price submittals to the School District;

(5) Construction administration and supervision services including identification and preparation of bid packages, recruitment and prequalification of prospective proposers for such bid packages, conduct of bid process for each bid package, review of and recommendations to the School District with regard to Proposals submitted, and administration of construction contracts, day-to-day supervision of the work with a qualified site superintendent and project manager;

(6) Preparation and submittal of Guaranteed Maximum Price (GMP) for the project(s).

6. ***Procedures and Standards to be Used to Pre-qualify Construction Manager Candidates:*** The procedures and standards to be used to pre-qualify Construction Managers will be to evaluate prospective Construction Managers based upon the information submitted to the School District

in response to the Request for Proposals, and an evaluation of such information by the selection committee based upon the criteria for evaluation of Proposals and the relative weight to be given each criterion.

7. ***Procedures for Preparing and Submitting Proposals:*** Proposals submitted by interested construction management firms must include all of the elements required by the Request for Proposals. Proposals shall be required to be submitted in the form and method specified in the Request for Proposals, as determined by the School District. All Proposals must be submitted on or before the time and date and at the location specified in the Request for Proposals. All submitted Proposals become the property of the School District. Proposals must also contain the following certification or substantially similar language:

The proposer provides written assurances, affirms and agrees that (a) the proposer is an equal opportunity employer, (b) the proposer actively recruits a well-qualified and diverse group of employees and subcontractors, including women and minorities, and (c) if selected, the proposer will actively continue and implement this policy throughout any awarded public work. The proposers shall not discriminate against any employee or applicant for employment or subcontractor by reason of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.

8. ***Procedures for Evaluating Proposals in Accordance with Neb. Rev. Stat. Sections 13-2910 and 13-2911:*** The School District shall evaluate and rank each Proposal on the basis of best meeting the criteria in the Request for Proposals and taking into consideration the recommendation of the selection committee pursuant to Neb. Rev. Stat. Section 13-2911 and this section.

A. Referral to Selection Committee: In evaluating Proposals in accordance with Neb. Rev. Stat. Section 13-2910, the School District shall refer the Proposals for recommendation to a selection committee.

B. Make-up of Selection Committee: The selection committee shall be a group of at least five (5) persons designated by the School District. Members of the selection committee shall include at least one (1) person from each of the following groups:

- (1) A member or members of the Board of Education;
- (2) A member or members of School District administration and/or staff;
- (3) A representative of the School District's architect or engineer;
- (4) A person having special expertise relevant to selection of a Construction Manager under the Act; and
- (5) A resident of the School District other than an individual included in subdivisions (1) through (4) of this subsection.

C. Members No Pecuniary Interest: A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other

interest in a Construction Manager who has a Proposal being evaluated and shall not be employed by the School District.

D. Evaluation Criterion: The selection committee and the School District shall evaluate Proposals taking into consideration the criteria enumerated in subdivisions (1) through (8) of this subsection, with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

No.	Evaluation Criteria	Maximum Percent Value
1	The financial resources of the Construction Manager to complete the project.	Ten percent (10%) of total points
2	The ability of the proposed personnel of the Construction Manager to perform.	Thirty percent (30%) of total points
3	The character, integrity, reputation, judgment, experience, and efficiency of the Construction Manager.	Thirty percent (30%) of total points
4	The quality of performance on previous projects.	Thirty percent (30%) of total points
5	The ability of the Construction Manager to perform within the time specified.	Thirty percent (30%) of total points
6.	The previous and existing compliance of the Construction Manager with laws relating to the contract.	Ten percent (10%) of total points
7.	OPTIONAL – The ability and resources of the Construction Manager to recruit qualified contractors for the Project, including but not limited to local contractors.	Twenty percent (20%) of total points
8.	OPTIONAL – The Construction Manager’s proposed efforts schedule for the Project.	Twenty percent (20%) of total points
	TOTAL (No more than 100%).	100%

E. Determination of Evaluation Criteria Percentage Values: The Board of Education, in the resolution adopted to select the Construction Manager under the Act as the method and process of construction delivery of the specific project, shall identify and describe the exact percentage of total points for each of the evaluation criteria described above, ensuring that the total percentage does not exceed 100%.

