

**Scottsbluff Board of Education Regular Meeting**

Monday, January 12, 2026 6:00 PM

Scottsbluff High School Board Meeting Room  
313 E 27th Street  
Scottsbluff, Nebraska 69361

Mark Lang: Absent  
Beth Merrigan: Present  
Robert Polk: Present  
Scott Reisig: Present  
Tory Schwartz: Present  
Paul Snyder: Present

1. Opening Procedures

The Regular Board of Education Meeting was called to order at 6:00 PM by Dr. Andrew Dick, Superintendent.

1.a. Call to Order by Dr. Andrew Dick, Superintendent

1.b. Roll Call

1.c. Excuse Absent Member(s)

Motion to excuse absent member Mark Lang Passed with a motion by Robert Polk and a second by Paul Snyder.

Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

2. Pledge of Allegiance

3. Open Meetings Law

This meeting was held in accordance to the Open Meetings Act. Notice of this meeting was published in the Star-Herald on Saturday, January 10, 2026, and on the Scottsbluff Public Schools website on Thursday, January 8, 2026.

4. Annual Reorganizational Meeting

4.a. Election of Officers

4.a.1. President

Motion that Scott Reisig be elected as President to serve a term of one year, or until the person's successor is elected and qualified. Passed with a motion by Robert Polk and a second by Beth Merrigan.

Scott Reisig: Abstain (With Conflict), Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

4.a.2. New President Presiding - Elections Continue

4.a.3. Vice President

Motion that Beth Merrigan be elected as Vice President to serve a term of one year, or until the person's successor is elected and qualified. Passed with a motion by Paul Snyder and a second by Tory Schwartz.

Beth Merrigan: Abstain (With Conflict), Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

4.a.4. Treasurer

Motion to elect Marianne Carlson as Treasurer to serve a term of one year, or until the person's successor is elected and qualified. Passed with a motion by Paul Snyder and a second by Beth Merrigan.

Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

#### 4.a.5. Secretary

Motion to elect Reagan True as Secretary to serve a term of one year, or until the person's successor is elected and qualified. Passed with a motion by Robert Polk and a second by Tory Schwartz.

Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

#### 4.b. Approval of Committees, Positions, & Delegations

##### 4.b.1. Consider, discuss, and take action to elect Secretary to the Board of Education

Motion to elect Reagan True as the Secretary to the Board of Education. Passed with a motion by Beth Merrigan and a second by Paul Snyder.

Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

##### 4.b.2. Consider, discuss, and take action to select legal counsel

Motion to select Perry Law Firm as the legal counsel for Scottsbluff Public Schools. Passed with a motion by Tory Schwartz and a second by Robert Polk.

Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

Motion to select Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C. as an additional designated legal counsel for Scottsbluff Public Schools. Passed with a motion by Robert Polk and a second by Beth Merrigan.

Paul Snyder: Abstain (With Conflict), Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea

##### 4.b.3. Consider, discuss, and take action to select an architect

Motion to select JEO Consulting Group, Inc. as the architect for Scottsbluff Public Schools. Passed with a motion by Robert Polk and a second by Tory Schwartz.

Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

##### 4.b.4. Consider, discuss, and take action to elect Committees and Special Appointments as determined by the Board of Education

Motion to approve all Board Committee Assignments and Special Appointments as discussed. Passed with a motion by Tory Schwartz and a second by Paul Snyder.

Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

##### 4.b.4.A. Curriculum and Instruction/Americanism Committee (Facilitator: Mike Mason)

Current Appointees: Beth Merrigan, Scott Reisig, & Paul Snyder

##### 4.b.4.B. Facility Committee (Facilitator: Marianne Carlson)

Current Appointees: Mark Lang, Rob Polk, & Scott Reisig

##### 4.b.4.C. Finance Committee (Facilitator: Marianne Carlson)

Current Appointees: Beth Merrigan, Tory Schwartz, & Paul Snyder

##### 4.b.4.D. Student Services Committee (Facilitator: Dr. Wendy Kemling)

Current Appointees: Rob Polk, Tory Schwartz, & Paul Snyder

- 4.b.4.E. Policy Committee (Facilitator: Dr. Andrew Dick)  
Current Appointees: Rob Polk, Tory Schwartz, & Paul Snyder
- 4.b.4.F. Classified Salaried Representative  
Current Appointee: Mark Lang
- 4.b.4.G. SBPS Foundation Representative  
Current Appointee: Tory Schwartz
- 4.b.5. Consider, discuss, and take action on select Depository Bank(s)  
Motion to select the Depository Banks as discussed. Passed with a motion by Paul Snyder and a second by Tory Schwartz.  
Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea
- 4.b.5.A. Platte Valley Bank
- 4.b.5.B. Riverstone Bank
- 4.b.5.C. Nebraska Liquid Asset Fund
- 4.b.6. Consider, discuss, and take action to select the District newspaper(s) of record  
Motion to select the Star-Herald as the District newspaper of record. Passed with a motion by Robert Polk and a second by Beth Merrigan.  
Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea
- 4.c. Consent Appointments and Designations  
Motion to approve all consent appointments and designations as presented. Passed with a motion by Robert Polk and a second by Tory Schwartz.  
Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea
- 4.c.1. Auditor: Dana F. Cole & Company
- 4.c.2. Title IX Coordinator: Dr. Wendy Kemling
- 4.c.3. School Physician: Regional West Physicians Clinic
- 4.c.4. Federal Authorized Representative: Dr. Andrew Dick
- 4.d. Approval of Current Board Policies and Regulations  
Motion to approve all current Scottsbluff Public Schools Board policies and regulations.  
Passed with a motion by Robert Polk and a second by Scott Reisig.  
Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea
- 4.e. Dissemination to each Board Member of Conflict of Interest Statutes
- 5. Consent Agenda  
Motion to accept the Consent Agenda Passed with a motion by Paul Snyder and a second by Tory Schwartz.  
Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea
- 5.a. Adopt Agenda
- 5.b. Approval of Certified Staff Hire
- 5.b.1. Bryar DeSanti, Teacher, ReConnect
- 5.c. Approval of Certified Staff Resignation
- 5.c.1. Lillian Ralston, Teacher, Bear Cub Preschool
- 5.c.2. Gayl King, Special Education, Longfellow Elementary School
- 5.c.3. Theresa Ascherl, English, Scottsbluff High School

5.c.4.Zach Parks, Teacher, ReConnect

5.c.5.Bryar DeSanti, Teacher, ReConnect - Effective May 22, 2026

5.d. Administrator Appointment

5.d.1. Jana Mason, Executive Director of Human Resources

5.e. Approve Minutes as follows:

5.e.1.December 8, 2025 - Regular Board Meeting

5.e.2.Janaury 5, 2026 - Special Board Meeting

6. Expenditures

6.a. Expenditures, without Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C. and Tory Schwartz: \$2,068,928.81

Motion to approve the expenditures without Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C. and Tory Schwartz for the amount of \$2,068,928.81 Passed with a motion by Tory Schwartz and a second by Robert Polk.

Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

6.b. Expenditures for Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C.: \$411.25

Motion to approve the expenditures for Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C. for the amount of \$411.25 Passed with a motion by Robert Polk and a second by Beth Merrigan.

Paul Snyder: Abstain (With Conflict), Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea

6.c. Expenditures for Tory Schwartz: \$330.00

Motion to approve the expenditures for Tory Schwartz for the amount of \$330.00 Passed with a motion by Paul Snyder and a second by Beth Merrigan.

Tory Schwartz: Abstain (With Conflict), Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Paul Snyder: Yea

7. Awards and Recognitions

7.a. SHS All-State Band

Scottsbluff High School Band Teacher Frank Ibero spoke.

7.b. Nebraska State College System's Counseling Excellence Award - Cherokee Rotherham  
Scottsbluff High School Principal Justin Shaddick spoke.

8. Student Report

Scottsbluff High School senior Ava Reed provided a student update to the Board of Education. Ava stated the students of SHS had a great finish to the first semester, with many highlights throughout the month of December. Twenty students earned their Basic Nursing Certification, 10 students were selected for the Oregon Trail Honor Band, nine SHS Choir students were selected for the Wesleyan Honor Choir, and seven students were selected for the Hastings Honor Choir. Both local and state news agencies published All-State and All-Region teams for the fall, which featured many Bearcat athletes. The Fine Arts Department put on numerous outstanding concerts and theater performances throughout the month of December, and many of the CTSOs participated in volunteer opportunities serving the community throughout the holidays. SHS had another successful Border Brawl with an increase in the number of teams hosted. Ava thanked the community for helping to run the tournament successfully.

Ava stated SHS was off to a great start in the second semester, with numerous students

qualifying for the State FFA competition, multiple individual students as well as swim relay teams qualifying for the State Swim competition, and a very successful recent weekend of Boys and Girls Wrestling. Ava stated the students of SHS look forward to building upon the success of the first semester. She wished the Board members an early Happy Board Appreciation Week and thanked them for their hard work, dedication, and the continued opportunities provided to all students.

9. Public Comment - a total of 120 minutes will be allotted (no more than 5 minutes per speaker).

The following members of the public were present who wished to address the Board of Education:

- Matt Fleming, Scottsbluff
- Kasey Keithley, Minatare
- Reginald Preston, Scottsbluff

10. New Business

- 10.a. Approval of the District's Asbestos Designee

Motion to designate Travis Rickey as the District AHERA contact person. Passed with a motion by Robert Polk and a second by Tory Schwartz.

Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

- 10.b. Board Policy Review & Revision - 2000 Series - "Administration" - First Reading

- 10.c. Board Policy Revisions: Policy 1010 - "Visiting School," Policy 3131 - "Procurement Plan - School Food Authorities," Policy 3132 - "Internal Controls," Policy 3600 - Acceptance of Gifts for Schools," Policy 5414 - "Identification of Learners with High Ability," and Policy 6270 - "Regulations for School Trips" - First Reading

- 10.d. Scottsbluff Public Schools District Boundary Map

Motion to approve the changes to the Scottsbluff Public Schools District Boundary Map as presented. Passed with a motion by Robert Polk and a second by Beth Merrigan.

Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

- 10.e. Approval of Magnetic Literacy (2026)

Motion to approve the purchase of Magnetic Literacy (2026) for \$102,678.98 Passed with a motion by Robert Polk and a second by Beth Merrigan.

Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

- 10.f. Tuition for Non-Resident Students

Motion to approve the Tuition Rate for non-resident students per Board Policy 3050 in the amount of \$4,200 per year beginning with the 2026-2027 school year. Passed with a motion by Tory Schwartz and a second by Scott Reisig.

Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

- 10.g. Early Retirement Notification Resolution

Motion to approve the 2025-2026 Early Retirement Notification Resolution as presented.

Passed with a motion by Beth Merrigan and a second by Paul Snyder.

Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

11. Reports and Proposals

11.a. Board Members

No report.

11.b. Board Committee Reports

11.b.1. Curriculum & Instruction/Americanism Committee - Next Meeting: January 16, 2026 @ 11:30 AM

No report.

11.b.2. Facility Committee - Next Meeting: February 2, 2026 @ 11:30 AM

No report.

11.b.3. Finance Committee - Next Meeting: February 2, 2026 @ 12:30 PM

No report.

11.b.4. Policy Committee - Next Meeting: March 2, 2026 @ 2:15 PM

No report.

11.b.5. Student Services Committee - Next Meeting: January 15, 2026 @ 11:30 AM

No report.

11.c. From the Administrative Staff:

11.c.1. Executive Director of Finance

No report.

11.c.2. Executive Director of Student Services

No report.

11.c.3. Executive Director of Curriculum and Instruction

No report.

11.c.4. Superintendent

Superintendent Dr. Andrew Dick stated the District would be celebrating School Board Recognition Week in a little less than two weeks, noting the Board members each invest countless hours into the school system beyond what is seen during Board meetings. He stated the Board's governance of the District is deeply appreciated, as they bring tremendous leadership and service, while representing the community's voice, to ensure the best interests of all students. Dr. Dick thanked the Board members for their service to the District.

12. Future Meetings and Dates to Remember

12.a. January 19, 2026 - Special Board of Education Meeting - 4:00 PM

12.b. January 23, 2026 - PD Day - No School for Students/Staff

12.c. February 2-4, 2026 - Continuous Improvement External Visit

12.d. February 9, 2026 - Board of Education Meeting

13. Adjournment

The Regular Board of Education Meeting adjourned at 7:04 PM.

Motion to adjourn Passed with a motion by Robert Polk and a second by Beth Merrigan.

Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder:

Yea

PO Box 1709  
Scottsbluff, NE 69363

**AFFIDAVIT OF PUBLICATION**

State of Florida, County of Orange, ss:

Anjana Bhadoriya, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC, duly authorized agent of Scottsbluff Star-Herald, a legal newspaper of general circulation, published daily except Mondays, at Scottsbluff, Scotts Bluff County, Nebraska; that the notice hereto attached and which forms a part of this affidavit was Published in said paper, and that said notice was published in the regular and entire issues and every number of the paper on the days mentioned, the same being the corresponding day of each week during the period of time of publication and that said notice was published in the newspaper proper and not in the supplement, with insertion date(s) having been on:

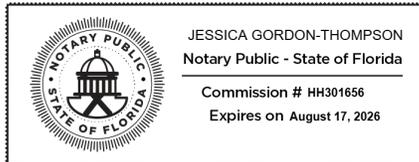
**Jan. 10, 2026**

*Anjana Bhadoriya*

(Signed) \_\_\_\_\_

**VERIFICATION**

State of Florida  
County of Orange



Subscribed in my presence and sworn to before me on this: **01/12/2026**

*J. Gordon-Thompson*

\_\_\_\_\_  
Notary Public

Printers Fee: **\$11.45**  
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Notarized remotely online using communication technology via Proof.

NOTICE IS HEREBY GIVEN that a Regular Meeting of the Board of Education for the School District of Scottsbluff, in the county of Scotts Bluff, in the State of Nebraska, will be held at 6:00 P.M. Monday, January 12, 2026, at Scottsbluff High School, 313 East 27th Street, Scottsbluff, NE 69361.

The meeting agenda, kept continuously current, is available for inspection on the website [www.sbps.net](http://www.sbps.net). Agenda items may be subject to Closed Session. Agenda items are subject to change up until 24 hours prior to the meeting. Sequence of the agenda may be adjusted, please attend the entire meeting.

Published in the Star-Herald  
Scottsbluff, NE  
COL-NE-203639 January 10, 2026  
ZNEZ



*Scottsbluff Senior High School*

313 E. 27TH STREET | SCOTTSBLUFF, NE 69361 | PHONE (308) 635-6230 | FAX (308) 635-6240 | WWW.SBPS.NET

JUSTIN SHADDICK  
PRINCIPAL

MATT HUCK  
ASSISTANT PRINCIPAL

KELLI JENSEN  
ASSISTANT PRINCIPAL

KENNA URWILLER  
ASSISTANT PRINCIPAL

NATE ROCK  
ACTIVITIES DIR. / AP

BRENDA ANDERSON  
COUNSELING DIRECTOR

To: Scottsbluff School Board and Dr. Andrew Dick, Superintendent

From: Justin Shaddick, Principal Scottsbluff High School

Re: Letter of Recommendation for Hire

Date: January 6, 2026

Dear Dr. Andrew Dick and Scottsbluff School Board of Education,

I am excited to recommend Mr. Bryar DeSanti as our ReConnect Instructor and BMS Physical Education Teacher. Bryar comes to us from Bethany College in West Virginia, where he served as an Offensive Coordinator and Assistant Head Coach. Bryar has an extensive background working with young adults at the post-secondary level, coaching college football for the past nine years, completing various roles and responsibilities at several different colleges. References cite Bryar's passion for working with youth and infectious personality as notable areas of strength.

Bryar is a graduate of Black Hills State, completing his Bachelor's in Physical Education and Exercise Science, and later completed his Master's Degree in Organizational Management through Chadron State College. We are excited to welcome him and his family back to the region and look forward to the positive impact he will have on Scottsbluff Public Schools and our students.

Sincerely,

Justin Shaddick  
Principal  
Scottsbluff High School

**Scottsbluff Board of Education Regular Meeting**  
Monday, December 8, 2025 6:00 PM

Scottsbluff High School Board Meeting Room  
313 E 27th Street  
Scottsbluff, Nebraska 69361

Mark Lang: Present  
Beth Merrigan: Present  
Robert Polk: Present  
Scott Reisig: Present  
Tory Schwartz: Present  
Paul Snyder: Present

1. Opening Procedures

The Regular Board of Education Meeting was called to order at 6:00 PM by Board President Scott Reisig.

1.a. Call to Order

1.b. Roll Call

1.c. Excuse Absent Member(s)

2. Pledge of Allegiance

3. Open Meetings Law

This meeting was held in accordance to the Open Meetings Act. Notice of this meeting was published in the Star-Herald on Saturday, December 6, 2025, and on the Scottsbluff Public Schools website on Tuesday, December 2, 2025.

4. Consent Agenda

Motion to adopt the Consent Agenda Passed with a motion by Beth Merrigan and a second by Tory Schwartz.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

4.a. Adopt Agenda

4.b. Approval of Certified Staff Resignation

4.b.1. Holly Gillette, 6th Grade ELA, Bluffs Middle School

4.c. Approval of Certified Staff Hire

4.c.1. Brayden Ryan, Special Education, Bluffs Middle School

4.c.2. Misty Ford, Special Education, SBPS

4.d. Approve Minutes as follows:

4.d.1. November 10, 2025 - Regular Board Meeting

#### 4.d.2. December 1, 2025 - Special Board Meeting

#### 5. Expenditures

##### 5.a. Expenditures without Tory Schwartz: \$3,685,547.53

Motion to approve the expenditures without Tory Schwartz for the amount of \$3,685,547.53

Passed with a motion by Robert Polk and a second by Mark Lang.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

##### 5.b. Tory Schwartz Expenditures: \$175.00

Motion to approve the expenditures for Tory Schwartz for the amount of \$175.00 Passed with a motion by Paul Snyder and a second by Mark Lang.

Tory Schwartz: Abstain (With Conflict), Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Paul Snyder: Yea

#### 6. Awards and Recognitions

##### 6.a. 8th Grade All-State Band

Bluffs Middle School Band Teacher Mike Koch spoke.

##### 6.b. SHS All-State Orchestra

Scottsbluff High School Orchestra Teacher Ashley Hillman spoke.

##### 6.c. SHS All-State Chorus

Scottsbluff High School Vocal Teacher Brad Ronne spoke.

##### 6.d. Logan Polk - National Merit Scholarship Semifinalist

Scottsbluff High School Principal Justin Shaddick spoke.

#### 7. Student Report

Scottsbluff High School Senior Ava Reed provided an update to the Board of Education. Ava stated November was a short month with Thanksgiving Break, but the students still had numerous celebrations. SHS Play Production hosted another great dinner theatre two weeks ago and placed 7th at their district competition this past weekend. The Unified Bowling team placed 6th in the district competition. SHS winter sports teams have officially started their seasons, with all teams traveling across the state this past weekend. Ava thanked Sutherland Public Schools for their generous hospitality when they recently hosted the SHS swim team due to their bus breaking down. Finally, the SHS career student organizations concluded their district competitions. Ava stated there are multiple upcoming holiday concerts and celebrations taking place over the next two weeks. Additionally, there are numerous tournaments and athletic events scheduled to take place before the holiday break. Ava stated finals will take place next week, with many WNCC and dual credit finals occurring this week. Ava stated the students at SHS are excited to finish their fall semester, but they still have much to accomplish to ensure they finish the 2025 year with success. Ava thanked the Board for their continued support and wished them happy holidays.

#### 8. Update

##### 8.a. Continuous Improvement Overview

Executive Director of Curriculum and Instruction Mike Mason provided a Continuous Improvement update. Scottsbluff High School Principal Justin Shaddick and Assistant Principals Kelli Jensen and Kenna Urwiller presented a building update. Bluffs Middle School Principal Jana Mason presented a building update. Lake Minatare Elementary Principal Ashlen Schaneman presented a building update. Lincoln Heights Elementary Principal Jeremy Benhke and Assistant Principal Krystal Rodriguez presented a building update. Longfellow Elementary Principal Lukas Benzel presented a building update. Roosevelt Elementary Principal Frances Burkhalter presented a building update. Westmoor Elementary Principal Bethany Jolliffe presented a building update.

