

**Cozad Community Schools  
Board of Education Regular Meeting  
Monday, October 16, 2023 7:00 PM  
Office of the Superintendent**

Mission: Cozad Community Schools, in partnership with family and community, prepares students to be successful lifelong learners through quality education.

Vision: Cozad Creates Success

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.**

**1.1. 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 West wall of the meeting room.

Notice of this meeting was given in advance by publication in the Cozad Local and posted on the Cozad Community Schools website and at the District Office, Cozad Post Office and Wilson Public Library. Notice of this meeting was also given in advance to all members of the Board of Education. The order of agenda items may be changed when deemed necessary.

The board may choose to enter closed (executive) session to discuss any matter for which closed (executive) session is lawful and appropriate.

**1.3. Excused/Unexcused Board Member Absence**

**2. APPROVAL OF THE AGENDA**

This agenda item enables the board to validate if an item was added prior to the 24-hour period before the board meeting. If an item was added, the board may verify when the modifications were made and when the updated agenda was posted to the district website.

**3. HAYMAKER HIGHLIGHT**

## **October Board Meeting**

- The playground is installed, and the students are loving it!
- Career fairs were beneficial, and we have some positive leads.
- Cozad Haymaker Marching Band in the Harvest of Harmony competition scored very well and outperformed bigger bands.
- Haymaker Branch at Cozad Elementary-Blair Stuthman

**4. PUBLIC COMMENTS (AGENDA ITEM SPECIFIC)**

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 on the agenda. The public will also have the ability to speak to the board on non-agenda items at the end of the meeting.

We have \_\_\_\_\_ speakers who have signed up to speak. We will allow \_\_\_\_ minutes per speaker for a total of \_\_\_\_\_ minutes.

During the public comment portion of this meeting, those who have signed up need to be allowed to speak without interruption for the time allotted by the Board. We understand that people may have strong feelings about the issues they come to speak about. We ask that you respect the opinions of all who speak and that you refrain from applause, conduct that interferes with the Board meeting, or other outbursts during the presentations. Offensive language, vulgar personal attacks, or hostile conduct will not be tolerated. If the Board President determines any statement or comment constitutes offensive language, a vulgar personal attack, or hostile conduct, then the Board President will rule the person out of order, and the person forfeits any remaining time. You should be further advised that there is no legal protection for any comments that are made, including slanderous comments. Each person should choose their words carefully.

The Board is not obligated to respond to public comments or questions because such dialogue could violate the Open Meetings Act.

During the meeting, including during public comment, comments, outbursts, or interruptions from the audience will not be tolerated. After public comment, the Board will conduct its business. Remember that this is a public meeting, not a meeting of the public. Individuals wishing to speak must do so during public comment. Any attendee who chooses to interrupt Board business will be deemed out of order and may be asked to leave. Refusal to do so may result in removal.

The board needs to be allowed to conduct our business in this public setting uninterrupted. Any questions or concerns that arise from this meeting can be addressed via phone or email to the administration or Board after the meeting has concluded.

If the subject of your public comment is related to a particular student or staff member, we ask that you not mention the student or staff member by name in the public session. The Board has a complaint procedure in policy, and the Board will not respond to or consider any complaints unless and until an individual follows the complaint policy.

As a reminder, under the Open Meetings Act, the Board of Education is legally obligated to require any member of the public desiring to address the Board to identify himself or herself, including an address and the name of any organization you may represent. As a result, please state and spell your first and last name, state your current address, and let us know if you are here representing any particular organization before you begin your public comment.

It is now \_\_\_\_\_ p.m. Our first speaker \_\_\_\_\_

**5. PRINCIPAL/ADMINISTRATIVE REPORTS**

**5.1. Patty Wolfe Report**

**Director of Technology Board Report**  
**October 16, 2023**  
**Patty Wolfe - Director of Technology**

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**1. Adviser Data**

- a. 2022-2023 Follow Up Collection–Due on October 2nd
    - i. Two students that were exited with an exit code of “205” (unenrolled eligible to return) have to be changed in the locked data. Forms have been submitted to NDE
  - b. 2023-2024 Fall Collection
    - i. Was due October 15th–Window until October 31st–locked at midnight on the 31st
    - ii. Verification reports given to Administration to review
    - iii. Data that NDE is collecting and reviewing in the Fall window is:
      - 1. School enrollment
      - 2. Special Education Program
      - 3. Early Childhood Program
      - 4. Food Program
      - 5. English Learner Program
      - 6. Digital Equity
    - iv. Data Uses
      - 1. State Aid Calculation
      - 2. Nutrition Services (Direct Certification)
      - 3. Free & Reduced Price Lunch Counts, E-Rate
      - 4. Medicaid in Public Schools (MIPS)
      - 5. Individuals with Disabilities Education Act (IDEA)
      - 6. Annual Child Count
      - 7. English Learner Participant / Eligibility Counts
      - 8. Digital Equity
      - 9. Nebraska Education Profile ([Cozad](#))
- 2. PowerSchool–MBA Report Creator**
- a. Update–Kindergarten Standard Based report card (example attached)
- 3. AI and Education– Document Attached**

## #2--AI in Education (Board 10-16-2023)

### AI in Education - Opportunities & Challenges

Introduction to AI in Education:

- AI can help personalize learning for students
- AI can assist with grading and feedback
- AI can help identify areas where students need extra help/support

Advantages of AI in Education

- Enhances personalized learning
- Automates administrative tasks
- Provides real-time feedback
- Enables remote learning

Disadvantages of AI in Education

- AI can never replace the human touch in education, and it may perpetuate biases and reinforce existing inequalities.
- Privacy concerns

AI & Personalized Learning

- Streamlines grading, personalize instruction, provides real-time feedback to improve student outcomes.
- AI Classrooms are the future of education

AI and Student Assessment

- Quickly grades students' assignments which gives teachers more time to focus on instruction
- Personalized feedback

AI and Teacher Assistance

- Personalized learning experiences and professional development
- Adapt to students' needs—ELL and Special Ed students benefit
- Automate administrative tasks
- Frees up teacher time to focus on instructional strategies and actual instruction time

AI and Education Research

- Enhances research by analyzing vast amounts of data

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## 10 Essential Ideas Every Educator Needs to Understand

As artificial intelligence (AI) quickly enters into the education world, educators are not well “trained” and nervous about this new “wave” in education. Here are 10 aspects that educators must be aware of to infuse AI effectively and create compelling learning experiences. **Because this new tool is so much more than a way for students to cheat.**

### #1. Human Trained AI vs Deep Learning Models:

Educators must differentiate between human-trained AI (ex: Netflix) and advanced deep learning models (like ChatGPT), emphasizing the need to integrate AI in education early to prepare students for a future where AI's role will be crucial.

Predictions suggest that by the time current kindergartners graduate from high school, AI will be a billion times smarter than human beings. This underscores the importance of integrating AI into education from an early age, to prepare students for a future where AI will play a significant role in all aspects of society.

## **#2 The True Power in Student-AI Collaboration:**

The future involves students collaborating with AI for various educational tasks, fostering learning and creativity through this partnership. Instead of trying to catch students who have used AI, we need to encourage them to work in symbiosis with AI to create and show learning.

## **#3 The Impact AI Can Have on Learning Differences**

AI will significantly benefit students with learning differences, particularly those with dyslexia, as AI tools are expected to become integral to Individualized Education Programs (IEPs).

## **#4 The Role of Coded Bias**

Recognizing and addressing coded bias in AI is essential for students to critically evaluate AI responses and the data it's trained on.

## **#5 The Job Market Impact**

The job market will undergo significant changes due to AI, with job losses and new opportunities for those skilled in working with AI, urging educators to prepare students for this shift.

“Educators should understand that within the next two years, the World Economic Forum predicts that 85 million jobs will be lost to AI, and in that same time period, 97 million new jobs will be created for those who know how to work with AI.”

## **#6 The Importance of Improving Prompting Skills**

Educators should enhance their prompting skills when interacting with AI systems like ChatGPT to optimize the quality of responses, offering better lesson ideas and resources.

## **#7 How to Enhance Pedagogy with ChatGPT**

ChatGPT can enhance pedagogy by providing background information and real-life applications for subjects, making learning more engaging and relevant.

### **#8 AI is More Than a Worksheet or Presentation Generator**

AI goes beyond generating worksheets and tests; it empowers students to ask better questions, fostering student-centered learning and deeper understanding.

### **#9 How to Use AI to Develop Critical Thinking in Students:**

AI can be used to develop critical thinking skills in students by creating scenarios that encourage creative problem-solving.

### **#10 Soon, it will be a common assumption that all written pieces involved the use of AI**

In the future, AI collaboration in writing will be common, and educators should teach students how to effectively use AI writing tools, understand their limitations, and preserve the value of human thought and creativity in writing. It is essential to instill in students the understanding that while AI can be a valuable tool, it is not a replacement for human thought and creativity.

## 5.2. Corey Fisher Report

# Cozad High School

Home of the Haymakers

Corey Fisher, Principal  
Phone: (308) 784-2744  
Fax: (308) 217-4505



1710 Meridian Ave.  
Cozad, NE 69130  
E-mail: [corey.fisher@cozadschools.net](mailto:corey.fisher@cozadschools.net)

**DATE:** September 18, 2023  
**RE:** Board Report (HS)

**\*Strategic Plan Framework-Guiding Principles**  
[W CozadStratPlanFramework2020-24.docx](#)

## PRINCIPAL ADVISORY COUNCIL

Last spring the NASB facilitated a well-being survey to staff across the Cozad district. One of the outcomes from that survey was the creation of the Cozad High School Principal Advisory Council (a.k.a. PAC). The Principal Advisory Council operates under and will adhere to the policies and procedures of the Cozad Community School District Board of Education. Through collaboration, the council can provide advice and recommendations to the school principal, on matters related to school climate/culture and other appropriate school related matters.

- The council will meet at least quarterly and additional meetings may be scheduled as deemed necessary by the council.
- What the PAC Does and Does Not Do:
  - Does maintain a school-wide (CHS) perspective on all matters.
  - Does ultimately focus on what is best for students and staff.
  - Does not gossip about colleagues or students
  - Does not air personal grievances about school related matters, students, staff or School Board.

The council held the first meeting on October 4, 2023. Some of the topics discussed were focused on Student and Staff Communications (Weekly Updates), PLC's and access to MAP data, and Celebrating School-Wide Successes.

The council will meet again early in the 2nd quarter. Academic Success (8th period) will be one of the topics on the agenda as we consider how we currently utilize this time and how we can improve Academic Success moving forward.

## ACADEMIC SUCCESS PERIOD:

The primary focus of Academic Success is to continue to build on our goals for credit acquisition for all students in grades 9-12. This was a priority over the past four semesters and will continue to be a focus the remainder of this school year as it is one of our school improvement goals. While there has been significant growth and improvement made towards our school's credit acquisition goal, it is important for us to continue to consider how we can maximize this time. Considerations may include ACT Prep, ALEKS Math, College and Career Prep, etc.

## DISTRICT-WIDE LOCKDOWN DRILL:

We held our District-Wide Lockdown Drill on Tuesday, October 10th at 9:30 a.m. All staff and students from all schools participated in the Lockdown Drill and the goal is to ensure that students and staff are aware of Lockdown Emergency protocols and can respond appropriately in a timely manner.

- During the lockdown, our administrative staff, along with law enforcement, work the building to identify areas of concern or failure to follow protocols.
- Drills are documented using the Standard Response Protocol Drill forms and are kept on file.

## MISSION STATEMENT

Cozad Community Schools, in partnership with family and community, prepares students to be successful lifelong learners through quality education.

### **ASVAB TEST FOR JUNIORS:**

CHS Junior students were scheduled to participate in the ASVAB Test on October 11, 2023. However, the testing date has been rescheduled to Tuesday, November 28th. This is a result of test administrator error as not enough materials were brought by the ASVAB staff to allow for all students to participate on the original October 11th date. The ASVAB assessment has been researched and developed by the United States Department of Defense. It is given to Junior students in many high schools in Nebraska and data from the assessments are used by students and schools for career exploration.

### **FALL PARENT-TEACHER CONFERENCES:**

Fall Parent-Teacher Conferences were held on Thursday, October 12, 2023 from 8:00 a.m. - 8:00 p.m. at the High School. Conferences were fairly well attended in spite of the numerous school activities that also were held on the same day. As always, we want to maximize participation so we will continue to investigate how we can improve our conferences and engage more parents.

### **MID YEAR GRADUATION APPLICATIONS:**

Four CHS Seniors have made requests for Early Graduation. The students are on track to complete the requirements by the end of this semester and if they should complete the requirements by the end of the 1st semester, they would be eligible to receive their diplomas in January at a designated time.

### **NHS INDUCTION AND CCSA AWARDS:**

The annual CHS Fall National Honor Society Induction Ceremony will be held on Monday, October 30, 2023 at 6:00 p.m. We will also hold the Cozad Community Scholarship Association Awards Program in conjunction with NHS Induction. Based on Fall MAP Assessments, students who performed in the 90th percentile and also the top three performing students in each class will be recognized with awards.

### **VETERANS DAY PROGRAM:**

The annual Veterans Day Program will be held on Friday, November 10, 2023 at 10:00 a.m. in the High School Gym. Both the CHS Band and Choir will be performing during the ceremony. We look forward to hosting this annual community program and honoring our local Veterans. Please feel free to attend if you can.

### **SENIOR FOCUS EVENTS:**

The CHS Senior Class will participate in the Fall Senior Seminar / Apply-2-College Event on October 26th. The image to the right includes many of the events that our senior class will participate in during the 2023-2024 school year. Mrs. Haarberg, Mrs. Rossell and Mrs. Beans work tirelessly to organize and hold these events for our senior students.

