

Cozad Community Schools

Board of Education Regular Meeting

Monday, October 19, 2020 7:00 PM

Office of the Superintendent

Mission: The mission of Cozad Community Schools is to prepare students to be lifelong learners and productive, responsible citizens by providing a quality education in cooperation with family and community.

Values - Guiding Principles

Respect - Trust, appreciate, celebrate, value, act with urgency

Integrity - Do the right thing, deliver highest quality instruction and practice full accountability

Teamwork - Teamwork at all levels districtwide, recognize and celebrate, have fun and enjoy

Innovation - Positive attitude, open to new ideas,

Courage - Embrace change and take calculated risk, encourage others, communicate directly with respect

1. BOARD OF EDUCATION REGULAR MEETING 7:00 P.M.

1. Call to Order, Roll Call

2. Nebraska Open Meeting Law, Publication of Meeting

This meeting has been preceded by advance notice and is hereby declared to be in open session. A current copy of the Nebraska Open Meetings Act is posted on the N.E. wall of the meeting room.

Notice of this meeting was given in advance by publication in the Tri-City Tribune and posted on the Cozad Community Schools website and at the District Office. Notice of this meeting was also given in advance to all members of the Board of Education.

3. Excused/Unexcused Board Member Absence

2. PUBLIC COMMENTS

The Board of Education invites you to offer comments during the public comments portion of the agenda. This is the portion of the meeting when members of the public may speak to the board about matters of public concern.

When you have been recognized, please stand and state your name and come forward to the front of the board table.

The board will generally allow a total of 20 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 4 individuals who wish to address the board, the 20 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.

For additional instructions on public participation, brochures are provided for you to view. A copy of Policy 2009 Public Participation at Board Meetings is available upon request.

3. TREMCO PRESENTATION

4. ARNOLD INSURANCE RENEWAL PRESENTATION

5. PRINCIPAL/ADMINISTRATIVE REPORTS

- 1. Patty Wolfe Report**
- 2. William Beckenhauer Report**
- 3. Jeremy Yilk Report**
- 4. Brian Regelin Report**
- 5. Dale Henderson Report**
- 6. James Ford Report**

6. SUPERINTENDENT REPORT

7. CONSENT AGENDA

1. Approval of the Minutes of Previous Meeting(s)

- Minutes from the September 9, 2020, 6pm, Board of Education Budget Hearing
- Minutes from the September 9, 2020, 6:20pm, Board of Education Tax Hearing

- Minutes from the September 14, 2020, 7pm, Board of Education Regular Meeting
- Minutes from the October 1, 2020, 6pm, Board of Education Retreat

2. Classified Resignations

Denise McNally- Elementary Title I Paraprofessional

3. Standing Reports

1. Sub Reports

2. Nutrition Services SNP Claim for Reimbursement Summary

SNP Sept Claim- \$12,717.12 (8 Days)

SFSP Sept Claim- \$39,719.37 (12 Days)

TOTAL SEPT- \$41,436.49

3. Bus Route Averages

4. Local Sub

Hannah Tucker, Local Sub

Olivia Klein, Local Sub

Yessica Martinez, Local Sub

8. FINANCIAL REPORTS AND CLAIMS

1. District Treasurer's Report

2. District Financial Report

3. Check Journal General Fund

4. Check Journal Lunch Fund

5. Activities Financial Report

6. Activities Check Journal

7. BANK STATEMENTS

1. Bond Fund

2. Building Fund

3. General Fund

4. **Depreciation Fund**
5. **Employee Benefit**
6. **Student Fees**
7. **Lunch Fund**
8. **Standing Financial Reports**
 1. **Bond Fund Taxes Report**
 2. **General Fund Taxes Report**
 3. **Building Fund Taxes Report**
 4. **Cash Flow**
9. **APPROVAL OF TREMCO ROOF PROPOSAL**

Tremco presented in beginning of meeting.

10. **APPROVAL OF SCHOOL INSURANCE CARRIER PROPOSAL**

ALICAP
Arnold Insurance

11. **APPROVAL OF ELEMENTARY PLAYGROUND FENCING PROPOSAL**

Fencing Bid: We received bids for the fence:

- + American Fence Co., Kearney.
- Full perimeter cost, 5' Fence: \$22,082.00
- Full perimeter cost, 6' fence: \$22,760.00
- Playground perimeter 5' fence: \$15,660.00
- Playground perimeter 6' fence: \$16,080.00

+ Local bid (Alfredo Cruz)*:

- Full Perimeter with 6' fence: \$16,500 + materials (estim.\$23,400.00) for a total of: \$39,900
- Playground perimeter, 6' fence: \$ 7,500 + materials (estim.\$10,200) for a total of: \$17,700

12. **APPROVAL OF EAKES DOCUMENT MANAGEMENT SYSTEM PROPOSAL**

The Eakes document system would be used for accounts payable and human resources.

13. **NEW POLICIES 2008, 3001, 3004.1, 4025, 4026, 4043, 5018, 5050, 5057, 5064, 5066 and 5067 FOR APPROVAL**

1. **Policy 2008- Meetings**
Required Update
2. **Policy 3001- Budget**
Required Update
3. **Policy 3004.1 Fiscal Management for Purchasing and Procurement Using Federal Funds**
Required Policy
4. **Policy 4025- Superintendent**
Updating current policy
5. **Policy 4026- Principals**
No current policy, adopting KSB's policy
6. **Policy 4043- Professional Boundaries and Appropriate Relationships Between Employees and Students**
Required Policy
7. **Policy 5018- Parent and Guardian Involvement In Education Practices**
Required
8. **Policy 5050 Reporting Related to Exempt (Home) Schools**
No current Policy, adopting KSB's policy
9. **Policy 5057- District Title I Parent and Family Engagement Policy**
No current policy, adopting KSB's policy
10. **Policy 5064- Title I Supplement, Not Supplant**
No current policy, adopting KSB's policy
11. **Policy 5066- Early Graduation**
12. **Policy 5067- Student Assistance Team Process**
Required Policy. No current policy, adopting KSB's policy

14. **POLICIES 2121, 2122, 2123, 2123.1, 2123.2, 2123.3, 2124, 2124.1, 2124.3, 2125, 2125.1, 2125.3, 2125.4, 2125.5, 2126, 2127, 2128, 2129, 2130, 2132.1, 2133, 2133.1, 2210, 2212, 2214, 2215, 2218, 2220, 2221, 2222, 2223, 2225, 2226 & 4026 TO BE DELETED**

1. **Policy 2121- Superintendent's Contract**

Policy to be deleted, already addressed under 2001 (Role of the Board of Education)

2. **Policy 2122- Attends all Board Meetings**

Policy to be deleted, addressed in new policy 4025

3. **Policy 2123- Appointment of All Employees**

Policy to be deleted, addressed in new policy 4025 (Superintendent)

4. **Policy 2123.1- Suspension of Employees**

Policy to be deleted, addressed in new policy 4025 (Superintendent)

5. **Policy 2123.2- Substitute Teachers**

Policy to be deleted, addressed in new policy 4025 (Superintendent)

6. **Policy 2123.3- Assignments of Personnel**

Policy to be deleted, addressed in new policy 4025 (Superintendent)

7. **Policy 2124- Appraisal of Teaching**

Policy to be deleted, addressed in approved policy 4030 (Evaluation of Certificated Employees)

8. **Policy 2124.1- In-Service Training of All Teachers**

Policy to be deleted, addressed in approved policy 4030 (Evaluation of Certificated Employees)

9. **Policy 2124.3- Courses/Textbook**

Policy to be deleted, addressed in policy 6004 (Curriculum Development)

10. **Policy 2125- Recommends Salary Schedule**

Policy to be deleted, addressed in new policy 4025 (Superintendent)

11. **Policy 2125.1- Preparation of Budget**

Policy to be deleted, addressed in approved policy 3001 (Budget) & new policy 4025 (Superintendent)

12. Policy 2125.3- Purpose Polices

Policy to be deleted, addressed in approved policy 2001 (Role of the Board of Education)

13. Policy 2125.4- Rules and Regulations

Policy to be deleted, addressed in new policy 4025 (Superintendent)

14. Policy 2125.5- School Building Consultant

Policy to be deleted, addressed in policy 4025 (Superintendent)

15. Policy 2126- Emergency Authority

Policy to be deleted, addressed in new policy 4025

16. Policy 2127- Interpretation of School to Community

Policy to be deleted, addressed in Rule 10

17. Policy 2128- Attends Professional Meetings

Policy to be deleted, addressed in the Superintendents Contract

18. Policy 2129- May Require Reports

Policy to be deleted, no longer needed

19. Policy 2130- Safety and Fire Drills

Policy to be deleted, addressed in policy 3040 (School Safety and Security)

20. Policy 2132.1- Classification and Promotion of Pupils

Policy to be deleted, no longer needed

21. Policy 2133- Operation and Maintenance of Schools

Policy to be deleted, addressed in new policy 4025 (Superintendent)

22. Policy 2133.1- Removal of School Property

Policy to be deleted, addressed in policy 3019 (Sale or Disposal of School Property)

23. Policy 2210- Line of Authority

Policy to be deleted, addressed in new policy 4026 (Principals)

24. Policy 2212- Administrative Function

Policy to be deleted, addressed in new policy 4026 (Principals)

25. Policy 2214- Other Duties

Policy to be deleted, addressed in new policy 4026 (Principals)

26. Policy 2215- Promotion of Pupils

Policy to be deleted, addressed in new policy 4026 (Principals)

27. Policy 2218- Early Dismissal of Entire Building

Policy to be deleted, addressed in new policy 4026 (Principals)

28. Policy 2220- Promotion of Health and Safety

Policy to be deleted, addressed in new policy 4026 (Principals)

29. Policy 2221- Discipline, Suspension and Expulsion

Policy to be deleted, addressed in new policy 4026 (Principals)

30. Policy 2222- Principal Shall conduct Teacher's Meetings

Policy to be deleted, addressed in new policy 4026 (Principals)

31. Policy 2223-Supervision of Records

Policy to be deleted, addressed in new policy 4026 (Principals)

32. Policy 2225- Instructional Equipment and Materials Inventory

Policy to be deleted, addressed in new policy 4026 (Principals)

33. Policy 2226- Agents and Salesman

Policy to be deleted, addressed in new policy 4026 (Principals)

34. Policy 4026- Prohibition on Aiding and Abetting Sexual Abuse

Policy to be deleted, addressed in policy 4052 (Job References to Prospective Employees)

15. DISCUSSION

1. Update on Superintendent Search

16. EXECUTIVE SESSION

17. AGENDA SETTING AND FUTURE MEETINGS

- Monday, November 16, 2020, Regular Board of Education Meeting, 7pm
- Tuesday, November 17, 2020, Board of Education Retreat, 5pm
- Tuesday, December 1, 2020, Special Board of Education Meeting, 1pm and 6pm
- Wednesday, December 2, 2020, Special Board of Education Meeting, 1pm, 6pm and 7pm
- Monday, December 18, 2020, Regular Board of Education Meeting, 7pm

18. ADJOURNMENT

* **Closed Session:** If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Nebraska Open Meetings Law.

****Sequence of Agenda:** The sequence of agenda topics is subject to change at the discretion of the board. Please arrive at the beginning of the meeting.

*****Action Item:** The board reserves the right to take action on any item on the board agenda.



NEBRASKA

DEPARTMENT OF EDUCATION

TO: Nebraska School Leaders (Superintendents and Tech Coordinators)
DATE: September 9, 2020
RE: Digital Equity and Home Internet Access

The purpose of this memo is to inform Nebraska schools of efforts underway to support the collection of high quality data sets about home Internet access and to urge schools to move forward with collecting this data as part of the return to school and Digital Equity Outreach Month.

This information collected will enable education leaders to:

- Understand the impact that home digital access has on learning outcomes
- Target available resources to students in need of access
- Determine the most effective connectivity solutions
- Assess options for state and federal funding to close the digital (Homework) gap
- Meet emerging Federal CARES Act reporting requirements

Background

Schools across the nation are attempting to understand the true scope and nature of the home access gap and data collection is a critical first step in addressing this challenge. School districts in Nebraska need to collect data that moves from understanding the estimated percentage of students without adequate access to the Internet to understanding which students do not have access and what the service options are for these students. To this end, many schools have been working to gather information on student home Internet access already as part of the registration and enrollment processes for the 2020-21 school year.

The question of student home Internet access has become critical for schools to plan strategies for continuous learning. Schools have varying levels of confidence in their understanding of the true levels of access to the Internet their students have. This is partially due to the fact that this information is often collected via home surveys which may be anonymous or response rates are so low that they are not representative of the school or district population. Additionally, because of the inherently technical nature of questions surrounding Internet access, the answers families provide may not be entirely accurate.

Data Elements and SIS Updates

The NDE has communicated a list of the new Digital Equity data elements to be collected through ADVISER and has worked with the Student Information Systems (SIS) vendors to include the data elements that support collecting and reporting the data as well. The data elements to report are provided at the bottom of this message and the certification status of SIS vendors is available at <https://www.education.ne.gov/dataservices/2020-2021-adviser-vendor-certification/>

Technology Board Report
10/19/2020
Patty Wolfe - Technology Director

Report Items:

- 1. GEAR Funds**
 - 2. Digital Equity Data Collection**
 - 3. COVID-19 Crisis Report**
 - 4. COVID-19 Tracker**
 - 5. Securly Chrometools**
-

1. GEAR Funds (Governor's Education Emergency Relief)

- a. NDE Digital Learning Profile and Plan was completed in July, 2020 addressing the digital divide and related issues to support remote learning for K-12 students. The focus is to provide equitable access to technology. Our survey indicated a need of devices for kindergarten (25)
- b. We were "awarded" 25 devices up to \$400 per device. We have requested 25 iPads. The 25 iPads will complete our Kindergarten 1:1

2. Digital Equity Data Collection

- a. NDE collection of high quality data about home internet access (Information from Commissioner Blomstedt attached).
- b. Short survey sent to all parents through our notification system (Apptegy) by text and email, website, social media and Bloomz.
- c. Parent information and Survey can be found at:
<https://www.cozadschools.net/article/322623?org=cozad-schools>
- d. To date, 654 responses
- e. Data will be reported to NDE by November 15
- f. The participation in this data collection will make us eligible for perhaps more funding from the GEAR Funds

3. COVID-19 Crisis report to NDE

- a. Any student affected by Covid-19--quarantined, remote learning, etc. must be reported to NDE through our Adviser State Reporting. I am working with Peg Butler to make sure these students are identified and marked.

4. COVID -19 Tracker on Website

- a. [Daily update of Cozad Community Schools](#)

5. Securly Chrometools for Teachers

- a. Classroom management tools for chromebooks
- b. Teachers can view students' screens, remotely open and push out sites, lock devices, view web history, etc.
- c. All teachers 3-12 have access and "training" in using this tool

Board report for 10/19/20

1. Starting to meet on a regular basis with building school improvement team in preparation for internal visit for Nebraska Frameworks. First meeting dealt with reviewing building Action Plan and data that applies to the Action Plan.
2. Working on staff evaluations, first round of non-tenured staff complete now working on tenured staff.
3. NHS induction and CCSA Awards will be on Tuesday (10/20)
4. Senior seminar will be held on 10/28.
5. ASVAB test will be administered to Juniors on 11/9.
6. As of right now planning on having the Veteran's assembly on 11/11 at 10:00 am. in the gymnasium.
7. Fall sports seasons are coming to a conclusion, One Act season is starting, and winter sports will begin on 11/16.

Activities Report 10.19.20

Jeremy Yilk

1. Fall Activities Update

a. Football

- i. The varsity football team is currently 6-1 with 2 games to go. Ranked #6 in C-1. The 7th/8th teams finished up their season last Tuesday with games against Gothenburg. 7th Record 3-1 = / 8th Record = 1-3
- ii. **Upcoming**
 1. Var FB vs Broken Bow (9.16) / Var FB @ Kearney Catholic (9.23)

b. Volleyball

- i. The varsity team is currently 1-21. Final home game and parent's night is on October 19th.
- ii. MS VB finished their season against Lexington on October 13th. 7th = 2-5 (A) 3-3 (B) / 8th = 2-6 (A) 1-7 (B) 2-4 (C)
- iii. **Upcoming**
 1. @ Valentine Invite (10.17) / vs Elm Creek (10.19) / Sub-Districts (10.26)

c. Softball

- i. The varsity team finished the year with a record 15-16. They lost in the sub-district final to Southern Valley/Alma - 5-2
- ii. **Upcoming**
 1. N/A

d. Girls Golf

- i. The girls golf team finished their season at districts in Grand Island with a team score of 407- 4th place. Lynzi Becker was the lone state qualifier. State took place at the Elks Country Club in Columbus. Lynzi finished as the Class C State Runner-Up! (77-80 Total 157).
- ii. **Upcoming**
 1. N/A

e. Cross Country

- i. The cross country team competes at districts on October 15th in Ogallala.
- ii. The middle school XC team finished their season at the SWC Invite in Gothenburg.
- iii. **Upcoming**
 1. State @ Kearney (10.23)

f. One-Act

- i. One-Act has been working hard on preparing for their upcoming season. Rehearsals and set building are taking place. 51 students on cast and crew.
- ii. Further guidelines from the NSAA will be released at a later date for One-Act
- iii. **Upcoming**
 - 1. Cozad Festival (11.12)

g. FFA

- i. Cozad FFA has 80 members between middle school and high school
- ii. Labor Auction on September 14th, made \$26,000. We plan to use this money for the National FFA Convention, State Convention and other activities throughout the year.
- iii. Middle School Officers: Bryant Feik, Ava Osborn, Maxx Vetter, Daygn Buss, Tary Chytka, Jorja Yocom, London Costanza
- iv. High School Officers: Tayler Chytka, Gracie Schneider, Trevor Schneider, Kaleb Pohl, Karson Berke, Sydney Howerter, Kooper Pohl, Alyssa Kolbo, Braden Benjamin, Colton Benjamin.
- v. **Upcoming**
 - 1. Go to the first competition on November 16th, 2020 in Curtis. This includes Livestock Judging, Natural Resources and AgriScience.
 - 2. New Member Jacket Ceremony on November 5th at 6:00pm at the Grand Generation Center.

1st Quarter Newsletter



Camden Bussinger
London Costanza
Jason Dyer
Lauren Eldridge
Isabel Gonzalez
Hayden Guthard
Hudson Koch
Callie Kostrunek
Brock Malcom
Autum Maline
Madison Sayer
Mara Stubbs
Sky Willhoite
Jorja Yocom



Middle School Yearbook Staff 2020-2021



New CMS Staff



Mr. Higgins

Where did you attend college?

Doane to play basketball, North Platte community college, Chadron state

Why did you want to become a teacher?

I want to influence a kid's life because I was influenced and I want to help kids improve in math because everybody needs math in life.

Did you always want to become a teacher?

When I was little, yes, but, in high school, thought about being an engineer.



Mr. Everton

Where did you attend college?

UNL, UNK, Wayne State

Why did you want to become a teacher?

It's always been my favorite job.

Did you always want to become a teacher?

Ever since I was a grown-up



Mr. Broz

Where did you attend college?

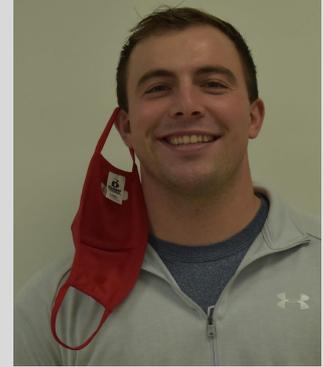
McCook Community College and Hastings College

Why did you want to become a teacher?

To help kids learn about P.E. and have fun

Did you always want to become a teacher?

No, I wanted to be a professional scout or coach



Mr. Bivins

Where did you attend college?

I went to Harvard, Stanford, Purdue, and Oxford. - he wishes!!!

I actually went to Northeastern Junior College.

Why did you want to become a teacher?

I have a passion for coaching and helping kids achieve their goals, and I like to lower the hoop and dunk on kids in P.E.

Did you always want to become a teacher?

I always knew that I wanted to be a coach but didn't know that teaching would be a thing.