F. Examination of Proposals: Following the opening of the Proposals, the selection committee will examine the Proposals and supporting documentation submitted by all candidates. The evaluation of the Construction Manager for the Project shall be based upon a careful and objective consideration of the Proposals and the ability of each firm submitting a Proposal to

perform the services described in the Request for Proposals and the requirements of any federal, state, local laws and regulations and School District policies and regulations that are applicable to the Project.

G. Interviews of Candidates: To further assist the selection committee in evaluating each Proposal to determine which candidate best meets the criteria in the Request for Proposals, the selection committee and the Board of Education may, at either's election, determine to interview such candidate(s).

H. Recommendation of Selection Committee to Board of Education: After examining and evaluating all Proposals and interviewing selected candidate(s), if elected, the selection committee shall rank each Proposal on the basis of best meeting the Proposal evaluation criteria. The selection committee shall make a formal, written recommendation to the Board of Education based on the highest ranking Proposal. The selection committee shall provide to the Board of Education the full rankings.

I. Records of Selection Committee: The selection committee shall keep and maintain permanent records of the selection committee proceedings including, but not limited to, records of the minutes of meetings, and documentation received or disclosed in open session of the meetings. The selection committee shall appoint a board member or district employee to keep the minutes of the selection committee meetings. The minutes of each meeting shall include as a minimum the following items: a record of the date, time, place, members present, action taken and the vote of each member. The records of the selection committee shall be placed on public file with the central administration office. The records of the selection committee in evaluating Proposals and making recommendations shall be considered public records for purposes of section 84-712.01.

J. Board of Education Action. After receiving the formal recommendation of the selection committee, the Board of Education shall examine the Proposals and supporting documentation submitted by all proposing Construction Manager candidates. Each Proposal will be evaluated and ranked by the Board of Education on the basis of best meeting the evaluation criteria in the Request for Proposals and taking into consideration the recommendation of the selection committee.

K. Rejection of Proposals: The School District shall have the right to reject any and all Proposals. The School District may subsequently solicit new Proposals using the same or different project performance criteria.

9. ***Procedures for Construction Manager at Risk Contract Negotiations:***

A. Negotiations with Highest Ranked Construction Manager: The School District shall attempt to negotiate a Construction Management at Risk Contract with the highest ranked Construction Manager and may enter into a Construction Management at Risk Contract after negotiations. The negotiations shall include a final determination of the manner by which the Construction Manager selects a subcontractor.

B. Negotiations with Second Highest Ranked Construction Manager: If the School District is unable to negotiate a satisfactory Construction Manager at Risk Contract with the highest ranked Construction Manager, the School District may terminate negotiations with that

Construction Manager. The School District may then undertake negotiations with the second highest ranked Construction Manager and may enter into a Construction Management at Risk Contract after negotiations. If the School District is unable to negotiate a satisfactory Construction Manager at Risk Contract with the second highest ranked Construction Manager, the School District may undertake negotiations with the third highest ranked Construction Manager, if any, and may enter into a Construction Management at Risk Contract after negotiations.

C. Requirement of Execution of Written Contract: No contractual rights shall be created between the Construction Manager and the School District until a written contract has been negotiated, agreed upon, approved by the Board of Education of the School District, and executed by all parties thereto.

D. Filing of Construction Manager at Risk Contract: The School District shall file a copy of all Construction Management at Risk Contract documents with the State Department of Education within thirty (30) days after their full execution. Within thirty (30) days after completion of the project, the Construction Manager shall file a copy of all contract modifications and change orders with the department.