**COZAD SENIOR**  
**IMPORTANT DATES**

<b>Apply2College &amp; Fall Senior Seminar</b> Thursday, October 26th (During School)	<b>Scholarship Nights</b> 5:00 - 8:00 PM at High School Library on following dates: January 17th February 7th March 6th March 20th
<b>FAFSA Night (Student &amp; Parents)</b> Wednesday, January 10th 6:00PM at the High School Library	<b>Local Scholarships</b> All local Scholarships are due April 2nd 4:00 PM
<b>Spring Senior Seminar</b> Wednesday, April 10th (During School)	<b>Senior Honors Night</b> Monday, May 6th 7:00PM High School Auditorium
<b>GRADUATION</b> Saturday, May 11th at 4:00PM	

Event information will be sent out closer to events.  
If you have questions please contact one of the following: Jordan Haarberg (Junior/Senior Counselor), Dawn Beans (Senior Class Sponsor) or Amanda Rossell (Senior Class Sponsor)



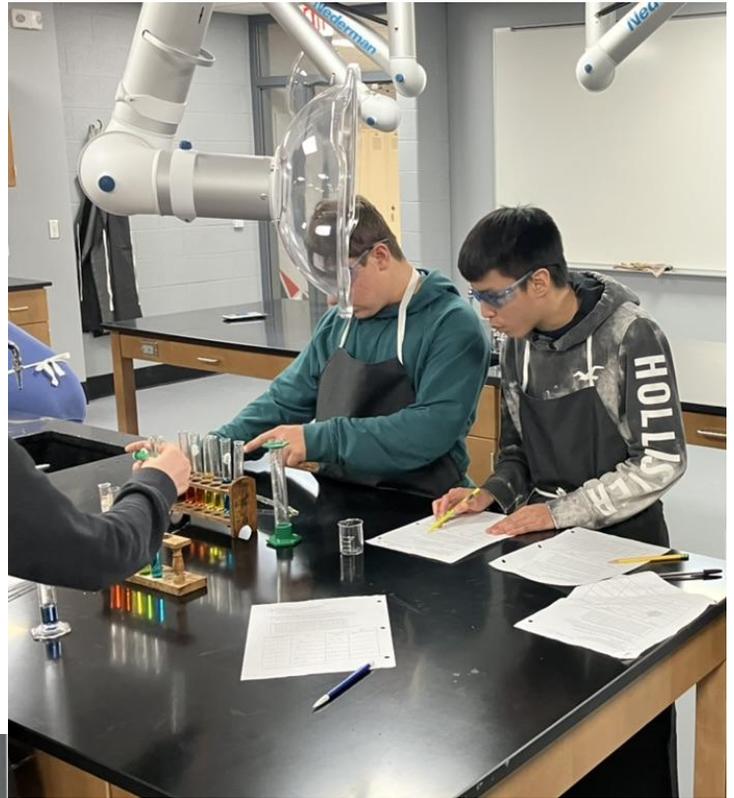
**Mr. Williams and I attended the University of Nebraska, Lincoln College Fair on Monday, October 9th. During the two hour event, we had the opportunity to meet and visit with teacher education candidates from a variety of grade levels and content areas. We will continue to attend these events and connect with prospective teacher education candidates as we work to share employment opportunities with the Cozad Community School System.**



### **CTE Woods and Metals Programs**



**Students in both our Woods and Metals classes are working on projects in both shop labs. In addition to engaging students in hands-on learning activities, we are also working to ensure our facilities are equipped with adequate and safe equipment.**



**The NEW CHS Science Classrooms are near completion. This past week, students in Mr. Brummer and Mr. Besong's classrooms were able to utilize their lab facilities in full as the plumbing work was completed in all but two stations. This allowed students to utilize the labs for chemical reaction labs.**

**The Annual FFA Labor Auction was held on Monday, October 9th at the Cozad Elks Lodge. The event was well attended. The support of our community and surrounding area for our FFA and other CTE programs is greatly appreciated. The Annual Labor Auction is one of the Chapter's biggest fundraisers each year.**



**SCHOOL IMPROVEMENT GOALS - COZAD HIGH SCHOOL (SPF-GP 1.3,2.3,4.3,5.1,6.1,6.2)**

**Academic Goal:**

Cozad High School will have 60% of its students reach their individual expected growth goals on both the MAP Reading and Math RIT scores.

**Culture Goal:**

Cozad High School will have 97% or more of its students earn full credits in a given semester. Credit acquisition will be measured each semester using PowerSchool reporting at the end of each semester.

### 5.3. **Jeremy Yilk Report**

# CCS ACTIVITIES REPORT

JEREMY YILK

10.16.2023

## 1. Fall Activities Update

### a. Football

#### i. HS Football

1. The varsity team is currently 3-4 with games versus Holdrege and Minden to finish out the regular season.

#### 2. Upcoming

a. Var vs Holdrege (10.13) / Var @ Minden (10.20)

#### ii. MS Football

#### 1. Upcoming

a. @ Gothenburg (10.10) / @ Minden (10.16)

### b. Volleyball

#### i. HS Volleyball

1. The volleyball team is coming to the home stretch with a week and a half left of the regular season contests. Their current record is 2-19.

#### 2. Upcoming

a. Var @ Minden (10.10) / @ Valentine Invite (10.14) / @ Elm Creek (10.16) / @ SWC - Valentine (10.20)

### c. HS Softball

i. The softball team finished their season as the C-6 district runner-up in Wayne. Final record: 18-12

#### ii. Upcoming

1. N/A

### d. HS Girls Golf

i. The girls golf team ended their season in Grand Island at the C-4 district tournament.

#### ii. Upcoming

1. N/A

### e. HS Cross Country

i. The cross country team is gearing up for districts this week @ Ogallala. The state meet is the following week on 10.20.23.

ii. **Upcoming**

1. Districts (10.11) / State (10.20)

f. **One-Act**

- i. One-Act has been practicing on the regular for their upcoming season.

ii. **Upcoming**

1. One-Act Opening Day Workshop (11.3) / Cozad One-Act Festival (11.9) / Dinner Theatre (11.11)

g. **Other**

- i. Congratulations to CHS alumni Luke Pinklemant on being inducted into the Nebraska High School Sports Hall of Fame.

1. <https://www.cozadschools.net/article/1273487>

#### 5.4. Brian Regelin Report

**Brian Regelin, Board Report- October 16, 2023**

1 message

Brian Regelin &lt;brian.regelin@cozadschools.net&gt;

Thu, Oct 12, 2023 at 2:48 PM

To: James Ford &lt;james.ford@cozadschools.net&gt;, Brenna Richie &lt;brenna.richie@cozadschools.net&gt;

**Cozad Middle School**  
*Home of the Haymakers***Brian Regelin, Board Report- October 16, 2023**

- 1) Parent/Teacher Conferences were held October 5<sup>th</sup> from 8AM-8PM. Attendance was as follows: 75% for 6<sup>th</sup> grade, 55% for 7<sup>th</sup> grade and 58% for 8<sup>th</sup> grade.
- 2) NSCAS Growth testing is complete and all MS students have been tested.
- 3) Middle School Fall Sports is complete. We had a total of 84 participants out of 135, students in 7<sup>th</sup> and 8<sup>th</sup> grade. We will start Wrestling and Girls Basketball next week.
- 4) I have completed all non-tenured evaluations for first semester
- 5) Student congress selected officers and we will be sending a team of 8 students and Mrs. Walls to Kearney on October 16<sup>th</sup> for the Digital Citizenship Symposium. Our team will be working together to create a digital citizenship plan for the Middle School and will help promote positive Digital Citizenship in our school.
- 6) It is hard to believe that we are approaching the end of the first quarter. Staff and students have been working hard and there is a lot of high quality teaching and learning and great things happening at CMS! Student leadership and behavior has been very good as well. We are off to a great start!

## 5.5. Kyle Hoehner Report

# Cozad Elementary School

Home of the Haymakers

Kyle Hoehner – Cozad Elementary Principal  
420 E 14th St. / Cozad, NE 69130  
(kyle.hoehner@cozadschools.net)



Connor Williams – CE Assistant Principal  
& K-12 Director of Teaching & Learning  
(connor.williams@cozadschools.net)

Blair Stuthman – Counselor  
(blair.stuthman@cozadschools.net)

Brooke-Lynn Rascon – Admin Assistant  
(brookelynn.rascon@cozadschools.net)

Bailey Dahlgren – Title I Coordinator  
(bailey.dahlgren@cozadschools.net)

## BOARD REPORT (Cozad Elementary)

**This Thursday, October 19<sup>th</sup> – CES Picture Retakes (7:45-8:00 am)**

➤ **EVENTS LAST WEEK (22 Formal Teacher Evaluations Completed)**

**Monday, October 9<sup>th</sup> – Kindergarten Fall Music Concert**

**Tuesday, October 10<sup>th</sup> – District-Wide Lockdown Drill**

**Wednesday, October 11<sup>th</sup> – “Haymaker Bank” Branch Grand Opening**



**Wednesday, October 11<sup>th</sup> – CVFD Fire Prevention Week Presentation**

☐ 10:00am – Grades K-2 Presentation & Tour      ☐ 10:30am – Grades 3-5 Presentation & Tour  
 KUDOS to the Cozad Volunteer Fire Department for providing our students with an informative fire prevention presentation, followed by the opportunity to "tour" the fire engines that were parked outside our school's front door for a couple of hours Wednesday morning.



**Thursday, October 12<sup>th</sup> – 1<sup>st</sup> Grade Fall Music Concert & Playground Completed**

**Friday, October 9<sup>th</sup> – 1<sup>st</sup> Grade Field Trip to Pumpkin Patch (postponed to Oct. 20<sup>th</sup>)**

**CE PARENT-TEACHER CONFERENCES**

**Parent Attendance Totals from 1<sup>st</sup> Quarter P-T Conferences (October 5<sup>th</sup>) = 90.3%**

Teacher	Grade	# of Parents Who Attended	# of Students in Classroom	Percent
Abbie Neujahr	Kinder	18	18	100.00%
Tracy Lindstedt	Kinder	15	17	88.24%
Jacque Kral	Kinder	17	18	94.44%
Stephanie Rush	Kinder	18	19	94.74%
Courtney Arends	1st Grade	13	17	76.47%
Pam Laird	1st Grade	17	19	89.47%
Amber Ross	1st Grade	15	16	93.75%
Lexie Trimble	1st Grade	14	17	82.35%
Karen Berreckman	2nd Grade	19	20	95.00%
Ashley Korth	2nd Grade	14	17	82.35%
Lisa Gengenbach	2nd Grade	18	20	90.00%
Debbie Neill	2nd Grade	18	20	90.00%
Megan Buss	3rd Grade	16	18	88.89%
Vickie Gilbert	3rd Grade	17	18	94.44%
Hannah Walker	3rd Grade	17	18	94.44%
Sydney Widick	3rd Grade	15	16	93.75%
Kimberly Heimann	4th Grade	24	27	88.89%
Theresa Lemmer	4th Grade	23	25	92.00%
Anngie Love	4th Grade	25	27	92.59%
Mindy Brock	5th Grade	24	25	96.00%
Heidi Cover	5th Grade	21	25	84.00%
Tess Poppert	5th Grade	21	25	84.00%
<b>TOTALS</b>		<b>400</b>	<b>442</b>	<b>90.3 %</b>

*Respectfully Submitted (Thursday, Oct. 11, 2023) – Kyle Hoehner (Cozad Elementary Principal)*

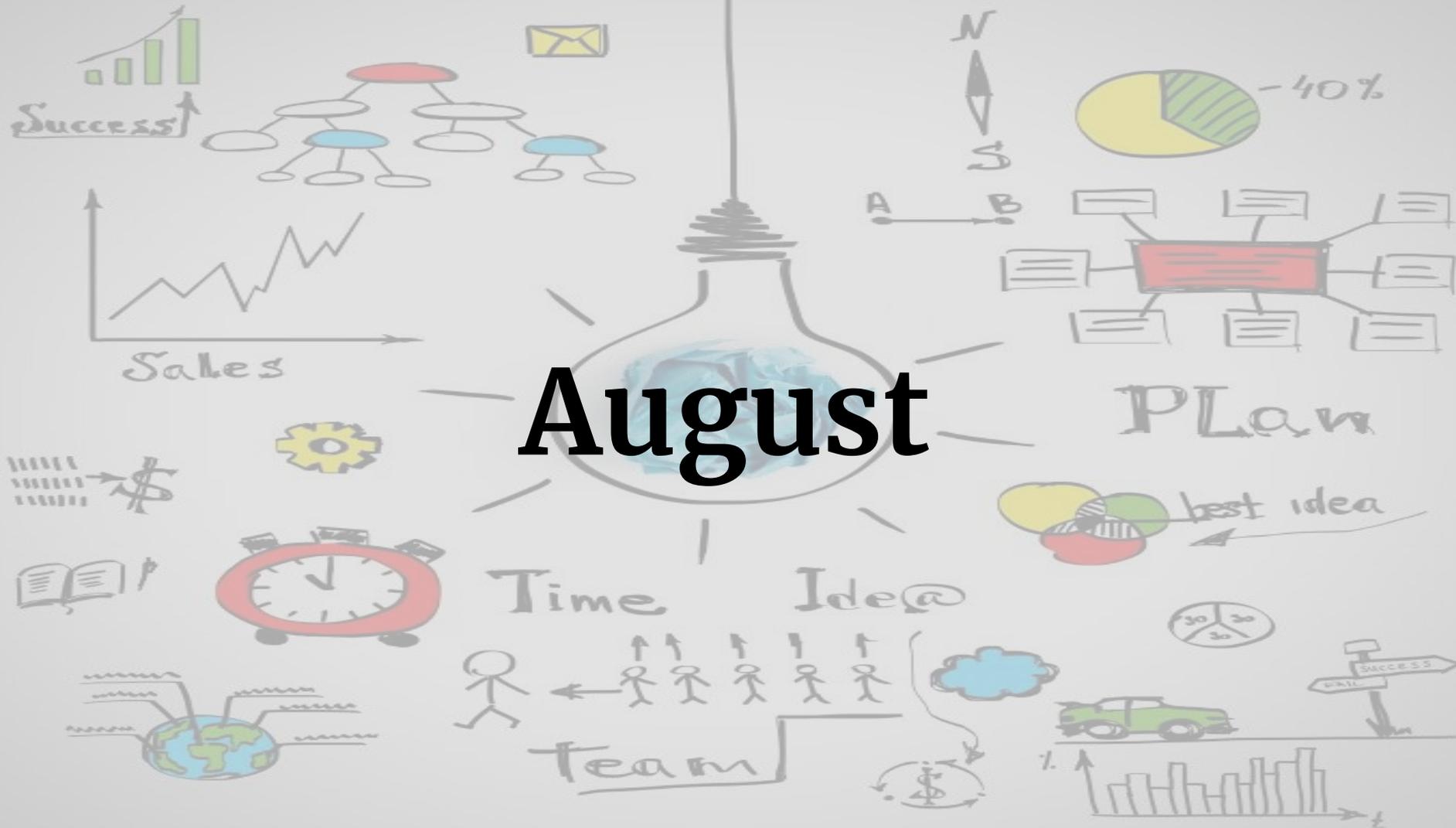
## 5.6. Jessica Edeal Report

# CCS Strategic Alignment



Edeal BOE Report  
October 16, 2023

# August



# Strategy 1.1

## CONTENTS

1. New Staff Introductions
2. SPED Review
3. SPED Misconceptions
4. MTSS & SPED
5. How, Who When of SPED
6. Take Aways
7. Reminders
8. Questions
9. Let's Go!!