9. Public Comment - a total of 120 minutes will be allotted (no more than 5 minutes per speaker). There were no members of the public present who wished to address the Board of Education.

#### 10. New Business

##### 10.a. Auditorium Video Boards

Motion to approve awarding the Auditorium Video Board bid to Crossroads Music in the amount of \$72,602.95 Passed with a motion by Beth Merrigan and a second by Robert Polk.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

##### 10.b. Superintendent Contract Addendum

Motion to approve the Addendum to the Contract of Employment with the Superintendent as presented Passed with a motion by Paul Snyder and a second by Mark Lang.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

#### 11. Reports and Proposals

##### 11.a. Board Members

Board Member Tory Schwartz stated he really enjoyed listening to building updates and thanked principals for their work. He emphasized how important the use of the word "support" is, especially as that support comes "from the top down."

Board Member Mark Lang wished everyone a Merry Christmas and a Happy New Year.

##### 11.b. Board Committee Reports

11.b.1. Curriculum & Instruction/Americanism Committee - Next Meeting: December 19, 2025

@ 11:30 AM

No report.

11.b.2. Facility Committee - Next Meeting: January 6, 2026 @ 11:30 AM

No report.

11.b.3. Finance Committee - Next Meeting: January 5, 2026 @ 11:30 AM

No report.

11.b.4. Policy Committee - Next Meeting: January 5, 2026 @ 2:15 PM

Dr. Andrew Dick reported that the Policy Committee met earlier in the day to review part of the 5000 series, along with a handful of other policies. He reported the next meeting will be on January 5, 2026.

11.b.5. Student Services Committee - Next Meeting: December 18, 2025 @ 11:30 AM  
No report.

11.c. From the Administrative Staff:

11.c.1. Executive Director of Finance

Executive Director of Finance Marianne Carlson updated the Board of Education on one approved change order for the Westmoor Elementary Modernization Project per Board Policy 3133.

11.c.2. Executive Director of Student Services

No report.

11.c.3. Executive Director of Curriculum and Instruction

No report.

11.c.4. Superintendent

Superintendent Dr. Andrew Dick echoed the comments of Board Member Tory Schwartz and thanked the building principals, Content Area Specialists Jadie Beam and Mandy Hadenfeldt, Executive Director of Curriculum and Instruction Mike Mason, and Director of Communications Melissa Price for their role in the creation of the building profiles. He noted the most important work occurs in the day-to-day efforts of the staff, counselors, paraprofessionals, custodians, and the principals who make this school system function so well. He stated the District has so many great things to celebrate, especially the teamwork that makes the education delivered in our schools possible.

Dr. Dick stated that the addition at Westmoor Elementary is nearing completion, noting at least one Board member has been able to observe the progress recently. He commented that he imagines that Westmoor Principal Bethany Jolliffe, Assistant Principal Kristen Juelfs, and Secretary Jolene Wills are anxious to relocate from their temporary offices to their new offices, stating they plan to move in over the Winter Break. He stated that when students return on January 6th, they will be able to enter through the new front doors.

Lastly, Dr. Dick wished happy holidays to the staff and Board of Education.

12. Future Meetings and Dates to Remember

12.a. December 17, 2025 - ReConnect Graduation - 5:30 PM at BMS

12.b. December 19, 2025 - End of 1st Semester/11:30 AM Early Release

12.c. December 22, 2025 - January 2, 2026 - Winter Break

12.d. January 5, 2026 - ½ PD Day & ½ Work Day - No Students

12.e. January 5, 2026 - Special Board of Education Meeting - 6:00 PM

12.f. January 6, 2026 - 1st Day of 2nd Semester

12.g. January 12, 2026 - Board of Education Meeting

13. Adjournment

The Regular Board of Education Meeting adjourned at 7:11 PM.

Motion to adjourn Passed with a motion by Beth Merrigan and a second by Tory Schwartz.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea,  
Paul Snyder: Yea

## **Scottsbluff Board of Education Special Meeting**

Monday, January 5, 2026 6:00 PM

Scottsbluff High School Board Meeting Room  
313 E 27th Street  
Scottsbluff, Nebraska 69361

Mark Lang: Present  
Beth Merrigan: Present  
Robert Polk: Present  
Scott Reisig: Present  
Tory Schwartz: Present  
Paul Snyder: Present

### 1. Opening Procedures

#### 1.a. Call to Order

The Special Board Meeting was called to order at 6:00 PM by Board President Scott Reisig.

#### 1.b. Roll Call

#### 1.c. Excuse Absent Member(s)

### 2. Open Meetings Law

This meeting was held in accordance to the Open Meetings Act. Notice of this meeting was published in the Star-Herald on Tuesday, December 30, 2025 and on the Scottsbluff Public Schools website on Thursday, December 18, 2025.

### 3. Adopt Agenda

Motion to adopt the agenda. Passed with a motion by Beth Merrigan and a second by Mark Lang.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

### 4. Update

#### 4.a. Lake Minatare Elementary

Executive Director of Student Services Dr. Wendy Kemling, Executive Director of Finance Marianne Carlson, and Executive Director of Curriculum and Instruction Mike Mason provided an update on Lake Minatare Elementary.

### 5. Public Comment - a total of 120 minutes will be allotted (no more than 5 minutes per speaker)

The following members of the public were present to address the Board of Education:

- Tracie Barrett, Scottsbluff
- Kathryn Preston, Scottsbluff
- Heather Neu, Minatare
- Jenna Pruitt, Gering
- Katy Fleming, Scottsbluff

- Dail Eastman, Minatare
- Sara Treffer, Scottsbluff
- Taylor Luikens, Scottsbluff
- Nikki Hoffman, Scottsbluff
- Reginald Preston, Scottsbluff
- Alexa Graves, Scottsbluff
- Brett Moser, Minatare
- Matt Fleming, Scottsbluff
- Dave Wolf, Scottsbluff
- Thad Kuntz, Minatare
- Amber Kuntz, Minatare
- Zach Zitterkopf, Scottsbluff
- Sandy Massey, Scottsbluff
- Garrett Fulk, Scottsbluff
- Megan Dockery, Scottsbluff
- Krystle Schaneman, Minatare
- Mike Enderson, Minatare
- Ryan Barrett, Scottsbluff
- Judson Hall, Scottsbluff
- Shara Schluterbusch, Student
- Justin Vance, Student
- Andrew Preston, Scottsbluff
- Justin Shaddick, Scottsbluff

6. Discuss, consider, and take all necessary action in regard to Lake Minatare Elementary.

Board President Scott Reisig clarified information regarding the projected cost savings in reference to the closure of Lake Minatare Elementary. He noted the correct projection is approximately \$750,000, and emphasized the effect of the revenue cap.

Board Member Mark Lang stated that he is not ready to vote for the closure of Lake Minatare, noting that it is a great school where he has attended almost every soup supper, and that he wishes every school had such a great parent club. He noted this decision is tough. He stated he believed the administration has been transparent during this process.

Board Vice President Beth Merrigan requested that Bryan Flansburg, Senior Location Manager at First Student, provide more details regarding transportation. Bryan stated that First Student would be able to reduce two routes should Lake Minatare Elementary be closed. Currently, there are five routes running with two buses transporting middle and high school students, with the remaining three going directly to Lake Minatare Elementary. Bryan noted the buses would no longer stop at Lake Minatare, but instead run directly into town. He stated the reduction in cost is based on the price First Student charges per bus, per day.

Board Member Rob Polk stated he trusts the management and leadership of both Executive Director of Finance, Marianne Carlson, and Dr. Andrew Dick, Superintendent, after having worked with them for multiple years. He noted district families are very passionate, which he

appreciates for the Lake Minatare community and the whole district. He stated he was "on the fence" during the previous decision, leaning toward dipping into financial reserves again in order to see if things would change in the future, such as the declining birth rates or state legislature for revenue. He stated that those things he hoped for did not happen, and now he was leaning toward the whole District coming together into four elementaries and welcoming Lake Minatare families into the in-town schools. He stated he was unsure, in his responsibility as a Board member, that he would support continuing to dip into cash reserves. He noted he valued the education the students receive at Lake Minatare.

Beth Merrigan acknowledged that the conversation was a difficult one, noting it must have also been difficult for those giving public comment to do so, and also noting many public commenters acknowledged the difficulty of the discussion for Board members as well. She noted this is a personal topic for families. She stated she believes every elementary in the District provides a high-quality education for students. She stated a primary responsibility of the Board is budget planning, including forecasting, and acknowledged that the budget is a moving target. She noted many of the "disconnects in our conversation over the years" have been about budget details. She stated she does not see false information within the budget, and the Board attempts to share the information as accurately and clearly as possible, but that "we've missed each other" on understanding the budget, for which she feels remorse. She noted she will continue to ask questions of the Executive Director of Finance, complete her own research, and come to decisions that are fiscally responsible for the District.

Board Member Tory Schwartz stated the staff and parents of Lake Minatare are what makes the school phenomenal, noting those things wouldn't change if students attended in-town schools. He stated he believes the students would continue to be successful, also noting that the teachers of in-town elementaries are also phenomenal. He commented that he heard the emotion and passion of the public commenters. He noted the Board had heard the word "equality" previously from parents during discussions and stated that, due to smaller class sizes, students at in-town elementaries do not comparatively receive an equal experience. He noted many teachers would love to teach at Lake Minatare. He noted he has concerns about "the deception and misrepresentation" that patrons believe to be happening, and stated the District is very lucky to have Marianne Carlson. He stated the financial information she provides are "numbers that she has poured herself into and looked at many, many times." Tory stated there is no "ulterior motive" behind the discussion of Lake Minatare. He noted the decision is tough and "comes down to the numbers." He reiterated his belief that the students will be fine, should the decision to close the school be made.

Scott Reisig noted he had made a list of budget cuts the Board has considered over the previous years, including reducing the specialized elementary science teacher positions, a significant revamp of the CHOICES program, scaling back the auditorium project significantly, making the decision not to place concrete in the Splash building, and considering the possibility of not replacing the Assistant Principal at Roosevelt Elementary. During this time, he noted that these were not easy decisions, some of which were personal to Board members and some of which the Board members did not agree on. He noted the discussion regarding Lake Minatare is one the Board has been "churning over" for years. He agreed with Rob Polk, noting that he was also previously willing to take money from cash reserves to keep the school open. He noted Lake Minatare is an amazing school where the staff does an amazing job, and commented that this is a

"financial decision." Scott also agreed with Beth Merrigan, stating his regret that the Board hasn't "managed to close the gap in communication" with the public. He also reinforced that taxes have significantly fallen over the previous years, which is a direct result of the revenue cap, noting he does not believe this is negative, and the District has still been able to continue to provide all services on a tighter budget each year. Scott commented on the Board's choice to pay off the bond early, as well as completing building projects. He noted bond repayment is a separate fund that does not come out of the regular property tax assessment, and those funds may not be used for other purposes. He noted that by accelerating those payments, the Board saves the taxpayers money. Scott noted that ESSER funds were used for elementary modernization projects. He also commented on the responsible use of funds for larger building projects, which are coming to an end.

Board Member Paul Snyder noted that on the last slide of the presentation, the District administration made a recommendation. He stated the Board members rely on those administrators, as they are the experts in their respective areas, including education and curriculum, facilities, and school finances. He stated he has no reason to distrust any district administrators and stated he trusted each of them deeply. He stated he leans toward the recommendation of the district administrators because of that trust. He noted Lake Minatare is a "model school center" and a "model community." He stated the recommendation was made due to the information provided during the presentation. He reiterated that he has seen no information which might cause him to not believe the district administration, and stated that this information has brought him to the decision to support the closure of the school. He noted the decision is not simple, and stated, "The bottom line is that a staff of professionals, whom I trust and the Board trusts, recommends that for the benefit of every student, every day, we close the school." He stated the Board has a fiduciary duty to all students and all patrons of the District.

Rob Polk noted this has been one of the most difficult decisions. He thanked the patrons for their patience and stated he hoped to have their continued support. He stated he believes he should "do what I think is right rather than what I might want to do."

Motion to close Lake Minatare Elementary, 280548 County Road K, at the conclusion of the 2025-2026 school year, that the building be listed for sale, and that at the January 12, 2026 Board meeting, the Board reassigns the attendance area boundaries. Passed with a motion by Paul Snyder and a second by Tory Schwartz.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

## 7. Adjourn

Motion to adjourn Passed with a motion by Beth Merrigan and a second by Tory Schwartz.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

Fund	Vendor	Description	Amount
01	403B Plan Consultants LLC CBF PC	SERVICES	\$ 400.00
	A & O Grant Consulting	SERVICES	\$ 1,700.00
	ACCS Inc	SERVICES	\$ 451.00
	Action Communications	EQUIPMENT	\$ 18,264.00
	AE Supply, LLC	SUPPLIES	\$ 2,645.05
	Alarm Security Technicians	SERVICES	\$ 205.00
	Allo Communications	UTILITIES	\$ 14,523.50
	American Time and Signal Company	SUPPLIES	\$ 153.90
	AmericInn Lincoln South	TRAVEL EXPENSE	\$ 1,120.00
	Apple Store	COMPUTER HARDWARE	\$ 8,225.00
	Avalis Wayfinding Solutions	SUPPLIES	\$ 2,188.37
	Axtell Community School	SERVICES	\$ 7,500.00
	B & C Steel Corporation	SUPPLIES	\$ 1,076.22
	Balthazor, Jamey	SERVICES	\$ 360.00
	Barker, Nathaniel	SERVICES	\$ 275.00
	Benzel Pest Control	SERVICES	\$ 1,631.78
	Benzel, Lukas R	REIMBURSEMENT	\$ 40.00
	Bill Doran LLC	SUPPLIES	\$ 618.57
	Black Hills Energy	UTILITIES	\$ 25,364.96
	Bluffs Facility Solutions	SUPPLIES	\$ 7,310.05
	Brown, Erica	STUDENT TEACHER STIPEND	\$ 1,000.00
	Bustinza, Mary	REIMBURSEMENT	\$ 56.91
	C W D Cash Wa Distributing Co Inc	SUPPLIES	\$ 161.83
	Carlson, Andrew J.	SERVICES	\$ 320.00
	Carlson, Marianne	REIMBURSEMENT	\$ 175.00
	Castaneda, Armand	SERVICES	\$ 730.00
	Castillo, Vianca	REIMBURSEMENT	\$ 13.79
	CDW Government Inc	COMPUTER HARDWARE	\$ 33,874.30
	Central Security Communication	SERVICES	\$ 21.00
	Century Business Products, Inc.	LEASE	\$ 2,418.96
	CenturyLink	SERVICES	\$ 516.56
	Chapman, Brian	SERVICES	\$ 320.00
	Chavez, Mario	SERVICES	\$ 250.00
	Chimney Rock Public Power Dist	UTILITIES	\$ 1,086.02
	City of Gering	UTILITIES	\$ 42.63
	City of Scottsbluff	UTILITIES	\$ 30,111.18
	Classic Lanes	MISCELLANEOUS EXPENSES	\$ 1,800.00
	Cline Williams LLP	LEGAL SERVICES	\$ 150.00
	Colorado SIS User's Group	EMPLOYEE TRAINING	\$ 5,600.00
	Column Software, PBC	MISCELLANEOUS EXPENSES	\$ 24.00
	Computer Information Concepts	COMPUTER SOFTWARE	\$ 1,710.00
	Costello, William	SERVICES	\$ 375.00
	Cotton, Shelbi	REIMBURSEMENT	\$ 143.43
	Crescent Electric Supply	SUPPLIES	\$ 717.14
	Crossroads Music LLC	REPAIRS	\$ 1,066.98
	Culligan of Scottsbluff	SUPPLIES	\$ 1,658.17
	Dana F. Cole & Co., LLP	AUDIT	\$ 34,000.00
	Davies, Michael	SERVICES	\$ 2,200.00
	Decker Equipment	SUPPLIES	\$ 432.39
	Dennis Supply Company	SUPPLIES	\$ 181.49
	Derr, Brad	SERVICES	\$ 191.00
	Devlin, Tim	SERVICES	\$ 230.00
	Dickinson, Jay Martin	SERVICES	\$ 271.00
	Douglas, Kelly and Ostdiek, P.C.	LEGAL SERVICES	\$ 411.25
	Downey, Lisa L	REIMBURSEMENT	\$ 310.24
	Dutton-Lainson Company	SUPPLIES	\$ 65.80
	Eakes Office Solutions	SUPPLIES	\$ 24,822.32
	Educational Service Unit #13 _9800	MISCELLANEOUS EXPENSES	\$ 50,916.72
	Ehler, Rodney Jay	SERVICES	\$ 240.00
	Engineered Controls	SERVICES	\$ 140.00
	Erdman, Craig	SERVICES	\$ 180.00
	EXpress Toll	MISCELLANEOUS EXPENSES	\$ 26.40

Ferguson, Matthew	SERVICES	\$	220.00
Filterbuy, Inc.	SUPPLIES	\$	282.10
FirstGroup America	SERVICES	\$	242,665.52
Floyd's Sales And Service	REPAIRS & MAINTENANCE	\$	844.01
Fogle, Michael M	REIMBURSEMENT	\$	56.42
Ford, Misty	STUDENT TEACHER STIPEND	\$	1,000.00
Freeburg, Adam	SERVICES	\$	180.00
GE Money Bank/Amazon	MISCELLANEOUS EXPENSES	\$	4,640.47
Grainger	SUPPLIES	\$	327.30
Griess, David J	SERVICES	\$	815.00
Griffin Greenhouse Supplies Inc	SUPPLIES	\$	150.76
Guzman, Hagen	SERVICES	\$	250.00
Hanson, Gus Nicholis	SERVICES	\$	235.00
Harris, Adam	REIMBURSEMENT	\$	140.00
Harvey, Alyssa	REIMBURSEMENT	\$	67.73
Hilton Omaha	TRAVEL EXPENSE	\$	1,448.98
Honey Wagon Express	SERVICES	\$	850.00
Howard, Adriella	REIMBURSEMENT	\$	36.96
Hugen, Hillari	REIMBURSEMENT	\$	46.20
Ibero, Francis J	REIMBURSEMENT	\$	39.76
Inteconnex LLC	SUPPLIES	\$	2,147.70
Isenbart, Chase	SERVICES	\$	1,775.00
Jackson, Christopher	SERVICES	\$	1,405.00
JEO Consulting Group, Inc	SERVICES	\$	3,000.00
Jobman, Shaylee	REIMBURSEMENT	\$	1,985.64
Juelfs, Lance	SERVICES	\$	630.00
Just Right Reader Inc.	TEXTBOOKS	\$	29,299.20
Kanno, Jayden	STUDENT TEACHER STIPEND	\$	1,000.00
Kansas City Audio-Visual Inc.	COMPUTER HARDWARE	\$	2,240.78
Kaseya US LLC dba Backupify LLC	COMPUTER SOFTWARE	\$	1,825.57
Kemling-Horner, Wendy Jo	REIMBURSEMENT	\$	500.00
Keys, Terry	SERVICES	\$	220.00
Kostman, Cody	SERVICES	\$	220.00
Lanik, Nathan M	SERVICES	\$	690.00
Lawayne Klein	LEASE	\$	1,300.00
Liptac, Hannah	REIMBURSEMENT	\$	17.52
Logoz	SUPPLIES	\$	979.00
Long, Dan	SERVICES	\$	191.00
Long, Scott	SERVICES	\$	404.00
Main Street Appliance	MISCELLANEOUS EXPENSES	\$	3,500.00
Marshall, John D	SERVICES	\$	525.00
Matheson Tri-Gas, Inc.	SUPPLIES	\$	1,213.02
Menards	SUPPLIES	\$	2,157.94
Microtel Inn & Suites by Wyndham	TRAVEL EXPENSE	\$	888.00
Midwest Connect	SUPPLIES	\$	390.00
Milanuk, Marshall	SERVICES	\$	370.00
Monument Physical Therapy LLC	SERVICES	\$	3,168.00
Moreno, Melissa	REIMBURSEMENT	\$	23.10
Moreno, Pete	SERVICES	\$	202.00
Najm, Baleria	REIMBURSEMENT	\$	58.80
Nebraska Association Of School Boards	MISCELLANEOUS EXPENSES	\$	1,434.00
Nebraska Public Health & Environmental L	MISCELLANEOUS EXPENSES	\$	15.00
Nebraska Public Power District	UTILITIES	\$	47,372.36
Nebraska Safety Center	INSERVICE	\$	50.00
Nebraska Schools Public Relations Assoc	EMPLOYEE TRAINING	\$	50.00
Neu, Heather Rae	REIMBURSEMENT	\$	425.00
Nielsen, Heather	REIMBURSEMENT	\$	16.10
O'Boyle, Daniel	SERVICES	\$	300.00
Ogallala Lodging 2, LLC	TRAVEL EXPENSE	\$	391.98
Olson, Michael M	SERVICES	\$	560.00
Options in Psychology, LLC	SERVICES	\$	1,500.00
Oxford University Press	SUPPLIES	\$	273.78
Panhandle Cooperative Assn	MISCELLANEOUS EXPENSES	\$	19.33

