

July Board Meeting  
Monday, July 15, 2024 6:00 PM

High School Media Center  
740 Sherman Ave  
Grant, Nebraska 69140

## Agenda

1. Call to Order
  - 1.1. Pledge of Allegiance
  - 1.2. Reminder to Public of Open Meetings Law
  - 1.3. Roll Call
  - 1.4. Verification of Notice of Meeting
2. Consent Agenda
  - 2.1. Consider Approving the June 17, 2024, Board Minutes
  - 2.2. Approve all Bills and Payroll
3. Reports
  - 3.1. Elementary Report - Mr. Reisig
  - 3.2. Jr./Sr. High School Report - Mr. Pettera
  - 3.3. Activities Director Report - Mr. Cole
  - 3.4. Curriculum Coordinator Report - Mrs. Bishop
  - 3.5. Technology Coordinator Report - Mrs. Seiler
  - 3.6. Assessment Report - Mr. Jolliffe
  - 3.7. Superintendent Pay Transparency Act, update, filed and posted by August 1.
  - 3.8. Superintendent Report - Mr. Jolliffe
    - 3.8.1. Investment update
    - 3.8.2. Facilities Update:
      - Elementary remodel - on target - Aug 1
      - Jr./Sr. HS remodel - on target - Aug 1
      - Cameras, doors and keys - Ongoing (End of July?)
      - Pritchett Bleachers - Being installed this week - Railing Installed
      - Elementary Gym - Ready for repair and refurbishing
      - HS cement project - Began July 8 - entrance to FB field and track
      - Elementary Playground - July 29th - Rain has delayed other proj.
      - HS Roof - Started July 9
      - FFA Building - Waiting on sewer/water install, then pad, then bldg.
    - 3.8.3. Budget Update - On Schedule, Working on 24-25 Budget, Next Steps...
    - 3.8.4. Strategic Plan Roll-Out
      - Open House events and start of year activities
        - Yard Signs, Banners, Classroom Posters, T-shirts, pens, pencils, magnets, etc.
        - Newspaper article
        - Social Media
        - Staff training
        - Monthly themes - Respect, Excellence and Pride

3.8.5. Activities Update:

- New HS Boys Basketball Coach Hired - With Assistants
  - Mr. Pettera will oversee Jr./Sr. High Boys BB
- Jr. High Boys BB position open until filled
- Hiring procedures clarified and in place
- Weekly meetings scheduled with AD or Mr. Pettera
- Coaching checklist streamlined and reviewed with all coaches
- Outside coaches - Procedures and areas of significance
- Outside Activities Accounts will move to internal accounts.

3.8.6. NASB Non-Incumbant Workshop - Attended in Ogallala

4. Public Comment

5. Discussion Items/Action Items

5.1. Review, discuss and approve the lunch/breakfast fees, activity fees and event pass fees for the 2024-2025 school year.

5.2. Review, discuss and approve the terrazzo floor bid from Concrete Floor Systems of Denver, Colorado of \$39,505 to diamond grind and seal the floor and cove of the Jr./Sr high office area, commons and PE hallway.

5.3. Review, discuss, and take all necessary action to approve the required 2024 changes/revisions to Board of Education Policies: #2006 (Complaint Procedures), #2008 (Meetings), #2009 (Public Participation at Board Meetings), #3003.1 (Bidding For Construction-Federal Funds), #3004.1 (Fiscal Management - Federal Funds), #3011 (Transportation), #3017 (Press Releases), #3032 (Copying Fees of School District Records), #3033 (Lending Textbooks of Children Enrolled in Private Schools), #3053 (Nondiscrimination), #3059 (Audio and Video Recording), #4011 (Employee Leave - FMLA), #4053 (Conflict of Interest), #5001 (Compulsory Attendance and Excessive Absenteeism), #5004 (Option Enrollment), #5005 (Option Transportation), #5008 (Pregnant or Parenting Students), #5035 (Student Discipline), #5049 (Firearms or Weapons), #5052 (School Wellness), #6025 (Student Cell Phone or Other Electronic Devices), #6031 (Emergency Exclusion), #6036 (Reading Instruction and Intervention Services)

5.4. Student Conduct Review in collaboration with County Attorney (on or before August 1 - §79-262)

6. Executive Session - The Board of Education reserves the right to enter into executive session for the protection of the public interest, or the prevention of needless injury to the reputation of an individual, and if the individual has not requested a public hearing.

7. Adjournment

PERKINS COUNTY SCHOOLS  
BOARD OF EDUCATION REGULAR MEETING  
Monday, June 17, 2024

The regular monthly meeting of the Perkins County Schools Board of Education was called to order in the Junior High/High School Media Center on Monday, June 17, 2024, at 7:00 p.m. by President Chris Fryzek. The following board members answered roll call: Jayson Bishop, Holly Cornelius, Val Foster, Chris Fryzek, Tori Gengenbach, and Cameron Sis. The Pledge of Allegiance was recited, notation of the posted Open Meetings Law was made, and Chris Fryzek and Tori Gengenbach verified they had seen the published notice of the meeting.

**2. Consent Agenda**

- 2.1. Consider approving the May 20, 2024 Board of Education Regular Meeting minutes.  
This motion to approve the May 20, 2024 Board of Education Regular Meeting minutes as amended made by Jayson Bishop and seconded by Tori Gengenbach passed by roll call vote. Jayson Bishop: Yea, Holly Cornelius: Yea, Val Foster: Yea, Chris Fryzek: Yea, Tori Gengenbach: Yea, Cameron Sis: Yea.  
Yea: 6, Nay: 0

**3. Reports**

- 3.1. Elementary Principal
- 3.2. JH/SH Principal
- 3.3. Activities Director
- 3.4. Curriculum Coordinator
- 3.5. Technology Coordinator

**4. Public Comment**

Opened at 7:21. Recessed at 8:10. Reopened at 8:17. Closed at 8:40

**6. Executive Session**

The Board of Education reserves the right to enter into Executive Session for the protection of the public interest, or the prevention of needless injury to the reputation of an individual, and if the individual has not requested a public meeting.

This motion to enter into executive session at 8:45 p.m. in order to prevent needless injury to the reputation of an individual, made by Tori Gengenbach and seconded by Cameron Sis passed by roll call vote. Holly Cornelius: Yea, Val Foster: Yea, Chris Fryzek: Yea, Tori Gengenbach: Yea, Cameron Sis: Yea, Jayson Bishop: Yea.

Yea: 6, Nay: 0

This motion to exit executive session at 9:35 p.m. made by Holly Cornelius and seconded by Cameron Sis passed by roll call vote. Val Foster: Yea, Chris Fryzek: Yea, Tori Gengenbach: Yea, Cameron Sis: Yea, Jayson Bishop: Yea, Holly Cornelius: Yea.

Yea: 6, Nay: 0

**2. Consent Agenda (cont.)**

- 2.2. Approval of bills and payroll  
This motion to pay General Fund claims of \$621,472.10 (Payroll \$249,777.15; Bills \$371,694.95), and Lunch Fund claims of \$21,409.92 (Payroll \$7,767.69; Bills \$13,642.23), made by Tori Gengenbach and seconded by Jayson Bishop, passed by roll call vote. Chris Fryzek: Yea, Tori Gengenbach: Yea, Cameron Sis: Yea, Jayson Bishop: Yea, Holly Cornelius: Yea, Val Foster: Yea.  
Yea: 6, Nay: 0

- 2.3. Approval of Special Building Fund Expenditure  
This motion to pay Facility Advocates \$115,000.00 from the Special Building Fund, made by Holly Cornelius and seconded by Tori Gengenbach passed by roll call vote. Tori Gengenbach: Yea, Cameron Sis: Yea, Jayson Bishop: Yea, Holly Cornelius: Yea, Val Foster: Yea, Chris Fryzek: Yea.  
Yea: 6, Nay: 0

#### **4. Reports (cont.)**

- 4.6. Assessment Report  
4.6.1. Elementary and Jr/Sr High Data Reports
- 4.7. Superintendent  
4.7.1. Investment updates on all accounts  
4.7.2. Facilities Update  
4.7.3. Budget Update  
4.7.4. Strategic Plan Roll-out; July Board Meeting - Enrollment

#### **5. Discussion/Action Items**

- 5.1. Review, discuss, and take action to approve the lunch/breakfast fees, activity fees, and event pass fees for the 2024-2025 school year. Tabled.
- 5.2. Annual review of the Student Bullying policy, Policy 5054, per state statute.
- 5.3. Annual review of the Parent and Guardian Involvement in Education Practices Policy, Policy 5018, per state statute.
- 5.4. Annual review of the Compulsory Attendance and Excessive Absenteeism Policy, Policy 5001, per state statute.
- 5.5. Annual review of the Student Fees Policy, Policy 5045, per state statute.

#### **6. Executive Session (cont.)**

The Board of Education reserves the right to enter into Executive Session for the protection of the public interest, or the prevention of needless injury to the reputation of an individual, and if the individual has not requested a public meeting.

This motion to enter into executive session at 10:45 p.m. in order to prevent needless injury to the reputation of an individual, made by Cameron Sis and seconded by Holly Cornelius passed by roll call vote. Cameron Sis: Yea, Jayson Bishop: Yea, Holly Cornelius: Yea, Val Foster: Yea, Chris Fryzek: Yea, Tori Gengenbach: Yea.  
Yea: 6, Nay: 0

This motion to exit executive session at 1:15 a.m. made by Jayson Bishop and seconded by Tori Gengenbach passed by roll call vote. Cameron Sis left the meeting at 11:25 p.m. Jayson Bishop: Yea, Holly Cornelius: Yea, Val Foster: Yea, Chris Fryzek: Yea, Tori Gengenbach: Yea.  
Yea: 5, Nay: 0

#### **7. Adjournment**

This motion to adjourn the meeting at 1:20 a.m., made by Jayson Bishop and seconded by Tori Gengenbach, passed by majority vote.  
Yea: 5, Nay: 0

Next Regular Meeting: Monday, July 15, 2024 in the Junior High/High School Media Center, 6:00 p.m.

# Bank Statement Reconciliation

Check Number	Vendor Name	Check Date	Check Amount
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**Period from 06/01/2024 through 06/30/2024**

**Description: June 2024**

## Cleared Checks

014773	Ogallala Public Schools	05/02/2024	75.00
014780	Nebraska School Activities Association	05/08/2024	1,510.00
014788	GI Escapes	05/14/2024	210.00
014804	Harco Athletic Reconditioning	05/23/2024	1,100.00
014805	Tyler Thelander	05/23/2024	60.00
014807	Win Designs	05/29/2024	739.50
014808	Hatch's Super Foods	06/07/2024	379.06
014809	Jen's Crafty Crafts	06/07/2024	60.00
014810	Brooke Poppe	06/11/2024	2,338.00
014811	Eakes Office Solutions	06/12/2024	623.60
014812	Ensz Hardware	06/12/2024	239.24
014813	Hatch's Super Foods	06/12/2024	16.75
014814	Pinnacle Bank	06/12/2024	187.71
014815	Superior Sanitation	06/12/2024	300.00
014816	US Foods	06/12/2024	210.75
014817	Wells Fargo	06/17/2024	3,807.90
014818	Ronda Baumfalk-Sipley	06/25/2024	114.83

**Cleared Check Total: 11,972.34**

## Outstanding Checks

014314	Valentine FFA Alumni	09/29/2023	107.00
014408	Hemingford Schools	11/27/2023	100.00
014576	Jenn Dillinger	01/26/2024	80.00
014613	Kristina Miller	02/05/2024	175.00
014651	Cathy Howard	02/20/2024	75.00
014685	Jeanne Gentry	03/11/2024	157.50
014689	Candy Spady	03/11/2024	142.00
014732	Stadium Sports	04/09/2024	465.00
014737	Orpheus	04/10/2024	100.00
014796	McCook High School	05/16/2024	100.00
014806	Adrienne Hammond	05/23/2024	8.00
014819	Nicole Putnam	06/25/2024	35.99
014820	Varsity Spirit Fashion	06/25/2024	12,256.65

**Outstanding Check Total: 13,802.14**

## Voided Checks

014743	Garden County High School	06/07/2024	-60.00
014785	GI Escapes	06/07/2024	-210.00

**Voided Check Total: -270.00**

# Bank Statement Reconciliation

Check Number                      Vendor Name                      Check Date                      Check Amount

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## Bank Statement Reconciliation Summary

1. Statement Balance	257,512.78
2. - Outstanding Checks	13,802.14
3. + Outstanding Receipts	0.00
4. Total	<u>243,710.64</u>
5. + Investments	0.00
6. Book Balance	<u>243,710.64</u>

SELECTED Data

# Check Register

Arranged by:  
Check Number

Check Number	Check Date	Vendor Name	Description	Amount
014808	06/07/2024	Hatch's Super Foods	supplies	379.06
014809	06/07/2024	Jen's Crafty Crafts	staff shirts	60.00
014810	06/11/2024	Brooke Poppe	Cheer Camp	2,338.00
014811	06/12/2024	Eakes Office Solutions	supplies	623.60
014812	06/12/2024	Ensz Hardware	mason jars & clay pots	239.24
014813	06/12/2024	Hatch's Super Foods	supplies-PBIS	16.75
014814	06/12/2024	Pinnacle Bank	golf meals	187.71
014815	06/12/2024	Superior Sanitation	pottie rental	300.00
014816	06/12/2024	US Foods	football meals	210.75
014817	06/17/2024	Wells Fargo	lodging & supplies	3,807.90
014818	06/25/2024	Ronda Baumfalk-Sipley	musical-supplies	114.83
014819	06/25/2024	Nicole Putnam	musical supplies	35.99
014820	06/25/2024	Varsity Spirit Fashion	cheer uniforms	12,256.65

**Report Total:** 20,570.48

# Receipt Journal

Receipt Number	Receipt Date	Description	Received From	Total	Sales Tax	Amount Less Tax
Line	Activity	Name		Amount		
<b>Journal Number: 338      June 2024</b>			<b>Posted: 07/09/2024 10:59:52 AM</b>			
<b>000000</b>	<b>06/04/2024</b>	<b>garage sale</b>	<b>Patrons</b>			
1		6025 Always for Kids		790.65	0.00	790.65
2		6025 Always for Kids		9.00	0.00	9.00
			<b>Receipt Totals:</b>	<b>799.65</b>	<b>0.00</b>	<b>799.65</b>
<b>000000</b>	<b>06/12/2024</b>	<b>reimb.</b>	<b>Alter Metal</b>			
1		6060 Teacher/Staff Appreciation		374.90	0.00	374.90
			<b>Receipt Totals:</b>	<b>374.90</b>	<b>0.00</b>	<b>374.90</b>
<b>000000</b>	<b>06/25/2024</b>	<b>reimbursement</b>	<b>NE FFA Foundation</b>			
1		3005 FFA		1000.00	0.00	1000.00
			<b>Receipt Totals:</b>	<b>1000.00</b>	<b>0.00</b>	<b>1000.00</b>
<b>000000</b>	<b>06/25/2024</b>	<b>Bleacher boards</b>	<b>Patrons</b>			
1		4003 Weight Program		1303.00	0.00	1303.00
2		4003 Weight Program		60.00	0.00	60.00
			<b>Receipt Totals:</b>	<b>1363.00</b>	<b>0.00</b>	<b>1363.00</b>
<b>000000</b>	<b>06/25/2024</b>	<b>donation</b>	<b>Mens Golf League</b>			
1		4020 Organizational Concessions		425.00	0.00	425.00
2		4020 Organizational Concessions		425.00	0.00	425.00
			<b>Receipt Totals:</b>	<b>850.00</b>	<b>0.00</b>	<b>850.00</b>
<b>000000</b>	<b>06/28/2024</b>	<b>fireworks</b>	<b>Patrons</b>			
1		3001 Cheerleaders-HS		650.00	0.00	650.00
2		3001 Cheerleaders-HS		336.00	0.00	336.00
			<b>Receipt Totals:</b>	<b>986.00</b>	<b>0.00</b>	<b>986.00</b>
<b>000000</b>	<b>06/28/2024</b>	<b>interest earned</b>	<b>Adams Bank</b>			
1		6090 Interest Earned		267.09	0.00	267.09
			<b>Receipt Totals:</b>	<b>267.09</b>	<b>0.00</b>	<b>267.09</b>
<b>000000</b>	<b>06/25/2024</b>	<b>fireworks</b>	<b>Patrons</b>			
1		3001 Cheerleaders-HS		126.52	0.00	126.52
			<b>Receipt Totals:</b>	<b>126.52</b>	<b>0.00</b>	<b>126.52</b>
<b>000000</b>	<b>06/26/2024</b>	<b>fireworks</b>	<b>Patrons</b>			
1		3001 Cheerleaders-HS		483.09	0.00	483.09
			<b>Receipt Totals:</b>	<b>483.09</b>	<b>0.00</b>	<b>483.09</b>
			<b>Journal Totals:</b>	<b>6250.25</b>	<b>0.00</b>	<b>6250.25</b>

Updated June 30, 2024

### 2023-24 Perkins County Schools Certificates of Deposit/Investments

	CD INTEREST	MATURITY DATE(S)	CURRENT AMOUNTS
<b>GENERAL FUND CD'S/INVESTMENTS</b>			
Nebraska Liquid Asset Fund #9300632			\$18.70
<b>Total</b>			<b>\$18.70</b>
<b>DEPRECIATION FUND CD'S</b>			
<b>Total</b>			<b>\$0.00</b>
<b>SPECIAL BUILDING FUND</b>			
<b>Total</b>			<b>\$0.00</b>
<b>ACTIVITY FUND CD'S</b>			
<b>Total</b>			<b>\$0.00</b>
<b>EMPLOYEE BENEFIT CD'S</b>			
<b>Total</b>			
<b>Total Certificates of Deposit/Investments</b>			<b>\$18.70</b>

CLAIMS LIST SUMMARY  
TO BE APPROVED AT THE JULY 15, 2024, BOARD MEETING

GENERAL FUND

Payroll	\$ 215,755.99
Bills	<u>\$ 362,473.10</u>
Total	\$ 578,229.09

LUNCH FUND

Payroll	\$ 0.00
Bills	<u>\$ 4,276.15</u>
Total	\$ 4,276.15

DEPRECIATION FUND

SPECIAL BUILDING FUND

Facility Advocates	\$287,500.00
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# Expense Budget Report

ALL Data

Date Range: YTD thru 07/31/24

Arranged by:  
Account Number

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
<b>01</b>	<b>GENERAL</b>					
01-2-01100-111-001	Sec Teachers Salary	1,160,000.00	1,063,608.32	0.00	96,391.68	8.30
01-2-01100-111-002	Elem Teachers Salary	810,000.00	733,558.11	0.00	76,441.89	9.43
01-2-01100-114-001	Technology Staff	62,000.00	61,949.95	0.00	50.05	0.08
01-2-01100-120-001	Comm Coaches Salary	64,000.00	55,468.64	0.00	8,531.36	13.33
01-2-01100-121-001	Sec Temporary Teacher	0.00	0.00	0.00	0.00	0.00
01-2-01100-123-001	Sec Substitute Salary	65,000.00	46,306.40	0.00	18,693.60	28.75
01-2-01100-123-002	Elem Substitute Salary	60,000.00	65,679.60	0.00	-5,679.60	-9.46
01-2-01100-151-001	Sec Additional Compensation	168,000.00	160,420.28	0.00	7,579.72	4.51
01-2-01100-151-002	Ele Additional Compensation	2,000.00	1,329.17	0.00	670.83	33.54
01-2-01100-152-001	Sec Aides Addl Comp	0.00	0.00	0.00	0.00	0.00
01-2-01100-153-001	Sec Substitutes Addl Comp	2,400.00	0.00	0.00	2,400.00	100.00
01-2-01100-211-001	Sec Health Insurance	435,000.00	410,161.51	0.00	24,838.49	5.71
01-2-01100-211-002	Elem Health Insurance	360,000.00	313,476.06	0.00	46,523.94	12.92
01-2-01100-220-001	Sec Soc Sec Non Instruct	4,900.00	4,266.92	0.00	633.08	12.92
01-2-01100-220-002	Elem Soc Sec Non Instruct	0.00	81.52	0.00	-81.52	0.00
01-2-01100-221-001	Sec Soc Sec	103,000.00	91,833.40	0.00	11,166.60	10.84
01-2-01100-221-002	Elem Soc Sec	63,000.00	55,373.98	0.00	7,626.02	12.10
01-2-01100-222-001	Sec Aides Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-01100-223-001	Sec Substitute Soc Sec	3,000.00	3,542.18	0.00	-542.18	-18.07
01-2-01100-223-002	Elem Substitute Soc Sec	3,000.00	4,998.71	0.00	-1,998.71	-66.62
01-2-01100-224-001	Technology Soc Sec	5,000.00	4,543.01	0.00	456.99	9.13
01-2-01100-230-001	Sec Retirement Non Instruct	0.00	30.82	0.00	-30.82	0.00
01-2-01100-230-002	Elem Retirement Non Instruct	0.00	107.28	0.00	-107.28	0.00
01-2-01100-231-001	Sec Retirement	135,000.00	120,851.99	0.00	14,148.01	10.48
01-2-01100-231-002	Elem Retirement	83,000.00	72,818.41	0.00	10,181.59	12.26
01-2-01100-232-001	Sec Aides Retire	0.00	0.00	0.00	0.00	0.00
01-2-01100-233-001	Sec Substitute Retirement	500.00	591.32	0.00	-91.32	-18.26
01-2-01100-233-002	Elem Substitute Retirement	500.00	1,146.29	0.00	-646.29	-129.25
01-2-01100-234-001	Technology Retirement	6,200.00	6,090.61	0.00	109.39	1.76
01-2-01100-237-000	Increased Retirement	0.00	0.00	0.00	0.00	0.00
01-2-01100-261-000	Unemployment	0.00	0.00	0.00	0.00	0.00
01-2-01100-281-000	Insurance Health Benefit	60,000.00	49,747.99	0.00	10,252.01	17.08
01-2-01100-320-001	Sec ESU Contracted Serv	0.00	0.00	0.00	0.00	0.00
01-2-01100-320-002	Elem ESU Contracted Serv	1,000.00	780.00	0.00	220.00	22.00
01-2-01100-330-001	Sec Staff Development	8,000.00	4,764.95	0.00	3,235.05	40.43
01-2-01100-330-002	Elem Staff Development	8,000.00	9,168.07	0.00	-1,168.07	-14.60
01-2-01100-382-001	Distance Learning	0.00	0.00	0.00	0.00	0.00
01-2-01100-580-001	Sec Travel Expense	6,000.00	4,428.53	0.00	1,571.47	26.19
01-2-01100-580-002	Elem Travel Expense	4,000.00	3,694.45	0.00	305.55	7.63
01-2-01100-610-001	Sec Teaching Supplies	30,000.00	49,799.56	0.00	-19,799.56	-65.99
01-2-01100-610-002	Elem Teaching Supplies	30,000.00	23,962.00	0.00	6,038.00	20.12