## District Wide PD - Strategy 1.1(a), (b)

### TAKE NOTE

#### Staff Mtgs

- Schedule - Early Out Schedule

#### MTSS Mtgs

- Every 7-8 weeks
- Review **GOLD** Data: benchmark, behavioral and general pre-academic performance - KG screener
- Schedule - What works best?
- Before school starts Meeting?

#### CIP Mtgs

- Integrated Team Members: Megan Wetovich, Tricia Reglin, Jacque Yocom, Karsyn Dugan, Connor Williams, myself
- PK Screeners
- Schedule - 2 times per quarter?

## CEEC Building Meeting - Strategy 1.1(a), (b), (c)

## IEP Compliance

### Description of Services:

Service provider absence (PD, vacation, etc.) is not a valid reason for missed IEP service time.

Pg. 6 of IEP - the description of services should include a statement about how service time may be re-timed to ensure that school placement, transportation and student absence IEP service time

Service provider must substitute as a

## SPED COMPLIANCE

### PWN & IEP Dates Timelines

PWN is just what it says... Prior Notice. Any time a change or a request is made, a PWN should be completed. PWN should highlight the changes, adjustments or requests which prompted the creation of the PWN.

- Student moves in from out of district
- Student is exited from services
- Annual IEP meeting
  - This needs to be completed and delivered to parents BEFORE parents get a copy of the finalized IEP.
  - PWN can be completed at the IEP meeting and delivered to parents before they leave OR it is completed and delivered the day after the IEP meeting.
  - Meeting Notice - have IEP/draft IEP - send PWN home - then send IEP home after given a reasonable days.

## SPED PROCEDURAL REVIEW

### 45 school day vs. 60 day Timeline

Initial evaluations (school age children) must be completed within 45 school days from the time parental consent is obtained. The 45 school day can not supersede the 60 calendar days regardless of school breaks (summer vacation, holiday breaks, etc.).

### Shift in IEP/MDT Wording

Shift from "verification" to "eligible". We can't verify a disability or impairment. As well as how to reference Rule 51 in the determination of eligibility. [Wording Example](#)

#### ELIGIBILITY STATEMENT

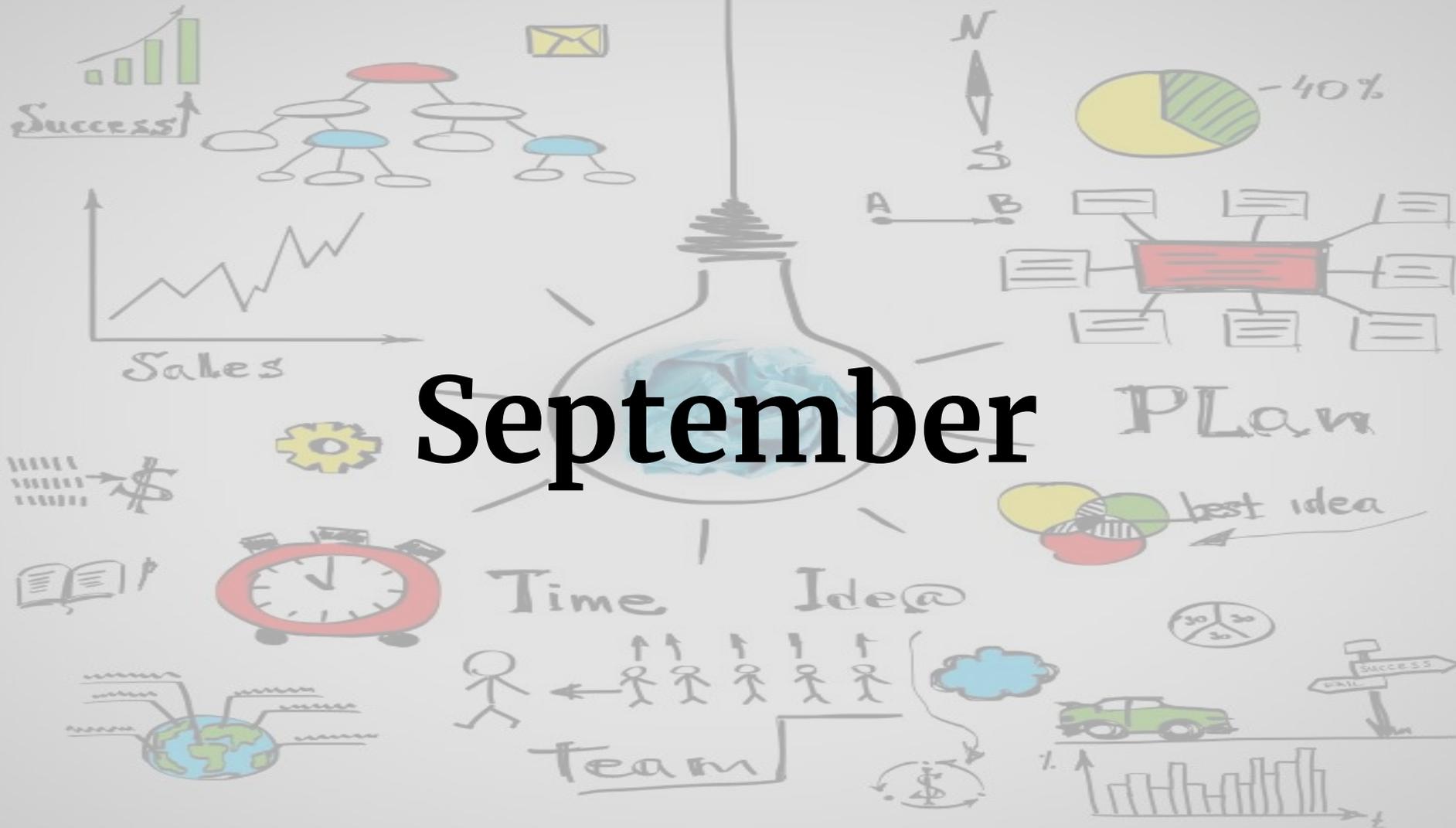
An MDT meeting was held on April 1, 2024 and the results of the evaluation were reviewed with Kelly's father, mother, and educational based team members. The team determined that Kelly meets eligibility criteria under the exceptionality of Other Health Impairment and his disability is not a result of environmental, cultural or economic disadvantage. [This decision is made according to Rule 51.](#)

#### BASIS FOR ELIGIBILITY DETERMINATION:

The Multi-Disciplinary Team (MDT) determined that Kelly is eligible to receive special education services under the exceptionality of Other Health Impairment per Rule 51.

## SPED Department - Strategy 1.1(a), (b)

# September



# Strategy 1.1

## CCS SPED Departmental Meeting Agenda

September 25, 2023

### 1. SPED Dept. Determination

NDE makes each district's annual determination using both outcome and compliance data. NDE is also required to assess each school district for risk under the Uniform Grant Guidance, determining the school district's risk of noncompliance with federal statutes and regulations and whether the school district may not achieve intended outcomes with federal special education dollars.

### 2. ILCD/TIP

By the spring of 2021, Cozad Community Schools will increase the academic achievement of students with verified disabilities in the area of mathematics as measured by MAP assessments.

#### \*current 9th graders

By the spring of 2019, students with verified disabilities graduating in 2027 will receive a minimum mean RIT score of 195.

By the spring of 2020, students with verified disabilities graduating in 2027 will receive a minimum mean RIT score of 204.

By the spring of 2021, students with verified disabilities graduating in 2027 will receive a minimum mean RIT score of 211.

By the spring of 2022, students with verified disabilities graduating in 2027 will receive a minimum mean RIT score of 214 (20th%ile).

By the spring of 2023, students with verified disabilities graduating in 2027 will receive a minimum RIT score of 216 (22nd%ile).

By the spring of 2024, students with verified disabilities graduating in 2027 will receive a minimum RIT score of 217 (20th%ile).

By the spring of 2025, students with verified disabilities graduating in 2027 will receive a minimum RIT score of 218(21st%ile).

### 3. IEP & MDT Meeting Structure

[IEP Slide Deck](#)  
[MDT Slide Deck](#)

\*slide deck should be prepared well in advanced and shared with all providers to enter their information in preparation for meeting

NDE, in partnership with [SPED Strategies](#), is offering professional learning for school leadership teams that are committed to improving outcomes for students with disabilities. When schools believe in and practice Inclusive Education, they foster a culture in which every student, including students with disabilities, can reach their full potential and become fully engaged members of their communities.

This professional learning series will equip leaders and educators with the mindsets, knowledge, and skills needed to leverage the strengths and meet the needs of diverse exceptional learners as they foster an Inclusive Education in their classrooms and schools.

You are invited to **identify a leadership team of up to 5 staff** to participate in ongoing professional learning related to Inclusive Education! Leadership team staff who may be good candidates for this opportunity include:

- Principal
- Assistant principal
- At least one special education teachers
- At least one general education teacher
- School counselor
- School psychologist
- Related service provider

Date/Time	Location	Session	Objectives
10/2 @7:30-11:30 or 12:00-4:00	ESU 10	Unpacking Our Reality	<ul style="list-style-type: none"> <li>Review the history of special education law and policies and explore the ongoing impact on inclusive practices in schools</li> <li>Define inclusive education and reflect on the need for systemic change in supporting all students, including those with disabilities in accessing grade-level learning</li> <li>Deepen understanding of learner variability and the impact of this on experiences in a school community</li> <li>Distill barriers to and opportunities for fostering a culture of Inclusive Education at a school site by engaging with a case study &amp; crafting a</li> </ul>

## Inclusive Education PD Series Strategy 1.1 (a)



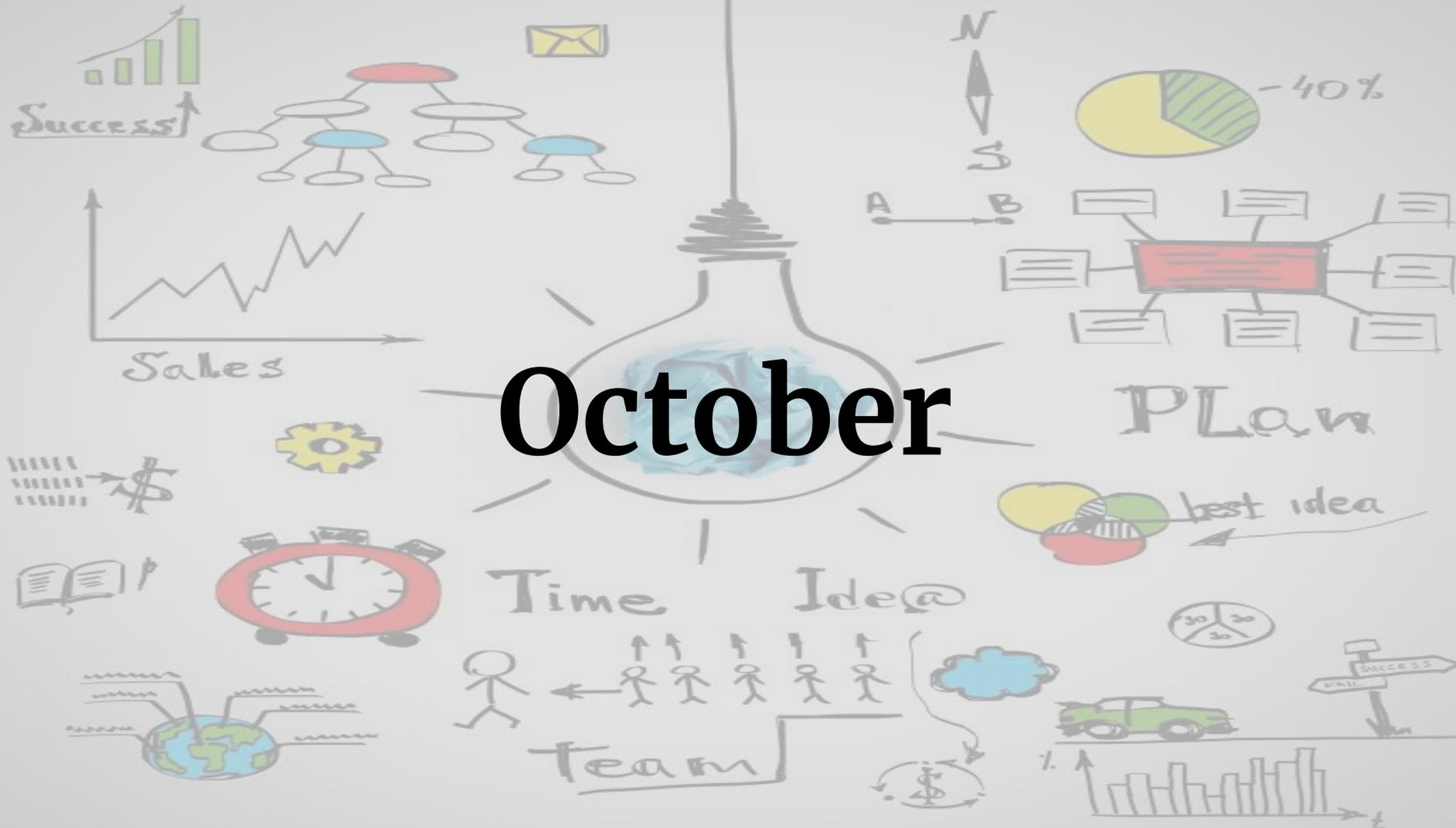
## Transition PD Strategy 1.1 (b)

