

Board of Education Regular Meeting

Mission: "The mission of High Plains Community Schools is to provide an educational environment which develops citizens who are lifelong learners and can contribute to a global society"

The Regular monthly meeting of the High Plains Community Schools Board of Education was held on Monday, July 8, 2019 at HPC Jr/Sr High Media Center - Polk (December through May) HPC Elementary - Clarks (June through November) 260 S Pine St Polk, Nebraska 68654. The meeting was called to order at 7:00 PM by President Klingsporn. Present were

Terry Carlstrom: Present

Kent Helgoth: Present

Nathan Spurling: Present

Karen Stevens: Present

Paul Van Housen: Present

Shane Van Pelt: Present

.

Visitors present were:

1. Call to Order

1.1. Roll Call

1.2. Recognize Nebraska Open Meetings Act

1.3. Excuse Absent Board Members

1.4. Approve Agenda

approve agenda Passed with a motion by Paul Van Housen and a second by Nathan Spurling.
Terry Carlstrom: Yea, Kent Helgoth: Yea, Nathan Spurling: Yea, Karen Stevens: Yea, Paul
Van Housen: Yea, Shane Van Pelt: Yea

2. Minutes

approve minutes Passed with a motion by Karen Stevens and a second by Shane Van Pelt.
Terry Carlstrom: Yea, Kent Helgoth: Yea, Nathan Spurling: Yea, Karen Stevens: Yea, Paul
Van Housen: Yea, Shane Van Pelt: Yea

High Plains Community Schools
Board of Education Meeting
June 10, 2019

M-Motion by, S-Seconded by, F-For, A-Against, Ab-Absent, As-Abstain, Mc-Motion Carried.

It is noted that a copy of the Nebraska Open Meeting Act was posted.

The regular monthly meeting of the High Plains Community Schools Board of Education was held on June 10, 2019 at the elementary school in Clarks. President Kent Helgoth called the meeting to order at 7:00 p.m. Present were Paul Van Housen, Terry Carlstrom, Nate Spurling, Kent Helgoth, Karen Stevens, Shane Van Pelt, and Superintendent Tonniges. Principal Hudson arrived at 7:12 p.m. A.D. Wood was absent. There were 3 visitors.

M-VanHousen, S-Spurling to approve the agenda as presented. Mc 6-0.

M-Stevens, S-Van Pelt to approve the minutes of the regular meeting held on May 13, 2019. Mc 6-0.

Items on Supt. Tonniges' report: Important dates; Mandela Washington Fellowship; HPC Mentoring Program update; Facilities update; LB 399; Hampton School board letter; Clarks roof project update.

Items on Principal Hudson's report: Media Center update; Requisitions; Middle School/High School open house; Academic honors; Success Academy; FCCLA.

Items on Principal Beran's report: No report.

A.D. Wood's report given by Supt. Tonniges: Prospective football numbers.

M-VanHousen, S-Spurling to go into closed session at 7:36 p p.m. to protect the public interest or prevent the needless injury to reputation of an individual for the purpose of discussing school matters. Mc 6-0.

M-VanHousen, S-Spurling to reconvene into the regular board meeting at 7:57 p.m. and close executive session. No action was taken during closed session. Mc 6-0.

M-Stevens, S-Carlstrom to approve Kim Beran as signer on the Hot Lunch Fund account. Mc 6-0.

M-VanHousen, S-Spurling to approve Dianne L'Heureux's Early Retirement Incentive Program application. Mc 6-0.

M-Spurling, S-Stevens to approve the lunch/breakfast prices as presented for 2019/20 school year. Mc 6-0.

M-VanHousen, S-Spurling to approve the 19/20 Student Handbook with grammatical changes. Mc 6-0.

M-Stevens, S-Van Pelt to approve the 19/20 Staff Handbook with grammatical changes. Mc 6-0.

M-Spurling, S-Carlstrom to approve the 19/20 Activities Handbook with grammatical changes. Mc 6-0.

M-VanHousen, S-Spurling to approve the purchase of 55 band uniforms from Fruhauf Uniforms Inc. for \$33,675. Mc 6-0.

M-Stevens, S-Van Pelt to approve amending extra duty for school improvement and senior class sponsor percentages. Mc 6-0.

M-Spurling, S-Carlstrom to approve the Midwest Floor carpet bid for \$6942 for the Pre-K – 6 building in 2 classrooms. Mc 6-0.

M-VanHousen, S-Spurling to approve the Jaco epoxy bid for \$12,415 for flooring in the school district. Mc 6-0.

The board reviewed the Lunch account. There was no Activity report.

M-VanHousen, S-Stevens to pay the general fund bills as presented. Mc 6-0.

Item for discussion with no action taken: Policy committee meeting, Copier leases, Marzano Conference, Bus grant.

M-VanHousen, S-Van Pelt to adjourn the meeting at 8:50 p.m. Mc 6-0.

Respectfully submitted,

Terry Carlstrom, Secretary

Next board meeting is scheduled for Monday, July 8 at 7:00 p.m.

3. Recognition of Visitors/Public Speaking Time

4. Parental Involvement Public Hearing

5018

Parent and Guardian Involvement In Education Practices

The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
 - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
 - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
 - c. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide NeSA assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

- b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
- 3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
 - a. Building principals may excuse a student from any single school experience at the parent's written request.
 - b. When appropriate, alternative experiences will be provided for the student by the school.
- 4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
- 5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
- 6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
 - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.

- b. State Assessments

- The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.

- c. National Assessment of Educational Progress

- As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of

students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least **three** days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

Adopted on: 7/10/17

Revised on: _____

Reviewed on: 7/9/2018

5057

District Title I Parent and Family Engagement Policy

The school district will jointly develop with parents a School-Parent-Student Compact that outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

The written District Parent and Family Engagement Policy will be jointly developed and distributed to parents and family members of participating children and the local community in an understandable format and to the extent practicable, in a language the parents can understand. An annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy will be used to design evidence-based strategies for more effective parental involvement, to revise the Parent and Family Engagement Policy and to remove barriers to participation.

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities such as training to help parents work with their children to

improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parent and Family Engagement Policy.

Adopted on: 5/8/17

Revised on: 7/9/18

Reviewed on: _____

5. Student Fees - Public Hearing

6. LB 399 American Civics - Public Hearing

7. Rename the Americanism Committee to Committee on American Civics

rename americanism committee Passed with a motion by Shane Van Pelt and a second by Terry Carlstrom.

Terry Carlstrom: Yea, Kent Helgoth: Yea, Nathan Spurling: Yea, Karen Stevens: Yea, Paul Van Housen: Yea, Shane Van Pelt: Yea

8. Appoint Committee on American Civics members

appoint Shane, Nate and Karen to american committee Passed with a motion by Paul Van Housen and a second by Terry Carlstrom.

Terry Carlstrom: Yea, Kent Helgoth: Yea, Nathan Spurling: Yea, Karen Stevens: Yea, Paul Van Housen: Yea, Shane Van Pelt: Yea

9. Administrative Reports

9.1. Superintendent Tonniges

**Superintendent Report
BOE 7-8-19**

Important Dates:

- 7/8/19 – ESU end of year SPED financials
- 7/9/19 – Highly Reliable Schools Conference – Denver, Colo
 - Administration will be attending along with several ESU staff developers
- 7/11/19 – Mr. Wood attending NSAA new AD seminar
- 7/13/19 – Orthman Manufacturing tour
- 7/31/19 – Administrator Days
- 8/7/19 – Mentor/Mentees Report
- 8/8/19 – All Staff Breakfast
- 8/12/19 – BOE meeting 7:00

Mandela Washington Fellowship

- On June 28th HPC hosted the Mandela Washington Fellowship
 - Mr. Hofmann and FFA leadership presented how HPC engaged youth in agriculture at North Forty Seed
 - Visited test plot, Gail Stevens Buffalo, Dr. Natalie Hahn host lunch and a short welcome and presentation, John McCoy, owner of Orthman Manufacturing joined us for the day.
- The Fellowship will be touring the Orthman plant in Lexington on Saturday, July 13. HPC has been invited by the Fellowship to join them.

Facilities Update

- Epoxy Floors
 - Work will start on Monday
- Windows/Doors
 - Window should be in Mid-July.
 - Columbus Door and Window will start as soon as they are in
- Concrete
 - Work is done.
- Vestibule
 - Waiting on Island Glass
- Clarks Roof
 - Work is slowly progressing. Weather has been an issue.

Policy Committee

- The policy committee held two morning meetings to review and revise policy. There are a large number of policy updates for board approval.

HPC Website

- HPC has transitioned to a new website.
- Mrs. Hatfield has received training and has begun to update.

HPC Copiers

- HPC is changing copy providers to EAKES
- OfficeNet has been the provider for a good number of years
 - Leases were staggered
 - Copiers out of date
- HPC will phase out a large number of colored printers throughout the district
- The goal is to become efficient with our copy use
- HPC is purchasing a program that will monitor individual copies.

Future BOE meetings

- Aug. 12, 2019
- End of year BOE meeting
 - Schools have not received any official guidance from NDE at this time. However, BOE's are not required to hold two public hearings concerning budgets. I anticipate HPC's end of year meeting to be the additional public meeting.

9.2. Principal Hudson

**SCHOOL BOARD REPORT
JULY 2019
MR. HUDSON**

Educational Update:

NDE ADVISER

Infinite Campus / NDE Adviser end of year reporting is complete. NDE pulls our information from Infinite Campus daily. Patrick and I have worked to fix any errors prior to the June 30th deadline.

2019-2020 DUAL CREDIT OFFERINGS

HPC will be offering Fall Dual credit offerings in the following classes:

Medical Terminology
English Composition
College Algebra
Psychology
Intro to Animal Science

HPC 2019-2020 ROOM ASSIGNMENT CHANGES:

HPC Distance Learning Lab	(Mr. Kucera's Old Office)
Mr. Kucera - Counselor	(Ms. Sizer's Old Room)
Mrs. Wurtz	(Mrs. L'Heureux's Old Room)
Mrs. Hermansen	(Mr. Rohde's Old Room)
Mr. Killion	(Old DL Lab)
Mr. Bos	(Coaches Room in Gym)

BACK TO SCHOOL SUPPLY LISTS:

I will be distributing school supply lists to Walmart in Grand Island and York and will get it posted online. We will also get them to Columbus.

9.3. Principal Beran

**HPC School Board Meeting
Mrs. Beran's Principal Report
Date: 7-7-19**

The mission of the High Plains Community Schools is to provide an educational environment which develops citizens who are lifelong learners and can contribute to a global society.

Currently working on the following objectives:

Goals of Principal Communication Entry Plan

1. Gain an understanding of the culture, systems, and procedures established at High Plains Elementary School, focusing on implementing effective school-wide procedures (including consistent attendance).
2. Build a strong foundation for continuous school improvement by celebrating the strengths and collaborating on areas targeted for growth at High Plains Elementary School, focusing on improving reading skills cross-curricular while implementing College and Career Ready standards.
3. Promote respectful and professional relationships among all stakeholders while instilling a common school-wide vision at High Plains Elementary School, focusing on consistent collaborative and respectful two-way communication.

9.4. A.D. Wood

ATHLETIC DIRECTOR'S REPORT
MONTH OF JUNE

HPC has been in very busy place this month. Our athletes have been hard at work in the weight-room as well participating in many different camps.

GBB – participated in a one-day camp in Harvard. They also competed in a league in Grand Island.

BBB = participated in a one day camp at Cross County. They also competed in league in York.

Both BBB and GBB helped with a Youth basketball camp (4th – 8th graders) as well as a Little Dribblers camp (1st – 3rd graders). Had great numbers for both camps.

High School Football team had there own camp in Polk (2 days) before heading to Harvard and participating in their Epic football camp. July they will be hosting there own camp once again in Osceola (3 days) before heading to USD and competing against teams from Iowa, Missouri and NE. It is a three-day camp.

Volleyball is just getting their summer camps going. They have held several open gyms and will be competing in Centennials league. They will be taking two teams.

We have had several kids also attend individual camps: Football, Volleyball, Track and have a few heading to the Breakthrough Basketball Camp in Seward at the end of July.

We have several kids also participating in baseball and softball this summer.

With the help of Jon Bos (our new PE/Weights) we have seen great numbers this summer. Our boys come in at 6:30 and go to 8:00. Our girls go from 7:30 to 9:00 and our youth have been going from 8:30 to 10:00. We have many kids that have not missed a single day of weights (knock on me – WOOD). Some have missed a day or two because of legit reasons and have made up those days on Wednesday, which is normally our off day.

Greg Wood
High Plains Community
Athletic Director
Math Educator
Head FB Coach
Assistant Track Coach

10. Appoint BOE Activities Cooperative Committee
appoint activities cooperative committee of Kent, Nate, Shane Passed with a motion by Paul Van Housen and a second by Terry Carlstrom.
Terry Carlstrom: Yea, Kent Helgoth: Yea, Nathan Spurling: Yea, Karen Stevens: Yea, Paul Van Housen: Yea, Shane Van Pelt: Yea

11. Nebraska Rural Community Schools Association (NRCSA)
approve NRCSA membership. Passed with a motion by Karen Stevens and a second by Nathan Spurling.
Terry Carlstrom: Yea, Kent Helgoth: Yea, Nathan Spurling: Yea, Karen Stevens: Yea, Paul Van Housen: Yea, Shane Van Pelt: Yea

Nebraska Rural Community Schools Association

Invoice

Nebraska Rural Community Schools Association
455 S. 11th St, Ste B
Lincoln, NE 68508

Invoice #: 2019-20 Member

Date: 6/21/2019

Bill To:

HIGH PLAINS COMMUNITY SCHOOLS
PO BOX 29
POLK NE 68654

For: NRCSA Membership Dues

Description	Amount
<i>2019-20 NRCSA Membership Dues Renewal</i>	<i>\$850.00</i>

Total:

\$850.00

Make all checks payable to **NRCSA**

If you have any questions concerning this invoice, contact Jeff Bundy at (402) 202-6028
or e-mail: jbundy@nrcca.net



NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION

455 S. 11th St, Ste B
Lincoln, NE 68508

2019-20

EXECUTIVE COMMITTEE

Officers:

Del Dack, President.