ALL Data

# Expense Budget Report

Arranged by:  
Account Number

Date Range: YTD thru 07/31/24

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-01100-640-001	Sec Textbooks and	10,000.00	28,528.08	0.00	-18,528.08	-185.28
01-2-01100-640-002	Elem Textbooks and	5,000.00	3,842.13	0.00	1,157.87	23.15
01-2-01100-650-001	Sec Computer Supplies	9,000.00	7,454.66	0.00	1,545.34	17.17
01-2-01100-650-002	Elem Computer Supplies	9,000.00	8,581.67	0.00	418.33	4.64
01-2-01100-733-001	Sec Furn and Equip	10,000.00	29,395.99	0.00	-19,395.99	-193.95
01-2-01100-733-002	Elem Furn and Equip	10,000.00	7,550.26	0.00	2,449.74	24.49
01-2-01100-734-001	Sec Computer Hardware	30,000.00	6,493.50	0.00	23,506.50	78.35
01-2-01100-734-002	Elem Computer Hardware	30,000.00	12,928.08	0.00	17,071.92	56.90
01-2-01125-111-002	Flex-Spending Teachers	0.00	0.00	0.00	0.00	0.00
01-2-01125-112-002	Flex-Spending Aides	0.00	0.00	0.00	0.00	0.00
01-2-01125-221-002	Flex-Sp Soc Sec Teachers	0.00	0.00	0.00	0.00	0.00
01-2-01125-222-002	Flex-Sp Soc Sec Aides	0.00	0.00	0.00	0.00	0.00
01-2-01125-231-002	Flex-Sp Retire Teachers	0.00	0.00	0.00	0.00	0.00
01-2-01125-232-002	Flex-Sp Retire Aides	0.00	0.00	0.00	0.00	0.00
01-2-01125-610-002	Flex-Spending Supplies	0.00	0.00	0.00	0.00	0.00
01-2-01150-111-002	LEP Teachers	64,000.00	59,871.86	0.00	4,128.14	6.45
01-2-01150-112-001	Sec LEP Aides	0.00	0.00	0.00	0.00	0.00
01-2-01150-112-002	Elem LEP Aides	0.00	0.00	0.00	0.00	0.00
01-2-01150-212-002	LEP Aides Health Ins	0.00	0.00	0.00	0.00	0.00
01-2-01150-221-002	LEP Soc Sec Teachers	5,000.00	4,520.95	0.00	479.05	9.58
01-2-01150-222-001	Sec LEP Soc Sec Aides	0.00	0.00	0.00	0.00	0.00
01-2-01150-222-002	Elem LEP Soc Sec Aides	0.00	0.00	0.00	0.00	0.00
01-2-01150-231-002	LEP Retire Teachers	6,300.00	5,874.22	0.00	425.78	6.75
01-2-01150-232-001	Sec LEP Retire Aides	0.00	0.00	0.00	0.00	0.00
01-2-01150-232-002	Elem LEP Retire Aides	0.00	0.00	0.00	0.00	0.00
01-2-01150-580-002	LEP Travel Expense	0.00	0.00	0.00	0.00	0.00
01-2-01150-610-002	LEP Supplies	400.00	631.87	0.00	-231.87	-57.96
01-2-01150-890-002	LEP Misc	0.00	0.00	0.00	0.00	0.00
01-2-01160-110-001	Teammates Director	0.00	0.00	0.00	0.00	0.00
01-2-01160-111-001	Sec Poverty Teachers	5,600.00	5,708.30	0.00	-108.30	-1.93
01-2-01160-111-002	Elem Pov Teach &	7,300.00	6,611.73	0.00	688.27	9.42
01-2-01160-112-002	Poverty Aides	0.00	0.00	0.00	0.00	0.00
01-2-01160-220-001	Teammates Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-01160-221-001	Sec Pov Teachers Soc Sec	500.00	413.89	0.00	86.11	17.22
01-2-01160-221-002	Elem Pov Teachers Soc Sec	575.00	473.46	0.00	101.54	17.65
01-2-01160-222-002	Poverty Soc Sec Aides	0.00	0.00	0.00	0.00	0.00
01-2-01160-231-001	Sec Pov Teachers Retire	575.00	576.28	0.00	-1.28	-0.22
01-2-01160-231-002	Elem Pov Teachers Retire	750.00	653.07	0.00	96.93	12.92
01-2-01160-232-002	Poverty Retire Aides	0.00	0.00	0.00	0.00	0.00
01-2-01160-610-001	Poverty Supplies	0.00	0.00	0.00	0.00	0.00
01-2-01160-733-001	Poverty Furniture	0.00	0.00	0.00	0.00	0.00
01-2-01160-734-001	Poverty Comp Hardware	0.00	0.00	0.00	0.00	0.00

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01-2-01190-111-002	Preschool Teachers	41,000.00	38,077.00	0.00	2,923.00	7.12
01-2-01190-112-002	Preschool Aides	32,500.00	33,635.04	0.00	-1,135.04	-3.49
01-2-01190-122-002	Preschool Aides Subs	0.00	480.00	0.00	-480.00	0.00
01-2-01190-123-002	Preschool Teacher Substitute	0.00	0.00	0.00	0.00	0.00
01-2-01190-132-002	Preschool Aides Overtime	200.00	0.00	0.00	200.00	100.00
01-2-01190-211-002	Presch Teachers Health Ins	28,000.00	25,283.61	0.00	2,716.39	9.70
01-2-01190-212-002	Presch Aides Health Ins	21,000.00	18,815.06	0.00	2,184.94	10.40
01-2-01190-221-002	Preschool Teachers Soc Sec	3,200.00	2,912.89	0.00	287.11	8.97
01-2-01190-222-002	Preschool Aides Soc Sec	2,600.00	2,539.25	0.00	60.75	2.33
01-2-01190-223-002	Preschool Subs Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-01190-231-002	Preschool Teachers Retire	4,100.00	3,757.69	0.00	342.31	8.34
01-2-01190-232-002	Preschool Aides Retire	3,400.00	3,322.41	0.00	77.59	2.28
01-2-01190-610-002	Preschool Supplies	3,000.00	3,540.27	0.00	-540.27	-18.00
01-2-01190-773-002	Preschool Furniture	500.00	99.97	0.00	400.03	80.00
01-2-01200-111-001	SPED Sec Teachers	76,000.00	70,447.26	0.00	5,552.74	7.30
01-2-01200-111-002	SPED Elem Teachers	120,000.00	108,341.34	0.00	11,658.66	9.71
01-2-01200-112-001	SPED Sec Aides	57,600.00	52,843.90	0.00	4,756.10	8.25
01-2-01200-112-002	SPED Elem Aides	120,000.00	111,799.61	0.00	8,200.39	6.83
01-2-01200-113-001	SPED Sec Substitutes	500.00	0.00	0.00	500.00	100.00
01-2-01200-113-002	SPED Elem Substitutes	1,000.00	0.00	0.00	1,000.00	100.00
01-2-01200-122-002	SPED Elem Aides Substitutes	2,000.00	3,902.50	0.00	-1,902.50	-95.12
01-2-01200-123-001	SPED Sec Teacher Subs	0.00	0.00	0.00	0.00	0.00
01-2-01200-123-002	SPED Elem Teacher Subs	0.00	0.00	0.00	0.00	0.00
01-2-01200-132-001	SPED Sec Aides Overtime	2,000.00	4,445.01	0.00	-2,445.01	-122.25
01-2-01200-132-002	SPED Elem Aides Overtime	100.00	108.46	0.00	-8.46	-8.46
01-2-01200-211-001	SPED Sec Teach Health Ins	21,000.00	18,829.58	0.00	2,170.42	10.33
01-2-01200-211-002	SPED Elem Teach Health Ins	56,000.00	50,567.22	0.00	5,432.78	9.70
01-2-01200-212-001	SPED Sec Aides Health Ins	31,000.00	27,367.36	0.00	3,632.64	11.71
01-2-01200-212-002	SPED Elem Aides Health Ins	51,500.00	43,291.60	0.00	8,208.40	15.93
01-2-01200-221-001	SPED Sec Teachers Soc Sec	6,000.00	5,331.01	0.00	668.99	11.14
01-2-01200-221-002	SPED Elem Teachers Soc	9,300.00	8,268.08	0.00	1,031.92	11.09
01-2-01200-222-001	SPED Sec Aides Soc Sec	4,700.00	4,367.79	0.00	332.21	7.06
01-2-01200-222-002	SPED Elem Aides Soc Sec	9,300.00	8,615.36	0.00	684.64	7.36
01-2-01200-223-001	SPED Sec Sub Soc Sec	40.00	0.00	0.00	40.00	100.00
01-2-01200-223-002	SPED Elem Sub Soc Sec	100.00	0.00	0.00	100.00	100.00
01-2-01200-231-001	SPED Sec Teachers Retire	7,600.00	6,916.44	0.00	683.56	8.99
01-2-01200-231-002	SPED Elem Teachers Retire	12,000.00	10,743.80	0.00	1,256.20	10.46
01-2-01200-232-001	SPED Sec Aides Retire	6,000.00	5,613.25	0.00	386.75	6.44
01-2-01200-232-002	SPED Elem Aides Retire	12,000.00	10,864.13	0.00	1,135.87	9.46
01-2-01200-330-001	Sec SPED Emee Training	75.00	75.00	0.00	0.00	0.00
01-2-01200-330-002	Elem SPED Emee Training	75.00	150.00	0.00	-75.00	-100.00
01-2-01200-332-001	Mileage Paid To Parents	0.00	0.00	0.00	0.00	0.00

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01-2-01200-332-002	Mileage Paid To Parents	0.00	0.00	0.00	0.00	0.00
01-2-01200-562-001	Tuition To Other Districts	0.00	0.00	0.00	0.00	0.00
01-2-01200-591-001	Sec SPED Services Purch	10,000.00	8,847.76	0.00	1,152.24	11.52
01-2-01200-591-002	Elem SPED Services Purch	25,000.00	21,269.36	0.00	3,730.64	14.92
01-2-01200-610-001	Sec SPED Supplies	5,000.00	1,340.37	0.00	3,659.63	73.19
01-2-01200-610-002	Elem SPED Supplies	5,000.00	3,369.05	0.00	1,630.95	32.61
01-2-01200-640-001	Sec SPED Textbooks	500.00	0.00	0.00	500.00	100.00
01-2-01200-640-002	Elem SPED Textbooks	500.00	0.00	0.00	500.00	100.00
01-2-01200-643-001	SPED Sec Software SRS	500.00	0.00	0.00	500.00	100.00
01-2-01200-643-002	SPED Elem Software SRS	500.00	0.00	0.00	500.00	100.00
01-2-01200-733-001	Sec SPED Furniture	5,000.00	0.00	0.00	5,000.00	100.00
01-2-01200-733-002	Elem SPED Furniture	5,000.00	0.00	0.00	5,000.00	100.00
01-2-01200-890-001	Sec SPED Miscellaneous	1,000.00	0.00	0.00	1,000.00	100.00
01-2-01200-890-002	Elem SPED Miscellaneous	1,000.00	220.00	0.00	780.00	78.00
01-2-01291-591-002	SPED Indirect Ages 3-5	2,000.00	678.04	0.00	1,321.96	66.09
01-2-01292-591-002	SPED Indirect Ages 0-2	1,000.00	271.96	0.00	728.04	72.80
01-2-02110-432-000	Student Attendance	8,000.00	5,830.00	0.00	2,170.00	27.12
01-2-02120-111-001	Sec Guidance	56,600.00	53,182.78	0.00	3,417.22	6.03
01-2-02120-111-002	Elem Guidance	66,000.00	60,460.27	0.00	5,539.73	8.39
01-2-02120-211-001	Sec Guidance Health Ins	27,600.00	18,632.07	0.00	8,967.93	32.49
01-2-02120-211-002	Elem Guidance Health Ins	27,600.00	25,283.61	0.00	2,316.39	8.39
01-2-02120-221-001	Sec Guidance Soc Sec	4,400.00	3,759.02	0.00	640.98	14.56
01-2-02120-221-002	Elem Guidance Soc Sec	5,100.00	4,330.63	0.00	769.37	15.08
01-2-02120-231-001	Sec Guidance Retirement	5,700.00	5,220.90	0.00	479.10	8.40
01-2-02120-231-002	Elem Guidance Retirement	6,600.00	5,944.51	0.00	655.49	9.93
01-2-02120-580-001	Sec Guidance Travel	500.00	0.00	0.00	500.00	100.00
01-2-02120-580-002	Elem Guidance Travel	500.00	0.00	0.00	500.00	100.00
01-2-02120-610-001	Sec Guidance Supplies	1,500.00	6,769.85	0.00	-5,269.85	-351.32
01-2-02120-610-002	Elem Guidance Supplies	1,500.00	311.11	0.00	1,188.89	79.25
01-2-02120-733-001	Sec Guidance Furn & Equip	0.00	0.00	0.00	0.00	0.00
01-2-02120-733-002	Elem Guidance Furn & Equip	0.00	0.00	0.00	0.00	0.00
01-2-02120-890-001	Sec Guidance Misc	0.00	0.00	0.00	0.00	0.00
01-2-02120-890-002	Elem Guidance Misc	0.00	0.00	0.00	0.00	0.00
01-2-02130-116-000	Director Nursing	41,400.00	37,950.00	0.00	3,450.00	8.33
01-2-02130-116-002	Health Services	0.00	297.00	0.00	-297.00	0.00
01-2-02130-226-000	Director Nursing Soc Sec	3,200.00	2,823.27	0.00	376.73	11.77
01-2-02130-226-002	Health Soc Sec	0.00	22.11	0.00	-22.11	0.00
01-2-02130-236-000	Director Nursing Retirement	4,100.00	3,748.58	0.00	351.42	8.57
01-2-02130-236-002	Health Retirement	0.00	29.34	0.00	-29.34	0.00
01-2-02130-610-002	Health Supplies	3,500.00	2,919.91	0.00	580.09	16.57
01-2-02140-111-000	School Psych Salary	5,800.00	0.00	0.00	5,800.00	100.00
01-2-02140-221-000	School Psych Soc Sec	450.00	0.00	0.00	450.00	100.00

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01-2-02140-231-000	School Psych Retirement	580.00	0.00	0.00	580.00	100.00
01-2-02140-591-001	Sec Non-SPED Psych	0.00	9,627.78	0.00	-9,627.78	0.00
01-2-02140-591-002	Elem Non-SPED Psych	0.00	9,627.78	0.00	-9,627.78	0.00
01-2-02141-111-000	SPED School Psych Salary	57,200.00	51,049.45	0.00	6,150.55	10.75
01-2-02141-211-000	SPED Sch Psych Health Ins	9,800.00	5,705.84	0.00	4,094.16	41.77
01-2-02141-221-000	SPED Sch Psych Soc Sec	4,400.00	3,898.06	0.00	501.94	11.40
01-2-02141-231-000	SPED Sch Psych Retirement	5,700.00	4,973.82	0.00	726.18	12.74
01-2-02141-591-001	Sec SPED Psych Contract	16,000.00	9,997.74	0.00	6,002.26	37.51
01-2-02141-591-002	Elem SPED Psych Contract	16,000.00	8,379.62	0.00	7,620.38	47.62
01-2-02151-591-001	Sec SPED Speech/Aud	1,000.00	3,424.00	0.00	-2,424.00	-242.40
01-2-02151-591-002	Elem SPED Speech/Aud	40,000.00	22,253.96	0.00	17,746.04	44.36
01-2-02151-610-002	SPED Speech Supplies On	500.00	162.99	0.00	337.01	67.40
01-2-02152-650-002	Presch SPED Tech Sup	0.00	0.00	0.00	0.00	0.00
01-2-02161-591-001	Sec SPED OT Contract Serv	7,000.00	7,034.64	0.00	-34.64	-0.49
01-2-02161-591-002	Elem SPED OT Contract Serv	21,000.00	22,276.40	0.00	-1,276.40	-6.07
01-2-02171-591-001	Sec SPED PT Contract Serv	2,500.00	2,312.16	0.00	187.84	7.51
01-2-02171-591-002	Elem SPED PT Contract Serv	7,500.00	7,321.84	0.00	178.16	2.37
01-2-02181-591-001	Sec SPED Vision Contract	0.00	459.14	0.00	-459.14	0.00
01-2-02181-591-002	Elem SPED Vision Contract	1,500.00	3,185.56	0.00	-1,685.56	-112.37
01-2-02190-110-001	Activity Bus/Van Drivers	19,000.00	22,923.63	0.00	-3,923.63	-20.65
01-2-02190-220-001	Activity Bus/Van Soc Sec	1,500.00	1,736.99	0.00	-236.99	-15.79
01-2-02190-230-001	Activity Bus/Van Retirement	1,900.00	1,254.51	0.00	645.49	33.97
01-2-02190-580-001	Activity Drivers Travel	500.00	95.45	0.00	404.55	80.91
01-2-02190-610-001	Sec Support Services	10,000.00	10,715.31	0.00	-715.31	-7.15
01-2-02190-610-002	Elem Support Services	3,000.00	2,116.03	0.00	883.97	29.46
01-2-02220-111-001	Sec Library	0.00	0.00	0.00	0.00	0.00
01-2-02220-111-002	Elem Library	58,200.00	53,298.67	0.00	4,901.33	8.42
01-2-02220-112-001	Sec Library Aides	0.00	0.00	0.00	0.00	0.00
01-2-02220-132-001	Sec Library Aides Overtime	0.00	0.00	0.00	0.00	0.00
01-2-02220-211-001	Sec Library Health Ins	0.00	0.00	0.00	0.00	0.00
01-2-02220-211-002	Elem Library Health Ins	27,600.00	25,283.61	0.00	2,316.39	8.39
01-2-02220-212-001	Sec Library Aides Health Ins	0.00	0.00	0.00	0.00	0.00
01-2-02220-221-001	Sec Library Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-02220-221-002	Elem Library Soc Sec	4,500.00	3,708.11	0.00	791.89	17.59
01-2-02220-222-001	Sec Library Aides Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-02220-231-001	Sec Library Retirement	0.00	0.00	0.00	0.00	0.00
01-2-02220-231-002	Elem Library Retirement	5,800.00	5,264.71	0.00	535.29	9.22
01-2-02220-232-001	Sec Library Aides Retirement	0.00	0.00	0.00	0.00	0.00
01-2-02220-610-001	Sec Library Supplies	1,000.00	427.93	0.00	572.07	57.20
01-2-02220-610-002	Elem Library Supplies	1,000.00	3,239.81	0.00	-2,239.81	-223.98
01-2-02220-640-001	Sec Library Books/Periodicals	4,000.00	3,179.71	0.00	820.29	20.50
01-2-02220-640-002	Ele Library Books/Periodicals	3,000.00	2,692.32	0.00	307.68	10.25