## Best Practices and Resources in Transition for Educators

Using Evidenced Based Practices in Transition Support

## SPED Meeting Strategy 1.1(a), (b)

# October



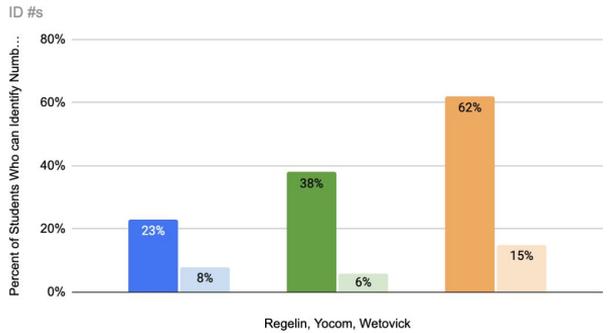
# CEEC Fall Data Review

Strategy 1.1 (a), (b)  
 Strategy 2.1 (b), (d), (g)  
 Strategy 2.3 (a), (c)



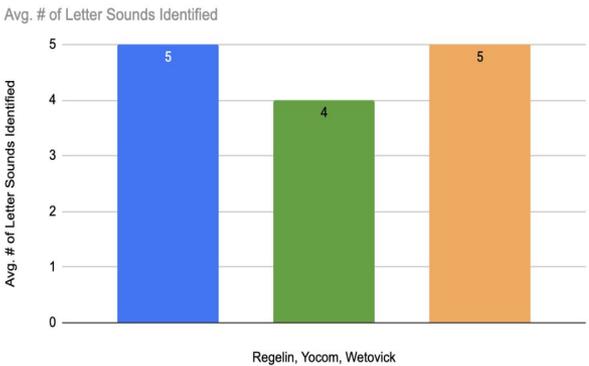
	Uppercase Avg. Id.	Lowercase Avg. Id.	Lettersounds Avg. Id.	ID 1st Name	Writes 1st Name	Counts to 20	ID # 1-10	ID # 11-20	1 to 1 to 10	Shapes	Color
Fall	10	9	5	54%	23%	31%	23%	8%	85%	8%	15%
Winter											
Spring											

CEEC Fall Benchmark



	Uppercase Avg. Id.	Lowercase Avg. Id.	Lettersounds Avg. Id.	ID 1st Name	Writes 1st Name	Counts to 20	ID # 1-10	ID # 11-20	1 to 1 to 10	Shapes	Color
Fall	14	12	4	100%	63%	50%	38%	6%	81%	25%	81%
Winter											
Spring											

CEEC Fall Benchmark



**23-24 CEEC Fall Benchmark Data**

	Uppercase Avg. Id.	Lowercase Avg. Id.	Lettersounds Avg. Id.	ID 1st Name
Fall	11	11	5	77%
Winter				
Spring				

Reading Skills	or
43% know 13 or more uppercase letters	40% know 13 or more lowercase letters
9% know 13 or more letter sounds	77% can identify their first name
41% can write their first name	

Math Skills	
67% can count to 10 or higher	40% can ID #s 1-10
9% can ID 3s 11-20	88% know 1 to 1 to 10
67% know 3 or more basic shapes	56% know 4 or more basic colors

Social Emotional	
83% follow transition expectations	75% follow directions first time given
75% are on-task for at least 10 min.	

# Strategy 1.2 Foster a positive working partnership with parents/guardians and community members to improve and sustain effective and purposeful communications.

## OCTOBER NEWS

2023-2024

**From the Principal**

Welcome to October! It is hard to believe that another school year is upon us. Before we get the holiday season, we will have 20 days of school. I am excitedly anticipating your children and how they have not only grown but also learned so much throughout the year. I hope you can tell me how they have experienced the beginning of the year. I will be glad to hear how they grew over the first few months.

-Mrs. Sisk

**Child Development**

Three and four-year-olds are developing and changing at an accelerated speed. There are several areas of development, including cognitive, physical, communication, social-emotional and self-help skills. If you are interested in the expected milestones for your child, please reference the included developmental milestones checklist from the CDC. If you have any questions, please contact your child's teacher.

**Academic Learning**

Children who are 4 years old are expected to have three things per year. First, when naming the objects, their pre-writing skills, such as writing and left-right orientation, number sense, recognition of shapes and color, as well as social-emotional skills. This screening process allows us to monitor your child's growth throughout the year as well as their readiness for kindergarten.

**UPCOMING EVENTS**

October 15th - Good Friday (no school)

October 16th - Pumpkin Patch Trip

October 18th - 2 pm Early Dismissal

October 20th - Wilson Hall Library visit

October 26th - HALLOWEEN

## Noticias de octubre

2023-2024

**Del Director(a)**

Bienvenidos a octubre. Es difícil creer que otro año escolar está por comenzar. Antes de que llegue el tiempo de las fiestas, tendremos 20 días de escuela. Estoy emocionado de anticipar a sus hijos y cómo no solo han crecido sino que también han aprendido mucho durante el año. Espero que pueda contarme cómo han experimentado el comienzo del año. Me encantaría escuchar cómo crecieron durante los primeros meses.

-Mrs. Sisk

**Desarrollo Infantil**

Los niños de tres y cuatro años están desarrollándose y cambiando a un ritmo acelerado. Hay varias áreas de desarrollo, incluyendo: habilidades cognitivas, físicas, de comunicación, socioemocionales y de habilidades básicas. Si está interesado en las habilidades esperadas para su hijo, consulte la lista de hitos de desarrollo incluido para su hijo. Si tiene alguna pregunta, por favor comuníquese con su maestro.

**Aprendizaje académico**

Los niños de 4 años son evaluados tres veces al año. Primero, cuando nombran los objetos, sus habilidades pre-escritoras, como la identificación de letras y sonidos de letras, sentido numérico, reconocimiento de formas y colores, así como habilidades socioemocionales. Este proceso de evaluación nos permite monitorear el crecimiento de su hijo durante todo el año, así como su preparación para el jardín de niños.

**Próximos eventos**

El 15 de octubre: Viernes Santo (sin escuela)

El 16 de octubre: Excursión al campo de calabazas

El 18 de octubre: Salida temprana a las 2 pm

El 20 de octubre: Visita a la biblioteca de Wilson Hall

El 26 de octubre: HALLOWEEN

## Strategy 2.1(c)

## Your child at 3 years

Child's Name \_\_\_\_\_ Child's Age \_\_\_\_\_ Today's Date \_\_\_\_\_

Milestones matter! How your child plays, learns, speaks, acts, and moves offers important clues about his or her development. Check the milestones your child has reached by age 3. Take this with you and talk with your child's doctor at every well-child visit about the milestones your child has reached and what to expect next.



### What most children do by this age:

#### Social/Emotional Milestones

- Calms down within 10 minutes after you leave her, like at a childcare drop-off
- Notices other children and joins them to play

#### Language/Communication Milestones

- Talks with you in conversation using at least two back-and-forth exchanges
- Asks "who," "what," "where," or "why" questions, like "Where is mommy/daddy?"
- Says what action is happening in a picture or book when asked, like "running," "eating," or "playing"
- Says first name, when asked
- Talks well enough for others to understand, most of the time

#### Cognitive Milestones (learning, thinking, problem-solving)

- Draws a circle, when you show him how
- Avoids touching hot objects, like a stove, when you warn her

#### Movement/Physical Development

## Your child at 4 years

Child's Name \_\_\_\_\_ Child's Age \_\_\_\_\_ Today's Date \_\_\_\_\_

Milestones matter! How your child plays, learns, speaks, acts, and moves offers important clues about his or her development. Check the milestones your child has reached by age 4. Take this with you and talk with your child's doctor at every well-child visit about the milestones your child has reached and what to expect next.



### What most children do by this age:

#### Social/Emotional Milestones

- Pretends to be something else during play (teacher, superhero, dog)
- Asks to go play with children if none are around, like "Can I play with Alex?"
- Comforts others who are hurt or sad, like hugging a crying friend
- Avoids danger, like not jumping from tall heights at the playground
- Likes to be a "helper"
- Changes behavior based on where she is (place of worship, library, playground)

#### Language/Communication Milestones

- Says sentences with four or more words
- Says some words from a song, story, or nursery rhyme
- Talks about at least one thing that happened during his day, like "I played soccer."
- Answers simple questions like "What is a coat for?" or "What is a crayon for?"

#### Cognitive Milestones (learning, thinking, problem-solving)

- Names a few colors of items
- Tells what comes next in a well-known story
- Draws a person with three or more body parts

#### Movement/Physical Development Milestones

- Catches a large ball most of the time
- Serves himself food or pours water, with adult supervision
- Unbuttons some buttons
- Holds crayon or pencil between fingers and thumb (not a fist)

# Strategy 1.2

Foster a positive working partnership with parents/guardians and community members to improve and sustain effective and purposeful communications.

## Strategy 1.2 (a), (b)

STUDENT'S NAME

Annual IEP Meeting  
Date

STUDENT NAME MDT

Date

# Strategy 1.3

messaging

Communicate the district's vision and goals through strategic

## Strategy 1.3(c)

**Cozad Community Schools**  
6 days ago · 🌐

We have spirit, yes we do! We have spirit, how about you?! CEEC had a great day showing their Haymaker spirit. Students especially enjoyed the parade! Good luck, Haymakers! [#schoolspirit](#) [#haymakerpride](#) [#homecomingweek](#) [#preschoolersaretoocool](#)



**Cozad Community Schools**  
2 days ago · 🌐

Aromatic spices filled the air in Mrs. Regelin's preschool classroom as the students learned about some of the spices used in traditional Hispanic cooking.



**Cozad Community Schools**  
2 days ago · 🌐

Mrs. Yocom's preschool class experienced a unique show-and-tell. [#younglearners](#) [#learningthroughexperience](#) [#haymakerway](#)



# Strategy 2.1

Ensure curriculum and instructional methods are properly and consistently implemented PK-12.

## Strategy 2.1(d)



**Cozad Community Schools**  
2024-25  
Cozad Early Education Center

### Cozad Early Education Center

**Overview:**  
During student's time at Cozad Early Education Center, our goal is to prepare students to be successful in Kindergarten and instill a love of learning. We will do this by....

#### Structure of the Program

<ul style="list-style-type: none"> <li>■ PreK Standards (3_4 year old).pdf</li> </ul>	
Total Daily Minutes: 430 Minutes	
Daily Components: Morning Meeting, Reading, Math, Centers?, Science, Social Studies	
<ul style="list-style-type: none"> <li>■ -Cozad Pre Kindergarten Curriculum At A Glance</li> </ul>	

<b>Vision</b>	<ul style="list-style-type: none"> <li>-Instill a love of learning.</li> <li>-Prepare students for kindergarten.</li> </ul>
<b>Marzano</b>	<ul style="list-style-type: none"> <li>-<a href="#">Marzano Framework.pdf</a></li> <li>-<a href="#">CCS INSTRUCTIONAL FRAMEWORK TEACHER'S GUIDE</a></li> </ul>

**Assessments**

**GOLD**

- GOLD is an authentic, ongoing observational system for assessing children from birth through kindergarten. It helps teachers to observe children in the context of everyday experiences, which is an effective way to learn what they know and can do.

**Kindergarten Readiness Screener**

- Students will take this screener in the fall, winter, and spring to gauge their readiness for the transition to Kindergarten.
- CEEC PreK Benchmark Assessment/Rubric

## Strategy 2.1(h)



**NDE School Improvement Convening 1**

### Defining the Change

*October 2023*

Agenda	Objectives
<ul style="list-style-type: none"> <li><input type="checkbox"/> Welcome &amp; Opening</li> <li><input type="checkbox"/> Learner Variability</li> <li><input type="checkbox"/> IDEA Unpacked</li> <li><input type="checkbox"/> Inclusive Education</li> <li><input type="checkbox"/> Critical Mindsets</li> <li><input type="checkbox"/> Application</li> <li><input type="checkbox"/> Reflection &amp; Closing</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Deepen understanding of learner variability and the impact on experiences in a school community</li> <li><input type="checkbox"/> Review the history of special education law and policies and explore the ongoing impact of inclusion in schools</li> <li><input type="checkbox"/> Define inclusive education and reflect on the need for systemic change in supporting students with disabilities in accessing grade-level learning</li> <li><input type="checkbox"/> Distill barriers to and opportunities for fostering a culture of Inclusive, Education at a school site by engaging with a case study &amp; crafting a plan for implementation</li> </ul>

# Strategy 2.3

Increase the utilization of data to inform decisions at the classroom, building, and district levels.