Why did you want to be in student congress?

Erica- To make the school great again.

Brock- To spread positivity around the school.

Mara- To make the school a happy place.

Jorja- To impact the school in a positive way.

8th grade Student Congress

Who is your favorite teacher and why?

Erica- Mr. Higgins because I can joke with him and he helps me with math.

Brock- Mrs. Schultz because she is really funny.

Mara- Mr. Fraun because we like to joke around.

Jorja- Mrs. Favinger because she is amazing.



What's one thing you would change about the school to make it better?

Erica- I would make the lunch period longer.

Brock- More activity class choices.

Mara- For everyone to be kind and to spread positivity.

Jorja- I would get rid of masks.

7th Grade Student Congress



Who is your favorite teacher and why?

Taryn- Mrs. Kostrunek because she is nice.

Clatyn- Mrs. Margritz because she is really sweet and we get to do quizlet lives!

Rugor- Mrs. Kostrunek because over the summer she was supporting me over medical issues so she is like family to me.

Camryn- My favorite teacher is Mrs. Rexing because she is super nice and she is always there for me when I need help.

Why did you want to be in the student congress?

Taryn- It is a good opportunity to learn more about the school.

Clatyn- I have many great ideas.

Rugor- People will think of me as a role model, and I have great ideas.

Camryn- I wanted to make a change for our school.

What's one thing you would change about the school to make it better?

Taryn- All the chairs would be bean bags.

Clatyn- To make more people be involved in school activities.

Rugor- Some teachers would focus on certain kids and not everyone.

Camryn- For everyone to be involved so kids aren't left out.

Why did you want to be in the student congress?

Ethan: "So I can be a leader in the school."

Morgan: "So I can make the school better."

Braelyn: "So I can share my ideas with the school."

Brayden: "I want to be a leader."

What's one thing you would change about the school to make it better?

Ethan: "get rid of masks."

Morgan: "have more food at a-la-carte."

Braelyn: "To make it more it more positive."

Brayden: "put a gym in the middle-school."

Who is your favorite teacher and why?

Ethan: "Mr. Shaffer because he is the man."

Morgan: "Mr. Mraz because I love learning history"

Braelyn: "Mrs. Rexing because she helps me with math."

Brayden: "Mr. Broz because I like sports."

6th Grade Student Congress



7th Grade

Rebeca Htoo	1
Esmeralda Hernandez	3
Haley Robertson	5
Claytyn Fleharty	7
Lucha Olvera	9
Anahi Rodriguez	13
Bezaida Utrera	23
Layla Leahy	33
Taryn Chytka	35
Bryanna Boyles	31
Ava Joyce	41
Jessica Guthard	47
Destiny McFall	

- ⁴⁰ SPIKE
- SERVE
- SET
- PASS
- ACE



7th Grade

COACHES:

Teresa Savick
Ashley Simpson

8th Grade

COACHES:

Kylie Corkern
Bryce Bivins

8th Grade STUDENT

MANAGER:

Sky Willhoite

8th Grade

Skyla Wilcox	2
Kloe Kloepping	4
McKenzie Munster	6
Jaslyn Crites	8
Callie Kostrunek	10
Talyn Sassali	12
Larkyn Malcom	14
Madison Sayer	18
Autum Maline	20
Erica Weatherly	22
Allyson Buss	24
Jorja Yocom	26
Kinley Armagost	28
Lauren Eldridge	32
Faith Pruner	36
Adysn Young	40
Latasha Heuck	48

Seventh Grade

Bradon Maline	1
Kersan Inek	2
Jared Merced	3
Preston Anderson	5
Oliver Davis	11
Drake Hasbrouck	15
Bryson Snider	21
Braiton Snider	25
Clancy Buss	26
Landon Baker	43
Dagyn Buss	55
Maxx Vetter	57
Axel Perez	63
Angel Zarinana	67
Quintin Buss	85
Brecken Twyford	89

Coaches:
Nick Broz
Rod Baker



Middle School Football



Eighth Grade

Aaron Wilson	12
Noah Shoemaker	14
Boston Irish	22
Austin Priel	24
Mason Fales	42
Brock Malcom	44
Camden Bussinger	46
Lane Wright	51
Brayan Lozoya	52
Isaiah Cendejas	54
Devan Davis	56
Adrian Favela	58
Jayden Smith	60
Caydon Scroggin	64
Ryan Jones	66
Jayce Willis	68
Jacob Florance	71
Sebastian Kniesteadt	72
Kolton Goff	86
Titus Freeman	88
Maddux Malcom	90



Coaches: Derek Hammerlun
Chris Tvrdy

7th Grade



Rugor Aden
Jesiah Bowen
Talyn Propp
Abbie Albrecht
Crystal Hernandez
Camryn Yilk

**Middle
School
Cross
Country
2020-2021**

**Middle School Coaches:
Anne Burkholder
Jacob Brummer**

8th Grade



Lorenzo Levario
Ricardo Perez
Libby Bennett
Taeh Soe

MIDDLE SCHOOL FFA MEMBERS

Maxx Vetter
Bryant Feik
Lane Wright
Hayden Guthard
Bradon Maline
Alex Favela
Chase Smith
Rieker Spradlin
Andrew Huntsman
Dakari Logan
Austin Houchin
Daygn Buss
Braedon
Groteluschen
Krasen Smith
Ethan Atchison
Clancy Buss
Gavin Guerro
Bryton Bacam

AutumMaline
London Costanza
Taryn Chytka
Jorja Yocom
Emma Howerter
Addison Howerter
Aubrey Hammerlun
Ella Atchison
Braelyn Malcom

NEBRASKA FFA ASSOCIATION



COZAD



FFA Advisor: McKenzie Crowe







MS Board Report 10/19/20- Brian Regelin

The first quarter is in the books and staff and students have been working hard. I am very impressed by the high quality teaching and learning that is happening at the Middle School. Our students and staff have also been doing an amazing job with the COVID protocol and masks.

We will be meeting with all HAL students and let them know about the extra opportunities for them that are coming up. Quiz Bowl and Spelling Bee will start soon. GeoBee has been canceled for this year and Science Fair and History Day are on hold right now due to COVID.

Crisis team members, outside agencies, Mr. Wymore and myself attended a 2 day ZOOM training for Emergency Operations Plan Training/Development last week. We are in the process of creating our plan as required by NDE and have a good start on it.

Parent/Teacher Conferences will be held October 22nd from 8AM-8PM. We will social distance in the classrooms and we will require everyone to wear a mask. The MS book fair will be held Oct 21st-24th and will be on-line only this year.

Student congress leaders are doing activities with the student body for bully prevention month.

Art and Life Skills classes finalized quarter class projects and students will switch quarter classes this week.

We had our first MTSS team meeting last week and will continue working and developing a framework to fit our MS.

Yearbook class put out their quarterly newsletter. Check it out in the attachment below!

Cozad Elementary
Board of Education Report
October 19, 2020

1. Postcards: Teaching staff were asked to send encouraging postcards via United States Postal Service home to our students. Each student is to receive a minimum of one postcard each semester. Staff have sent out over 300 postcards as of the end of this quarter. Feedback from families to staff has been very positive.
2. Activities at the elementary this past month:
 - + September 15th: DOT Day activity, this event celebrates creativity, courage & collaboration with our students and is held each year. The Wilson Public Library has donated books to all 1st grade students for many years. Marcia Fritz won the Wilson Public Library Foundation award, "Make Your Mark on Cozad" for encouraging and supporting reading with students!!
 - + AfterZone has started up for students K-3rd grades. They are averaging ~55 students/day.
 - + October 2nd, 1st Graders visited the Griffis pumpkin patch.
 - + Flu shot clinic managed by Two Rivers Public Health held on Monday, October 6th.
3. Fencing Bid: We received bids for the fence:
 - + American Fence Co., Kearney.
 - > Full perimeter cost, 5' Fence: \$22,082.00
 - > Full perimeter cost, 6' fence: \$22,760.00

 - > Playground perimeter 5' fence: \$15,660.00
 - > Playground perimeter 6' fence: \$16,080.00
 - + Local bid (Alfredo Cruz)*:
 - > Full Perimeter with 6' fence: \$16,500 + materials (estim. \$23,400.00) for a total of: \$39,900
 - > Playground perimeter, 6' fence: \$ 7,500 + materials (estim. \$10,200) for a total of: \$17,700

* My recommendation, if you choose to build the fence, would be to accept the American Fence Co. bid. This company will be able to complete the project much more efficiently, timely and the materials are commercial grade. Mr. Cruz's bid contains a conservative estimate of materials (sourced from Mead Lumber, Cozad) on my part as he did not submit a bid that included materials.

COZAD BOARD OF EDUCATION

October Board Meeting 2020

EDUCLIMBER

Is an interactive system that supports the whole child by combining assessment, Social Emotional Behavioral, and attendance data all into one single student profile view.

Data can be tracked at the student, teacher, grade, building or district level.

This powerful tool is going to drastically improve our MTSS process by collecting interactive data in real time. Data collection and analysis for teams can be extremely time consuming.

MTSS

MTSS-Multi Tiered Systems of Support

A comprehensive team driven approach to work through the 6 essential elements to continuously improve our school's performance year in and year out.

6 elements- 1.Shared leadership,2.Communication collaboration & partnerships,3.Evidence based Practices: Curriculum, Instruction, Intervention & Assessment,4.Building Capacity and Infrastructure for Implementation,5.Layered Continuum of Supports,6.Data Based Problem Solving & Decision Making

COZAD COMMUNITY SCHOOLS STRATEGIC PLAN FRAMEWORK

Strategies from the framework that MTSS and EduClimber help our district address in a team and data driven approach.

Strategy 1.1 and 1.2 Communication and Stakeholder Engagement

Strategy 2.1 and 2.3 Instruction, Curriculum and Learning

Strategy 3.1, 3.2, 3.4 and 3.5 Student-Centered Learning

Strategy 4.1, 4.2, Culture and Connectedness

MTSS TEAMS OVERVIEW

Integrated teams currently at the Elementary and in our first year of having an integrated team at the Middle School. The integrated teams work on the six essential elements and develop our comprehensive plans to try and improve our performance in all areas.

Math, Reading and Behavior teams branch off from the Integrated team but work together to make specific plans for improvement. You don't want teams siloed.

EDUCLIMBER DEMONSTRATION

Overview of our Data using EduClimber

NE Dept. of Revenue Property Assessment Division -- 2020 CERTIFIED SCHOOL ADJUSTED VALUE REPORT, pursuant to Neb. Rev. Stat. 79-1016
 2020 Adjusted value by "SCHOOL SYSTEM", for use in 2021-2022 state aid calculations
 DO NOT USE THIS REPORT FOR LEVY SETTING PURPOSES

BY SCHOOL SYSTEM
 OCTOBER 9, 2020

SCHOOL SYSTEM : # 24-0011 COZAD 11 System Class : 3										
Cnty #	County Name	Base school name		Class	Basesch	Unif/LC	U/L		2020 Totals	
21	CUSTER	COZAD 11		3	24-0011					UNADJUSTED
	2020	Personal Property	Centrally Assessed Pers. Prop.	Real	Residential Real Prop.	Comm. & Indust. Real Prop.	Ag-Bldgs,Farmsite, & Non-AgLand	Agric. Land	Mineral	ADJUSTED
	Unadjusted Value ==>	138,529	2,266	91	223,614	0	150,103	8,147,238	0	8,661,841
	Level of Value ==>			95.25	96.00	0.00		71.00		
	Factor			0.00787402				0.01408451		
	Adjustment Amount ==>			1	0	0		114,750		
	* TIF Base Value				0	0		0		
	21 Cnty's adjust. value==> in this base school	138,529	2,266	92	223,614	0	150,103	8,261,988	0	8,776,592
Cnty #	County Name	Base school name		Class	Basesch	Unif/LC	U/L		2020 Totals	
24	DAWSON	COZAD 11		3	24-0011					UNADJUSTED
	2020	Personal Property	Centrally Assessed Pers. Prop.	Real	Residential Real Prop.	Comm. & Indust. Real Prop.	Ag-Bldgs,Farmsite, & Non-AgLand	Agric. Land	Mineral	ADJUSTED
	Unadjusted Value ==>	34,033,363	17,219,694	55,552,996	205,448,630	46,770,792	13,029,820	422,477,944	0	794,533,239
	Level of Value ==>			95.25	98.00	95.00		69.00		
	Factor			0.00787402	-0.02040816	0.01052632		0.04347826		
	Adjustment Amount ==>			437,425	-4,192,437	489,966		18,368,606		
	* TIF Base Value				19,162	224,032		0		
	24 Cnty's adjust. value==> in this base school	34,033,363	17,219,694	55,990,421	201,256,193	47,260,758	13,029,820	440,846,550	0	809,636,799
	System UNadjusted total==>	34,171,892	17,221,960	55,553,087	205,672,244	46,770,792	13,179,923	430,625,182	0	803,195,080
	System Adjustment Amnts=>			437,426	-4,192,437	489,966		18,483,356		15,218,311
	System ADJUSTED total==>	34,171,892	17,221,960	55,990,513	201,479,807	47,260,758	13,179,923	449,108,538	0	818,413,391

*TIF = Tax Increment Financing; TIF Base value is included in the taxable value, however it must remain unadjusted, therefore it is backed out prior to calculating the adjustment amount & then added back to the total adjusted school value. TIF Excess Value is never included in the taxable value for schools.
 Factors rounded for display. Agland adjusted to 72%, other real property adjusted to 96%.

SCHOOL SYSTEM: 24-0011 COZAD 11

BY SCHOOL SYSTEM
 OCTOBER 9, 2020

**COZAD COMMUNITY SCHOOLS ENROLLMENT
NUMBERS AS OF 10/1/2020**

		<u>B/G</u>	
PRE-K	74	<u>38/36</u>	
	HOME BASED	21	
	ATTENDING	53	
K-5	397	<u>190/207</u>	
	KIND	64	30/34
	1 ST	72	33/39
	2 ND	68	32/36
	3 RD	67	36/32
	4 TH	65	31/34
	5 TH	60	28/32
MS	202	<u>112/90</u>	
	6 TH	75	43/32
	7 TH	58	31/27
	8 TH	69	38/31
HS	258	<u>141/117</u>	
	9 TH	56	30/26
	10 TH	79	45/34
	11 TH	60	32/28
	12 TH	63	34/29
TOTAL K-12	857	<u>443/414</u>	

**COZAD COMMUNITY SCHOOLS ENROLLMENT
NUMBERS AS OF 10/15/2020**

		<u>B/G</u>	
PRE-K	74	<u>38/36</u>	
	HOME BASED	21	
	ATTENDING	53	
K-5	396	<u>190/206</u>	
	KIND	64	30/34
	1 ST	72	33/39
	2 ND	67	32/35
	3 RD	68	36/32
	4 TH	65	31/34
	5 TH	60	28/32
MS	202	<u>112/90</u>	
	6 TH	75	43/32
	7 TH	58	31/27
	8 TH	69	38/31
HS	259	<u>141/118</u>	
	9 TH	56	30/26
	10 TH	79	45/34
	11 TH	61	32/29
	12 TH	63	34/29
TOTAL K-12	857	<u>443/414</u>	

Board of Education Retreat

Thursday, October 1, 2020 6:00 PM

Office of the Superintendent

1910 Meridian Ave

Cozad, NE 69130

The meeting was called to order at 6:00 PM

Ann Burkholder: Present

Joel Carlson: Present

Judy Eggleston: Present

Kiley Goff: Present

John Peden: Present

Michele Starman: Present

1. BOARD OF EDUCATION RETREAT 6:00 P.M.

The purpose of this meeting is to discuss the Superintendent search with NASB.

1.1. Call to Order, Roll Call

President Starman called the meeting to order at 6pm.

1.2. Nebraska Open Meeting Law, Publication of Meeting

This meeting has been preceded by advance notice and is hereby declared to be in open session. A current copy of the Nebraska Open Meetings Act is posted on the N.E. wall of the meeting room.

Notice of this meeting was given in advance by publication in the Tri-City Tribune and posted on the Cozad Community Schools website and at the District Office. Notice of this meeting was also given in advance to all members of the Board of Education.

1.3. Excused/Unexcused Board Member Absence

All board members were present.

2. DISCUSSION ON SUPERINTENDENT HIRE

Sheri Becker with NASB Superintendent Search presented the board with questions board members ranked on paramount . The board then discussed and chose questions they felt were key during interviews for the Superintendent search. Interview dates will be published in the paper at a later date.

3. AGENDA SETTING AND FUTURE MEETINGS

October 19, 2020- Regular Board of Education Meeting, 7pm

4. ADJOURNMENT

Motion to adjourn the meeting at 7:59PM Passed with a motion by Judy Eggleston and a second by John Peden.

Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 6, Nay: 0

*** Closed Session:** If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Nebraska Open Meetings Law.

****Sequence of Agenda:** The sequence of agenda topics is subject to change at the discretion of the board. Please arrive at the beginning of the meeting.

*****Action Item:** The board reserves the right to take action on any item on the board agenda.

The meeting was adjourned at 7:59 PM.

Mr. Ron Wymore, Superintendent
Cozad Community Schools District No. 11

Board of Education Regular Meeting
Monday, September 14, 2020 7:00 PM
Office of the Superintendent
1910 Meridian Ave
Cozad, NE 69130

The meeting was called to order at 7:00 PM

Ann Burkholder: Absent
Joel Carlson: Present
Judy Eggleston: Present
Kiley Goff: Present
John Peden: Present
Michele Starman: Present

1. BOARD OF EDUCATION REGULAR MEETING 7:00 P.M.

President Starman called the meeting to order at 7:00pm

1.1. Call to Order, Roll Call

1.2. Nebraska Open Meeting Law, Publication of Meeting

This meeting has been preceded by advance notice and is hereby declared to be in open session. A current copy of the Nebraska Open Meetings Act is posted on the N.E. wall of the meeting room.

Notice of this meeting was given in advance by publication in the Tri-City Tribune and posted on the Cozad Community Schools website and at the District Office. Notice of this meeting was also given in advance to all members of the Board of Education.

1.3. Excused/Unexcused Board Member Absence

Motion to excuse board member Ann Burkholder Passed with a motion by Judy Eggleston and a second by John Peden.

Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

2. PUBLIC COMMENTS

The Board of Education invites you to offer comments during the public comments portion of the agenda. This is the portion of the meeting when members of the public may speak to the board about matters of public concern.

When you have been recognized, please stand and state your name and come forward to the front of the board table.

The board will generally allow a total of 20 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 4 individuals who wish to address the board, the 20 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.

For additional instructions on public participation, brochures are provided for you to view. A copy of Policy 2009 Public Participation at Board Meetings is available upon request.

2 public members were present. No comment was made.

3. PRINCIPAL/ADMINISTRATIVE REPORTS

3.1. Patty Wolfe Report

1. Devices 1:1 (Kindergarten-12th)

- 1. Juniors & Seniors--Lenovo 100e chromebooks (devices on year 2)**
- 2. 6th grade - 10th Grade--Dell 3180 chromebooks (devices on year 4)**
- 3. 5th grade - Lenovo 100e chromebooks (devices on year 3)**
- 4. 3rd - 4th grade---Dell 3180 chromebooks (devices on year 4)**
- 5. 2nd grade--iPad 6th Generation (devices on year 2)**
- 6. 1st grade--iPad Air and iPad Air 2 (devices on year 4)**
- 7. Kindergarten -- 40 new iPads (devices on year 1) and 25 iPad Airs & Air 2s (devices on year 4)**
- 8. 225 new Lenovo chromebooks were ordered 4/20/2020; no estimated date for shipping yet. No devices available at this time from vendors. (these 225 are a regular phase out of chromebooks)**

2. Remote Learning/Teacher Websites

- 1. All teachers created a teacher website that has been linked from our staff directory on our website. Calendars (lesson plans) and resources available for both parents and students**
- 2. Remote Learning--Teachers are mixing online lessons into their class weekly. Students learning how to access the lessons. Students would be able to transition to online lessons for remote learning days**

3. **Pre-K through 3rd grade are using SeeSaw for their online lesson management**
4. **4th-12th grade are using Google classroom, teacher website, Schoology and/or Actively Learn**
5. **Professional development time has been given and scheduled. Google certified teachers helping teachers**

3. Security/Door Cameras

1. **Mr. Wymore, Christie Irish, Patty Wolfe, and Phil Klein of VVS met and went over our servers, cameras, and software for our security cameras and door security system**
2. **Quotes given for upgrades to HS/MS security server and moving existing to CEEC, replacement cameras, and licenses. Comparing prices of hardware from other vendors.**

3.2. William Beckenhauer Report

1. Administering NWEA/MAP test on 9/14 & 9/15
2. The senior class will be taking the state ACT test that they missed last spring on September 22nd . We will not have the other three classes attend school that day due to the requirements needed to administer the ACT test. Those classes will use this day as a remote learning day.
3. Homecoming Week this week, theme days each day, pep rally at the stadium on Friday, and coronation of King and Queen after the game on Friday night. Homecoming Dance postponed until Saturday, Oct. 24th per recommendation of local health officials.
4. First Quarter ends on Oct. 14th .