Pearson Education	TEXTBOOKS	\$	1,719.98
Petty Cash-Student Services	MISCELLANEOUS EXPENSES	\$	344.96
PFM Financial Services LLC	MISCELLANEOUS EXPENSES	\$	49,468.71
PresenceLearning, Inc.	COMPUTER SOFTWARE	\$	12,622.76
Price, Melissa L	REIMBURSEMENT	\$	56.16
Price, Robert	SERVICES	\$	250.00
QBS, INC.	INSERVICE	\$	30.00
Quadient Finance USA, Inc.	SUPPLIES	\$	1,000.00
RAKA	MISCELLANEOUS EXPENSES	\$	510.55
Rapid Fire Protection	SERVICES	\$	2,770.00
RCI Group II LLC	EMPLOYEE BENEFITS	\$	445.00
Reganis Auto Center	REPAIRS & MAINTENANCE	\$	4,921.71
Regional West Medical Center	SERVICES	\$	4,410.25
Rein, Andrea	REIMBURSEMENT	\$	64.33
Rider, Ashley	SERVICES	\$	225.00
Rohnke, Rikki	REIMBURSEMENT	\$	35.98
Rose, Arthur	SERVICES	\$	720.00
Rotherham, Cherokee	REIMBURSEMENT	\$	420.00
Ryan, Brayden	STUDENT TEACHER STIPEND	\$	1,000.00
Salazar, Denzel E	SERVICES	\$	375.00
School Health Corporation _28274	SUPPLIES	\$	4,206.39
Schwartz, Tory	SERVICES	\$	330.00
Schwartz, Trevor G.	SERVICES	\$	525.00
Scottsbluff Schools Cafeteria Fund	SERVICES	\$	7,172.40
Scottsbluff Screenprinting	SUPPLIES	\$	721.00
Scottsbluff-Gering United Chamber Of Com	MISCELLANEOUS EXPENSES	\$	40.00
Seiler, Madison	SERVICES	\$	525.00
Seiler, Shawn	SERVICES	\$	450.00
Shaggy Buffalo Carwash LLC	MISCELLANEOUS EXPENSES	\$	25.00
Sherwin Williams Co	SUPPLIES	\$	388.50
Skelcher, Betsy Elizabeth	REIMBURSEMENT	\$	149.87
Snell Services Inc _30175	SUPPLIES	\$	7,541.70
Sparq Data Solutions, Inc.	MISCELLANEOUS EXPENSES	\$	2,700.00
Staman, Jenise M	REIMBURSEMENT	\$	138.81
State Of Nebraska Das Communications	UTILITIES	\$	317.87
Stephen P Schwartz	SERVICES	\$	375.00
Sterling Computers Corporation	SUPPLIES	\$	802.76
Teaching Strategies Inc	COMPUTER SOFTWARE	\$	7,001.00
Team Chevrolet	REPAIRS & MAINTENANCE	\$	4,559.01
Teeples, Caroline	REIMBURSEMENT	\$	24.50
The Children's Home of Pittsburgh	SERVICES	\$	1,000.00
The Musician's Choice, LLC	SUPPLIES	\$	648.97
Thompson Glass Inc	REPAIRS & MAINTENANCE	\$	379.78
T-Mobile USA Inc	MISCELLANEOUS EXPENSES	\$	11.60
Trane U.S. Inc	SERVICES	\$	4,680.65
Trauernicht, Gracie	REIMBURSEMENT	\$	976.50
Tru by Hilton - North Platte	TRAVEL EXPENSE	\$	387.00
Turnitin, LLC	COMPUTER SOFTWARE	\$	5,166.72
Twin City Hardware Company Inc.	SUPPLIES	\$	2,029.52
Uldrich, Corey	SERVICES	\$	320.00
University Of Nebraska - Scotts Bluff Co	MISCELLANEOUS EXPENSES	\$	225.00
University of Nebraska at Omaha	MISCELLANEOUS EXPENSES	\$	2,231.50
Van Tilburg, Alan	SERVICES	\$	220.00
Verizon Connect	SUPPLIES	\$	301.10
Verizon Wireless	COMMUNICATIONS	\$	1,598.82
Vistabeam	COMMUNICATIONS	\$	300.00
Waste Connection Of Ne, Inc.	UTILITIES	\$	555.46
Wemhoff, Gavin	SERVICES	\$	150.00
Westco Western Cooperative Co.	FUEL	\$	1,686.43
Whiting Signs LLC	MISCELLANEOUS EXPENSES	\$	150.00
Wimmer, Jennifer	STUDENT TEACHER STIPEND	\$	1,000.00
Winkler, Taylor Charles	SERVICES	\$	180.00
WPCI	SERVICES	\$	3,622.50

	Y M C A	SERVICES	\$	62.00	
	Zachary A Smith	SERVICES	\$	120.00	
	Zaner Bloser	TEXTBOOKS	\$	1,805.27	
				<b>Fund Total</b>	\$ 811,236.96
02	Anderson & Shaw Construction, Inc.	SERVICES	\$	687,822.09	
	Avalis Wayfinding Solutions	SUPPLIES	\$	2,385.00	
	Gardner Technologies, LLC	MISCELLANEOUS EXPENSES	\$	2,959.95	
	Interior Guards Window Tinting	SERVICES	\$	6,734.21	
	Nebraska Machinery Co	EQUIPMENT	\$	154,374.30	
	PFM Financial Services LLC	MISCELLANEOUS EXPENSES	\$	(191.96)	
	Whiting Signs LLC	SUPPLIES	\$	3,423.16	
				<b>Fund Total</b>	\$ 857,506.75
03	Frank Parts Co	SUPPLIES	\$	10.12	
	GE Money Bank/Amazon	MISCELLANEOUS EXPENSES	\$	63.98	
	Inteconnex LLC	SUPPLIES	\$	883.86	
	PFM Financial Services LLC	MISCELLANEOUS EXPENSES	\$	502.16	
	Rocha, Kimberly	REIMBURSEMENT	\$	81.40	
	Sodexo Operations, LLC	SERVICES	\$	227,066.65	
	Team Chevrolet	REPAIRS & MAINTENANCE	\$	230.09	
				<b>Fund Total</b>	\$ 228,838.26
05	A Venue Off Broadway	SUPPLIES	\$	708.98	
	All Team Sportswear	SUPPLIES	\$	440.00	
	Arthur's Pizza	MISCELLANEOUS EXPENSES	\$	877.00	
	B & C Steel Corporation	MISCELLANEOUS EXPENSES	\$	81.78	
	B & H Photo	MISCELLANEOUS EXPENSES	\$	3,608.06	
	Best Western Inn North Platte	TRAVEL EXPENSE	\$	1,540.00	
	Blossom Shop	SUPPLIES	\$	100.00	
	Brening, Chris	REIMBURSEMENT	\$	48.59	
	Burch, Chantel	MISCELLANEOUS EXPENSES	\$	70.00	
	Business Farmer	DUES & FEES	\$	2,504.82	
	C W D Cash Wa Distributing Co Inc	SUPPLIES	\$	2,598.62	
	Chadron Public Schools	DUES & FEES	\$	100.00	
	College Board	SUPPLIES	\$	223.20	
	Converse County School District #1	DUES & FEES	\$	400.00	
	Cozad Community Schools	DUES & FEES	\$	168.00	
	Diadem Sports LLC	SUPPLIES	\$	225.00	
	Doane University	DUES & FEES	\$	200.00	
	Embassy Suites - Lincoln Convention Cent	TRAVEL EXPENSE	\$	174.00	
	Foral, Robyn G	MISCELLANEOUS EXPENSES	\$	135.00	
	Formal Fashions	SUPPLIES	\$	1,776.60	
	Friends Of Midwest Theatre	MISCELLANEOUS EXPENSES	\$	944.00	
	GE Money Bank/Amazon	MISCELLANEOUS EXPENSES	\$	1,248.23	
	Hill, Bryan	SER	\$	70.00	
	Hinze, Angela D	REIMBURSEMENT	\$	303.63	
	Holdrege High School School District #44	DUES & FEES	\$	75.00	
	Hot Springs Schools District	DUES & FEES	\$	100.00	
	Hudl	MISCELLANEOUS EXPENSES	\$	349.00	
	Lexington Public Schools	DUES & FEES	\$	85.00	
	Liptac, Hannah	REIMBURSEMENT	\$	153.57	
	Logoz	SUPPLIES	\$	466.55	
	Marketing Consultants	SUPPLIES	\$	405.00	
	McCook Public Schools	DUES & FEES	\$	125.00	
	Mitchell High School	DUES & FEES	\$	75.00	
	Mu Alpha Theta	DUES & FEES	\$	180.00	
	New Victorian Inn - Kearney	TRAVEL EXPENSE	\$	2,262.69	
	North Platte Public Schools	DUES & FEES	\$	80.00	
	Papa Moon Vineyards & Winery LLC	MISCELLANEOUS EXPENSES	\$	1,146.00	
	Pepsi-Cola Of Alliance	SUPPLIES	\$	1,877.94	
	Petty Cash - Activities	MISCELLANEOUS EXPENSES	\$	600.00	
	PFM Financial Services LLC	MISCELLANEOUS EXPENSES	\$	20,277.14	

	Sanchez, Mary	REIMBURSEMENT	\$	73.79	
	Scottsbluff Screenprinting	SUPPLIES	\$	9,958.00	
	Scottsbluff Wrestling Club	MISCELLANEOUS EXPENSES	\$	748.58	
	SHS ProStart Catering	SERVICES	\$	2,446.00	
	Sidney High School	DUES & FEES	\$	175.00	
	St Agnes	RENTAL	\$	918.75	
	Tabor Dance Academy	MISCELLANEOUS EXPENSES	\$	865.84	
	Torrington Middle School	DUES & FEES	\$	150.00	
	Zwetzig Skate and Bounce House	MISCELLANEOUS EXPENSES	\$	150.00	
				<b>Fund Total</b>	\$ 62,289.36
06	Adept Equipment Services, LLC	MISCELLANEOUS EXPENSES	\$	8,490.00	
	Anderson & Shaw Construction, Inc.	SERVICES	\$	7,718.40	
	Bright Market, LLC DBA Fastspring	MISCELLANEOUS EXPENSES	\$	9,750.00	
	Crossroads Music LLC	EQUIPMENT	\$	36,301.48	
	Cybernut Inc.	MISCELLANEOUS EXPENSES	\$	5,760.00	
	Eakes Office Solutions	MISCELLANEOUS EXPENSES	\$	9,883.56	
	GE Money Bank/Amazon	MISCELLANEOUS EXPENSES	\$	307.76	
	JEO Consulting Group, Inc	SERVICES	\$	493.75	
	Lux AVL Inc.	SERVICES	\$	915.69	
	PFM Financial Services LLC	MISCELLANEOUS EXPENSES	\$	650.40	
				<b>Fund Total</b>	\$ 80,271.04
07	PFM Financial Services LLC	MISCELLANEOUS EXPENSES	\$	1,802.30	
				<b>Fund Total</b>	\$ 1,802.30
08	Air Evac EMS, Inc	EMPLOYEE BENEFITS	\$	186.00	
	Regional Care Inc	EMPLOYEE BENEFITS	\$	25,558.35	
				<b>Fund Total</b>	\$ 25,744.35
09	GE Money Bank/Amazon	MISCELLANEOUS EXPENSES	\$	373.45	
	PFM Financial Services LLC	GAS & OIL	\$	1,607.59	
				<b>Fund Total</b>	\$ 1,981.04
				<b>December 2025 Total</b>	\$ 2,069,670.06

FOR BOARD REPORT : December 2025

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FUND	PAYROLL	AP DISBURSEMENTS	OTHER EXPENSES*	TOTAL
General	\$ 3,631,732.52	\$ 811,236.96	\$ (7,440.40)	\$ 4,435,529.08
Special Building		\$ 857,506.75	\$ 525.00	\$ 858,031.75
Cafeteria		\$ 228,838.26	\$ 153.19	\$ 228,991.45
Qualified Capital Purpose Undertaking		\$ -	\$ -	\$ -
Activities		\$ 62,289.36	\$ (1,060.29)	\$ 61,229.07
Depreciation		\$ 80,271.04	\$ -	\$ 80,271.04
Student Fee Fund		\$ 1,802.30	\$ -	\$ 1,802.30
Employee Benefit Fund		\$ 25,744.35	\$ (186.00)	\$ 25,558.35
Cooperative		\$ 1,981.04	\$ -	\$ 1,981.04
Bond Fund		\$ -	\$ -	\$ -
TOTALS				
GRAND TOTALS FOR December 2025	\$ 3,631,732.52	\$ 2,069,670.06	\$ (8,008.50)	\$ 5,693,394.08

\*Includes Transfers

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## Scottsbluff Public Schools

### General Ledger - Fund 1 Expenditures for Board

Fiscal Year: 2025-2026 From Date:12/1/2025 To Date:12/31/2025

Account Mask: 01???????????????

Account Type: EXPENDITURE

Print accounts with zero balance     
  Include Inactive Accounts     
  Include PreEncumbrance

FUND / TYPE / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
01 - GENERAL FUND						
2 - EXPENSE						
105 - SUPERINTENDENT SALARY	\$222,000.00	\$18,500.00	\$74,000.00	\$148,000.00	\$0.00	100.00%
110 - NON INSTRUCTION WAGES	\$3,957,738.86	\$389,203.64	\$1,453,741.57	\$796,430.38	\$1,707,566.91	56.85%
111 - SALARIES TEACHERS/PROFESSIONAL STAFF	\$25,143,269.95	\$2,033,368.76	\$8,198,762.67	\$16,191,784.41	\$752,722.87	97.01%
112 - INSTRUCTIONAL AIDE WAGES	\$3,200,392.67	\$373,722.12	\$1,278,134.71	\$28,745.43	\$1,893,512.53	40.83%
113 - SUBS	\$15,600.00	\$0.00	\$1,350.00	\$0.00	\$14,250.00	8.65%
114 - SALARIES TECHNICAL STAFF	\$329,742.00	\$29,210.14	\$113,084.33	\$159,232.64	\$57,425.03	82.58%
116 - REGULAR NON CERTIFIED STAFF	\$279,022.00	\$34,014.25	\$136,057.00	\$286,861.32	(\$143,896.32)	151.57%
120 - NON INSTRUCTION TEMP WAGES	\$171,043.00	\$21,592.50	\$69,144.15	\$0.00	\$101,898.85	40.43%
121 - SALARIES OF TEMP EMP PD TO TEACH/PROF	\$461,356.74	\$57,537.58	\$201,542.75	\$75,796.50	\$184,017.49	60.11%
125 - TEMPORARY HELP - ACT	\$30,975.00	\$240.00	\$240.00	\$0.00	\$30,735.00	0.77%
130 - OVERTIME NON INSTRUCTION	\$58,211.00	\$22,064.06	\$76,131.17	\$0.00	(\$17,920.17)	130.78%
134 - OVERTIME TECHNICAL STAFF	\$0.00	\$5.58	\$21.48	\$0.00	(\$21.48)	0.00%
151 - CERTIFIED STIPENDS NEGOTIATED	\$784,874.45	\$84,358.35	\$408,166.81	\$737,088.19	(\$360,380.55)	145.92%
161 - CERTIFIED STIPENDS ADDITIONAL	\$31,000.00	\$4,614.98	\$27,006.32	\$6,776.68	(\$2,783.00)	108.98%
210 - GROUP INSURANCE	\$28,986.82	\$2,849.07	\$10,800.03	\$5,873.37	\$12,313.42	57.52%
211 - GROUP INSURANCE FOR TEACHERS/PROF STAFF	\$184,163.69	\$14,393.58	\$57,644.35	\$114,607.63	\$11,911.71	93.53%
212 - GROUP INSURANCE INSTRUCTIONAL AIDES/ASSTS	\$23,453.45	\$2,685.42	\$9,122.08	\$214.97	\$14,116.40	39.81%
214 - GROUP INSURANCE TEHNCIAL STAFF	\$2,473.07	\$219.12	\$848.29	\$1,194.24	\$430.54	82.59%
215 - GROUP INSURANCE SUPERINTENDENTS	\$1,665.00	\$138.75	\$555.00	\$1,110.00	\$0.00	100.00%
216 - GROUP INSURANCE NON CERT PROF STAFF	\$2,092.67	\$268.94	\$1,075.76	\$2,151.52	(\$1,134.61)	154.22%
220 - FICA SS	\$317,240.93	\$29,923.64	\$112,946.76	\$59,155.86	\$145,138.31	54.25%
221 - FICA SS TEACHERS	\$2,776,771.20	\$154,980.21	\$629,062.53	\$1,207,124.81	\$940,583.86	66.13%
222 - FICA SS INSTRUCTIONAL AIDES/ASSTS	\$247,742.49	\$28,682.22	\$97,713.19	\$1,948.52	\$148,080.78	40.23%
223 - FICA SS SUBSTITUTE TEACHERS	\$0.00	\$0.00	\$103.41	\$0.00	(\$103.41)	0.00%
224 - FICA SS TECHNICAL STAFF	\$25,225.28	\$2,133.56	\$8,246.85	\$11,920.72	\$5,057.71	79.95%
225 - FICA SS SUPERINTENDENTS	\$17,085.00	\$280.11	\$2,898.48	\$11,110.88	\$3,075.64	82.00%
226 - FICA SS PROF NON CERT STAFF	\$21,345.20	\$2,483.21	\$9,931.85	\$19,863.03	(\$8,449.68)	139.59%
230 - RETIREMENT CONTRIBUTIONS	\$320,910.05	\$32,290.07	\$120,771.28	\$63,303.92	\$136,834.85	57.36%
231 - RETIREMENT TEACHERS/PROF STAFF	\$1,892,588.27	\$156,188.75	\$630,389.75	\$1,234,364.43	\$27,834.09	98.53%
232 - RETIREMENT INSTRUCTIONAL AIDES/ASSTS	\$261,668.02	\$30,073.01	\$102,145.34	\$2,316.25	\$157,206.43	39.92%
234 - RETIREMENT TECHNICAL STAFF	\$26,643.15	\$2,360.63	\$9,138.95	\$12,865.99	\$4,638.21	82.59%
235 - RETIREMENT SUPERINTENDENTS	\$16,273.63	\$1,504.50	\$5,988.90	\$11,958.40	(\$1,673.67)	110.28%

# Scottsbluff Public Schools

## General Ledger - Fund 1 Expenditures for Board

Fiscal Year: 2025-2026 From Date:12/1/2025 To Date:12/31/2025

Account Mask: 01???????????????