Paxton Consolidated Schools
Paxton, Nebraska

Dr. Curtis Cogswell, Past President.

McCool Junction Public Schools
McCool Junction, Nebraska

Ginger Meyer, Pres-Elect.

Scribner-Snyder Community Schs
Scribner, Nebraska

Jane Davis, Secretary.

Hershey Public Schools
Hershey, Nebraska

District Representatives:

Chris Geary, West.

Leyton Public Schools
Dalton, Nebraska

Dale Hafer, North Central.

Ainsworth Public Schools
Ainsworth, Nebraska

Dr. Dawn Lewis, Northeast.

Arlington Public Schools
Arlington, Nebraska

Paul Sheffield, Southeast.

Exeter-Milligan Public Schools
Exeter, Nebraska

Dr. Dennis Shipp, South Central.

Bertrand Public Schools
Bertrand, Nebraska

Alan Garey, Southwest.

Medicine Valley Schools
Curtis, Nebraska

Executive Director:

Jack Moles

455 S. 11th St, Ste B
Lincoln, NE 68508
402-335-7732

Lobbyists:

Trent P. Nowka

Russell Westerhold

Nowka & Edwards.

Suite 201
1233 Lincoln Mall,
Lincoln, NE 68508
402-476-1440

June 28, 2019

To: NRCSA Members
From: Jack Moles, Executive Director
Re: 2019-20 Membership

Thank you for being an active member of the Nebraska Rural Community Schools Association (NRCSA)! Your continued membership will help assure NRCSA's ongoing effort to continue rural community school advocacy. Thanks to you, NRCSA had 199 member school districts and Educational Service Units in 2018-19 representing over 75,000 students across 89 counties and 24 legislative districts throughout Nebraska. We have grown each year for the last eight years, in spite of losing member districts to local reorganization, and we hope to see growth again for 2019-20.

Why Remain a Member of NRCSA?

We are the only organization focused on rural community K-12 school districts and their role in Nebraska's public education system. Depth of membership matters when talking to senators and other officials. Senators view NRCSA as representing all "rural, community districts". The more members we have, the larger the true number of districts and students represented, the stronger our voice. The common theme for membership is being a rural community school.

NRCSA can act as a forum for advancing ideas and concerns, whether legislative, Department, or any entity having a role in public education. This has included representing members to groups such as rural education research groups, rural membership advocacy groups, rural interest groups, collaborative groups, Nebraska Department of Education, and NREA (national) committee participation.

NRCSA offers two annual statewide events (Legislative Forum and Spring Conference) which offer members the chance to learn about issues affecting rural schools, the opportunity to develop professionally, network with personnel representing other districts and interact directly with policymakers and providers as well as NRCSA leaders. Both events are focused on our rural community schools' issues and interests. The Spring Conference is also the event that highlights awards, speakers, scholarships, exhibitors, music groups, many learning and information opportunities, and of course NRCSA food.

NRCSA offers recognition to those who demonstrate outstanding leadership and character in rural schools through exceptional scholarship and awards programs. In 2019, NRCSA awarded sixteen \$1,000 scholarships, seven Outstanding Educator Awards, and eight Closing the Achievement Gap Effective School Awards.

NRCSA provides, exclusively sent to Superintendents and Board of Education members of member schools, written updates from the Executive Director on current association activities and involvement within the legislative process. In the past the updates have gone only to the Superintendents and Board Presidents. We have expanded our updates to include all Board of Ed members. We are requesting the district Superintendent provide board member email contact information, or at least for the Board President, so the NRCSA communications can be sent to a larger audience directly. We encourage our updates to be used as board meeting information, as well.

NRCSA currently offers leadership roles, ten elected and 48 appointed positions, for superintendents of member districts to be further involved. Elected opportunities include six NRCSA district (regional) representatives, three presidency cycle offices, and one secretary office as the ten member Executive Committee. There are ten appointed members of the Scholarship & Recognition Committee, twenty-two appointed members of the Legislative Committee (including seven ex-officio past NRCSA presidents), and fifteen members of the NRCSA Closing the Gap Project Team.



NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION

455 S. 11th St, Ste B
Lincoln, NE 68508

2019-20

EXECUTIVE COMMITTEE

Officers:

Del Dack, President.

Paxton Consolidated Schools
Paxton, Nebraska

Dr. Curtis Cogswell, Past President.

McCool Junction Public Schools
McCool Junction, Nebraska

Ginger Meyer, Pres-Elect.

Scribner-Snyder Community Schs
Scribner, Nebraska

Jane Davis, Secretary.

Hershey Public Schools
Hershey, Nebraska

District Representatives:

Chris Geary, West.

Leyton Public Schools
Dalton, Nebraska

Dale Hafer, North Central.

Ainsworth Public Schools
Ainsworth, Nebraska

Dr. Dawn Lewis, Northeast.

Arlington Public Schools
Arlington, Nebraska

Paul Sheffield, Southeast.

Exeter-Milligan Public Schools
Exeter, Nebraska

Dr. Dennis Shipp, South Central.

Bertrand Public Schools
Bertrand, Nebraska

Alan Garey, Southwest.

Medicine Valley Schools
Curtis, Nebraska

Executive Director:

Jack Moles

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Suite 201
1233 Lincoln Mall,
Lincoln, NE 68508
402-476-1440

NRCSA offers the NRCSA-USbank OneCard program to all school districts and service units statewide as a NRCSA program. The OneCard is a Visa purchase-only card that allows designated personnel to make purchases for the district, thus eliminating the need to carry cash, or for staff to use their personal credit/debit card and go through a reimbursement process. The Superintendent pre-loads the card and all transactions are clearly identified on the monthly statements. It is easy, clean, secure, and can be used for any purchase of any size. NRCSA receives a portion of the interchange income generated by use of the cards. Seventy-two districts and the NRCSA office use the OneCard. This income provides critical support for NRCSA scholarships and awards.

NRCSA provides elective services such as OneCard Purchase Card, Superintendent Search, Planning Support, Global Teletherapy (speech, occupational therapy, and behavior/mental health therapy), and Project Fit America Grant (BC/BS NE), to date. Information regarding these services is provided on the NRCSA website and via emails to member districts and will be included as Facebook information.

It is an exciting time for NRCSA and an exciting time to be a member! There are two ways to renew your membership. You may update and return the Superintendent and board member contact information included. Or you may submit an Online Membership Form. Simply go to www.nrcsa.net and click on 'Membership' then, select 'Regular Member'. Click the 'Complete Membership Form Online' link and follow the directions. District dues for 2019-20 remain at \$850.00, due September 15.

NRCSA is one of thirty-two state rural community school organizations belonging to the National Rural Education Association (NREA). As a state affiliate, NRCSA offers discounted individual and school memberships to the NREA. The NREA provides a strong and respected advocacy for rural public education on the national level.

Again, this year, NRCSA is offering a discounted membership in the National Rural Education Association (NREA). NRCSA is one of thirty-two state affiliates of the NREA and as such, can offer NRCSA member schools a twenty-five percent discount on NREA memberships. There are two membership options: An individual membership (cost \$75.00 per year) and a school district membership (cost \$300.00 per year). The individual membership allows a single person to maintain membership in the NREA, while a district membership allows up to seven (7) people (such as board members or other staff) to be listed as members under the school district's membership. If you would like to join the NREA, as well as NRCSA, simply complete the enclosed registration form and return it to NRCSA along with a check for the cost of membership dues. **A separate check must be submitted for NREA dues, made out to NREA.** The checks and information collected will be forwarded to the NREA. Joining the NREA is an optional addition to NRCSA membership dues, but we encourage you to join the NREA.

Thank you in advance for your continued support of NRCSA and quality education for all students in rural Nebraska. Your membership and voice toward growing your rural and outstate specific education association is vital to our relationships and our efforts on behalf of your schools, students, and communities.

Jack Moles
Executive Director, NRCSA



--YOUR ANNUAL MEMBERSHIP PROVIDES SUPPORT FOR --
Nebraska Rural Community Schools Association

STATE LEGISLATIVE ADVOCACY

NRCSA is active in representing rural public schools in the Unicameral. The Executive Director is the main spokesperson for NRCSA, but is also represented by the lobbying firm of Nowka and Edwards. NRCSA's Legislative Committee includes 23 Superintendents from member schools and helps to direct the legislative efforts of the organization. NRCSA is also represented in the "Nebraskans United for Property Tax Reform and Education" and the "Education Association Coalition", both of whom serve as coalitions that work to speak on behalf of public education interests.

PLANNING WORKSHOPS

The NRCSA Planning Support Service is an elective service that assists districts in planning and goal-setting. The service is conducted by veteran Superintendents whose professional lives were involved in rural education in Nebraska.

COMMUNICATIONS

NRCSA provides regular updates from the Executive Director to member schools. A more in-depth update is provided to all members just prior to monthly Board of Education meetings. The NRCSA webpage is www.nrcca.net. NRCSA also has a social media presence on Twitter (@NRCSA1980) and on Facebook (www.facebook.com/nrccahome).

DISTRICT MEETINGS

Each fall NRCSA conducts a meeting in each of the six membership districts. These meetings provide an opportunity for rural schools to connect with NRCSA leadership on a face-to-face basis.

NRCSA EXECUTIVE BOARD

The 10-member Executive Board provides leadership and direction for the organization. Each of the six NRCSA districts is represented by at least one Superintendent from a district within the district.

NEBRASKANS UNITED

NRCSA is a strong member of this group which includes most education and Ag-related organizations in the State. The purpose is to work to provide property tax relief, as well as to protect and promote funding to public education.

EDUCATION ASSOCIATIONS COALITION

NRCSA is an active member of this group that is comprised of all of the major education associations in the state. The purpose of the group is to work together on legislative issues facing public education.

RURAL ADVOCACY

NRCSA is the only organization that speaks solely on behalf of public rural schools in the State of Nebraska.

SUPERINTENDENT SEARCHES

NRCSA's Superintendent Search Service is conducted by veteran Superintendents whose professional lives were involved in rural education in Nebraska. The service is available to all Nebraska school districts, with member districts paying a lower rate than non-member districts. A professional cost effective proposal and fee structure is available upon request.

SPRING CONFERENCE

NRCSA offers an annual conference in Kearney in March. The conference targets issues and interests of rural schools. An opportunity is created to network with other rural school districts and to interact directly with policymakers and NRCSA leaders.

US BANK ONE CARD PROGRAM

NRCSA has partnered with US Bank to provide this unique purchase card program for school districts. Individual school districts decide which staff members receive purchase cards. The district has control over where purchases can be made and for what amounts. This can be especially helpful when sending sponsors out with student groups.

NRCSA SCHOLARSHIPS

NRCSA annually awards 14 \$1,000 scholarships to high school seniors from NRCSA-member schools who are entering college with the goal of becoming school teachers.

ADMINISTRATOR FOREIGN TRAVEL

NRCSA will help sponsor administrators from member schools who take part in selected foreign educational tours. This fall NRCSA will help sponsor administrators who participate in the America-Israel Friendship League's Superintendent tour of Israel.

NATIONAL RURAL EDUCATION ASSOCIATION

NRCSA is a strong member of the NREA. The NREA provides leadership on issues facing rural education on the national level. Dr. Jon Habben, former NRCSA Executive Director of NRCSA, will serve as the President of NREA in the coming year.

NATIONAL ADVOCACY

NRCSA is a member of the National Rural Education Advocacy Consortium (NREAC), which represents the interests of rural public schools in national forums where education issues are decided.

LEGISLATIVE FORUM

During each legislative session NRCSA offers a forum for Board members and administrators. The forum provides the opportunity to hear from Senators as to what is happening in the Unicameral, as well as to provide input to Senators. The forum is held in Lincoln.

GARY FISHER FINE ARTS SCHOLARSHIPS

NRCSA awards two \$1,000 scholarships to high school seniors from NRCSA-member schools who are entering college with the plan to major in a fine arts field.

NRCSA AWARDS

NRCSA annually recognizes individuals who are outstanding at serving member districts. At the Spring Conference each year NRCSA recognizes an Outstanding Elementary Teacher, Secondary Teacher, ESU Staff Member, Music Teacher, Principal, Board of Education Member, and Superintendent/ESU Administrator.

GLOBAL TELETHERAPY

Global Teletherapy is a partner with NRCSA that provides elective services such as Speech, Behavioral, and Occupational Therapies. Global provides services that are sometimes difficult to fill.

LEADERSHIP OPPORTUNITIES

Each year there are over 50 leadership positions on the Executive Committee or other NRCSA committees that provide opportunities for member Superintendents.

TEACHER CERTIFICATION/TEACHER RECRUITMENT

NRCSA is working with representatives from Wayne State College and Peru State College on issues affecting both teacher certification and recruitment.

12. Oven Purchase - Polk Kitchen

approve purchase of Vulcan oven for Polk site kitchen for \$8718. Passed with a motion by Nathan Spurling and a second by Karen Stevens.

Terry Carlstrom: Yea, Kent Helgoth: Yea, Nathan Spurling: Yea, Karen Stevens: Yea, Paul Van Housen: Yea, Shane Van Pelt: Yea



Model #VC55ED

VC5 Commercial Oven Double
Deck 39 1/4" Depth Electric
with Solid State Controls

SEE DETAILS →



Model #VC55GD

VC5 Commercial Oven Double
Deck 39 1/4" Depth Gas with
Solid State Controls

SEE DETAILS →

13. Policy

13.1. Policy - Review

5052 School Wellness Policy

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*

1. Goals for Nutrition Promotion and Education

- a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.
- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.
- e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
- g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
 - i. USDA National School Lunch and School Breakfast nutrition standards

ii. USDA Smart Snacks in School nutrition standards.