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01-2-02220-650-002	Elem Library Tech Supplies	2,000.00	2,210.68	0.00	-210.68	-10.53
01-2-02220-733-001	Sec Library Furniture	1,000.00	0.00	0.00	1,000.00	100.00
01-2-02220-733-002	Elem Library Furniture	1,000.00	0.00	0.00	1,000.00	100.00
01-2-02224-382-001	Distance Learning	23,000.00	23,000.00	0.00	0.00	0.00
01-2-02230-432-000	Tech Repairs/Support	5,000.00	2,050.25	0.00	2,949.75	58.99
01-2-02310-151-000	Employee Incentive Agmt	0.00	0.00	0.00	0.00	0.00
01-2-02310-270-000	Worker's Comp Non-Instruct	10,000.00	9,852.00	0.00	148.00	1.48
01-2-02310-271-000	Worker's Comp Teachers	25,000.00	22,856.64	0.00	2,143.36	8.57
01-2-02310-272-000	Worker's Comp Aides	7,500.00	6,699.36	0.00	800.64	10.67
01-2-02310-520-001	Sec Property/Liability	81,000.00	80,646.00	0.00	354.00	0.43
01-2-02310-520-002	Elem Property/Liability	54,000.00	53,764.00	0.00	236.00	0.43
01-2-02310-540-000	Advertising	3,000.00	3,770.27	0.00	-770.27	-25.67
01-2-02310-580-000	Board Educ Travel Expense	2,500.00	981.85	0.00	1,518.15	60.72
01-2-02310-610-000	Board Educ Supplies	500.00	75.44	0.00	424.56	84.91
01-2-02310-810-000	Board Educ Dues and Fees	8,000.00	8,218.00	0.00	-218.00	-2.72
01-2-02310-890-000	Board Educ Misc Expense	1,000.00	5,250.00	0.00	-4,250.00	-425.00
01-2-02320-105-000	Superintendent Salary	140,000.00	128,916.66	0.00	11,083.34	7.91
01-2-02320-110-001	Sec Clerical Staff	48,000.00	45,112.20	0.00	2,887.80	6.01
01-2-02320-130-001	Sec Clerical Staff Overtime	1,800.00	1,927.03	0.00	-127.03	-7.05
01-2-02320-210-001	Sec Clerical Health Ins	10,300.00	9,407.53	0.00	892.47	8.66
01-2-02320-215-000	Superintendent Health Ins	21,000.00	18,829.58	0.00	2,170.42	10.33
01-2-02320-220-001	Sec Clerical Soc Sec	3,800.00	3,519.03	0.00	280.97	7.39
01-2-02320-225-000	Superintendent Soc Sec	10,800.00	9,596.87	0.00	1,203.13	11.14
01-2-02320-230-001	Sec Clerical Retirement	4,600.00	4,317.38	0.00	282.62	6.14
01-2-02320-235-000	Superintendent Retirement	13,900.00	12,734.13	0.00	1,165.87	8.38
01-2-02320-295-000	Superintendent Other Benefits	850.00	0.00	0.00	850.00	100.00
01-2-02320-580-000	Superintendent Travel	3,000.00	1,629.90	0.00	1,370.10	45.67
01-2-02320-610-000	Superintendent Supplies	500.00	211.01	0.00	288.99	57.79
01-2-02320-733-000	Superintendent Furniture	500.00	0.00	0.00	500.00	100.00
01-2-02320-810-000	Superintendent Dues and	3,000.00	3,895.27	0.00	-895.27	-29.84
01-2-02320-890-000	Superintendent Misc Expense	750.00	480.00	0.00	270.00	36.00
01-2-02330-317-000	Contracted Legal Services	15,000.00	12,953.45	0.00	2,046.55	13.64
01-2-02410-110-001	Sec Clerical Staff	0.00	0.00	0.00	0.00	0.00
01-2-02410-110-002	Elem Clerical Staff	36,000.00	35,641.32	0.00	358.68	0.99
01-2-02410-111-001	Sec Principal Salary	90,000.00	82,875.00	0.00	7,125.00	7.91
01-2-02410-111-002	Elem Principal Salary	90,000.00	82,875.00	0.00	7,125.00	7.91
01-2-02410-120-001	Sec Clerical Subs/Temp	1,000.00	563.75	0.00	436.25	43.62
01-2-02410-120-002	Elem Clerical Subs/Temp	1,000.00	0.00	0.00	1,000.00	100.00
01-2-02410-130-002	Elem Clerical Staff Overtime	6,300.00	6,498.54	0.00	-198.54	-3.15
01-2-02410-210-002	Elem Clerical Health Ins	10,300.00	9,407.53	0.00	892.47	8.66
01-2-02410-211-001	Sec Principal Health Ins	27,600.00	25,283.61	0.00	2,316.39	8.39
01-2-02410-211-002	Elem Principal Health Ins	27,600.00	25,283.61	0.00	2,316.39	8.39

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# Expense Budget Report

Arranged by:  
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Date Range: YTD thru 07/31/24

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-02410-220-001	Sec Clerical Soc Sec	80.00	43.13	0.00	36.87	46.08
01-2-02410-220-002	Elem Clerical Soc Sec	3,300.00	3,142.63	0.00	157.37	4.76
01-2-02410-221-001	Sec Principal Soc Sec	6,900.00	6,161.74	0.00	738.26	10.69
01-2-02410-221-002	Elem Principal Soc Sec	6,900.00	6,339.94	0.00	560.06	8.11
01-2-02410-230-002	Elem Clerical Retirement	4,200.00	4,162.50	0.00	37.50	0.89
01-2-02410-231-001	Sec Principal Retirement	8,900.00	8,186.27	0.00	713.73	8.01
01-2-02410-231-002	Elem Principal Retirement	8,900.00	8,186.28	0.00	713.72	8.01
01-2-02410-580-001	Sec Principal Travel Expense	2,000.00	275.17	0.00	1,724.83	86.24
01-2-02410-580-002	Elem Principal Travel Expense	2,000.00	356.44	0.00	1,643.56	82.17
01-2-02410-610-001	Sec Principal Supplies	500.00	0.00	0.00	500.00	100.00
01-2-02410-610-002	Elem Principal Supplies	500.00	86.40	0.00	413.60	82.72
01-2-02410-733-001	Sec Principal Furniture	500.00	0.00	0.00	500.00	100.00
01-2-02410-733-002	Elem Principal Furniture	500.00	0.00	0.00	500.00	100.00
01-2-02410-810-001	Sec Principal Dues and Fees	1,500.00	1,000.00	0.00	500.00	33.33
01-2-02410-810-002	Elem Principal Dues and Fees	1,500.00	1,114.00	0.00	386.00	25.73
01-2-02410-890-001	Sec Principal Misc Expense	500.00	0.00	0.00	500.00	100.00
01-2-02410-890-002	Elem Principal Misc Expense	500.00	0.00	0.00	500.00	100.00
01-2-02490-111-001	Activities Director Salary	34,000.00	37,106.67	0.00	-3,106.67	-9.13
01-2-02490-121-001	Temporary Activities Dir	0.00	0.00	0.00	0.00	0.00
01-2-02490-221-001	Activities Dir Soc Sec	2,600.00	2,783.38	0.00	-183.38	-7.05
01-2-02490-231-001	Activities Dir Retirement	3,300.00	3,673.75	0.00	-373.75	-11.32
01-2-02510-110-000	Business Manager Salary	49,500.00	45,734.41	0.00	3,765.59	7.60
01-2-02510-130-000	Business Manager Overtime	12,000.00	14,495.51	0.00	-2,495.51	-20.79
01-2-02510-210-000	Business Manager Health Ins	10,300.00	9,407.53	0.00	892.47	8.66
01-2-02510-220-000	Business Manager Soc Sec	4,700.00	4,607.61	0.00	92.39	1.96
01-2-02510-230-000	Business Manager Retirement	6,100.00	5,907.90	0.00	192.10	3.14
01-2-02510-315-000	Auditing Services	15,000.00	14,853.11	0.00	146.89	0.97
01-2-02510-531-000	Postage	3,500.00	4,341.64	0.00	-841.64	-24.04
01-2-02510-610-000	Office Supplies	20,000.00	13,646.80	0.00	6,353.20	31.76
01-2-02510-733-000	Business Manager Furniture	0.00	0.00	0.00	0.00	0.00
01-2-02510-890-000	Business Manager Misc	800.00	315.00	0.00	485.00	60.62
01-2-02580-432-000	Administrative Tech Support	60,000.00	97,109.50	0.00	-37,109.50	-61.84
01-2-02610-110-001	Sec Custodial Salary	61,000.00	71,990.83	0.00	-10,990.83	-18.01
01-2-02610-110-002	Elem Custodial Salary	65,000.00	59,486.95	0.00	5,513.05	8.48
01-2-02610-130-001	Sec Custodial Overtime	9,500.00	17,493.44	0.00	-7,993.44	-84.14
01-2-02610-130-002	Elem Custodial Overtime	7,700.00	8,328.13	0.00	-628.13	-8.15
01-2-02610-210-001	Sec Health Ins	20,600.00	18,815.06	0.00	1,784.94	8.66
01-2-02610-210-002	Elem Health Ins	20,600.00	18,815.06	0.00	1,784.94	8.66
01-2-02610-220-001	Sec Soc Sec	5,400.00	6,785.48	0.00	-1,385.48	-25.65
01-2-02610-220-002	Elem Soc Sec	5,600.00	4,989.23	0.00	610.77	10.90
01-2-02610-230-001	Sec Retirement	7,000.00	8,226.39	0.00	-1,226.39	-17.51
01-2-02610-230-002	Elem Retirement	7,200.00	6,622.59	0.00	577.41	8.01

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Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-02610-382-000	Telecomm & Internet	16,000.00	13,117.41	0.00	2,882.59	18.01
01-2-02610-410-001	Sec Water, Sewer & Garbage	35,000.00	27,369.15	0.00	7,630.85	21.80
01-2-02610-410-002	Elem Water, Sewer &	10,000.00	8,958.40	0.00	1,041.60	10.41
01-2-02610-442-000	Copier Rental	21,000.00	17,740.84	0.00	3,259.16	15.51
01-2-02610-531-000	Postage	0.00	0.00	0.00	0.00	0.00
01-2-02610-610-001	Sec Custodial Supplies	40,000.00	36,103.85	0.00	3,896.15	9.74
01-2-02610-610-002	Elem Custodial Supplies	30,000.00	27,084.92	0.00	2,915.08	9.71
01-2-02610-621-001	Sec Utility Energy Services	145,000.00	103,890.15	0.00	41,109.85	28.35
01-2-02610-621-002	Elem Utility Energy Services	56,000.00	43,143.83	0.00	12,856.17	22.95
01-2-02620-110-000	Plant Maintenance Salary	62,000.00	56,985.00	0.00	5,015.00	8.08
01-2-02620-210-000	Maintenance Health Ins	10,300.00	9,407.53	0.00	892.47	8.66
01-2-02620-220-000	Maintenance Soc Sec	4,800.00	4,344.06	0.00	455.94	9.49
01-2-02620-230-000	Maintenance Retirement	6,200.00	5,601.21	0.00	598.79	9.65
01-2-02620-430-000	Contracted Main & Repairs	0.00	660.00	0.00	-660.00	0.00
01-2-02620-431-000	Contracted Main & Repairs	100,000.00	72,132.42	0.00	27,867.58	27.86
01-2-02620-610-001	Sec Building Supply	50,000.00	111.75	0.00	49,888.25	99.77
01-2-02620-610-002	Elem Building Supply	50,000.00	2,722.00	0.00	47,278.00	94.55
01-2-02620-720-000	Building Improvements	25,000.00	0.00	0.00	25,000.00	100.00
01-2-02620-890-000	Maintenance Misc Expense	2,000.00	6,787.50	0.00	-4,787.50	-239.37
01-2-02630-710-000	Land Improvements	0.00	6,000.00	0.00	-6,000.00	0.00
01-2-02650-732-000	Vehicle Acquisition	120,000.00	121,196.00	0.00	-1,196.00	-0.99
01-2-02710-110-000	Bus Driver Salary	45,000.00	42,699.00	0.00	2,301.00	5.11
01-2-02710-220-000	Bus Driver Soc Sec	3,500.00	3,188.36	0.00	311.64	8.90
01-2-02710-230-000	Bus Driver Retirement	4,500.00	4,043.55	0.00	456.45	10.14
01-2-02710-332-000	Route Mileage	4,000.00	397.98	0.00	3,602.02	90.05
01-2-02710-626-000	Bus/Van Gasoline	50,000.00	48,999.94	0.00	1,000.06	2.00
01-2-02710-732-000	Bus Acquisition	0.00	0.00	0.00	0.00	0.00
01-2-02710-890-000	Bus Misc Expenses	3,000.00	3,037.69	0.00	-37.69	-1.25
01-2-02712-110-001	SPED Transportation Salary	0.00	0.00	0.00	0.00	0.00
01-2-02712-220-001	SPED Transp Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-02712-230-001	SPED Transp Retirement	0.00	0.00	0.00	0.00	0.00
01-2-02712-332-001	SPED Transp Mileage To	0.00	0.00	0.00	0.00	0.00
01-2-02712-332-002	SPED Transp Mileage To	0.00	0.00	0.00	0.00	0.00
01-2-02712-519-002	SPED Transp Handibus	0.00	0.00	0.00	0.00	0.00
01-2-02730-431-000	Bus/Van Repairs &	35,000.00	39,559.32	0.00	-4,559.32	-13.02
01-2-03535-610-001	High Ability	5,000.00	5,844.02	0.00	-844.02	-16.88
01-2-04600-450-000	Site Improvements	100,000.00	1,235.96	0.00	98,764.04	98.76
01-2-05000-807-000	Repayment Of Taxes	100,000.00	8,850.43	0.00	91,149.57	91.14
01-2-06200-111-002	Title I Teachers Salary	67,500.00	62,130.00	0.00	5,370.00	7.95
01-2-06200-112-002	Title I Aides Salary	18,700.00	12,231.02	0.00	6,468.98	34.59
01-2-06200-132-002	Title I Aides Overtime	0.00	0.00	0.00	0.00	0.00
01-2-06200-211-002	Title I Teachers Health Ins	20,600.00	18,829.58	0.00	1,770.42	8.59

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01-2-06200-212-002	Title I Aides Health Ins	10,300.00	9,407.53	0.00	892.47	8.66
01-2-06200-221-002	Title I Teachers Soc Sec	5,200.00	4,608.02	0.00	591.98	11.38
01-2-06200-222-002	Title I Aides Soc Sec	1,500.00	906.27	0.00	593.73	39.58
01-2-06200-231-002	Title I Teachers Retirement	6,700.00	6,095.54	0.00	604.46	9.02
01-2-06200-232-002	Title I Aides Retirement	1,900.00	1,208.17	0.00	691.83	36.41
01-2-06200-395-002	Title I ESU Contr Serv	2,000.00	3,492.56	0.00	-1,492.56	-74.62
01-2-06200-610-002	Title I Supplies	1,000.00	0.00	0.00	1,000.00	100.00
01-2-06210-221-002	Title I Acct Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-06210-231-002	Title I Acct Retirements	0.00	0.00	0.00	0.00	0.00
01-2-06210-320-002	Title I Acct Contract Serv	0.00	0.00	0.00	0.00	0.00
01-2-06406-591-000	IDEA Base Preschool	5,000.00	4,594.00	0.00	406.00	8.12
01-2-06408-591-000	IDEA Base and	90,000.00	91,936.12	0.00	-1,936.12	-2.15
01-2-06412-334-000	IDEA Mileage Paid	500.00	0.00	0.00	500.00	100.00
01-2-06412-591-000	IDEA Prop Share Nonpublic	5,000.00	4,060.00	0.00	940.00	18.80
01-2-06421-330-000	IDEA ARP Prof Dev	0.00	0.00	0.00	0.00	0.00
01-2-06421-591-000	IDEA ARP ESU	0.00	0.00	0.00	0.00	0.00
01-2-06421-610-002	IDEA ARP Supplies	0.00	0.00	0.00	0.00	0.00
01-2-06421-810-001	IDEA ARP Sec Prin Fees	0.00	0.00	0.00	0.00	0.00
01-2-06421-810-002	IDEA ARP Elem Prin Fees	0.00	0.00	0.00	0.00	0.00
01-2-06422-591-000	IDEA Preschool ARP	1,000.00	0.00	0.00	1,000.00	100.00
01-2-06423-591-000	IDEA School Age ARP	750.00	0.00	0.00	750.00	100.00
01-2-06450-320-000	Medicaid Contract Services	0.00	0.00	0.00	0.00	0.00
01-2-06700-610-000	Perkins Grant Supplies	0.00	1,150.00	0.00	-1,150.00	0.00
01-2-06700-739-000	Perkins Grant Equipment	0.00	98,850.00	0.00	-98,850.00	0.00
01-2-06969-395-000	Title IV	10,000.00	10,000.00	0.00	0.00	0.00
01-2-06990-220-002	PBIS Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-06990-230-002	PBIS Retirement	0.00	0.00	0.00	0.00	0.00
01-2-06990-320-002	PBIS Contract Serv	0.00	0.00	0.00	0.00	0.00
01-2-06990-330-000	Training Stipends PBIS	2,000.00	0.00	0.00	2,000.00	100.00
01-2-06990-580-000	Travel Expense PBIS	2,000.00	0.00	0.00	2,000.00	100.00
01-2-06990-610-000	Supplies PBIS	2,000.00	0.00	0.00	2,000.00	100.00
01-2-06992-890-000	REAP Funds	36,000.00	42,717.00	0.00	-6,717.00	-18.65
01-2-06992-950-000	Special Budget Items	1,698,650.00	0.00	0.00	1,698,650.00	100.00
01-2-06996-610-000	CARES Supplies	0.00	0.00	0.00	0.00	0.00
01-2-06997-610-000	ESSER II Supplies	0.00	0.00	0.00	0.00	0.00
01-2-06997-640-000	ESSER II Textbooks	0.00	0.00	0.00	0.00	0.00
01-2-06997-643-000	ESSER II Web Software	0.00	0.00	0.00	0.00	0.00
01-2-06997-650-000	ESSER II Technology	0.00	0.00	0.00	0.00	0.00
01-2-06997-734-000	ESSER II Computer Hardware	0.00	0.00	0.00	0.00	0.00
01-2-06998-112-002	ESSER III Aides Salary	0.00	0.00	0.00	0.00	0.00
01-2-06998-132-002	ESSER III Aides Overtime	0.00	0.00	0.00	0.00	0.00
01-2-06998-151-002	ESSER III Addl Comp	0.00	0.00	0.00	0.00	0.00

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Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-06998-212-002	ESSER III Aides Health Ins	0.00	0.00	0.00	0.00	0.00
01-2-06998-221-002	ESSER III Addl Comp Soc	0.00	0.00	0.00	0.00	0.00
01-2-06998-222-002	ESSER III Aides Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-06998-231-002	ESSER III Addl Comp Retire	0.00	0.00	0.00	0.00	0.00
01-2-06998-232-002	ESSER III Aides Retirement	0.00	0.00	0.00	0.00	0.00
01-2-06998-330-000	ESSER III Employee Training	0.00	7,500.00	0.00	-7,500.00	0.00
01-2-06998-431-000	ESSER III Contracted Main	77,000.00	0.00	0.00	77,000.00	100.00
01-2-06998-580-000	ESSER III Travel	0.00	0.00	0.00	0.00	0.00
01-2-06998-610-000	ESSER III Supplies	0.00	0.00	0.00	0.00	0.00
01-2-06998-640-000	ESSER III Textbooks	0.00	0.00	0.00	0.00	0.00
01-2-06998-650-000	ESSER III Technology	0.00	77,843.00	0.00	-77,843.00	0.00
01-2-06998-734-000	ESSER III Computer	0.00	44,319.70	0.00	-44,319.70	0.00
01-2-06998-890-000	ESSER III Misc Expenses	0.00	0.00	0.00	0.00	0.00
01-2-08000-912-000	Transfer To Lunch Fund	50,000.00	7,580.00	0.00	42,420.00	84.84
01-2-08000-913-000	Transfer To Activity Fund	55,000.00	0.00	0.00	55,000.00	100.00
<b>01 Current Year Account Totals:</b>		<b>9,931,900.00</b>	<b>7,367,775.13</b>	<b>0.00</b>	<b>2,564,124.87</b>	<b>25.81</b>
<b>01 FUND Totals:</b>		<b>9,931,900.00</b>	<b>7,367,775.13</b>	<b>0.00</b>	<b>2,564,124.87</b>	<b>25.81</b>