3.3. Jeremy Yilk Report

1. Fall Activities Update

a. Football

- i. The varsity football team is off to a 2-0 start and currently ranked 7th in C-1.
- ii. MS FB = 137th graders / 19-8th graders
- iii. Upcoming

1. Var FB @ Sidney (9.11) / JV FB vs NP (9.14) / 9/10 FB @ NP (9.17)

b. Volleyball

- i. The varsity team is currently 0-4 but showing signs of progress. The Cozad Invite has been changed to a round robin format this year to allow for better spacing / protocols.
- ii. MS VB = 13-7th graders / 19-8th graders
- iii. Upcoming

1. Cozad Invite (9.12) / Var Triangular @ Arapahoe (9.15) / JV/Var Triangular @ Ogallala (9.22)

c. Softball

i. The varsity team is currently 5-6. Their final home games will be at the Cozad Invite this weekend and hosting Lexington the following Tuesday.

ii. Upcoming

1. Cozad Invite (9.12) / JV/Var vs Lexington (9.15) / JV/Var @ Northwest (9.17)

d. Girls Golf

i. The girls golf team is continuing to get better. Look for scores to come down as the year progresses.

ii. Upcoming @ Gothenburg Invite (9.15) / @ NP Invite (9.17) / @ Lexington (Dawson County Invite 9.18)

e. Cross Country

i. The Cozad Invite was a success with several runners placing and improving times. This was also the first invite for the middle school team.

ii. MS XC = 11 middle school runners

iii. Upcoming

1. @ Broken Bow Invite (9.12) /

f. One-Act

i. One-Act auditions were rescheduled for September 14th and 15th

ii. Further guidelines from the NSAA will be released at a later date for One-Act

g. Other

i. Updated guidelines being released next week at all activities

1. Mask required at activities- will have masks for those who forget theirs.

2. Seating for HS/MS/Elem students at football games

Mr. Yilk commented how appreciative of the help of community members during the events of the past weekend and especially of custodians.

3.4. Brian Regelin Report

MS Board Report 9/14/20- Brian Regelin

September 28th in-service day will focus on EduClimber training and using EduClimber to analyze MAP data for Math, Science and LA. Teachers will brainstorm strategies for reaching kids at each ability level and share what has worked for them. Social Studies teachers will work on Americanism documents and continue work on new SS standards. We will also have Google and eLearning training in the afternoon and the MS MTSS team and District Continuous Improvement Team will be meeting. Classified staff will also be doing CPR renewal training.

Students and staff have been doing an outstanding job on COVID response.

MS staff is utilizing incident reports from EduClimber and we will be analyzing data from it next week. (Incidents mean tracking students behavior and setting up plans for students success.)

Student Congress candidates have been campaigning with posters and video presentations. Elections are next week.

Yearbook started this week and we are looking at one short activities session in December, right before Christmas break.

MAP Testing Dates and Times for MS will be MONDAY- September 14th Science 1:05-2:00, Math-2:05-3:25. TUESDAY-September 15th Language 8:20-9:30, Reading 9:35-11:20.

3.5. Dale Henderson Report

1. Elementary Playground fence:

- Working on a two bids for the cost of the fence.
- Called Diggers Hotline, utilities are marked.
- Looking at a 6-foot chain link fence.
- Should have two bids by October board meeting.

2. Lunch

- Free lunches to students starting Monday, Sept. 14 through Dec. 19 th .
- Great for kids!

Mr. Henderson also informed the board of the \$20,000 quote for the 6 foot chain link fence just around the playground at the elementary. The board would like to see estimates for the whole playground including the grassy area.

Mr. Wymore included that the siding on the elementary by the First and Second grade classrooms is going to be replaced as some was damaged in the wind storms in the summer.

Board members were curious how the elementary was doing the free breakfasts as their was not going to be enough room in the cafeteria. Mr. Henderson told the board that students get their breakfast in a sack in the cafeteria and then proceed to the gym where they consume their breakfasts by grade level.

3.6. James Ford Report

CEEC: We had our school-wide Pyramid training on September 4th. I am not exaggerating in the fact that our Pyramid coach who works with districts across the state just could not stop giving praise to our staff and all of the wonderful things they are doing. I am proud of the things we are doing at CEEC and you can see the difference it is making in kids and families' lives. Part of our Pyramid training that they advised our district to do is to do more promotion of our program and the impactful things we are doing. One of the ways we are going to do more community outreach is a Kind Kid campaign. Students will be given a yard sign and we will provide them a Kind Kid t-shirt

and a small wrist band to promote kindness and our program. I think our students, parents, and community members will enjoy seeing what we will be sharing.

SPED: Our students and staff are excited across the board to back in session. I have had numerous IEP and MDT meetings thus far and have been encouraged from our discussions that we have not seen tremendous regression. Our students worked hard during the alternative learning environment and it shows in their performance thus far. I don't have a date in Septemeber that doesn't have an IEP or MDT and many dates I have three or four meetings so our staff has been working very hard to update plans for students in an efficient manner. Long term this is going to be beneficial for students because we will have true baseline data to see how much they grow in the 20-21 school year.

4. SUPERINTENDENT REPORT

Mr. Wymore will give a reports on COVID-19 and ideas for a bus barn. He will also discuss Tremco's roof assessment. Roofs 3, 4, 9, & 13

Mr. Wymore informed the board that TremCo would be presenting in October on the roof assessments they performed. They recommended getting roofs 3,4,9 & 13 replaced this year.

Then Mr. Wymore presented on the bus barn quotes. They were looking at \$250,000-\$260,000 for a pole barn and \$600,000 for a steel barn. Mr. Wymore would like suggestions on what the board would like and where they would like the bus barn to be before they get bids.

5. CONSENT AGENDA

Motion to approve the consent agenda, as presented Passed with a motion by Judy Eggleston and a second by Kiley Goff.

Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 5, Nay: 0

5.1. Approval of the Minutes of Previous Meeting(s)

- Minutes from the August 17, 2020 Board of Education Regular Meeting
- Minutes from the August 24, 2020 Board of Education Special Meeting

5.2. Congratulations, Condolences, Correspondences

Congratulations to Dave Mead on retirement!

5.3. Classified Resignations

Juanita Way- Elementary Special Education Para

David Mead- Early Education Center/ District Office Custodian

5.4. Classified Hires

Denise McNally, Elementary Title 1 Paraprofessional
Ashley Wolf, Elementary SpEd Paraprofessional
Karla Zima, Cozad Early Education Center Custodian

5.5. Standing Reports

5.5.1. Sub Reports

5.5.2. Nutrition Services SNP Claim for Reimbursement Summary

5.5.3. Bus Route Averages

5.6. Salary Advancement Applications

Taylor Jenner, University of Nebraska Lincoln, Instructional Leadership, 3 hours
Taylor Jenner, University of Nebraska Lincoln, Practicum, 3 hours
Caitlin Smith, Doane University, Teaching Empathy and Changing Humanity, 3 hours
Caitlin Smith, Doane University, Models of Teaching, 3 hours
Jennifer Walls, University of Nebraska Kearney, Educational Research, 3 hours

6. APPROVAL OF THE GENERAL FUND, BOND FUND, DEPRECIATION FUND, EMPLOYEE BENEFIT FUND, ACTIVITIES FUND, SCHOOL LUNCH FUND, SPECIAL BUILDING FUND AND QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND BUDGETS FOR THE 2020-2021 SCHOOL YEAR

After review of the budgets and having given at least five days notice of a special hearing with the purposes of hearing support, opposition, criticism, suggestions or observations of taxpayers, I make the motion to approve the General Fund, Bond Fund, Depreciation Fund, Employee Benefit Fund, Activities Fund, School Lunch Fund, Special Building Fund, and Qualified Capital Purpose Undertaking Fund Budgets for the 2020-2021 school year, as advertised and that Ron Wymore be authorized to implement the budgets Passed with a motion by John Peden and a second by Judy Eggleston.

Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 5, Nay: 0

7. APPROVAL OF THE 2020-2021 TAX REQUEST FOR COZAD COMMUNITY SCHOOLS (24-0011) IN DAWSON COUNTY, NEBRASKA

Motion to approve the 2020-2021 Tax Request for Cozad Community Schools in Dawson County, Nebraska Passed with a motion by John Peden and a second by Kiley Goff.
Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 5, Nay: 0

2020-2021 Tax Request Resolution for Dawson County School District No. 11

General Fund:

Bond Fund:

Special Building Fund:

8. TRANSFER OF \$10,000 FROM GENERAL FUND TO ATHLETICS FUND

Motion to approve the transfer of \$10,000 from the General Fund to Athletics Fund Passed with a motion by Kiley Goff and a second by Judy Eggleston.

Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

9. TRANSFER OF \$6,500 FROM GENERAL FUNDS TO ACTIVITIES FUND

Motion to Transfer \$8,500 from General Fund to Activities Fund- \$4,000.00- Speech, \$500- NHS and \$4,000- One-Act Passed with a motion by Kiley Goff and a second by John Peden.

Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

Breakdown:

\$4,000.00- Speech

\$500- NHS

\$2,000- One-Act

The board changed the motion to add a additional \$2,000 to One-Act as they felt they needed the funds to stay positive with the number of students that participate in One-Act.

10. FINANCIAL REPORTS AND CLAIMS

Motion to approve the financial report as presented, including monthly expenditures, which reflects the current financial standing of the District. Passed with a motion by John Peden and a second by Judy Eggleston.

Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

10.1. District Treasurer's Report

10.2. District Financial Report

10.3. Check Journal General Fund

10.4. Check Journal Lunch Fund

10.5. Activities Financial Report

10.6. Activities Check Journal

10.7. BANK STATEMENTS

10.7.1. Bond Fund

10.7.2. Building Fund

10.7.3. General Fund

10.7.4. Depreciation Fund

10.7.5. Employee Benefit

10.7.6. Student Fees

10.7.7. Lunch Fund

10.8. Standing Financial Reports

10.8.1. Bond Fund Taxes Report

10.8.2. General Fund Taxes Report

10.8.3. Building Fund Taxes Report

10.8.4. Cash Flow

11. APPROVAL ON THE RECOGNITION OF COZAD EDUCATION ASSOCIATION AS THE EXCLUSIVE BARGAINING AGENT FOR THE DISTRICT'S NON-SUPERVISORY CERTIFICATED STAFF FOR THE 2022-2023 CONTRACT YEAR

Motion to approve recognizing Cozad Education Association as the exclusive bargaining agent for the district's non-supervisory certificated staff for the 2022-2023 contract year
Passed with a motion by John Peden and a second by Kiley Goff.

Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

One of the board members inquired on who can become a CEA member and if all teachers were CEA members. Stacey Blackmore the CEA president was present and told the board anyone could be on the CEA. As long as they paid their dues and was a part of the Nebraska Educators Association.

12. POLICIES 1112, 1305,1321,1325,1331 & 1335

Motion to approve removal of board policies 1112, 1321, 1325, 1331 and 1335 and renumbering of policy 1305 to 3060 Passed with a motion by Judy Eggleston and a second by John Peden.

Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 5, Nay: 0

12.1. Policy 1112- Media Relations

Policy to be deleted

12.2. Policy 1305- Naming of School Facilities

Policy to be renumbered to 3060

12.3. Policy 1321-Solicitation/Civic Collections

Policy to be deleted, already addressed under 3008

12.4. Policy 1325- Advertising & Promotion

Policy to be deleted, addressed in Policy 3029

12.5. Policy 1330- Use of School Facilities

Policy to be deleted, addressed in 3014

12.6. Policy 1331- Equal Access to Secondary School Facilities

Policy to be deleted, addressed in Policy 3014

12.7. Policy 1335- Raffles or Sales

Policy to be deleted, addressed in policy 5039- Fundraising Activities

13. EXECUTIVE SESSION

14. AGENDA SETTING AND FUTURE MEETINGS

- October 1, 2020, Board Retreat at 6 pm
- October 19, 2020, Board of Education Regular Meeting at 7 pm
- November 16, 2020, Board of Education Regular Meeting at 7pm

The Americanism Committee will have a meeting on October 19 at 6:30pm before the regular board of education meeting.

Mr. Wymore mentioned that the Nebraska School Board State Convention for board members just came out that it will be held Nov. 18-20th and you can attend virtually but they would have a in person limit of 500 people in attendance.

15. ADJOURNMENT

Motion to adjourn the meeting at 8:10 PM Passed with a motion by Judy Eggleston and a second by John Peden.

Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele

Starman: Yea

Yea: 5, Nay: 0

* **Closed Session:** If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Nebraska Open Meetings Law.

****Sequence of Agenda:** The sequence of agenda topics is subject to change at the discretion of the board. Please arrive at the beginning of the meeting.

*****Action Item:** The board reserves the right to take action on any item on the board agenda.

The meeting was adjourned at 8:10 PM.

Mr. Ron Wymore, Superintendent
Cozad Community Schools District No. 11

Board of Education Special Budget Hearing
Wednesday, September 9, 2020 6:00 PM
Office of the Superintendent
1910 Meridian Ave
Cozad, NE 69130

The meeting was called to order at 6:00 PM

Ann Burkholder: Present
Joel Carlson: Present
Judy Eggleston: Present
Kiley Goff: Present
John Peden: Present
Michele Starman: Present

1. BOARD OF EDUCATION BUDGET HEARING 6:00PM

The purpose of this hearing is to hear comments on the proposed budget for Cozad Community Schools for the 2020-2021 school year.

Mr. Wymore explained the budget to the board members. He touched on each fund and the comparisons to other years.

1.1. Call to Order, Roll Call

1.2. Nebraska Open Meeting Law, Publication of Meeting

This meeting has been preceded by advance notice and is hereby declared to be in open session. A current copy of the Nebraska Open Meetings Act is posted on the N.E. wall of the meeting room.

Notice of this meeting was given in advance by publication in the Tri-City Tribune and posted on the Cozad Community Schools website and at the District Office. Notice of this meeting was also given in advance to all members of the Board of Education.

1.3. Excused/Unexcused Board Member Absence

All board members were present.

2. PUBLIC COMMENTS

The Board of Education invites you to offer comments during the public comments portion of the agenda. This is the portion of the meeting when members of the public may speak to the board about matters of public concern.

When you have been recognized, please stand and state your name and come forward to the front of the board table.

The board will generally allow a total of 20 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 4 individuals who wish to address the board, the 20 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.

For additional instructions on public participation, brochures are provided for you to view. A copy of Policy 2009 Public Participation at Board Meetings is available upon request.

One member of the public was present. No public comment was made.

3. ADJOURNMENT

Motion to adjourn the meeting at 6:19 PM Passed with a motion by Ann Burkholder and a second by John Peden.

Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 6, Nay: 0

*** Closed Session:** If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Nebraska Open Meetings Law.

****Sequence of Agenda:** The sequence of agenda topics is subject to change at the discretion of the board. Please arrive at the beginning of the meeting.

*****Action Item:** The board reserves the right to take action on any item on the board agenda.

The meeting was adjourned at 6:19 PM.

Mr. Ron Wymore, Superintendent
Cozad Community Schools District No. 11

Board of Education Special Hearing to Set Final Tax Request

Wednesday, September 9, 2020 6:20 PM

Superintendent's Office

1910 Meridian Ave

Cozad, NE 69130

The meeting was called to order at 6:20 PM

Ann Burkholder: Present

Joel Carlson: Present

Judy Eggleston: Present

Kiley Goff: Present

John Peden: Present

Michele Starman: Present

1. BOARD OF EDUCATION HEARING TO SET FINAL TAX REQUEST (Immediately following the Budget Hearing)

The purpose of this hearing is to consider comments concerning the proposed tax request for the Cozad Community Schools 2020-2021 school year.

Mr. Wymore explained the proposed tax request to the board.

1.1. Call to Order, Roll Call

1.2. Nebraska Open Meeting Law, Publication of Meeting

This meeting has been preceded by advance notice and is hereby declared to be in open session. A current copy of the Nebraska Open Meetings Act is posted on the N.E. wall of the meeting room.

Notice of this meeting was given in advance by publication in the Tri-City Tribune and posted on the Cozad Community Schools website and at the District Office. Notice of this meeting was also given in advance to all members of the Board of Education.

1.3. Excused/Unexcused Board Member Absence

All board members were present.

2. PUBLIC COMMENTS

The Board of Education invites you to offer comments during the public comments portion of the agenda. This is the portion of the meeting when members of the public may speak to the board about matters of public concern.

When you have been recognized, please stand and state your name and come forward to the front of the board table.

The board will generally allow a total of 20 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 4 individuals who wish to address the board, the 20 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.

For additional instructions on public participation, brochures are provided for you to view. A copy of Policy 2009 Public Participation at Board Meetings is available upon request.

One member of the public was present. No comment was made.

3. AGENDA SETTING AND FUTURE MEETINGS

September 14,2020, Board of Education Regular Meeting at 7pm

4. ADJOURNMENT

Motion to adjourn the meeting at 6:32pm Passed with a motion by John Peden and a second by Judy Eggleston.

Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 6, Nay: 0

*** Closed Session:** If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Nebraska Open Meetings Law.

****Sequence of Agenda:** The sequence of agenda topics is subject to change at the discretion of the board. Please arrive at the beginning of the meeting.

*****Action Item:** The board reserves the right to take action on any item on the board agenda.

The meeting was adjourned at 6:32 PM.