## Strategy 2.3(c)

### Collect Data for the Week of 9/25/2023 to 9/29/2023

District	Student Initials	Total special ed service minutes in the week: Sped with AND not with gen ed, all sped services totalled that are provided by licenced or certified staff; do NOT include para time	Total instructional minutes in the week: Typically 1800 (6 hr day) or 1950 (6.5 hr day)	FTE: This will calculate for you!
Example District	JA	255	1800	0.1416666667
District Name	Student Initials	Total special ed service minutes in the week	Total instructional minutes in the week	FTE

COZAD COMMUNITY SCHOOLS > Accountability

Print

### COZAD COMMUNITY SCHOOLS

Improving Learning for Children with Disabilities

#### Part B Indicator 11

SY2022-23

Dates for this reporting period are July 1, 2022 - June 30, 2023. Only report initial evaluations that the district completed during this time period.

**Due: September 29th each year**

Part B Indicator 11 reports the number of children ages 3-21 who were evaluated within 45 school days or 60 calendar days, whichever comes first. The time period must be measured from the date the district received parental consent for an initial evaluation and the date the initial evaluation was completed. The relevant time period for this data collection is July 1, 2022 - June 30, 2023. Complete the table below using district initial evaluation data.

COZAD COMMUNITY SCHOOLS > Accountability

Print

Improving Learning for Children with Disabilities

#### Part B Indicator 12

SY2022-23

**Due: September 30th of each year**

Part B Indicator 12 has several components. Lines A-C is pulled from data submitted to Adviser. Information for Line D is not currently available and each school district must complete this line item.

Dates for this reporting period are July 1, 2022 - June 30, 2023.

List Of Students Indicator 13 Data Collection Application

SY2022-23

# Strategy 3.4

Provide social-emotional and behavioral supports for all students integrating social-emotional learning to realize the potential and resource accessible through the MTSS model in a student-centered learning environment

## Region 2 Health Services

### 1. Youth Care Coordination

Contact: Sarah White 308-350-0678 [sarah.white@r2hs.com](mailto:sarah.white@r2hs.com)

Children must qualify to receive youth care coordination services. The following is the eligibility criteria:

1. Exceptionality of ED (school) or Severe Emotional Disturbance diagnosis (SED is a clinical diagnosis) - ADHD, AU alone do not qualify a child
2. Functional Impairment not due to environmental factors (parenting, etc.) - impairment must be related to the diagnosis of exceptionality
3. IQ of 70 or higher
4. Parent willingness - coordination services are complete voluntary

Referral form can be submitted by anyone but if the referral comes from the school, it is highly recommended that the referral is collaborative and parents are on board.

Students as young as 6 and as old as 21 can qualify for Youth Care Coordination.

### 2. Mobile Crisis Response - Robyn Schultheiss, 308-390-4645

This service is available to any child or adults who are supporting a child who is in crisis. If the crisis response line can be called when a child is in crisis or if adults are in support when a child is in crisis. Crisis could include a child experiencing uncontrollable behaviors or suicidal ideations. The person who answers these calls can speak directly to the student or to adults who may need guidance on next steps to appropriately support the child. If a student is experiencing suicidal ideations, Robyn can contact mental health professionals in order to get intakes scheduled, if needed.

### 3. In Home Family Support

In Home Family Support is also an available service. Children and families referred for this level of support do not have to live within the Region 2 catchment area nor do they have to participate in Youth Care Coordination services.

### 3. Respite Support

NE Youth Center contracts with Region 2 to provide respite services to families. This service is only for children aged 14 and older. This is strictly respite care and not hospitalization. Parents must be able to drive their children to NE Youth Center In North Platte to benefit from this service. When respite is needed Sarah White can be contacted to see if any beds are available for the respite services. Not always will there be availability.

## Strategy 3.4(b)



## 5.7. Connor Williams Report

## **Director of Teaching and Learning: Connor Williams**

Our curriculum focus lately at Cozad Community Schools has been action planning for our school improvement goals! Our goals are rallied around growth in academics and school culture. This year, we have created action plans for each of our buildings, with the focus of an intentional path to meet and exceed these goals.

### **CTE Curriculum Adoption:**

- First meeting set for November 1st.
  - Review effective teaching practices.
  - Define Guaranteed and Viable Curriculum.
  - Create a CTE Vision.
  - Examine data to help us analyze course and curriculum materials.
    -  CTE Senior Career Reponses 22-23
    -  CTE Pathways

### **UNL Career Fair:**



### **Completed Evaluations:**

- 1st and 3rd Grade Evaluation #1: Walker (3rd), Widick (3rd), and Anthony (1st).

**6. SUPERINTENDENT REPORT**

Cozad High School	0	0	0	0	0	0	0	0	0	0	0	0	68	55	68	58	249
Cozad Middle School	0	0	0	0	0	0	0	0	0	66	73	63	0	0	0	0	202
Cozad Elementary School	0	0	0	73	72	78	70	81	75	0	0	0	0	0	0	0	449
Cozad Early Education Center	22	12	43	0	0	0	0	0	0	0	0	0	0	0	0	0	77

**Enrollment as of 10-9-2023**

**Topics of Discussion:**

- Monthly Budget Update
- Construction Update
- Superintendent evaluation timeline
- Calendar Committee

## 7. COMMITTEE REPORTS



**PAULSEN**

*INC.*

P.O. BOX 17, 1116 EAST HWY 30  
COZAD, NE 69130  
PHONE 308-784-3333  
FAX 308-784-3110

**10-6-2023 PROGRESS MEETING AGENDA**

Construction Progress

Elementary School

Final slab on grade pour – Monday  
Structural steel to follow  
Exterior framing and roof prep on going  
Interior aluminum doors today

High School

Gym floor poured 10-4  
Masonry locker rooms on going  
Focus moves to commons area tie in

Field Observations / Issues

Cozad Telephone coordination – Wilkins to provide details per last O/A meeting  
Brick match south high school

Submittals

9 pending approval – need to finish so as not to delay any material orders

RFIs – 2 outstanding

RFI 20 Fire sprinkler secure vestibule  
RFI 23 Restroom exhaust fans

Proposal Request

PR 10 – South high school doors – Still out for pricing  
PR 11 – Middle school vestibule updates – Still out for pricing  
NEED PR FOR CHANGES TO COMMONS

Change Orders –

- 1) 001 – Deduct \$18,130.00 – Roof Drains & ASI 01
- 2) 002 – Add \$29,292.00 – Additional storm sewer
- 3) 003 – Add \$50,609 – Gym Speakers back into project
- 4) 004 – Add \$3,778.00 – Additional rebar ASI 01
- 5) 005 – Add \$3,108.00 -PR 03 & 04
- 6) 006 – Add \$6,716.00 – PR 05 Elem. Storefront and Bulkhead
- 7) 007 – Add \$8,495.00 – PR 06 Tile Changes HS
- 8) 008 – Add \$7,475.00 – PR 07 Panel Relocation
- 9) 009 – Add \$1,325.00 – PR 08 Electrical Fixture Changes
- 10) 010 – Deduct \$15,769.00 - PR 12 Eliminate Elementary Ramp
- 11) 011 – Add \$21,059.00 – PR 13 Add Reinforcing and thickness gym floor
- 12) 012 – Deduct \$1,359.00 – PR 14 Elementary SE Parking Lot

Net Changes Add \$96,546.00

Contingency Usage – No contingency usage this month

- 1) 001 - \$10,678.00 – Precast ASI 01 & Haunch Design
- 2) 002 - \$ 4,442.00 - Additional floor prep high school

Contingency Remaining - \$484,880.00

Fabrication and Delivery

Permanent electrical panels – still in route – Christmas Break install

**8. REVIEW OF SCHOOL BOARD POLICIES**

## **3011 Transportation**

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

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

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

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

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

Adopted on: 07/17/17

Revised on: 05/14/18

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

## **3011.1 Use of Transportation for Non-School Groups**

School District vehicles are primarily intended for the District's educational and extracurricular activity programs and events. School vehicles, however, are made available for use by non-school groups/organizations to further the interests of the District and the community. Use of such vehicles is allowed pursuant to an application process and is subject to the terms and conditions set forth in this policy.

The Board of Education shall establish rates for the use of school vehicles. Any changes in these rates must be approved by the Board of Education. The Board of Education or Superintendent reserve the right to waive stated fees, or to make adjustments accordingly. For current rates, see Administrative Procedures for Policy 1336, Appendix A.

Groups/organizations that wish to use school vehicles must submit a completed Application for Vehicle Use to the Director of Transportation. This must be completed and signed by a representative of the group/organization who has the authority to commit to the terms of the policy and application and must be submitted a minimum of 72 hours in advance of the date the transportation is needed. For the application, see Administrative Procedures for Policy 1336, Appendix B.

Drivers will be provided by Cozad Community Schools and must be current employees with appropriate licensing to operate the requested vehicle.

Acceptance of the application will be based on availability of vehicles/drivers as well as a determination that there will be no interruption to educational or extracurricular activity programs and events or transportation of students. All arrangements for the use of school vehicles will be coordinated by the Director of Transportation.

**Deposit fee is to be paid in advance.** Any additional costs such as mileage, fuel and driving services will be billed to the group/organization by the District. It is the applicant's responsibility to provide the District with current and correct contact information. This information may be used by the District to communicate with the group/organization in regards to payment of any outstanding fees.

The group/organization using the vehicles will have the following responsibilities:

- Responsible for completing and submitting application/agreement.

- Responsible for any damages to district owned vehicles.
- Responsible for returning vehicles clean.
- Responsible for all liability.

It should also be noted that the vehicle used by the group/organization will be subject to a final inspection by the appropriate school personnel. After the final inspection has been completed, any additional charges may be billed to the group/organization.

Adopted on: 6/20/16

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

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

## **Administrative Procedures for Policy 1336 Appendix A: Rates for Use**

The Board of Education shall establish rates for the use of school vehicles, such as buses and vans. Any changes in these rates must be approved by the Board of Education. This appendix declares the current rates for vehicle use. Please also refer to Board Policy 1336 for additional terms of use. For the application, see Policy 1336 – Administrative Procedures, Appendix B.

### **Current rates for use are as follows:**

Deposit: \$50.00 required with submission of application.

Driving Services: \$25.00 per hour, per driver.

Fuel: Full reimbursement of fuel used.

Mileage: Donation of \$0.75 per mile is to be made to Cozad Community Schools Foundation, minimum donation of \$50.00 required per vehicle. Trips under 50 miles not subject to donation.

\*If custodial services are applicable, an additional fee will be charged of \$25.00 per hour.

All charges will be billed to the group/organization by the District. Any deposits received will be deducted from the invoice. The contact information listed on the Application for Vehicle Use may be used to communicate with the group in regards to payment of any outstanding fees.

The Board of Education or Superintendent reserve the right to make exceptions to the above rates.

## Administrative Procedures for Policy 1336 Appendix B: Application for Use

Outside groups/organizations that wish to use school vehicles must submit a completed Application for Vehicle Use to the Director of Transportation. This application must be completed and signed by a representative of the group/organization who has the authority to commit to the terms of the policy and application. Please also refer to Board Policy 1336 for additional terms of use. For current rates, see Policy 1336 – Administrative Procedures, Appendix A.

**ORGANIZATION INFORMATION:**

Name of Organization requesting use: \_\_\_\_\_

Printed name of Organization Representative: \_\_\_\_\_

Organization address: \_\_\_\_\_

Organization contact name: \_\_\_\_\_

Organization contact phone number: \_\_\_\_\_

**VEHICLES REQUESTED:**

\_\_14 Passenger Bus    \_\_65 Passenger Bus    \_\_71 Passenger Bus    \_\_Van (10 passenger + driver)

Date(s) Requested: \_\_\_\_\_ Time(s) Requested: \_\_\_\_\_

**APPLICANT POLICY COMPLIANCE:**

I have read, understand and agree to abide by the policies, rules and guidelines on the use of these vehicles in regards to Board Policy 1336 and its appendixes. I also declare that I have the authority to sign this application as a representative of the organization listed above. I have provided all information accurately to the best of my knowledge and will communicate any changes or needs of this application to the Director of Transportation.

Organization Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*\*This completed form must be sent to the District Office along with payment of all minimum fees\*\**

<b>SCHOOL DISTRICT USE ONLY</b>			
<input type="checkbox"/> The above Organization has my approval to use the vehicles requested.			
<input type="checkbox"/> The above Organization does not have my approval to use the vehicles requested.			
Reason for denial: _____			
Transportation Director Signature: _____ Date: _____			
Vehicle(s) Assigned: _____			
Notes: _____			
Deposit fee was paid on _____ with _____ Confirmed by (initials): _____			
Starting Mileage		Driver	
Ending Mileage		Time In	
Total Mileage		Time Out	
Fuel Cost		Total Hours	



## **3012**

### **School Meal Program and Meal Charges**

**Meal Program.** The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent. Families may apply for free or reduced-price school meals at any time during the school year.

**Payment Options.** Families may pay for school lunches using cash or check. Electronic payments are also available through a link on the school district's website.

**Meal Charge Policy.** The district will notify students and their families of the policy for charged meals, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

If a student has no funds available to pay for a meal, the student will be provided and charged for up to five limited "courtesy meals," such as a plain sandwich. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

### **Collection of Delinquent Meal Charge Debt**

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

Adopted on: 6/19/2017

Revised on: 6/13/2022

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

**3013**  
**Emergency Closings**

School shall be held on the dates set forth on the official calendar, and shall not be closed or dismissed except when superintendent or his or her designee determines that it is impossible or impracticable to hold school. When school is closed there will be no school-sponsored activities held without the permission of the superintendent or building administrator.