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Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
<b>02</b>	<b>DEPRECIATION FUND</b>					
02-2-02900-450-000	Construction Services	0.00	21,232.56	0.00	-21,232.56	0.00
02-2-02900-732-000	Vehicle Acquisition	0.00	0.00	0.00	0.00	0.00
02-2-02900-739-000	Equipment	0.00	25,400.00	0.00	-25,400.00	0.00
<b>02 Current Year Account Totals:</b>		<b>0.00</b>	<b>46,632.56</b>	<b>0.00</b>	<b>-46,632.56</b>	<b>0.00</b>
<b>02</b>	<b>FUND Totals:</b>	<b>0.00</b>	<b>46,632.56</b>	<b>0.00</b>	<b>-46,632.56</b>	<b>0.00</b>

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Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
<b>03</b>	<b>EMPLOYEE BENEFIT FUND</b>					
03-2-08000-911-000	Transfer to General Fund	0.00	0.00	0.00	0.00	0.00
	<b>03 Current Year Account Totals:</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>03 FUND Totals:</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

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Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
<b>05</b>	<b>ACTIVITY FUND</b>					
05-2-02900-340-000	Referees	0.00	28,437.20	0.00	-28,437.20	0.00
05-2-02900-580-000	Travel	0.00	27,862.56	0.00	-27,862.56	0.00
05-2-02900-610-000	Supplies - General	0.00	55,186.12	0.00	-55,186.12	0.00
05-2-02900-650-000	Supplies - Technology Related	0.00	14,423.74	0.00	-14,423.74	0.00
05-2-02900-739-000	Equipment	0.00	10,329.50	0.00	-10,329.50	0.00
05-2-02900-810-000	Dues and Fees	0.00	4,000.00	0.00	-4,000.00	0.00
05-2-02900-890-000	Misc Student Expenditures	0.00	100,536.92	0.00	-100,536.92	0.00
<b>05 Current Year Account Totals:</b>		<b>0.00</b>	<b>240,776.04</b>	<b>0.00</b>	<b>-240,776.04</b>	<b>0.00</b>
<b>05</b>	<b>FUND Totals:</b>	<b>0.00</b>	<b>240,776.04</b>	<b>0.00</b>	<b>-240,776.04</b>	<b>0.00</b>

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Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
<b>06</b>	<b>CAFETERIA FUND</b>					
06-2-03100-110-001	Sec Kitchen Staff	61,000.00	57,265.20	0.00	3,734.80	6.12
06-2-03100-110-002	Elem Kitchen Staff	59,500.00	60,039.52	0.00	-539.52	-0.90
06-2-03100-120-001	Sec Kitchen Substitutes	1,000.00	3,450.01	0.00	-2,450.01	-245.00
06-2-03100-120-002	Elem Kitchen Substitutes	3,000.00	79.50	0.00	2,920.50	97.35
06-2-03100-130-001	Sec Kitchen Staff Overtime	3,000.00	3,124.27	0.00	-124.27	-4.14
06-2-03100-130-002	Elem Kitchen Staff Overtime	0.00	2,731.30	0.00	-2,731.30	0.00
06-2-03100-210-001	Sec Kitchen Staff Health Ins	20,600.00	18,815.06	0.00	1,784.94	8.66
06-2-03100-210-002	Elem Kitchen Staff Health Ins	20,600.00	28,222.59	0.00	-7,622.59	-37.00
06-2-03100-220-001	Sec Kitchen Staff Soc Sec	5,000.00	4,681.54	0.00	318.46	6.36
06-2-03100-220-002	Elem Kitchen Staff Soc Sec	4,800.00	4,785.03	0.00	14.97	0.31
06-2-03100-230-001	Sec Kitchen Staff Retirement	6,300.00	5,079.44	0.00	1,220.56	19.37
06-2-03100-230-002	Elem Kitchen Staff Retirement	3,500.00	6,175.49	0.00	-2,675.49	-76.44
06-2-03100-630-001	Sec Food Expense	90,000.00	90,207.01	0.00	-207.01	-0.23
06-2-03100-630-002	Elem Food Expense	80,000.00	86,458.38	0.00	-6,458.38	-8.07
06-2-03100-890-001	Sec Food Service Misc	10,000.00	4,265.03	0.00	5,734.97	57.34
06-2-03100-890-002	Elem Food Service Misc	16,000.00	5,020.71	0.00	10,979.29	68.62
06-2-08000-911-000	Fund Transfer to General	19,000.00	0.00	0.00	19,000.00	100.00
<b>06 Current Year Account Totals:</b>		<b>403,300.00</b>	<b>380,400.08</b>	<b>0.00</b>	<b>22,899.92</b>	<b>5.67</b>
<b>06</b>	<b>FUND Totals:</b>	<b>403,300.00</b>	<b>380,400.08</b>	<b>0.00</b>	<b>22,899.92</b>	<b>5.67</b>

ALL Data

# Expense Budget Report

Arranged by:  
Account Number

Date Range: YTD thru 07/31/24

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
<b>08</b>	<b>BUILDING FUND</b>					
08-2-02620-720-000	Building Improvements	0.00	491,642.00	0.00	-491,642.00	0.00
08-2-04600-710-000	Land and Land Improvements	0.00	0.00	0.00	0.00	0.00
08-2-05000-831-000	Note Principal Repayment	0.00	0.00	0.00	0.00	0.00
08-2-05000-832-000	Note Interest Repayment	0.00	0.00	0.00	0.00	0.00
08-2-05000-890-000	Fees For Services	0.00	15.00	0.00	-15.00	0.00
<b>08 Current Year Account Totals:</b>		<u>0.00</u>	<u>491,657.00</u>	<u>0.00</u>	<u>-491,657.00</u>	<u>0.00</u>
<b>08</b>	<b>FUND Totals:</b>	<u>0.00</u>	<u>491,657.00</u>	<u>0.00</u>	<u>-491,657.00</u>	<u>0.00</u>
<b>Report Totals:</b>		<u>10,335,200.00</u>	<u>8,527,240.81</u>	<u>0.00</u>	<u>1,807,959.19</u>	<u>17.49</u>

# Payroll Expense Summary

ALL Data

Arranged by:  
Account Number

Fund	Account Number	Account Description	Earning	Withholding	Employer
<b>FUND: 01</b>					
	01-2-01100-111-001	Sec Teachers Salary	96,998.71		
	01-2-01100-111-002	Elem Teachers Salary	72,474.45		
	01-2-01100-114-001	Technology Staff	5,092.67		
	01-2-01100-151-001	Sec Additional Compensation	14,846.95		
	01-2-01100-151-002	Ele Additional Compensation	120.84		
	01-2-01100-211-001	Sec Health Insurance			37,287.41
	01-2-01100-211-002	Elem Health Insurance			28,071.38
	01-2-01100-221-001	Sec Soc Sec			8,388.83
	01-2-01100-221-002	Elem Soc Sec			5,478.14
	01-2-01100-224-001	Technology Soc Sec			372.25
	01-2-01100-231-001	Sec Retirement			11,047.87
	01-2-01100-231-002	Elem Retirement			6,922.66
	01-2-01100-234-001	Technology Retirement			503.04
	01-2-01150-111-002	LEP Teachers	5,397.34		
	01-2-01150-221-002	LEP Soc Sec Teachers			407.51
	01-2-01150-231-002	LEP Retire Teachers			533.14
	01-2-01160-111-001	Sec Poverty Teachers	518.93		
	01-2-01160-111-002	Elem Pov Teach & Teammates	601.06		
	01-2-01160-221-001	Sec Pov Teachers Soc Sec			36.97
	01-2-01160-221-002	Elem Pov Teachers Soc Sec			42.90
	01-2-01160-231-001	Sec Pov Teachers Retire			51.26
	01-2-01160-231-002	Elem Pov Teachers Retire			59.37
	01-2-01190-111-002	Preschool Teachers	3,462.01		
	01-2-01190-211-002	Presch Teachers Health Ins			2,298.51
	01-2-01190-212-002	Presch Aides Health Ins			1,710.46
	01-2-01190-221-002	Preschool Teachers Soc Sec			264.83
	01-2-01190-231-002	Preschool Teachers Retire			341.98
	01-2-01200-111-001	SPED Sec Teachers	6,317.34		
	01-2-01200-111-002	SPED Elem Teachers	9,874.68		
	01-2-01200-112-002	SPED Elem Aides	859.50		
	01-2-01200-122-002	SPED Elem Aides Substitutes	123.00		
	01-2-01200-211-001	SPED Sec Teach Health Ins			1,711.78
	01-2-01200-211-002	SPED Elem Teach Health Ins			4,597.02
	01-2-01200-212-001	SPED Sec Aides Health Ins			1,710.46
	01-2-01200-212-002	SPED Elem Aides Health Ins			4,329.16
	01-2-01200-221-001	SPED Sec Teachers Soc Sec			478.03
	01-2-01200-221-002	SPED Elem Teachers Soc Sec			752.96
	01-2-01200-222-002	SPED Elem Aides Soc Sec			75.16
	01-2-01200-231-001	SPED Sec Teachers Retire			624.01
	01-2-01200-231-002	SPED Elem Teachers Retire			975.40
	01-2-01200-232-002	SPED Elem Aides Retire			84.90
	01-2-02120-111-001	Sec Guidance	5,111.34		
	01-2-02120-111-002	Elem Guidance	5,470.94		
	01-2-02120-211-001	Sec Guidance Health Ins			1,559.45
	01-2-02120-211-002	Elem Guidance Health Ins			2,298.51
	01-2-02120-221-001	Sec Guidance Soc Sec			364.07
	01-2-02120-221-002	Elem Guidance Soc Sec			390.53
	01-2-02120-231-001	Sec Guidance Retirement			504.89
	01-2-02120-231-002	Elem Guidance Retirement			540.41
	01-2-02130-116-000	Director Nursing	3,450.00		
	01-2-02130-226-000	Director Nursing Soc Sec			256.52

# Payroll Expense Summary

ALL Data

Arranged by:  
Account Number

Fund	Account Number	Account Description	Earning	Withholding	Employer
	01-2-02130-236-000	Director Nursing Retirement			340.78
	01-2-02190-110-001	Activity Bus/Van Drivers	1,030.00		
	01-2-02190-220-001	Activity Bus/Van Soc Sec			78.80
	01-2-02190-230-001	Activity Bus/Van Retirement			101.74
	01-2-02220-111-002	Elem Library	4,845.34		
	01-2-02220-211-002	Elem Library Health Ins			2,298.51
	01-2-02220-221-002	Elem Library Soc Sec			338.02
	01-2-02220-231-002	Elem Library Retirement			478.61
	01-2-02320-105-000	Superintendent Salary	12,250.00		
	01-2-02320-110-001	Sec Clerical Staff	238.87		
	01-2-02320-210-001	Sec Clerical Health Ins			855.23
	01-2-02320-215-000	Superintendent Health Ins			1,711.78
	01-2-02320-220-001	Sec Clerical Soc Sec			11.05
	01-2-02320-225-000	Superintendent Soc Sec			914.01
	01-2-02320-230-001	Sec Clerical Retirement			10.69
	01-2-02320-235-000	Superintendent Retirement			1,210.03
	01-2-02410-110-002	Elem Clerical Staff	2,850.00		
	01-2-02410-111-001	Sec Principal Salary	7,875.00		
	01-2-02410-111-002	Elem Principal Salary	7,875.00		
	01-2-02410-210-002	Elem Clerical Health Ins			855.23
	01-2-02410-211-001	Sec Principal Health Ins			2,298.51
	01-2-02410-211-002	Elem Principal Health Ins			2,298.51
	01-2-02410-220-002	Elem Clerical Soc Sec			218.03
	01-2-02410-221-001	Sec Principal Soc Sec			586.19
	01-2-02410-221-002	Elem Principal Soc Sec			602.44
	01-2-02410-230-002	Elem Clerical Retirement			281.52
	01-2-02410-231-001	Sec Principal Retirement			777.88
	01-2-02410-231-002	Elem Principal Retirement			777.88
	01-2-02490-111-001	Activities Director Salary	3,373.34		
	01-2-02490-221-001	Activities Dir Soc Sec			252.60
	01-2-02490-231-001	Activities Dir Retirement			333.21
	01-2-02510-110-000	Business Manager Salary	3,863.10		
	01-2-02510-130-000	Business Manager Overtime	897.64		
	01-2-02510-210-000	Business Manager Health Ins			855.23
	01-2-02510-220-000	Business Manager Soc Sec			364.20
	01-2-02510-230-000	Business Manager Retirement			470.26
	01-2-02610-110-001	Sec Custodial Salary	11,837.74		
	01-2-02610-110-002	Elem Custodial Salary	4,956.80		
	01-2-02610-130-001	Sec Custodial Overtime	1,051.46		
	01-2-02610-130-002	Elem Custodial Overtime	537.38		
	01-2-02610-210-001	Sec Health Ins			1,710.46
	01-2-02610-210-002	Elem Health Ins			1,710.46
	01-2-02610-220-001	Sec Soc Sec			980.94
	01-2-02610-220-002	Elem Soc Sec			398.40
	01-2-02610-230-001	Sec Retirement			1,096.17
	01-2-02610-230-002	Elem Retirement			542.70
	01-2-02620-110-000	Plant Maintenance Salary	5,155.00		
	01-2-02620-210-000	Maintenance Health Ins			855.23
	01-2-02620-220-000	Maintenance Soc Sec			392.94
	01-2-02620-230-000	Maintenance Retirement			509.20
	01-2-06200-111-002	Title I Teachers Salary	5,610.00		
	01-2-06200-211-002	Title I Teachers Health Ins			1,711.78

# Payroll Expense Summary

ALL Data

Arranged by:  
Account Number

Fund	Account Number	Account Description	Earning	Withholding	Employer
	01-2-06200-212-002	Title I Aides Health Ins			855.23
	01-2-06200-221-002	Title I Teachers Soc Sec			415.99
	01-2-06200-231-002	Title I Teachers Retirement			554.14
	01-931	Payable Account		-89,210.44	
<b>FUND 01 Totals:</b>			304,966.43	-89,210.44	156,126.35
<b>FUND: 06</b>					
	06-2-03100-210-001	Sec Kitchen Staff Health Ins			1,710.46
	06-2-03100-210-002	Elem Kitchen Staff Health Ins			2,565.69
<b>FUND 06 Totals:</b>			0.00	0.00	4,276.15
<b>Report Totals:</b>			304,966.43	-89,210.44	160,402.50

# Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	PO Date	Manual Check Number	Amount
<b>Checks Available to Print</b>							
<b>01 - GENERAL</b>							
901		07/10/24	2020TECH	2020 Technologies switches	07/10/24		3,808.20
						Check Total	3,808.20
						Vendor Total	3,808.20
3HSAABTJK.369		07/11/24	ABTJKHSA	Adams Bank FBO Jonette Kemling HSA July 2024 Payroll	07/11/24		335.84
						Check Total	335.84
						Vendor Total	335.84
12467143		07/10/24	ACCUCUT	AccuCut supplies-Foundation grant	07/10/24		2,130.00
						Check Total	2,130.00
						Vendor Total	2,130.00
71524		07/10/24	ADAMLUMB	Adams Lumber maintenance supplies	07/10/24		3,469.54
						Check Total	3,469.54
						Vendor Total	3,469.54
2AFLAC12.369		07/11/24	AFLAC12	American Family Life July 2024 Payroll	07/11/24		2,752.75
2AMFA.369		07/11/24		July 2024 Payroll	07/11/24		474.84
						Check Total	3,227.59
						Vendor Total	3,227.59
71524		07/10/24	AMAZON	Amazon Capital Services furniture, computer supplies	07/10/24		13,782.50
						Check Total	13,782.50
						Vendor Total	13,782.50
262920		07/10/24	AMPLIFY	Amplify workbooks	07/10/24		1,272.24
						Check Total	1,272.24
						Vendor Total	1,272.24
various		07/10/24	APPLEINC	Apple Inc. IPADs	07/10/24		9,893.00
						Check Total	9,893.00
						Vendor Total	9,893.00
7/24-1		07/10/24	BHE4317	Black Hills Energy gas	07/10/24		46.15
						Check Total	46.15

# Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
					Vendor Total	46.15
7/24-2		07/10/24	BHE4318	Black Hills Energy gas		375.09
					Check Total	375.09
					Vendor Total	375.09
7/24-3		07/10/24	BHE4319	Black Hills Energy gas		52.01
					Check Total	52.01
					Vendor Total	52.01
7/24-4		07/10/24	BHE4479	Black Hills Energy gas		97.38
					Check Total	97.38
					Vendor Total	97.38
7/24-5		07/10/24	BHE5611	Black Hills Energy gas		140.83
					Check Total	140.83
					Vendor Total	140.83
7/24-6		07/10/24	BHE9834	Black Hills Energy gas		114.31
					Check Total	114.31
					Vendor Total	114.31
7/24-7		07/10/24	BHE9835	Black Hills Energy gas		313.21
					Check Total	313.21
					Vendor Total	313.21
3DENTAL.369		07/11/24	BLUECR01	Blue Cross/Blue Shield July 2024 Payroll		7,129.24
3HEAL.369		07/11/24		July 2024 Payroll		94,834.21
71524		07/10/24		Additional Premiums		3,521.45
					Check Total	105,484.90
					Vendor Total	105,484.90
1412058		07/10/24	CAPBUSSYS	Capital Business Systems copier rental		22.41
					Check Total	22.41
					Vendor Total	22.41
36908639		07/10/24	CAPITALBUS	Capital Business Systems copier rental		607.89
					Check Total	607.89

# Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	PO Date	Manual Check Number	Amount
Vendor Total							607.89
71524		07/10/24	CAROBIOL	Carolina Biological Supply classroom supplies	07/10/24		0.86
Check Total							0.86
Vendor Total							0.86
7/24 ES		07/10/24	CITYOFGR	City Of Grant ES electricity & other utiliti	07/10/24		3,705.35
7/24 HS		07/10/24		HS electricity & other utiliti	07/10/24		7,894.96
Check Total							11,600.31
Vendor Total							11,600.31
72673069/72676 839		07/10/24	COMFORTIN	Comfort Inn motel	07/10/24		779.70
Check Total							779.70
Vendor Total							779.70
74858		07/10/24	CROWPLAZ	Crowne Plaza motel	07/10/24		229.00
Check Total							229.00
Vendor Total							229.00
71524		07/10/24	EAKES	Eakes Office Solutions furniture, main sup	07/10/24		3,358.76
Check Total							3,358.76
Vendor Total							3,358.76
2FICA.369		07/11/24	EFTPS	EFTPS Payroll Deposit July 2024 Payroll	07/11/24		18,528.91
2FICM.369		07/11/24		July 2024 Payroll	07/11/24		4,333.40
2USIT.369		07/11/24		July 2024 Payroll	07/11/24		18,816.27
3FICA.369		07/11/24		July 2024 Payroll	07/11/24		18,528.91
3FICM.369		07/11/24		July 2024 Payroll	07/11/24		4,333.40
Check Total							64,540.89
Vendor Total							64,540.89
71524		07/10/24	ENSZHARD	Ensz Hardware maintenance supplies	07/10/24		353.98
Check Total							353.98
Vendor Total							353.98
2015		07/10/24	ESU16	ESU #16 Visually impaired services	07/10/24		504.64
Check Total							504.64
Vendor Total							504.64

# Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	PO Date	Vendor Name Description	Manual Check Number	Amount
1878		07/10/24	FABER	07/10/24	Faber Signs banner		306.95
						Check Total	306.95
						Vendor Total	306.95
2183 & 2187		07/10/24	GOFFSERV	07/10/24	Goff Services repairs		1,445.00
						Check Total	1,445.00
						Vendor Total	1,445.00
71524		07/10/24	GRANTRIB	07/10/24	Grant Tribune/High Plains News legal proceedings		340.00
						Check Total	340.00
						Vendor Total	340.00
71524		07/10/24	GREAPL02	07/10/24	Great Plains Communications telephone		1,115.38
						Check Total	1,115.38
						Vendor Total	1,115.38
10644 & 10646		07/10/24	HOLIDLINC	07/10/24	Holiday Inn Express motel		792.30
						Check Total	792.30
						Vendor Total	792.30
483680		07/10/24	IDEALLIN	07/10/24	Ideal Linen Supply cleaner		38.99
						Check Total	38.99
						Vendor Total	38.99
3028974		07/10/24	IXLLEAR	07/10/24	IXL Learning license		3,600.00
						Check Total	3,600.00
						Vendor Total	3,600.00
71524		07/10/24	JOLLMARK	07/10/24	Mark Jolliffe mileage reimbursement		440.86
						Check Total	440.86
						Vendor Total	440.86
71524		07/10/24	KEITCO03	07/10/24	Keith County News subscriptions		152.00
						Check Total	152.00
						Vendor Total	152.00
2LEGALSH.369		07/11/24	LEGALSHIEL	07/11/24	LegalShield July 2024 Payroll		101.70

# Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
					Check Total	101.70
					Vendor Total	101.70
2MG403ROTH.3 69		07/11/24	MGTRUST	MG Trust Company July 2024 Payroll		1,650.00
					Check Total	1,650.00
					Vendor Total	1,650.00
71524		07/10/24	MOWERSMORE	Mowers N More repairs		1,338.47
					Check Total	1,338.47
					Vendor Total	1,338.47
71524		07/10/24	NAPAAUTO	Imperial NAPA battery		607.98
					Check Total	607.98
					Vendor Total	607.98
2NEIT.369		07/11/24	NEBRDEPT	Nebraska Depart. Of Revenue July 2024 Payroll		9,504.82
					Check Total	9,504.82
					Vendor Total	9,504.82
2NTRT.369 3NTRT.369		07/11/24 07/11/24	NEBRRETI	Nebraska Retirement System July 2024 Payroll July 2024 Payroll		29,379.94 29,673.74
					Check Total	59,053.68
					Vendor Total	59,053.68
71524		07/10/24	NEBRSAFE	Nebraska Safety & Fire Equip. inspections and repairs		3,929.00
					Check Total	3,929.00
					Vendor Total	3,929.00
99263		07/10/24	NESTFIRE	Nebraska State Fire Marshal-Elevator Div inspection		120.00
					Check Total	120.00
					Vendor Total	120.00
71524		07/10/24	NPPD	Nebraska Public Power District Elsie electricity		31.58
					Check Total	31.58
					Vendor Total	31.58
3HSANSBEG.36 9		07/11/24	NSBEGHSA	Nebraska State Bank FBO Emily Glause HSA July 2024 Payroll		335.84

# Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
					Check Total	335.84
					Vendor Total	335.84
2GARNPANHA.3 69		07/11/24	PANHANCOLL	Panhandle Collections July 2024 Payroll		6.23
					Check Total	6.23
					Vendor Total	6.23
3HSAPBKH.369		07/11/24	PBKHHSA	Pinnacle Bank FBO Kara Hagan HSA July 2024 Payroll		335.84
					Check Total	335.84
					Vendor Total	335.84
71524		07/10/24	PCSTRANS	PCS Transaction Cash gas, classroom supplies		1,461.00
					Check Total	1,461.00
					Vendor Total	1,461.00
44		07/10/24	PERRYGUTH	PGH&G Attorneys At Law legal services		1,725.75
					Check Total	1,725.75
					Vendor Total	1,725.75
3319225496		07/10/24	PITNEYGLOB	Pitney Bowes Global Financial machine rental		99.96
					Check Total	99.96
					Vendor Total	99.96
380979		07/10/24	POWERSCHOO	PowerSchool Group 23/24 School Messenger subscri		1,446.90
					Check Total	1,446.90
					Vendor Total	1,446.90
8802786		07/10/24	PRONTO	Pronto fuel		801.01
					Check Total	801.01
					Vendor Total	801.01
71859		07/10/24	RAPIFIRE	Rapid Fire Fire Sprinkler Inspection		325.00
					Check Total	325.00
					Vendor Total	325.00
15271&15313		07/10/24	RIDERITE	Ride Rite Garage vehicle repairs		2,680.62
					Check Total	2,680.62

# Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
					Vendor Total	2,680.62
95563		07/10/24	SCENARIO	Scenario Learning teacher evaluations		1,476.96
					Check Total	1,476.96
					Vendor Total	1,476.96
208134220055		07/10/24	SCHOSP02	School Specialty Inc. classroom supplies		58.95
					Check Total	58.95
					Vendor Total	58.95
3HSASSBJL.369		07/11/24	SSBJLHSA	Sandhills State Bank FBO Jasmine Lehl HSA July 2024 Payroll		250.11
					Check Total	250.11
					Vendor Total	250.11
3HSASSBTS.369		07/11/24	SSBTSHSA	Sandhills State Bank FBO Tristan Stephenson H July 2024 Payroll		250.11
					Check Total	250.11
					Vendor Total	250.11
2LTD.369		07/11/24	T & T MAR	Principal Life Group July 2024 Payroll		301.09
					Check Total	301.09
					Vendor Total	301.09
3HSAUBBG.369		07/11/24	UBBGHSA	Omnify/Union Bank FBO Brendan Geier HSA July 2024 Payroll		119.11
					Check Total	119.11
					Vendor Total	119.11
71524		07/10/24	VIAERO	Viaero cell phone		82.39
					Check Total	82.39
					Vendor Total	82.39
2VSPVISION.369		07/11/24	VISIONSP	Vision Service Plan (CT) July 2024 Payroll		574.49
					Check Total	574.49
					Vendor Total	574.49
2CAFE.369		07/11/24	WAGEWORKS	WageWorks, Inc. July 2024 Payroll		1,640.00
2DCARE.369		07/11/24		July 2024 Payroll		1,146.00
					Check Total	2,786.00
					Vendor Total	2,786.00

# Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	PO Date	Manual Check Number	Amount
71524		07/10/24	WEXBANK	Wex Bank gas	07/10/24		63.80
Check Total							63.80
Vendor Total							63.80
6700671		07/10/24	WWADMINFEE	WageWorks admin fee	07/10/24		182.00
Check Total							182.00
Vendor Total							182.00
<b>01 - GENERAL Totals:</b>							<b>326,473.10</b>
<b>06 - CAFETERIA FUND</b>							
			BLUECR01	Blue Cross/Blue Shield			
3DENTAL.369		07/11/24		July 2024 Payroll	07/11/24		265.05
3HEAL.369		07/11/24		July 2024 Payroll	07/11/24		4,011.10
Check Total							4,276.15
Vendor Total							4,276.15
<b>06 - CAFETERIA FUND Totals:</b>							<b>4,276.15</b>
<b>Total of Checks Available to Print:</b>							<b>330,749.25</b>
<b>Report Total:</b>							<b>330,749.25</b>

SELECTED Data

# Revenue Budget Report

Arranged by:  
Account Number

Date Range: YTD thru 07/31/24

Account	Description	Budget	Receipts	Revenue Balance	Percent Remaining
<b>01</b>	<b>GENERAL</b>				
01-1-01100-000-000	Taxes	6,200,000.00	5,354,326.51	845,673.49	13.63
01-1-01115-000-000	Carline Taxes	200.00	169.56	30.44	15.22
01-1-01120-000-000	Public Power Dist Sales Tax	70,000.00	68,129.40	1,870.60	2.67
01-1-01125-000-000	Motor Vehicle Taxes	380,000.00	351,911.99	28,088.01	7.39
01-1-01140-000-000	Prop Tax Penalties & Interest	5,000.00	5,343.30	-343.30	-6.86
01-1-01190-000-000	County Treasurer's Commission	-62,000.00	-53,838.99	-8,161.01	13.16
01-1-01315-000-000	Tuition Received DL Spanish	70,000.00	55,402.80	14,597.20	20.85
01-1-01370-000-000	Preschool Tuition	0.00	0.00	0.00	0.00
01-1-01510-000-000	Interest	6,000.00	12,138.48	-6,138.48	-102.30
01-1-01911-000-000	Local License Fees	2,500.00	2,400.00	100.00	4.00
01-1-01925-000-000	Corporate/Other Private Grants	7,000.00	4,889.00	2,111.00	30.15
01-1-01955-000-000	Dual Credit Reimbursement	7,000.00	6,970.00	30.00	0.42
01-1-01990-000-000	Other Local Receipts	1,500.00	2,107.22	-607.22	-40.48
01-1-02110-000-000	County Fines & License	500.00	300.00	200.00	40.00
01-1-02130-000-000	Other County Receipts	0.00	300.00	-300.00	0.00
01-1-02210-000-000	ESU Receipts	7,000.00	3,005.00	3,995.00	57.07
01-1-03110-000-000	State Aid	645,000.00	645,846.00	-846.00	-0.13
01-1-03120-000-000	Special Education Sch Age	300,000.00	497,774.00	-197,774.00	-65.92
01-1-03125-000-000	SPED Transportation Sch Age	0.00	0.00	0.00	0.00
01-1-03130-000-000	Homestead Exemption	45,000.00	30,529.92	14,470.08	32.15
01-1-03131-000-000	Property Tax Credit	600,000.00	682,367.25	-82,367.25	-13.72
01-1-03132-000-000	Personal Property Tax Credit	0.00	0.00	0.00	0.00
01-1-03133-000-000	Nameplate Capacity Tax-Renew Energy	200.00	183.74	16.26	8.13
01-1-03180-000-000	Prorate Motor Vehicle	13,000.00	11,285.16	1,714.84	13.19
01-1-03400-000-000	State Apportionment	140,000.00	106,572.77	33,427.23	23.87
01-1-03512-000-000	Distance Ed Incentive Pymnt	25,000.00	25,000.00	0.00	0.00
01-1-03535-000-000	High Ability Learners	5,000.00	5,175.00	-175.00	-3.50
01-1-03551-000-000	Career Education Grant	0.00	7,500.00	-7,500.00	0.00
01-1-03800-000-000	NPPD In Lieu Taxes	0.00	0.00	0.00	0.00
01-1-03990-000-000	Other State Receipts	0.00	0.00	0.00	0.00
01-1-04105-000-000	E-Rate Rebates	0.00	0.00	0.00	0.00
01-1-04310-000-000	REAP	35,000.00	42,717.00	-7,717.00	-22.04
01-1-04421-000-000	IDEA Part B	1,400.00	14,911.00	-13,511.00	-965.07
01-1-04422-000-000	IDEA Preschool ARP	0.00	1,357.00	-1,357.00	0.00
01-1-04423-000-000	IDEA ARP	0.00	736.00	-736.00	0.00
01-1-04505-000-000	Title I	43,000.00	32,880.00	10,120.00	23.53
01-1-04506-000-000	Title I Accountability	0.00	0.00	0.00	0.00
01-1-04509-000-000	Title IIA	0.00	0.00	0.00	0.00
01-1-04512-000-000	IDEA Base Allocation	0.00	0.00	0.00	0.00
01-1-04516-000-000	IDEA Preschool	4,500.00	4,557.00	-57.00	-1.26
01-1-04518-000-000	IDEA Base & Enrollment Poverty	88,000.00	89,817.00	-1,817.00	-2.06
01-1-04519-000-000	IDEA Enrollment/Poverty	0.00	0.00	0.00	0.00
01-1-04521-000-000	IDEA Nonpublic	7,700.00	5,216.00	2,484.00	32.25
01-1-04525-000-000	Perkins Grant	0.00	100,000.00	-100,000.00	0.00

SELECTED Data

# Revenue Budget Report

Arranged by:  
Account Number

Date Range: YTD thru 07/31/24

Account	Description	Budget	Receipts	Revenue Balance	Percent Remaining
01-1-04530-000-000	Other Federal Receipts-PBIS	500.00	0.00	500.00	100.00
01-1-04708-000-000	Medicaid Payments (MIPS)	0.00	0.00	0.00	0.00
01-1-04709-000-000	Medicaid Admin Activities (MAAPS)	4,000.00	2,946.45	1,053.55	26.33
01-1-04969-000-000	Title IV	10,000.00	0.00	10,000.00	100.00
01-1-04996-000-000	CARES Emergency Relief	0.00	0.00	0.00	0.00
01-1-04997-000-000	ESSER II	0.00	0.00	0.00	0.00
01-1-04998-000-000	ESSER III	75,000.00	7,500.00	67,500.00	90.00
01-1-05200-000-000	Other Fund Transfers In	100,000.00	99,597.86	402.14	0.40
01-1-05300-000-000	Sale Of Property	1,500.00	3,116.40	-1,616.40	-107.76
01-1-05301-000-000	Insurance Adjustment	10,000.00	7,580.00	2,420.00	24.20
01-1-05690-000-000	Other Non Revenue	50,000.00	52,575.85	-2,575.85	-5.15
01-1-06300-000-000	Special Budget Items	1,033,400.00	0.00	1,033,400.00	100.00
01-2-01100-151-999	Addl Comp Acct-Not Used	0.00	0.00	0.00	0.00
<b>01</b>	<b>FUND Totals:</b>	<b>9,931,900.00</b>	<b>8,291,295.67</b>	<b>1,640,604.33</b>	<b>16.51</b>
	<b>Report Totals:</b>	<b>9,931,900.00</b>	<b>8,291,295.67</b>	<b>1,640,604.33</b>	<b>16.51</b>

# Revenue Journal ( Preliminary )

Fiscal Year: 2024

Entry Line	Date Account	Received From	Receipt Description	Accrue	Description	Bank ID/Account Receivable	Received
<b>Journal:</b>		<b>07/11/24</b>					
<b>Entry</b>	<b>07/11/24</b>				<b>June receipts</b>	<b>A GENERAL</b>	<b>Sandhills State</b>
1	01-1-01100-000-000		Taxes			0.00	443,377.72
2	01-1-01125-000-000		Motor Vehicle Taxes			0.00	24,601.19
3	01-1-01140-000-000		Prop Tax Penalties & Interest			0.00	784.07
4	01-1-01190-000-000		County Treasurer's Commission			0.00	-4,514.71
5	01-1-03130-000-000		Homestead Exemption			0.00	7,632.48
6	01-1-04505-000-000		Title I			0.00	32,780.00
7	01-1-03120-000-000		Special Education Sch Age			0.00	78,334.00
8	01-1-04709-000-000		Medicaid Admin Activities (MAAPS)			0.00	579.97
9	01-1-03110-000-000		State Aid			0.00	64,581.00
10	01-1-01315-000-000		Tuition Received DL Spanish			0.00	12,672.00
11	01-1-05200-000-000		Other Fund Transfers In			0.00	7,767.69
12	01-1-01911-000-000		Local License Fees			0.00	50.00
13	01-1-05690-000-000		Other Non Revenue			0.00	1,950.62
14	01-1-01510-000-000		Interest			0.00	7,810.59
<b>Totals for Entry 10739</b>						<b>0.00</b>	<b>678,406.62</b>
<b>Totals for Journal</b>						<b>0.00</b>	<b>678,406.62</b>

<b>Bank Account Totals</b>			
<b>A</b>	<b>GENERAL FUND</b>	<b>Sandhills State Bank</b>	<b>678,406.62</b>

<b>Fund Summary</b>		<b>Receivable</b>	<b>Received</b>
<b>01</b>	<b>GENERAL</b>	<b>0.00</b>	<b>678,406.62</b>

## July Transaction Cash

(June Transactions)

Wex Bank	Gas	\$419.20	01-2-02710-626-000
Wells Fargo	Classroom Supplies	\$902.85	01-2-01100-610-001
Wells Fargo	Postage	\$27.20	01-2-02510-531-000
Wells Fargo	Gas	\$111.75	01-2-02710-626-000

TOTAL \$ 1,461.00
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<b>2023-2024 Perkins County Schools Treasurer's Report - July 2024 Board Meeting - (For the month of June 2024)</b>						
INTEREST RATES			3.01% Sandhills State	2.27% Pinnacle		
			SPECIAL BUILDING	DEPRECIATION	EMPLOYEE BENEFIT	
	<b>GENERAL FUND</b>	<b>LUNCH FUND</b>	<b>FUND</b>	<b>FUND</b>	<b>FUND</b>	<b>ACTIVITY FUND</b>
Balance Forward	<b>\$3,214,479.19</b>	<b>\$43,141.24</b>	<b>\$1,588,770.79</b>	<b>\$425,690.72</b>	<b>\$0.00</b>	<b>\$257,800.82</b>
<b>EXPENDITURES</b>						
Payroll	\$257,544.84	\$7,767.69				
Bills	\$371,694.95	\$13,642.23	\$115,000.00			\$20,570.48
Total Bills	<b>\$629,239.79</b>	<b>\$21,409.92</b>	<b>\$115,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$20,570.48</b>
<b>RECEIPTS</b>						
LOCAL RECEIPTS	\$494,499.17	\$50.00	\$35,322.10			\$5,983.16
STATE RECEIPTS	\$150,547.48	\$1,045.10				
FEDERAL RECEIPTS	\$33,359.97					
Total	<b>\$678,406.62</b>	<b>\$1,095.10</b>	<b>\$35,322.10</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,983.16</b>
<b>Void Checks</b>						\$270.00
<b>Returned Checks</b>						
<b>Transfers</b>						
<b>CD Deposit into Checking</b>						
<b>Bank Charges</b>						\$39.95
<b>Bank Error/Correction</b>						
<b>Lunch/Other Refunds</b>						
<b>Interest</b>		\$41.39	\$3,621.66	\$734.75		\$267.09
<b>Ending Balance</b>	\$3,263,646.02	\$22,867.81	\$1,512,714.55	\$426,425.47	\$0.00	\$243,710.64
<b>CD's/Investments</b>	\$18.70			\$0.00	\$0.00	
<b>TOTAL FUND BALANCE</b>	<b>\$3,263,664.72</b>	<b>\$22,867.81</b>	<b>\$1,512,714.55</b>	<b>\$426,425.47</b>	<b>\$0.00</b>	<b>\$243,710.64</b>
<b>EXPENDITURES TO-DATE</b>	<b>\$6,825,546.04</b>	<b>\$376,123.93</b>	<b>\$606,642.00</b>	<b>\$46,632.56</b>	<b>\$0.00</b>	<b>\$264,467.03</b>
<b>Fund Budget Totals:</b>	\$9,931,900.00	\$526,283.00	\$1,066,198.00	\$125,515.00	\$0.00	\$515,496.00
<b>Budget Total:</b>	<b>\$12,165,392.00</b>					<b>TOTAL CD's/INVEST:</b>
						\$18.70

July 2024



**Perkins County Elementary**

**“Where every day is a GREAT day to be a Plainsmen”**

**Facility Construction:** Construction continues across the board here at the elementary. This week they are tiling while also getting walls put up in the offices. Next week, they will begin on the flooring in the K-2 wing. This area will be closed for at least 2 weeks to allow them to complete their work. The subflooring has gone down in the gym and they are painting the walls before the flooring installation.

**Summer School:** The second summer session will start on July 17th. We anticipate the same amount of students for the remainder of the sessions. Thank you to the students and staff for your flexibility with facility remodeling.

**MORE Summer PD:** New staff attended professional development in Reveal math. This will give her a great foundation for heading into the school year with a better understanding of our curriculum and how to utilize its tools. We also have staff signed up for the Science of Reading which will be a great opportunity to connect our reading instruction to skills within the CKLA curriculum we use K-5.

**CIP Meeting:** July 29th The team will work to collect materials needed for our 5-year external visit. Staff met last month and began collecting artifacts in their specific online folders. This will help build our portfolio for the team to view as they visit in the fall.

**PBIS Planning Meeting:** Our second planning session of the summer will take place on July 30th. Last month we met and had great discussions focused on student celebrations, incorporating PBIS into the JH/HS, and updating the PBIS staff handbook.

**Austin Reisig**  
**Perkins County Elementary Principal**



Jr/Sr High Principal's Board Report

7/15/24

- Mr. Reisig and I completed the rollover in PowerSchool and will continue to update schedules in the coming weeks.
- We are looking forward to attending the Administrator Days in Kearney from July 24th to July 26th. This event is not just an opportunity for fresh insights but also a chance for collaborative preparation as we gear up for the next school year.
- The CIP team will meet again on July 29th to continue our preparations for our external team visit this fall.
- Back to School Night is just around the corner, scheduled for August 1st. We continue to prepare for this event and look forward to seeing everyone in the building.
- Mrs. Einspahr and I will be in the building on August 1st and 2nd for students to finalize their schedules for the next school year. We will then set them up in PowerSchool.
- We are officially one month away from the new school year!

Dalton Pettera

Principal

Perkins County Jr/Sr High

# July 2024 - School Board Meeting

## Athletic Director Report



### Activities and Sports Results:

### Activities and Sports Other:

- Schedules are live on our website.
- Gym floors to be refinished
  - HS July 23rd-25th
  - Elementary July 29th-31st
- Bleachers Pritchett next week
- Back to school night August 1st
- Nebraska Coaches Association Clinic—Lincoln, North Star High School
  - 9 Coaches attending

### Coaching:

- We are currently taking applications for head coach JH boys basketball

## Curriculum Report

### School Board Meeting - July 15, 2024

Submitted By: Deanne Bishop - Curriculum Coordinator

#### 1. Update - Ongoing Curriculum Work

- a) Our HS math teachers and new 6th grade math teacher have the opportunity to participate in a 2-hour Zoom training with a Reveal Math representative on Thursday, July 11, 2024. Although this training is geared for our new HS materials, the online supports are similar to Reveal's middle school line (grades 6-8), and will likely help our new teacher, as well.
- b) Textbooks were purchased for Mrs. Lehl's new Music Theory class. This course will be geared for HS students. Additional teacher edition and student edition copies of *Ancient Civilizations* textbooks were purchased for Mrs. Gloy's 6th grade Social Studies class.
- c) I have been assisting the admin/coordinators and CIP Team with plans for our NDE External Review during the fall of 2024. Our next meeting is set for July 29, 2024.
- d) I will continue to update the school social media accounts and live feed on the PC app throughout the summer.
- e) I received the following email from NDE regarding **LB1329** legislation for Mercator projection maps. This will go into effect for the 2024-25 school year.