- b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
- c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and

advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

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

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, Fundraisers or in Competition with the National School Lunch and Breakfast Programs)

- a. Except as otherwise allowed by the Nebraska Department of Education (NDE), all foods and beverages sold during the school day as part of a fundraiser or for any other purpose in competition with the National School Lunch and Breakfast Programs must meet the nutrition standards of those programs.
- b. Fundraiser food or beverages are NOT exempt from the USDA Smart Snacks in School nutrition standards. Therefore, if food is sold as a fundraiser:
 - (1) It shall not be sold in competition with school meals in the food service area during the meal service.
 - (2) It shall not be sold or otherwise made available to students anywhere on school premises during the period beginning one half hour prior to the serving period for breakfast and/or lunch and lasting until one half hour after the serving of breakfast and/or lunch.
 - (3) The sale of food items during the school day shall meet the USDA Smart Snacks in School nutrition requirements
 - (4) This restriction does not apply to food sold during non-school hours, weekends, and off-campus

fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

9. Triennial Assessment

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

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

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

10. Public Notice

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

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

11. Recordkeeping

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

12. Operational Responsibility

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

report to the board on the district's progress in implementing this policy.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated 9/2016 to Reflect the USDA Final Rule) found at

https://www.healthiergeneration.org/_asset/wtqdwu/14-6372_ModelWellnessPolicy.doc.

Adopted on: 5/8/17

Revised on: _____

Reviewed on: _____

5054 Student Bullying

Definition of Bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior.

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Based on Protected Class Status. Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district’s antidiscrimination policies.

Support for Students Who Have Experienced Bullying. Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational

impact and, if appropriate, will refer those students to the district's student assistance team.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

Policy Review. The school district shall review this policy annually.

Adopted on: 5/8/17

Revised on: 7/9/18

Reviewed on: _____

13.2. Policy Updates & Adoption

approve all policies Passed with a motion by Karen Stevens and a second by Nathan Spurling.

Terry Carlstrom: Yea, Kent Helgoth: Yea, Nathan Spurling: Yea, Karen Stevens: Yea, Paul Van Housen: Yea, Shane Van Pelt: Yea

2002 Organization of the Board

1. Membership, Term and Election

- a. The Board of Education shall be comprised of six members who will be elected at large.
- b. Those who wish to serve on the board shall file, be elected, and serve terms of office on the board according to law.

2. Internal Organization and Officers

a. President

- i. At the regular January meeting, the board shall elect from among its members a president who shall serve in that capacity for one year.
- ii. The president shall preside at all board meetings, and shall perform such other duties as may be prescribed by law or by action of the board.

b. Vice President

- i. At the regular January meeting, the board shall elect from among its members a vice president who shall serve in that capacity for one year.
- ii. The vice president shall preside in the absence of the president, and shall perform such other duties as are assigned by the board.

c. Secretary

- i. At the regular January meeting, the board shall elect a secretary who need not be a member of the board. The secretary shall serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.
- ii. The secretary shall see that an accurate record of the proceedings of the board is kept, that a copy of the

proceedings is provided to each board member and to the superintendent, and that a concise summary of each month's meeting is published along with a list of all approved claims. The secretary shall perform such other duties as are prescribed by law and assigned by the board.

d. Treasurer

- i. A treasurer from the board will be designated on a year-to-year basis.
- ii. The treasurer will sign checks and certain other documents. The treasurer is the custodian of the monies of the district.
- iii. The treasurer shall give bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.
- iv. The treasurer shall issue no warrant of payment of claim against the district until such claim has been duly authorized by the board and has been duly countersigned by the president.
- v. The vice president or secretary may sign any warrant in the absence of either the president or the treasurer.

3. Board Officer Voting and Tie Breakers

- a. The vote to elect board officers may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.
- b. In the event any officer cannot be elected by a majority after 10 votes; no votes occur after ten motions fail for lack of a "second,"; or no member volunteers to serve as an officer for a particular position, the tie will be broken by the applicable method:
 - i. If the board is split between two members, the officer will be determined by coin flip. The winning member will be the officer for the upcoming year unless the position changes by action of the board.

- ii. If the board is split between more than two members who wish to serve as the officer, any member wanting to serve as the officer will put his or her name into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.
- iii. If no member is willing to serve as an officer for a position which is required to be a member of the board, all non-officers' names will be put into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

4. Committees

- a. The board shall authorize such special committees as it deems necessary. The board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work.
- b. On or before the beginning of each calendar year, the board shall appoint three members to form a Committee on American Civics. The committee's duties shall be those prescribed by Nebraska statutes, which include:
 - i. Hold no fewer than two public meetings annually, at least one when public testimony is accepted;
 - ii. Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;
 - iii. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section 79-760.01 and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;
 - iv. Review and approve the social studies curriculum to ensure that it stresses the services of the men and women who played a crucial role in the achievement of national independence, establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education as set forth in sections 79-719 to 79-723 in order to instill a pride and respect for the nation's institutions and not be merely a recital of events and dates;
 - v. Ensure that any curriculum recommended or approved by the committee on American civics is made readily

- accessible to the public and contains a reference to this section;
- vi. Ensure that the district develops and utilizes formative, interim, and summative assessments to measure student mastery of the social studies standards adopted pursuant to section 79-760.01;
 - vii. Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:
 - 1. Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or
 - 2. Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body as defined by section 84-1409 followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or
 - 3. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by a holiday listed in section 79-724(6) or on a topic related to such person or persons or event; and
 - viii. Take all such other steps as will assure the carrying out of the provisions of this section and provide a report to the school board regarding the committee's findings and recommendations.

5. Vacancies

- a. A vacancy on the board of education shall exist when any one of the following occurs:
 - i. A member submits his or her formal resignation from the board.

- ii. A member removes himself or herself from the district or is absent from the district for a continuous period of sixty days.
 - iii. A member misses more than two consecutive regular board meetings unless excused by a majority of the remaining members.
 - iv. Such other reasons as are set forth in Nebraska statutes.
- b. The board shall make note the vacancy in its minutes and shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term to (1) the election commissioner or county clerk, and (2) the public by published notice in a newspaper of general circulation in the district.
- c. Vacancies shall be filled in the manner set forth in Nebraska statutes.

Adopted on: 7/8/19

Revised on: _____

Reviewed on: _____

2006 Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

- d) Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.

- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.
- a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.
- a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters

involving discrimination or harassment shall be promptly and thoroughly investigated.

- d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

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

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

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

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

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

Adopted on: 7/8/19

Revised on: _____

Reviewed on: _____

2014
Relationship with District Legal Counsel

The board will engage legal counsel to assist it and the administration in dealing with legal issues. When the district faces circumstances in which legal counsel may be needed between board meetings, the board president or superintendent may engage legal counsel on the board's behalf.

The superintendent and the board president shall have the authority to contact the school's legal counsel on behalf of the district. The superintendent may give other members of the administration permission to contact the district's legal counsel on an as-needed basis. Individual board members other than the president may not contact the district's legal counsel on behalf of the board without the approval of the board president or a majority of the board.

Any board member who contacts the district's legal counsel without board approval may be personally responsible for any legal fees incurred as a result of the unapproved contact.

The superintendent will, to the extent permitted by law, keep the board informed of matters in which the district's legal counsel is involved.

Adopted on: 7/8/19

Revised on: _____

Reviewed on: _____

2017
Indemnification and Liability Insurance

In addition to circumstances where it is obligated to provide indemnity or procure insurance, the school board has broad authority to purchase insurance or otherwise indemnify school board members, officers, employees, or agents of the school district. The school board will purchase liability insurance and provide indemnification at its discretion and review its current coverages and indemnification obligations when it deems appropriate.

In the event the school district's current insurance, indemnification agreements, contract obligations, or other promises to indemnify do not cover a situation which the school board can agree to cover, the school board may authorize indemnification. The school board may elect to indemnify any board member, officer, agent, or employee if he or she is a party or is threatened to be made a party in any pending or completed suit, proceeding, or any other action, whether criminal, civil, administrative, or investigative, if the individual is involved because of current or past service on the board, employment, or agency relationship with the school district. However, the indemnification and defense will only be considered if such person acted in good faith and in a manner he or she reasonably believed to be in the best interests or not opposed to the best interests of the school district, including in a criminal proceeding if he or she had no reasonable cause to believe the conduct was unlawful.

In circumstances involving employees, the board delegates to the Superintendent the authority to provide the indemnification to the extent the Superintendent is authorized to procure legal services, as long as the indemnification is otherwise consistent with the authority granted under the law.

Adopted on: 7/8/19

Revised on: _____

Reviewed on: _____

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects
Financed with Federal Funds

I. Applicability of the Policy

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$100,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

- A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.**
- B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.**
- C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one**

executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under \$250,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

2. Construction with an Anticipated Cost of between \$10,000 and \$250,000 (Small Purchase Procedures)

For construction projects subject to this policy, small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts.

B. Construction Projects with an estimated cost of between \$100,000 and \$249,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an

anticipated aggregate cost of \$100,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$100,000 and \$250,000.

IV. Construction Projects with an Anticipated Cost Over \$250,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$250,000 or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publically advertised;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. Sealed bids will be publically opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
4. The contract will be awarded to the lowest responsive and responsible bidder.
 - a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
 - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
 - c) Any or all bids may be rejected if there is a sound documented reason.
5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract

based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.

2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Full and Open Competition

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

E. Settlements of Issues Arising Out of Contract

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

F. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34

C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
 - c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.
2. Maintenance of Construction Records for Projects Financed with Federal Funds
- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
 - b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district’s conflict of interest policies.

B. Contracts covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board’s discretion.

Adopted on: 7/8/19

Revised on: _____

Reviewed on: _____

3004.1 Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between \$10,000 and \$250,000 (Small Purchase Procedures)

Small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. Noncompetitive Proposals (Sole Sourcing)

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - 1) The item is available only from a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or
 - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

- 1.** Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.

2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for

printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;
4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;

- 10.** Location, use and condition of the property; and
- 11.** Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

- 1.** A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
- 2.** The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the

awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of

passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: 7/8/19

Revised on: _____

Reviewed on: _____

3016
Use of Tobacco Products

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Adopted on: 7/8/19

Revised on: _____

Reviewed on: _____

3028
Sex Offenders

The safety of the students attending school is very important to the board of education. School employees, parents, and students should be aware of dangers posed by sex offenders living within the school district, and should be vigilant in providing protection against these dangers.

The board does not generally permit registered sex offenders on school grounds, at any school sponsored activity, or on any property under the control of the school district. The superintendent or his/her designee is hereby empowered to notify sex offenders of this policy and to grant limited permission to attend certain activities on a case-by-case basis.

Students who are registered sex offenders shall not be precluded from receiving a free education from the school district on that basis. The school district will consider a student's status as a registered sex offender in determining the student's educational placement and program.

Adopted on: 7/8/19

Revised on: _____

Reviewed on: _____

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Obligation to Report threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

2. Threat Assessment Team

The threat assessment team (team) shall consist of **HPC Superintendent, HPC Building Principals, HPC Guidance Counselor, Local/County and/or State Law Enforcement, HPC School Nurse, HPC Crisis Team Member**. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

3. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any

decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

4. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

5. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Adopted on: 7/8/19

Revised on: _____

Reviewed on: _____

3046 Animals at Schools

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent or his or her designee except as provided in this policy or as otherwise required by law.

I. USE OF ANIMALS FOR INSTRUCTIONAL PURPOSES

Animals that support a district program or curriculum or that are used for instructional purposes are allowed in school district buildings or on school district property with the written permission of the superintendent or building principal.

II. SERVICE ANIMALS

The school district does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. An individual with a disability is permitted to be accompanied by his/her service animal on school property when required by law, subject to the conditions of this policy.

Service Animal. A "service animal" is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Work or tasks **do not** include the crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship. The work or tasks performed by a service animal must be directly related to the handler's disability or necessary to mitigate a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. **See also**, Miniature Horses below.

School District Inquiries. School officials **may** ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do **unless** the answers to these inquiries are readily apparent. School officials **may not** ask about the nature or extent of a person's disability and may not require documentary proof of certification or licensing as a service animal.

Procedural Requirements. The following requirements must be satisfied **before** a service animal will be allowed in school buildings or on school grounds:

Request. A person who wants to be accompanied by his/her service animal must submit a written request form to a principal or superintendent. The request form is attached to this policy. These requests must be renewed each school year or whenever a different service animal will be used.

Health and Vaccination. The owner or handler must have proof of current licensure from the local licensing authority including proof of the service animal's current vaccinations and immunizations required by law.

Service animals will not be allowed in school buildings or other school property until the school has approved the request.

Control. A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, vest identifying the dog as a trained service dog, leash, or other tether. If the handler is unable to use a harness, backpack, vest, leash, or other tether, because of a disability or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, the use of these items is not required. However, the service animal must be otherwise under the handler's control.

Exclusion or Removal from School. A service animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the service animal;
- (2) The service animal is not housebroken;
- (3) The service animal presents a direct and immediate threat to others in the school; or
- (4) The animal's presence fundamentally alters the nature of the service, program, or activity.

The handler or the student's parent or guardian shall be required to remove the service animal from school premises immediately upon such a determination. If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

Allergic Reactions. If any student or school employee assigned to a classroom or mode of transportation in which a service animal is permitted suffers an allergic reaction to the service animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by an administrator. The school will arrange a meeting

between school personnel, the individual with the disability, and the parents or guardian(s) of the person with the disability if that person is a student to develop an alternate plan.

Supervision and Care of Service Animals. The owner or handler of a service animal is solely responsible for the supervision and care of the animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The student's parent or guardian is responsible for providing for the supervision and the care of the animal in the event that his or her student is not able to do so. The school district is not responsible for providing any care, supervision, or assistance for a service animal.