Mr. Ron Wymore, Superintendent
Cozad Community Schools District No. 11

SNP Claim For Reimbursement Summary

240011 Status: Active
Cozad Community Schools
 DBA:
 1910 Meridian Avenue
 Cozad, NE 69130-1159

Confirmation #: BAYDUM

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Sep 2020	0	10/06/2020	10/06/2020		Original

Sponsor Totals

Meal Type	Meals/Supplements Served	Federal Rate	Reimbursement Federal Amount
National School Lunch Program			
Free	2,085	3.5300	7,360.05
Reduced	592	3.1300	1,852.96
Paid	1,362	0.3500	476.70
Total	4,039		9,689.71
Performance-Based Reimbursement (Lunch)			
Claimed	4,039	0.0700	282.73
Adjusted	0	0.0700	0.00
Total	4,039		282.73
School Breakfast Program Severe Need			
Free	828	2.2600	1,871.28
Reduced	171	1.9600	335.16
Paid	215	0.3200	68.80
Total	1,214		2,275.24
Afterschool Care Program - Area Eligible			
Free	489	0.9600	469.44
Total	489		469.44
Claim Reimbursement Total			12,717.12

Sponsor Claim Reimbursement Totals

Current Claim Reimbursement Total	12,717.12
Previous Claim Reimbursement Total	0.00
Net Claim Reimbursement Total	12,717.12

Hide Site Meal Details

Site Meal Totals

Cozad Early Education Center (CEEC) 0003

Meal Type	Free	Reduced	Paid	Total
National School Lunch Program	108	68	112	288
School Breakfast Program Severe Need	59	28	57	144

Cozad Elementary 0002

Meal Type	Free	Reduced	Paid	Total
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National School Lunch Program	1,059	287	656	2,002
School Breakfast Program Severe Need	472	84	98	654
Afterschool Care Program - Area Eligible	489	0	0	489

Cozad High School 0005

Meal Type	Free	Reduced	Paid	Total
National School Lunch Program	418	69	362	849
School Breakfast Program Severe Need	100	10	13	123

Cozad Middle School 0004

Meal Type	Free	Reduced	Paid	Total
National School Lunch Program	500	168	232	900
School Breakfast Program Severe Need	197	49	47	293

SFSP Claim For Reimbursement Summary

240011 Status: Active
Cozad Community Schools
 DBA:
 1710 Meridian Avenue
 Cozad, NE 69130

Confirmation #: AH7B7N

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Sep 2020	0	10/09/2020	10/09/2020		Original

General Information

Meal Description	Number of Participating Sites	Total Number of Days Food Served	Average Daily Attendance	Number of Eligible Children (Camp only)
Breakfast	4	12	270	0
AM Snack	0	0	0	0
Lunch	4	12	645	0
PM Snack	0	0	0	0
Supper	0	0	0	0

Self-Prep and/or Vended-Rural Meals Served to Children

Meal Description	First Meals Served (A)	Second Meals Served (B)	Second Meals Allowed (C)	Camp 1st Meals Served (D)	Camp 2nd Meals Served (E)	Camp 2nd Meals Allowed (F)	Reimbursable Meals Total (A+C+D+F)
Breakfast	3,215	0	0	0	0	0	3,215
AM Snack	0	0	0	0	0	0	0
Lunch	7,715	0	0	0	0	0	7,715
PM Snack	0	0	0	0	0	0	0
Supper	0	0	0	0	0	0	0

Operating Reimbursement

Meal Description	Total Reimbursable Meals Served	Reimbursement Rate	Reimbursement Amount
Breakfast	3,215	2.1600	6,944.40
AM Snack	0	0.8700	0.00
Lunch	7,715	3.7600	29,008.40
PM Snack	0	0.8700	0.00
Supper	0	3.7600	0.00
Total			35,952.80

Administrative Reimbursement - Self-Prep and/or Vended Rural

Meal Description	Total Reimbursable Meals Served	Reimbursement Rate	Reimbursement Amount
Breakfast	3,215	0.2150	691.23
AM Snack	0	0.1075	0.00
Lunch	7,715	0.3925	3,028.14
PM Snack	0	0.1075	0.00
Supper	0	0.3925	0.00
Total			3,719.37

Claim Reimbursement Total

39,672.17

Sponsor Claim Reimbursement Totals	Operating Reimbursement	Administrative Reimbursement	Reimbursement Totals
Current Claim Earnings	35,952.80	3,719.37	39,672.17
Previous Claim Earnings	0.00	0.00	0.00
Earned Amount	35,952.80	3,719.37	39,672.17
Net Claim Reimbursement Total	35,952.80	3,719.37	39,672.17

Hide Site Meal Details

Site Meal Totals

0003 Cozad Early Education Center (CEEC)

Meal Type	Operating Days	ADA	Eligible Meals	Allowed 2nd Meals	Rate	Amount
Breakfast	12	28	331	0	2.3750	786.12
Lunch	12	49	578	0	4.1525	2,400.14
Site Total						3,186.26

0002 Cozad Elementary

Meal Type	Operating Days	ADA	Eligible Meals	Allowed 2nd Meals	Rate	Amount
Breakfast	12	118	1,411	0	2.3750	3,351.12
Lunch	12	310	3,715	0	4.1525	15,426.53
Site Total						18,777.65

0005 Cozad High School

Meal Type	Operating Days	ADA	Eligible Meals	Allowed 2nd Meals	Rate	Amount
Breakfast	12	72	853	0	2.3750	2,025.87
Lunch	12	133	1,591	0	4.1525	6,606.62
Site Total						8,632.49

0004 Cozad Middle School

Meal Type	Operating Days	ADA	Eligible Meals	Allowed 2nd Meals	Rate	Amount
Breakfast	12	52	620	0	2.3750	1,472.50
Lunch	12	153	1,831	0	4.1525	7,603.22
Site Total						9,075.72

BOND FUND TAXES BY FISCAL YEAR

2020-2021	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 174,239.10	\$ 17,358.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 191,598.02
2019-2020	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 174,914.16	\$ 16,325.63	\$ 3,885.72	\$ 1,746.08	\$ 27,690.19	\$ 22,979.05	\$ 26,310.60	\$ 29,071.21	\$ 213,733.50	\$ 29,267.71	\$ 11,714.05	\$ 15,170.76	\$ 572,808.66
2018-2019	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 168,283.68	\$ 12,278.69	\$ 5,121.84	\$ 2,348.41	\$ 30,314.58	\$ 23,781.93	\$ 26,593.40	\$ 28,894.40	\$ 217,331.23	\$ 32,770.29	\$ 8,835.99	\$ 11,146.32	\$ 567,700.76
2017-2018	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 181,290.56	\$ 18,195.27	\$ 5,516.18	\$ 1,526.49	\$ 39,611.89	\$ 25,766.84	\$ 24,833.64	\$ 26,465.36	\$ 218,079.42	\$ 29,260.71	\$ 10,492.84	\$ 8,818.59	\$ 589,857.79
2016-2017	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 182,043.35	\$ 16,021.09	\$ 4,326.91	\$ 1,088.34	\$ 32,747.46	\$ 21,737.18	\$ 27,237.60	\$ 26,398.83	\$ 229,805.40	\$ 37,489.46	\$ 9,382.42	\$ 14,155.28	\$ 602,433.32
2015-2016	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 182,184.65	\$ 30,400.55	\$ 9,990.45	\$ 1,921.04	\$ 35,563.42	\$ 29,631.14	\$ 15,422.28	\$ 24,287.34	\$ 227,212.06	\$ 23,595.50	\$ 7,942.85	\$ 13,096.85	\$ 601,248.13
2014-2015	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 180,488.37	\$ 25,942.34	\$ 3,472.63	\$ 2,005.79	\$ 34,462.47	\$ 21,299.76	\$ 22,147.05	\$ 28,445.43	\$ 209,472.68	\$ 35,946.55	\$ 3,903.11	\$ 34,421.46	\$ 602,007.64
2013-2014	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 126,357.40	\$ 17,784.40	\$ 9,654.92	\$ 1,388.31	\$ 33,296.62	\$ 18,903.58	\$ 16,188.48	\$ 32,930.48	\$ 221,816.76	\$ 32,891.85	\$ 9,133.50	\$ 15,197.51	\$ 535,543.81

BOND FUND TAXES BY CALENDAR YEAR

2020	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Dawson County Taxes	\$ 27,690.19	\$ 22,835.25	\$ 7,096.81	\$ 24,077.61	\$ 193,075.01	\$ 25,165.09	\$ 7,611.43	\$ 9,944.14	\$ 173,313.78	\$ 17,164.70	\$ -	\$ -	\$ 507,974.01
Dawson County State Tax Credit	\$ -	\$ -	\$ 13,248.00	\$ -	\$ 13,248.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,496.00
Dawson County Homestead	\$ -	\$ -	\$ 4,102.62	\$ 4,102.62	\$ 4,102.62	\$ 4,102.62	\$ 4,102.62	\$ 4,102.58	\$ -	\$ -	\$ -	\$ -	\$ 24,525.68
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ 2,471.94	\$ -	\$ -	\$ -	\$ 925.32	\$ -	\$ -	\$ -	\$ 3,397.26
Dawson County Pro-Rate	\$ -	\$ 143.80	\$ -	\$ -	\$ 835.93	\$ -	\$ -	\$ 323.06	\$ -	\$ 194.22	\$ -	\$ -	\$ 1,497.01
Dawson County Pers Prop - Tax Loss	\$ -	\$ -	\$ -	\$ 890.98	\$ -	\$ -	\$ -	\$ 890.98	\$ -	\$ -	\$ -	\$ -	\$ 1,781.96
Dawson County Pers Prop - Public Svc	\$ -	\$ -	\$ 799.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 799.24
Dawson County Pers Prop - Railroads	\$ -	\$ -	\$ 1,063.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,063.93
TOTALS	\$ 27,690.19	\$ 22,979.05	\$ 26,310.60	\$ 29,071.21	\$ 213,733.50	\$ 29,267.71	\$ 11,714.05	\$ 15,170.76	\$ 174,239.10	\$ 17,358.92	\$ -	\$ -	\$ 567,535.09

TAXES REQUESTED vs TAXES COLLECTED SUMMARY

Requested in 2019-2020 budget:	\$ 571,717.00
Received (Taxes, Credit, Homestead):	\$ 558,995.69
Difference (still due us):	\$ 12,721.31

2019	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Dawson County Taxes	\$ 30,314.58	\$ 23,456.52	\$ 9,689.30	\$ 24,080.04	\$ 198,570.87	\$ 28,926.99	\$ 4,502.33	\$ 6,331.96	\$ 174,366.63	\$ 16,116.75	\$ 3,885.72	\$ 1,746.08	\$ 521,987.77
Dawson County State Tax Credit	\$ -	\$ -	\$ 10,955.67	\$ -	\$ 10,955.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,911.34
Dawson County Homestead	\$ -	\$ -	\$ 3,843.30	\$ 3,843.30	\$ 3,843.30	\$ 3,843.30	\$ 3,843.30	\$ 3,843.30	\$ -	\$ -	\$ -	\$ -	\$ 23,059.80
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ 3,408.49	\$ -	\$ -	\$ -	\$ 547.53	\$ -	\$ -	\$ -	\$ 3,956.02
Dawson County Pro-Rate	\$ -	\$ 325.41	\$ -	\$ -	\$ 552.90	\$ -	\$ 490.36	\$ -	\$ -	\$ 208.88	\$ -	\$ -	\$ 1,577.55
Dawson County Pers Prop - Tax Loss	\$ -	\$ -	\$ -	\$ 971.06	\$ -	\$ -	\$ -	\$ 971.06	\$ -	\$ -	\$ -	\$ -	\$ 1,942.12
Dawson County Pers Prop - Public Svc	\$ -	\$ -	\$ 870.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 870.44
Dawson County Pers Prop - Railroads	\$ -	\$ -	\$ 1,234.69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,234.69
TOTALS	\$ 30,314.58	\$ 23,781.93	\$ 26,593.40	\$ 28,894.40	\$ 217,331.23	\$ 32,770.29	\$ 8,835.99	\$ 11,146.32	\$ 174,914.16	\$ 16,325.63	\$ 3,885.72	\$ 1,746.08	\$ 576,539.73

TAXES REQUESTED vs TAXES COLLECTED SUMMARY

Requested in 2018-2019 budget:	\$ 572,777.77
Received (Taxes, Credit, Homestead):	\$ 566,958.91
Difference (still due us):	\$ 5,818.86

2018	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Dawson County Taxes	\$ 39,611.89	\$ 25,323.87	\$ 8,339.17	\$ 21,782.38	\$ 198,933.94	\$ 25,555.68	\$ 6,431.97	\$ 4,135.61	\$ 167,191.48	\$ 12,092.85	\$ 5,121.84	\$ 2,348.41	\$ 516,869.09
Dawson County State Tax Credit	\$ -	\$ -	\$ 10,761.83	\$ -	\$ 10,761.83	\$ 3,705.03	\$ 3,705.03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,933.72
Dawson County Homestead	\$ -	\$ -	\$ 3,705.03	\$ 3,705.03	\$ 3,705.03	\$ -	\$ -	\$ 3,705.03	\$ -	\$ -	\$ -	\$ -	\$ 14,820.12
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ 4,084.33	\$ -	\$ -	\$ -	\$ 1,092.20	\$ -	\$ -	\$ -	\$ 5,176.53
Dawson County Pro-Rate	\$ -	\$ 442.97	\$ -	\$ -	\$ 594.29	\$ -	\$ 355.84	\$ -	\$ -	\$ 185.84	\$ -	\$ -	\$ 1,578.94
Dawson County Pers Prop - Tax Loss	\$ -	\$ -	\$ -	\$ 977.95	\$ -	\$ -	\$ -	\$ 977.95	\$ -	\$ -	\$ -	\$ -	\$ 1,955.90
Dawson County Pers Prop - Public Svc	\$ -	\$ -	\$ 897.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 897.28
Dawson County Pers Prop - Railroads	\$ -	\$ -	\$ 1,130.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,130.33
TOTALS	\$ 39,611.89	\$ 25,766.84	\$ 24,833.64	\$ 26,465.36	\$ 218,079.42	\$ 29,260.71	\$ 10,492.84	\$ 8,818.59	\$ 168,283.68	\$ 12,278.69	\$ 5,121.84	\$ 2,348.41	\$ 571,361.91

Requested in 2017-2018 budget:	\$ 561,212.12
Received (Taxes, Credit, Homestead):	\$ 560,622.93
Difference (still due us):	\$ 589.19

2017	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Dawson County Taxes	\$ 32,545.07	\$ 21,737.18	\$ 9,634.61	\$ 21,091.21	\$ 213,544.55	\$ 30,298.90	\$ 4,802.71	\$ 8,880.43	\$ 181,290.56	\$ 15,484.03	\$ 5,516.18	\$ 1,526.49	\$ 546,351.92
Dawson County State Tax Credit	\$ -	\$ -	\$ 11,191.51	\$ -	\$ 11,191.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,383.02
Dawson County Homestead	\$ -	\$ -	\$ 4,212.65	\$ 4,212.65	\$ 4,212.65	\$ 4,212.65	\$ 4,212.65	\$ 4,179.88	\$ -	\$ -	\$ -	\$ -	\$ 25,243.13
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,977.91	\$ -	\$ -	\$ -	\$ 2,520.90	\$ -	\$ -	\$ 5,498.81
Dawson County Pro-Rate	\$ 202.39	\$ -	\$ -	\$ -	\$ 856.69	\$ -	\$ 367.06	\$ -	\$ -	\$ 190.34	\$ -	\$ -	\$ 1,616.48
Dawson County Pers Prop - Tax Loss	\$ -	\$ -	\$ -	\$ 1,094.97	\$ -	\$ -	\$ -	\$ 1,094.97	\$ -	\$ -	\$ -	\$ -	\$ 2,189.94
Dawson County Pers Prop - Public Svc	\$ -	\$ -	\$ 1,040.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,040.79
Dawson County Pers Prop - Railroads	\$ -	\$ -	\$ 1,158.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,158.04
TOTALS	\$ 32,747.46	\$ 21,737.18	\$ 27,237.60	\$ 26,398.83	\$ 229,805.40	\$ 37,489.46	\$ 9,382.42	\$ 14,155.28	\$ 181,290.56	\$ 18,195.27	\$ 5,516.18	\$ 1,526.49	\$ 605,482.13

Requested in 2016-2017 budget:	\$ 600,505.04
Received (Taxes, Credit, Homestead):	\$ 593,978.07
Difference (still due us):	\$ 6,526.97

2016	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Dawson County Taxes	\$ 35,162.95	\$ 18,262.80	\$ 11,080.53	\$ 19,945.59	\$ 207,403.45	\$ 19,253.75	\$ 3,223.14	\$ 9,593.24	\$ 181,269.52	\$ 16,021.09	\$ 4,182.48	\$ 1,088.34	\$ 526,486.88
Dawson County State Tax Credit	\$ -	\$ 11,368.34	\$ -	\$ -	\$ 11,368.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,736.68
Dawson County Homestead	\$ -	\$ -	\$ 4,341.75	\$ 4,341.75	\$ 4,341.75	\$ 4,341.75	\$ 4,341.75	\$ 3,503.61	\$ -	\$ -	\$ -	\$ -	\$ 25,212.36
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ 3,433.74	\$ -	\$ -	\$ -	\$ 773.83	\$ -	\$ -	\$ -	\$ 4,207.57
Dawson County Pro-Rate	\$ 400.47	\$ -	\$ -	\$ -	\$ 664.78	\$ -	\$ 377.96	\$ -	\$ -	\$ -	\$ 144.43	\$ -	\$ 1,587.64
TOTALS	\$ 35,563.42	\$ 29,631.14	\$ 15,422.28	\$ 24,287.34	\$ 227,212.06	\$ 23,595.50	\$ 7,942.85	\$ 13,096.85	\$ 182,043.35	\$ 16,021.09	\$ 4,326.91	\$ 1,088.34	\$ 580,231.13