E. Unsuccessful Negotiations with Construction Manager Candidates: If the School District is unable to negotiate a satisfactory Construction Manager at Risk Contract with any of the ranked Construction Managers, the School District may either revise the Request for Proposals and solicit new Proposals or cancel the Request for Proposals process.

F. Modification of Construction Manager at Risk Contract: A Construction Management at Risk Contract may be conditioned upon later refinements in scope and price and may permit the School District in agreement with the Construction Manager to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the project statement contained in the Request for Proposals.

10. ***Procedures for Filing and Acting on Formal Protests Relating to the Solicitation or Execution of the Construction Manager at Risk Contract:***

A. Protest Relation to Solicitation:

(1) A Construction Manager candidate seeking to protest the policies adopted by the Board of Education pursuant to the Act and the form or content of the Request for Proposals promulgated by the School District, or the notice of the Request for Proposals, or any pre-Proposal process or procedures, must file such protest within fourteen (14) calendar days from the date of the publication of the notice of the Request for Proposals.

(2) A Construction Manager candidate seeking to protest the Proposal opening process used by the School District must file such protest within seven (7) calendar days from the date of the Proposal opening.

(3) A Construction Manager candidate seeking to protest the process and procedures used by the selection committee in evaluating and/or ranking the Construction Manager candidates must file such protest within seven (7) calendar days from the date the selection

committee makes its recommendation to the Board of Education or the Board of Education's acceptance of the recommendation of the selection committee.

B. Negotiation or Execution of Construction Manager Contract: A Construction Manager candidate seeking to protest the process and procedures used by the School District in the negotiation or execution of the Construction Management at Risk Contract must file such protest within seven (7) calendar days from the date the Board of Education takes action to approve the Construction Management at Risk Contract.

C. Form and Filing of Protests: All protests under this subparagraph shall be filed with the Office of the Superintendent of Schools during normal business hours. Such protest must be in writing and received at or before the close of business on the last day provided for the receipt of such Proposals. For purposes of this paragraph the term "received" shall mean the actual in hand receipt of all protests and attendant documents. Facsimile transmittals, e-mail or other electronic or telephonic transmittals shall not be accepted and receipt of protest documents, or change in protest documents, in such manner will not be accepted. Protests shall be public records, and shall not be considered proprietary and confidential.

D. Action on Protests: The Board of Education shall take action on any protest filed pursuant to subparagraph A and B above within forty-five (45) days of receipt of such protest, and shall provide the decision of the Board of Education in writing to the protesting party.

Legal Reference: Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. 13-2901, et. seq.; 81-1701 et seq.; and 84-712

Date of Adoption: August 10, 2020

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

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

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

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

B. Preventing Harassment and Discrimination of Employees and Students.

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

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

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

environment.

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

Sexual harassment may exist when:

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

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

2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Minden Public Schools.
- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

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

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

Date of Adoption: August 10, 2020

Business Operations

Records Management and Disposition

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.
2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.
3. Electronic Messages. Electronic messages are communications using an electronic system for the conduct of school district business internally, between other state and local government agencies, and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (EDI). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. The school district's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:
 - a. End-User Management. End-user means anyone who creates or receives electronic messages on the school district's electronic system. Electronic messages are to be managed at the end-user's desktop rather than from a central point. Each end-user is responsible for organizing, managing and disposing of records that are part of his or her desktop computer.
 - b. Categories for Retention. Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require long-term retention, determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.
 - i. *Transitory messages*. Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic materials, notes or drafts; unwanted and unneeded "junk" mail; "personal" mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages, or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. Employees sending or

receiving such communications may delete them immediately without obtaining approval.