Account Type: EXPENDITURE

Print accounts with zero balance     
  Include Inactive Accounts     
  Include PreEncumbrance

FUND / TYPE / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
236 - RETIREMENT PROF NON CERT STAFF	\$22,544.98	\$2,897.31	\$11,589.24	\$23,178.46	(\$12,222.72)	154.21%
240 - ON BEHALF OF	\$278,775.00	\$0.00	\$0.00	\$0.00	\$278,775.00	0.00%
251 - TUITION REIMBURSEMENT TEACHERS/PROF STAFF	\$0.00	\$1,985.64	\$3,971.28	\$0.00	(\$3,971.28)	0.00%
260 - UNEMPLOYMENT NON INSTRUCTION	\$13,368.87	\$1,197.52	\$4,388.13	\$5,421.90	\$3,558.84	73.38%
280 - HEALTH BENEFITS-NON INSTRUCTIONAL	\$10,179.84	\$17,388.46	\$60,572.41	\$30,068.08	(\$80,460.65)	890.39%
281 - HEALTH BENEFITS-TEACHERS/PROFESSIONAL STAFF	\$1,117,066.47	\$75,295.22	\$305,121.76	\$593,072.88	\$218,871.83	80.41%
282 - HEALTH BENEFITS-INSTRUCTIONAL AIDES/ASSISTANTS	\$550,000.00	\$13,037.66	\$37,038.30	\$0.00	\$512,961.70	6.73%
284 - HEALTH BENEFITS-IT SUPPORT STAFF	\$0.00	\$536.93	\$2,147.72	\$4,295.44	(\$6,443.16)	0.00%
286 - HEALTH BENEFITS-PROFESSIONAL NON CERTIFIED STAFF	\$6,107.88	\$3,132.09	\$12,528.36	\$25,056.72	(\$31,477.20)	615.35%
291 - OTHER BENEFITS TEACHERS/PROF STAFF	\$10,500.00	\$2,266.50	\$7,060.00	\$0.00	\$3,440.00	67.24%
310 - PROFESSIONAL & TECHNICAL SERVICES	\$11,600.00	\$0.00	\$0.00	\$0.00	\$11,600.00	0.00%
312 - REPAIRS	\$62,130.00	\$1,066.98	\$3,428.76	\$870.23	\$57,831.01	6.92%
314 - INSERVICE	\$214,245.00	\$1,800.00	\$31,135.04	\$129.00	\$182,980.96	14.59%
315 - ACCOUNTING & AUDITING SERVICES	\$32,050.00	\$34,000.00	\$34,000.00	\$0.00	(\$1,950.00)	106.08%
316 - DATA PROCESSING	\$6,000.00	\$440.00	\$3,400.00	\$0.00	\$2,600.00	56.67%
317 - LEGAL SERVICES	\$68,250.00	\$561.25	\$5,531.05	\$0.00	\$62,718.95	8.10%
318 - CONTRACTED OR SECURED SERVICES	\$340,808.75	\$6,165.90	\$18,866.15	\$0.00	\$321,942.60	5.54%
319 - OTHER PROFESSIONAL & TECHNICAL SERVICES	\$826,423.00	\$82,560.99	\$257,577.76	\$8,464.95	\$560,380.29	32.19%
320 - PROFESSIONAL EDUCATIONAL SERVICES	\$0.00	\$5,000.00	\$10,000.00	\$0.00	(\$10,000.00)	0.00%
321 - FUEL	\$361,200.00	\$27,051.39	\$70,659.71	\$0.00	\$290,540.29	19.56%
322 - ELECTRICITY	\$562,675.00	\$48,458.38	\$243,072.76	\$1,284.52	\$318,317.72	43.43%
323 - WATER & SEWER	\$91,350.00	\$6,042.96	\$43,200.00	\$8,362.63	\$39,787.37	56.45%
325 - GARBAGE	\$98,700.00	\$3,722.26	\$31,701.80	\$16,612.77	\$50,385.43	48.95%
327 - RENTALS OR LEASES	\$210,750.00	\$5,566.48	\$23,257.17	\$18,120.94	\$169,371.89	19.63%
328 - PROPERTY INSURANCE	\$697,305.00	\$0.00	\$0.00	\$0.00	\$697,305.00	0.00%
330 - EMPLOYEE TRAINING AND DEVELOPMENT	\$94,000.00	\$5,946.10	\$9,084.19	\$3,089.69	\$81,826.12	12.95%
331 - CONTRACTED PUPIL TRANSPORTATION	\$1,228,363.00	\$224,559.33	\$420,197.58	\$0.00	\$808,165.42	34.21%
332 - MILEAGE TO PARENTS	\$3,875.00	\$50.00	\$129.00	\$0.00	\$3,746.00	3.33%
336 - GAS & OIL	\$187,333.00	\$23,208.72	\$51,904.58	\$2,562.09	\$132,866.33	29.07%
337 - TIRES & PARTS	\$12,961.00	\$10,541.66	\$13,707.78	\$0.00	(\$746.78)	105.76%
338 - REPAIRS & MAINTENANCE TO VEHICLES	\$36,742.00	\$10,215.14	\$20,266.36	\$0.00	\$16,475.64	55.16%
340 - LIABILITY INSURANCE	\$2,625.00	\$0.00	\$0.00	\$0.00	\$2,625.00	0.00%
350 - ADVERTISING & PRINTING	\$28,295.00	\$302.32	\$801.53	\$0.00	\$27,493.47	2.83%
363 - TUITION PAID-OTHER	\$65,000.00	\$3,771.00	\$265,941.00	\$0.00	(\$200,941.00)	409.14%

## Scottsbluff Public Schools

### General Ledger - Fund 1 Expenditures for Board

Fiscal Year: 2025-2026 From Date:12/1/2025 To Date:12/31/2025

Account Mask: 01???????????????

Account Type: EXPENDITURE

Print accounts with zero balance     
  Include Inactive Accounts     
  Include PreEncumbrance

FUND / TYPE / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
370 - TUITION PAID-SPED	\$611,500.00	\$39,845.10	\$115,063.16	\$0.00	\$496,436.84	18.82%
380 - COMMUNICATIONS	\$131,375.00	\$16,783.83	\$41,465.21	\$24,667.95	\$65,241.84	50.34%
381 - POSTAGE	\$22,169.98	\$0.00	\$7,029.87	\$0.00	\$15,140.11	31.71%
382 - DISTANCE ED & TELECOMMUNICATIONS	\$34,420.00	\$2,081.92	\$8,572.85	\$0.00	\$25,847.15	24.91%
390 - OTHER PURCHASED SERVICES	\$51,615.00	\$0.00	\$600.00	\$0.00	\$51,015.00	1.16%
391 - COPY SERVICE-BUILDINGS	\$1,320.00	\$0.00	\$0.00	\$467.99	\$852.01	35.45%
395 - SUBAWARDS/SUBCONTRACTS	\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00	0.00%
398 - SUBAWARDS/SUBCONTRACTS	\$15,000.00	\$1,651.00	\$5,791.00	\$0.00	\$9,209.00	38.61%
399 - SUBAWARDS/SUBCONTRACTS	\$16,000.00	\$1,700.00	\$6,800.00	\$0.00	\$9,200.00	42.50%
400 - SUPPLIES & MATERIALS	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
410 - SUPPLIES	\$1,117,976.42	\$75,774.16	\$342,680.37	\$88,158.21	\$687,137.84	38.54%
411 - TAXES	\$6,150.00	\$0.00	\$0.00	\$0.00	\$6,150.00	0.00%
415 - ANNUAL PURCHASE SUPPLIES	\$240,243.93	\$12,357.42	\$86,217.22	\$29,352.17	\$124,674.54	48.11%
420 - TEXTBOOKS	\$379,155.00	\$33,143.20	\$225,027.74	\$0.00	\$154,127.26	59.35%
430 - LIBRARY BOOKS	\$19,102.69	\$0.00	\$104.78	\$2,813.67	\$16,184.24	15.28%
440 - PERIODICALS	\$19,726.00	\$0.00	\$195.27	\$0.00	\$19,530.73	0.99%
450 - AUDIO-VISUAL MATERIALS	\$5,100.00	\$0.00	\$0.00	\$0.00	\$5,100.00	0.00%
460 - COMPUTER HARDWARE < 5000	\$283,925.00	\$16,818.42	\$140,270.12	\$1,580.92	\$142,073.96	49.96%
465 - COMPUTER SOFTWARE	\$277,534.00	\$36,423.73	\$193,872.26	\$1,850.00	\$81,811.74	70.52%
466 - COMPUTER SOFTWARE	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0.00%
467 - COMPUTER SOFTWARE	\$76,400.00	\$0.00	\$0.00	\$0.00	\$76,400.00	0.00%
470 - FOOD	\$50,000.00	\$7,172.40	\$27,549.60	\$0.00	\$22,450.40	55.10%
475 - FEE WAIVER	\$15,250.00	\$0.00	\$0.00	\$0.00	\$15,250.00	0.00%
480 - FURNITURE & EQUIPMENT <\$5000	\$22,027.00	\$18,405.91	\$42,744.30	\$3,245.50	(\$23,962.80)	208.79%
520 - BUILDING, ACQUISITION IMPROVEMENT	\$183,750.00	\$0.00	\$0.00	\$0.00	\$183,750.00	0.00%
530 - FURNITURE & EQUIPMENT	\$413,890.00	\$0.00	\$5,439.18	\$1,297.52	\$407,153.30	1.63%
550 - VEHICLE ACQUISITION	\$160,000.00	\$15.00	\$47,015.00	\$0.00	\$112,985.00	29.38%
560 - COMPUTER HARDWARE	\$185,950.00	\$0.00	\$858.00	\$0.00	\$185,092.00	0.46%
563 - INSURANCE PAYMENTS	\$2,625.00	\$0.00	\$0.00	\$0.00	\$2,625.00	0.00%
630 - DUES & FEES	\$103,200.00	\$895.11	\$20,489.33	\$0.00	\$82,710.67	19.85%
670 - TRAVEL EXPENSE & MILEAGE	\$558,024.40	\$11,688.93	\$136,632.03	\$538.66	\$420,853.71	24.58%
671 - PROFESSIONAL DEVELOPMENT	\$10,000.00	\$64.33	\$184.87	\$0.00	\$9,815.13	1.85%
672 - PROFESSIONAL DEV TRAVEL	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
673 - PROFESSIONAL DEV TRAVEL	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
674 - PROFESSIONAL DEV TRAVEL	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%

## Scottsbluff Public Schools

### General Ledger - Fund 1 Expenditures for Board

Fiscal Year: 2025-2026 From Date:12/1/2025 To Date:12/31/2025

Account Mask: 01???????????????

Account Type: EXPENDITURE

Print accounts with zero balance     
  Include Inactive Accounts     
  Include PreEncumbrance

FUND / TYPE / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
675 - FIELD TRIPS	\$32,429.00	\$225.00	\$6,474.83	\$0.00	\$25,954.17	19.97%
679 - PROFESSIONAL DEV	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
680 - PROFESSIONAL DEV	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
690 - MISCELLANEOUS EXPENSES	\$106,103.00	\$11,798.32	\$32,188.84	\$1,726.59	\$72,187.57	31.96%
695 - FAMILY INVOLVEMENT	\$8,750.00	\$0.00	\$15.95	\$0.00	\$8,734.05	0.18%
999 - CREDIT FOR USE	(\$173,094.00)	\$0.00	(\$100,256.31)	\$0.00	(\$72,837.69)	57.92%
<b>01 - GENERAL FUND Total:</b>	<b>\$53,199,394.80</b>	<b>\$4,435,498.72</b>	<b>\$17,242,070.65</b>	<b>\$22,088,089.57</b>	<b>\$13,869,234.58</b>	<b>73.93%</b>

# Scottsbluff Public Schools

## General Ledger - Fund 1 Expenditures for Board

Fiscal Year: 2025-2026 From Date:12/1/2025 To Date:12/31/2025

Account Mask: 01???????????????

Account Type: EXPENDITURE

Print accounts with zero balance

Include Inactive Accounts

Include PreEncumbrance

FUND / TYPE / OBJECT

Budget

Range To Date

Year To Date

Encumbrance

Budget Balance

Percent Used

**Grand Total:**

\$53,199,394.80

\$4,435,498.72

\$17,242,070.65

\$22,088,089.57

\$13,869,234.58

73.93%

End of Report

## Scottsbluff Public Schools

### Fund Balances

Fiscal Year: 2025-2026

Month: December

Year: 2025

Fund Type:

Include Cash Balance

FY End Report

<u>Fund</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Revenue</u>	<u>Expense</u>	<u>Transfers</u>	<u>Fund Balance</u>
01	GENERAL FUND	\$17,988,903.40	\$11,442,059.50	(\$17,242,211.25)	\$0.00	\$12,188,751.65
02	SPECIAL BUILDING FUND	\$2,202,767.24	\$96,093.61	(\$1,382,126.46)	\$0.00	\$916,734.39
03	SCHOOL LUNCH FUND	\$2,065,946.88	\$876,014.55	(\$863,164.78)	\$0.00	\$2,078,796.65
04	QUAL CAPITAL PURPOSE FUND	\$655,604.79	\$28,422.99	\$0.00	\$0.00	\$684,027.78
05	ACTIVITY FUND	\$538,233.60	\$412,592.48	(\$388,489.87)	\$0.00	\$562,336.21
06	DEPRECIATION FUND	\$1,910,241.24	\$0.00	(\$297,354.78)	\$0.00	\$1,612,886.46
07	STUDENT FEE FUND	\$31,092.42	\$7,069.56	(\$2,760.30)	\$0.00	\$35,401.68
08	EMPLOYEE BENEFIT FUND	\$39,576.41	\$95,188.93	(\$112,384.61)	\$0.00	\$22,380.73
09	COOPERATIVE FUND	\$51,199.71	\$0.00	(\$2,418.53)	\$0.00	\$48,781.18
10	BOND FUND	\$4,590,147.56	\$198,174.25	(\$2,356,809.00)	\$0.00	\$2,431,512.81
Grand Total:		\$30,073,713.24	\$13,155,615.87	(\$22,647,719.58)	\$0.00	\$20,581,609.54

**End of Report**

## Scottsbluff Public Schools

### Revenue Report

Summary Only    From Date: 12/1/2025    To Date: 12/31/2025

Fiscal Year: 2025-2026

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
<b>Fund: 01            GENERAL FUND</b>					
01.1.1030.102.0.000.00 ACCOUNTS RECEIVABLES	\$0.00	\$37.74	\$373.83	(\$373.83)	0.00%
01.1.1110.100.0.000.00 LOCAL DISTRICT TAXES	\$12,374,907.00	\$103,109.93	\$610,149.33	\$11,764,757.67	95.07%
01.1.1115.100.0.000.00 CARLINE TAXES / DEBATE	\$8,500.00	\$0.00	\$0.00	\$8,500.00	100.00%
01.1.1120.100.0.000.00 PUBL POWER SALES TAX	\$400,000.00	\$0.00	\$0.00	\$400,000.00	100.00%
01.1.1125.100.0.000.00 MOTOR VEHICLE TAX	\$1,495,000.00	\$112,109.75	\$390,935.65	\$1,104,064.35	73.85%
01.1.1270.100.0.000.00 PRESCHOOL RECEIPTS	\$120,000.00	\$13,751.42	\$50,026.06	\$69,973.94	58.31%
01.1.1270.100.0.015.00 PRESCHOOL RECEIPTS	\$0.00	\$18,830.55	\$86,773.12	(\$86,773.12)	0.00%
01.1.1270.102.0.000.00 PRESCHOOL RECEIPTS	\$0.00	\$0.00	(\$23.68)	\$23.68	0.00%
01.1.1270.102.0.015.00 PRESCHOOL RECEIPTS	\$0.00	(\$2.00)	(\$75.96)	\$75.96	0.00%
01.1.1271.100.0.015.00 PRESCHOOL RECEIPTS	\$0.00	\$6,615.40	\$27,775.45	(\$27,775.45)	0.00%
01.1.1271.102.0.015.00 PRESCHOOL RECEIPTS	\$0.00	(\$8.42)	(\$156.84)	\$156.84	0.00%
01.1.1410.100.0.000.00 INTEREST INVESTMENTS/DIGITAL GRAPHIC ART	\$450,000.00	\$22,500.87	\$183,192.20	\$266,807.80	59.29%
01.1.1610.100.0.000.00 LOCAL LICENSE FEES	\$20,000.00	\$0.00	\$0.00	\$20,000.00	100.00%
01.1.1810.100.0.050.00 AFTER SCHOOL PROGRAM	\$0.00	\$963.30	\$5,243.31	(\$5,243.31)	0.00%
01.1.1810.100.0.060.00 AFTER SCHOOL PROGRAM	\$0.00	\$1,871.93	\$11,213.43	(\$11,213.43)	0.00%
01.1.1810.100.0.080.00 AFTER SCHOOL PROGRAM	\$0.00	\$778.66	\$4,063.24	(\$4,063.24)	0.00%
01.1.1810.102.0.050.00 AFTER SCHOOL PROGRAM	\$0.00	(\$1.71)	(\$8.29)	\$8.29	0.00%
01.1.1810.102.0.060.00	\$0.00	(\$24.60)	(\$107.29)	\$107.29	0.00%

# Scottsbluff Public Schools

## Revenue Report

 Summary Only

From Date: 12/1/2025

To Date: 12/31/2025

**Fiscal Year: 2025-2026**

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
AFTER SCHOOL PROGRAM					
01.1.1810.102.0.080.00	\$0.00	(\$1.01)	(\$1.77)	\$1.77	0.00%
AFTER SCHOOL PROGRAM					
01.1.1820.100.0.015.00	\$0.00	\$0.00	(\$3,759.56)	\$3,759.56	0.00%
PRESCHOOL BEFORE & AFTER SCHOOL CARE					
01.1.1910.100.0.000.00	\$10,000.00	\$225.00	\$1,100.00	\$8,900.00	89.00%
RENTAL - SCHOOL FACILITIES					
01.1.1925.100.0.000.00	\$0.00	\$2,660.42	\$2,660.42	(\$2,660.42)	0.00%
GRANT FROM CORP & OTHER PRIVATE INTEREST					
01.1.1990.100.0.000.00	\$35,000.00	\$0.00	\$0.00	\$35,000.00	100.00%
OTHER LOCAL RECEIPTS					
01.1.2110.100.0.000.00	\$200,000.00	\$21,328.57	\$64,089.14	\$135,910.86	67.96%
COUNTY FINES & LICENSES					
01.1.3110.100.0.000.00	\$18,426,446.00	\$1,810,547.90	\$7,242,191.60	\$11,184,254.40	60.70%
STATE AID					
01.1.3110.100.0.015.00	\$0.00	\$32,097.10	\$128,388.40	(\$128,388.40)	0.00%
STATE AID					
01.1.3120.100.0.000.00	\$6,600,000.00	\$945,927.00	\$945,927.00	\$5,654,073.00	85.67%
SPECIAL ED					
01.1.3125.100.0.000.00	\$55,000.00	\$0.00	\$0.00	\$55,000.00	100.00%
SPECIAL EDUC. TRANSPORTATION					
01.1.3135.100.0.000.00	\$10,000.00	\$0.00	\$16,759.00	(\$6,759.00)	-67.59%
HIGH ABILITY LEARNERS					
01.1.3180.100.0.000.00	\$55,000.00	\$0.00	\$3,494.28	\$51,505.72	93.65%
PRO RATE MOTOR VECHICLE TAX					
01.1.3200.100.0.000.00	\$750,000.00	\$0.00	\$0.00	\$750,000.00	100.00%
STATE APPORTIONMENT					
01.1.3540.100.0.000.00	\$200,000.00	\$0.00	\$217,981.78	(\$17,981.78)	-8.99%
STATE EARLY CHILDHOOD-STADIUM					
01.1.3541.100.0.000.00	\$306,850.00	\$0.00	\$137,106.00	\$169,744.00	55.32%
EARLY CHILDHOOD SIXPENCE					
01.1.3599.100.0.000.00	\$0.00	\$0.00	\$631.47	(\$631.47)	0.00%
OTHER STATE CATEGORICAL PROGRAMS					
01.1.3990.100.0.000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
OTHER STATE RECEIPTS					
01.1.3992.100.0.000.00	\$0.00	\$0.00	\$7,500.00	(\$7,500.00)	0.00%