Adopted on: 7/17/2017

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

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

9. **CONSENT AGENDA**

9.1. **Approval of the Minutes of Previous Meeting(s)**

- Sept 18, 2023- 6:30pm, Budget Hearing
- Sept 18, 2023- Following Budget Hearing, Regular Board Meeting
- Sept 25, 2023- 7pm, Special Board Meeting

**Board of Education Budget Hearing**

Monday, September 18, 2023 6:30 PM

Office of the Superintendent

1910 Meridian Ave

Cozad, NE 69130

Posted Locations:

- Cozad Local
- Cozad Community Schools District Office
- Cozad Post Office
- Wilson Public Library

Posted Date: 9/7/2023

The meeting was called to order at 6:30 PM

Ann Burkholder: Present

Joel Carlson: Present

Will Geiger: Present

Kiley Goff Absent

John Peden Absent

Michele Starman: Present

Present: 4, Absent: 2.

**1. BOARD OF EDUCATION BUDGET HEARING 6:30 P.M.**

**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 West wall of the meeting room.

Notice of this meeting was given in advance by publication in the Cozad Local and posted on the Cozad Community Schools website and at the District Office, Cozad Post Office and Wilson Public Library. Notice of this meeting was also given in advance to all members of the Board of Education. The order of agenda items may be changed when deemed necessary.

The board may choose to enter closed (executive) session to discuss any matter for which closed (executive) session is lawful and appropriate.

**1.3. Excused/Unexcused Board Member Absence**

Motion to excuse board member Kiley Goff Passed with a motion by Ann Burkholder and a second by Joel Carlson.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Michele Starman: Yea  
Yea: 4, Nay: 0

Motion to not excuse board member John Peden Passed with a motion by Ann Burkholder and a second by Will Geiger.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Michele Starman: Yea  
Yea: 4, Nay: 0

## **2. APPROVAL OF THE AGENDA**

Motion to approve the agenda Passed with a motion by Ann Burkholder and a second by Joel Carlson.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Michele Starman: Yea  
Yea: 4, Nay: 0

This agenda item enables the board to validate if an item was added prior to the 24-hour period before the board meeting. If an item was added, the board may verify when the modifications were made and when the updated agenda was posted to the district website.

## **3. 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 address 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.

No public comment was made. The board left the public comment open for 5 mins.

## **4. ADJOURNMENT**

Motion to adjourn the meeting at 6:38pm Passed with a motion by Ann Burkholder and a second by Will Geiger.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Michele Starman: Yea  
Yea: 4, 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 6:38 PM.

Mr. James Ford, Superintendent  
Cozad Community Schools District No. 11

**Board of Education Regular Meeting**

Monday, September 18, 2023 6:30pm following the Budget Hearing at 6:30pm

Office of the Superintendent

1910 Meridian Ave

Cozad, NE 69130

Posted Locations:

- Cozad Local
- Cozad Community Schools District Office
- Cozad Post Office
- Wilson Public Library

Posted Date: 8/7/2023

The meeting was called to order at 6:39 PM

**1. BOARD OF EDUCATION REGULAR MEETING FOLLOWING THE BUDGET HEARING AT 6:30 PM**

**1.1. Call to Order, Roll Call**

Ann Burkholder: Present  
Joel Carlson: Present  
Will Geiger: Present  
John Peden Absent  
Kiley Goff Absent  
Michele Starman: Present

Present: 4, Absent: 2.

**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 West wall of the meeting room.

Notice of this meeting was given in advance by publication in the Cozad Local and posted on the Cozad Community Schools website and at the District Office, Cozad Post Office and Wilson Public Library. Notice of this meeting was also given in advance to all members of the Board of Education. The order of agenda items may be changed when deemed necessary.

The board may choose to enter closed (executive) session to discuss any matter for which closed (executive) session is lawful and appropriate.

**1.3. Excused/Unexcused Board Member Absence**

Motion to excuse board member Kiley Goff Passed with a motion by Ann Burkholder and a second by Will Geiger.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Michele Starman: Yea  
Yea: 4, Nay: 0

Motion to not excuse board member John Peden Passed with a motion by Will Geiger and a second by Ann Burkholder.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Michele Starman: Yea  
Yea: 4, Nay: 0

## **2. APPROVAL OF THE AGENDA**

Motion to approve the agenda Passed with a motion by Joel Carlson and a second by Ann Burkholder.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Michele Starman: Yea  
Yea: 4, Nay: 0

This agenda item enables the board to validate if an item was added prior to the 24-hour period before the board meeting. If an item was added, the board may verify when the modifications were made and when the updated agenda was posted to the district website.

## **3. HAYMAKER HIGHLIGHT**

- Brian Messersmith and his organizations work to secure a donation for wrestling mats.
- Agriculture Day was a huge success and had a great turnout
- Fall testing is completed across the district
- Teachers and staff have made a great start to the school year.

## **4. PUBLIC COMMENTS (AGENDA ITEM SPECIFIC)**

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 on the agenda. The public will also have the ability to speak to the board on non-agenda items at the end of the meeting.

We have \_\_\_\_\_ speakers who have signed up to speak. We will allow \_\_\_\_ minutes per speaker for a total of \_\_\_\_\_ minutes.

During the public comment portion of this meeting, those who have signed up need to be allowed to speak without interruption for the time allotted by the Board. We understand that people may have strong feelings about the issues they come to speak about. We ask that you respect the opinions of all who speak and that you refrain from applause, conduct that interferes with the Board meeting, or other outbursts during the presentations. Offensive language, vulgar personal attacks, or hostile conduct will not be tolerated. If the Board President determines any statement or comment constitutes offensive language, a vulgar personal attack, or hostile conduct, then the Board President will rule the person out of order, and the person forfeits any

remaining time. You should be further advised that there is no legal protection for any comments that are made, including slanderous comments. Each person should choose their words carefully.

The Board is not obligated to respond to public comments or questions because such dialogue could violate the Open Meetings Act.

During the meeting, including during public comment, comments, outbursts, or interruptions from the audience will not be tolerated. After public comment, the Board will conduct its business. Remember that this is a public meeting, not a meeting of the public. Individuals wishing to speak must do so during public comment. Any attendee who chooses to interrupt Board business will be deemed out of order and may be asked to leave. Refusal to do so may result in removal.

The board needs to be allowed to conduct our business in this public setting uninterrupted. Any questions or concerns that arise from this meeting can be addressed via phone or email to the administration or Board after the meeting has concluded.

If the subject of your public comment is related to a particular student or staff member, we ask that you not mention the student or staff member by name in the public session. The Board has a complaint procedure in policy, and the Board will not respond to or consider any complaints unless and until an individual follows the complaint policy.

As a reminder, under the Open Meetings Act, the Board of Education is legally obligated to require any member of the public desiring to address the Board to identify himself or herself, including an address and the name of any organization you may represent. As a result, please state and spell your first and last name, state your current address, and let us know if you are here representing any particular organization before you begin your public comment.

It is now \_\_\_\_\_ p.m. Our first speaker \_\_\_\_\_

No public comment was made.

## **5. PRINCIPAL/ADMINISTRATIVE REPORTS**

### **5.1. Patty Wolfe Report**

#### **1. Adviser Data**

##### **1. Staff Reporting-Submitted September 15th**

###### **1. Staff Demographics**

###### **2. Staff Position Assignments**

###### **3. Used for approval and accreditation certificate checks and salary reports, state aid calculation, and Rule 11 endorsement check**

**2. 2022-2023 Follow Up Collection-Due on October 2nd**

- 1. School enrollment, Special Education, Title I, Courses and grades, and student demographics**

**3. 2023-2024 Fall Collection**

- 1. Due October 15th**
- 2. Data used for state aid calculation, nutrition services, medicaid IDEA, ELL, Digital Equity and NEP**

**2. PowerSchool-MBA Report Creator**

- 1. Ex: Standard Based report cards**

**3. Fall EdTech Conference-Kearney, NE**

- 1. Keynotes are Jethro Jones and Kevin Morrill "Artificial Intelligence for Educators: Policies, Practices, and Applications"**

- 2. Sessions: <https://nebraskafetc2023.sched.com/>**

- 3. Attending: Patty Wolfe, Seth Vlasak, Samantha Crick, Jill Arnold, and Jennifer Walls**

- 4. Statewide RFP for Internet circuits-District's Internet circuit contract expiring and ESU completing RFP to replace expiring contracts. Once the contracts have been awarded to the lowest bidders, we will have an opportunity to review the cost per bandwidth. Each year districts will have the opportunity to select the contracted bandwidth amount for the upcoming school year before E-Rate forms are filed. Once contract completed with winning provider, eRate application will be filed for these eligible Category 1 services**

**5. AI and Education**

- 1. Attended sessions at Administrative Days and will share at our September meeting**

**5.2. Corey Fisher Report**

**BACK TO SCHOOL:** As we enter the 6th week of school, most of our students and our staff at CHS are off to a positive start. In addition to the five new teachers in the high school, we have also welcomed one new Paraeducator. As is often the case, we began to see many new students enrolling in late July and that has continued through the first few weeks of the semester. For the most part, it has been a really positive start to the 2023-2024 school year.

**WEDNESDAY AFTER SCHOOL PROGRAM (W.A.S.P.):** We are entering year three of the Wednesday After School Program. The program is designed to identify, on a weekly basis, students with one or more failing grades and offer support focused on homework completion and assistance from teachers as students need it. Parents were informed of the program again this school year both during the student/parent orientations that were held before school and via letter that was sent in late August.

- **W.A.S.P. has proven to be very effective in allowing our guidance and administrative staff to identify students who are failing classes and to determine why they are failing.**
- **Parent and student communication is essential. Each Friday a report is generated by Mr. Revelo identifies students who have one or more failing grades. Students and parents are notified on Friday by either text message, email and/or letter depending on if they have one or more or two or more failing grades.**
- **Students have from Friday to the end of the day on Wednesday to raise any failing grade to a passing grade or they are required to attend W.A.S.P.**
- **Parents can opt their student out of participating in the W.A.S.P. program by completing a simple opt out form.**
- **Our goal remains for 97% or more of our students to earn full credits at the end of each semester. In addition to other efforts and an increased focus on student and staff accountability, the W.A.S.P. has significantly helped increase the percentage of students who maintain passing grades and earning credits.**

**FALL MAP GROWTH ASSESSMENTS (MAP = Measure of Academic Progress):**

- **Fall MAP Assessments were conducted on Tuesday and Wednesday, September 12th and 13th. Most of our students in grades 9-12 participated.**
- **Student performance on these MAP Assessments will be used to guide instructional and curricular decisions.**
- **We will conduct a second battery of MAP Growth Assessments in the spring.**
- **Conducting MAP Growth Assessments takes much planning and utilizes all teaching staff. The data will be immediate and our CIP Integrated Team will begin reviewing the data this week.**

**HOMECOMING 2023**

- Homecoming 2023 is set for next week (September 25-30)
- Annual traditions will again be a part of Homecoming week including dress up days, home athletic events, a community PEP rally on Friday, Coronation following the football game on Friday night and a Homecoming dance on Saturday, September 30th.
- Students are required to sign-up non-CHS dates for the dance and they are required to complete the non-CHS Dance Guest form.
- Cozad Police Department will again administer the breathalyzers prior to the start of the Homecoming dance.

**SMARTPASS:** As I communicated to you prior to the start of the school year, a new hall pass system has been integrated at the high school. It is called SmartPass and through the first five weeks we have worked through most of the challenges with implementing a new program.

- ALL students and staff have active accounts and data is immediate when teachers enforce this expectation for students needing to leave their classrooms.
- SmartPass has proven to be effective in reducing the number of students in a variety of areas including restrooms and other less supervised areas.

## **STANDARD RESPONSE PROTOCOLS**

- I reviewed all of the Standard Response Protocols with students during the first five weeks of the semester. For the review information I utilized the weekly Weekly Student Update video. IN addition to the weekly updates, teachers are expected to review the protocols with the students as a part of our back-to-school procedures.

### **5.3. Jeremy Yilk Report**

#### 1. Fall Activities Update

##### a. Football

##### i. HS Football

1. The football team is 3 weeks into their schedule. The varsity team is currently 1-2 with games versus Lexington, Broken Bow and

Gothenburg this month.

2. Upcoming

a. Var vs Lexington (9.15) / JV vs Broken Bow (9.18) / Var @ Broken Bow (9.22) / JV vs Ord (9.25) / Var vs Gothenburg (9.29)

ii. MS Football

1. Participants: 7th = 16 / 8th = 13

2. Upcoming

a. @ Ogallala (9.12) / vs Holdrege (9.19) / vs Broken Bow (9.26)

b. Volleyball

i. HS Volleyball

1. The volleyball team had quite a few home games to start the season including their always competitive invite. Their current record is 1-8.

2. Upcoming

a. Var @ Arapahoe Tri (9.12) / Res-JV-Var @ St. Pat's (9.14) / JV-Var @ Ogallala Tri (9.19) / JV-Var @ Maxwell Tri (9.21)

ii. MS Volleyball

1. Participants: 7th = 27 / 8th = 19

2. Upcoming

a. 7th @ Southern Valley (9.14) / 8th vs McCook (9.14) / 7th & 8th vs Holdrege (9.19) / 7th & 8th @ Ogallala (9.21)

c. HS Softball

i. The softball team had several home games early in the season and will have their final homestand next week vs Chase County. Their current record is 10-5.

ii. Upcoming

1. JV/V vs GINW (9.14) / @ NP Invite (9.16) / JV/V vs Chase County (Senior Night 9.19)

d. HS Girls Golf

i. The girls golf team is steadily improving as they continue to compete at their tough scheduled invites. Their one home invite is coming up soon on September 25th.

ii. Upcoming

1. @ North Platte Invite (9.14) / @ Dawson County Invite (9.18) / @ Ogallala Invite (9.19)

e. HS Cross Country

i. The cross country team recently hosted their home invite on September 2nd. We had a great turnout and some great competition.