- ii. *Less than permanent retention records.* These records are governed by the retention period for equivalent hard copy records as specified in the approved records retention and disposition schedules. These records should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. Employees creating or receiving such communications may delete or destroy the records only according to the applicable retention schedule. Questions relating to the retention or destruction of these records should be referred to the records officer.
 - iii. *Permanent/archival retention records.* These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records should be made by the records officer in consultation with NSHS, and the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency and format of the transfer should be determined cooperatively by the records officer, the NSHS, and the State Records Administrator.
- c. Electronic Storage Limitations. The district's computer systems have storage limitations. E-mails are deleted by the computer system within 60 to 90 days to avoid operational problems. End-users are instructed that electronic messages that are required to be maintained past that time period should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. The retention period for the particular record is the best indicator of which storage medium or format to choose.
- d. Proper Use of Electronic Messages.
- i. Non-Discrimination. Electronic messaging is not permitted to be used to promote discrimination on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status; promote sexual harassment; or to promote personal, political, or religious business or beliefs.
 - ii. Permissible Use. Electronic messaging is to be used only for purposes that are consistent with the mission of the school district. Electronic messaging is not permitted to be used for personal purposes except for: incidental, intermittent or occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement, and use that represents a form of the employee's compensation. Electronic messaging is not permitted to be used

for personal financial gain or for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such use serves a school purpose or facilitates school district business.

- iii. **Conduct.** Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, send electronic messages under another employee's name without the employee's consent or administrative authorization, or change or alter any portion of a previously sent electronic message without administrative authorization.
- iv. **Other Regulations.** Electronic messaging is subject to all requirements of the school district's "Acceptable Use of Computers, Network, Internet and Websites" policy and may be monitored and accessed at any time without prior notice. The school district has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

4. Electronic Records

All books, papers, documents, reports, and records kept by the District may be retained as electronic records. Minutes of the meetings of the school board may be kept as an electronic record.

5. Litigation Holds

When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue. Such action will in particular be taken when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the records officer until the hold is released.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by

the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

6. Settlement Agreements

A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

The foregoing does not apply to claims made in connection with insured or self-insured health insurance contracts.

Legal Reference: Neb. Rev. Stat. Sections 84-712 through 84-712.09
Neb. Rev. Stat. Sections 84-1201 to 84-1227
Laws 2010, LB 742
State Records Administrator Guidelines:
Schedule 10: Records of Local School Districts (Feb. 1989)
Schedule 24: Local Agencies General Records (March 2005)
Electronic Imaging Guidelines (March 2003)

Date of Adoption: August 10, 2020

Personnel - All Employees

Equal Opportunity Employment

It is the policy of Minden Public Schools to employ the best qualified applicant for each position without regard to sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, and to not fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.

There shall be no discrimination by school officials against any employee because of membership or activity in an employee organization or because of protected free speech activities.

Date of Adoption: August 10, 2020

**Complaint Form
Discrimination, Harassment or Retaliation**

The [Name] Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:
Students: James Widdifield, Superintendent, 543 West 5th Street, Minden, NE 68959 (308) 832-2440 (james.widdifield@mindenwhippets.org)
Employees and Others: James Widdifield, Superintendent, 543 West 5th Street, Minden, NE 68959 (308) 832-2440 (james.widdifield@mindenwhippets.org)

Name: _____ Date: _____

(1) Description of the complaint: _____

_____.

(2) Names of any witnesses to the matter being complained about: _____
_____.

(3) Identify and attach any document supporting the complaint: _____
_____.

(4) Confidentiality: I ___ do___ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

_____.

(5) Relief requested (what I want done in response to this complaint):

_____.

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Received by: _____ Signature: _____
Date: _____

Personnel - Certificated EmployeesStandards of Ethical and Professional Performance – Certificated Staff

Both the State of Nebraska and the Board of Education recognize that teaching and its related services, including administrative and supervisory services, are a profession with all of the rights, responsibilities, and privileges accorded other recognized professions. The Board recognizes and endorses the Standards of Ethical and Professional Performance as established by the Nebraska Department of Education and expects all certificated employees to abide by these standards.

Certificated Personnel-Professional Performance and Code of Ethics

It is the expectation of this District that all certificated staff shall comply with the ethics standards set forth by the Nebraska Department of Education, as such standards may be modified from time to time. The ethics standards which certificated staff shall follow shall include the standards set forth in this policy. References to “educator” shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for all educators with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.