## Scottsbluff Public Schools

### Revenue Report

 Summary Only

From Date: 12/1/2025

To Date: 12/31/2025

**Fiscal Year: 2025-2026**

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
EDUCATION QUEST					
01.1.3996.100.0.000.00	\$0.00	\$0.00	\$5,539.60	(\$5,539.60)	0.00%
ENGINEERING PATHWAYS ASP GRANT					
01.1.3997.100.0.000.00	\$0.00	\$0.00	\$40,000.00	(\$40,000.00)	0.00%
LEVERAGE GRANT - ASP					
01.1.4200.100.0.000.00	\$1,200,000.00	\$0.00	\$0.00	\$1,200,000.00	100.00%
TITLE 1, PART A					
01.1.4222.100.0.000.00	\$22,500.00	\$0.00	\$25,392.00	(\$2,892.00)	-12.85%
MCKINNEY HOMELESS GRANT					
01.1.4301.100.0.000.00	\$0.00	\$127,349.00	\$127,349.00	(\$127,349.00)	0.00%
COMPREHENSIVE LITERACY STATE DEVELOPMENT GRANT					
01.1.4310.100.0.000.00	\$150,000.00	\$0.00	\$27,444.00	\$122,556.00	81.70%
TITLE II, PART A					
01.1.4406.100.0.000.00	\$20,896.00	\$0.00	\$1,412.00	\$19,484.00	93.24%
IDEA PRESCHOOL BASE ALLOC					
01.1.4410.100.0.000.00	\$822,938.00	\$0.00	\$0.00	\$822,938.00	100.00%
IDEA/ENROLLMENT & POVERTY					
01.1.4412.100.0.000.00	\$24,220.00	\$0.00	\$4,718.00	\$19,502.00	80.52%
IDEA PART B PORPORTIONALTE SHARE					
01.1.4450.100.0.000.00	\$200,000.00	\$38,202.67	\$168,988.68	\$31,011.32	15.51%
M.I.P.S.					
01.1.4455.100.0.000.00	\$200,000.00	\$0.00	\$0.00	\$200,000.00	100.00%
MEDICAID CLAIM PROCESSING					
01.1.4528.100.0.000.00	\$0.00	\$0.00	\$2,638.00	(\$2,638.00)	0.00%
TITLE III IE					
01.1.4700.100.0.000.00	\$60,447.00	\$0.00	\$19,203.00	\$41,244.00	68.23%
CARL PERKINS					
01.1.4910.100.0.000.00	\$27,758.00	\$0.00	\$7,174.00	\$20,584.00	74.16%
INDIAN EDUCATION					
01.1.4925.100.0.000.00	\$26,000.00	\$0.00	\$25,148.00	\$852.00	3.28%
TITLE III ELL					
01.1.4967.100.0.000.00	\$88,000.00	\$80,659.00	\$80,659.00	\$7,341.00	8.34%
TITLE IV PART A					
01.1.4968.100.0.000.00	\$0.00	\$150,000.00	\$150,000.00	(\$150,000.00)	0.00%
21ST CENTURY GRANT (TITLE IV, PART B)					
01.1.4968.100.1.060.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%

## Scottsbluff Public Schools

### Revenue Report

Summary Only    From Date: 12/1/2025    To Date: 12/31/2025

Fiscal Year: 2025-2026

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
21ST CENTURY GRANT (TITLE IV, PART B)					
01.1.4968.100.1.070.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
21ST CENTURY GRANT (TITLE IV, PART B)					
01.1.4968.100.1.080.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
21ST CENTURY GRANT (TITLE IV, PART B)					
01.1.4988.100.0.000.00	\$0.00	\$0.00	\$75,500.00	(\$75,500.00)	0.00%
ARP - ELO					
01.1.4988.100.1.000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
ARP - ELO					
01.1.4989.100.0.000.00	\$0.00	\$0.00	\$1,075.00	(\$1,075.00)	0.00%
ARP - ELO SUMMER					
01.1.4992.100.0.000.00	\$55,000.00	\$0.00	\$0.00	\$55,000.00	100.00%
AFJROTC					
01.1.4995.100.0.000.00	\$1,650,000.00	\$336,814.57	\$525,688.71	\$1,124,311.29	68.14%
CATEGORICAL GRANTS					
01.1.5301.100.0.000.00	\$0.00	\$0.00	\$275.00	(\$275.00)	0.00%
INSURANCE ADJUSTMENTS					
01.1.5400.100.0.000.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
SALE OF PROPERTY					
01.1.5690.100.0.000.00	\$25,000.00	\$2,062.43	\$20,414.19	\$4,585.81	18.34%
OTHER NON-REVENUE RECEIPTS					
<b>Fund 01 Total:</b>	\$46,292,962.00	\$3,828,405.47	\$11,442,059.50	\$34,850,902.50	75.28%
<b>Grand Total:</b>	\$46,292,962.00	\$3,828,405.47	\$11,442,059.50	\$34,850,902.50	75.28%

End of Report

AdministrationFunctional Principle of Administration

1. The organization of the school staff shall be unified and directed by a single executive head, the Superintendent ~~of Schools~~.
2. Staff organization shall be based upon a functional analysis of the services to be rendered by the school system.
3. The Board of Education recognizes the following services or functions within the school system:
  - a. Policy Making and Legislation - Functions of the Board of Education carried on with the aid of the Superintendent ~~of Schools~~.
  - b. Administration - A function of the administrators on all levels of the school system, unified and coordinated through the Office of the Superintendent ~~of Schools~~.
  - c. Instruction - A service performed by teachers, counselors and media specialists aided by administrative and certificated employees and their assistants.
  - d. Plant Operation, Maintenance, and Construction - Functions under the direction of the Superintendent ~~of Schools~~.
  - e. Business Affairs, ~~to Include Accounting, Secretarial, and Clerical~~ - Services ~~performed by secretaries, clerks, accountants, and others~~ under the direction of the Executive Director of Finance.
  - f. All administrators will be members of the administrative ~~council~~ team, are expected to function as an effective administrative team, and shall be called upon from time to time to make reports to the Board of Education.

Date of Adoption: August 9, 2021

Date of Revision: ~~December 12, 2022~~ January 12, 2026

AdministrationConcept of Administration

The administration of ~~the~~ Scottsbluff Public Schools ~~system~~ is responsible for the direction, coordination, and management of students and staff in their efforts to reach educational goals adopted by the Scottsbluff ~~Public~~ Schools Board of Education within the guidelines established by Board policy, law and employee agreements.

To demonstrate leadership, to resolve the inevitable problems, and to overcome obstacles which will arise both inside the school system and in its relations with the community, the Board expects the administration to specialize in:

1. Decision making and communication;
2. Strategic planning, organizing, implementing, and evaluating; and,
3. Coordinating and guiding the various centers of authority and responsibility within the school system and the community so as to enable people to do things together for education that they might not be able to do separately.

Date of Adoption: December 12, 2022

Date of Revision: January 12, 2026

AdministrationDistrict Administration

The Scottsbluff Public Schools Board of Education appoints a superintendent as its chief executive officer. The Superintendent ~~of Schools~~ shall organize an administrative and supervisory team to provide effective and efficient administration of the policies of the Board, administration rules and regulations, and the educational program.

The Superintendent may delegate to other staff members any of the powers and duties that the Board has entrusted to him/her. However, he/she is responsible to the Board for proper execution of matters and cannot delegate responsibility.

The Superintendent shall have authority to implement his/her responsibility through:

1. Requiring reports from all staff members as necessary;
2. Assigning or transferring staff members in accordance with Board policies and/or contracted agreements;
3. Forming committees or task forces to make plans or recommend procedures; and,
4. Directing the work of all staff members in accordance with the organizational chart.

~~Certificated~~ administrative and ~~the Executive Director of Finance supervisory~~ positions in the school system are recommended by the Superintendent and approved by the Board. In addition, some positions are required by state law. It is the intent of the Board to activate a sufficient number of such positions to promote the attainment of the ~~School~~ District's goals and provide for the effective management of the District.

In each of these cases, the Board will approve the broad purpose and function of the position, and delegate to the Superintendent ~~or the Superintendent's designee~~ the task of writing, or causing to be written, a job description for the position. The Board instructs the Superintendent or the Superintendent's designee to maintain a comprehensive set of job descriptions for all such positions.

Date of Adoption: December 12, 2022

Date of Revision: January 12, 2026

AdministrationSuperintendent's Executive Committee

The Superintendent is authorized to form an Executive Committee for the purpose of providing the Superintendent with advice and counsel.

The Executive Committee by policy and practice is the senior leadership group or unit of the District and, along with the Superintendent, constitute and are a group of employees similarly situated with a similar community of interest.

The Executive Committee is composed of all those members of the staff who head major divisions of the organization. Decisions from the Superintendent's office are reached through regular meetings and deliberations of the committee.

The Executive Committee includes:

- Executive Director of Student Services
- Executive Director of Finance
- Executive Director of Curriculum and Instruction
- **Executive Director of Human Resources**
- Other appointments as decided by the Superintendent

Date of Adoption: December 12, 2022

Date of Revision: **January 12, 2026**

AdministrationOrganization and Administration

The Superintendent is responsible to the Scottsbluff Public Schools Board of Education for the administration of the schools under applicable laws and school district policies. In addition, the Superintendent, in cooperation with the administrative staff, shall prepare in detail, where applicable, the rules and regulations for implementing the approved policies. ~~In a situation demanding a decision not covered by existing policy, the Superintendent or Superintendent's designee is authorized to make the decision deemed best. In such situations, the Board shall be informed of the decision promptly.~~

Each employee and student is responsible for following the approved policies and regulations until modified.

The Superintendent, along with the Executive Director of Finance, is responsible for the preparation of the District budget and submission to the proper authorities in accordance with Nebraska statute.

The ~~central District~~ administrative staff ~~of the School District~~ is responsible for developing and monitoring organizational systems that ensure principals and teachers develop, organize, administer, and supervise the school program. The ~~central District~~ administrative staff will visit schools and will be available for special help upon request. They also:

1. Conduct and direct research that determines the future development of the educational program;
2. Establish working relationships and communication channels among school personnel;
3. Help teachers and principals secure needed supplies and services;
4. Organize the resources of teachers and lay groups in program planning;
5. Assist in evaluating the school program;
6. Supervise the maintenance, operation, and repair of the school plant;
7. Provide student personnel services;
8. Assist in the supervision of instruction;
9. Assist in solving school problems;
10. Supervise the planning and construction of new facilities;
11. Provide special services for the orientation of new personnel;
12. Direct the program of continuous improvement; and,
13. Engage the public in the status and needs of the school program.

It is the function of the Superintendent and his or her staff to administer the school system on the basis of the policies and directives of the State Board of Education and the state statutes.

Date of Adoption: December 12, 2022

Date of Revision: January 12, 2026

AdministrationOrganizational Chart

Although statute and traditional organization provide that the Superintendent of Scottsbluff Public Schools is the executive officer for an elected school board and, therefore, is the operational director of the entire school system, the size of the Scottsbluff Public Schools as an organization and the complexity and variety of its mission is beyond the scope of individual management.

For this reason, the organizational chart provides for the operation of the Superintendent's Office as a team endeavor. The team concept mobilizes the maximum input of expertise available within the organization for decision making and automatically provides good communication among the top-level administrators without destroying efficiency of operation.

Within the team concept, many decisions and directions to the staff and recommendations to the Board emanate from the Superintendent's Office rather than from the Superintendent as an individual; however, in order to assure accountability, the Superintendent is responsible for the decisions of the Superintendent's Executive Committee and staff. Members of the Superintendent's Office include all those individuals identified as members of the Superintendent's Executive Committee.

Scottsbluff Public Schools ~~District~~ is administered in accordance with a staff organizational chart, included in the Staff Handbook, and approved by the Scottsbluff Public Schools Board of Education.

Date of Adoption: December 12, 2022

Date of Revision: January 12, 2026

AdministrationElection of Administrative Personnel

All administrative positions shall be authorized by the Board of Education upon the recommendation of the Superintendent ~~of Schools~~. All administrators shall be properly certified so as to conform with standards established by the Nebraska State Board of Education and shall have such training and experience as deemed appropriate by the Superintendent. Unless otherwise indicated, administrators are assigned, supervised, and evaluated by the Superintendent. If the Superintendent intends to recommend that the Board of Education consider amending or terminating the contract of any administrator, said administrator's evaluation will be withheld pending its possible introduction at a Board hearing on the matter.

The rehiring and compensation package (salary/benefits) for the Superintendent during the first year of employment shall be considered at the regular March meeting, unless the Board President and Superintendent mutually agree to address the rehiring and compensation package at a different meeting. For all subsequent years, the rehiring and compensation package shall be considered at the regular December meeting of the Board of Education, unless the Board President and Superintendent mutually agree to address the rehiring and compensation package at a different meeting.

Date of Adoption: August 9, 2021

Date of Revision: ~~December 12, 2022~~ January 12, 2026

## Administration

### The Superintendent of Schools

The Superintendent of Schools shall be the chief executive officer of ~~the~~ Scottsbluff Public Schools. As chief executive officer of ~~the~~ Scottsbluff Public Schools, the Superintendent shall have general oversight of the school system. The Superintendent shall be responsible for the efficient operation of the system in all its divisions. The Superintendent shall also exercise those duties which are mandated by the statutes and those which are specifically designated in the policies and regulations of ~~the~~ Scottsbluff Public Schools as duties of the Superintendent.

### Superintendent Job Description

#### Requirements:

1. Education Level - M.A. or higher preferred. Must qualify for Nebraska Administrative and Supervisory Certificate.
2. Certification - Must possess a Nebraska Administrative and Supervisory Certificate at all times during employment with a superintendent endorsement and such other endorsements as required by NDE Rule 10.
3. Experience Desired - Prior experience as a superintendent preferred.
4. Other Requirements - Must have the ability to work effectively with professional staff to provide leadership in a creative learning climate.

Reports To: Board of Education

Overtime: Exempt

Administrative Exemption: The Superintendent has the primary duty of performing administrative functions directly related to academic instruction or training.

Executive Exemption: The primary duty of the Superintendent is the management of the District. The Superintendent customarily and regularly directs the work of two or more other employees and has authority to hire or fire other employees or the Superintendent's recommendations as to hiring, firing, promotion, or other change of status of other employees are given particular weight.

Date of Adoption: August 9, 2021

Date of Revision: ~~December 12, 2022~~ January 12, 2026

Administration

The Principalship

1. The elementary and secondary schools shall be under the direct administrative and supervisory control of the designated principals.
2. Principals shall perform all duties pertaining to their positions under the immediate supervision of the Superintendent.

Date of Adoption: August 9, 2021  
Date of Review: ~~December 12, 2022~~ January 12, 2026

## Administration

### Duties of the Principal

#### General Duties

1. The principal shall perform such duties as are assigned by the Board and the Superintendent.
2. Within the limits of the law, Board regulations, and instructions from the Superintendent, the principal shall be the administrative authority of the principal's school. The principal is responsible for a thorough knowledge of all laws, regulations, and instructions governing the principal's position. The principal shall coordinate all administrative and supervisory activities which occur in the principal's building. The principal shall be responsible for the administration of school policies in the school under the principal's supervision, and for making available to the staff of the school knowledge of such regulations as they are enacted by the Board of Education or formulated by the Superintendent. The principal is responsible for the detailed organization of the school, the assignment of duties of staff members under the principal's supervision, and the administration of the instructional program.
3. The principal shall handle complaints from patrons or parents which affect the school, investigate the same, refer to the Superintendent **or the Superintendent's designee** in all cases which the principal cannot adjust satisfactorily, and comply with the grievance and complaint policies established by the Board of Education and the Superintendent.
4. The principal and/or a designated assistant principal is responsible for the efficiency of the certificated staff under the principal's supervision, and shall evaluate them in accordance with established procedures as may be defined by the Board of Education and the Superintendent.
5. The principal and/or designee is responsible for the efficiency of non-certificated staff under the principal's supervision, and shall evaluate them in accordance with established procedures as may be defined by the Board of Education and the Superintendent.
6. A job description for principals will be adopted from time to time by the Board of Education which the principals shall be expected to adhere to.

#### Responsibility and Authority

1. The principal is directly responsible to the Superintendent for all aspects of the management of the school as assigned, and for any general school assignments as delegated by the Superintendent.
2. The principal is the immediate supervisor of all professional and support staff members in the principal's school.

#### Specific Duties

1. Attend all Board of Education meetings unless excused by the Superintendent.
2. Participate as a member of the administrative team, with involvement in matters including, but not limited to:
  - a. Evaluation of the curriculum;
  - b. Supervision of buildings and grounds maintenance;

- c. Creation (& updating) of job descriptions for all positions;
- d. Analysis of achievement test data;
- e. Supervision of co-curricular and extracurricular activities;
- f. Maintain records, issue reports, send communications, and write documents including the following:
  - i. Class enrollment;
  - ii. Class schedule;
  - iii. Student records: grades, attendance, test data, health, discipline, accident, and cumulative files
  - iv. Property accounting and inventory;
  - v. Staff expectations and Parent-Student handbook;
  - vi. Semester and yearly plans;
  - vii. Evaluations data, staff evaluations, personal improvement plans; **and**,
  - viii. Weekly/monthly bulletins to parents; **and**
  - ix. ~~Daily bulletins to students and teachers.~~
- g. Conduct teacher performance appraisal per Board policies and state law;
- h. Administer certificated staff personal leave, professional leave, and sick leave policies;
- i. Secure substitutes for staff who are absent;
- j. Evaluate support staff; **and**,
- k. Develop and oversee building budget.

#### Organizational Expectations and Performance Standards

1. Leadership and Management.
  - a. Establishes clear and appropriate professional and personal goals;
  - b. Demonstrates initiative and alternative approaches to problem solving;
  - c. Exhibits competence in planning and organizing;
  - d. Is effective in implementation and follow-through;
  - e. Provides for effective motivational techniques; and,
  - f. Delegates authority appropriately and effectively.
2. Communication.
  - a. Encourages and initiates communication in problem solving;
  - b. Communicates clearly and thoroughly, both verbally and in writing; and,
  - c. Shows communicative adaptability to pupils, staff, parents, and public.
3. Decision Making.
  - a. Involves those to be affected in the decision-making process;
  - b. Collects adequate information before making decisions;
  - c. Uses reliable sources of information;
  - d. Does not delay important decisions nor allow pressure to cause hasty decisions; and,
  - e. Explains reasons for decisions to persons affected.
4. Responsiveness to Others.
  - a. Exhibits openness and humaneness in dealing with others;
  - b. Reacts to mistakes with patience;
  - c. Counsels individuals in private;
  - d. Friendly and open-minded in meeting situations;

- e. Steady and even-tempered when faced with criticism;
  - f. Cooperates well with colleagues;
  - g. Recognizes achievements of students and staff; and,
  - h. Is an active listener.
5. Development and Maintenance of Effective Educational Conditions.
- a. Requires school programs to reflect sound, research-based practices consistent with adopted instructional programs and philosophy;
  - b. Develops and executes plans to monitor and evaluate the effectiveness of programs and the accomplishment of organizational goals;
  - c. Encourages enthusiasm for learning and teaching; and,
  - d. Provides for a cooperative feeling among students and staff.
6. Contribution to District Cohesiveness.
- a. Provides effective interpretation and implementation of Board policies and administrative regulations and assumes initiative for suggesting necessary or desirable changes;
  - b. Contributes to the development of sound administrative consensus and supports the implementation of such consensus;
  - c. Expresses concerns regarding individual administrative decisions directly to the person responsible;
  - d. Shares with colleagues current literature and research, helpful ideas, and highlights of meetings attended;
  - e. Is prompt in providing support necessary to the completion of others' tasks;
  - f. Appreciates and draws upon the expertise of other administrators; and,
  - g. Recognizes and contributes to organizational goals.
7. Staff Development and Professional Growth.
- a. Establishes clear performance expectations;
  - b. Assists staff members in setting and reaching goals;
  - c. Uses the evaluation program effectively, involves resource persons appropriately;
  - d. Observes in classrooms on a regular basis;
  - e. Identifies areas of strength as well as areas of deficiency; and,
  - f. Encourages the professional growth of all staff.
8. Professional Knowledge.
- a. Exhibits awareness of sound educational practice;
  - b. Shows alertness to new knowledge that might benefit students or staff;
  - c. Keeps current with educational literature and research; and,
  - d. Participates in professional organizations and activities.
9. Student Relations.
- a. Maintains positive school climate;
  - b. Exhibits concern for individual pupils' welfare;
  - c. Encourages appropriate activities to help pupils develop self-discipline and leadership skills; and,
  - d. Effectively handles student disciplinary problems.
10. Community Relations.
- a. Exhibits awareness of the main concerns of the school community;
  - b. Is sensitive to the educational goals and special needs of the community and its component groups;

- c. Establishes avenues for dialog between school and community; and,
- d. Is effective in interpreting school programs to the community.