Extra Charges. The owner or handler of a service animal will not be required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

Damage to School Property and Injuries. The owner or handler of a service animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the animal.

Miniature Horses. Requests to permit the use of a miniature horse by an individual with a disability will be addressed on a case-by-case basis by considering the following factors:

- (1) The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- (2) Whether the handler has sufficient control of the miniature horse;
- (3) Whether the miniature horse is housebroken; and
- (4) Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.

Service Animal in Training. This policy shall also be applicable to service animals in training that are accompanied by a bona fide trainer.

Denial of Access and Grievance. If a school official denies a request for access of a service animal, the disabled individual or parent or guardian can file a written grievance with the school's Section 504 Coordinator.

III. THERAPY ANIMALS

The school district supports the use of therapy animals by teachers or other qualified school personnel ("Owner") for the benefit of its students subject to the conditions of this policy.

Therapy Animal. A "therapy animal" is an animal that has been individually trained and certified to work with its Owner to provide emotional support, well-being, comfort, or companionship to school district students. Therapy animals are not "service animals" as that term is used in the American with Disabilities Act. The animal must be well behaved and have a temperament that is suitable for interaction with students and others in a public school. Therapy animals are personal property of the Owner and are not owned by the school district.

Therapy Animal Standards and Procedures. The following requirements must be satisfied *before* a therapy animal will be allowed in school buildings or on school grounds:

Request. An Owner who wants to bring a therapy animal to school must submit a written request form to a principal or superintendent. The request form is attached to this policy. The request must be renewed each school year or whenever a different therapy animal will be used.

Training and Certification. The Owner must submit training and certification information requested by the Superintendent or his or her designee. Any certification required by the school district must remain current at all times.

Health and Vaccination. The therapy animal must be clean, well groomed, in good health, house broken, and immunized against diseases common to such animals. The Owner must submit proof of current required licensure from the local licensing authority and proof of the therapy animal's current vaccinations and immunizations from a licensed veterinarian, if applicable.

Control. A therapy animal must be under the control of the Owner at all times.

Identification. The therapy animal must have appropriate identification identifying it as a therapy animal.

No Disruption. The therapy animal must not disrupt the educational process by any of its behaviors.

Health and Safety. The therapy animal must not pose a health and safety risk to any student, employee, or other person at school.

Supervision and Care of Therapy Animals. The Owner is solely responsible for the supervision and care of the therapy animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a therapy animal.

Authorized Area(s). The Owner shall only allow the therapy animal to be in areas in school buildings or on school property that are authorized by school district administrators.

Insurance. The Owner must submit a copy of an insurance policy that provides liability coverage for the therapy animal while on school property.

Exclusion or Removal from School. A therapy animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the therapy animal;
- (2) The therapy animal is not housebroken;
- (3) The therapy animal presents a direct and immediate threat to others in the school; or
- (4) The animal's presence otherwise interferes with the educational process.

The Owner shall be required to remove the therapy animal from school premises immediately upon such a determination.

Allergic Reactions. If any student or school employee assigned to a classroom in which a therapy animal is permitted suffers an allergic reaction to the therapy animal, the Owner of the animal will be required to remove the animal to a different location designated by an administrator.

Damages to School Property and Injuries. The Owner of a therapy animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy animal.

Other Therapy Animals. Therapy animals (1) owned by students, patrons, or other non-school employees or (2) owned by school employees for their own benefit will not be allowed on school grounds or school property except as otherwise required by law.

Adopted on: 7/8/19

Revised on: _____

Reviewed on: _____

3053 Nondiscrimination

The School District does not discriminate on the basis of prohibited factors in employment and educational programs/activities. The School District affirmatively strives to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40

The Equal Pay Act of 1963 as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions

The Uniformed Services Employment and Reemployment Rights Act (USERRA) – provides job protections and reemployment rights to military reservists and National Guard members called to active duty

The Boy Scouts of America Equal Access Act which prohibits discrimination against groups that wish to access district facilities

The Nebraska Fair Employment Practice Act (FEPA) – prohibits employment discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), disability, marital status, and retaliation

Nebraska Age Discrimination in Employment Act (Age Act) – prohibits employment discrimination on the basis of age for those individuals who are over 40 years of age

The Equal Pay Act of Nebraska – prohibits discriminatory wage practices based on sex

The Nebraska Equal Opportunity in Education Act – prohibits discrimination on the basis of sex (including pregnancy) by any educational institution

Veterans Preference Law (NEB. REV. STAT §§ 48-225 to 48-231) - stipulates categorical preferences for employment for military veterans and for the spouses of disabled veterans

Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a complaint using the district’s complaint procedures.

Inquiries regarding compliance with any of the laws referred to in this policy may be directed to the superintendent or to the district’s Title IX and/or Section 504/ADA Coordinator.

Adopted on: 7/8/19

Revised on: _____

Reviewed on: _____

4048
Assessment Administration and Security

The purpose of all testing and assessments is to measure students' knowledge, skills or abilities in the area tested. All staff members are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. This policy applies to all national, state, and local assessments, including both standardized and general classroom assessments.

1. Assessment Responsibilities

- a. Each building principal, in consultation with the Superintendent and classroom teachers, will be responsible for:
 - overseeing the scheduling of state administered assessments, training all staff who administer assessments, and ensuring that all assessments, including make-up testing, is completed within required testing windows;
 - obtaining Standards, Assessment and Accountability Updates from the Department of Education and circulating the relevant portions of those updates to other staff members;
 - informing the board of education of changes to the Nebraska Student-Centered Assessment System Security Procedures; and
 - signing and enforcing the Nebraska Student-Centered Assessment System Security Agreement.
- b. Every classroom teacher or other staff member who administers assessments is responsible for:
 - complying with the Nebraska Student-Centered Assessment System Security Procedures;
 - taking all reasonable and prudent steps to ensure the accuracy and integrity of all academic testing, including statewide assessments; and

- ensuring the security of all test materials.

2. Security Violations and Cheating

a. Classroom assessments

Staff members who suspect students of having cheated on a classroom assessment should conduct a reasonable inquiry and impose consequences on the student consistent with classroom rules and the student handbook.

b. State Accountability Tests

Staff members who suspect a breach of security on State Accountability Tests, must promptly report their suspicions to the building principal or superintendent. The superintendent must notify the Department of Education's Statewide Assessment Office and follow the Department's protocol for Reporting and Investigating Test Security Violations.

Staff members who engage in or enable students to engage in academic dishonesty in any testing or assessment will be subject to discipline up to and including the immediate cancellation of their employment contract.

Adopted on: 7/8/19

Revised on: _____

Reviewed on: _____

4052
Job References to Prospective Employers

All requests for employment-related references or employment history by prospective employers of current or former employees must be referred to a member of the administrative team. The administrator will either provide a reference in compliance with this policy or will forward the request to the superintendent.

If the school district is subject to a written separation agreement regarding a particular employee, the terms of that agreement will govern the district's response to requests for information, regardless of any written consent provided to the school district.

If the school district is not bound by a separation agreement and receives a legally enforceable written consent to release information, the district may provide the information authorized by that document. The school district may provide additional truthful information to prospective employers of current and former employees in accordance with this policy.

Employees Suspected of Sexual Misconduct Against a Minor or Student

Apart from the routine transmission of administrative and personnel files or unless otherwise permitted by law, the district and any employee, contractor, or agent of the school district is prohibited from providing any employee any assistance in obtaining a new job if the school district or the individual acting for the school district has probable cause to believe said employee has engaged in sexual misconduct with a student or minor in violation of the law.

Adopted on: 7/8/19

Revised on: _____

Reviewed on: _____

5002 Admission of Students

Students shall be admitted to the school district who are:

- legal residents of the school district or otherwise entitled by Nebraska law to attend the schools of the district tuition-free;
- approved for option enrollment pursuant to policy;
- approved as foreign exchange students pursuant to policy;
- legal residents of a district that has contracted with this district for their educational services;
- statutorily entitled to attend the schools of the district on a part-time basis pursuant to policy; or
- out-of-state students who have been enrolled pursuant to policy.

Students who have been placed in a foster home within the school district are not residents of the district and will not be permitted to enroll unless the district has received a written determination from the Nebraska Department of Health and Human Services that it is in the best interests of the student not to attend his or her district of residence.

Prior to enrolling any student who is a ward of the state of Nebraska or a ward of any court, the district will ask to review a completed copy of the "Education Court Report Form" promulgated by the Nebraska Supreme Court's Commission on Children and Families in the Courts – Education Sub-Committee. If there is no such completed form, district staff will offer assistance to the appropriate responsible individual in securing the information necessary to complete the form as part of the district's enrollment process.

Except in adult education classes or when otherwise required by law, no student who is of 21 years of age or older, or who has earned a high school diploma or its equivalent will be allowed to be enrolled in or continue to attend school in the district.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their

situation. Grade level placement will be determined in accordance with district policy.

Adopted on: 7/8/19

Revised on: _____

Reviewed on: _____

5016 Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district.

For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is **INFINITE CAMPUS**

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. "School officials" include attorneys; members of law enforcement acting on behalf of the school district; representatives of insurance providers that provide coverage to the school district; and third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district. All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law.

Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: 7/8/19

Revised on: _____

Reviewed on: _____

5017 Routine Directory Information

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Name of parent and/or guardian
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Social media usernames or handles
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information does not include a student's social security number.

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses, and telephone numbers of high school students unless a student's parents have notified the district in writing that they do not want this information disclosed without their prior written consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, the district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given an opportunity to prevent the release of this directory information by filing a written objection with the district.

When a student reaches 18 years of age, the permission or consent required of and the rights accorded to the parents or guardians of such student under this policy shall only be required of and accorded to such student. Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, each school district shall notify each student who is at least 18 years of age or who will reach 18 years of age during such school year of (1) the option to make a written request to the school district that routine directory information for such student not be released in response to a request made by a military recruiter without such student's written consent and (2) that any such request made previously by a parent or guardian for such student expires upon the student reaching 18 years of age.

Adopted on: 7/8/19

Revised on: _____

Reviewed on: _____

5022
**Investigations, Arrests, and Other Student Contact by Law
Enforcement and Health and Human Services**

The school district and its administrators and staff desire to maintain a positive working relationship with law enforcement officers and other representatives of governmental bodies in the discharge of their duties. However, this desire must be balanced against other equally important factors such as a student's legal rights, ensuring that a student's time spent in school is for education, and acknowledging that the school stands *in loco parentis* to the students.

"Law enforcement officer" means police officers, county sheriffs, state patrolmen, Health and Human Service workers, Child Protective Services workers, Office of Juvenile Services workers, probation officers, U.S. Immigration and Customs Enforcement (ICE) agents, Federal Bureau of Investigations agents, or any other government investigatory workers.

"Parent" means the biological or adoptive mother or father, guardian, responsible relative, or any other person who has claimed legal or actual charge or control of the student pursuant to Nebraska law or Title 92 Nebraska Administrative Code Chapter 19.

Law enforcement officers are encouraged whenever possible to talk to a student away from the school before or after school hours so as to cause as little disruption as possible to the student's education.

Law enforcement officers may be called to the school at the request of school administration, or they may initiate contact with the school for their own purposes. Contact between the school and law enforcement officers on matters involving students shall be made through the office of the superintendent or building principal and the law enforcement officer. All reasonable attempts should be made to avoid embarrassing the student before his or her teachers and peers, and to avoid disrupting the student's and school's education program. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.

School staff shall promptly notify the superintendent when a student is questioned, arrested, or removed from school grounds by law enforcement officers.

School Related Criminal Activity

This section applies to alleged or suspected criminal activity that occurs on school grounds; in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event.

Law enforcement officers will be allowed to contact and question students at school regarding school related criminal activity as provided below.

The building principal must be notified before a student may be questioned in school or taken from a classroom by law enforcement. The building principal should request identification of the officers, their affiliation with the identified law enforcement agency, and whether their purpose is to interview, interrogate, or take custody of the student.

The building principal will make reasonable attempts to contact a student's parent for their consent and/or presence before the student is interviewed. In the event that a parent cannot be contacted after reasonable attempts, the student will be questioned only if the law enforcement officer identifies emergency circumstances requiring immediate questioning. A building principal or designee shall be present for such questioning solely to further school purposes or avoid duplication of the investigative process. The student will be brought to a private room and the contact will be made out of sight of others as much as practicable.

If the student is suspected of criminal activity, it is the responsibility of the law enforcement officer to advise a student of his or her rights against self-incrimination.

The building principal shall document steps taken to notify parents, summarize the law enforcement activities, identify the actions taken by the District on behalf of the student, and any further contacts with law enforcement officer.

Non-School Related Criminal Activity

Law enforcement officials may not question students at school unless parental consent is obtained or the law enforcement authorities have a warrant or court order.

Taking a Student into Custody

Law enforcement officers seeking custody of a student must contact the superintendent or building principal. The principal will request the arresting law enforcement officer to provide a copy of the arrest warrant, written parental consent, court order, or other document giving authority to take the student into legal custody. If there is no document presented, the principal should obtain the officer's name, badge number identifying the law enforcement agency, date, time, the reason for the arrest, and the place to which the student is reportedly being taken. Whenever practicable, the arrest or release of the student should be conducted in a location and in a manner that minimizes observation by others.

When a law enforcement officer removes a student from the school, the building principal will take immediate steps to notify the parent about the student's removal and the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse.

Child Abuse and Neglect

When law enforcement officers seek to investigate reports of alleged child neglect or abuse regarding a student, the building principal shall obtain a proper identification from the authorities or officials. If a student interview is conducted on school grounds, the building principal or designee and such other school personnel as appropriate shall observe the interview.

If the law enforcement officer decides to remove the student from school, school officials shall provide the law enforcement authorities with the address and telephone number of the student's parent or guardian. The principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign a statement certifying that the child is being removed from school premises because he or she is believed to be the victim of child abuse and that the officer understands and will comply with the legal requirements of NEB. REV. STAT. § 79-294.