2. Shall not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
5. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not have had revoked for cause in Nebraska or another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which an educator's certificate is issued in Nebraska.
8. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
9. Shall report to the Superintendent any known violation of these standards.
10. Shall seek no reprisal against any individual who has reported a violation of these standards.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
2. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
3. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
4. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.

5. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
6. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
7. Shall not discipline students using corporal punishment.
8. Shall not engage in physical or sexual abuse of students, including engaging in inappropriate sexual behaviors with students.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

1. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair professional judgment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

1. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
2. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
3. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct professional business through designated procedures, when available, that have been approved by the Board of Education.
5. Shall not assign to unqualified personnel tasks for which an educator is responsible.
6. Shall permit no commercial or personal exploitation of his or her professional position.
7. Shall use time on duty and leave time for the purpose for which intended.

Legal Reference: Neb. Rev. Stat. Sections 79-859, 79-866; 92 NAC 27 (NDE Rule 27)

Date of Adoption: August 10, 2020

PersonnelStandards of Performance for Non-Certified Employees

In fulfillment of the employee's minimum responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, other employees, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.
3. Shall not use coercive means, or promise or provide special treatment to students, other employees, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit relationships with students, other employees, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not harass in any manner students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of duties.
8. Shall keep in confidence personally identifiable student or employee information that has been obtained in the course of service to the district, unless disclosure serves professional purposes or is required by law.
9. Shall not discipline students using corporal punishment.
10. Shall not engage in physical or sexual abuse of students, including engaging in inappropriate sexual behaviors with students.
11. Shall not misrepresent the school district, and shall take added precautions to distinguish between the employee's personal and institutional views.
12. Shall abide by policies and regulations of the Board of Education and the rules and standards established by the administration and the employee's supervisor.
13. Shall seek no reprisal against any individual who has reported a violation of these standards.

Date of Adoption: August 10, 2020

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.

Article 5

STUDENTS

Policy No. 5101

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

Date of Adoption: August 10, 2020

Students (& Employees)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

The Minden Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Minden Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: James Widdifield, Superintendent, 543 West 5th Street, Minden, NE 68959 (308) 832-2440 (james.widdifield@mindenwhippets.org).

Employees and Others: James Widdifield, Superintendent, 543 West 5th Street, Minden, NE 68959 (308) 832-2440 (james.widdifield@mindenwhippets.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**1. Purpose:**

The Minden Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or

- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If

the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent’s determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent’s determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent’s determination. The Board of Education will review the appeal, the Superintendent’s determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board’s next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer

and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

5. Training:

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to

- anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
 - h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
 - i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
 - j. Recommending changes to this policy and grievance procedure.
 - k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: August 10, 2020

Instruction**Equal Opportunity: Instruction Program**

The school district pledges itself to avoid discriminatory actions, and seeks to foster good human and educational relations which help to attain:

1. Equal rights and opportunities for students and employees in the school community.
2. Equal opportunity for all students to participate in the instructional program of the schools.
3. Continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences.
4. Frequent training opportunities for improving staff responsiveness to educational and social needs.
5. Opportunities in educational programs which are broadly available to pupils which are not solely based upon sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.

Date of Adoption: August 10, 2020

Students**School Wellness Policy**

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

1. Public Participation

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

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

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

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

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

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

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

Public Notice

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

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

Recordkeeping

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

3. Nutrition***School Meals***

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

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

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

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

Staff Qualifications and Professional Development

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

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

Water

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

Competitive Foods and Beverages

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

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

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

Celebrations and Rewards

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

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

Fundraising

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

Nutrition Promotion

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

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

Nutrition Education

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

Food and Beverage Marketing in Schools

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

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

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

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

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

4. Physical Activity

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

Physical Education

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

Classroom Physical Activity Breaks (Elementary and Secondary)

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

Before and After School Activities

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

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

5. Other Activities that Promote Student Wellness

Community Partnerships

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

6. Operational Responsibility

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

Glossary

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

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

Triennial – recurring every three years.