1. Medalists @ Cozad Invite: HS - Shank Sall (7th) / MS Girls -

Reagan Chrisinger (14th); Audrey Baker (1st) / MS Boys - Hayden Revelo (15th); Taegen Dexter (13th); Jaxson Arndt (12th); Carson Favinger (3rd)

ii. Upcoming

1. MS/HS @ Ravenna Invite (9.14) / MS/HS @ Ogallala Invite (9.21)  
/ Var @ UNK Invite (9.25)

f. One-Act

i. One-Act auditions were held the week of August 21st. The cast and crew were selected. We are looking forward to seeing what the One-Act team has in store for us.

ii. Upcoming

1. One-Act Opening Day Workshop (11.3) / Cozad One-Act Festival (11.9) / Dinner Theatre (11.11)

g. Other

i. Fall Officials Appreciation Week - Sept 18th - Sept 23rd

1. Thank you all fall officials!

ii. Homecoming Week = Sept 25 - Sept 30th

#### **5.4. Brian Regelin Report**

##### **Cozad Middle School**

##### *Home of the Haymakers*

#### **Brian Regelin, Board Report- September 18, 2023**

1) Great start to the school year! I would like to commend our staff, students, and parents for the great start we have had to the 2023-24 school year. Students are very excited to be back in the building and everyone is working very hard to make this a great start to a new year at CMS. I have been very impressed with the high quality teaching and learning taking place in all of our MS classrooms.

2) CMS students have been campaigning for Middle School Student Congress. They made posters and videos to show the students and the voting will take place on Tuesday. The winners will be announced on Wednesday.

3) A big thank you to Andrea Smisek Gage, the Artist in Residence for the Robert Henri Museum this month. Andrea worked with the Middle School and High School art classes this past week and did a presentation on Watercolor on Paper.

4) SmartPass implementation went well and has been a good addition here at the Middle School.

5) The MS CIP team will be meeting to work on our action plans for our two goals on September 20<sup>th</sup>.

### 5.5. Kyle Hoehner Report

### 5.6. Jessica Edeal Report

**It is hard to believe we are a month into school already! Students, families and staff have settled nicely into the school routine.**

1. **On September 5th, CEEC welcomed students, families and grandparents to the annual CEEC Family BBQ. CEEC students showcased their musical talents by singing for families and friends. After singing, students and families enjoyed hotdogs, chips and drinks. We are grateful for the community supporters, Sonny's Foods, Valley Vending, Homestead Bank, and Insurance One, who supported this event through donations.**



2. **Since the beginning of the school year, staff and students have successfully practiced fire and tornado safety drills at CEEC. Our first evacuation drill is planned for tomorrow, Tuesday, September 19th. Students will be able to practice leaving the building and walking to a designated safe place with their teacher and class.**
  
3. **The Kind Kids initiative started on September 5th. Students at CEEC, caught being kind, are recognized monthly through an assembly. Students who are recognized receive a certificate, get their picture taken, and have the opportunity to show their accomplishment with a yard sign. Our first assembly is September 28th and our guest presenters are representatives from the Cozad High School football team.**
  
4. **CEEC staff were able to participate in the first early out professional development day on Wednesday, September 6th. Professional development was spent on reviewing CEEC's CIP goal(s) and preparing for implementation of benchmark assessments to collect student data, as well as reviewing NDE Early Learning Standards.**
  
5. **Updates continue to our building in preparation for new tenants in January. A new gas line has been installed for the stove/oven. Cabinets have been removed for the dishwasher installation.**

### **SPED Department Update**

**CCS SPED Department has been busy updating annual IEPs and working collaboratively to support the needs of students. The departmental focus this year is "Fostering a Growth Mindset." Growth as an educator is inevitable as the journey of learning never stops. With that said, the SPED Department has been working diligently to follow state compliance standards related to conducting evaluations, completing required paperwork, as well as the many other components of special education. These are just a few of the happenings across the department:**

1. **Most MDT and IEP meetings have been attended by the SPED Director in order to meet students, families, and to become acquainted with district processes.**

2. **Weekly emails are sent to the SPED Department and building administrators to provide reminders and updates related to special education topics and compliance requirements.**
  3. **State reporting has been completed for Indicator 11 and 12 and the Transition Self-Assessment, Indicator 13, has just opened and will be completed by October 16th.**
  4. **SPED administration has worked collaboratively with Mrs. Wolfe to ensure proper student coding for state student reporting purposes.**
  5. **New procedures have been implemented to ensure accurate information is documented for each student.**
  6. **SPED education teachers and related service providers were trained on how to update PowerSchool MBA alerts to ensure communication of student accommodations, services, etc.**
1. **The next SPED Departmental meeting will be held at the end of September.**

### **5.7. Connor Williams Report**

**Director of Teaching and Learning: Connor Williams**

**Our curriculum focus lately at Cozad Community Schools has been the benchmark testing of our students! August and September are great times to see where students are at, so we can look at the pathway they need to take to improve. This includes scheduling interventions for our striving learners, and extending that learning for our high ability learners. This data is organized below.**

#### **Fall-Spring Data**

- [\*\*BOY Data 2023-24 \(Spring-Fall\)\*\*](#)

#### **Staff Spotlights**

- [\*\*Staff Spotlights\*\*](#)

## **6. SUPERINTENDENT REPORT**

Mr. Ford gave an update on what was changed in the Tax Request that was published in the paper. He then asked for the board opinion on some changes that are occurring from drains that were not known about when creating the plans. The board decided to keep the drain pipe in the same location to save money. A storage area will be created around the drain. James went on to inform that the Daycare amendment that is still being read over by Madsen's lawyers. He went on to talk about the budget and district information packet that he put together. Joel Carlson then handed out his historical State Aid document.

## **7. COMMITTEE REPORTS**

Committee reports were given.

## **8. REVIEW OF SCHOOL BOARD POLICIES**

Reviewed policies 3007, 3008, 3009, 3011.

## **9. CONSENT AGENDA**

Motion to approve the consent agenda, as presented Passed with a motion by Ann Burkholder and a second by Joel Carlson.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Michele Starman: Yea  
Yea: 4, Nay: 0

### **9.1. Approval of the Minutes of Previous Meeting(s)**

8.14.2023 Board of Education Regular Meeting, 7pm

8.28.2023 Board of Education Special Meeting, 7pm

9.11.2023 Board of Education Board Retreat, 6:30pm

### **9.2. Congratulations, Condolences, Correspondences**

- Condolences to Amber Ross and family on the loss of her father, Ronald Marshall.
- Condolences to Patsy Woodside's family. Patsy was a substitute teacher for Cozad Community Schools as well as a alumni.

### **9.3. Classified Resignations**

Jackie Beenblossom, Afterzone Paraprofessional

### **9.4. Classified Hires**

### **9.5. Standing Reports**

#### **9.5.1. Sub Reports**

### **9.5.2. Nutrition Services SNP Claim for Reimbursement Summary**

### **9.5.3. Bus Route Averages**

### **9.6. Salary Advancement Applications**

- Courtney Arends, Wayne State College, Science/Reading 1, 3 hours
- Josh Asche, University of Nebraska Kearney, School Admin and the Law, 3 hours
- Lexie Anthony, Wayne State College, Science/Reading 1, 3 hours
- Tess Poppert, Wayne State College, The Science of Reading 2, 3 hours
- Tess Poppert, Wayne State College, LETRS Volume 2, 3 hours
- Ashley Ford, Wayne State College, Teaching Exceptional Learners, 3 hours
- Woody Blackmore, Fort Hays State, British Literacy Modernism, 3 hours
- Woody Blackmore, Fort Hays State, Approaches to Graduate Studies, 3 hours
- Tessa Eldridge, University of Nebraska Kearney, Student Teaching, 12 hours
- Brent Dinslage, Midland University, Transformational Leadership, 3 hours

### **9.7. Local Subs**

### **10. DISCUSS, CONSIDER AND TAKE ACTION ON THE APPROVAL OF YEARLY DONATION/SUPPORT STIPEND TO COZAD WELLNESS CENTER**

Motion to approve the yearly donation of \$10,000 from the General Fund to the Cozad Wellness Center Passed with a motion by Ann Burkholder and a second by Will Geiger.

Joel Carlson: Nay, Ann Burkholder: Yea, Will Geiger: Yea, Michele Starman: Yea

Yea: 3, Nay: 1

\$10,000 from General

### **11. DISCUSS, CONSIDER AND TAKE ACTION ON THE TRANSFER FROM THE GENERAL FUND TO THE EMPLOYEE BENEFIT FUND**

Motion to approve the transfer of \$11,000 from the General Fund to the Employee Benefit Fund Passed with a motion by Ann Burkholder and a second by Will Geiger.

Joel Carlson: Nay, Ann Burkholder: Yea, Will Geiger: Yea, Michele Starman: Yea

Yea: 3, Nay: 1

This is an annual transfer in response to the payment of staff wellness center stipends to Cozad Community Wellness Center and payment of initial cost and monthly fees for the Flexible Spending Account for Staff.(Payflex)

71 employees elected Punch Cards (\$3,550.00)

18 employees elected Single Memberships (\$1,800.00)

26 employees elected Family Memberships (\$2,900.00)

**TOTAL CWC Stipends to date: \$8,250.00**

Any additional new hires will receive a prorated stipend based on their date of hire.

Changed administrators for our 125 Plan, PayFlex an extra 4 months to manage the plan through the calendar year.

## **12. DISCUSS, CONSIDER AND TAKE ACTION OF THE TRANSFER FROM GENERAL FUND TO ACTIVITIES FUND**

Motion to approve the transfer of \$38,000 for Athletics and \$8,500 for Speech, NHS, and One-Act from General to Activities Passed with a motion by Joel Carlson and a second by Ann Burkholder.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Michele Starman: Yea  
Yea: 4, Nay: 0

\$38,000 Athletics  
\$8,500 (\$4,000 Speech, \$500 NHS, \$4,000 One- Act)

## **13. GENERAL, LUNCH, ACTIVITIES AND DEPRECIATION FINANCIAL REPORTS AND CLAIMS**

Motion to approve the General, Lunch, Activity and Depreciation financial reports as presented, including monthly expenditures, which reflects the current financial standing of the District.

Passed with a motion by Ann Burkholder and a second by Will Geiger.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Michele Starman: Yea  
Yea: 4, Nay: 0

### **13.1. Financial Report by Account**

### **13.2. Financial Claims**

## **14. BUILDING FINANCIAL REPORTS AND CLAIMS**

Motion to approve the building financial report as presented, including monthly expenditures, which reflects the current financial standing of the District Passed with a motion by Joel Carlson and a second by Ann Burkholder.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Michele Starman: Yea  
Yea: 4, Nay: 0

### **14.1. Financial Claims**

## **15. DISCUSS, CONSIDER AND TAKE ACTION ON LB 243 RESOLUTION**

Motion to approve adopting resolution LB 243 to increase the tax request by an additional six percent above the base growth percentage Passed with a motion by Joel Carlson and a second by Will Geiger.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Michele Starman: Yea  
Yea: 4, Nay: 0

## **16. DISCUSS, CONSIDER, AND TAKE ACTION ON POLICY 3010**

Motion to approve policy 3010 Passed with a motion by Joel Carlson and a second by Ann Burkholder.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Michele Starman: Yea  
Yea: 4, Nay: 0

## **17. DISCUSS, CONSIDER AND TAKE ACTION ON THE APPROVAL ON THE RECOGNITION OF COZAD EDUCATION ASSOCIATION AS THE EXCLUSIVE BARGAINING AGENT FOR THE DISTRICT'S NON-SUPERVISORY CERTIFICATED STAFF FOR THE 2025-2026 CONTRACT YEAR**

Motion to approve the recognition of Cozad Education Association as the exclusive bargaining agent for the district's non-supervisory certificated staff for the 2025-2026 contract year Passed with a motion by Joel Carlson and a second by Ann Burkholder.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Michele Starman: Yea  
Yea: 4, Nay: 0

## **18. DISCUSSION: COMMITTEE OF THE WHOLE-POLICY**

Board discussed the positives and negatives of having a committee of the whole policy. They will look over other policies and discuss what they would want in their policy if they decide to proceed.

## **19. PUBLIC COMMENTS (NON-AGENDA SPECIFIC)**

The Board of Education invites you to offer comments during the public comments portion of the non-agenda item. This is the portion of the meeting when members of the public may speak to the board about matters not on the agenda.

We have \_\_\_\_\_ speakers who have signed up to speak. We will allow \_\_\_ minutes per speaker for a total of \_\_\_\_\_ minutes.

During the public comment portion of this meeting, those who have signed up need to be allowed to speak without interruption for the time allotted by the Board. We understand that people may have strong feelings about the issues they come to speak about. We ask that you respect the opinions of all who speak and that you refrain from applause, conduct that interferes with the Board meeting, or other outbursts during the presentations. Offensive language, vulgar personal attacks, or hostile conduct will not be tolerated. If the Board President determines any statement or comment constitutes offensive language, a vulgar personal attack, or hostile conduct, then the Board President will rule the person out of order, and the person forfeits any remaining time. You should be further advised that there is no legal protection for any comments that are made, including slanderous comments. Each person should choose their words carefully.

The Board is not obligated to respond to public comments or questions because such dialogue could violate the Open Meetings Act.

As a reminder, under the Open Meetings Act, the Board of Education is legally obligated to require any member of the public desiring to address the Board to identify himself or herself, including an address and the name of any organization you may represent. As a result, please state and spell your first and last name, state your current address, and let us know if you are here representing any particular organization before you begin your public comment.

It is now \_\_\_\_\_ p.m. Our first speaker \_\_\_\_\_

No public comment was made.

## **20. AGENDA SETTING AND FUTURE MEETINGS**

- Monday, September 25, 2023, Special Meeting, 7pm
- Monday, October 16, 2023, Regular Meeting, 7pm

## **21. ADJOURNMENT**

Motion to adjourn the meeting at 9:21m Passed with a motion by Will Geiger and a second by Ann Burkholder.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Michele Starman: Yea  
Yea: 4, 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 9:21 PM.