Student Records

Student records will be shared with law enforcement officers only as allowed by state and federal law.

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Revised on: _____

Reviewed on: _____

5035 Student Discipline

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Short-Term Suspension

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes

with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended **will** be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: Students serving a short-term suspension will be given every opportunity for continued academic advancement. Classwork is to be completed and returned no later than two days after the day it was assigned.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the

influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form,

including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;

- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
- i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;

- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon; and
- m. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or

guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

- f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

Adopted on: 7/8/19

Revised on: _____

Reviewed on: _____

5045 Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

A. Definitions.

- 1.** "Students" means students, their parents, guardians or other legal representatives.
- 2.** "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
- 3.** "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$25.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices.

The maximum dollar amount of this insurance coverage facilitated by the district will be \$500. The district may also charge a damage deposit which will be returned or may be rolled to cover the damage deposit for the next year if it is not needed to cover the costs of any damage to the device. The maximum dollar amount of this damage deposit will be \$25.

Additionally, the district may allow students to purchase technological devices by arranging for the students to purchase these devices through a single, or series of, payments.

6. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student Activity Card: \$25
 - Covers admission to all extracurricular events
- Student Participation Fee: \$0
 - Required of all students who participate in athletics and/or other extracurricular activities
- Future Business Leaders of America: \$30
- DECA: \$0
- National Honor Society: \$30
- Cheerleading, Drill Team, Flag Corps: \$0
 - Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- Football: \$ 0
 - Students must provide their own football shoes, undergarments, and mouthguards
- Golf: \$0

- Students must provide their own golf shoes, undergarments, and clubs
- Softball and Baseball: \$0
 - Students must provide their own shoes, gloves, and undergarments
- Track, Volleyball, and Wrestling: \$0
 - Students must provide their own shoes and undergarments
- Future Farmers of America: \$30
 - Students must purchase their own jackets and pay dues
- Rifle and Trap Teams: \$0
 - Students must provide their own weapons and ammunition
- Science Club: \$0
- FCCLA: \$30
- Spanish Club: \$0

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

8. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be \$.58

9. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students'

files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$.10 per page for reproduction of student records.

10. Participation in Before-and-After-School or Pre-Kindergarten Services.

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$3.50hr.

11. Participation in Summer School or Night School.

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$50.

12. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-6
 - Regular Price \$1.85
 - Reduced Price \$.30
- Breakfast Program – Grades 7-12
 - Regular Price \$1.85
 - Reduced Price \$.30

- Lunch Program – Grades K-6
 - Regular Price \$2.90
 - Reduced Price \$.40
- Lunch Program – Grades 7-12
 - Regular Price \$3.00
 - Reduced Price \$.40

13. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. The following list details the maximum dollar amount of all musical extracurricular activities fees and the equipment or attire required for participation in musical extracurricular activities:

- Band:
 - Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers
- Swing Choir:
 - Students must purchase outfits and shoes selected by the sponsor and/or student group.

14. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class’s fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$30.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any

particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Adopted on: 7/8/19
Revised on: _____
Reviewed on: _____

5063 Audio and Video Recording

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used by students for personal academic purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy “recording” includes still photographs, video, audio, and other similar data captured in any medium.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings without a specific purpose or for a specific purpose when such recordings are deemed necessary or appropriate by the administration. The district will not maintain the recordings unless the recording is purposefully copied and saved, and the recordings will only be available for review for a limited time based on the district’s then-current recording capacity. The district administrators estimate that this is approximately 10 days but may change at any time.

Classroom Recordings by Staff. Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator.

Prohibited Recordings by Students. Unless otherwise authorized by this policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district’s appropriate use and student discipline policies.

For example, this policy does not prohibit students from making recordings of an athletic event for their personal use similar to a parent or other patron, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

Permitted Classroom Recordings by Students. Students may make audio or video recordings of classroom lectures or discussions:

- (1) For their convenience after providing notice to the classroom teacher and receiving the teacher's permission;
- (2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission;
- (3) If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

Staff may revoke permission to record if the recording distracts from or disrupts the classroom environment, unless the recording is necessary to accommodate a student's disability.

Permitted Non-classroom Recordings. Students may make audio or video recordings otherwise prohibited by this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws and district policy. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Adopted on: 7/8/19

Revised on: _____

Reviewed on: _____

13.3. Leasing Personal Property - Policy 3052

3052 Leasing Personal Property

I. Leases of Personal Property by the District

A. Applicability of this policy.

Leases of personal property using any federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Purchasing and Procurement with Federal Funds, which is found elsewhere in this section.

This policy applies to all other leases of personal property made by the school district other than construction, remodeling, repair and site improvements.

B. General Leasing Policy

1. The school district's budget shall be the guide for all leases of personal property. Any leases of personal property must be approved by the board or superintendent.
2. The board intends to lease competitively, whenever possible, without prejudice and to seek maximum educational value for every dollar expended.
3. The leasing of equipment and other goods shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the leasing program of the school district.
4. Leases of personal property or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.
5. No board member, employee, volunteer, parent-teacher organization, or other individual or entity may use a school district account, its tax identification number, or its tax exemption to make personal leases of any kind or for any reason.

C. Leasing Procedures

1. School personnel must secure the approval of the board or superintendent before entering into a lease for personal property.
2. For lease of more than \$ _____, the district will secure written quotes and/or estimates from a reasonable number of vendors. The district will lease from a responsible vendor with the lowest price unless the board approves the lease from the more expensive vendor.

D. Relations with Vendors

1. The board wishes to maintain good working relations with vendors who lease equipment, goods, and other personal property to the school system. The school shall not extend favoritism to any vendors. Each lease shall be entered into on the basis of quality, price and delivery, with past experiences being a factor if all other considerations are equal.
2. No lease shall be made that violates any conflict of interest policy or law.
3. The board believes in patronizing local businesses. Consequently, when proposals are judged to be equal in terms of quality, price, and/or service, the lease will be awarded to the firm that is located within the district. However, the board will not sacrifice either quality or economy to patronize local businesses.

II. Lease of District-Owned Personal Property to Others

A. Personal Property Valued at No More Than \$ _____

If the Superintendent determines that any personal property that is owned by the school district and has a fair market value of no more than \$ _____ is not needed for school district use, the Superintendent may enter into a lease agreement for a period no longer than the period of time during which such property is not needed for school purposes and in no event longer than _____ days. The Superintendent is authorized to determine the terms and conditions of the lease of this district-owned

personal property, provided however that Superintendent will avoid leasing such personal property at a rate that is significantly lower than the fair market value for comparable rentals of similar personal property. At Superintendent's discretion, Superintendent may require lessors of this district-owned personal property to furnish property and liability insurance covering lessors use of such property.

B. Personal Property Valued in Excess of \$ _____

If the board of education determines that any personal property that is owned by the school district and has a fair market value of at least \$ _____ is not needed for school district use, the board may lease such property, or portion thereof, upon such terms and conditions as it determines.

Adopted on: 7/8/19

Revised on: _____

Reviewed on: _____

14. Financial Reports

14.1. Lunch report

14.2. Activity Reports

14.3. General Fund

Approval of general funds bills as presented Tabled with a motion by Paul Van Housen and a second by Shane Van Pelt.

Terry Carlstrom: Yea, Kent Helgoth: Yea, Nathan Spurling: Yea, Karen Stevens: Yea, Paul Van Housen: Yea, Shane Van Pelt: Yea

Unposted; Batch Description July 2019 invoices-0001

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID	01	Fund Number 01	General Fund	
	cc July 2019	ACTIVITY FUND	06/27/2019	4,403.79
01 2320 610 000		mentor/staff retire		357.19
01 1100 610 001		Lott supplies		420.31
01 1100 610 004		4/5 AR/Lott supplies		676.80
01 2710 430 000		repairs/maintenance		918.03
01 2130 580 001		nurse conference		75.00
01 2130 580 002		nurse conference		75.00
01 1100 610 005		Learning Academy-Fort Robinson		1,324.44
01 2710 626 000		fuel-Fort Robinson		191.05
01 2320 330 000		prof dev		58.50
01 2130 580 004		nurse conference		75.00
01 2130 580 005		nurse conference		75.00
01 2610 610 001		custodial		64.68
01 2610 610 004		custodial		64.68
01 2410 610 001		principal supplies		14.05
01 2410 610 004		principal supplies		14.06
Total	ACTIVITY FUND			4,403.79
	1505	AMERICAN FIRE & LIFE SAFETY, L.L.C.	06/18/2019	144.48
01 2620 430 001		service		144.48
Total	AMERICAN FIRE & LIFE SAFETY, L.L.C.			144.48
	Gleason	AMERITAS LIFE INSURANCE CORP.	06/19/2019	17.96
01 2610 210 000		vision		17.96
Total	AMERITAS LIFE INSURANCE CORP.			17.96
	S3585278.001	ARAMSCO INC/INTERLINK SUPPLY	06/06/2019	385.60
01 2610 610 001		custodial		96.40
01 2610 610 002		custodial		96.40
01 2610 610 004		custodial		96.40
01 2610 610 005		custodial		96.40
	S3585278.003	ARAMSCO INC/INTERLINK SUPPLY	06/12/2019	26.55
01 2610 610 001		custodial		13.28
01 2610 610 004		custodial		13.27
Total	ARAMSCO INC/INTERLINK SUPPLY			412.15
	1000786	BIO CORPORATION	06/11/2019	132.46
01 1100 610 005		ms science		132.46
Total	BIO CORPORATION			132.46
	20190626	BLACK HILLS ENERGY	06/26/2019	136.44
01 2610 621 001		hs shop		136.44
Total	BLACK HILLS ENERGY			136.44
	20190626	BLACK HILLS ENERGY	06/26/2019	200.36
01 2610 621 001		monthly HS		200.36
Total	BLACK HILLS ENERGY			200.36
	20190626	BLACK HILLS ENERGY	06/26/2019	218.22
01 2610 621 001		Polk MS		109.11
01 2610 621 004		Polk MS		109.11
Total	BLACK HILLS ENERGY			218.22

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	662243	BMI EDUCATIONAL SERVICES	06/13/2019	178.23
01 1100 640 001		art books		117.63
01 1100 640 005		art books		60.60
Total		BMI EDUCATIONAL SERVICES		178.23
	US190210	BRAINPOP	06/10/2019	175.00
01 1100 643 002		software		175.00
Total		BRAINPOP		175.00
	22234	BREAKSOUT, INC.	06/07/2019	75.00
01 1100 643 001		software		75.00
Total		BREAKSOUT, INC.		75.00
	172841	CARL'S SKRAP	06/19/2019	50.00
01 2620 420 002		clarks extra svc		25.00
01 2620 420 005		clarks extra svc		25.00
	Polk/Clarks 7/2019	CARL'S SKRAP	06/20/2019	320.00
01 2620 420 001		trash pickup		92.50
01 2620 420 002		trash pickup		67.50
01 2620 420 004		trash pickup		92.50
01 2620 420 005		trash pickup		67.50
Total		CARL'S SKRAP		370.00
	50717315RI	CAROLINA BIOLOGICAL	06/06/2019	252.27
01 1100 610 001		science supplies		252.27
Total		CAROLINA BIOLOGICAL		252.27
	20190627	CENTRAL CITY MALL	06/27/2019	34.94
01 2320 610 000		mentor supplies		34.94
Total		CENTRAL CITY MALL		34.94
	20190627	CENTRAL NE REHAB SERVICES	06/10/2019	3,037.05
01 2163 340 002		0-2 OT		131.10
01 2161 340 001		HS OT		572.85
01 2161 340 004		4/5 OT		255.00
01 2161 340 005		MS OT		247.50
01 2171 340 001		HS PT		31.50
01 2173 340 002		0-2 PT		73.20
01 2161 340 002		K-3 OT		1,372.35
01 2171 340 002		K-3 PT		353.55
Total		CENTRAL NE REHAB SERVICES		3,037.05
	May 2019	CENTRAL VALLEY AG	06/07/2019	2,843.37
01 2710 626 000		fuel		1,814.38
01 2710 430 000		parts/labor		203.19
01 2610 610 001		mower fuel		35.86
01 2610 610 004		mower fuel		35.87
01 2650 626 000		Acq fuel		92.32
01 2650 430 000		Acq labor/parts		661.75
Total		CENTRAL VALLEY AG		2,843.37
	1090967	CENTURY HSE CHIROPRACTIC	06/17/2019	79.00
01 2710 890 000		bus physical		79.00
	1091034	CENTURY HSE CHIROPRACTIC	06/20/2019	79.00