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

Date of Adoption: June 12, 2017

RESOLUTION OF THE BOARD OF EDUCATION OF KEARNEY COUNTY SCHOOL DISTRICT NO. 50-503, A/K/A MINDEN PUBLIC SCHOOL DISTRICT REGARDING THE FALL REOPENING AND RETURN TO SCHOOL

BE IT RESOLVED THAT:

WHEREAS, for the past several months, various local, state, and national emergency orders, recommendations, guidance and directives have been issued regarding the COVID-19 global pandemic, including the Nebraska Department of Health and Human Services Directed Health Measure Order 2020-008 (dated April 1, 2020), which required that “All schools; public, private and parochial: are hereby ordered to cease all in-person instruction . . .;” and

WHEREAS, since the entry of Directed Health Measure Order 2020-008, the District has provided student instruction via remote or distance means; and

WHEREAS, since the end of the 2019-2020 school year, District administrators and staff members have worked diligently with key stakeholder groups, including public health officials and medical experts including Kearney County Health Services, to develop a plan to return to in-person student instruction during the 2020-2021 school year; and

WHEREAS, the Board of Education of the Minden Public School District recognizes the priority of safeguarding the health and well-being of the students and staff, as well as the Minden and Kearney County community members, insofar as possible; and

WHEREAS, the evolving COVID-19 pandemic presents numerous challenges to developing a definitive return-to-school plan, given how the COVID-19 pandemic continues to rapidly develop in a fluid environment (including the possibility of a frequently updated “risk dial”); and

WHEREAS, the Board of Education supports the ongoing efforts to develop and implement a return-to-school plan, and the Board of Education believes that it is in the best interests of student learning that students return to in-person instruction during the 2020-2021 school year; and

WHEREAS, in order for the District to effectively and timely respond to the ever changing COVID-19 situation, the Board hereby desires to delegate certain authority and decision-making responsibility to the Superintendent or Superintendent’s designee so that the Superintendent or Superintendent’s designee may continue to plan for and ultimately implement without delay a return to in-person instruction during the 2020-2021 school year.

NOW, THEREFORE, the Board of Education hereby finds, determines, and adopts the following:

1. Ratification of Actions Taken to-Date. The Board of Education hereby ratifies, supports, and affirms all actions taken to-date by District administrators and staff in response to and planning for student instruction during the COVID-19 pandemic.

2. Delegation of Safety and Health Requirements. Pursuant to Neb. Rev. Stat. § 79-526, the Board of Education “shall make rules and regulations as it deems necessary for the government and health of the pupils and devise any means as may seem best to secure the regular attendance and progress of children at school.” In fulfillment of that statutory requirement, and pursuant to all other

applicable law, the Board of Education hereby expressly delegates to the Superintendent or Superintendent's designee the authority to develop rules and regulations deemed necessary for the government and health of the District's students and devise any means as may seem best to secure the regular attendance and progress of students at school. These rules and regulations may include a mask requirement or recommendation, sanitizing procedures, social distancing guidelines, building entry and admission protocols, and the like. In formulating, preparing, and implementing said rules and regulations, the Superintendent shall consult with appropriate stakeholder groups, public health officials, and medical experts, including Kearney County Health Services.

In formulating, preparing and implementing such rules and regulations, the Board further expressly delegates and authorizes the Superintendent or Superintendent's designee to develop and implement any and all other health and safety measures in response to the COVID-19 pandemic, including modifications or changes to the District's 2020-2021 school calendar, transportation provisions and opportunities, extra-curricular and after-school activities, before-and-after-school care programs, and so forth.

By passage of this Resolution, the Board hereby expresses its expectation that all persons, including students, staff, community members, and other visitors comply with such rules and regulations.