GENERAL FUND TAXES BY FISCAL YEAR

2020-2021	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 2,232,452.26	\$ 375,737.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,608,189.42
Custer County	\$ 11,942.68	\$ 22,588.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,530.70
Lincoln County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 2,244,394.94	\$ 398,325.18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,642,720.12
2019-2020	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 2,148,913.53	\$ 445,625.20	\$ 138,839.53	\$ 85,730.22	\$ 1,194,187.36	\$ 468,798.05	\$ 491,903.69	\$ 352,356.55	\$ 2,875,204.95	\$ 486,359.12	\$ 188,256.63	\$ 174,723.03	\$ 9,050,897.86
Custer County	\$ 11,745.59	\$ -	\$ -	\$ 5,086.11	\$ 5,851.10	\$ 10,167.44	\$ 3,894.74	\$ 12,762.56	\$ 13,816.77	\$ 16,487.23	\$ 2,153.84	\$ 2,708.17	\$ 84,673.55
Lincoln County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04	\$ -	\$ -	\$ -	\$ -	\$ 0.04
TOTALS	\$ 2,160,659.12	\$ 445,625.20	\$ 138,839.53	\$ 90,816.33	\$ 1,200,038.46	\$ 478,965.49	\$ 495,798.43	\$ 365,119.15	\$ 2,889,021.72	\$ 502,846.35	\$ 190,410.47	\$ 177,431.20	\$ 9,135,571.45
2018-2019	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 2,155,777.52	\$ 437,736.84	\$ 135,565.57	\$ 53,416.57	\$ 1,163,431.00	\$ 631,845.19	\$ 449,425.75	\$ 299,025.44	\$ 2,809,980.87	\$ 525,112.44	\$ 148,359.96	\$ 129,764.60	\$ 8,939,441.75
Custer County	\$ 10,207.98	\$ 10,933.72	\$ 235.31	\$ 5,011.34	\$ 16,930.31	\$ 5,206.22	\$ 3,735.40	\$ 101.97	\$ 8,656.40	\$ 14,096.16	\$ 5,781.94	\$ 102.39	\$ 80,999.14
Lincoln County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04	\$ -	\$ -	\$ 0.04
TOTALS	\$ 2,165,985.50	\$ 448,670.56	\$ 135,800.88	\$ 58,427.91	\$ 1,180,361.31	\$ 637,051.41	\$ 453,161.15	\$ 299,127.41	\$ 2,818,637.27	\$ 539,208.64	\$ 154,141.90	\$ 129,866.99	\$ 9,020,440.93
2017-2018	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 2,256,207.30	\$ 361,283.24	\$ 127,940.42	\$ 56,386.48	\$ 1,216,976.46	\$ 682,079.37	\$ 367,692.82	\$ 287,668.43	\$ 2,940,472.62	\$ 471,972.99	\$ 100,248.19	\$ 136,420.58	\$ 9,005,348.90
Custer County	\$ 11,552.52	\$ 3,334.84	\$ 412.23	\$ 5,543.14	\$ 23,808.62	\$ 20,244.05	\$ 3,767.87	\$ 13,052.86	\$ 10,815.33	\$ 14,329.14	\$ -	\$ 3,086.45	\$ 109,947.05
Lincoln County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04
TOTALS	\$ 2,267,759.82	\$ 364,618.08	\$ 128,352.65	\$ 61,929.62	\$ 1,240,785.08	\$ 702,323.42	\$ 371,460.73	\$ 300,721.29	\$ 2,951,287.95	\$ 486,302.13	\$ 100,248.19	\$ 139,507.03	\$ 9,115,295.99
2016-2017	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 2,004,753.54	\$ 377,665.48	\$ 120,468.36	\$ 50,036.23	\$ 1,192,546.73	\$ 630,706.61	\$ 342,451.92	\$ 340,147.25	\$ 2,654,310.93	\$ 639,315.88	\$ 95,243.62	\$ 144,905.87	\$ 8,592,552.42
Custer County	\$ -	\$ 22,506.45	\$ -	\$ 4,937.08	\$ 7,662.18	\$ 29,784.65	\$ 4,711.02	\$ 6,285.04	\$ 6,607.25	\$ 4,411.46	\$ 5,534.62	\$ 3,014.95	\$ 95,454.70
Lincoln County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04	\$ -	\$ -	\$ -	\$ -	\$ 0.04
TOTALS	\$ 2,004,753.54	\$ 400,171.93	\$ 120,468.36	\$ 54,973.31	\$ 1,200,208.91	\$ 660,491.26	\$ 347,162.94	\$ 346,432.33	\$ 2,660,918.18	\$ 643,727.34	\$ 100,778.24	\$ 147,920.82	\$ 8,688,007.16
2015-2016	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 1,660,464.77	\$ 516,137.16	\$ 143,267.72	\$ 34,437.89	\$ 981,167.12	\$ 858,949.00	\$ 132,461.14	\$ 278,668.18	\$ 2,577,931.88	\$ 564,504.57	\$ 81,996.08	\$ 130,134.85	\$ 7,960,120.36
Custer County	\$ 8,349.56	\$ 2,354.21	\$ 1,267.39	\$ 9,820.17	\$ 33.51	\$ 26,056.29	\$ 2,913.12	\$ 10,529.66	\$ 7,514.86	\$ 14,267.79	\$ -	\$ 2,604.05	\$ 85,710.61
TOTALS	\$ 1,668,814.33	\$ 518,491.37	\$ 144,535.11	\$ 44,258.06	\$ 981,200.63	\$ 885,005.29	\$ 135,374.26	\$ 289,197.84	\$ 2,585,446.74	\$ 578,772.36	\$ 81,996.08	\$ 132,738.90	\$ 8,045,830.97
2014-2015	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 1,404,616.58	\$ 412,484.07	\$ 113,802.15	\$ 50,728.82	\$ 946,148.17	\$ 376,144.55	\$ 258,802.72	\$ 281,325.09	\$ 2,160,797.35	\$ 652,728.48	\$ 65,957.85	\$ 131,238.84	\$ 6,854,774.67
Custer County	\$ 1,530.54	\$ 5,755.76	\$ 7,302.45	\$ 5,830.04	\$ 10,544.31	\$ 9,164.39	\$ 1,600.80	\$ 25.78	\$ 6,572.84	\$ 4,395.01	\$ 5,609.20	\$ 36.27	\$ 58,367.39
TOTALS	\$ 1,406,147.12	\$ 418,239.83	\$ 121,104.60	\$ 56,558.86	\$ 956,692.48	\$ 385,308.94	\$ 260,403.52	\$ 281,350.87	\$ 2,167,370.19	\$ 657,123.49	\$ 71,567.05	\$ 131,275.11	\$ 6,913,142.06
2013-2014	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 1,234,534.91	\$ 399,513.01	\$ 127,839.50	\$ 35,052.48	\$ 783,632.17	\$ 415,533.45	\$ 112,226.98	\$ 226,865.94	\$ 1,852,636.61	\$ 472,988.75	\$ 80,274.52	\$ 125,449.89	\$ 5,866,548.21
Custer County	\$ 3,752.48	\$ 11,220.21	\$ 4,646.15	\$ -	\$ 2,054.04	\$ 6,939.66	\$ 1,006.27	\$ 4,333.45	\$ 8,618.25	\$ 6,682.60	\$ 37.26	\$ -	\$ 49,290.37
Lincoln County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04	\$ -	\$ -	\$ -	\$ 0.04
TOTALS	\$ 1,238,287.39	\$ 410,733.22	\$ 132,485.65	\$ 35,052.48	\$ 785,686.21	\$ 422,473.11	\$ 113,233.25	\$ 231,199.39	\$ 1,861,254.90	\$ 479,671.35	\$ 80,311.78	\$ 125,449.89	\$ 5,915,838.62
2012-2013	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 1,169,409.41	\$ 451,256.86	\$ 101,245.28	\$ 43,570.23	\$ 624,753.27	\$ 253,369.23	\$ 168,102.68	\$ 195,608.99	\$ 1,475,609.95	\$ 589,578.27	\$ 79,299.96	\$ 112,627.40	\$ 5,264,431.53
Custer County	\$ 4,780.03	\$ 7,692.65	\$ 592.23	\$ 6,372.58	\$ -	\$ 3,804.78	\$ 1,660.62	\$ 96.08	\$ 4,617.62	\$ 5,106.60	\$ 4,701.88	\$ -	\$ 39,425.07
TOTALS	\$ 1,174,189.44	\$ 458,949.51	\$ 101,837.51	\$ 49,942.81	\$ 624,753.27	\$ 257,174.01	\$ 169,763.30	\$ 195,705.07	\$ 1,480,227.57	\$ 594,684.87	\$ 84,001.84	\$ 112,627.40	\$ 5,303,856.60

BUILDING FUND TAXES BY FISCAL YEAR

2020-2021	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 51,460.44	\$ 7,934.49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,394.93
Custer County	\$ 280.29	\$ 529.49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 809.78
TOTALS	\$ 51,740.73	\$ 8,463.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,204.71
2019-2020	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 40,980.34	\$ 8,075.08	\$ 2,025.58	\$ 538.14	\$ 26,762.55	\$ 8,604.55	\$ 10,560.74	\$ 7,242.56	\$ 66,666.95	\$ 10,799.91	\$ 3,098.79	\$ 3,068.11	\$ 188,423.30
Custer County	\$ 228.08	\$ -	\$ -	\$ 98.75	\$ 113.58	\$ 220.85	\$ 91.40	\$ 251.27	\$ 323.06	\$ 386.95	\$ 50.55	\$ 63.57	\$ 1,828.06
TOTALS	\$ 41,208.42	\$ 8,075.08	\$ 2,025.58	\$ 636.89	\$ 26,876.13	\$ 8,825.40	\$ 10,652.14	\$ 7,493.83	\$ 66,990.01	\$ 11,186.86	\$ 3,149.34	\$ 3,131.68	\$ 190,251.36
2018-2019	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 42,039.65	\$ 8,234.31	\$ 1,649.28	\$ 530.73	\$ 22,093.39	\$ 10,083.26	\$ 8,048.55	\$ 4,952.16	\$ 53,777.31	\$ 9,500.43	\$ 2,096.35	\$ 1,693.15	\$ 164,698.57
Custer County	\$ 201.41	\$ 215.72	\$ 4.64	\$ 98.86	\$ 331.49	\$ 95.45	\$ 72.54	\$ 1.98	\$ 166.50	\$ 273.73	\$ 112.30	\$ 1.98	\$ 1,576.60
TOTALS	\$ 42,241.06	\$ 8,450.03	\$ 1,653.92	\$ 629.59	\$ 22,424.88	\$ 10,178.71	\$ 8,121.09	\$ 4,954.14	\$ 53,943.81	\$ 9,774.16	\$ 2,208.65	\$ 1,695.13	\$ 166,275.17
2017-2018	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 44,598.08	\$ 6,768.04	\$ 1,501.29	\$ 628.18	\$ 23,346.06	\$ 11,050.00	\$ 6,735.42	\$ 4,996.33	\$ 56,867.39	\$ 8,726.68	\$ 1,363.04	\$ 1,396.76	\$ 167,977.27
Custer County	\$ 231.06	\$ 66.11	\$ 8.24	\$ 110.88	\$ 471.85	\$ 392.87	\$ 74.33	\$ 261.06	\$ 211.16	\$ 282.73	\$ -	\$ 60.89	\$ 2,171.18
TOTALS	\$ 44,829.14	\$ 6,834.15	\$ 1,509.53	\$ 739.06	\$ 23,817.91	\$ 11,442.87	\$ 6,809.75	\$ 5,257.39	\$ 57,078.55	\$ 9,009.41	\$ 1,363.04	\$ 1,457.65	\$ 170,148.45
2016-2017	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 40,312.59	\$ 7,255.22	\$ 1,419.98	\$ 573.40	\$ 23,305.80	\$ 10,198.31	\$ 6,355.49	\$ 6,169.11	\$ 51,941.20	\$ 12,239.87	\$ 1,217.48	\$ 1,791.53	\$ 162,779.98
Custer County	\$ -	\$ 458.31	\$ -	\$ 100.56	\$ 156.04	\$ 589.60	\$ 94.22	\$ 125.70	\$ 129.29	\$ 88.14	\$ 110.73	\$ 60.28	\$ 1,912.87
TOTALS	\$ 40,312.59	\$ 7,713.53	\$ 1,419.98	\$ 673.96	\$ 23,461.84	\$ 10,787.91	\$ 6,449.71	\$ 6,294.81	\$ 52,070.49	\$ 12,328.01	\$ 1,328.21	\$ 1,851.81	\$ 164,692.85
2015-2016	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 17,120.83	\$ 5,150.96	\$ 967.58	\$ 153.62	\$ 18,927.13	\$ 14,809.21	\$ 1,908.74	\$ 4,503.77	\$ 51,247.93	\$ 10,879.08	\$ 1,090.66	\$ 1,435.98	\$ 128,195.49
Custer County	\$ 87.32	\$ 23.12	\$ 13.25	\$ 102.67	\$ 0.35	\$ 523.35	\$ 59.32	\$ 126.97	\$ 149.45	\$ 290.53	\$ -	\$ 53.00	\$ 1,429.33
TOTALS	\$ 17,208.15	\$ 5,174.08	\$ 980.83	\$ 256.29	\$ 18,927.48	\$ 15,332.56	\$ 1,968.06	\$ 4,630.74	\$ 51,397.38	\$ 11,169.61	\$ 1,090.66	\$ 1,488.98	\$ 129,624.82
2014-2015	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 14,401.96	\$ 4,082.78	\$ 663.02	\$ 310.62	\$ 9,615.07	\$ 2,790.20	\$ 2,395.52	\$ 2,591.70	\$ 22,057.37	\$ 6,551.33	\$ 412.83	\$ 641.72	\$ 66,514.12
Custer County	\$ 16.00	\$ 60.17	\$ 76.33	\$ 60.95	\$ 110.27	\$ 95.26	\$ 16.74	\$ -	\$ 66.58	\$ 45.96	\$ 58.65	\$ 0.36	\$ 607.27
TOTALS	\$ 14,417.96	\$ 4,142.95	\$ 739.35	\$ 371.57	\$ 9,725.34	\$ 2,885.46	\$ 2,412.26	\$ 2,591.70	\$ 22,123.95	\$ 6,597.29	\$ 471.48	\$ 642.08	\$ 67,121.39
2013-2014	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 12,633.63	\$ 3,964.78	\$ 903.41	\$ 117.75	\$ 7,895.50	\$ 3,198.64	\$ 954.96	\$ 2,034.19	\$ 18,847.53	\$ 4,690.14	\$ 513.15	\$ 794.67	\$ 56,548.35
Custer County	\$ 39.23	\$ 117.29	\$ 48.62	\$ -	\$ 21.48	\$ 71.86	\$ 10.52	\$ 44.76	\$ 87.57	\$ 69.87	\$ 0.39	\$ -	\$ 511.59
TOTALS	\$ 12,672.86	\$ 4,082.07	\$ 952.03	\$ 117.75	\$ 7,916.98	\$ 3,270.50	\$ 965.48	\$ 2,078.95	\$ 18,935.10	\$ 4,760.01	\$ 513.54	\$ 794.67	\$ 57,059.94

BUILDING FUND TAXES BY CALENDAR YEAR

														REQUESTED vs COLLECTED SUMMARY	
2020	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS		
Dawson County Taxes	\$ 26,762.55	\$ 8,563.41	\$ 3,131.60	\$ 6,431.80	\$ 58,850.02	\$ 10,261.87	\$ 2,560.75	\$ 2,151.68	\$ 51,308.62	\$ 7,866.63	\$ -	\$ -	\$ 177,888.93	Requested in 2019-2020 budget:	\$ 202,020.00
Dawson County State Tax Credit	\$ -	\$ -	\$ 6,581.25	\$ -	\$ 6,581.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,162.50	Received (Taxes, Credit, Homestead):	\$ 196,574.95
Dawson County Homestead	\$ -	\$ -	\$ 538.04	\$ 538.04	\$ 538.04	\$ 538.04	\$ 538.04	\$ 530.83	\$ -	\$ -	\$ -	\$ -	\$ 3,221.03	Difference (still due us):	\$ 5,445.05
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ 405.57	\$ -	\$ -	\$ -	\$ 151.82	\$ -	\$ -	\$ -	\$ 557.39		
Dawson County Pro-Rate	\$ -	\$ 41.14	\$ -	\$ -	\$ 292.07	\$ -	\$ -	\$ 112.88	\$ -	\$ 67.86	\$ -	\$ -	\$ 513.95		
Dawson County Pers Prop - Tax Loss	\$ -	\$ -	\$ -	\$ 272.72	\$ -	\$ -	\$ -	\$ 272.72	\$ -	\$ -	\$ -	\$ -	\$ 545.44		
Dawson County Pers Prop - Public Svc	\$ -	\$ -	\$ 135.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135.29		
Dawson County Pers Prop - Railroads	\$ -	\$ -	\$ 174.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 174.56		
Custer County Taxes	\$ 113.58	\$ 220.85	\$ 91.36	\$ 246.59	\$ 231.70	\$ 386.95	\$ 49.67	\$ 61.18	\$ 280.29	\$ 528.96	\$ -	\$ -	\$ 2,211.13		
Custer County State Tax Credit	\$ -	\$ -	\$ -	\$ -	\$ 91.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 91.36		
Custer County Pers Prop - Locally Assessed	\$ -	\$ -	\$ -	\$ 2.39	\$ -	\$ -	\$ -	\$ 2.39	\$ -	\$ -	\$ -	\$ -	\$ 4.78		
Custer County Pers Prop - Public Svc	\$ -	\$ -	\$ 0.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04		
Custer County Pro-Rate	\$ -	\$ -	\$ -	\$ 2.29	\$ -	\$ -	\$ 0.88	\$ -	\$ -	\$ 0.53	\$ -	\$ -	\$ 3.70		
TOTALS	\$ 26,876.13	\$ 8,825.40	\$ 10,652.14	\$ 7,493.83	\$ 66,990.01	\$ 11,186.86	\$ 3,149.34	\$ 3,131.68	\$ 51,740.73	\$ 8,463.98	\$ -	\$ -	\$ 198,510.10		
2019	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS	REQUESTED vs COLLECTED SUMMARY	
Dawson County Taxes	\$ 22,093.39	\$ 9,986.49	\$ 2,890.17	\$ 4,311.28	\$ 48,292.43	\$ 9,096.04	\$ 1,551.66	\$ 1,052.27	\$ 40,906.53	\$ 8,015.32	\$ 2,025.58	\$ 538.14	\$ 150,759.30	Requested in 2018-2019 budget:	\$ 165,820.20
Dawson County State Tax Credit	\$ -	\$ -	\$ 4,462.79	\$ -	\$ 4,462.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,925.58	Received (Taxes, Credit, Homestead):	\$ 163,486.52
Dawson County Homestead	\$ -	\$ -	\$ 404.39	\$ 404.39	\$ 404.39	\$ 404.39	\$ 404.39	\$ 404.39	\$ -	\$ -	\$ -	\$ -	\$ 2,426.34	Difference (still due us):	\$ 2,333.68
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ 459.51	\$ -	\$ -	\$ -	\$ 73.81	\$ -	\$ -	\$ -	\$ 533.32		
Dawson County Pro-Rate	\$ -	\$ 96.77	\$ -	\$ -	\$ 158.19	\$ -	\$ 140.30	\$ -	\$ -	\$ 59.76	\$ -	\$ -	\$ 455.02		
Dawson County Pers Prop - Tax Loss	\$ -	\$ -	\$ -	\$ 236.49	\$ -	\$ -	\$ -	\$ 236.49	\$ -	\$ -	\$ -	\$ -	\$ 472.98		
Dawson County Pers Prop - Public Svc	\$ -	\$ -	\$ 124.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 124.75		
Dawson County Pers Prop - Railroads	\$ -	\$ -	\$ 166.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 166.45		
Custer County Taxes	\$ 330.63	\$ 95.45	\$ -	\$ -	\$ 92.60	\$ 273.73	\$ 111.06	\$ -	\$ 228.08	\$ -	\$ -	\$ 98.75	\$ 1,230.30		
Custer County State Tax Credit	\$ -	\$ -	\$ 72.50	\$ -	\$ 72.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145.00		
Custer County Pers Prop - Locally Assessed	\$ -	\$ -	\$ -	\$ 1.98	\$ -	\$ -	\$ -	\$ 1.98	\$ -	\$ -	\$ -	\$ -	\$ 3.96		
Custer County Pers Prop - Public Svc	\$ -	\$ -	\$ 0.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04		
Custer County Pro-Rate	\$ 0.86	\$ -	\$ -	\$ -	\$ 1.40	\$ -	\$ 1.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3.50		
TOTALS	\$ 22,424.88	\$ 10,178.71	\$ 8,121.09	\$ 4,954.14	\$ 53,943.81	\$ 9,774.16	\$ 2,208.65	\$ 1,695.13	\$ 41,208.42	\$ 8,075.08	\$ 2,025.58	\$ 636.89	\$ 165,246.54		
2018	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS	REQUESTED vs COLLECTED SUMMARY	
Dawson County Taxes	\$ 23,346.06	\$ 11,006.42	\$ 1,443.67	\$ 4,362.65	\$ 51,135.23	\$ 8,333.61	\$ 864.15	\$ 763.08	\$ 41,892.41	\$ 8,179.04	\$ 1,649.28	\$ 530.73	\$ 153,506.33	Requested in 2017-2018 budget:	\$ 168,979.80
Dawson County State Tax Credit	\$ -	\$ -	\$ 4,611.73	\$ -	\$ 4,611.73	\$ -	\$ 393.07	\$ 393.07	\$ -	\$ -	\$ -	\$ -	\$ 10,009.60	Received (Taxes, Credit, Homestead):	\$ 167,598.40
Dawson County Homestead	\$ -	\$ -	\$ 393.07	\$ 393.07	\$ 393.07	\$ 393.07	\$ -	\$ 240.61	\$ -	\$ -	\$ -	\$ -	\$ 1,812.89	Difference (still due us):	\$ 1,381.40
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ 550.62	\$ -	\$ -	\$ -	\$ 147.24	\$ -	\$ -	\$ -	\$ 697.86		
Dawson County Pro-Rate	\$ -	\$ 43.58	\$ -	\$ -	\$ 176.74	\$ -	\$ 105.82	\$ -	\$ -	\$ 55.27	\$ -	\$ -	\$ 381.41		
Dawson County Pers Prop - Tax Loss	\$ -	\$ -	\$ -	\$ 240.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240.61		
Dawson County Pers Prop - Public Svc	\$ -	\$ -	\$ 134.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 134.57		
Dawson County Pers Prop - Railroads	\$ -	\$ -	\$ 152.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 152.38		
Custer County Taxes	\$ 470.97	\$ 392.87	\$ 74.29	\$ 260.07	\$ 135.27	\$ 282.73	\$ -	\$ 58.95	\$ 201.41	\$ 215.23	\$ 4.64	\$ 98.86	\$ 2,195.29		
Custer County State Tax Credit	\$ -	\$ -	\$ -	\$ -	\$ 74.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74.29		
Custer County Pers Prop - Locally Assessed	\$ -	\$ -	\$ -	\$ 0.99	\$ -	\$ -	\$ -	\$ 0.99	\$ -	\$ -	\$ -	\$ -	\$ 1.98		
Custer County Pers Prop - Public Svc	\$ -	\$ -	\$ 0.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04		
Custer County Pro-Rate	\$ 0.88	\$ -	\$ -	\$ -	\$ 1.60	\$ -	\$ -	\$ 0.95	\$ -	\$ 0.49	\$ -	\$ -	\$ 3.92		
TOTALS	\$ 23,817.91	\$ 11,442.87	\$ 6,809.75	\$ 5,257.39	\$ 57,078.55	\$ 9,009.41	\$ 1,363.04	\$ 1,457.65	\$ 42,241.06	\$ 8,450.03	\$ 1,653.92	\$ 629.59	\$ 169,211.17		
2017	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS	REQUESTED vs COLLECTED SUMMARY	
Dawson County Taxes	\$ 23,251.74	\$ 10,198.31	\$ 1,542.98	\$ 5,522.64	\$ 47,181.77	\$ 11,464.50	\$ 713.63	\$ 1,148.83	\$ 44,598.08	\$ 6,399.62	\$ 1,501.29	\$ 628.18	\$ 154,151.57	Requested in 2016-2017 budget:	\$ 168,181.82
Dawson County State Tax Credit	\$ -	\$ -	\$ 4,120.18	\$ -	\$ 4,120.18	\$ -	\$ -	\$ 398.57	\$ -	\$ -	\$ -	\$ -	\$ 8,638.93	Received (Taxes, Credit, Homestead):	\$ 166,810.65
Dawson County Homestead	\$ -	\$ -	\$ 402.34	\$ 402.34	\$ 402.34	\$ 402.34	\$ 402.34	\$ 244.13	\$ -	\$ -	\$ -	\$ -	\$ 2,255.83	Difference (still due us):	\$ 1,371.17
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 373.03	\$ -	\$ -	\$ -	\$ 315.78	\$ -	\$ -	\$ 688.81		
Dawson County Pro-Rate	\$ 54.06	\$ -	\$ -	\$ -	\$ 236.91	\$ -	\$ 101.51	\$ -	\$ -	\$ 52.64	\$ -	\$ -	\$ 445.12		
Dawson County Pers Prop - Tax Loss	\$ -	\$ -	\$ -	\$ 244.13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 244.13		
Dawson County Pers Prop - Public Svc	\$ -	\$ -	\$ 144.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144.93		
Dawson County Pers Prop - Railroads	\$ -	\$ -	\$ 145.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145.06		
Custer County Taxes	\$ 155.58	\$ 589.60	\$ 94.22	\$ -	\$ 127.18	\$ 88.14	\$ 109.83	\$ 59.29	\$ 231.06	\$ 66.11	\$ 7.77	\$ 110.88	\$ 1,639.66		
Custer County State Tax Credit	\$ -	\$ -	\$ -	\$ 124.66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 124.66		
Custer County Pers Prop - Locally Assessed	\$ -	\$ -	\$ -	\$ 0.99	\$ -	\$ -	\$ -	\$ 0.99	\$ -	\$ -	\$ -	\$ -	\$ 1.98		
Custer County Pers Prop - Public Svc	\$ -	\$ -	\$ -	\$ 0.05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.05		
Custer County Pro-Rate	\$ 0.46	\$ -	\$ -	\$ -	\$ 2.11	\$ -	\$ 0.90	\$ -	\$ -	\$ -	\$ 0.47	\$ -	\$ 3.94		
TOTALS	\$ 23,461.84	\$ 10,787.91	\$ 6,449.71	\$ 6,294.81	\$ 52,070.49	\$ 12,328.01	\$ 1,328.21	\$ 1,851.81	\$ 44,829.14	\$ 6,834.15	\$ 1,509.53	\$ 739.06	\$ 168,484.67		