Guidance for districts related to [LB1329](#), which addresses the use of Mercator projection maps, is now available. As we previously shared, this law may impact the use of certain instructional materials, especially in Social Studies classrooms but also in English Language Arts, Science, and others. The new guidance can be found on the [NDE Social Studies website](#). For more information about the policy, please see [snapshot\\_worldview.pdf \(nebraskalegislature.gov\)](#). We ask that you kindly share this message with stakeholders as appropriate. If you have specific questions, please reach out to NDE's Social Studies Education Specialist, Bre Wilton at [bre.wilton@nebraska.gov](mailto:bre.wilton@nebraska.gov).

#### 2. Update - HAL

- a) At the time of this report, there is no new guidance about the recently-passed **LB1329** legislation and how that pertains to school districts' HAL qualification and state-level reporting.

- Updated definition of HAL (aligned with the NAGC definition)
- Allowing districts to group and apply as consortiums. The funding formula is the same, but 2 or more districts can apply together for more funds (higher student count and ability to pool local dollar requirement)
- Gives NDE the authority to develop in Rule consistent methods of identification of HALs

- b) If the PCS 2024-25 assessment plan changes from what has been done in the past (MAPs and NSCAS), we will likely need to adjust our HAL qualification criteria.



**PERKINS COUNTY SCHOOLS**  
**Technology Department**

740 SHERMAN AVENUE ♦ PO BOX 829 ♦ GRANT, NE 69140  
Phone: 308-352-4735 Extension 110

Renee Seiler Technology Director  
Submitted July 9, 2024

**Completed Work**

- Cameras are finished at the JH/HS
- Electronic locks have been installed on the north classrooms at the elementary
- Updated supply lists on the website
- Changed Google Email groups to reflect their new class level (Class of 20##)
- Suspended Class of 2024 emails / will delete after 365 days
- Updated Faculty/Staff on website with new employees

**Current Work**

- Assisting 20/20 Technologies with JH/HS camera installation
- Updating Apple School Manager inventory to merge with Mosyle
- Updating firmware on PaperCut and Printers
- Updating website information
- Updating firmware on phones and relabeling for new staff and new offices
- Updating Smart TVs and ClearTouch Boards - rename for new staff

**Upcoming Work**

- Mosyle onboarding after Apple federates our Apple ID's
- Update firmware on servers and certify fiber connections
- Update policies and handbooks on the website (after changes are approved)
- Update keyfobs and classroom knobs
- Set up new emails for new students
- Set up MS Office accounts for new students
- Set up PaperCut for new students
- Suspend email accounts for staff leaving the district (September 1st)
- Delete MS Office accounts for staff leaving the district and the Class of 2024 (July 1st)
- Set up the new DL cart for Spanish

<b>Lunch Prices</b>	<b>Current Price</b>	<b>Proposed Price</b>
Adult	\$4.40	\$5.00
7th-12th Grade	\$3.90	\$4.50
PK-6th Grade	\$3.40	\$4.00
<b>Breakfast</b>		
Adults	\$2.55	\$3.00
PK-12th Grade	\$2.10	\$2.50
<b>Seconds</b>		
7th-12th Grade	\$1.60	\$2.50
PK-6th Grade	\$1.10	\$2.00
<b>Activity Fees</b>	\$25.00	\$30.00
<b>Laptop Fees</b>	\$30.00	\$40.00
<b>Class Dues</b>	\$25.00	\$30.00
<b>Event Passes</b>		
Adult Pass	\$50.00	\$60.00
K-6th Grade	\$25.00	\$30.00
7th-12th Grade (Included with Activities Fee)	0	0
Senior Pass (65+ Years Old)	\$25.00	\$30.00
Family Pass (2 Adults & 2 + Elem Kids)	\$130.00	\$150.00

Concrete Floor Systems - ACCI  
2051 W College Ave  
Englewood, CO 80110  
+13034955692  
sales@concretepolished.com  
www.concretepolished.com

# Estimate 1218



**ADDRESS**

Perkins County Schools  
740 Sherman Avenue  
Grant, NE 69140

DATE 07/12/2024	TOTAL \$39,505.00	
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**SALESPERSON**

Ruth Brashear - 303-475-4644

**DESCRIPTION**

**AMOUNT**

Jobsite Location:  
Perkins County Schools  
740 Sherman Avenue  
Grant, NE 69140

**NOTES:**

- \* Estimate is based on job walk w/ Joey Weaver on 7/11/24.
- \* Terrazzo Renovation project.

\*\*\*\*\*

**Mobilizations & Travel:**

\*\* One mobilization and travel costs are included in cost breakdown below. For additional mobilizations, please add: \$1,200 per mobilization plus travel costs.

\*\*\*\*\*

DESCRIPTION	AMOUNT
<b>Terrazzo Restoration - Grind &amp; Seal</b>	39,505.00
<p>Area of Work Includes: Entry, commons and PE hallway            Total Area: 3,281 SF</p>	
<p>Scope of Work:</p> <ol style="list-style-type: none"> <li>1. Tape and protect surrounding surfaces.</li> <li>2. Diamond grind to remove existing sealer and profile terrazzo.</li> <li>3. Hand grind all coves to match terrazzo flooring.</li> <li>4. Fill cracks with white portland cement and level high lip.</li> <li>5. Apply 2 coats of H&amp;C Clarishield Satin Finish Sealer.</li> </ol> <p>* Does not include generator. 208/3 phase, 50 amp power will need to be provided. (we will provide power whip).</p>	
<p><b>Cost Breakdown:</b></p> <ul style="list-style-type: none"> <li>* Mobilization &amp; Travel costs: \$6,545.00</li> <li>* Mockup at time of work: \$500.00</li> <li>(Includes Repairs: 2 long cracks 30 LF &amp; 12 ft. small lip)</li> <li>* Terrazzo - Grind &amp; Seal: \$17,225.00</li> <li>* Regular Edges (65 LF): \$715.00</li> <li>* Ground &amp; Sealed Cove Bases (660 LF): \$14,520.00</li> <li><b>TOTAL: \$39,505.00</b></li> </ul> <p>*****</p>	

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**DESCRIPTION****AMOUNT****NOTES & ADD OPTIONS:**

- \* Due to the supply chain issues, specified products will be substituted if product is unavailable at time of project.
- \* Payment & Performance Bond: If payment & performance bond required, please add 3.5% of contracted amount.
- \* Power Requirements: 208/3 phase 50 amp will be needed. If not available, there will be an extra cost for generator rental.
- \* Generator Rental: If 208/3 phase power is not available, please add: \$1100 Small / \$1500 Large per week.
- \* Storage area will need to be provided.
- \* Hoisting: If we need to hoist our own equipment, please included \$2,000 per level of hoisting.
- \* Repairs are not part of quote unless specified and noted on proposal.
- \* Water and dump area will need to be provided. If not available, additional costs may apply.
- \* Repairs and/or stain removal is not part of quote unless specified and noted on proposal, I.E. Oil, Grease, Dye, etc.
- \* Floor must be scraped and broom finished clean, if not, there will be a \$85.00/Tech hour charge to clean.
- \* Certain defects in the concrete can only be blended in and repairs that are needed will look different.
- \* Important- If our floor is not properly maintained per instructions, it can lose it slip resistance and can also null and void the manufacturer's warranty.
- \* Price is for standard business working hours. (Monday - Friday)
- \* No overtime, holidays, nights or weekends have been priced into this job. Unless noted above - Nights, weekends overtime or holidays hours incurred will be at an additional cost.
- \* Proper lighting is required for us to perform work.
- \* Concrete floor must be at 45 degrees F or higher.
- \* If concrete to be stained, please keep in mind that the translucent color will come out differently from the color chart as each slab varies with mix & color.
- \* If lien process is required due to non-payment of services, admin cost will be \$1,000.
- \* Wrap Insurance Projects: If project is a wrap insurance project, please add \$500 to cover admin & reporting costs.
- \* Moisture Vapor Emissions Testing: Moisture and alkalinity testing should not be needed as polished concrete is a breathable finish. Moisture would not be an issue and alkalinity issues are very rare with polished concrete finishes. If absolutely required, we can do for \$1,000. The reason why the cost is so high on this testing is that they have to test in 1000 SF increments per ASTM guidelines.

American Concrete Concepts Inc. - Concrete Floor Systems, LLC is a LUMP SUM CONTRACTOR. Any applicable sales/use tax requirements have been included in our proposal. We are NOT a time & material contractor.

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**TOTAL****\$39,505.00**

THANK YOU.

Accepted By

Accepted Date

## 2006 Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies ~~to board members, patrons, students and school staff, to complaints~~ unless the ~~staff member~~ complaint is subject to a different ~~grievance~~ procedure ~~pursuant required by law, to~~ policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When ~~such those~~ 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 in any specific policy addressing those areas or the procedures set forth below. ~~Students and employees who believe they have been subjected to sex harassment in violation of Title IX should refer to the board's policy titled "Title IX." Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.~~

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

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 reasonably believes speaking directly to the person would subject complainant or complainant's student 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. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

- 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, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the ~~School District's Title IX/504~~applicable 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 first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the ~~staff member~~ respondent 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~~ the respondent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the ~~staff member~~ respondent, the administrator or ~~Title IX/504~~ coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

- b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, 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~~ involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or ~~Title IX/504~~ coordinator ~~received~~ receives the complaint.
4. If either the complainant or the ~~accused party~~respondent is not satisfied with the ~~administrator's or the Title IX/504 coordinator's~~ decision ~~regarding a complaint~~ her or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.
- a) ~~This~~The appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ~~ten-three~~ (103) calendar days from the date ~~the administrator or Title IX/504 coordinator communicated his/her decision to the complainant~~of the decision.
  - c) ~~The~~For complaints addressed through other applicable procedures that do not include a separate investigatory process, 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~~The superintendent will prepare a written decision and inform provide it to the complainant and any other person entitled by law to receive the appeal decision in writing of his or her decision. If the complaint involved discrimination or harassmentFor complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

- a) When the complaint is about a board policy, not implementation of the policy;
- b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
- c) When the board is required by law, policy, or contract to hear a complaint or appeal.

~~5. If either the complainant or the accused~~If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding ~~a~~the complaint or appeal, he or she may appeal the decision to the board.

a)d) This appeal must be in writing.

b)e) This appeal must be received by the board president no later than ten (10) calendar days from the date the

superintendent communicated his/her decision to the complainant.

- e)f) 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 allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
  - d)g) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint ~~involved~~ involves discrimination or harassment allegations against the Superintendent, the board president shall submit ~~its~~ the decision within 180 calendar days after ~~it received~~ receiving ~~complainant's~~ the written appeal.
  - e)h) There is no appeal from any decision of the board unless authorized by law.
6. ~~When a formal complaint about the superintendent of schools has been~~ Formal complaints about the superintendent shall be filed with the president of the board. ~~7. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:~~
- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
  - a)b) Determine whether the complainant has discussed the matter with the superintendent.

- 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
  - 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 or must 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 by the full board.
  - d) Respond to the complainant or appeal. If the complaint or appeal involved-involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- ~~d)e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.~~

**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: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**[NOTE TO BE DELETED: Use this policy until January 1, 2025.]**

## **2008 Meetings**

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

### 1. Types of Meetings

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

### 2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public.

Notice of regular and special meetings shall be published in a newspaper of general circulation within the district and, if available, on the newspaper's website. Newspapers of general circulation in the district include, ~~but are not necessarily limited to, the [redacted] or the Omaha World-Herald.~~ Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.

In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the school district will (1) post the notice on its website, if available, and (2) post the notice in a conspicuous public place in the school district's jurisdiction. The school district will keep a written record of the posting.

When it is necessary to hold an emergency meeting without reasonable

advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

### 3. Weather Delays

In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board president. The board will communicate the delay to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media members and business owners to assist in notifying the public of the delay. Notice of the date, time, and location of the postponed meeting will be advertised as required in the "Notice" section above.

### 4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**2009**  
**Public Participation at Board Meetings**

The board of education shall conduct its meetings in accordance with the Nebraska Open Meetings Act.

The board shall make reasonable efforts to accommodate the public's right to hear the discussions and testimony presented at its meetings. The board shall make available at the meeting, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed in open session of the meeting.

~~The board is not required to allow citizens to speak at each meeting, but it will provide the opportunity for public participation at least four times per year.~~ Except for closed sessions, the board will allow members of the public an opportunity to speak at each meeting. The board may make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, photographing, or recording its meetings.

The board shall not require members of the public to identify themselves as a condition for admission to the meeting, nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. However, the board shall require members of the public desiring to address the board to identify themselves, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

Adopted on: \_\_\_\_\_

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 \$109,000, 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 addition, all procurement and construction shall comply with the rules and requirements of 2 CFR part 200.317 through 200.326 and 34 CFR sections 75.601 through 75.615. 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 an individual procurement transaction for 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 Simplified Acquisition Procedures)

For construction projects subject to this policy, small purchasessimplified acquisitions are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchasessimplified acquisitions, 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 \$109,000 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 \$109,000 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 \$109,000 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 publicly 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 publicly 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 200.32~~26~~ and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. This includes a "Buy American" provision that provides that as appropriate and to the extent consistent with law, the District and contractor should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of the Buy American provision must be included in all subawards including all contracts and purchase orders for work or products under this award.

### **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, veteran-owned businesses, and labor surplus area firms are used when possible and consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in the U.S. or processed in the

U.S. substantially using agricultural commodities produced in the U.S.

### 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,~~ compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

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~~An employee, officer, agent, and board member 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, board members, or agents of the District at the board's discretion.

## **VII. Financial Management**

### **A. Identification.**

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

### **B. Financial Reporting**

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

### **C. Accounting Records**

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

### **D. Internal Controls**

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

### **E. Budget Control**

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

### **F. Payment Methods**

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and

disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

#### G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

#### H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by

the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

#### I. Cost Sharing or Matching

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

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under [subpart E \(Cost Principles\) of this part](#);
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

#### J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

### **VIII. 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, veteran-owned businesses, 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: \_\_\_\_\_

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 an individual procurement transaction for 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~~Simplified Acquisition Procedures)

~~Small purchases~~Simplified acquisitions are purchases that, in the aggregate amount, ~~is-are~~ more than \$10,000 and less than \$250,000 annually. ~~For~~For simplified acquisitions 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 procurement transaction can only be fulfilled by item is available only from a single source;
  - 2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;
  - 3) The federal awarding agency or pass-through entity expressly authorizes written approval of 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.

#### 5. **Competitive Proposals.**

- a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered ~~to the maximum extent practical~~;
  - 2) Proposals must be solicited from an adequate number of qualified sources; and
  - 3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used ~~to procure in procurement of~~ A/E professional services. ~~It cannot~~The method may not be used to purchase other ~~types of services though provided by~~ A/E firms are a potential source to perform the proposed effort.
- c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

### **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,~~ compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

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~~An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

**D. Enforcement**

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, board members, or agents of the District.

## **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 that~~ equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$~~105~~,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 that~~ 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. The District will

notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

## **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~~ fair market value of \$~~105~~,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity.

## **I. Equipment Retention**

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

## **I.J. Equipment and Capital Expenditures**

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

## **J.K. Depreciation**

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

## **V. Financial Management**

## **A. Identification**

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

## **B. Financial Reporting**

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

## **C. Accounting Records**

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

## **D. Internal Controls**

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

## **E. Budget Control**

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

## **F. Payment Methods**

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management

Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

### **G. Allowability of Costs**

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

### **H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching**

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award.

2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

### **I. Cost Sharing or Matching**

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

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under [subpart E \(Cost Principles\) of this part](#);
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

### **J. Documentation of Personnel Expenses**

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

## **VI. Written Compensation Policies**

### **A. Time and Effort Standards**

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local funds but is used to meet a required "match" in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to

federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee's salary or wages among specific activities or costs objectives.

#### **B. Time and Effort Procedures**

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

#### **C. Fringe Benefits**

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

#### **D. Leave**

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

#### **E. Unexpected or Extraordinary Circumstances**

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

#### **F. Documentation for Personnel Expenses**

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

## **VII. 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, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

**Buy American.** The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A “domestic commodity or product” is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d). The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

### **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: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

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**Transportation**

~~The school district will provide free transportation, partially provide free transportation, or pay an allowance for transportation in lieu of free transportation on each day school is in session to the students who reside in the district and qualify for transportation according to the district's transportation plan. The families of students who will not be provided transportation pursuant to the district's plan or who must drive students to a pick-up point will be reimbursed according to statute if they qualify for such reimbursement. Parents seeking mileage reimbursement must submit requests to the district on forms which may be obtained from the office of the Superintendent of Schools.~~

~~When a student who has been attending the district is placed into foster care, school district staff will collaborate with state and local child welfare agencies to determine whether transportation is required under state law when it is in the child's best interest that their school of origin be maintained. The district will only provide transportation to students placed in foster care when the responsible child welfare agency agrees to reimburse the school district for the cost of transportation or when transportation is otherwise required by law. The board designates the Superintendent of Schools as the initial point of contact for child welfare agency representatives to discuss transportation issues related to children in foster care.~~

~~Students who are homeless will be provided with transportation pursuant to Board Policy 5014.~~

~~The district will provide transportation to tuition students in accordance with the contract provisions, if any, for services from the contracting districts.~~

~~The use of buses for class parties, field trips, and similar purposes shall require the prior approval of the superintendent or appropriate principal.~~

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3017**

**~~Press Releases and Other~~ Official Communication with the Public**

Only individuals who have prior administrative approval may issue press releases or other official communications regarding school-related activities and events in furtherance of the individual's official responsibilities. The superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 3032

### **Copying Fees for School District Records**

Requests for ~~copies of~~ school district records shall be subject to applicable ~~copying~~ fees. No fee shall be charged for providing a copy of a student or public record if a specific law or regulation requires the copy to be provided without charge.

**Student Records.** Students and their parents or guardians shall not be charged any fee to inspect and review the student's files or records. Students and their parents or guardians who desire a copy of the student's files or records shall pay the reasonable cost of reproduction as follows:

- Black and white letter or legal-sized photocopies: No charge for the first \_\_\_ copies; \_\_\_ cents for each copied page thereafter.
- Computer data printouts: No charge for the first \_\_\_ pages; \_\_\_ cents for each page thereafter.
- Other medium: Actual cost of reproduction.
- Postage fees: Actual cost

Students and their parents or guardians **shall not be charged any fee:**

- To search for or retrieve any student's files or records.
- For a copy of a student's Individualized Education Plan (IEP).
- For copy of the special education evaluation report and the documentation of determination of eligibility for special education services upon completion of the administration of assessments and other evaluation measures.
- If the fee effectively prevents the parents from exercising their right to inspect and review student records.

**Student Records – Transfer School.** A copy of the student's files or records, including academic material and any disciplinary material relating to any suspension or expulsion shall be provided at no charge, upon request, to any public or private school to which the student transfers.

**Public Records.** Individuals requesting copies of public records shall pay the actual added cost of making the copies available.

- For photocopies, actual added costs may include a reasonably apportioned cost of the supplies, such as paper, toner, other equipment used in preparing the copies, and any additional payment obligation for the time of contractors necessarily incurred to comply with the copy request.

- For printouts of computerized data on paper, actual added cost may include computer run time and the cost of materials for making the copy.
- For electronic data, the actual added cost may include the reasonably calculated actual added cost of the computer run time, any necessary analysis and programming, and production of a report in the form furnished to the requester.
- For residents of Nebraska, the actual added cost shall not include any charge for the existing salary or pay obligation to public officer or employees for the first ~~four~~ eight hours of searching, identifying, physically redacting, or copying records, but fees may be charged after the first ~~four~~ eight hours. The fee for records shall not include any charge for the services of an attorney or any other person to review the requested public records seeking a legal basis to withhold the public records from the public. No special service charge or fee shall be charged for copies of blank forms or pages that have all meaningful information redacted.
- For nonresidents of Nebraska, the actual added cost used as the basis for the calculation of a fee for records may include a charge for the proportion of the existing salary or pay obligation to the public officers or employees, including a proportional charge for the services of an attorney to review the requested public records, for the time spent searching, identifying, physically redacting, copying, or reviewing such records.
- The district shall not charge any fee for copies of public records that is prohibited by law but reserves the right to charge any other fee allowed by law.