3. Delegation of Student Handbook Provisions. The Board of Education hereby delegates to the Superintendent or Superintendent's designee the authority to amend, update, or otherwise revise student handbooks for the 2020-2021 school year, so long as such amendments, updates, or revisions relate to the COVID-19 pandemic. Such amendments, updates, or revisions shall have the effect of rules and standards validly established pursuant to Neb. Rev. Stat. §§ 79-257, 79-259, 79-261, 79-262 and 79-264. Further, any such amendments, updates, or revisions (including a possible mask requirement) shall comply with Nebraska law, including Neb. Rev. Stat. §§ 79-734 and 79-2,127, *et seq.*

The Board expects students to comply with such amendments, updates, revisions and any other directives from District administrators and staff.

4. Delegation of Staff Handbook Provisions. The Board of Education hereby delegates to the Superintendent or Superintendent's designee the authority to amend, update, or otherwise revise staff handbooks for the 2020-2021 school year, so long as such amendments, updates, or revisions relate to the COVID-19 pandemic. Such amendments, updates, or revisions shall have the effect of Board-approved expectations and directives. The Board expects all staff to comply with such amendments, updates and revisions.

5. Temporary Suspension of Board Policies and Delegation of Authority to Develop Rules. By passage of this Resolution, the Board hereby acknowledges that it has balanced its desire for in-person student instruction with the fluid COVID-19 situation and the need for the District to achieve a proper balance with the limitations of the District's current budget, existing facilities, staffing levels, and limited resources. After balancing these competing interests, and to the extent permitted by law, the Board hereby suspends any Board policies that conflict with this Resolution or conflict with any action taken by the Superintendent or Superintendent's designee

pursuant to this Resolution. Further, any Board policies that would otherwise prevent, hinder, or delay necessary action in carrying out or implementing the same in order to cope with the COVID-19 emergency are hereby waived and suspended. Once this Resolution expires, all Board policies (even those that conflict with this Resolution) will become and remain effective.

6. Decision-Making Process. The Superintendent and/or Superintendent's designee is expected to keep the Board reasonably informed of any meaningful actions taken pursuant to this Resolution.

7. Balancing Interests. The Board intends that the return to in-person instruction be implemented in a way that prioritizes the health and safety of students, families, and staff members. However, the Board acknowledges that a return to in-person instruction plan may mitigate, but will not completely eliminate, the associated risks of in-person instruction in the middle of the COVID-19 pandemic. As public health professionals have recognized, no single act or set of actions will eliminate the risk of COVID-19. The Board balances this risk while simultaneously recognizing that the need for quality, effective, in-person student instruction is a priority during the 2020-2021 school year. As a result, the Board has balanced these competing interests and has based its preference to return to in-person instruction on the Board's own unique and particular social, economic, and policy-making determinations.

8. Subsequent or Emergency Changes. The Superintendent or Superintendent's designee is hereby delegated and authorized to take any subsequent or emergency measures or actions in planning for or implementing a return to in-person student instruction and in response to the COVID-19 pandemic, including those measures that may not be explicitly referenced in this Resolution.

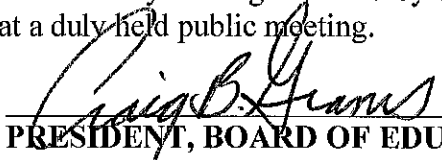
9. Subsequent Ratification. The Board intends to ratify the actions of the Superintendent or Superintendent's designee at a subsequent Board meeting.

10. Expiration. This Resolution, and all of the content, powers, delegation and authority therein, shall expire upon the earlier of: (1) a vote by a majority of the quorum of the Board or (2) the end of the 2020-2021 school year.

THIS RESOLUTION was adopted this 10th day of August, 2020 by at least a majority vote of a quorum of the Board of Education at a duly held public meeting.



SECRETARY, BOARD OF EDUCATION



PRESIDENT, BOARD OF EDUCATION