CASH FLOW REPORT SEPTEMBER 2020						
FUND #	FUND	BUDGETED	BEGINNING CASH	REVENUES	EXPENSES	ENDING CASH
1	GENERAL	\$ 15,356,542.00	\$ 2,597,471.24	\$ 2,592,440.27	\$ (931,474.94)	\$ 4,258,436.57
2	DEPRECIATION	\$ 1,863,000.00	\$ 1,363,445.07	\$ 45.50	\$ (6,777.05)	\$ 1,356,713.52
3	EMPLOYEE BENEFIT	\$ 20,000.00	\$ 2,781.66	\$ 10,001.22	\$ (9,133.20)	\$ 3,649.68
5	ACTIVITY	\$ 836,000.00	\$ 237,586.12	\$ 54,288.82	\$ (13,894.85)	\$ 277,980.09
6	NUTRITION	\$ 830,000.00	\$ 225,630.08	\$ 23,768.04	\$ (21,158.11)	\$ 228,240.01
7	BOND	\$ 919,000.00	\$ 244,320.53	\$ 174,388.78		\$ 418,709.31
8	BUILDING	\$ 792,435.00	\$ 389,432.77	\$ 52,008.47		\$ 441,441.24
12	STUDENT FEE	\$ 34,000.00	\$ 4,819.55	\$ 8,984.91	\$ (265.00)	\$ 13,539.46
						\$ -
	TOTAL	\$ 20,650,977.00	\$ 5,065,487.02	\$ 2,915,926.01	-\$ 982,703.15	\$ 6,998,709.88



Proposed Solution Summary For Cozad Public Schools

This quote is based on our early understanding of your requirements as you have presented them to us. **This summary is meant only for general budgeting purposes – please see the important notes below the pricing section.**

- Implement workflow: Indexing process for AP invoices, AP invoice digital archival and AP invoice retrieval and AP invoice import into Software Unlimited App.
- HR and Check merging to be added a later date

Proposal

Cloud Services

Description	Monthly Fee
0 to 50,000 Stored Documents	\$298.00

Note:

Professional Services (\$1,295 per day)

Activity	Duration	Cost
AP Processing & Import		\$1,450.00
Site Setup and Branding		\$495.00
Total		\$1,945.00

Before we proceed with this project, we will develop a Statement of Work to detail the specific professional services tasks, responsibilities, timeline and cost finalization for the work to be performed. This would be an exact needs determination assessment for each area: AP, HR, Student Records and workflow requirements (where applicable).

Pricing is valid for orders placed by 11/1/2020.

3004.1
Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

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

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

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

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

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

B. Methods of Purchasing

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

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

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

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

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

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

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

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

b) Contract/Price Analysis

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

4. Noncompetitive Proposals (Sole Sourcing)

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

C. Use of Purchase (Debit & Credit) Cards

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

D. Federal Procurement System Standards

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

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

E. Debarment and Suspension

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

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

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

F. Settlements of Issues Arising Out of Procurements

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

III. Conflict of Interest and Code of Conduct

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

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

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

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

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, 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, 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 equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

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

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

C. Inventory Records

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

1. Serial number;
2. District identification number;
3. Manufacturer;
4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;

9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

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

D. Physical Inventory

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

E. Maintenance

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

F. Lost or Stolen Items

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

G. Use of Equipment

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

H. Disposal of Equipment

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for

other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

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

V. Other Contract Matters.

A. Required Terms

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

B. Contracting with Certain Vendors

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

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

C. Record Keeping

1. Record Retention

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

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

2. Maintenance of Procurement Records

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

D. Privacy

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

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

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. ~~posted in three prominent places within the school district.~~ Newspapers of general circulation in the district include, but are not necessarily limited to, the Tri-City Tribune or the Clipper-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 a newspaper of general circulation within the district if, in the opinion of the superintendent, it is convenient and useful to do so.~~

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 ~~and the updated date, time, and location of the postponed meeting~~ 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 may be published on the school district's website.

Adopted on: 03/20/17

Revised on: 05/14/18

Reviewed on: _____

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3. Weather Delays

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- 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 may be published on the school district's website.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3001 Budget

The board of education shall adopt a budget each year to support the school district's programs and services for the ensuing fiscal year. The superintendent of schools shall be responsible for developing the budget subject to the direction and decisions of the board. The budget document shall be under continuous development, based upon the requirements of the adopted educational program.

Proposed Budget. The superintendent shall prepare the proposed budget in accordance with board policies and goals, state statutes, and regulations. As the district's spending plan, the budget will be based on up-to-date revenue estimates, and will reflect the assessed needs and programs approved by the board.

Budget Hearing Notice. Notice of place and time of the hearing, together with a summary of the proposed budget statement, must be published at least four calendar days prior to the date set for hearing in a newspaper of general circulation within the school district. The four calendar days shall include the day of publication but not the day of hearing.

Budget Hearing. The board must conduct a hearing prior to adopting the budget. The hearing must be held separately from any regularly scheduled meeting and may not be limited by time. The board must make a presentation outlining key provisions of the proposed budget statement, including, but not limited to, a comparison with the prior year's budget. Any member of the public desiring to speak on the proposed budget statement shall be allowed to address the board at the hearing and must be given a reasonable amount of time to do so. Five minutes shall generally be considered a reasonable amount of time.

Budget Hearing Documents. The board must make at least three copies of the proposed budget statement and at least one copy of all other reproducible written material to be discussed at the hearing available to the public at the hearing.

Budget Adoption. After the budget hearing, the proposed budget statement shall be adopted or amended and adopted as amended. If the adopted budget statement reflects a change from that shown in the published proposed budget statement, a summary of the changes (including the items changed and the reasons for such changes) must be published in a newspaper of general

circulation within the school district within twenty calendar days after its adoption without further hearing.

Certification and Filing. The amount to be received from personal and real property taxation shall be certified to the appropriate levying board as provided by law. The budget shall also be filed with the state auditor.

Purchase Authorization. Except for bids required under the section "Bid Letting and Contracts," the board's adoption of the budget shall authorize the purchases without further board action.

Monthly Report. At each monthly board meeting, the superintendent will provide a report on the current status of the major sections of the budget.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3001 Budget

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Proposed Budget. The superintendent shall prepare the proposed budget in accordance with board policies and goals, state statutes, and regulations. As the district's spending plan, the budget will be based on up-to-date revenue estimates, and will reflect the assessed needs and programs approved by the board.

Budget Hearing Notice. Notice of place and time of the hearing, together with a summary of the proposed budget statement, must be published at least four calendar days prior to the date set for hearing in a newspaper of general circulation within the school district. The four calendar days shall include the day of publication but not the day of hearing.

Budget Hearing. The board must conduct a hearing prior to adopting the budget. The hearing must be held separately from any regularly scheduled meeting and may not be limited by time. The board must make a presentation outlining key provisions of the proposed budget statement, including, but not limited to, a comparison with the prior year's budget. Any member of the public desiring to speak on the proposed budget statement shall be allowed to address the board at the hearing and must be given a reasonable amount of time to do so. Five minutes shall generally be considered a reasonable amount of time. The board shall present the proposed budget to the public so that patrons may review it and participate in any public hearing(s). The board shall consider and adopt the budget in accordance with Nebraska law.

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

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

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

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

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

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

b) Contract/Price Analysis

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

4. Noncompetitive Proposals (Sole Sourcing)

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

C. Use of Purchase (Debit & Credit) Cards

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

D. Federal Procurement System Standards

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

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

E. Debarment and Suspension

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

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

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

F. Settlements of Issues Arising Out of Procurements

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

III. Conflict of Interest and Code of Conduct

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

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

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

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

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, 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, 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 equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

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

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

C. Inventory Records

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

1. Serial number;
2. District identification number;
3. Manufacturer;
4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;

9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

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

D. Physical Inventory

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

E. Maintenance

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

F. Lost or Stolen Items

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

G. Use of Equipment

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

H. Disposal of Equipment

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for

other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

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

V. Other Contract Matters.

A. Required Terms

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

B. Contracting with Certain Vendors

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

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

C. Record Keeping

1. Record Retention

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

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

2. Maintenance of Procurement Records

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

D. Privacy

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

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

4025 Superintendent

The superintendent is hired with a one to three-year contract by the board of education and shall report directly to the board of education. The superintendent will be the chief administrative officer of the board of education and shall keep the board informed on important issues. The board delegates to the superintendent the general power and authority to make necessary decisions to ensure the efficient and effective operations of the school.

The superintendent is charged with timely preparing, presenting, and filing an annual school budget, subject to the approval of the board at the annual budget hearing.

The Superintendent shall perform such duties as the Board may require, and in the absence of specific rules and advice of the Board, shall assume authority or perform any duty which any particular situation unforeseen and suddenly arising, may demand, subject to later consideration and action by the Board

The superintendent shall attend all meetings of the Board, except in the case of illness or excused absence. The superintendent shall have the privilege of taking part in deliberation of the Board except when the Superintendent's own salary or re-election are under consideration. The Superintendent will keep the Board informed on conditions of the schools under his/her supervision.

All school employees shall be under the direct and/or delegated supervision of the superintendent. The board delegates to the superintendent the authority to hire, suspend and terminate the employment of all classified staff. He or she shall review all certified and non-certified employees applying for vacancies and shall make recommendations regarding these employees. The superintendent will recommend a salary schedule to the Board for consideration of classified salaries. The schedule will be done annually and include minimum and maximum salaries, increments and other pertinent items.

All of the grounds and buildings are supervised by the superintendent, including necessary repairs and improvements unless the board is required to approve such repairs or improvements.

The superintendent's other duties shall be included in his or her job description, contract, or as otherwise assigned by the board.

Adopted on: 12/17/18

Revised on: _____

Reviewed on: _____

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Adopted on: 12/17/18

Revised on: _____

Reviewed on: _____

4026 Principals

Principals shall be directly responsible to the Superintendent.

Principals shall be responsible for the administration of their respective buildings and enforce the rules of the Board and Superintendent and have the authority to call upon certified and non-certified personnel to this end.

Principals shall meet with the Superintendent for conferences as often as the Superintendent may require, keep accurate and complete records, delegate authority, adequately supervise academic and non-academic activities placed under their jurisdiction, participate in curriculum studies, and be tactful in relations with parents and the general public.

The building administrator shall determine promotion or retention of students under his/her jurisdiction.

Principals shall not have authority to dismiss school before the regular time without approval of the Superintendent.

Principals shall promote health and safety education in their respective buildings. They shall require that there will be at least one fire drill per month in each building, and as many more as are needed to insure students know how to safely exit from the buildings at all times. The Principal shall be responsible for regular inspections of the building to insure it is maintained in a clean neat and healthful condition.

The Principals shall report all cases of excessive absence, tardiness, truancy, unusual cases of discipline, and disregard for school rules, regulations and policies to the Superintendent. The Principal may suspend a pupil for just cause.

In cooperation with the Superintendent, the Principals shall set up and conduct teacher meetings at frequent intervals throughout the school year. The subject matter of these meetings should not be purely of administrative detail, but should consist of meetings for studying the curriculum, methods and techniques for the improvement of instruction, and in general strengthen the instructional program. Teachers should be encouraged to help plan and lead these meetings or portions of them.

Principals shall be required to make an annual inventory of instructional equipment and materials not under the direct care of teachers and file with the Superintendent.

The Principals shall not permit any of the time of teachers or pupils to be occupied while at school by solicitors or agents. Principals may meet with salespersons in the line of duty, as long as it does not interfere with their academic work.

Adopted on: 10/19/2020

Revised on: _____

Reviewed on: _____

4043

Professional Boundaries and Appropriate Relationships Between Employees and Students

School district employees and student teachers or interns (“employees”) are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. Employees are required to establish and maintain professional boundaries with students and must have appropriate relationships with students. They may be friendly with students, but they are the students’ teachers, not their friends, and they must take care to see that this line does not become blurred. This applies to employees’ conduct and interactions with students and to material they post on personal web sites and other social networking sites including, but not limited to, Instagram, Facebook, and Twitter. The posting or publication of messages or pictures or other images that diminish an employee’s professionalism or ability to maintain the respect of students and parents may impair his or her ability to be an effective employee. Employees are expected to behave at all times in a manner supportive of the best interests of students.

Sexual Relationships Prohibited. Employees are prohibited from engaging in any relationship that involves sexual contact or sexual penetration with a student while the student is a current student and for a minimum of one year after the date of the student's graduation or the date the student otherwise ceases enrollment. Sexual contact has the same meaning as in section 28-318, and sexual penetration has the same meaning as in section 28-318.

Grooming Prohibited. Employees are prohibited from engaging in grooming with students. Grooming means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student’s life the sexual contact or sexual penetration would take place.

Unless an employee can clearly and convincingly demonstrate a legitimate educational purpose, grooming behaviors and related conduct that are a violation of this policy include, but are not limited to:

- Communicating about sex when the discussion is not required by a specific aspect of the curriculum.
- Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.

- Displaying sexually inappropriate material or objects.
- Making any sexual advance, whether written, verbal, or physical or engaging in any activity of a sexual or romantic nature.
- Kissing of any kind.
- Dating a student or a former student within one year of the student graduating or otherwise leaving the district.
- Intruding on a student's personal space (e.g. by touching unnecessarily, moving too close, staring at a portion of the student's body, or engaging in other behavior that makes the student uncomfortable).
- Initiating unwanted physical contact with a student.
- Communicating electronically (e.g. by e-mail, text messaging, or through social media) on a matter that does not pertain to school.
- Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students.
- Discussing the employee's personal issues or problems that should normally be discussed with adults.
- Giving a student a gift of a personal nature.
- Giving a student a ride in the employee's vehicle without first obtaining the express permission of the student's parents or a school administrator.
- Taking a student on an outing without first obtaining the express permission of the student's parents or a school administrator.
- Inviting a student to the employee's residence without first obtaining the express permission of the student's parents and a school administrator.
- Going to a student's home when the student's parent or a proper chaperone is not present.
- Repeatedly seeking to be alone with a student.
- Being alone in a room with an individual student at school with the door closed.
- Any after-school hours activity with only one student.
- Any other behavior which exploits the special position of trust and authority between an employee and student.

This list is not exhaustive. Any behavior which exploits a student is unacceptable. If in doubt, ask yourself, "Would I be doing this if my family or colleagues were standing next to me?"

Communication Between Employees and Students. The preferred methods for employees to communicate with students are in person or school email. Employees may use the following personal communication systems to communicate with students: school e-mail, SeeSaw, Google Classroom,

Schoology, Actively Learn, Bloomz, and Remind. A personal communication system is a device or software that provides for communication between two or more parties and is capable of receiving, displaying, or transmitting communication. Personal communication system includes, but is not limited to, a mobile or cellular telephone, an email service, or a social media platform.

Employee communications with students through a communication system generally are to be sent simultaneously to multiple recipients and not just to one student. The burden to demonstrate the appropriateness of a communication with a student only shall rest with the employee.

Reporting a Policy Violation. Anyone may report suspected grooming, other unacceptable employee conduct, or any violation of this policy as follows:

School District. Reports may be made to a principal, the superintendent, or the Title IX Coordinator in person, by mail, by telephone, or email.

Nebraska Department of Education. Reports may be made at: Nebraska Department of Education, Attn: Certification Investigations' Office, P.O. Box 94933, Lincoln NE 68509 or Nde.investigations@nebraska.gov.

Nebraska Department of Health and Human Services. Reports may be made by calling the Child Abuse and Neglect Hotline at (800) 652-1999.

Law Enforcement. Reports may be made to the local police department by calling (308) 784-2366, the county sheriff at (308) 324-3011, or the Nebraska State Patrol at (308) 535-8047.

An employee is required to make a report to a principal or the superintendent if the employee reasonably believes that another employee has violated or may have violated this policy. Minor concerns or violations shall be reported within 24 hours. Major concerns or violations shall be reported immediately. Violations committed by or concerns about the superintendent shall be reported to the school board president.

A student who feels his or her boundaries have been violated should directly inform the offender that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offender or if direct communication has been ineffective, the student should report the conduct or communication to a teacher, administrator, counselor, the Title IX coordinator, or other school employee with whom she or he feels comfortable.

Retaliation Prohibited. Retaliation for good faith reports or complaints made as a result of this policy is prohibited. Individuals who knowingly and intentionally make a false report shall be subject to discipline as provided by district policy and state law.

Policy Violations. Any violation of this policy by an employee may result in disciplinary action up to and including dismissal from employment and/or referral to the Nebraska Department of Education, which may result in the suspension or revocation of the employee's certificate. Any violation involving sexual or other abuse will result in referral to the Nebraska Department of Health and Human Services, law enforcement, or both.

Policy Verification. Employees shall verify that they have received, reviewed, and understood this policy by signing an acknowledgment document indicating the same.

No Limits on Reports to NDE. Nothing in this policy shall be construed to limit any certificated employee's duty to report any known violation of the standards of professional practices (Title 92, Nebraska Administrative Code, Chapter 27, commonly known as Rule 27) adopted by the Nebraska Board of Education.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5018

Parent and Guardian Involvement In Education Practices

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

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

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

State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents or guardians to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot "approve" the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.

c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

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

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

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5018

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

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

~~The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law. State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents or guardians to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot "approve" the request. Parents who do not present their child for testing will~~

result in the child receiving the lowest score possible on the assessment.

c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

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

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

5050
Reporting Related to Exempt (Home) Schools

Students in Nebraska may choose to be educated at an exempt (home) school that meets the requirements of statute and the Nebraska Department of Education.