Conditions of Employment

Except as may be otherwise established by the Board, conditions of employment can be found in the Negotiated Agreement between administration, in a collective bargaining unit, and the Board of Education.

Date of Adoption: August 9, 2021

Date of Revision: ~~December 12, 2022~~ January 12, 2026

AdministrationPrincipal Requirements

1. Education Level - M.A. or higher preferred. Must qualify for Nebraska Administrative and Supervisory Certificate.
2. Certification - Must possess a Nebraska Administrative and Supervisory Certificate at all times during employment with such endorsements as required by NDE Rule 10.
3. Experience Desired - Prior principal experience preferred.
4. Other Requirements - Must have the ability to work effectively with professional staff to provide leadership in a ~~creative~~ positive learning climate.

Reports To: Board of Education

Overtime: Exempt

Administrative Exemption: The Principal has the primary duty of performing administrative functions directly related to academic instruction or training.

Executive Exemption: The primary duty of the Principal is the management of the school to which the Principal is assigned. The Principal customarily and regularly directs the work of two or more other employees and has authority to hire or fire other employees or the Principal's recommendations as to hiring, firing, promotion or other change of status of other employees are given particular weight.

Date of Adoption: August 9, 2021  
Date of Revision: January 12, 2026

Administration

Line of Authority

Each teacher or other employee of the District shall be under the general direction of the Superintendent, but shall be under the immediate supervision of the building principal or other designated supervisor.

Date of Adoption: August 9, 2021  
Date of Review: ~~December 12, 2022~~ January 12, 2026

## Administration

### Administrative Actions in Emergencies

In any crisis or emergency circumstances, the immediate concern is securing the safety and welfare of students and staff. A second priority, if appropriate, will be the securing and salvaging of property. The Superintendent ~~of Schools~~ will be in charge of administering and monitoring any emergency event, except that if the situation is confined to a particular building, the principal will be in charge with the Superintendent ~~of Schools~~ advising on necessary decisions. Once the nature of the emergency is determined and the immediate concerns for students and staff are addressed, the Superintendent ~~of Schools~~ will:

1. Alert Board members.
2. Decide whether or not to convene or postpone school, with attendant adjustments in transportation and activity schedules.
3. Determine the need to involve other agencies and/or officials (e.g., police, fire and emergency personnel, counseling services, insurance representatives). All administrators will maintain an accessible, emergency phone list.
4. Notify students, staff, and patrons via appropriate media.

### Inclement Weather

In the event of bad weather, or other circumstances in which the safety of students would be endangered by attending school, the Superintendent ~~of Schools~~ will make the decision to cancel or delay the start of school and whether or not staff are to report for duty. When school is canceled, ordinarily all after-school activities will be canceled. Any decision to the contrary must have the Superintendent's ~~of School's~~ permission and include provision for communicating with all affected parties in a timely manner. Weather information will be sought from current weather station reports and consultation with the transportation director and other area superintendents. The decision to cancel school will be made as early as possible. A system will be developed to alert the staff, and the Superintendent ~~of Schools~~ and/or Superintendent's designee shall inform appropriate local media and request that they make the appropriate announcement to the public. The Board of Education will determine in the spring whether time missed for inclement weather or other emergency school closings should be made up.

### Fire, Tornado, Gas Leaks

Principals shall ~~design and~~ keep current drill and evacuation plans, to include emergency shelter.

### Student or Staff Deaths

When notice is received of a student or staff death, the involved administrators will inform and consult with the Superintendent of Schools. Ordinarily school will be convened; however, appropriate modifications in daily school activities which are sensitive to the incident will be made. Further, if deemed necessary, a counseling intervention team will be made available, in conjunction with school counseling services, to provide assistance to students and staff. Substitute teachers will be employed if deemed appropriate. School officials will attempt to balance funeral accommodations with the need to convene school with minimal disruption.

Civilian Emergencies

~~The~~ School buildings ~~are~~ may be available as emergency shelters if needed. ~~The Superintendent or the Superintendent's designee School officials~~, to the extent possible, will cooperate with other civil authorities, including local, area, and state law enforcement agencies and fire department officials, in making school facilities available during ~~any~~ civilian emergencies.

Date of Adoption: August 9, 2021

Date of Revision: ~~December 12, 2022~~ January 12, 2026

AdministrationStaff Handbooks

The Superintendent shall have the authority to establish staff handbooks. Staff handbooks shall, when approved by the Board, have the effect of Board Policy and control over any conflicting Board Policy adopted prior to the staff handbook in the event of a direct conflict.

All staff shall be furnished or be provided access to a handbook at the beginning of each school year. Should a circumstance present itself that is not covered by the provisions of the staff handbook applicable to a specific employee, reference should be made to Board Policy.

Date of Adoption: August 9, 2021  
Date of Revision: December 12, 2022  
Date of Review: January 12, 2026

AdministrationAttendance at Professional Growth Meetings

The Board of Education expects its administrative staff to be informed on contemporary educational issues, and therefore, encourages active participation in the respective professional administrative organizations, including state, regional, and national associations for the Superintendent and principals. Accordingly, the Board of Education authorizes and will fund, within budgetary limits, attendance to state, regional, and national conferences sponsored by professional administrative organizations, curriculum groups, institutions of higher education, legislative bodies, and other agencies having a relationship which is in agreement with the ~~School~~ District's educational objectives.

Administrators' attendance at state, regional, or national conferences is subject to the Superintendent or the Superintendent designee's approval. The administrative staff, when approved to attend a conference, shall be allowed expenses which shall include registration fee, transportation, lodging, meals and incidentals. ~~not to exceed the amount specified in the contract of such administrator. In the absence of such contractual provisions, the~~ Expenses allowed shall be the amount set forth in Board Policy 8231 - Reimbursement and Miscellaneous Expenditures. Ticket stubs, receipts, and other records pertaining to expenses incurred shall be submitted.

The expenses of the spouse of the administrator, accompanying the administrator on the conference trip, shall be borne by the administrator.

~~Periodic reports will be given to the Board of Education regarding administrator attendance at conferences, including prior announcement of intended national conferences. Ordinarily, the Board of Education will automatically authorize conference attendance with adoption of the annual budget, but it may, in its discretion, limit or deny administrator conference attendance as the school year progresses.~~

Date of Adoption: August 9, 2021

Date of Revision: ~~December 12, 2022~~ January 12, 2026

Administration

Administrative Action in Absence of Policy

If a situation demanding a decision is not covered by an existing law, policy, or by regulations, the Superintendent or the Superintendent's designee is empowered to make the decision deemed best in the Superintendent's or the Superintendent's designee's professional judgment.

Decisions made in the absence of needed policy shall be reported to the Board and the Superintendent shall develop recommended policy to deal with similar matters in the future.

Date of Adoption: August 9, 2021

Date of Review: ~~December 12, 2022~~ January 12, 2026

## Administration

### Evaluation of Principals and Other Certificated Administrative Personnel

#### Objectives

The Board recognizes that the roles of a school superintendent, principal, assistant principal, and other certificated administrative personnel of the **School** District (hereinafter collectively referred to as “administrators”) are varied and complex requiring an appraisal process that accurately measures performance and provides support for the continued growth and improvement of the administrator. The general job description and an evaluation instrument with performance standards for each administrative position shall be promulgated under the direction of the Superintendent **of Schools** and approved by the Board of Education, and provided to the affected administrator. The District will train and continue to provide training and support to its evaluators by encouraging and sponsoring evaluators to attend professional training opportunities, such as those opportunities offered through professional organizations and associations. The appraisal process for each administrator and administrative position shall serve these purposes:

1. To raise the quality of administration and educational service to the children of our community;
2. Clarify for the administrators their respective role in the school system as seen by the Board;
3. Clarify for all Board members the role of the administration and the immediate priorities among each administrator’s responsibilities;
4. Develop harmonious working relationships between the Board and administrative supervisors and each administrator; and,
5. Aid the individual administrator to grow professionally.

The evaluation of administrative performance is intended to be a cooperative and continuing process designed to improve the quality of the educational program.

#### General Procedures

The formal administrator appraisal is based primarily upon the procedures and processes defined below. The procedures provide for a consistent and equitable appraisal of important aspects of the administrator’s duties and responsibilities. They do not, however, specifically include the total range of expectations of the effective performance of the administrative duties of each administrative position or the administrator assigned to such position. As a result, additional data and information related to the respective administrative role may be utilized to generate a comprehensive appraisal.

#### Appraisal Cycle

Probationary administrators shall be observed and evaluated at least once each semester, except the Superintendent, who shall be observed and evaluated by the Board of Education once each semester in the first contract year of employment, and once per year each contract year thereafter.

~~Permanent (tenured) administrators shall be evaluated at least once each school year. Observations and evaluations of greater frequency or number than required may be conducted and made at the request of the administrator or in the discretion of the appraiser. Administrators who will be evaluated shall receive a copy of the evaluation procedure at least annually and prior to their evaluation.~~ Permanent (tenured) administrators shall be evaluated on a biennial cycle, with at least one summative evaluation occurring within every two-year period. The evaluation cycle can be modified to include additional summative evaluation within the two-year cycle. This modification may be requested by the administrator or at the appraiser's discretion.

Tenured certificated staff who are promoted from within the District will be evaluated annually for their first three years within their new administrative role. Administrators will receive a copy of the evaluation procedure at least annually and prior to their evaluation.

The appraisal cycle and appraisal process for a permanent administrator is intended for the direction of the responsible appraiser. A failure to complete evaluations within the designated cycle or in the manner directed by this policy shall not give the permanent administrator rights, but may be addressed in evaluating the responsible appraiser's performance.

The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work for no less than 50 minutes (cumulative) during the time periods being evaluated.

#### Appraisal Process

The appraisal process is the responsibility of the administrator and the administrator's immediate supervisor as determined by the Board of Education and/or the Superintendent ~~of Schools~~, provided that the supervisor of the Superintendent shall be the Board of Education. In the event the responsible appraiser has not initiated the appraisal process within the time or in the manner required, the principal has the responsibility to timely notify the responsible appraiser.

Performance standard categories set forth in the evaluation instrument for each administrative position, as adopted and amended from time-to-time, shall serve as the basis for the informal job-target-based formative appraisal and the formal summative appraisal. During the formal summative appraisal, data is collected as required to provide a basis for appraising the performance categories. Data collection may include, but is not limited to, surveys (formal or informal information gathering from staff, students, parents, community members, and other administrators), statistics received by routine reports, statistics generated by reports specifically designed for the appraisal, review of sample written materials of the administrator (such as, for example, a principal's evaluations of teachers), and observations of performance. These criteria shall include personal and professional conduct. The administrator may be assigned responsibility to assist with data collection and shall have the duty to provide such assistance as is requested.

The collected data along with the professional opinions of the responsible appraiser shall serve as the basis for the final appraisal report.

Final Formal Summative Evaluation

The appraisal process culminates in a final formal summative evaluation. The final formal summative evaluation consists of a rating of each performance category identified in the evaluation instrument, identification of whether the administrator's performance meets or does not meet district standards of performance, a list of deficiencies in the administrator's performance, suggestions and plans for improvement to assist the administrator in overcoming such deficiencies, and follow-up evaluations as appropriate in order to correct performance below district standards. As a professional, the administrator may be assigned responsibility to provide suggestions for improvement plans or similar job growth strategies and shall have the duty of complying with such requests. Further, in the event improvement plans or other similar performance measures are implemented, the administrator shall have the duty to comply with such plans. The timeline for implementing any suggested improvements will depend on the situation and should be discussed and agreed upon with the administrator. However, in any event, the timeline for implementing suggested improvements shall occur as soon as necessary to remedy any of the administrator's noted deficiencies. The administrator is expected to be cooperative, professional, and to exhibit a willingness to improve performance and to accept the constructive criticisms and suggestions of the appraiser.

Reference: ~~\_\_\_\_\_ Evaluation Instruments for Each Administrative Position~~

Date of Adoption: August 9, 2021

Date of Revision: ~~December 12, 2022~~ February 9, 2026

Community RelationsVisiting School

Parents/guardians and other interested individuals are allowed to visit schools and are to be made welcome by the respective building staffs and student bodies. Visitors should refer to the respective building handbooks for specific visitation guidelines. Under ordinary circumstances, the teacher being visited by a parent/guardian should continue with the regular classroom work.

Contacts during school hours with non-school individuals and agencies for materials, service, or programs may be made only with the approval of the principal.

The District does not permit private clinical or therapeutic service providers to deliver services to students within district buildings during the school day. This restriction is intended to protect student privacy, maintain building security, avoid supervision and liability concerns, prevent disruption to instruction, and ensure that all services provided in a school setting comply with district expectations, and are supervised by district staff. Families may obtain private services outside of school hours and off school premises, and private providers may, with prior approval, be allowed into district buildings only for limited purposes such as observation or consultation that does not involve delivering services to students. The District will provide all educationally necessary behavioral, therapeutic, and feeding supports through qualified district employees or contracted providers consistent with a student's IEP, 504 Plan, or Health Plan.

For security reasons, all school personnel and students are asked to see that all visitors are courteously directed to the building principal's office. The administration has the authority to direct that certain individuals who may pose a threat of harm to students or staff or who may create or have created a disruption to the educational program be prohibited from being on school grounds.

Employees in school buildings shall report to the principal immediately any person loitering on or near the school grounds. If necessary, the principal will notify the appropriate law enforcement agency to investigate the situation.

Legal Reference: [Neb. Rev. Stat. § 79-8,100](#)

Date of Adoption: August 9, 2021

Date of Revision: ~~December 11, 2023~~ February 9, 2026

## Business Operations

### Procurement Plan – School Food Authorities

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

### Procurement Policy

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

- a. When the annual total for food service program related items is less than ~~\$250,000~~ ~~\$350,000~~ (simplified acquisition threshold) per procurement event or in aggregate purchases, this organization will follow the informal simplified acquisition procedures.
- b. When the annual total for food service program related items is greater than ~~\$250,000~~ ~~\$350,000~~ (simplified acquisition threshold) per year per procurement event or in aggregate purchases, this organization will follow the Formal Competitive Solicitation Procedures.

#### 1. Micro-Purchase Procedures

Micro-purchases may be used for single purchases under ~~\$10,000~~ ~~\$15,000~~ made with a vendor. Prices will be reviewed for reasonableness. Purchases will be spread equitably among all qualified sources.

#### 2. Simplified Acquisition Threshold Procedures

For purchases made below the simplified acquisition threshold, simplified acquisition procedures will be utilized to purchase necessary goods and services. When simplified acquisition procedures are used, this organization will take the following steps:

- a. Contact a reasonable number of qualified vendors;
- b. Write specifications for goods and services;
- c. Document each vendor's quoted price (ex. log sheet);
- d. Select the company that provides the lowest, most responsive, and responsible bid;
- e. Document supplier who was awarded the quote; and,
- f. Manage orders by confirming product and prices match quotes.

#### 3. Formal Competitive Solicitation Procedures

For purchases made in excess of the simplified acquisition threshold, a formal competitive solicitation will be conducted. When formal competitive solicitation procedures are used, this organization will take the following steps:

- a. Prepare an Invitation for Bid (“IFB”) or Request for Proposal (“RFP”) document specifically addressing the items to be procured:
  - i. Include detailed specifications; and,
  - ii. Ensure price will be most heavily weighted.
- b. Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening;
- c. Announcements will include the date, time, and location in which bids will be opened;
- d. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document:
  - i. Responsible bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP; and,
  - ii. Responsible bidders will be those who are capable of performing successfully under the terms and conditions of the contract.
- e. Award the contract:
  - i. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP;
  - ii. At least two weeks before program operations begin; and,
  - iii. If a protest is received, it must be handled in accordance with 7 CFR 210.21.
- f. Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year.

(Note: If the simplified acquisition threshold established in the sponsor’s procurement policy statement is less than ~~\$250,000~~ \$350,000, the smaller bid threshold will govern.)

### Procurement Summary

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

#### 1. Competition

We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted.

#### 2. Comparability

We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles.

#### 3. Documentation

We shall maintain for the current year and the preceding three years all significant materials that will serve to document our policies and procedures.

4. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers, or any person(s) acting in any capacity concerning the food service procurement program.
5. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file.
6. General Requirements:
  - a. Small, minority, veteran-owned, and women's businesses enterprises and labor surplus firms are used when possible.
  - b. Ensure compliance with the Buy American Provision when purchasing food.
  - c. A cost or price analysis in connection with every procurement action in excess of the simplified acquisition threshold including contract modifications.
  - d. Documented procurement procedures and activities will be maintained.

Duties of Food Service:

1. Plan the goods or services needed for the school food service program for the school year based on planned menus through needs assessment, forecasting, and budgeting.
2. Develop written specifications for food/supplies needed. Include details such as descriptions and product requirements (e.g. packaging, weight, pack size, etc.) for needed goods or services.
3. Compare product specifications among all vendors/contractors. Information for prices obtained from grocery stores, farmer's markets, etc.
4. Make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service, and price.
5. Place and confirm orders with vendors or make plans to purchase the required items.
6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service, and price.
7. To work with vendors on a fair and equal basis.
8. To conduct an in-house procurement review once per year.

Legal Reference: [2 CFR 200.318](#) through [2 CFP 200.321](#)  
[2 CFR 200.323](#)  
[7 CFR 210.21](#)

Date of Adoption: August 9, 2021  
Date of Revision: ~~July 14, 2025~~ February 9, 2026

## Business Operations

### Internal Controls

The District will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Generally, if the District receives federal awards, grants, or other funds, the District will:

1. Establish and maintain effective internal control over the federal award that provides reasonable assurance that the District manages the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. The District will endeavor to develop and align these internal controls consistent with the “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);
2. Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award;
3. Evaluate and monitor the District's compliance with statutes, regulations, and the terms and conditions of federal award;
4. Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and,
5. Take reasonable cybersecurity and other measures to safeguard protected personally identifiable information and other information the federal awarding agency, or pass-through entity, designates as “sensitive” or the District considers sensitive, consistent with applicable federal, state, and local laws regarding privacy and responsibility over confidentiality.

### Management Requirements

The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

1. Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
2. Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two years;
3. Implement a control system to ensure safeguards for preventing property loss, damage, or theft;
4. Continue to develop and implement adequate maintenance procedures for the equipment; and,
5. Continue to develop and implement sales and disposition procedures for the equipment;

All equipment, whether acquired in whole or in part under a federal award, with a current fair market value of \$10,000 or less (per unit) may be retained, sold, or otherwise disposed of in accordance with the Board's Sale and Disposal of School Property policy.

All equipment, whether acquired in whole or in part under a federal award, with a current fair market value in excess of \$10,000 (per unit), may only be sold or otherwise disposed of in accordance with the provisions of 2 C.F.R. § 200.313(e)(2)-(3).

#### Procurement

The District will use its own documented procurement procedures which reflect applicable state, local, and tribal laws and regulations, provided that the procurements conform to applicable federal law and the requirement standards imposed by law, including:

1. A procedure for micro-purchases (under ~~\$10,000~~ \$15,000);
2. A procedure for simplified acquisition thresholds (between ~~\$10,000~~ \$15,000 to ~~\$250,000~~ \$350,000);
3. A procedure for sealed bids (over ~~\$250,000~~ \$350,000);
4. A procedure for competitive proposals (with an explanation for why sealed bids were not accepted if over ~~\$250,000~~ \$350,000); and,
5. A procedure for noncompetitive bids.