Unposted; Batch Description July 2019 invoices-0001

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2710 890 000		bus physical		79.00
	1091176	CENTURY HSE CHIROPRACTIC	07/01/2019	79.00
01 2710 890 000		bus physical		79.00
Total		CENTURY HSE CHIROPRACTIC		237.00
	Phillips July 2019	CROSS COUNTY SCHOOL	06/20/2019	637.92
01 1200 211 001		insurance		318.96
01 1200 211 004		insurance		318.96
Total		CROSS COUNTY SCHOOL		637.92
	20190702	CULLIGAN of YORK	06/25/2019	36.00
01 2610 610 001		water coolers		18.00
01 2610 610 004		water coolers		18.00
Total		CULLIGAN of YORK		36.00
	44817/45007	CULLIGAN	06/19/2019	84.50
01 2610 610 002		water supplies		42.25
01 2610 610 005		water supplies		42.25
Total		CULLIGAN		84.50
	1655710	DICK BLICK	06/08/2019	1,566.94
01 1100 610 001		hs art		1,034.18
01 1100 610 005		ms art		532.76
	1662451	DICK BLICK	06/10/2019	43.18
01 1100 610 001		lott supplies		43.18
Total		DICK BLICK		1,610.12
	7197	DIODE TECHNOLOGIES INC.	06/03/2019	63.18
01 2320 610 000		key fobs		63.18
Total		DIODE TECHNOLOGIES INC.		63.18
	2174	DYKNOW, LLC	05/31/2019	1,700.00
01 1100 643 001		software		850.00
01 1100 643 005		software		850.00
Total		DYKNOW, LLC		1,700.00
	20190702	EAGLE COMMUNICATIONS INC	06/24/2019	756.29
01 2510 530 000		monthly		756.29
	20190702-0001	EAGLE COMMUNICATIONS INC	06/24/2019	301.60
01 2510 530 000		monthly		301.60
Total		EAGLE COMMUNICATIONS INC		1,057.89
	7778296	EAKES OFFICE SOLUTIONS	06/19/2019	373.41
01 1100 610 001		supplies		373.41
	7778300	EAKES OFFICE SOLUTIONS	06/19/2019	87.67
01 1100 610 002		art supplies		69.99
01 1100 610 005		supplies		17.68
	7778303	EAKES OFFICE SOLUTIONS	06/19/2019	193.81
01 1100 610 005		supplies		193.81
	7778309	EAKES OFFICE SOLUTIONS	06/19/2019	73.71
01 1100 610 005		supplies		73.71
	7778314	EAKES OFFICE SOLUTIONS	06/19/2019	76.77
01 1100 610 001		supplies		76.77
	7778319	EAKES OFFICE SOLUTIONS	06/19/2019	52.22

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Account Number		Detail Description		Amount
01 1100 610 001		supplies		26.11
01 1100 610 005		supplies		26.11
	7778323	EAKES OFFICE SOLUTIONS	06/19/2019	100.07
01 1100 610 001		supplies		100.07
	7778325	EAKES OFFICE SOLUTIONS	06/19/2019	1,200.93
01 1100 610 001		supplies		600.47
01 1100 610 004		supplies		600.46
	7778329	EAKES OFFICE SOLUTIONS	06/19/2019	96.57
01 1200 610 001		sped supplies		48.29
01 1200 610 004		sped supplies		48.28
	7778337	EAKES OFFICE SOLUTIONS	06/19/2019	166.61
01 1100 610 001		supplies		83.31
01 1100 610 004		supplies		83.30
	7778344	EAKES OFFICE SOLUTIONS	06/19/2019	76.00
01 2220 610 001		library		19.00
01 2220 610 002		library		19.00
01 2220 610 004		library		19.00
01 2220 610 005		library		19.00
	7778345	EAKES OFFICE SOLUTIONS	06/19/2019	209.58
01 2610 610 001		polk kitchen		104.79
01 2610 610 004		polk kitchen		104.79
	7778353	EAKES OFFICE SOLUTIONS	06/19/2019	23.40
01 1200 610 002		supplies		23.40
	7778356	EAKES OFFICE SOLUTIONS	06/19/2019	84.76
01 1100 610 001		supplies		84.76
	7778363	EAKES OFFICE SOLUTIONS	06/19/2019	39.32
01 1100 610 001		supplies		39.32
	7778428	EAKES OFFICE SOLUTIONS	06/19/2019	99.14
01 1100 610 004		supplies		99.14
	7778429	EAKES OFFICE SOLUTIONS	06/19/2019	70.66
01 1100 610 002		supplies		70.66
	7778431	EAKES OFFICE SOLUTIONS	06/19/2019	109.63
01 1200 610 002		sped supplies		54.82
01 1200 610 005		sped supplies		54.81
	7778436	EAKES OFFICE SOLUTIONS	06/19/2019	1,805.84
01 1100 610 002		supplies		902.92
01 1100 610 005		supplies		902.92
	7778455	EAKES OFFICE SOLUTIONS	06/19/2019	153.91
01 1190 610 002		pre-k supplies		76.96
01 3540 610 002		pre-k supplies		76.95
	7778467	EAKES OFFICE SOLUTIONS	06/19/2019	87.58
01 1100 610 005		supplies		70.06
01 3535 610 005		enrichment		17.52
	7778470	EAKES OFFICE SOLUTIONS	06/19/2019	51.58
01 1100 610 002		supplies		51.58
	7787893	EAKES OFFICE SOLUTIONS	06/19/2019	111.19
01 1100 610 002		supplies		111.19
	7787902	EAKES OFFICE SOLUTIONS	06/19/2019	265.15
01 1100 610 002		supplies		265.15
	7787906	EAKES OFFICE SOLUTIONS	06/19/2019	115.78
01 1100 610 002		supplies		115.78
	7787917	EAKES OFFICE SOLUTIONS	06/19/2019	62.40
01 1100 610 001		supplies		15.60
01 1100 610 002		supplies		15.60
01 1100 610 004		supplies		15.60
01 1100 610 005		supplies		15.60

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	7802848	EAKES OFFICE SOLUTIONS	06/26/2019	2,500.00
01 2120 610 001		file cabinet		625.00
01 2120 610 002		file cabinet		625.00
01 2120 610 004		file cabinet		625.00
01 2120 610 005		file cabinet		625.00
	7803587	EAKES OFFICE SOLUTIONS	06/19/2019	128.50
01 1100 610 001		supplies		128.50
Total	EAKES OFFICE SOLUTIONS			8,416.19
	INV118255	EDMENTUM	06/06/2019	522.50
01 1100 643 005		software		522.50
Total	EDMENTUM			522.50
	202501661035	EDUCATORS PUBLISHING SERVICE	06/19/2019	731.70
01 1100 610 005		MS software		731.70
Total	EDUCATORS PUBLISHING SERVICE			731.70
	2019-520	ENVIRONMENTALSERVICES	06/06/2019	26.00
01 2620 430 002		service		13.00
01 2620 430 005		service		13.00
Total	ENVIRONMENTALSERVICES			26.00
	R1000038	ESU #1	06/10/2019	50.00
01 1100 330 001		prof dev		50.00
Total	ESU #1			50.00
	Final 2019	ESU #7	06/27/2019	10,819.00
01 1292 591 002		0-2 Early intv		665.26
01 1292 591 002		3-5 Early intv		2,554.57
01 1200 591 002		0-2 superv		53.22
01 1200 591 002		3-5 superv		204.37
01 1200 591 002		k-3 superv		554.42
01 1200 591 001		HS superv		801.40
01 2141 591 001		HS psych		4,489.32
01 2190 591 001		HS transition		1,496.44
	May 2019 Sped	ESU #7	06/27/2019	6,197.93
01 2141 591 002		k-3 psych		733.53
01 2141 591 004		4/5 psych		79.30
01 2141 591 005		MS psych		832.65
01 2141 591 001		HS psych		1,209.33
01 2190 591 001		Transition		108.75
01 1200 340 001		Center 7		2,654.72
01 1200 591 002		0-2 superv		9.64
01 1200 591 004		4/5 superv		6.34
01 1200 591 005		MS superv		66.61
01 1200 591 001		HS superv		317.82
01 1200 591 002		K-3 super		58.66
01 1292 591 002		0-2 Early intv		120.58
	SLPHP06212019	ESU #7	06/27/2019	25.00
01 1200 610 002		speech language kit		25.00
Total	ESU #7			17,041.93
	apr/may 2019 prod	ESU 7 PRODUCTION	06/03/2019	1,641.84
01 1190 610 002		pre-k production		16.13

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Account Number		Detail Description		Amount
01 3540 610 002		pre-k production		16.13
01 2410 610 002		princ supplies		111.37
01 2410 610 005		princ supplies		111.38
01 1100 550 001		supplies		285.29
01 1100 550 002		supplies		690.87
01 1100 550 004		supplies		225.80
01 1100 550 005		supplies		184.87
Total	ESU 7 PRODUCTION			<u>1,641.84</u>
	DL061019-09	ESU7-CDLEC	06/10/2019	688.47
01 1100 382 001		distance learning		688.47
Total	ESU7-CDLEC			<u>688.47</u>
	SRS-Sped 2018/19	ESU7	06/21/2019	901.00
01 1200 643 001		SRS		225.25
01 1200 643 002		SRS		225.25
01 1200 643 004		SRS		225.25
01 1200 643 005		SRS		225.25
	TE061019-6	ESU7	06/10/2019	2,324.90
01 2320 643 000		antivirus		2,324.90
Total	ESU7			<u>3,225.90</u>
	INV242394	EVAN-MOOR	06/07/2019	96.96
01 1100 610 002		supplies		96.96
Total	EVAN-MOOR			<u>96.96</u>
	20190620	Ewell Educational Services	06/20/2019	325.00
01 1100 643 001		Ag software		325.00
Total	Ewell Educational Services			<u>325.00</u>
	2352347	FLINN SCIENTIFIC	06/18/2019	152.00
01 1100 610 001		supplies		152.00
Total	FLINN SCIENTIFIC			<u>152.00</u>
	9607726	GOPHER	06/19/2019	1,000.52
01 1100 610 002		PE supplies		500.26
01 1100 610 005		PE supplies		500.26
Total	GOPHER			<u>1,000.52</u>
	1000257	GREEN LINE EQUIPMENT	06/25/2019	98.32
01 2610 610 002		custodial		49.16
01 2610 610 005		custodial		49.16
Total	GREEN LINE EQUIPMENT			<u>98.32</u>
	9681143-01	GRIZZLY INDUSTRIAL, INC	06/06/2019	174.84
01 1100 610 001		supplies		174.84
Total	GRIZZLY INDUSTRIAL, INC			<u>174.84</u>
	IN1096557	GUMDROP CASES	06/19/2019	599.20
01 1100 610 002		ipad cases		599.20
Total	GUMDROP CASES			<u>599.20</u>

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	Hofmann	HAMPTON INN	06/11/2019	314.85
01 1100 580 001		conference		314.85
Total	HAMPTON INN			314.85
	60162244	HAND2MIND, INC.	06/07/2019	11.01
01 1100 610 004		supplies		11.01
Total	HAND2MIND, INC.			11.01
	June/July 2019	HIGH PLAINS COMMUNITY SCHOOLS 125 Plan	06/19/2019	184.00
01 1100 291 002		125 plan fee		46.00
01 1100 291 001		125 plan fee		46.00
01 1100 291 004		125 plan fee		46.00
01 1100 291 005		125 plan fee		46.00
Total	HIGH PLAINS COMMUNITY SCHOOLS 125 Plan			184.00
	NCE cnf 2019	HOFMANN, TOM	06/19/2019	380.00
01 1100 610 001		cnf expenses		380.00
Total	HOFMANN, TOM			380.00
	954401218	HOUGHTON MIFFLIN CO	06/22/2019	1,173.49
01 1100 610 002		K-3 reading		823.62
01 1100 610 004		4/5 reading		349.87
	954401219	HOUGHTON MIFFLIN CO	06/22/2019	728.32
01 1100 610 002		reading supplies K-3		728.32
Total	HOUGHTON MIFFLIN CO			1,901.81
	467776	JUNIOR LIBRARY GUILD	07/02/2019	2,406.60
01 2220 640 002		library books		601.65
01 2220 640 001		library books		601.65
01 2220 640 004		library books		601.65
01 2220 640 005		library books		601.65
Total	JUNIOR LIBRARY GUILD			2,406.60
	72998	K12 SCHOOL SUPPLIES LLC	06/10/2019	80.37
01 1100 610 002		supplies		80.37
Total	K12 SCHOOL SUPPLIES LLC			80.37
	6405	KSB SCHOOL LAW	07/01/2019	970.00
01 2310 340 000		legal fees		970.00
Total	KSB SCHOOL LAW			970.00
	SO36572	LEARNING WITHOUT TEARS	06/06/2019	647.25
01 1100 610 002		supplies		647.25
Total	LEARNING WITHOUT TEARS			647.25
	supply reimb	LESUER, KARYEE	06/27/2019	209.17
01 2410 610 002		spplies		104.59
01 2410 610 005		spplies		104.58
Total	LESUER, KARYEE			209.17
	108474299001	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC	06/17/2019	2,694.10
01 1200 610 002		sped supplies		1,347.05

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 1200 610 005		sped supplies		1,347.05
Total	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC			2,694.10
	78540	MENARDS	06/05/2019	34.95
01 2610 610 001		custodial		34.95
Total	MENARDS			34.95
	3172	Myer's Insurance Inc	07/11/2009	89,141.00
01 2610 520 000		Prop/Liab/Crime/Cyber		48,136.00
01 2710 520 000		auto		16,600.00
01 2510 270 000		workman/non instr		5,423.28
01 2510 271 000		workman/teachers		14,462.08
01 2510 272 000		workman/para		4,067.46
01 2510 275 000		workman/supt		452.18
Total	Myer's Insurance Inc			89,141.00
	145072	NABERS LOCKSMITH SERVICE	06/28/2019	10.88
01 2610 610 001		custodial		10.88
Total	NABERS LOCKSMITH SERVICE			10.88
	417136	NASCO	06/12/2019	71.36
01 1200 610 002		k-3 sped		61.54
01 1100 610 001		art supplies		9.82
	428033	NASCO	06/21/2019	331.16
01 1200 610 002		sped supplies		331.16
Total	NASCO			402.52
	59998	NE COUNCIL/SCHOOL ADMIN	06/10/2019	358.00
01 2320 330 000		prof dev-Bright		358.00
	Bannister 19/20 memb	NE COUNCIL/SCHOOL ADMIN	06/20/2019	125.00
01 2510 810 000		membership		125.00
	Beran 19/20 membersh	NE COUNCIL/SCHOOL ADMIN	06/20/2019	570.00
01 2400 810 002		membership		570.00
	Hudson 19/20 memb	NE COUNCIL/SCHOOL ADMIN	06/20/2019	335.00
01 2400 810 001		membership		335.00
	Tonniges 19/20 memb	NE COUNCIL/SCHOOL ADMIN	06/20/2019	335.00
01 2320 810 000		membership		335.00
Total	NE COUNCIL/SCHOOL ADMIN			1,723.00
	57-6700BUS	Nebraska Safety Center	06/04/2019	200.00
01 2710 890 000		bus training		200.00
Total	Nebraska Safety Center			200.00
	46966	OFFICE NET	06/25/2019	282.69
01 1100 440 005		copier lease		282.69
	46967	OFFICE NET	06/25/2019	237.82
01 1100 440 001		copier lease		118.91
01 1100 440 004		copier lease		118.91
	46968	OFFICE NET	06/25/2019	240.96
01 1100 440 001		copier lease		240.96
	46969	OFFICE NET	06/25/2019	128.20