Pursuant to state law, the school district's administration will inform the appropriate agency of the names of all students who are school age and known not to be in attendance at a public, private, parochial or denominational school that has met the requirements for legal operation prescribed in statute and the rules of the Nebraska Department of Education.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5057

District Title I Parent and Family Engagement Policy

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

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

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

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

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

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

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

5064
Title I Supplement, Not Supplant

The district will use Title I funds to Supplement, Not Supplant, state and local funds that would, in the absence of Title I funds, be spent on Title I programs. The district will ensure that Title I funds will not be used to provide services which otherwise take the place of public education services that are to be provided to all students.

The district maintains records of the professional development provided at the district level that is funded with Title I funds. The Superintendent will ensure that professional development is aligned with the needs of the district's Title I programs. Title I professional development will not duplicate that which the district provides for non-Title I purposes which, in the absence of Title I funds, would be provided to all staff.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5066 Early Graduation

General Policy. Students most effectively obtain the skills and experience necessary to graduate from high school by completing grades 9 through 12 over the course of 4 years. Unless otherwise permitted by Board policy or other applicable law, students must finish all 4 grade levels in order to graduate.

Requirements for Application. In unique circumstances, the Board may waive the four-year attendance requirement for high school graduation, provided that the student has met the requirements of this policy.

Students must make an application to the high school principal before they may seek permission to graduate early from the Board. The principal may consult with appropriate instructional and guidance staff members in making the determination. The student's application must include:

1. Proof that the student will meet all academic requirements necessary to graduate on or before the proposed graduation date;
2. A transcript showing that the student has no grade lower than "C" in any required course at the time of application;
3. A detailed essay that (a) addresses the reasons for seeking early graduation and (b) articulates the student's post-graduation plans, including goals and objectives justifying the need to graduate early; and
4. A letter from a parent/guardian supporting the application.

The student may submit any additional materials which support the student's efforts to graduate early. Such materials may include, but are not required to include: letters of support from staff and community members; proof of admission in a postsecondary program; and/or any other materials which the student believes to support the student's application.

Consideration by the Board of Education. The principal will make a written recommendation to the Board based on the submitted application from the student. The Board will consider but is not bound by the principal's recommendation. Along with the application, the Board may consult with members of the administration, staff, or anyone else the Board deems appropriate. The Board will grant a student's application only if it determines that the student is best served by permitting the student to graduate early.

Participation in District Activities. Early graduates will be considered graduates of the district at the time the Board confers such status upon them. Therefore, early graduates will no longer be considered members of the student body and will forfeit those rights and privileges accorded such students.

Adopted on: 10/19/2020

Revised on: _____

Reviewed on: _____

5067
Student Assistance Team Process

Pursuant to the Rules of the Nebraska Department of Education, the school district uses general education student assistance teams (SATs). SATs consider and create problem-solving and intervention strategies to assist classroom teachers to meet the needs of students who may be struggling in the general curriculum or who are struggling to comply with the student code of conduct or to meet acceptable behavioral and social norms.

All teaching staff must:

- 1) Support the SAT process by appropriately referring students who may benefit from the SAT process; and
- 2) Faithfully and consistently implementing the intervention strategies recommended by the SAT.

The failure to support the SAT process is a serious matter and may constitute just cause for terminating or canceling a teacher's employment.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2001 Role of the Board of Education

The board of education (board) is charged by the Legislature with the duty of providing public elementary and secondary education to the citizens of the district. The Legislature has also created the State Board of Education and the State Department of Education, and has delegated certain regulatory and advisory functions to them. The board is responsible to these agencies as specified by law.

The board's primary duties are: (1) to establish a mission, goals, and policies; (2) to establish and maintain school facilities; (3) to select a superintendent; (4) to adopt a fiscally responsible budget; and (5) to evaluate programs.

1. Establishment of Mission, Goals and Policies

The board shall concern itself with broad questions of mission, goals and policy, rather than administrative details. The application of policies is an administrative task to be performed by the superintendent of schools and his or her administrative staff, who shall be held responsible for the effective administration and supervision of the entire school district.

2. Establishment and Maintenance of School Facilities and Other Resources

The board is the legal agency through which the community works to provide the physical facilities, curriculum, instructional supplies and staff to enable the district's mission and objectives to be carried out. The board will establish and maintain school facilities necessary to educate the students of the district.

3. Selection of the Superintendent of Schools

The board will employ a superintendent of schools as the chief executive to whom it will delegate the administration of the school program. As the chief administrator for the board, the superintendent will implement board policies and supervise the day-to-day operation of the school system. The superintendent will keep the board informed of the implementation of the plans and policies, and will recommend changes to policies as necessary. The superintendent will furnish educational leadership to the board, the school staff, and the community.

4. Fiscally Responsible Budget

The board will annually adopt a fiscally responsible budget that will permit the district to accomplish its goals and objectives. The management of the financial

program and the development of the proposed budget for the district is delegated to the superintendent.

The board will work for adequate and dependable financial support of the public schools, promotion of effective and efficient organization, and administration of the district.

5. Evaluation of Program

The board will evaluate, or cause to be evaluated, the progress and results of the educational program on a continuous basis. In making these evaluations, the board will seek and give appropriate weight to the superintendent's analysis and recommendations.

Adopted on: 03/20/17

Revised on: _____

Reviewed on: _____

Policy 2121 – Superintendent’s Contract

The Board of Education shall have the power to employ a legally certified Superintendent of Schools for one year, but no contract shall be offered exceeding three years. The Superintendent shall be appointed by the Executive Officer of the Board and have such powers and duties as may be prescribed by rules adopted by the Board and by law. It shall be the Superintendent's duty to make recommendations to the Board concerning the educational policies of the Board and regulation for the government of the school.

Adopted 11/24/98

Reviewed 3.16.09

4025 Superintendent

The superintendent is hired with a one to three-year contract by the board of education and shall report directly to the board of education. The superintendent will be the chief administrative officer of the board of education and shall keep the board informed on important issues. The board delegates to the superintendent the general power and authority to make necessary decisions to ensure the efficient and effective operations of the school.

The superintendent is charged with timely preparing, presenting, and filing an annual school budget, subject to the approval of the board at the annual budget hearing.

The Superintendent shall perform such duties as the Board may require, and in the absence of specific rules and advice of the Board, shall assume authority or perform any duty which any particular situation unforeseen and suddenly arising, may demand, subject to later consideration and action by the Board

The superintendent shall attend all meetings of the Board, except in the case of illness or excused absence. The superintendent shall have the privilege of taking part in deliberation of the Board except when the Superintendent's own salary or re-election are under consideration. The Superintendent will keep the Board informed on conditions of the schools under his/her supervision.

All school employees shall be under the direct and/or delegated supervision of the superintendent. The board delegates to the superintendent the authority to hire, suspend and terminate the employment of all classified staff. He or she shall review all certified and non-certified employees applying for vacancies and shall make recommendations regarding these employees. The superintendent will recommend a salary schedule to the Board for consideration of classified salaries. The schedule will be done annually and include minimum and maximum salaries, increments and other pertinent items.

All of the grounds and buildings are supervised by the superintendent, including necessary repairs and improvements unless the board is required to approve such repairs or improvements.

The superintendent's other duties shall be included in his or her job description, contract, or as otherwise assigned by the board.

Adopted on: 12/17/18

Revised on: 10/19/2020

Reviewed on: _____

Policy 2122 – Attends All Board Meetings

The Superintendent shall attend all meetings of the Board, except in the case of illness or excused absence. The Superintendent shall have the privilege of taking part in deliberation of the Board except when the Superintendent's own salary or re-election are under consideration. The Superintendent shall keep the Board informed on conditions of the schools under the Superintendent's supervision.

Adopted 12/2/98

Reviewed 3.16.09

4025 Superintendent

The superintendent is hired with a one to three-year contract by the board of education and shall report directly to the board of education. The superintendent will be the chief administrative officer of the board of education and shall keep the board informed on important issues. The board delegates to the superintendent the general power and authority to make necessary decisions to ensure the efficient and effective operations of the school.

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All of the grounds and buildings are supervised by the superintendent, including necessary repairs and improvements unless the board is required to approve such repairs or improvements.

The superintendent's other duties shall be included in his or her job description, contract, or as otherwise assigned by the board.

Adopted on: 12/17/18

Revised on: 10/19/2020

Reviewed on: _____

Policy 2123 – Appointment of All Employees

The Superintendent shall make recommendations for appointment, promotion, demotion, and discharge of all school employees. No vacancy will be filled without the Superintendent's recommendation. The Superintendent shall annually prepare a list of all principals, supervisors, and teachers who are to be recommended for re-election and shall supply the Board with complete information concerning the fitness of each one for the promotion for which he or she is recommended and the desirability for continuing such a person as an employee.

Adopted 12/2/98

Reviewed 3.16.09

4025 Superintendent

The superintendent is hired with a one to three-year contract by the board of education and shall report directly to the board of education. The superintendent will be the chief administrative officer of the board of education and shall keep the board informed on important issues. The board delegates to the superintendent the general power and authority to make necessary decisions to ensure the efficient and effective operations of the school.

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The superintendent shall attend all meetings of the Board, except in the case of illness or excused absence. The superintendent shall have the privilege of taking part in deliberation of the Board except when the Superintendent's own salary or re-election are under consideration. The Superintendent will keep the Board informed on conditions of the schools under his/her supervision.

All school employees shall be under the direct and/or delegated supervision of the superintendent. The board delegates to the superintendent the authority to hire, suspend and terminate the employment of all classified staff. He or she shall review all certified and non-certified employees applying for vacancies and shall make recommendations regarding these employees. The superintendent will recommend a salary schedule to the Board for consideration of classified salaries. The schedule will be done annually and include minimum and maximum salaries, increments and other pertinent items.

All of the grounds and buildings are supervised by the superintendent, including necessary repairs and improvements unless the board is required to approve such repairs or improvements.

The superintendent's other duties shall be included in his or her job description, contract, or as otherwise assigned by the board.

Adopted on: 12/17/18

Revised on: 10/19/2020

Reviewed on: _____

Policy 2123.1 – Suspension of Employees

The Superintendent may suspend employees for cause. Such Suspension shall immediately be reported to the Board. No employee shall be recommended for discharge until the Superintendent is convinced that the efficiency of said employee cannot be improved. Employees may be discharged for inefficiency, immorality, insubordination, for violation of Board regulations, and for cause shown.

Adopted 12/2/98

Reviewed 3.16.09

4025 Superintendent

The superintendent is hired with a one to three-year contract by the board of education and shall report directly to the board of education. The superintendent will be the chief administrative officer of the board of education and shall keep the board informed on important issues. The board delegates to the superintendent the general power and authority to make necessary decisions to ensure the efficient and effective operations of the school.

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The superintendent shall attend all meetings of the Board, except in the case of illness or excused absence. The superintendent shall have the privilege of taking part in deliberation of the Board except when the Superintendent's own salary or re-election are under consideration. The Superintendent will keep the Board informed on conditions of the schools under his/her supervision.

All school employees shall be under the direct and/or delegated supervision of the superintendent. The board delegates to the superintendent the authority to hire, suspend and terminate the employment of all classified staff. He or she shall review all certified and non-certified employees applying for vacancies and shall make recommendations regarding these employees. The superintendent will recommend a salary schedule to the Board for consideration of classified salaries. The schedule will be done annually and include minimum and maximum salaries, increments and other pertinent items.

All of the grounds and buildings are supervised by the superintendent, including necessary repairs and improvements unless the board is required to approve such repairs or improvements.

The superintendent's other duties shall be included in his or her job description, contract, or as otherwise assigned by the board.

Adopted on: 12/17/18

Revised on: 10/19/2020

Reviewed on: _____

Policy 2123.2 – Substitute Teachers

The Superintendent shall employ and assign substitute teachers as the needs arise.

Adopted 12/2/98

Reviewed 3.16.09

4025 Superintendent

The superintendent is hired with a one to three-year contract by the board of education and shall report directly to the board of education. The superintendent will be the chief administrative officer of the board of education and shall keep the board informed on important issues. The board delegates to the superintendent the general power and authority to make necessary decisions to ensure the efficient and effective operations of the school.

The superintendent is charged with timely preparing, presenting, and filing an annual school budget, subject to the approval of the board at the annual budget hearing.

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The superintendent shall attend all meetings of the Board, except in the case of illness or excused absence. The superintendent shall have the privilege of taking part in deliberation of the Board except when the Superintendent's own salary or re-election are under consideration. The Superintendent will keep the Board informed on conditions of the schools under his/her supervision.

All school employees shall be under the direct and/or delegated supervision of the superintendent. The board delegates to the superintendent the authority to hire, suspend and terminate the employment of all classified staff. He or she shall review all certified and non-certified employees applying for vacancies and shall make recommendations regarding these employees. The superintendent will recommend a salary schedule to the Board for consideration of classified salaries. The schedule will be done annually and include minimum and maximum salaries, increments and other pertinent items.

All of the grounds and buildings are supervised by the superintendent, including necessary repairs and improvements unless the board is required to approve such repairs or improvements.

The superintendent's other duties shall be included in his or her job description, contract, or as otherwise assigned by the board.

Adopted on: 12/17/18

Revised on: 10/19/2020

Reviewed on: _____

Policy 2123.3 – Assignment of Personnel

The Superintendent shall make such assignments, reassignments, and transfers as are in the Superintendent's professional judgment necessary to secure the highest efficiency of the entire staff.

Adopted 12/2/98

Reviewed 3.16.09

4030 Evaluation of Certificated Employees

All certificated employees to be evaluated shall be notified annually in writing of the evaluation process. A certificated administrator, with the exception of the local board of education when it is evaluating the superintendent, will observe and evaluate each probationary certificated employee for a full instructional period once each semester and each permanent certificated employee for a full instructional period once each school year. If the probationary certificated employee is a superintendent, he or she shall be evaluated twice during the first year of employment and at least once annually thereafter. The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. Evaluation of instructional performance and classroom organization and management is applicable to teachers only. The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

The school district will train administrators in evaluation annually through meetings with the superintendent or other administrator, attendance at regional, state or national workshops, or any other method approved by the superintendent.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

Entire Instructional Period. For certificated employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

Actual Classroom Observation. Actual classroom observation consists of observing the certificated employee in any activities in a classroom setting. When a certificated employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certificated employee performing activities that are typical of his or her position.

This policy and the evaluation instrument shall be included in the teacher handbook which will be distributed to staff members upon their employment and annually thereafter.

Adopted on: 12/17/18

Revised on: _____

Reviewed on: _____

Policy 2124 – Appraisal of Teaching

It shall be the duty of the Superintendent to appraise the quality of teaching of the instructional staff with a view toward improving their effectiveness and/or submitting recommendations to the Board for rehiring of staff members.

Adopted 12/2/98

Reviewed 3.16.09

4030 Evaluation of Certificated Employees

All certificated employees to be evaluated shall be notified annually in writing of the evaluation process. A certificated administrator, with the exception of the local board of education when it is evaluating the superintendent, will observe and evaluate each probationary certificated employee for a full instructional period once each semester and each permanent certificated employee for a full instructional period once each school year. If the probationary certificated employee is a superintendent, he or she shall be evaluated twice during the first year of employment and at least once annually thereafter. The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. Evaluation of instructional performance and classroom organization and management is applicable to teachers only. The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

The school district will train administrators in evaluation annually through meetings with the superintendent or other administrator, attendance at regional, state or national workshops, or any other method approved by the superintendent.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

Entire Instructional Period. For certificated employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

Actual Classroom Observation. Actual classroom observation consists of observing the certificated employee in any activities in a classroom setting. When a certificated employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certificated employee performing activities that are typical of his or her position.

This policy and the evaluation instrument shall be included in the teacher handbook which will be distributed to staff members upon their employment and annually thereafter.

Adopted on: 12/17/18

Revised on: _____

Reviewed on: _____

Policy 2124.1 – In-Service Training of Teachers

The Superintendent shall be charged with the responsibility for all measure for the improvement of teachers in-service. With the aid of the Superintendent's assistants, the Superintendent shall from time to time issue bulletins, circulars, courses of study and other curricular material for the improvement of instruction. The Superintendent shall convene with the teachers at stated times for the purpose of the information and mutual conference on any phase of school work.

Adopted 12/2/98

Reviewed 3.16.09

6004 Curriculum Development

The superintendent or his/her designee shall be responsible for providing and directing system-wide planning for curriculum, instruction, assessment and staff development.

The curriculum shall be standards-driven and accountability-based. The standards shall be the same as the measurable model academic content standards adopted by or required by the State Board of Education and shall cover at least the same grade levels required by the State Board. The curriculum shall be articulated to include all programs and grade levels offered within the district, K-12 and, if applicable, shall include a preschool program. The curriculum shall reflect the comprehensive plan of the school district. All professional staff members are responsible for implementing the curriculum.

The superintendent or his/her designee will present this curriculum to the board for approval or modification.

The superintendent shall be responsible for establishing curriculum guides to articulate and coordinate the written curriculum, and to provide consistency of the written curriculum from one level of the district to the next. Curriculum guides shall provide for the development of the school district's curriculum and shall set academic standards, identify essential educational outcome criteria, and provide for the implementation, monitoring and evaluation of student learning.

Teachers are responsible for following the curriculum guides and teaching the written curriculum. Principals are responsible for monitoring the curriculum and evaluating teachers to ensure that they are teaching in compliance with the curriculum guides and written curriculum. The superintendent and his/her designee shall ensure that principals monitor the curriculum and evaluate teachers.

Adopted on: 3/16/2020

Revised on: _____

Reviewed on: _____

Policy 2124.3 – Courses of Study and Textbooks

The Superintendent shall recommend to the Board new courses of study, and the approval and adoption of new textbooks.

Adopted 12/2/98

Reviewed 3.16.09

4025 Superintendent

The superintendent is hired with a one to three-year contract by the board of education and shall report directly to the board of education. The superintendent will be the chief administrative officer of the board of education and shall keep the board informed on important issues. The board delegates to the superintendent the general power and authority to make necessary decisions to ensure the efficient and effective operations of the school.

The superintendent is charged with timely preparing, presenting, and filing an annual school budget, subject to the approval of the board at the annual budget hearing.

The Superintendent shall perform such duties as the Board may require, and in the absence of specific rules and advice of the Board, shall assume authority or perform any duty which any particular situation unforeseen and suddenly arising, may demand, subject to later consideration and action by the Board

The superintendent shall attend all meetings of the Board, except in the case of illness or excused absence. The superintendent shall have the privilege of taking part in deliberation of the Board except when the Superintendent's own salary or re-election are under consideration. The Superintendent will keep the Board informed on conditions of the schools under his/her supervision.

All school employees shall be under the direct and/or delegated supervision of the superintendent. The board delegates to the superintendent the authority to hire, suspend and terminate the employment of all classified staff. He or she shall review all certified and non-certified employees applying for vacancies and shall make recommendations regarding these employees. The superintendent will recommend a salary schedule to the Board for consideration of classified salaries. The schedule will be done annually and include minimum and maximum salaries, increments and other pertinent items.

All of the grounds and buildings are supervised by the superintendent, including necessary repairs and improvements unless the board is required to approve such repairs or improvements.

The superintendent's other duties shall be included in his or her job description, contract, or as otherwise assigned by the board.

Adopted on: 12/17/18

Revised on: 10/19/2020

Reviewed on: _____

Policy 2125 – Recommends Salary Schedule

The Superintendent shall recommend a schedule to the Board for consideration. Such schedule shall provide minimum and maximum salaries, annual increments, and other items pertinent to a salary schedule.

Adopted 12/2/98

Reviewed 3.16.09

3001 Budget

The board of education shall adopt a budget each year to support the school district's programs and services for the ensuing fiscal year. The superintendent of schools shall be responsible for developing the budget subject to the direction and decisions of the board. The budget document shall be under continuous development, based upon the requirements of the adopted educational program.