The fee schedule for public records copies is as follows:

- Black and white letter or legal-sized photocopies: No charge for the first \_\_\_ copies; \_\_\_ cents for each copied page thereafter.
- Computer data printouts: No charge for the first \_\_\_ pages; \_\_\_ cents for each page thereafter.
- Other medium: Actual cost of reproduction.
- Postage fees: Actual cost

**Deposit.** The school district may require a deposit before providing copies of student or public records if the estimated cost to fulfill the request exceeds fifty dollars.

**Waiver.** Documents may be furnished without charge or at a reduced charge where the district determines that waiver or reduction is in the public interest.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3033**

**[Intentionally Left Blank]**

**Lending Textbooks to Children Enrolled in Private Schools**

~~Through June 30, 2024, the school district shall make textbooks available to private school children who reside within the district or are otherwise entitled to borrow them pursuant to statute and 92 Nebraska Administrative Code, section 4. The district is obligated to purchase and lend textbooks only to the extent that the Legislature appropriates funds to the Nebraska Department of Education to be distributed for this purpose. As used in this policy, "textbooks" shall have the definition adopted by the Nebraska State Board of Education in Rule 4.~~

~~The district shall make a request for funds by filing an application on the form prescribed by the Department of Education no later than February 15<sup>th</sup> prior to the school year for which the application is made. The application shall include: the number of applications received; the number of textbooks requested; the number of textbooks needed to be purchased to fill the requests; the purchase price of the textbooks needed to be purchased which may include up to 5% of the cost to defray administrative expense; the title, purchase price, and number requested of each textbook including any shipping or handling charges; and if applicable the amount of carryover funds remaining from the previous year, amount of funds on hand from sale of unused textbooks, and amount of funds on hand from reimbursements for damaged textbook.~~

~~Textbooks which have not been requested for three consecutive years may be classified as unused and disposed of by sale or otherwise.~~

~~On or before November 15<sup>th</sup>, the district shall prepare a list of textbooks that are designated for use in the district during the current year and a list of new textbooks designated for use the following school year. The lists shall be kept current and in a place where they may be viewed during regular business hours. The district shall maintain a separate inventory of textbooks purchased for the use of private school children residing in the district.~~

~~Any parent or legal guardian who wishes to borrow textbooks shall submit an application on the form prescribed by the Department of Education to the district's administration offices on or before January 15<sup>th</sup> prior to the school year for which the application is made. The district shall maintain a supply of blank application forms and receipt forms. It shall keep the forms that have been signed by parents and guardians in a separate file for at least 5 years.~~

~~It shall notify the parents and guardians at least 10 days prior to the start of school when and where the textbooks will be available. It shall make textbooks available to parents or guardians on or before August 15<sup>th</sup>. If the number of textbooks for a particular subject or grade level is insufficient to fill all of the requests, the textbooks shall be distributed to parents and guardians based on a random drawing.~~

~~Parents and guardians shall sign a receipt on the form prescribed by the Department of Education when they pick up the textbooks and shall return the textbooks that can be returned no later than 15 days after the district's last day of class. The district shall assess the returned textbooks for damage beyond normal wear and tear. The parent or guardian who signed the receipt is responsible for paying the reasonable cost of the repair or replacement of any book that is damaged, lost, stolen, or not returned.~~

~~The school district shall limit the loan each year to ten textbooks per student for students in grades K-6 and to eight textbooks per student for students in grades 7-12.~~

~~This policy shall terminate July 1, 2024.~~

Adopted on: \_\_\_\_\_  
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 Pregnant Workers Fairness Act (PWFA) – requires covered employers to provide reasonable accommodations to qualified

employee's or applicant's known limitations related to, affected by, or arising out 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: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **3059 Audio and Video Recording**

Students, staff, parents/guardians, and patrons should assume that any class or activity in the school may be recorded by the school district for legitimate educational purposes. There is no reasonable expectation of privacy within classrooms, common areas of the school building or on school grounds outside of the building. Recordings permitted pursuant to this policy may only be used for authorized 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.

**Secret Recordings.** No person is permitted to make surreptitious recordings on school grounds unless authorized by the superintendent.

**Recordings Made by The District.** The district may use cameras or other devices for purposes of making security, safety, or other recordings when such recordings are deemed necessary or appropriate by an authorized representative of the district. The district will not maintain recordings unless the recording is purposefully copied and saved. Any recording not copied and maintained separately may only be accessible by the authorized representative for a limited time. Recordings made by the district may be destroyed by an authorized representative at any time unless retention is required by law.

**Recordings Made by Parents/Guardians and Patrons.** Parents/guardians and patrons may make recordings of school activities in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

**Recordings Made by Staff.** Staff members may make recordings of classroom instruction, student behavior or performance, and school activities

without prior administrative approval only for legitimate educational purposes. Staff members may not make secret recordings while on duty, even if those recordings do not violate state or federal criminal or privacy laws. Staff members who violate this provision may be subject to consequences up to termination for classified staff and cancellation of contract for certificated staff.

**Recordings Made by Students.** This policy applies to students 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. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student’s education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student’s education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4011**  
**Employee Leave Under the Family and Medical Leave Act**  
**(FMLA)**

The school district shall provide leave to its employees in accordance with the Family and Medical Leave Act ("FMLA"). The terms used herein shall have the meaning ascribed to them under the FMLA. Employees may also qualify for leave under the Nebraska Family Military Leave Act, which is covered under the district's policy for that law. If an employee qualifies for leave under both the Family and Medical Leave Act and the Nebraska Military Leave Act, any leave taken by the employee will count concurrently toward the leave limits of both acts.

**I. Qualifying for Leave**

**A. Qualified Employees**

1. To be eligible for ***unpaid*** leave under this policy, an employee must:
  - a. Make the request for leave at a time when the school district employs 50 or more workers;
  - b. Have been working for the school district for at least 12 months prior to the request; and
  - c. Have worked a minimum of 1,250 hours during the 12-month period immediately preceding the commencement of the leave.
2. The applicable 12-month period for computing an employee's entitlement to FMLA leave shall be "rolling" 12-month period measured backward from the date an employee uses any FMLA leave~~be the 12-month period measured forward from the date such employee's first FMLA leave begins.~~
3. Employees ineligible for FMLA leave for any reason may be eligible for leave under the

Nebraska Family Military Leave Act and should consult policy 4011.1.

**B. Qualified Circumstances Necessitating Leave**

1. The school district will grant an eligible employee up to a total of 12 workweeks of **unpaid** leave under the following conditions:
  - a. For birth of a son or daughter, and to care for the newborn child;
  - b. For placement of a son or daughter with the employee for adoption or foster care;
  - c. To care for the employee's spouse, son, daughter, or parent with a serious health condition;
  - d. Because of a serious health condition that makes the employee unable to perform the functions of his or her job; or
  - e. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation
  
2. The school district will grant an eligible employee who is the spouse, son, daughter, parent or next of kin of a Covered Servicemember a total of 26 workweeks of **unpaid** leave during a 12-month period to care for the service member as permitted under the FMLA. The leave described in this paragraph shall only be available during a single 12-month period.

For purposes of this provision and this policy, "Covered Servicemember" includes both Military

Members and covered Veterans, so long as the covered Veteran was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran.

3. During the single 12-month period described in paragraph I(B)(2), an eligible employee shall be entitled to a combined total of 26 workweeks of leave under paragraphs I(B)(1) and I(B)(2). Nothing in this paragraph shall limit the availability of leave under paragraph I(B)(1) during any other 12-month period.

### **C. Limitations on Leave**

1. Leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or placement.
2. In any case in which a husband and wife both employed by the school district are entitled to FMLA leave:
  - a. The aggregate number of workweeks of FMLA leave to which both are entitled is limited to 12 during any 12-month period if such leave is taken (i) because of the birth of a son or daughter of the employee and in order to care for such son or daughter; (ii) because of the placement of a son or daughter with the employee for adoption or foster care; or (iii) to care for a sick parent who has a serious health condition; and
  - b. The aggregate number of workweeks of FMLA leave to which both that husband and wife are entitled is limited to 26 during the single 12-month period in which leave is taken to care for a Covered Servicemember and the husband and wife employees are both either the son,

daughter, parent, or next of kin of such Covered Servicemember, if the leave is taken for this reason or a combination of this reason and one of the three reasons described in paragraph I(C)(2)(a). If the leave taken by the husband and wife includes leave described in paragraph I(C)(2)(a), the limitation in paragraph I(C)(2)(a) shall apply to the leave described in I(C)(2)(a).

#### **D. Qualifying Notice and Certification**

Employees seeking to use FMLA leave will be required to provide:

1. 30-day advance notice when the need to take the leave is foreseeable; provided, if (a) the leave is for needed treatment which is required to begin in less than thirty days or (b) the leave is for the reason set forth in paragraph I(B)(1)(e), the employee shall provide such notice to the school district as is reasonable and practical;
2. Medical certification supporting the need for leave due to a Serious Health Condition affecting the employee or family member or to care for a Military Member, and/or due to a Serious Injury or Illness to care for a Veteran;
3. Second or third medical opinions and periodic re-certifications (at the school district's expense);
4. Certification supporting the need for leave because of a qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in the National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation;

5. Certification supporting the need for leave to care for a Veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran, and who is undergoing medical treatment, recuperation, or therapy for a Serious Injury or Illness; and
6. Periodic reports during leave, at a frequency reasonably requested by the superintendent, regarding the employee's status and intent to return to work.

**E. Scheduling Leave**

When leave is needed to care for a family member, for the employee's own illness, or to care for a Covered Servicemember, and such leave is foreseeable based on planned medical treatment, the employee must attempt to schedule treatment so as not to unduly disrupt the school district's operations.

**II. Relationship with District During Leave**

**A. Leave to Be Unpaid**

All leave provided to employees under the provisions of the FMLA and this policy shall be unpaid leave.

**B. Substitution of Paid Leave**

1. The school district requires employees to substitute any accrued paid vacation leave, paid personal leave, paid family leave, paid medical leave or paid sick leave for FMLA leave. However, nothing in this policy shall require the school district to provide paid sick or medical leave in any situation in which the school district would not normally provide such paid leave.

2. If an employee uses paid leave under circumstances which do not qualify as FMLA leave, the leave will not count against the number of workweeks of FMLA leave to which the employee is entitled.
3. Any paid leave which is substituted for FMLA leave will be subtracted from the number of workweeks of unpaid leave provided by the FMLA and this policy.

**C. Group Health Plan Benefits**

1. The school district will continue group health plan benefits on the same basis as coverage would have been provided if the employee had been continuously employed during the FMLA leave period.
2. Any share of health plan premiums which have been paid by the employee prior to FMLA leave must continue to be paid by the employee during the FMLA leave period.

**D. Intermittent or Reduced-Schedule Leave**

1. Leave may be taken under this policy intermittently or on a reduced-leave schedule under certain circumstances.
  - a. When leave is taken because of a birth or because of a placement of a child for adoption or foster care, an eligible employee may take leave intermittently or on a reduced-leave schedule only with the agreement of the school district. In such a case, the superintendent shall have the authority to approve or disapprove such intermittent or reduced leave schedule, in the superintendent's sole discretion.
  - b. When leave is taken to care for a sick family member, for an employee's own

serious health condition, or to care for a covered Veteran or Military Member, an eligible employee may take leave intermittently or on a reduced-leave schedule when medically necessary.

- c. When leave is taken by an eligible employee because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation, the employee may take leave intermittently or on a reduced-leave schedule.
- d. When leave is taken by an eligible employee to care for a Covered Servicemember, including a Veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran, and who is undergoing medical treatment, recuperation, or therapy for a Serious Injury or Illness
- e. Intermittent or reduced leave shall not result in a reduction in the employee's total amount of leave beyond the amount of leave actually taken.
- f. When an instructional employee seeks to take intermittent leave in connection with a family or personal illness (e.g. physical therapy or periodic care for a sick relative) or to care for a covered Veteran or Military Member, and when such leave would constitute at least 20 percent of the total number of working days in the period

during which the leave would extend, the school district may require the employee to elect to take leave in a block, instead of intermittently, for the entire period or to transfer to an available alternative position within the school system that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent leave.

2. If an eligible employee requests intermittent leave or leave on a reduced-leave schedule that is foreseeable based on planned medical treatment, including during a period of recovery from a serious health condition, the school district may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position. Such alternative position must have equivalent pay and benefits as the employee's permanent position.
3. Leave taken on an intermittent or reduced-schedule basis will be tracked hourly.

### **III. Return from Leave**

#### **A. Restoration to Position**

1. On return from FMLA leave, an employee is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
2. Any leave taken under this policy will not result in the loss of any employment benefits accrued prior to the date on which the leave commenced.

3. An eligible employee is not entitled to accrual of any seniority or employment benefits during any period of leave, or any right, benefit, or position of employment other than to which the employee would have been entitled had the employee not taken leave.

**B. Denial of Restoration**

1. The school district reserves the right to deny restoration to any eligible employee who is a "key employee" (that is an employee who is salaried and among the highest paid 10% of the employees of the school district) if such denial is necessary to prevent substantial and grievous economic injury to the operations of the school district.
2. If the school district intends to deny restoration to such an employee, it will:
  - a. notify the employee of his/her status as a "key employee" in response to the employee's notice of intent to take FMLA leave;
  - b. notify the employee as soon as the school district decides it will deny job restoration and explain the reasons for this decision;
  - c. offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and
  - d. make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

**C. Failure to Return from Leave**

If an employee fails to return from FMLA leave after the period of leave to which the employee is entitled has expired, the employee shall reimburse the district

for any premiums the employer paid for maintaining health insurance coverage for the employee during the employee's FMLA leave unless the reason the employee does not return is due to: (1) the continuation, recurrence, or onset of the serious health condition which entitled the employee to FMLA leave and the employee provides the district with sufficient certification from the proper health care provider of such continuation, recurrence, or onset of the serious health condition or (2) other circumstances beyond the employee's control.

#### **IV. Notice to Employees**

**A.** The school district will post in conspicuous places where employees are employed notices explaining the FMLA and providing information concerning the procedures for filing complaints of FMLA violations with the U.S. Wage and Hour Division.

~~**B.** When an employee provides notice of the need for FMLA leave, the school district shall provide the employee with a copy of the "section 301(c) notice" which is attached to this policy.~~

**C.B.** To the extent that any provision in this policy is in any manner inconsistent with the provisions of the Act or the regulations promulgated thereunder, the Act and regulations shall prevail over the provisions of this policy. The school district reserves the right to modify this policy from time to time in its sole discretion.

**D.C.** Employees may direct any questions or concerns regarding FMLA leave to the superintendent.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4053 Conflict of Interest**

Any school district employee who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

1. Definitions. For the purposes of this policy:
  - a. Business with which an employee is associated shall include the following:
    - (1) A business in which the employee or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.
    - (2) A business in which the employee or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or the employee or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the employee reports the name and address of the company and stockbroker.
  - b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, or a business in which the individual or member of the immediate family is a stockholder.
  - c. Immediate family member or member of the immediate family shall mean a child residing in an individual's household, a spouse of an individual, or an individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes
2. Contracts with the School District.
  - a. No employee or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in any one year, with this school district unless the contract is

awarded through an open and public process that (1) includes prior public notice and (2) allows the public to inspect during the school district's regular business hours the proposals considered and the contract awarded.

- b. The existence of any conflict of interest in any contract in which the employee has an interest and in which the school district is a party, or the failure to make public the employee's interest known, may render a contract null and void.
- c. The prohibition of a conflict of interest or requirement for public notice shall apply when the employee, or his or her immediate family has a business association with the business involved in the contract or will receive a direct pecuniary fee or commission as a result of the contract.

3. Employing Members of the Immediate Family.

- a. An employee may employ or recommend or supervise the employment of an immediate family member if:
  - (1) The employee does not abuse his or her position.
    - (a) Abuse of official position shall include, but not be limited to, employing an immediate family member:
      - (i) who is not qualified for and able to perform the duties of the position;
      - (ii) for any unreasonably high salary;
      - (iii) who is not required to perform the duties of the position.
  - (2) The employee makes a reasonable solicitation and consideration of applications for employment.
  - (3) The employee makes a full disclosure on the record to the governing body of the school district and to the secretary of the board.
  - (4) The board approves the employment or supervisory position.

- b. The employee shall not terminate the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.
4. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment
- a. No employee shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:
    - (1) a public official, public employee, or candidate.
    - (2) a member of the immediate family of an individual listed in Subparagraph 'a' above.
    - (3) a business with which an individual listed in Subparagraph (1) or (2) above is associated.
  - b. No employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.
  - c. An employee shall not use or authorize the use of his or her public employment or any confidential information received through the public employment to obtain financial gain, other than compensation provided by law, for himself or herself or a member of his or her immediate family, or a business with which he or she is associated.
  - d. An employee shall not use or authorize the use of personnel, resources, property, or funds under that person's official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items for personal financial gain, other than compensation provided by law.
5. Conflict of Interest Relating to Campaigning or Political Issues

- a. Except as provided below, an employee shall not authorize the use of school district personnel, property, resources, or funds for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- b. This does not prohibit an employee from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.
- c. This does not prohibit an employee from discussing and voting upon a resolution supporting or opposing a ballot question.
- d. This does not prohibit an employee under the direct supervision of a public official from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.
- e. An employee may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the school district. However, this shall not be done during a time that the individual is engaged in his or her official duties.

6. Additional Procedures Applicable to Employees With An Annual Salary and Benefits of More than \$150,000 Per Year

- a. Staff whose annual salary and benefits exceed one hundred fifty thousand dollars should assess whether they have a conflict of interest before taking any action or making any decision.
- b. Employees have a conflict of interest pursuant to this subdivision of the policy when their actions or decisions may cause financial benefit or detriment to themselves, a business with which they are associated or a member of their immediate family.

- i. When assessing whether a conflict of interest exists, qualifying staff members should assess whether the benefit or detriment identified is distinguishable from the effects of such action on the public generally or a broad segment of the public.
    - ii. If qualifying employees are unsure as to whether a conflict of interest exists, they may apply to the Nebraska Political Accountability and Disclosure Commission for an opinion as to whether they have a conflict of interest.
  - c. Qualifying employees who determine that a conflict of interest does exist under this policy shall:
    - i. Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict;
    - ii. Deliver a copy of the statement to the secretary of the board of education, who shall enter the statement onto the public records of the school district; and
    - iii. Abstain from participating in the matter in which the employee has a conflict of interest.
  - d. This subsection does not prevent a qualifying employee from making or participating in the making of a decision to the extent that the employee's participation is legally required for the action or decision to be made.
- e.

6.7. Conflict. To the extent that there is a conflict between this policy and the Nebraska Political Accountability and Disclosure Act ("Act"), the Act shall control.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**5001**  
**Compulsory Attendance and Excessive Absenteeism**

**Required Attendance**

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

**Mandatory Attendance Age**

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

**Exceptions**

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the ~~temporary-mental or~~ physical illness of the student or a child whom the student is parenting.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

**Discontinuing Enrollment – 5 Year Old Students**

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

## Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a ~~non-accredited~~ exempt school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending ~~non-accredited~~ exempt schools. The superintendent may confirm the validity of the submission with the State Department of Education.

## Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

## Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student
4. Death or serious illness of the student's family member

**Commented [1]:** This sample list is very liberal in what the school considers "excused." Schools that adopt this sample list will have very few students who accrue many "unexcused" absences. Boards may eliminate any of these categories of excused absence except for illness documented by a physician, suspension/expulsion and severe weather. Boards may also add additional requirements before an absence will be excused (e.g. require funeral card to verify family funeral, etc.)

5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations

**Excessive Absenteeism**

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student’s attendance.

**Commented [2]:** The board may select any number of unexcused absences to trigger the meeting requirements.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may/must file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may/must file a report with the appropriate county attorney.

**Commented [3]:** The board can require the attendance officer to report to the county attorney by changing "may" to "shall"

**Making Up Absences (Optional – Remove or revise based on your District’s practices.)**

When a student receives [X] unexcused absences or the hourly equivalent in any semester, the student shall be required to make up those absences through attendance in [insert program]. Absences shall be made up at a rate of [insert rate.]

Adopted on: \_\_\_\_\_  
 Revised on: \_\_\_\_\_  
 Reviewed on: \_\_\_\_\_

## 5004 Option Enrollment

The board of education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for ensuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

### 1. Definitions

- a. **Option Student Defined.** Option student ~~shall~~ means a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- b. **Resident School District Defined.** Resident school district ~~shall~~ means the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.
- c. **Option School District Defined.** Option school district ~~shall~~ means the school district that a student chooses to attend other than his or her resident school district.
- d. **Elementary School Defined.** Elementary school means grades K - [redacted].
- e. **Middle School Defined.** Middle school means grades [redacted] - [redacted].
- f. **High School Defined.** High school means grades [redacted] through 12.