#### Contract Terms

All contracts funded (in whole or in part) by federal funds and/or federal awards must contain the following terms or, via this policy, the following terms are required and incorporated into any such contracts:

1. An assurance that minority business enterprises and labor surplus area firms are used, when possible;
2. An Anti-Lobbying clause for all contracts, including an Anti-Lobbying Certification for contracts exceeding \$100,000;
3. A Suspension and Debarment clause;
4. A provision for termination for cause and for convenience, including the manner by which it will be affected and the basis for settlement;
5. A clause that addresses administrative, contractual, or legal remedies in instance where contractors violate or breach contract terms, and a provision for sanctions and penalties;
6. For contracts in excess of \$150,000, a clause addressing the Clean Air Act and the Federal Water Pollution Control Act;
7. A provision maintaining contract oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders;
8. A provision addressing the District's conflict of interest policies; and,
9. A requirement that the contractor maintains records related to the contracted work.

#### Federal Interest Reporting

The District will follow the required federal interest reporting and recording requirements, if applicable, for any real property or improvement interest financed, in whole or in part, with federal funds.

### Record Retention

Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three years from the date of submission of the final expenditure report or, for federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient, or as otherwise specified by the federal award or federal law.

For all other records, the District will retain such records for the length of time as required by law.

### Suspension and Debarment

The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will either:

1. Verify that a vendor has not been debarred, suspended, or otherwise excluded via SAM.gov; and,
2. Collect a verification from that vendor; or,
3. Add a clause to the contract with the vendor.

The District will maintain a copy of said verification or documentation.

### Financial Management

The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award. The financial management system will provide for the following:

1. Identifying all of the federal awards received and expended and the federal programs under which they were received;
2. Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
3. Maintaining records and documentation that sufficiently identify the amount, source, and expenditure of funds for federally-funded activities;
4. Ensuring effective controls over accountability and safeguards for all funds, property, and other assets;
5. Comparing actual expenditures with budget amounts for each federal award;
6. Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and,
7. Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Program Income

The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct, and otherwise handle income from federal programs.

Cost Sharing or Matching

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

1. Are verifiable from the District's records;
2. Are not included as contributions for any other federal award;
3. Are necessary and reasonable for accomplishment of project or program objectives;
4. Are allowable under the applicable cost principles requirements;
5. Are not paid by the federal government under another federal award, except where the federal statute authorizing a program specifically provides that federal funds made available for such program can be applied to matching or cost sharing requirements of other federal programs;
6. Are provided for in the approved budget when required by the federal awarding agency; and,
7. Conform to other provisions of the law or terms and conditions of the federal award, as applicable.

Compensation

Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

1. Is reasonable for the services rendered; and,
2. Conforms to the established written expectations of the District, as applied consistently to both federal and non-federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

1. Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
2. Be incorporated into the official records of the District;
3. Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
4. Encompass both federally assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written procedures;
5. Comply with the established accounting policies and practices of the District; and,
6. Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one federal

award; a federal award and non-federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Any leave and/or fringe benefits charged to a federal award must satisfy all criteria set forth in 2 C.F.R. § 200.4321(b) and/or (c).

Budget estimates will generally not be used to support charges to federal awards but may be used for interim accounting purposes.

#### Federal Funds for Construction Projects

If the District is granted the authority to use federal funds for a construction project, the District will follow the Davis-Bacon and Related Acts, including the payment of “prevailing wages” to those who work on the job site, as well as the contractor bonding requirements.

#### Capitalization and Depreciation

The District will follow the rules for selected items of cost at 2 C.F.R. Part 200, subpart E, when charging these specific expenditures to a federal grant. When applicable, district staff will check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, federal, state, or program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those requirements. The following rules of allowability apply to equipment and other capital expenditures:

1. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.
2. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$10,000 or more have the prior written approval of the federal awarding agency or pass-through entity.
3. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the federal awarding agency or pass-through entity.
4. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR § 200.436 and 2 CFR § 200.465.
5. When approved as a direct cost by the federal awarding agency or pass-through entity under sections A through C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the federal awarding agency.
6. If the District is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.
7. Any depreciation will be computed, charged, and recorded in a manner consistent with federal regulations and any requirements of the federal awarding agency.

#### Maintaining Records

Financial records, supporting documents, statistical records, and all other district records pertinent to a federal award must be retained for the minimum period time as required by federal law or the terms of the federal awarding agency, whichever is longer in time.

### Conflict of Interest

No district employee, agent, or Board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by or with federal funds. A “conflict of interest” includes, but is not limited to, a financial or other interest in or a tangible personal benefit from federal funds that would directly or indirectly benefit either:

1. The employee, agent, or Board member;
2. Any member of their immediate family, or their partner or spouse; or,
3. An organization that employs or is about to employ those individuals.

District employee, agents, and Board members may only accept gratuities, favors, or anything of monetary value from federally-funded contractors in accordance with the District’s Conflict of Interest Policy. Any district employee, agent, or Board member who knowingly violates these terms may be subject to discipline, up to and including termination of employment and/or referral for possible criminal prosecution.

### Unexpected or Extraordinary Circumstances

For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

### Travel Costs

Travel costs (including transportation, lodging, subsistence, and related items) incurred by an employee who travels on official business for a federal award may only be charged to the federal award on an actual cost basis, a per diem or mileage basis, or on a combination of the two, provided the method used will be consistent with the method normally allowed in similar circumstances in the District’s other travel and Board policies. Any travel costs charged directly to a federal award must be documented to justify that:

1. The individual’s participation is necessary for the federal award; and,
  2. The costs are reasonable and consistent with the District’s travel costs and expectations.
- All travel costs must be reasonable and not in excess of what the District typically allows for other travel. All reasonable rates and amounts will be consistent with the rates and amounts established under 5 U.S.C. 5701-11.

Legal Reference: [2 C.F.R. § 200, et seq.](#)

Date of Adoption: August 9, 2021

Date of Revision: ~~July 14, 2025~~ February 9, 2026

Business OperationsAcceptance of Gifts for Schools

The purpose of this policy is to provide guidelines of action for donors of gifts to the District. Its intent is not to tie the hands of individuals or groups. To the contrary, it should enable donors to take discretionary action with complete knowledge and confidence regarding what is acceptable. To accomplish this, a policy is necessary that is broad in scope, yet is clear in its limitations.

The following policy statements are for that purpose:

1. The choice of gift must be approved by the Superintendent. Cooperative selection by the Superintendent and the donor is urged.
2. Prior approval by the Board of Education must be obtained for major projects. Although difficult to actually define, major projects are considered to be those involving building alteration, extensive landscaping, etc.
3. The Superintendent shall draft and furnish, upon request, a list of typically acceptable projects.
4. Gifts to schools shall be made without restriction as to their use.
5. Gifts offered by donors wishing to use the gift for advertising purposes must be approved by the Board of Education before they can be accepted.
6. Gifts amounting to less than ~~\$5,000~~ \$10,000 are to be handled by the Superintendent or the Superintendent's designee, without ~~referral reference~~ to the Board ~~for their approval~~.

Date of Adoption: August 9, 2021

Date of Revision: ~~May 8, 2023~~ February 9, 2026

## Students

### Identification of Learners with High Ability

~~The Board of Education recognizes that the student population includes students with exceptional academic abilities. Efforts to refer and identify learners with high ability will be made in grades 3 through 8. Multiple criteria shall be used for identification purposes and identification efforts shall be inclusionary.~~

Learners with high ability shall be identified ~~in the academic areas of math and reading.~~ Identification of learners in grades 3-8 with high ability in the specified academic areas shall be based on the criteria listed below. ~~Students meeting all three criteria shall be identified as high-ability learners. shall meet two of the following criteria to be identified as a learner with high ability.~~

### Criteria

- ~~1. The student scored in the 95th percentile or above on the winter or spring mathematics or reading assessment administered by the District (NWEA MAP or NSCAS). If the student is new to the District, scores from a previously administered norm-referenced assessment in another district may be used.~~
- ~~2. Teacher Recommendation: 90 points or more on the High Ability Learner Identification Inventory completed by a current classroom teacher.~~
- ~~3. Parent/Guardian Recommendation: 90 points or more on the High Ability Learner Identification Inventory completed by the parent/guardian.~~

~~Formal identification of students for the HAL Program takes place at the third-grade level. It can occur any time thereafter, for students, as the District's identification criteria are met. Once a student is identified at the elementary level, he or she remains in the program through 8th grade.~~

- ~~1. Composite total test score of the 95<sup>th</sup> percentile or above on the NRT or, 95<sup>th</sup> percentile or above in math, reading, language arts, science, or social studies;~~
- ~~2. A score of above average or higher on a cognitive screening test;~~
- ~~3. Teacher nomination; and/or,~~
- ~~4. Parent Survey.~~

~~A listing of students who meet the District criteria for learners of high ability and the areas of high capability of each of those students will be made available to classroom teachers, by the School District administration, within the first 30 days of each school year.~~

~~Within the first 30 days of each school year, the School District administration shall make available to parents or guardians of identified learners with high ability information about how their child has been identified.~~

~~The administration shall implement the District wide plan for learners with high ability, as such plan is modified from time to time, in accordance with applicable laws and regulations.~~

Legal Reference: [Neb. Rev. Stat. §§ 79-1106 to 1108.03](#)  
[NDE Rule 3](#)

Date of Adoption: August 9, 2021  
Date of Revision: ~~March 13, 2023~~ February 9, 2026

InstructionRegulations for School TripsSchool Trips Definition

School trips include field trips and non-NSAA-sponsored club or activity travel.

School Trip Purpose

School trips should have an educational purpose and be appropriate for the age and maturity level of the group. School trips planned as rewards will be considered and approved on a case-by-case basis.

School Trip Approval

The principal may authorize school trips when such events contribute to the achievement of the education goals of the District. In authorizing school trips, the principal shall consider the financial condition of the District, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the Superintendent. The Superintendent's approval will be required for school trips outside the state and over 300 miles. Board approval will be required for school trips that involve unusual length or expense.

School trips are to be arranged with the principal well in advance. The School Trip Request Form must be submitted by the employee. In the event a substitute teacher is needed, the teacher is responsible for reporting the absence within the substitute calling system.

School Trip Transportation

Arrangements for school bus transportation will be made well in advance, as directed, and without disrupting regular school bus schedules. Trip sponsors are responsible for the conduct of students while on the bus and while students are engaged in the learning activity.

Supervision on School Trips

School employees shall appropriately supervise each school trip so that good student discipline is maintained both while traveling and while students are engaged in learning. Parents/**guardians** and other adults may ~~help with such supervision~~ **assist in supervising school trips, as determined by the organizing employee and the building principal. under the direction of a school employee. All parents/guardians attending a school trip must complete a background check and submit the Volunteer Request Agreement at least two weeks prior to participating in any school trip.**

Supervision of traveling students shall be provided by a school employee. Parents/**guardians** and other adults may assist in such supervision as sponsors. For overnight trips, the following supervisor-to-student ratios will be used. A group of 16-30 students must have a minimum of two adult supervisors, a group of 31-45 students must have a minimum of three adult supervisors, and a group of 46-60 students must have a minimum of four adult supervisors.

Groups larger than 60 must maintain a ratio of one adult to 15 students. Members of the school employee's family shall not be allowed to travel with the group unless qualified for such travel as a student of the Scottsbluff Public Schools or as an adult sponsor.

### School Trip Permission

The School Trip Permission portion of the Scottsbluff Public Schools Parent-Student Permission Information Record Sheet will be required prior to the student's participation in field trips or Non-NSAA sponsored club or activity travel.

### Overnight School Trips

School trips involving an overnight stay must have additional parent/**guardian** notification and permission on the Overnight Trip Permission Form.

Any overnight trips with groups consisting of both genders must provide adult sponsors of both genders. In the event sponsors of both genders are not available, exceptions can be made when supervisory responsibilities are shared with other school districts or by meeting the following:

- Principal or designee approval; and,
- Written parent/**guardian** permission for each student whose child is not represented by the gender of the sponsor.

All overnight trips must comply with Policy 6271.

### School Trip Cost

The cost of a school trip shall be determined in advance, and each building principal has the responsibility to see that the cost associated with the trip is reasonable and appropriate. Any expenses associated with extracurricular activity trips must comply with Board Policy 5416 - Student Fees Policy.

### School Trips and Code of Conduct

Students remain under the jurisdiction of the school during a visit and must adhere to the code of conduct at all times.

Alcohol or drug use or possession, or other activities that place the student, other students, supervisors/sponsors, the public, or property at risk are strictly prohibited. Students who use or possess alcohol, drugs, and/or act in a way that places the student, other students, supervisors/sponsors, the public, or property at risk shall receive an appropriate consequence including potential suspension and/or expulsion from school upon their return from the trip. Each incident will be evaluated by the building principal to determine the appropriate consequences for the student or students involved in such misconduct.

### School Trips as an Incentive

Withholding students' participation in school trips should not be used as a punishment but may be used as an incentive to improve student performance as long as the criteria for participation is applied and communicated to all eligible students in a timely fashion prior to the time of the trip.

### Regulations for NSAA Sponsored and Similar Activities (including Cheer and Drill Team) Activity Trip Approval

All activity trips, and the arrangements for them, must have the approval of the Activities Director.

#### Activity Trip Transportation

Arrangements for school bus transportation will be made well in advance, as directed, and without disrupting regular school bus schedules. The school bus safety code will govern the behavior of students while on the bus. Trip sponsors are responsible for the conduct of students while on the bus and participating.

#### Supervision on Activity Trips

School employees shall appropriately supervise each trip so that good student discipline is maintained while traveling and participating. Parents/**guardians** and other adults may help with such supervision under the direction of a school employee.

#### Activity Trip Permission

Each student that goes on a trip will return a signed parental consent for the season or annually when appropriate.

#### Overnight Activity Trips

Any overnight trips with groups consisting of both genders must provide adult sponsors of both genders, exceptions can be made when supervisory responsibilities are shared with other school districts or by meeting the following:

- Principal or designee approval; and,
- Written parent/**guardian** permission for each student whose child is not represented by the gender of the sponsor.

All overnight trips must comply with Policy 6271.

#### Activity Trip Cost

The cost of a trip shall be determined in advance by the Activities Director, who has the responsibility to see that the cost associated with the trip is reasonable and appropriate.

#### Activity Trips and Code of Conduct

Students remain under the jurisdiction of the school during a visit and must adhere to the code of conduct at all times.

Alcohol or drug use or possession, or other activities that place the student, other students, supervisors/sponsors, the public, or property at risk are strictly prohibited. Students who use or possess alcohol, drugs, and/or act in a way that places the student, other students, supervisors/sponsors, the public, or property at risk shall receive an appropriate consequence including potential suspension and/or expulsion from school upon their return from the trip. Each incident will be evaluated by the building principal to determine the appropriate consequences for the student or students involved in such misconduct.

Non-School Sponsored Trips

On occasion, students have the opportunity to participate in trips that have an apparent connection to the District, but which in fact are not school-sponsored. Some examples: (1) travel with a club sports team, even though the club team may be coached by our high school coach; (2) a band traveling to an out-of-state band contest that is arranged by a Booster Club; and (3) a foreign language teacher taking students abroad during the summer. International travel will typically be considered non-school-sponsored travel. Any exceptions will require Superintendent and Board approval.

These opportunities are often worthwhile and beneficial to students. The message the District wants to make clear is that these opportunities are not school-sponsored activities. All arrangements for such trips, including costs, travel, supervision, and safety are the responsibility of the group or person making the trip available to students. All participant payments for these non-school-sponsored travel opportunities must go through a tour company, not an individual sponsor. Scottsbluff Public Schools has no responsibility for such trips.

Class time shall not be used for planning or organizing non-school sponsored trips nor shall these trips be scheduled on days school is in session. This does not, however, prohibit brief initial announcements, interest assessments, or providing printed information about the travel opportunity through bulletins or postings approved by the building principal. All signage and promotion of the trip must include a disclaimer stating the trip is not sponsored by Scottsbluff Public Schools.

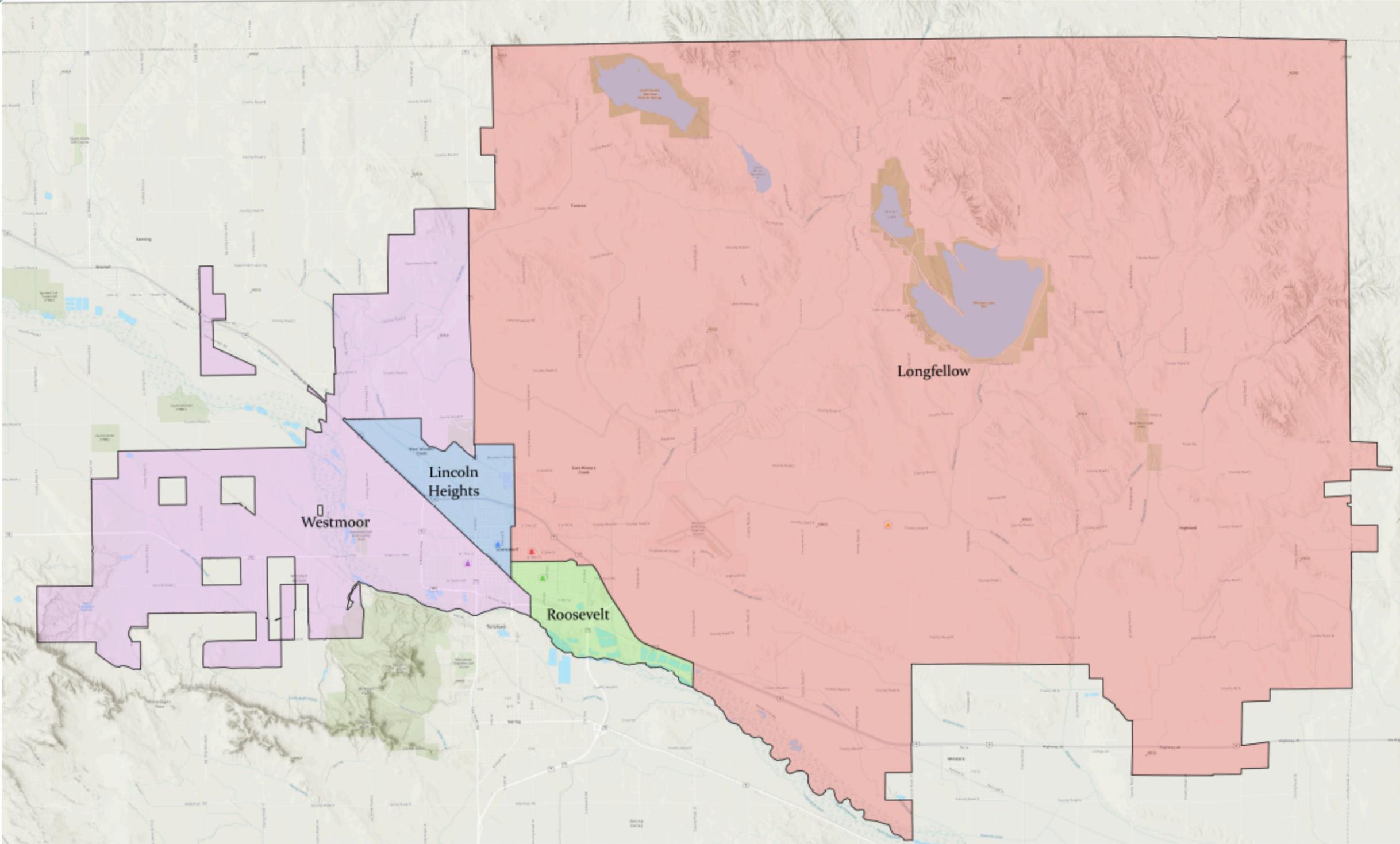
Parents/**guardians** must receive and sign a written notification that the trip is not school-sponsored. Anyone who is uncertain as to whether or not a particular opportunity is school-sponsored should contact the Superintendent, principal, or Activities Director.