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Account Number		Detail Description		Amount
01 1100 440 002		copier lease		64.10
01 1100 440 005		copier lease		64.10
	917648	OFFICE NET	06/04/2019	2,685.75
01 1100 610 001		copy paper		671.44
01 1100 610 002		copy paper		671.44
01 1100 610 004		copy paper		671.44
01 1100 610 005		copy paper		671.43
	920314	OFFICE NET	06/11/2019	193.03
01 1100 610 001		printer ink		193.03
Total OFFICE NET				3,768.45
	10733-190602	OMAHA WORLD HERALD	06/19/2019	789.00
01 2310 540 002		employment adv		394.50
01 2310 540 001		employment adv		394.50
Total OMAHA WORLD HERALD				789.00
	June 2019	PETTY CASH FUND	07/02/2019	386.98
01 2610 610 002		supplies		69.01
01 2610 610 004		supplies		69.02
01 2510 610 000		AP checks		248.95
Total PETTY CASH FUND				386.98
	741171-1	PITSCO EDUCATION	06/12/2019	1,278.50
01 1100 610 001		supplies		1,278.50
Total PITSCO EDUCATION				1,278.50
	19-041520	PLANK ROAD PUBLISHING	06/11/2019	139.45
01 1100 610 001		music supplies		34.86
01 1100 610 002		music supplies		34.86
01 1100 610 004		music supplies		34.86
01 1100 610 005		music supplies		34.87
Total PLANK ROAD PUBLISHING				139.45
	25153	POLK COUNTY NEWS LLC	06/06/2019	89.59
01 2310 540 000		advertising		89.59
Total POLK COUNTY NEWS LLC				89.59
	20190626	POLK COUNTY RPPD	06/26/2019	120.23
01 2610 622 002		monthly		60.12
01 2610 622 005		monthly		60.11
	20190702	POLK COUNTY RPPD	07/02/2019	22.62
01 2610 622 001		monthly light		22.62
	20190702-0001	POLK COUNTY RPPD	07/02/2019	1,718.75
01 2610 622 002		monthly elec Clarks		859.38
01 2610 622 005		monthly elec Clarks		859.37
	20190702-0002	POLK COUNTY RPPD	07/02/2019	145.63
01 2610 622 002		monthly elec Clarks		72.82
01 2610 622 005		monthly elec Clarks		72.81
Total POLK COUNTY RPPD				2,007.23
	20190702	POLK LIGHT & WATER DEPT	07/02/2019	2,714.72
01 2610 410 001		water/sewer		183.27
01 2610 410 004		water/sewer		183.28
01 2610 622 001		electricity		1,750.23

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Account Number		Detail Description		Amount
01 2610 622 004		electricity		597.94
Total	POLK LIGHT & WATER DEPT			2,714.72
	3249149	PRESTOX (J.C. EHRLICH CO., INC.)	06/18/2019	84.21
01 2620 430 001		pest control		42.11
01 2620 430 004		pest control		42.10
Total	PRESTOX (J.C. EHRLICH CO., INC.)			84.21
	7870939	QUILL CORPORATION	06/27/2019	409.98
01 2510 610 000		ofc supplies		204.99
01 2410 610 001		princ office mailboxes		204.99
Total	QUILL CORPORATION			409.98
	6898569	REALLY GOOD STUFF, INC	06/07/2019	367.92
01 1100 610 002		K-3 supplies		340.11
01 1200 610 002		K-3 sped		27.81
Total	REALLY GOOD STUFF, INC			367.92
	20190618	REDMAN TURF SERVICE	06/02/2019	94.50
01 2630 420 000		lawn service		94.50
	20190618-0001	REDMAN TURF SERVICE	06/02/2019	144.00
01 2630 420 000		lawn service		144.00
Total	REDMAN TURF SERVICE			238.50
	6192998	ROCKLER WOODWORKING	06/07/2019	12.47
01 1100 610 001		supplies		12.47
Total	ROCKLER WOODWORKING			12.47
	May 2019	SAPP BROTHERS PETROLEUM	06/06/2019	1,415.87
01 2710 626 000		fuel		990.84
01 2710 430 000		parts/labor		45.00
01 2650 626 000		Acq. fuel		123.13
01 2712 626 001		sped fuel		76.90
01 2610 610 002		mower fuel		50.76
01 2610 610 005		mower fuel		50.76
01 2610 520 002		propane		39.24
01 2610 520 005		propane		39.24
Total	SAPP BROTHERS PETROLEUM			1,415.87
	1296982-IN	STAND UP DESK STORE	06/06/2019	159.00
01 1100 610 001		desk		159.00
Total	STAND UP DESK STORE			159.00
	inv9900	SUMDOG INC.	06/18/2019	280.00
01 1200 643 002		sped software		140.00
01 1200 643 005		sped software		140.00
Total	SUMDOG INC.			280.00
	2441866A	SUPER DUPER INC	06/07/2019	104.77
01 1100 610 002		sped supplies		52.39
01 1100 610 004		sped supplies		52.38
Total	SUPER DUPER INC			104.77

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	69920194411	SYNERGY1 GROUP, INC	06/12/2019	300.00
01 1100 643 005		software		300.00
Total	SYNERGY1 GROUP, INC			300.00
	223538	TIME MANAGEMENT SYSTMS	07/01/2019	62.50
01 2510 610 000		monthly timeclock		62.50
Total	TIME MANAGEMENT SYSTMS			62.50
	2079517 RI	TREND ENTERPRISES INC	06/13/2019	51.87
01 1100 610 002		K-3 supplies		51.87
Total	TREND ENTERPRISES INC			51.87
	415298	TRIARCO	06/11/2019	343.69
01 1100 610 002		supplies		171.85
01 1100 610 005		supplies		171.84
Total	TRIARCO			343.69
	in11163416	TURNITIN	06/10/2019	1,685.00
01 1100 643 001		software		1,112.10
01 1100 643 005		software		572.90
Total	TURNITIN			1,685.00
	2139276	US FOODS-GRAND ISLAND	06/18/2019	168.36
01 2610 610 002		custodial		84.18
01 2610 610 005		custodial		84.18
	2141734	US FOODS-GRAND ISLAND	06/18/2019	176.04
01 2610 610 002		custodial		88.02
01 2610 610 005		custodial		88.02
	2146052	US FOODS-GRAND ISLAND	06/18/2019	326.48
01 2610 610 005		custodial		163.24
01 2610 610 002		custodial		163.24
Total	US FOODS-GRAND ISLAND			670.88
	1353475	VOCABULARY SPELLING CITY.COM	06/19/2019	135.00
01 1100 643 004		4/5 software		67.50
01 1100 643 005		MS software		67.50
Total	VOCABULARY SPELLING CITY.COM			135.00
	Learning Acad supp	WILGOCKI, SUE	06/20/2019	27.45
01 1300 610 004		Learning Acad supply		27.45
Total	WILGOCKI, SUE			27.45
	Dist Learn July 2019	WINDSTREAM	06/26/2019	52.67
01 2510 530 000		distance learning		52.67
Total	WINDSTREAM			52.67
	20190626	WINDSTREAM	06/26/2019	270.65
01 2510 530 000		monthly telephone		270.65
Total	WINDSTREAM			270.65
	20190626	WINDSTREAM	06/26/2019	145.61

Unposted; Batch Description July 2019 invoices-0001

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2510 530 000		monthly telephone		145.61
Total	WINDSTREAM			145.61
	20190626	WINDSTREAM	06/26/2019	94.31
01 2510 530 000		Polk MS		94.31
Total	WINDSTREAM			94.31
	20190702	WINDSTREAM	06/25/2019	94.31
01 2510 530 000		fax hs		94.31
Total	WINDSTREAM			94.31
	20554643/205555 291	YORK NEWS TIMES	06/02/2019	77.00
01 2310 540 000		advertising		77.00
Total	YORK NEWS TIMES			77.00
	9726-22	YORK VACUUM CENTER	06/18/2019	49.50
01 2610 610 001		vacuum cord		49.50
Total	YORK VACUUM CENTER			49.50
Fund Number	01			172,468.29
Checking Account ID	01			172,468.29

AFlac 308.10
 Waddell/Freed 300.00
 125 plan 1445.82
 Ameritas 227.88
 BCBS 51266.19
 Cornerstone 149,682.67
 Horace Mann 508.75
 IRS 48,352.30
 Ne Dept Revenue 7,368.12
 NPERS 41,538.49

 473,460.61

Expenditures**Revenue**

		YTD	% Spent	Levy
Sept	\$389,178.35		7.20%	\$920,289.15
Oct.	\$394,980.35	\$784,158.70	14.51%	\$327,985.71
Nov.	\$425,825.34	\$1,209,984.04	22.38%	\$41,283.33
Dec.	\$423,750.21	\$1,633,734.25	30.22%	\$20,811.69
Jan.	\$406,168.90	\$2,039,903.15	37.74%	\$672,339.17
Feb.	\$394,427.18	\$2,434,330.33	45.03%	\$142,941.83
March	\$393,368.41	\$2,827,698.74	52.31%	\$112,285.10
April	\$403,241.33	\$3,230,940.07	59.77%	\$78,822.79
May	\$414,771.01	\$3,645,711.08	67.44%	\$1,049,758.40
June	\$403,274.74	\$4,048,985.82	74.90%	\$511,708.03
July	\$473,466.61	\$4,522,452.43	83.66%	

Aug

EOY Bills

EOY transfers

\$3,878,225.20

Projected Expenditures \$5,405,753.00**Projected Revenue**

NDE General Fund and Transfer Allowance

\$5,567,596

Average Monthly bills

\$411,132.04

Non-levy	Total	YTD		Average Mon	Special
\$22,966.77	\$943,255.92	\$943,255.92	9/1/2017	Building	
\$38,121.19	\$366,106.90	\$1,309,362.82		Depreciation	
\$15,562.35	\$56,845.68	\$1,366,208.50	10/8/2018	Building	
\$110,079.83	\$130,891.52	\$1,497,100.02		Depreciation	
\$44,093.05	\$716,432.22	\$2,213,532.24	11/12/2018	Building	
\$209,002.25	\$351,944.08	\$2,565,476.32		Depreciation	
\$243,329.36	\$355,614.46	\$2,921,090.78	12/10/2018	Building	
\$57,471.27	\$136,294.06	\$3,057,384.84		Depreciation	
\$274,085.27	\$1,323,843.67	\$4,381,228.51	1/14/2019	Building	
\$89,908.98	\$601,617.01	\$4,982,845.52		Depreciation	
			2/11/19	Building	
				Depreciation	
			3/11/2019	Building	
				Depreciation	
\$1,104,620.32			4/8/2019	Building	
				Depreciation	
Due	\$5,405,753.00		5/13/2019	Building	
				Depreciation	
			6/10/2019	Building	
				Depreciation	
			7/8/2019	Building	
				Depreciation	

thly payroll

Funds

\$987,302.91

\$258,522.76

\$1,017,991.17

\$258,631.84

\$1,022,660.63

\$258,760.45

\$1,023,078.16

\$258,290.85

\$1,024,614.28

\$258,411.67

\$1,130,761.55

\$258,532.38

\$1,159,706.98

\$258,641.46

\$1,204,848.25

\$254,421.66

\$1,216,586.19

\$255,645.34

\$1,280,267.80

\$249,208.82

\$1,249,755.52

\$233,754.23

	Expenditures		% Spent	Revenue Levy
		YTD		
Sept	\$342,362.67		6.42%	\$982,534.12
Oct.	\$433,672.95	\$776,035.62	14.56%	\$345,361.10
Nov.	\$419,094.47	\$1,195,130.09	22.42%	\$12,244.10
Dec.	\$427,699.82	\$1,622,829.91	30.45%	\$31,911.32
Jan.	\$419,625.05	\$2,042,454.96	38.32%	\$749,338.41
Feb.	\$424,092.68	\$2,466,547.64	46.28%	\$190,917.20
March	\$408,719.22	\$2,875,266.86	53.95%	\$46,480.31
April	\$385,521.26	\$3,260,788.12	61.18%	\$104,828.80
May	\$417,227.12	\$3,678,015.24	69.01%	\$1,196,949.97
June	\$411,575.74	\$4,089,590.98	76.73%	\$314,336.19
July	\$427,418.53	\$4,517,009.51	84.75%	\$39,287.91
Aug	\$427,434.97	\$4,944,444.48	92.77%	\$15,798.38
EOY Bills	\$37,383.00	\$4,981,827.48	93.47%	
EOY transfers	\$226,200.00	\$5,208,027.48	97.72%	\$4,029,987.81