2. **Persons Entitled to Apply for Option Enrollment of Students.** Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting *in loco parentis* are not authorized and will be automatically denied.

3. **Duties, Entitlements and Rights of Option Students.** Except as otherwise provided herein, once an option student's option enrollment application has been accepted he/she shall be treated as a resident student of the school district.

4. **Standards for Acceptance or Rejection of Option Students.**

- a. **Special Education Capacity.** Capacity for special education services will be determined on a case-by-case basis. If an application for option enrollment received by the school district indicates that the student has an individualized education program under the federal Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., or has been ~~diagnosed~~ identified as a student with a disability as defined in section 79-1118.01, the application will be evaluated by the director of special education services or the director's designee who must determine if the school district and the appropriate class, grade level, or school building has the capacity to provide the applicant the appropriate services and accommodations. The Federal Educational Rights and Privacy Rights Act (FERPA) (20 U.S.C. § 1232g) permits the release of education records when a student seeks or intends to enroll in a different school district.
- b. **Numeric Capacity.** The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, and projected number of students with which the option school district will contract based on existing contractual arrangements. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.
- c. **Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, prior to October 15 of each school year, declare a program, a class, or a school unavailable for the next school year to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.
- d. **Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept an option student when acceptance of the student:

- i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
- ii. Would require the procurement of new equipment, technology, or furnishings;
- iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
- iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
- v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.

**e. Prohibited Standards.** The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.

**f. Order of Acceptance.** If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:

- i. students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;
- ii. thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.

**g. Maximum Capacity Report.** The school district will annually establish, publish, and report the capacity for each school building under the district's control pursuant to procedures, criteria, and deadlines established by the Nebraska Department of Education.

**5. False or Misleading Option Applications.** If, prior to the student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.

- 6. Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.
- 7. Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.
- 8. Procedure for Students Optioning Into or Out of the School District.**
  - a.** The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.
  - b.** On or before April 1<sup>st</sup>, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.
- 9. Late Applications and Requests for Release**
  - a.** The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15<sup>th</sup> under the following conditions:
    - i.** When the district has already entered into contracts with teaching staff for the following school year;
    - ii.** When the district has already contracted for the performance of specific services for the student;
    - iii.** When the release of the student would have a negative financial impact or loss of revenue for the district.

**b.** The board of education will approve late applications to option into the district under the following conditions:

i. When the resident district has released the student, or if the student is an option student at the time of such application and applying to become an option student at a subsequent option school district, a release approval from the option school district the student is attending at the time of such application;

ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;

**OR**

**b.** The board of education will deny all applications to option into the district that are received by the district after March 15 of the school year prior to the student's requested enrollment.

**c.** The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15<sup>th</sup> no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

#### **10. Students Who Do Not Need a Release from the Resident District**

**a.** A student does not need to be released from his/her resident district or the option school district the student is attending at the time of application under the following circumstances:

i. When the student has relocated to a different resident school district after February 1

ii. When a student's option school district merges with another district effective after February 1

**b.** The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

#### **11. Cancellation of Option.**

Students who option either into or out of the school district shall:

- a. Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.
- b. Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

**12. Authority of Superintendent.**

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**[NOTE TO BE DELETED: THERE ARE THREE CHOICES FOR  
OPTION TRANSPORTATION BELOW; SELECT ONE AND DELETE  
THE OTHERS]**

**5005**

**~~Option~~ Transportation**

The school district will provide free transportation, partially provide free transportation, or pay an allowance for transportation in lieu of free transportation on each day school is in session to the students who reside in the district and qualify for transportation according to the district's transportation plan. The families of students who will not be provided transportation pursuant to the district's plan or who must drive students to a pick-up point will be reimbursed according to statute if they qualify for such reimbursement. Parents seeking mileage reimbursement must submit requests to the district on forms which may be obtained from the office of the Superintendent of Schools.

When a student who has been attending the district is placed into foster care, school district staff will collaborate with state and local child welfare agencies to determine whether transportation is required under state law when it is in the child's best interest that their school of origin be maintained. The district will only provide transportation to students placed in foster care when the responsible child welfare agency agrees to reimburse the school district for the cost of transportation or when transportation is otherwise required by law. The board designates the **Superintendent of Schools** as the initial point of contact for child welfare agency representatives to discuss transportation issues related to children in foster care.

Students who are homeless will be provided with transportation pursuant to Board Policy 5014.

The district will provide transportation to tuition students in accordance with the contract provisions, if any, for services from the contracting districts.

The use of buses for class parties, field trips, and similar purposes shall require the prior approval of the superintendent or appropriate principal.

**[OPTION 1]. Option Transportation.** The board of education does not provide transportation services or mileage reimbursement for option-enrolled students unless otherwise required by law

**[OPTION 2] Option Transportation.** The board of education provides transportation to option students only if (a) the option student lives on an existing bus route or (b) the option student makes arrangements to be picked up and dropped off at preexisting stops along an existing bus route. The district does not provide mileage reimbursement for option-enrolled students unless otherwise required by law.

**[OPTION 3] Option Transportation.** The board of education shall annually set the rate for transportation services for option-enrolled students. Such transportation may only be enacted if there is mutual agreement between the school district and the parent or legal guardian of the option student. If such agreement is reached, the stops at the option homestead will be recorded by the school vehicle operator and a billing fee will be assessed to the parent or legal guardian on an annual basis. If two or more option students from the same homestead use school transportation, the district will charge for each trip made. Under no circumstances will an option student(s) be provided school transportation to and from his/her homestead if the result of such transportation (1) necessitates the addition of a third bus route and/or (2) increases the time necessary to run the complete bus route beyond the limit of one hour.

If the option student resides within the distance of one mile of the route used to reach a homestead which is a regular bus stop of a resident student, the fee shall be set at a rate of \$.\_\_\_\_ per mile per stop.

If the option student resides a distance greater than one mile but less than or equal to two miles from the route used to reach a homestead which is a regular bus stop of a resident student, the fee shall be set at a rate of \$.\_\_\_\_ for the first mile and \$.\_\_\_\_ for the additional mile per stop.

If the option student resides a distance greater than two miles but less than or equal to three miles from the route used to reach a homestead which is a regular bus stop of a resident student, the fee shall be set at a rate of \$.\_\_\_\_ for the first two miles and \$.\_\_\_\_ for the additional mile, per stop.

If the option student resides a distance greater than three miles but less than or equal to four miles from the route used to reach a homestead which is a regular bus stop of a resident student, the fee shall be set at a rate of \$.\_\_\_\_ for the first three miles and \$.\_\_\_\_ for the additional mile, per stop.

If the option student resides a distance greater than four miles but less than or equal to five miles from the route used to reach a homestead which is a regular bus stop of a resident student, the fee shall be set at a rate of \$.\_\_\_\_ for the first four miles and \$.\_\_\_\_ for the additional mile, per stop.

For distances greater than five miles from the route used to reach a homestead which is a regular bus stop for a resident student, the same formula used to determine the above quoted rates will be used to determine the fee.

Students who qualify for free lunch may be entitled to transportation or mileage reimbursement pursuant to state law.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **5008 Pregnant or Parenting Students**

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs.

### **I. Accommodations Regarding Attendance and Participation**

#### **A. Generally**

Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

#### **B. Students with Disabilities**

For students with disabilities who have an IEP or Section 504 plan, the administrators, student's parents or guardians, and student if appropriate will collaborate with the student's educational team to coordinate accommodations consistent with state and federal law. As permitted by law, students may be entitled to accommodations as a result of pregnancy.

### **C. Title IX**

When a student, or a person with a legal right to act on a student's behalf, informs a District employee of the student's pregnancy or related conditions, the District will inform the student of the Title IX Coordinator's contact information. The employee will also inform the student that the Title IX Coordinator can coordinate actions to prevent sex discrimination and ensure the student's equal access to the District's education program or activity.

The District will make reasonable accommodations to the District's policies, practices, and procedures as necessary to prevent sex discrimination and ensure equal access to the District's education program or activity. The District will coordinate reasonable modifications based on the student's individualized need. The District will consult with the student when determining what reasonable modifications may be appropriate, and the student has the discretion to accept or decline the reasonable modifications offered by the District.

The District will allow the student to voluntarily access any separate and comparable portion of the District's education program or activity. The District will allow the student to voluntarily take a leave of absence from the District's education program or activity to cover, at a minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. Upon the student's return, the student will be reinstated to the student's academic status, and as practicable, to the extracurricular status that the student held when the voluntary leave began.

## **II. Accommodations Regarding Lactation and Breastfeeding**

### **A. Accommodations**

1. In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public.
2. Students who wish or need to express breast milk on a regular schedule will work with school administrators to create a schedule which

- accommodates the student's needs while facilitating education to the maximum extent possible.
3. The district will provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

**B. Educational Process**

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Adopted on: \_\_\_\_\_

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, referral to restorative justice practices or services, 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.

Any disciplinary action taken by staff must be consistent with the requirements of other applicable laws, including but not limited to the IDEA, Section 504, and Title IX.

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.

### **Pre-Kindergarten through Second Grade Students**

Notwithstanding any other provision of this policy, an elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 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 his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

### **Makeup Work for Suspended Students**

Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations ("makeup work"). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a parent or guardian at the time of suspension. Suspended students may not be required to attend the school's alternative program for expelled students in order to complete classwork or homework.

### **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, not to exceed an additional 48 hours, 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 and shall document such effort in writing. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended must be given the opportunity to complete classwork and homework missed during the period of suspension, including but not limited to examinations, as provided herein.

## **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.~~

**Weapons.** ~~No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, or at any school activity or event off school grounds except as permitted by this policy. *Definition of Weapon.* The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.~~

**Firearms.** ~~No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. *Definition of Firearm.* The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).~~

**Exceptions Regarding Firearms and Weapons.** ~~The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:~~

- ~~1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or~~
- ~~2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.~~

**Consequences - Firearm.** Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

**Consequences – Weapon.** State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

**Confiscation of Firearms and Weapons.** Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm or weapon possessed in violation of this policy. Any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

**Report to Law Enforcement Authorities.** All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm to school.

## **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.
5. **Conclusion of Expulsion.** At the conclusion of an expulsion, the school district will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

### **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. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
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, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
  - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;

- 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/newbies; 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 cyberbullying, 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. Violations of the district's acceptable computer use policy;
- 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;
- m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation;
- n. Violation of the school's audio and video recording policy; and
- o. Any other violation of any board policy, handbook provision, or 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. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. 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 can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
  - 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 to the address provided on the form.

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 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 time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive

a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.

9. 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 examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. 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).

### **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: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 5049

### **Firearms and Weapons - Students**

[Intentionally Left Blank]

**Weapons.** ~~No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy.~~

**Definition of Weapon.** ~~The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.~~

**Firearms.** ~~No person student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.~~

**Definition of Firearm.** ~~The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).~~

**Exceptions Regarding Firearms.** ~~The prohibition against firearms does not apply to:~~

- ~~1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training; or~~
- ~~2. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;~~
- ~~3. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;~~
- ~~4. Firearms contained within a private vehicle **operated by a nonstudent adult** that are not loaded **and** are encased or are in a locked firearm rack that is on a motor vehicle; or~~

~~5. A handgun carried as a concealed handgun by a nonstudent adult who holds a valid permit issued under the Concealed Handgun Permit Act in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area, except as prohibited by federal law.~~

~~**Definition of Encased.** The term "encased" means enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.~~

~~**Exceptions for Students.** The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:~~

~~The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or~~  
~~1. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.~~

- ~~1. The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose;~~
- ~~2. The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so; and~~
- ~~3. All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.~~

~~**Consequences - Firearm.** Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.~~

~~**Consequences - Weapon.** State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling~~

~~or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).~~

~~**Confiscation of Firearms.**— Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.~~

~~**Report to Law Enforcement Authorities.** All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm or weapon to school.~~

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**NOTE TO BE DELETED:** This policy satisfies the minimum requirements of the *Healthy, Hunger-Free Kids Act of 2010* and its final rule. Schools that wish to adopt a more "aggressive" policy with higher standards may do so and should contact KSB for policy language that is in-line with their goals.

## **5052 School Wellness**

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, and Fundraisers ~~or in Competition with the National School Lunch and Breakfast Programs~~)

a. Definitions. "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, "school day" means the period from the midnight before to 30 minutes after the end of the official school day.

b. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive 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 USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11~~nutrition standards of those programs.~~ The competitive food restrictions do not apply to food sold during non-school day 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.)

c. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during

such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.

d. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.

e. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

~~a.~~

~~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 June 2020 to Reflect the USDA Final Rule) [found at https://api.healthiergeneration.org/resource/2](https://api.healthiergeneration.org/resource/2).

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**6025**  
**Student Cell Phone and Other Electronic Devices**

**[THIS POLICY CONTAINS SEVERAL OPTIONS. THERE ARE MORE PERMISSIVE OPTIONS AND MORE RESTRICTIVE OPTIONS. YOU SHOULD SELECT AND MAKE ANY NECESSARY CHANGES TO ONLY ONE OPTION AND DELETE THE REST]**

**(USE AT SCHOOL OPTION)**

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including any calls or downloads.

Students who violate this policy may have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

**(ONLY BEFORE/AFTER SCHOOL AND DURING PASSING AND LUNCH OPTION)**

Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy or as deemed appropriate by a student's education team.

Students may use cell phones or other electronic devices on school sidewalks and in the common areas of the school before and after school, during passing periods, and during lunch so long as they do not create a distraction or a disruption and comply with all other policies and handbook provisions.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

Students may not have cell phones or electronic devices while they are in locker rooms, classrooms, or restrooms. During school hours student cell phones or electronic devices must remain in lockers, backpacks, or be locked in a personal vehicle. Students may use cell phones or other technology in classrooms only with the express permission of the classroom teacher.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

Students may not use cell phones or electronic communication devices while riding in school vehicles, including listening to music, unless they have permission to do so from the driver or other adult responsible for their supervision.

Students shall be personally and solely responsible for the security of their cell phones and pagers. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy or other school rules will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after discussing the rule violation with the student and parent or guardian. Students who violate this policy may, at the discretion of the school's

administration, be subject to additional discipline, up to and including suspension or expulsion.

### **(YONDR BAG OR OTHER STORAGE SYSTEM OPTION)**

Students may use cellular phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Students may not use cellular phones in any classroom unless deemed appropriate by a student's education team. [INSERT YOUR STORAGE SYSTEM HERE; FOR EXAMPLE: The District will provide each student with a Yondr bag, and students must lock their cellular phone in the Yondr bag upon entering a classroom. The student may unlock the bag upon exiting the classroom at the end of the class period.]

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including or any calls or downloads.

Students who violate this policy may have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule violation. Students who violate this

policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

(COMPLETE BAN OPTION)

Students may NOT use cellular phones or other electronic devices while at school during school hours.

Any student who is found to be in possession of any cellular phone, or other electronic device (AirPods, personally-owned tablet, gaming device, etc) during school hours is in violation of this policy and the student code of conduct.

Staff who discover students in possession of a cellular phone or electronic device while at school during the school day will immediately confiscate the device and turn it into the administration.

In addition to the disciplinary consequences imposed, a parent or legal guardian of the offending student must pick up the confiscated devices from the office in person. The administration will return the device to the parent or guardian, after meeting with the parent or guardian to discuss the rule violation.

Students who repeatedly violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including expulsion.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **6031 Emergency Exclusion**

**Grounds for Emergency Exclusion.** Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

(a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

(b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

**Extension of Exclusion.** Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

**Notification of Student's Parent(s) or Guardian(s).** The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing. The notice shall include notice of a recommended hearing examiner and an alternate hearing examiner for consideration by the parent(s) or guardian(s) if a hearing is requested.

**Opportunity to Request a Hearing.** The student's parent(s) or guardian(s) may submit an ~~oral~~ request for a hearing on the proposed extension of the exclusion within one school day~~two school days~~ of receiving the initial notice of the proposed extension. ~~If the initial request for a hearing is oral, they shall confirm the request in writing.~~

**Failure to Request a Hearing.** If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

**Appointment and Qualifications of a Hearing Examiner.** The parent(s) or guardian(s) shall notify the superintendent within one school day of receiving notice of the recommended extension and proposed hearing examiner and alternate hearing examiner if the alternate hearing examiner is preferred.

~~If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.~~

**Hearing Examiner's Notice to Parent(s) or Guardian(s).** The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within ten five school days after the initial date of exclusion; school district receives the initial oral or written request; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

**Continued Exclusion.** If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

**Examination of Student's Records and Affidavits.** Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

**Attendance at Hearing.** The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

**Student's Witness(es).** The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

**Right to Know Issues and Nature of Testimony.** The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

**Presence of Student and Witnesses at the Hearing.** The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify. The school district shall make available to testify at the hearing any employee who is a witness to the matter upon request from the parent(s) or guardian(s).

**Sworn or Affirmed Testimony.** The principal or his or her designee shall present evidence supporting the recommended extension ~~of the exclusion~~. Witnesses will give testimony under oath of affirmation, and may be questioned.

**Hearing Examiner's Report and Recommendations.** The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

**Superintendent's Decision.** The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

## 6036

### Reading Instruction and Intervention Services

The purpose of this policy is to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. It is the school district's goal that each student be able to read at or above grade level by third grade.

**Effective Reading Teachers.** It is the intent of the school district to employ teachers for kindergarten through third grade who are effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement.

**Reading Assessment.** The school district will administer a reading assessment approved by the Nebraska Department of Education three times during the school year to all students in kindergarten through third grade. Exceptions to this requirement include:

- Any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years;
- Any student receiving special education services for whom such assessment would conflict with the individualized education plan; and
- Any student receiving services under a plan pursuant to the requirements of section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794, or Title II of the federal Americans with Disabilities Act of 1990, 42 U.S.C. 12131 to 12165, as such acts and sections existed on January 1, 2018, for whom such assessment would conflict with such section 504 or Title II plan.

The first assessment for kindergarten students must occur within the first 45 calendar days that school is in session of each school year. For all other grades, the first assessment must occur within the first 30 calendar days that school is in session of each school year.

Diagnostic assessments used within a supplemental reading intervention program do not require Nebraska Department of Education approval.

**Deficiency Identification.** Any student in kindergarten through third grade performing below the threshold level as determined by the Nebraska Department of Education shall be identified as having a reading deficiency for purposes of the Nebraska Reading Improvement Act and this policy. A student who is identified as having a reading deficiency shall remain identified as having a reading deficiency until the student performs at or above the

threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act or this policy shall prohibit a school district from identifying any other student as having a reading deficiency.

**Supplemental Reading Intervention Program.** The school district will provide a supplemental reading intervention program to ensure that students can read at or above grade level at the end of third grade. The school district may work collaboratively with a reading specialist at the Nebraska Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program must be:

- Provided to any student identified as having a reading deficiency;
- Implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- Made available as a summer reading program between each summer for any student who has been enrolled in grade one, grade two, or grade three or in a higher grade and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. The summer reading program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or offered online.

The supplemental reading intervention program may also include:

- Reading intervention practices that are evidence-based;
- Diagnostic assessments to identify specific skill-based strengths and weaknesses a student may have;
- Frequent monitoring of student progress throughout the school year with instruction adjusted accordingly;
- Intensive intervention using strategies selected from the following list to match the weaknesses identified in the diagnostic assessment:
  - Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
  - Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
  - Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;

- Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
- Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

**Parent/Guardian Notification.** The school will give notice in writing or by electronic communication to the parent(s) or guardian(s) of any student identified as having a reading deficiency within 15 working days of such identification that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

**Reading Improvement Plan.** Any student who is identified as having a reading deficiency will receive an individualized reading improvement plan, that shall include a supplemental reading intervention program, no later than 30 days after the identification of the reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program to remedy the reading deficiency. The student must receive reading intervention services through the supplemental reading intervention program until the student is no longer identified as having a reading deficiency.

**Reading Progress.** Each student in kindergarten through third grade and his or her parent(s) or guardian(s) will be informed of the student's reading progress within a reasonable time after the school district receives the results from the student's approved reading assessment.

**NDE Professional Learning System.** The Nebraska Department of Education provides a professional learning system. The elementary school(s) and early childhood education programs approved by the State Board of Education will ensure that teachers who teach children from four years of age through third grade are aware of the professional learning system and are adequately trained regarding evidence-based reading instruction to effectively instruct students in reading.

**NDE Report.** On or before July 1 of each year, the school district will provide the required information relating to dyslexia to the Nebraska Department of Education.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_