Date of Adoption: August 9, 2021  
Date of Revision: ~~May 13, 2024~~ February 9, 2026

# ELEMENTARY BOUNDARIES



# PROPOSED BOUNDARY SHIFT



# 2026-2027 SCHOOL YEAR

***All families residing within the current Lake Minatare attendance area will be automatically consolidated into Longfellow, and no additional paperwork will be required.***

- All families residing within the SBPS district outside of the new Longfellow attendance area will be auto-assigned to their attendance area school.
  - Example: A student attending Lake Minatare through a previously approved In-District Transfer (IDT) who resides within the Westmoor boundary will be automatically assigned to Westmoor and eligible to submit a new In-District Transfer request.
- All families residing outside of the SBPS district will not be required to complete new option paperwork. Families will need to submit an In-District Transfer request to designate which of the four SBPS elementaries they would like to attend in the 2026-27 school year.

# TIMELINE FOR OPTION/IDT PROCESS

**FIRST ROUND:** On a first-come, first-served basis – including all other submitted requests to the District:

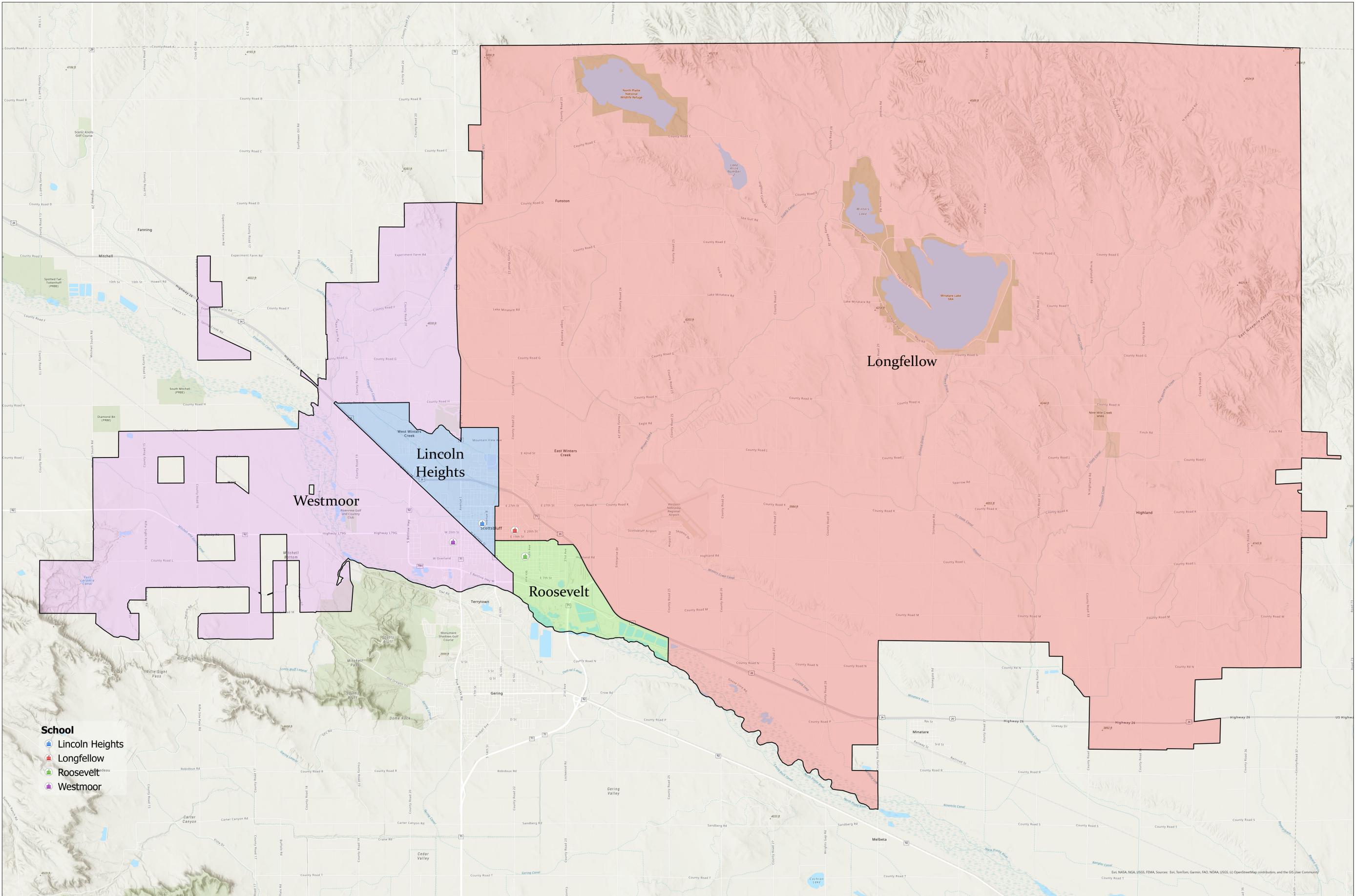
- January 30, 2026, at 4:00 PM – Deadline to submit an IDT request for first round consideration
- February 5, 2026 – IDT & Option meeting
- February 6, 2026 – First round notification process begins

**SECOND ROUND:** Resume normal approval schedule on a first-come, first-served basis – including all other submitted requests to the District:

- March 31, 2026 – Deadline to submit an IDT request for second round consideration
- April 15, 2026 – Second round notification process begins

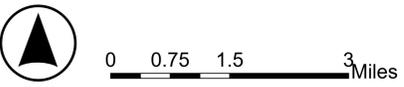
# QUESTIONS?





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# Scottsbluff Public Schools Elementary Boundary Map





# MEMO

<b>To:</b>	Dr. Andrew Dick and Scottsbluff Board of Education
<b>From:</b>	Mike Mason, Executive Director of Curriculum and Instruction
<b>Date:</b>	January 12, 2026
<b>Subject:</b>	Approval of Magnetic Literacy (2026)

## **Rationale**

This memo seeks the Board of Education's approval to purchase the new K-5 Magnetic Literacy (2026) as a replacement for Magnetic Foundations and Magnetic Comprehension, which we are currently using. The new program incorporates the writing and grammar component as well as anchor texts. This request includes print student editions, print and digital teacher editions, professional development, and access to the Magnetic Toolbox.

## **Recommendation**

We recommend that the Board approve the purchase of Magnetic Literacy (2026) for \$102,678.98.

## **Funding**

Funding will be allocated from the CLSD Grant.

## **Motion**

Approve the purchase of Magnetic Literacy for \$102,678.98.

# Magnetic Literacy Program

A comprehensive K-5 core reading curriculum  
to build confident readers and writers in  
Scottsbluff Public Schools

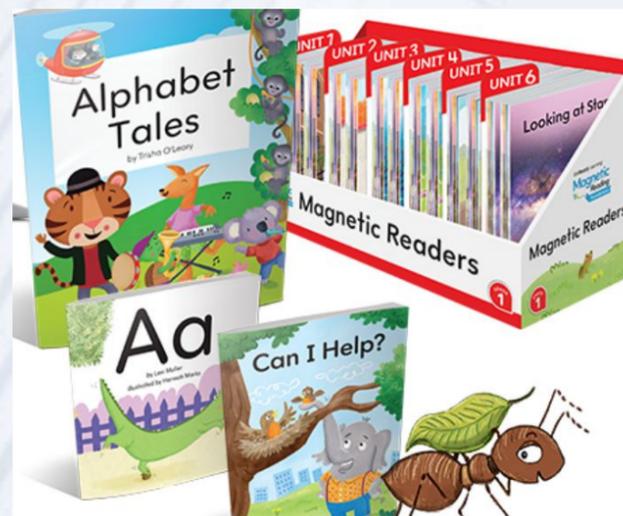
**Presentation for Board of Education**

Curriculum Associates | January 2026



# Current Magnetic Materials

- We currently use Magnetic Foundations for grades K–2 and for Magnetic Reading in grades 3–5.
- We also include grammar from Ready Writing, some portions of Wit and Wisdom, and Simplify Writing to include all component of a comprehensive reading program.
- Magnetic Literacy is a new program that combines reading, writing, and grammar into one program.



# What is Magnetic Literacy?

## Core Reading Curriculum

**Magnetic Literacy is a comprehensive Grades K–5 core reading curriculum from Curriculum Associates that weaves together every element of effective teaching—from engaging texts to integrated instruction, responsive data, and built-in support—so that learning feels seamless, focused, and impactful.**



### Knowledge-Rich Texts

**Uses culturally relevant, high-interest grade-level texts to build strong foundational knowledge across content areas.**



### Science of Reading

**Provides explicit, systematic, scientifically-based reading instruction aligned with evidence-based best practices in literacy education.**



### Integrated Approach

**Seamlessly integrates reading, writing, oral language, vocabulary, and foundational skills in a cohesive learning experience.**

# Designed to Support Every Learner

## Whole Class Instruction

**Grade-Level Learning:** As students progress, the texts they read become longer, ore complex, and rich with meaning—helping them build the focus and endurance.



## Support for English Learner

**Strategic embedded supports help teachers scaffold lessons so students can access and fully engage with content as they acquire and develop language.**

## Small Group Targeted Instruction

**Daily small group literacy instruction provides consistent, targeted support that accelerates reading growth.**



## Program Assessments

**Program assessments provide clear, actionable checkpoints—from Daily Checks to Module Assessments—so instruction stays responsive and focused. Every students get the support they need to grow.**

# Recommendation

- We are seeking Board of Education approval to purchase the new K-5 Magnetic Literacy (2026) as a replacement for Magnetic Foundations and Magnetic Comprehension.
- This request includes print student editions, print and digital teacher editions, professional development, and access to the Magnetic Toolbox.

**Cost:** \$102,678.98.

**Funding:** Funding will be allocated from the CLSD Grant.

**Questions?**

# Memo

**To:** Dr. Andrew Dick and Scottsbluff Board of Education  
**From:** Marianne Carlson, Executive Director of Finance  
**Date:** January 12, 2026  
**Re:** Tuition for Non-Resident Students

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Per Board Policy 3050, the Board of Education may, at its sole discretion, allow non-resident students to attend Scottsbluff Public Schools upon payment of tuition in an amount established by the Board of Education. Per conversations with the Nebraska Department of Education, non-resident students will count in our formula students for the TEEOSA calculation as long as we have a contract with the resident district for the student.

Based on our 2024-2025 per pupil costs, we are recommending that we charge a tuition rate of \$4,200 per year for our non-resident students. This is an \$800 decrease from the prior year. The rate was determined by the per pupil amount for property taxes that supported our students in 2024-2025, and rounding the figure. As mentioned above, these students would still be counted towards our formula students for the purposes of TEEOSA.

**2024-2025 Per Pupil Cost:            \$16,508**

Based on our 2024-2025 data, the resources that support our per pupil cost:

Federal Grants:	\$3,754
Building & Contents:	\$1,981
State Aid:	\$5,829
Property Taxes:	\$4,195
Misc:	\$749

The proposed tuition will go into effect for the 2026-2027 school year. Non-resident students who do not attend SBPS full-time will have their tuition prorated based on the number of courses in which they are enrolled.

**Motion:** Approve the Tuition Rate for non-resident students per Board Policy 3050 in the amount of \$4,200 per year beginning with the 2026-2027 school year.

## RESOLUTION

**BE IT RESOLVED** by the Board of Education of Scotts Bluff County School District Number 79-0032, a/k/a Scottsbluff Public Schools, that, except as provided in Paragraph 1, any existing early retirement incentive program or policy for this School District should be, and is hereby, repealed, effective immediately, upon the passage of this Resolution, and that the following terms and conditions will be implemented for the 2025-2026 school year:

1. All early retirement incentive program applications already submitted during this 2025-2026 school year under the immediately preceding, applicable Board Resolution shall remain subject to the terms and conditions of said Resolution, and no certificated employee's previously submitted application shall be denied by this Resolution.
2. For any early retirement applications submitted by January 19, 2026, any certified employee who submits a letter of retirement, effective at the end of the 2025-2026 school year, to the Superintendent, contingent on Board approval, shall receive both (1) their payout of sick days during the regular June payroll and (2) a \$1,000.00 stipend in recognition for their contributions and service to the District.
3. Any certified employee who submits a letter of retirement, effective at the end of the 2025-2026 school year, to the Superintendent by February 5, 2026, contingent on Board approval at the February Board Meeting, shall receive both (1) their payout of sick days during the regular June payroll and (2) a \$500.00 stipend in recognition for their contributions and service to the District.
4. Any certified employee who submits a letter of retirement, effective at the end of the 2025-2026 school year, to the Superintendent after February 5, 2026, shall only receive their payout of sick days during the regular August payroll.

The Executive Director of Finance shall track and administer the implementation of this program, and no employee shall be entitled to any benefits or claims under such program or policy unless the Executive Director of Finance determines that the certified employee qualifies for such benefits. No employee is entitled to more than a \$1,000.00 stipend and any employee who has been notified of possible nonrenewal, cancellation or termination shall not be eligible for any benefits. This program, including all of its benefits and claims, shall expire and be, and hereby are, repealed without further action of this Board of Education as of and effective on August 31, 2026.

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

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

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

The above Resolution having been consented to and approved by a majority of the quorum of the Board of Education of this School District was declared as duly passed and adopted, with all provisions thereof being effective immediately, at a duly called and lawfully held meeting of this School District in full compliance with the Nebraska Open Meetings Law.

**DATED** this \_\_\_ day of \_\_\_\_\_, 2026.

**SCOTTSBLUFF PUBLIC SCHOOLS**

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

**ATTEST:**

\_\_\_\_\_  
Secretary

# BOARD CURRICULUM AND AMERICANISM COMMITTEE

## MEETING AGENDA

### MEETING INFORMATION

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<b>Date:</b>	12/19/25	<b>Location:</b>	SEC Curriculum Area
<b>Time:</b>	11:30-12:30	<b>Facilitator:</b>	Mike Mason
<b>Attendees:</b> Scott Reisig, Paul Snyder, Beth Merrigan, Andrew Dick, Jadie Beam, Amanda Hadenfeldt, Bree Rock, Justin Shaddick, Bethany Jolliffe, and Mike Mason.			

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<b><i>Agenda Items</i></b>	<b><i>Additional Information</i></b>
1. SHS Registration Guide Update	<ul style="list-style-type: none"><li>• Mr. Shaddick provided a review of changes being made to the SHS Registration Guide.</li></ul>
2. SHS World Language Competency-Based Credit	<ul style="list-style-type: none"><li>• The committee discussed the possibility of adding an option for competency-based credit in world languages. Competency-based credit allows students to earn high school world language credits by demonstrating proficiency in a language other than English. A plan will be proposed later this spring.</li></ul>

## Scottsbluff Public Schools Facility Committee Meeting

January 6, 2026	
Attendance:	Rob Polk, Mark Lang, Scott Reisig, Andrew Dick, Travis Rickey, Jeremy Behnke, Lukas Benzel, and Marianne Carlson
Baseball Information	<ul style="list-style-type: none"> <li>• Presented information on research done on baseball at the high school level</li> </ul>
2026-2027 Budget	<ul style="list-style-type: none"> <li>• Discussion of the 2026-2027 Budget</li> </ul>
Misc Projects	<ul style="list-style-type: none"> <li>• Discussion of projects completed throughout the district and upcoming projects for the facility and maintenance team</li> </ul>
BOE Updates	<ul style="list-style-type: none"> <li>• Board Policies               <ul style="list-style-type: none"> <li>○ 2000 Series (1<sup>st</sup> Reading) – moved to January</li> </ul> </li> <li>• Annual Reorganizational Meeting</li> <li>• Boundary Map</li> <li>• Magnetic Literacy</li> <li>• Review of Committee on American Civics</li> <li>• Tuition for Non-Resident Students</li> <li>• Retirement Resolution Consideration</li> <li>• Facility Assessment Proposals</li> </ul>
Roundtable	<ul style="list-style-type: none"> <li>• Future Meetings will be on the Tuesday before the board meeting with noted exceptions               <ul style="list-style-type: none"> <li>○ Monday, February 2<sup>nd</sup></li> <li>○ Tuesday, March 3<sup>rd</sup></li> <li>○ Tuesday, April 7<sup>th</sup></li> <li>○ Tuesday, May 5<sup>th</sup></li> </ul> </li> </ul>

## Scottsbluff Public Schools Finance Committee Meeting

January 5, 2026	
Attendance:	Tory Schwartz, Paul Snyder, Beth Merrigan, Andrew Dick, Jana Mason, Justin Shaddick, Frances Burkhalter, Nate Rock, and Marianne Carlson
Baseball Information	<ul style="list-style-type: none"> <li>• Presented information on research done on baseball at the high school level</li> </ul>
2026-2027 Budget	<ul style="list-style-type: none"> <li>• Discussion of the 2026-2027 Budget</li> </ul>
BOE Updates	<ul style="list-style-type: none"> <li>• Board Policies               <ul style="list-style-type: none"> <li>○ 2000 Series (1<sup>st</sup> Reading)</li> </ul> </li> <li>• Annual Reorganizational Meeting</li> <li>• Boundary Map (contingent on Jan 5<sup>th</sup> meeting)</li> <li>• Magnetic Literacy</li> <li>• Review of Committee on American Civics</li> <li>• Tuition for Non-Resident Students</li> <li>• Retirement Resolution Consideration (contingent on Jan 5<sup>th</sup> meeting)</li> <li>• Facility Assessment Proposals</li> </ul>
P-Card Expenditures and Cash Flows	<ul style="list-style-type: none"> <li>• P-Card Expenditures for October were reviewed</li> <li>• Cash Flows as of November 30, 2025 were reviewed</li> </ul>
Roundtable	<ul style="list-style-type: none"> <li>• Future Meetings will be held on the Monday before the board meeting with noted exceptions               <ul style="list-style-type: none"> <li>○ Monday, February 2<sup>nd</sup></li> <li>○ Monday, March 3<sup>rd</sup></li> <li>○ Tuesday, April 7<sup>th</sup></li> <li>○ Monday, May 4<sup>th</sup></li> </ul> </li> </ul>

## Scottsbluff Public Schools Policy Committee Meeting

December 8, 2025	
Attendance:	Dr. Andrew Dick, Dr. Wendy Kemling, Mike Mason, Marianne Carlson, Reagan True, Justin Shaddick, Jana Mason, Frances Burkhalter, Paul Synder, Tory Schwartz, Rob Polk

Policies Reviewed	<ul style="list-style-type: none"><li>● 1010 - "Visiting School"</li><li>● 2230 - "Evaluation of Principals and Other Certificated Administrative Personnel"</li><li>● 3130 - "Purchasing Policies"</li><li>● 3132 - "Internal Controls"</li><li>● 3600 - "Acceptance of Gifts for Schools"</li><li>● 5414 - "Identification of Gifted"</li><li>● 6270 - "Regulations for School Trips"</li><li>● Policies 5000 through 5102</li></ul>
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Next Meeting – March 2, 2026

## Scottsbluff Public Schools Student Services Meeting

December 18, 2025	
Attendance:	Bree Rock, Kenna Urwiller, Andrew Dick, Tory Schwartz, Rob Polk, Paul Snyder, Ashlen Schaneman, Jana Mason, Betsy Skelcher, and Wendy Kemling
18-21 Year Old Program	<ul style="list-style-type: none"> <li>● 6 students this spring</li> <li>● Moving into the 81 building</li> <li>● Schedule <ul style="list-style-type: none"> <li>○ Check-In</li> <li>○ Functional Academics</li> <li>○ Independent Living</li> <li>○ Community Experience</li> <li>○ Check-Out</li> </ul> </li> <li>● Curriculum Guide</li> </ul>
Goalbook	<ul style="list-style-type: none"> <li>● Program to support staff in writing IEPs using data and grade level standards</li> <li>● Staff utilizing extremely well</li> <li>● Have accessed a total of over 5900 resources <ul style="list-style-type: none"> <li>○ Average 138 resources accessed per user (have 43 users)</li> <li>○ 45% present levels</li> <li>○ 45% goals</li> <li>○ 10 % instructional activities</li> <li>○ 43% reading</li> <li>○ 27% mathematics</li> </ul> </li> <li>● Focus has been on present levels and goals for this year</li> </ul>
SB Plus Update	<ul style="list-style-type: none"> <li>● Hired a new director who will be on site starting 2<sup>nd</sup> semester</li> </ul>
Other	<ul style="list-style-type: none"> <li>● None</li> </ul>

Next meeting – January 15<sup>th</sup> at 11:30