Projected Expenditures \$5,329,712.00

Projected Revenue

\$412,037.04 Average monthly bills

Available to transfer now 8,

\$444,142.67

EOY Transfers

Act. \$25,000.00

Depeciation \$200,000.00

Empl. Benefit \$1,200.00 6 employees \$500 a piece

Total \$226,200.00

Non-levy	Total	YTD		Average Mon	Special
\$80,547.46	\$1,063,081.58	\$1,063,081.58	9/11/2017		Building
\$18,209.43	\$363,570.53	\$1,426,652.11			Depreciation
\$26,121.45	\$38,365.55	\$1,465,017.66	10/9/2017		Building
\$48,454.80	\$80,366.12	\$1,545,383.78			Depreciation
\$83,719.69	\$833,058.10	\$2,378,441.88	11/13/2017		Building
\$189,490.69	\$380,407.89	\$2,758,849.77			Depreciation
\$160,624.47	\$207,104.78	\$2,965,954.55	12/11/2017		Building
\$81,826.59	\$186,655.39	\$3,152,609.94			Depreciation
\$204,312.13	\$1,401,262.10	\$4,553,872.04	1/8/2018		Building
\$79,964.50	\$394,300.69	\$4,948,172.73			Depreciation
\$178,472.28	\$217,760.19	\$5,165,932.92	2/12/18		Building
\$26,373.62	\$42,172.00	\$5,208,104.92			Depreciation
			3/12/2018		Building
\$1,178,117.11					Depreciation
			4/9/2018		Building
Due	\$5,329,712.00				Depreciation
			5/14/2018		Building
					Depreciation
/13/18	\$226,277.44		6/11/2018		Building
					Depreciation
			7/9/2018		Building
					Depreciation
			8/13/2018		Building
					Depreciation
			8/29/2018		Building
					Depreciation

thly payroll

Funds

\$818,353.72

\$324,560.44

\$972,147.32

\$276,050.08

\$1,027,524.68 **Depriciation** **Building fund**

\$289,748.93 Minibus Roof

\$1,020,202.17 Computer weight room

\$289,832.28 weight room Jayme Hans

\$1,023,850.19 Trailer Bad Camera

\$289,912.88 Suburban MS Carpet

\$1,140,414.75 Bus

\$290,027.65

\$1,179,763.75

\$290,127.77

\$1,198,472.91

\$290,472.91

\$1,197,301.89

\$223,682.72

\$1,381,942.38

\$214,326.62

\$1,186,409.00

\$173,395.48

\$1,185,590.05

\$66,337.17

1,017,543.14

\$58,476.77

Expenditures

Revenue

		YTD	% Spent	Levy
Sept	\$397,357.51		7.72%	\$907,986.87
Oct.	\$386,723.26	\$784,080.77	15.23%	\$346,884.09
Nov.	\$401,404.46	\$1,185,485.23	23.02%	\$37,480.14
Dec.	\$396,483.91	\$1,581,969.14	30.72%	\$16,894.59
Jan.	\$375,248.14	\$1,957,217.28	38.01%	\$702,487.09
Feb.	\$388,832.61	\$2,346,049.89	45.56%	\$301,599.25
March	\$372,292.05	\$2,718,341.94	52.79%	\$139,630.29
April	\$375,800.29	\$3,094,142.23	60.09%	\$112,572.48
May	\$368,555.10	\$3,462,697.33	67.24%	\$825,655.87
June	\$385,004.78	\$3,847,702.11	74.72%	\$716,034.88
July	\$440,704.01	\$4,288,406.12	83.28%	\$14,031.55
Aug	\$405,539.90	\$4,693,946.02	91.15%	\$43,425.33
EOY Bills	\$48,969.89	\$4,742,915.91		
EOY transfers	\$339,100.00	\$5,082,015.91		\$4,164,682.43
				\$2,011,732.78
		\$5,149,483.00		

Budget Left

\$395,242.99 Average monthly bills

Budget left \$401,118.11

Depreciation \$220,100.00 \$181,018.11

Activites

WR mat \$7,500.00

Score Clocks \$12,000.00

Crows nest \$20,000.00

Elem Mats \$3,000.00

MS Gym sound \$12,000.00

Weight room \$5,000.00

HOF \$3,000.00

Total Tranfers

Drama	\$2,500.00	
Speech	\$2,500.00	
Music	\$2,500.00	
Wellness	\$3,000.00	
Total	\$73,000.00	\$108,018.11

Lunch		
Operating	\$20,000.00	
MS epoxy	\$20,000.00	
Two Door Freezer	\$3,000.00	
two mixers	\$3,000.00	
Total	\$46,000.00	\$62,018.11

Non-levy	Total	YTD	Average Mon	<u>Special</u>
\$85,817.81	\$993,804.68		9/12/2016	Building
\$30,429.11	\$377,313.20	\$1,371,117.88		Depreciation
\$22,450.64	\$59,930.78	\$1,431,048.66	10/10/2016	Building
\$43,077.06	\$59,971.65	\$1,491,020.31		Depreciation
\$45,366.72	\$747,853.81	\$2,238,874.12	11/4/2016	Building
\$165,752.45	\$467,351.70	\$2,706,225.82		Depreciation
\$101,171.36	\$240,801.65	\$2,947,027.47	12/9/2016	Building
\$64,826.90	\$177,399.38	\$3,124,426.85		Depreciation
\$188,132.33	\$1,013,788.20	\$4,138,215.05	1/9/2017	Building
\$124,178.35	\$840,213.23	\$4,978,428.28		Depreciation
\$52,496.42	\$66,527.97	\$5,044,956.25	2/13/17	Building
\$55,652.44	\$99,077.77	\$5,144,034.02		Depreciation
			3/13/2017	Building
\$979,351.59				Depreciation
\$227,141.34	5 Month total		4/10/2017	Building
				Depreciation
\$401,118.11			5/8/2017	Building
				Depreciation
5 month	\$227,141.34		6/12/2017	Building
				Depreciation
			7/10/2017	Building
				Depreciation
\$339,100.00			8/14/2017	Building
				Depreciation
			EYO	Building
				Depreciation

thly payroll

Funds

\$663,679.88	
\$224,153.38	
\$780,325.64	
\$224,153.38	
\$819,011.74	
\$224,209.58	
\$792,543.64	
\$224,237.22	
\$790,448.67	
\$224,264.87	
\$888,428.33	
\$224,294.36	
\$945,900.47	
\$222,880.16	
\$934,137.33	Window Material Purchase
\$222,908.55	
\$954,401.09	
\$117,948.55	Computers
\$1,090,513.79	
\$117,991.06	
\$1,079,177.99	
\$104,394.21	PK Playground
\$822,082.45	Elem. Roof
\$104,423.07	
\$828,655.93	
\$104,423.07	

	Expenditures			Revenue
		YTD	% Spent	Levy
Sept	\$394,329.62		8%	\$875,833.85
Oct.	\$462,833.68	\$857,163.30	17.59%	\$277,609.09
Nov.	\$378,945.28	\$1,236,108.58	25.36%	\$9,904.10
Dec.	\$342,785.05	\$1,578,893.63	32.39%	\$26,073.69
Jan.	\$388,486.01	\$1,967,379.64	40.37%	\$710,100.86
Feb.	\$366,263.39	\$2,333,643.03	47.88%	\$242,740.68
March	\$390,863.26	\$2,724,506.29	55.90%	\$63,667.80
April	\$368,645.54	\$3,093,151.83	63.46%	\$183,159.74
May	\$374,554.67	\$3,467,706.50	71.15%	\$992,019.74
June	\$390,948.37	\$3,858,654.87	79.17%	\$507,404.27
July	\$361,399.96	\$4,220,054.83	86.58%	\$14,758.67
Aug	\$452,548.52	\$4,672,603.35	95.87%	\$37,009.36
EOY	\$199,902.00	\$4,872,505.35	99.97%	
				\$3,940,281.85
	Budgeted	\$4,873,927.43		
Average Monthly Bills		\$389,383.61		\$78,716.61

Non-levy	Total	YTD	Average Monthly p Special
\$29,842.92	\$905,676.77		Building
\$24,932.71	\$302,541.80	\$1,208,218.57	Depreciation
\$21,945.85	\$31,849.95	\$1,240,068.52	12/11/2015
\$109,597.88	\$135,671.57	\$1,375,740.09	Building
\$89,224.76	\$799,325.62	\$2,175,065.71	Depreciation
\$237,147.77	\$479,888.45	\$2,654,954.16	1/6/2016
\$109,911.06	\$173,578.86	\$2,828,533.02	Building
\$64,776.17	\$247,935.91	\$3,076,468.93	Depreciation
\$138,479.56	\$1,130,499.30	\$4,206,968.23	2/8/2016
\$136,066.86	\$643,471.13	\$4,850,439.36	Building
\$35,438.66	\$50,197.33	\$4,900,636.69	Depreciation
\$14,997.99	\$52,007.35	\$4,952,644.04	3/9/2016
			Building
\$1,012,362.19		\$4,952,644.04	Depreciation
			4/8/2016
			Building
			Depreciation
			5/6/2016
			Building
			Depreciation
			6/9/2016
			Building
			Depreciation
			7/11/2015
			Building
			Depreciation
			8/8/2016
			Building
			Depreciation
			8/29/2016
			Building
			Depreciation

payroll

Funds

\$651,790.29

\$175,821.45

\$640,022.65

\$175,836.38

\$631,627.42

\$171,489.09

\$727,053.09

\$168,848.35

\$784,779.16

\$162,378.25

\$805,852.11

\$145,896.50

\$833,905.95

\$145,913.90

\$986,359.82

\$99,860.18

\$719,215.25

\$99,860.18

\$667,733.35

\$90,528.03

\$663,588

\$90,540

June Receipts

Financial Statement	First State SN	First State MM	Bank of Clarks	Cornerstone MM	Cornerstone Pay
Bank Balance/May	\$250,584.13	\$2,555,171.28	\$3,466.66	\$74,151.77	\$10,603.12
Deposits for month	\$408,000.00	\$630,583.63	\$0.00	\$0.00	\$161,581.84
Interest for month	\$77.62	\$1,445.18	\$1.14	\$19.91	\$0.00
Total available	\$658,661.75	\$3,187,200.09	\$3,467.80	\$74,171.68	\$172,184.96
Disbursements	\$403,377.97	\$408,000.00			\$161,581.84
Bank Balance	\$255,283.78	\$2,779,200.09			\$10,603.12
Outstanding Checks	\$74,245.20				
Bank Balance	\$181,038.58	\$2,779,200.09	\$3,466.66	\$74,171.68	\$10,603.12
Certificates of Deposit		79,474.87	\$80,836.02		

Total Money available **\$3,208,791.02**

July Disbursements \$473,466.61

Receipts:	Budget	June	Last mo Y-T-D	Year to Date	
1100 Taxes	\$4,497,000.12	\$511,708.03	\$3,366,517.17	\$3,878,225.20	
1115 Carline tax	\$14,500.00	\$0.00	\$9,375.96	\$9,375.96	
1120 Public Power District Sales	\$16,000.00	\$0.00	\$15,892.97	\$15,892.97	in" lieu 5%" (3300)
1125 Motor Vehicle Taxes	\$170,000.00	\$11,499.31	\$149,880.16	\$161,379.47	
1370 Pre-School Tuition	\$0.00	\$0.00	\$1,140.00	\$1,140.00	
1510 Interest	\$7,000.00	\$1,543.85	\$7,306.40	\$8,850.25	
1911 Local License Fees	\$2,000.00	\$4,192.90	\$300.00	\$4,492.90	
1925 Categorical Grants	\$0.00	\$2,734.00	\$6,224.00	\$8,958.00	
1990 Other Local Receipts	\$40,000.00	\$251.00	\$13,136.67	\$13,387.67	
2110 County Fines	\$16,000.00	\$1,185.21	\$15,644.83	\$16,830.04	
2210 ESU receipts	\$0.00	\$0.00	\$0.00	\$0.00	
3110 State Aid	\$29,645.00	\$2,960.00	\$27,890.02	\$30,850.02	
3120 Sp. Ed. Program	\$160,000.00	\$31,651.00	\$104,152.00	\$135,803.00	
3125 Sp. Ed. Transportation	\$6,000.00	\$0.00	\$15,855.00	\$15,855.00	
3130 Homestead Exemption	\$0.00	\$3,658.75	\$11,004.07	\$14,662.82	
3131 Property Tax Credit	\$260,000.00	\$3,269.98	\$436,470.85	\$439,740.83	
3132 Personal Property Tax Credit	\$3,283.62	\$0.00	\$11,864.98	\$11,864.98	
3180 Pro-Rata Vehicle	\$2,800.00	\$47.40	\$7,354.49	\$7,401.89	
3400 State Apportionment	\$34,000.00	\$0.00	\$28,704.64	\$28,704.64	
3512 Dist Ed Incentive	\$1,438.00	\$0.00	\$1,437.62	\$1,437.62	
3535 High Ability Learners	\$0.00	\$0.00	\$3,500.00	\$3,500.00	
3540 State Early Childhood	\$50,000.00	\$0.00	\$28,747.00	\$28,747.00	
4310 REAP	\$20,000.00	\$24,212.00	\$0.00	\$24,212.00	
4505 Title I Part A ESSA	\$30,653.71	\$0.00	\$21,731.71	\$21,731.71	
4506 Title 1 Part A Accountability	\$0.00	\$0.00	\$4,624.00	\$4,624.00	
4512 IDEA Part B	\$28,000.00	\$0.00	\$28,605.00	\$28,605.00	
4516 IDEA Preschool (619) Base	\$18,000.00	\$0.00	\$0.00	\$0.00	
4519 IDEA Part B school age	\$0.00	\$0.00	\$52,889.00	\$52,889.00	
4521 IDEA Part B Prop Share	\$1,206.00	\$0.00	\$0.00	\$0.00	
4708 Medicaid	\$0.00	\$2,503.58	\$1,080.99	\$3,584.57	
4709 NASB Medicaid	\$0.00	\$0.00	\$0.00	\$0.00	
5300 Sale of Property	\$0.00	\$200.00	\$10,742.40	\$10,942.40	
5301 Ins. Adjustment	\$702.00	\$0.00	\$0.00	\$0.00	
TOTAL	\$5,408,228.45	\$601,617.01	\$4,382,071.93	\$4,983,688.94	
9000 Hot Lunch/Non Program		\$15,060.66	\$61,895.27	\$76,955.93	

15. Information

16. Adjournment

Chairperson

Superintendent