The superintendent shall prepare the proposed budget in accordance with board policies and goals, state statutes and regulations. As the district's spending plan, the budget will be based on up-to-date revenue estimates, and will reflect the assessed needs and programs approved by the board.

The board shall present the proposed budget to the public so that patrons may review it and participate in any public hearing(s). The board shall consider and adopt the budget in accordance with Nebraska law.

Except for bids required under the section "Bid Letting and Contracts," the board's adoption of the budget shall authorize the purchases without further board action.

At each monthly board meeting, the superintendent will provide a report on the current status of the major sections of the budget.

Adopted on: 6/19/2017

Revised on: 10/19/2020

Reviewed on: _____

4025 Superintendent

The superintendent is hired with a one to three-year contract by the board of education and shall report directly to the board of education. The superintendent will be the chief administrative officer of the board of education and shall keep the board informed on important issues. The board delegates to the superintendent the general power and authority to make necessary decisions to ensure the efficient and effective operations of the school.

The superintendent is charged with timely preparing, presenting, and filing an annual school budget, subject to the approval of the board at the annual budget hearing.

The Superintendent shall perform such duties as the Board may require, and in the absence of specific rules and advice of the Board, shall assume authority or perform any duty which any particular situation unforeseen and suddenly arising, may demand, subject to later consideration and action by the Board

The superintendent shall attend all meetings of the Board, except in the case of illness or excused absence. The superintendent shall have the privilege of taking part in deliberation of the Board except when the Superintendent's own salary or re-election are under consideration. The Superintendent will keep the Board informed on conditions of the schools under his/her supervision.

All school employees shall be under the direct and/or delegated supervision of the superintendent. The board delegates to the superintendent the authority to hire, suspend and terminate the employment of all classified staff. He or she shall review all certified and non-certified employees applying for vacancies and shall make recommendations regarding these employees. The superintendent will recommend a salary schedule to the Board for consideration of classified salaries. The schedule will be done annually and include minimum and maximum salaries, increments and other pertinent items.

All of the grounds and buildings are supervised by the superintendent, including necessary repairs and improvements unless the board is required to approve such repairs or improvements.

The superintendent's other duties shall be included in his or her job description, contract, or as otherwise assigned by the board.

Adopted on: 12/17/18

Revised on: 10/19/2020

Reviewed on: _____

Policy 2125.1 – Preparation of Budget

The Superintendent shall prepare a financial budget for the ensuing year. This budget shall contain a detailed breakdown of all anticipated receipts and expenditures. The educational program is determined to a large extent by the amount of money expended, therefore, the budget should be detailed as possible and all normal expenses should be anticipated and new or major expenditures should be completely explained. This budget shall be submitted to the Board of Education for approval or modification.

Adopted 12/2/98

Reviewed 3.16.09

2001 Role of the Board of Education

The board of education (board) is charged by the Legislature with the duty of providing public elementary and secondary education to the citizens of the district. The Legislature has also created the State Board of Education and the State Department of Education, and has delegated certain regulatory and advisory functions to them. The board is responsible to these agencies as specified by law.

The board's primary duties are: (1) to establish a mission, goals, and policies; (2) to establish and maintain school facilities; (3) to select a superintendent; (4) to adopt a fiscally responsible budget; and (5) to evaluate programs.

1. Establishment of Mission, Goals and Policies

The board shall concern itself with broad questions of mission, goals and policy, rather than administrative details. The application of policies is an administrative task to be performed by the superintendent of schools and his or her administrative staff, who shall be held responsible for the effective administration and supervision of the entire school district.

2. Establishment and Maintenance of School Facilities and Other Resources

The board is the legal agency through which the community works to provide the physical facilities, curriculum, instructional supplies and staff to enable the district's mission and objectives to be carried out. The board will establish and maintain school facilities necessary to educate the students of the district.

3. Selection of the Superintendent of Schools

The board will employ a superintendent of schools as the chief executive to whom it will delegate the administration of the school program. As the chief administrator for the board, the superintendent will implement board policies and supervise the day-to-day operation of the school system. The superintendent will keep the board informed of the implementation of the plans and policies, and will recommend changes to policies as necessary. The superintendent will furnish educational leadership to the board, the school staff, and the community.

4. Fiscally Responsible Budget

The board will annually adopt a fiscally responsible budget that will permit the district to accomplish its goals and objectives. The management of the financial

program and the development of the proposed budget for the district is delegated to the superintendent.

The board will work for adequate and dependable financial support of the public schools, promotion of effective and efficient organization, and administration of the district.

5. Evaluation of Program

The board will evaluate, or cause to be evaluated, the progress and results of the educational program on a continuous basis. In making these evaluations, the board will seek and give appropriate weight to the superintendent's analysis and recommendations.

Adopted on: 03/20/17

Revised on: _____

Reviewed on: _____

Policy 2125.3 – Propose Policies

The Superintendent shall propose new policies to the Board of Education as necessity for such arises.

Adopted 12/2/98

Reviewed 3.16.09

4025 Superintendent

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Adopted on: 12/17/18

Revised on: 10/19/2020

Reviewed on: _____

Policy 2125.4 – Rules and Regulations

The Superintendent shall make rules and regulations routine matters which have not been specifically provided for in the rules and regulations of the Board.

Adopted 12/2/98

Reviewed 3.16.09

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Adopted on: 12/17/18

Revised on: 10/19/2020

Reviewed on: _____

Policy 2125.5 – School Building Consultant

As new buildings are to be erected or old ones remodeled or discontinued in use, the Superintendent shall be responsible for carefully studying the needs of the schools, and for recommending plans adequate for meeting those needs to the Board .

Adopted 12/2/98

Reviewed 3.16.09

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Adopted on: 12/17/18

Revised on: 10/19/2020

Reviewed on: _____

Policy 2126 – Emergency Authority

The Superintendent shall perform such duties as the Board may require, and in the absence of specific rules and advice of the Board, shall assume any authority or perform any duty which any particular situation unforeseen and suddenly arising, may demand, subject to later consideration and action by the Board.

Adopted 12/2/98

Reviewed 3.16.09

Policy 2127 – Interpretation of School to Community

The Superintendent will annually prepare a written report describing the school's success in meeting local goals. This report will be presented to the Board and general public. It may include a summary of results of the following assessments or studies:

1. A standardized norm-referenced assessment instrument given at the different grade levels in the Cozad Community Schools.
2. Criterion referenced assessments.
3. Learning climate assessment results (every 2 years.)
4. Complete financial information of the Cozad School District.
5. Cozad Community Schools demographics.
6. Follow-up of graduates (at least once every three years.)

All Test Scores will be kept confidential and no individual student will be identified in any reports made to the public.

Adopted 12/2/98

Reviewed 3.16.09

Policy 2128 – Attends Professional Meetings

The Superintendent shall be a member of local, state and national organizations pertaining to educational administration. The Superintendent is encouraged to attend state, national, and regional conferences as part of his official duties.

Adopted 12/2/98

Reviewed 3.16.09

Policy 2129 – May Require Reports

The Superintendent shall have the authority to require reports from all employees as may be desired from time to time.

Adopted 12/2/98

Reviewed 3.16.09

3040

School Safety and Security

In order to fulfill its obligation to provide a safe and secure learning environment, the Board of Education has adopted this School Safety and Security Policy. Although the district will take reasonable steps to protect students and staff, no entity can provide complete safety and security at all times. This policy does not make the district a guarantor of the safety of students, staff or patrons.

I. General Safety and Security

a. NDE Rubric

The District will meet at least the minimum requirement for each school safety and security standard indicator adopted by the Nebraska Department of Education.

b. School Hours

- i. During a crisis situation, the administration will maintain established school hours and proceed with all co-curricular activities as scheduled whenever possible.
- ii. If, during a crisis situation, the parent(s) or guardian of a student decide that the student needs to be absent, this absence will be excused.

c. Access to School Facilities

- i. The school's facilities may not be used for funeral or memorial services during the school day.
- ii. This policy does not discourage the presentation of traditional American Legion memorial services which promote patriotism.

d. Memorials

- i. Memorials often create a visual reminder of a particular crisis that may reintroduce feelings of grief

for students. Therefore, memorials may not be displayed anywhere on school premises.

- ii. This policy is not intended to discourage the acceptance of memorial funds or specific items.

II. Superintendent's Duties Related to Safety and Security

a. Appointment of Crisis Team

The Superintendent shall appoint members to serve on the school district's crisis team. The superintendent may, but is not required, to include representatives from the following groups on the crisis team:

- Administrators
- Teachers
- Health/mental health
- Facilities staff
- Transportation staff
- Food service staff member
- Information technology staff
- Students
- Parents
- Staff member with expertise on the needs of students with disabilities
- Organizations that serve the disabled
- Organizations that serve the needs of minority populations (ELL, race, etc.)
- Representatives from local early responders (law enforcement, fire and rescue personnel, railroad, factories, etc.)

b. Compliance with Fire and Safety Codes

The Superintendent will ensure that the school district meets all current fire and life safety codes or is in the process of coming into compliance.

c. Annual Safety Audits

The Superintendent will arrange for the performance of an annual safety audits using an external consultants utilizing

the standardized audit protocol adopted by the Nebraska Department of Education.

d. Mutual Aid Agreements

The Superintendent will enter into mutual aid agreements to address the academic, physical, operational, psychological, and emotional recovery areas when possible with appropriate local entities.

III. Building Principals' Duties Related to Safety and Security

a. Positive and Safe Learning Environment

Each building principal shall implement a school-wide behavior process to create a positive and safe learning environment.

Each building principal shall conduct training on and require enforcement of the district's anti-bullying and dating violence policies.

Each building principal shall ensure that staff complete the required suicide prevention training as required by board policy.

Each building principal shall require staff to engage in active supervision of students at all times

b. Visitor Protocol.

Each building principal shall adopt a protocol for visitors to his/her school building to sign in upon arrival and departure and to be identified as a visitor while they are in the building during the school day. The protocol must also address visitors in specialized areas of the school such as playgrounds, gyms, cafeterias and the like.

This protocol may be written or unwritten but must be clearly communicated to and enforced by all staff.

The building principal will report individuals who repeatedly violate the visitor protocol to the superintendent for

possible exclusion from school facilities pursuant to board policy.

c. Emergency Drills

Each building principal must ensure that the following drills are conducted in his/her building:

- i. Fire drills (evacuation): One fire drill conducted monthly with one additional drill being conducted during the first 30 days of school.
- ii. Tornado drills (shelter): One drill during the first two weeks of school and the second drill during the month of March.
- iii. Bus evacuation drills: Two drills during the school year involving all students and appropriate staff. Recommended that one drill occur during the first month of school.

Each building principal must also conduct any non-required drills recommended by crisis team.

Each building principal shall conduct a performance review of each of the drills conducted pursuant to this policy. This review does not have to be in writing.

Adopted on: 07/16/18

Revised on: _____

Reviewed on: _____

Policy 2130 – Safety & Fire Drills

The Superintendent shall require the principals to instruct and train the pupils by means of fire drills, school bus safety, and safety in general in and about the various buildings and grounds of the District.

Adopted 12/2/98

Reviewed 3.16.09

Policy 2132.1 – Classification and Promotion of Pupils

The Superintendent shall be responsible for the proper classification and promotion of pupils.

Adopted 12/2/98

Reviewed 3.16.09

4025 Superintendent

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Adopted on: 12/17/18

Revised on: 10/19/2020

Reviewed on: _____

Policy 2133 – Operation and Maintenance of Schools

The Superintendent shall have charge of operation and maintenance of the buildings and equipment of the schools.

Adopted 12/2/98

Reviewed 3.16.09

3019

Sale and Disposal of School Property

The Superintendent is authorized and directed to dispose of books, furniture, equipment, real estate, and other property that is obsolete or no longer needed for school operations. Any sale of school property is contingent on approval by the vote of at least two-thirds of the members of the Board of Education at a regular meeting.

Such disposal may be by private sale, auction, trade-in, or by taking bids and selling to the highest or most responsible bidder.

The following procedures shall be followed for an auction or when taking bids:

1. The intention to sell shall be publicized, via school newsletter, a weekly memo, a bulletin posting, a newspaper advertisement, or other means suitable to the value and nature of the property.
2. Real estate will be sold to the highest bidder, except that a minimum acceptable price may be established prior to bidding.
3. Items which are offered for sale in an approved manner which are not sold after a reasonable period of time may be considered to have no value and may be disposed of as determined by the Superintendent and reported to the Board of Education.

Property that has little or no value shall be discarded or recycled as appropriate. No school employee shall take such property for their personal use, even if the item has been placed in the trash, without the express approval of the administration.

Legal Reference: Neb. Rev. Stat. § 79-10,114

Adopted on: 7/18/2016

Revised on: 12/18/2017

Reviewed on: _____

Policy 2133.1 – Removal of School Property

Removal of school furniture and/or equipment from building for private use shall not be done except on direct authorization of the Superintendent.

Adopted 12/3/98

Reviewed 3.16.09

4026 Principals

Principals shall be directly responsible to the Superintendent.

Principals shall be responsible for the administration of their respective buildings and enforce the rules of the Board and Superintendent and have the authority to call upon certified and non-certified personnel to this end.

Principals shall meet with the Superintendent for conferences as often as the Superintendent may require, keep accurate and complete records, delegate authority, adequately supervise academic and non-academic activities placed under their jurisdiction, participate in curriculum studies, and be tactful in relations with parents and the general public.

The building administrator shall determine promotion or retention of students under his/her jurisdiction.

Principals shall not have authority to dismiss school before the regular time without approval of the Superintendent.

Principals shall promote health and safety education in their respective buildings. They shall require that there will be at least one fire drill per month in each building, and as many more as are needed to insure students know how to safely exit from the buildings at all times. The Principal shall be responsible for regular inspections of the building to insure it is maintained in a clean neat and healthful condition.

The Principals shall report all cases of excessive absence, tardiness, truancy, unusual cases of discipline, and disregard for school rules, regulations and policies to the Superintendent. The Principal may suspend a pupil for just cause.

In cooperation with the Superintendent, the Principals shall set up and conduct teacher meetings at frequent intervals throughout the school year. The subject matter of these meetings should not be purely of administrative detail, but should consist of meetings for studying the curriculum, methods and techniques for the improvement of instruction, and in general strengthen the instructional program. Teachers should be encouraged to help plan and lead these meetings or portions of them.

Principals shall be required to make an annual inventory of instructional equipment and materials not under the direct care of teachers and file with the Superintendent.

The Principals shall not permit any of the time of teachers or pupils to be occupied while at school by solicitors or agents. Principals may meet with salespersons in the line of duty, as long as it does not interfere with their academic work.

Adopted on: 10/19/2020

Revised on: _____

Reviewed on: _____

Policy 2210 – Line of Authority

Principals shall be directly responsible to the Superintendent of Schools.

Adopted 12/3/98

Reviewed 4.13.2009

4026 Principals

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Adopted on: 10/19/2020

Revised on: _____

Reviewed on: _____

Policy 2212 – Administrative Function

Principals shall be responsible for the Administration of their respective buildings and enforce the rules of the Board and Superintendent and have the authority to call upon certified and non-certified personnel to this end.

Adopted 12/3/98

Reviewed 4.13.2009

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Adopted on: 10/19/2020

Revised on: _____

Reviewed on: _____

Policy 2214 – Other Duties

Principals shall meet with the Superintendent for conference as often as the Superintendent may require, keep accurate and complete records, delegate authority, adequately supervise academic and non-academic activities placed under their jurisdiction, participate in curriculum studies, and be tactful in relations with parents and the general public.

Adopted 12/3/98

Reviewed 4.13.2009

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Adopted on: 10/19/2020

Revised on: _____

Reviewed on: _____

Policy 2215 – Promotion of Pupils

The building administrator shall determine promotion or retention of students under his/her jurisdiction. Such determination to be made at the end of each semester.

Adopted 8.10.2010

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Adopted on: 10/19/2020

Revised on: _____

Reviewed on: _____

Policy 2218 – Early Dismissal of Entire Building

Principals shall not have authority to dismiss school before the regular time without approval of the Superintendent.

Adopted 12/3/98

Reviewed 4.13.2010

4026 Principals

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In cooperation with the Superintendent, the Principals shall set up and conduct teacher meetings at frequent intervals throughout the school year. The subject matter of these meetings should not be purely of administrative detail, but should consist of meetings for studying the curriculum, methods and techniques for the improvement of instruction, and in general strengthen the instructional program. Teachers should be encouraged to help plan and lead these meetings or portions of them.

Principals shall be required to make an annual inventory of instructional equipment and materials not under the direct care of teachers and file with the Superintendent.

The Principals shall not permit any of the time of teachers or pupils to be occupied while at school by solicitors or agents. Principals may meet with salespersons in the line of duty, as long as it does not interfere with their academic work.

Adopted on: 10/19/2020

Revised on: _____

Reviewed on: _____

Policy 2220 – Promotion of Health and Safety

Principals shall promote health and safety education in their respective buildings. They shall require that there will be at least one drill per month in each building, and as many more as are needed to insure that students know how to safely exit from the buildings at all times. The Principal shall be responsible for regular inspections of the building to insure that it is maintained in a clean neat and healthful condition.

Adopted 12/3/98

Approved 3/8/99

Reviewed 4.13.2009

4026 Principals

Principals shall be directly responsible to the Superintendent.

Principals shall be responsible for the administration of their respective buildings and enforce the rules of the Board and Superintendent and have the authority to call upon certified and non-certified personnel to this end.

Principals shall meet with the Superintendent for conferences as often as the Superintendent may require, keep accurate and complete records, delegate authority, adequately supervise academic and non-academic activities placed under their jurisdiction, participate in curriculum studies, and be tactful in relations with parents and the general public.

The building administrator shall determine promotion or retention of students under his/her jurisdiction.

Principals shall not have authority to dismiss school before the regular time without approval of the Superintendent.

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Adopted on: 10/19/2020

Revised on: _____

Reviewed on: _____

Policy 2221 – Discipline, Suspension and Expulsion

The Principals shall report all cases of excessive absence, tardiness, truancy, unusual cases of discipline, and disregard for school rules, regulations and policies to the Superintendent. The Principal may suspend a pupil for just cause. Notice being given in writing immediately to the President of the Board of Education and the Superintendent. The right to expel a pupil from school is reserved by the Board of Education upon recommendation of the Superintendent.

Adopted 12/5/98

Reviewed 4.13.2009

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Adopted on: 10/19/2020

Revised on: _____

Reviewed on: _____

Policy 2222 – Principals shall conduct Teacher's Meetings

In cooperation with the Superintendent, the Principals shall set up and conduct teachers meetings at frequent intervals throughout the school year. The subject matter of these meetings should not be purely of administrative detail, but should consist of meetings for studying the curriculum, methods and techniques for the improvement of instruction, and in general strengthen the instructional program. Teachers should be encouraged to help plan and lead these meetings or portions of them.

Adopted 12/3/98

Reviewed 4.13.2009

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Adopted on: 10/19/2020

Revised on: _____

Reviewed on: _____

Policy 2223 – Supervision of Records

The Principals shall examine all class records and register, giving such directions as will insure their being kept in a proper manner. All class records shall be filed in the Superintendent's Office at the close of the school year. Records of teachers must be filed with the Superintendent as required.

Adopted 12/3/98

Reviewed 4.13.2009

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Adopted on: 10/19/2020

Revised on: _____

Reviewed on: _____

Policy 2225 – Instructional Equipment and Materials Inventory

Principals shall be required to make an annual inventory of instructional equipment and materials not under the direct care of teachers and file same with the Superintendent.

Adopted 12/3/98

Reviewed 4.13.2009

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Adopted on: 10/19/2020

Revised on: _____

Reviewed on: _____

Policy 2226 – Agents and Salesmen

The Principals shall not permit any of the time of teachers or pupils to be occupied while at school by solicitors or agents. Principals shall meet with salespersons in the line of duty, as long as it does not interfere with their academic work.

Adopted 12/3/98

Reviewed 4.13.2009