Mr. James Ford, Superintendent  
Cozad Community Schools District No. 11

**Board of Education Special Meeting**

Monday, September 25, 2023 7:00 PM

Office of the Superintendent

1910 Meridian Ave

Cozad, NE 69130

Posted Locations:

- Cozad Local
- Cozad Community Schools District Office
- Cozad Post Office
- Wilson Public Library

Posted Date: 9/21/2023

The meeting was called to order at 7:00 PM

**1. BOARD OF EDUCATION SPECIAL MEETING 7:00 P.M.**

**1.1. Call to Order, Roll Call**

Ann Burkholder: Present

Joel Carlson: Present

Will Geiger: Present

Kiley Goff: Present

John Peden Absent

Michele Starman: Present

Present: 5, Absent: 1.

**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 West wall of the meeting room.

Notice of this meeting was given in advance by publication in the Cozad Local and posted on the Cozad Community Schools website and at the District Office, Cozad Post Office and Wilson Public Library. Notice of this meeting was also given in advance to all members of the Board of Education. The order of agenda items may be changed when deemed necessary.

The board may choose to enter closed (executive) session to discuss any matter for which closed (executive) session is lawful and appropriate.

**1.3. Excused/Unexcused Board Member Absence**

John Peden was absent. The board did not vote as the absence is void unless it's a regular meeting.

## **2. APPROVAL OF THE AGENDA**

Motion to approve the agenda Passed with a motion by Kiley Goff and a second by Ann Burkholder.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

This agenda item enables the board to validate if an item was added prior to the 24-hour period before the board meeting. If an item was added, the board may verify when the modifications were made and when the updated agenda was posted to the district website.

## **3. 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 address 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.

No public present to comment.

## **4. DISCUSS, CONSIDER AND TAKE ACTION ON THE 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 2023-2024 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 2023-2024 school year, as advertised and that James Ford be authorized to implement the budgets Passed with a motion by Ann Burkholder and a second by Kiley Goff.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

**5. DISCUSS, CONSIDER AND TAKE ACTION ON THE APPROVAL OF THE 2023-2024 TAX REQUEST FOR COZAD COMMUNITY SCHOOLS (24-0011) IN DAWSON COUNTY, NEBRASKA**

Motion to approve 2023-2024 Tax Request for Cozad Community Schools in Dawson County, Nebraska Passed with a motion by Joel Carlson and a second by Ann Burkholder.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

**6. DISCUSS, CONSIDER AND TAKE ACTION ON REVISIONS TO POLICY 5004**

Motion to approve the policy revisions to 5004 Passed with a motion by Kiley Goff and a second by Ann Burkholder.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

**7. DISCUSS, CONSIDER AND TAKE ACTION ON OPTION ENROLLMENT RESOLUTION**

Motion to approve the Option Enrollment Resolution Passed with a motion by Kiley Goff and a second by Ann Burkholder.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

**8. AGENDA SETTING AND FUTURE MEETINGS**

- October 16, 2023- Board of Education Regular Meeting, 7pm

**9. ADJOURNMENT**

Motion to adjourn the meeting at 7:17 Passed with a motion by Kiley Goff and a second by Ann Burkholder.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

The meeting was adjourned at 7:17 PM.

Mr. James Ford, Superintendent  
Cozad Community Schools District No. 11

9.2. **Congratulations, Condolences, Correspondences**

9.3. **Classified Resignations**

- Jessica Tolle, SpEd Para, Elementary

9.4. **Classified Hires**

9.5. **Standing Reports**

9.5.1. **Sub Reports**



9.5.2. **Nutrition Services SNP Claim for Reimbursement Summary**

## SNP Claim For Reimbursement Summary

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

**Confirmation #:** HDQAEU

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Sep 2023	0	10/04/2023	10/04/2023		Original

### Sponsor Totals

Meal Type	Meals/Supplements Served	Federal Rate	Reimbursement Federal Amount
<b>National School Lunch Program</b>			
Free	6,501	4.2500	27,629.25
Reduced	1,214	3.8500	4,673.90
Paid	4,697	0.4000	1,878.80
<b>Total</b>	<b>12,412</b>		<b>34,181.95</b>
<b>Performance-Based Reimbursement (Lunch)</b>			
Claimed	12,412	0.0800	992.96
Adjusted	0	0.0800	0.00
<b>Total</b>	<b>12,412</b>		<b>992.96</b>
<b>School Breakfast Program Severe Need</b>			
Free	3,075	2.7300	8,394.75
Reduced	440	2.4300	1,069.20
Paid	1,067	0.3800	405.46
<b>Total</b>	<b>4,582</b>		<b>9,869.41</b>
<b>Afterschool Care Program - Area Eligible</b>			
Free	2,007	1.1700	2,348.19
<b>Total</b>	<b>2,007</b>		<b>2,348.19</b>
<b>Claim Reimbursement Total</b>			<b>47,392.51</b>

### Sponsor Claim Reimbursement Totals

Current Claim Reimbursement Total	47,392.51
Previous Claim Reimbursement Total	0.00
<b>Net Claim Reimbursement Total</b>	<b>47,392.51</b>

Hide Site Meal Details

### Site Meal Totals

#### Cozad Early Education Center (CEEC) 0003

Meal Type	Free	Reduced	Paid	Total
National School Lunch Program	340	35	378	753
School Breakfast Program Severe Need	262	16	113	391

#### Cozad Elementary 0002

Meal Type	Free	Reduced	Paid	Total
-----------	------	---------	------	-------

National School Lunch Program	3,413	666	2,446	6,525
School Breakfast Program Severe Need	1,951	335	727	3,013
Afterschool Care Program - Area Eligible	2,007	0	0	2,007

**Cozad High School 0005**

<b>Meal Type</b>	<b>Free</b>	<b>Reduced</b>	<b>Paid</b>	<b>Total</b>
National School Lunch Program	1,310	194	926	2,430
School Breakfast Program Severe Need	376	5	107	488

**Cozad Middle School 0004**

<b>Meal Type</b>	<b>Free</b>	<b>Reduced</b>	<b>Paid</b>	<b>Total</b>
National School Lunch Program	1,438	319	947	2,704
School Breakfast Program Severe Need	486	84	120	690

9.5.3. **Bus Route Averages**



9.6. **Salary Advancement Applications**

Brent Dinslage, Midland University, Continuous School Improvement, 3 hours

**SALARY ADVANCEMENT APPLICATION**

All faculty members who plan to take graduate credit hours which may be used in salary advancement on the district's salary schedule **must complete this application prior to enrolling in any courses**. All faculty members that plan on working toward a graduate degree, **must also submit a plan of study**.

In order to receive credit for salary advancement on the fall salary schedule, this application must be approved. All applications **must be submitted to the District Office by April 1st**. If April 1st is on a Saturday or Sunday, the applications must be received the prior business day. If an application is submitted after April 1st, hours of credit will not be given on the fall salary schedule.

Transcripts evidencing satisfactory completion of hours **must be on file in the District Office by October 1st**. If October 1st is on a Saturday or Sunday, the transcripts must be received the business day prior to October 1st. In the event that a teacher fails to submit a transcript as required by this paragraph, such teacher shall not be eligible for salary schedule advancement on the fall salary schedule.

**\*\*\*This application must be submitted and approved PRIOR to registering for the course.\*\*\***

Name: Brent Dinslage Date: 10/10/23

College granting course credit: Midland University

Course number: EDU 523 Course term date: Late Fall 2023

Number of graduate course hours: 3

Course title: Continuous School Improvement

Course description: This course is designed to help Principal/Teacher Candidates with the knowledge and skills , evaluation and revision of short and long term goals that promote continuous and sustainable school improvement.

How will this course be used to improve your teaching methods and why do you wish to take it?  
It will help me learn to interpret data to help set both short and long term goals for my classroom.

**Submit this application to the District Office by April 1st (or prior business day if April 1st is on a Saturday or Sunday).**

***DISTRICT OFFICE USE ONLY***

Approved  Not Approved for school year: 2024-2025 Board notified: 10-16-2023

Superintendent of Schools:  Date: 10-11-23

Transcripts received by: \_\_\_\_\_ Date: \_\_\_\_\_

**9.7. Board Insurance**

Per Board Policy 2016, board will be notified quarterly.

John Peden: Dental & Vision

**9.8. Absences/Unpaid Leave Request**

Per Negotiated Agreement the board will be notified of any teacher who is absent for reasons not covered in this agreement may have deducted from their salary the amount computed based on the number of contract days in relationship to the number of days absent.

Bill Shaffer absent from: 8/31/2023 through 9/8/2023 (6 days docked)

**9.9. Local Subs**

Carol Boyle, Local Sub  
Monica Rivera, Local Sub

# Cozad Community Schools

*Home of the Haymakers*

*James Ford, Superintendent of Schools  
Corey Fisher, High School Principal  
Brian Regelin, Middle School Principal  
Kyle Hoehner, Elementary Principal*



*Jeremy Yilk, Activities Director  
Jessica Edeal, Special Education Director  
Patty Wolfe, Director of Technology  
Connor Williams, Director of Teaching & Learning*

September 18, 2023

Teacher Certification Office

P.O. Box 94987

Lincoln, NE 68509-4987

Fax: 402-742-2359 (can email to [nde.tcweb@nebraska.gov](mailto:nde.tcweb@nebraska.gov) effective 7/21/2023.)

To Whom It May Concern:

The use of a local substitute teaching certificate has been approved by the board of education of the Cozad Community Schools. I request that you issue a local teaching certificate to:

Monica Rivera

NDE Staff ID: 5336167552

Sincerely,

A handwritten signature in blue ink, appearing to read 'James Ford'.

Mr. James Ford, Superintendent

Cozad Community Schools

# Cozad Community Schools

*Home of the Haymakers*

*James Ford, Superintendent of Schools  
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September 18, 2023

Teacher Certification Office

P.O. Box 94987

Lincoln, NE 68509-4987

Fax: 402-742-2359 (can email to [nde.tcirtweb@nebraska.gov](mailto:nde.tcirtweb@nebraska.gov) effective 7/21/2023.)

To Whom It May Concern:

The use of a local substitute teaching certificate has been approved by the board of education of the Cozad Community Schools. I request that you issue a local teaching certificate to:

Carol Boyle

NDE Staff ID: 2160796851

Sincerely,

A handwritten signature in blue ink, appearing to read 'James Ford', is written over a light blue horizontal line.

Mr. James Ford, Superintendent

Cozad Community Schools

10. GENERAL, LUNCH, ACTIVITIES AND DEPRECIATION FINANCIAL REPORTS AND CLAIMS

	Receipt Totals	Statement Balance	Payroll Totals	Bill Totals	Disbursements	Balance/Disbursements	Differential
	Treasurers Report				Treasurers Report	Treasurers Report	
<b>September</b>							
18-19	\$2,230,642	\$3,382,832	\$786,208	\$174,146	\$1,134,349	\$2,248,483	
19-20	\$3,528,762	\$3,915,719	\$883,500	\$200,000	\$1,002,989	\$2,912,730	
20-21	\$2,250,686	\$4,432,817	\$805,683	\$125,716	\$875,601	\$3,557,216	
21-22	\$2,620,062	\$4,547,402	\$820,890	\$161,280	\$980,625	\$3,566,777	
22-23	\$3,040,218	\$4,285,482	\$904,100	\$144,808	\$1,333,866	\$2,951,616	
23-24	\$2,326,848	\$3,844,178	\$927,273	\$227,307	\$1,260,354	\$2,583,824	
<b>Average</b>	<b>\$2,668,675</b>	<b>\$4,068,072</b>	<b>\$856,987</b>	<b>\$217,210</b>	<b>\$1,097,964</b>	<b>\$3,047,364</b>	
<b>October</b>							
18-19	\$515,237	\$2,733,719	\$838,340	\$97,007	\$1,164,351	\$1,569,369	
19-20	\$677,199	\$3,586,137	\$845,583	\$202,250	\$1,004,781	\$2,581,356	
20-21	\$607,889	\$4,056,551	\$886,356	\$125,702	\$984,156	\$3,072,395	
21-22	\$595,676	\$4,102,591	\$899,042	\$153,488	\$1,040,487	\$3,062,103	
22-23	\$687,713	\$3,470,392	\$943,121	\$67,347	\$1,504,247	\$1,966,145	
23-24	\$650,090	\$3,659,278	\$925,285	\$199,400	\$1,199,604	\$2,459,674	
<b>Average</b>	<b>\$622,286</b>	<b>\$3,696,278</b>	<b>\$892,126</b>	<b>\$224,269</b>	<b>\$1,139,604</b>	<b>\$2,671,000</b>	
<b>November</b>							
18-19	\$402,823	\$2,036,207	\$828,869	\$212,388	\$1,100,336	\$935,871	
19-20	\$526,414	\$2,825,571	\$834,871	\$280,792	\$1,288,980	\$1,536,591	
20-21	\$335,268	\$3,497,161	\$880,641	\$95,753	\$885,518	\$2,611,643	
21-22	\$337,345	\$3,477,163	\$860,189	\$96,142	\$962,774	\$2,514,389	
22-23	\$387,523	\$2,741,180	\$912,655	\$168,066	\$1,086,735	\$1,654,445	
23-24	\$400,000	\$3,000,000	\$962,000	\$110,000	\$1,100,000	\$1,898,000	
<b>Average</b>	<b>\$393,339</b>	<b>\$2,915,456</b>	<b>\$876,438</b>	<b>\$107,190</b>	<b>\$1,066,628</b>	<b>\$1,848,628</b>	
<b>December</b>							
18-19	\$498,468	\$1,848,520	\$816,576	\$91,682	\$686,156	\$1,162,364	
19-20	\$644,972	\$2,385,828	\$819,044	\$144,281	\$1,083,717	\$1,302,112	
20-21	\$838,448	\$3,156,397	\$839,596	\$209,079	\$1,179,213	\$1,977,184	
21-22	\$360,443	\$2,875,459	\$856,911	\$119,332	\$962,147	\$1,913,312	
22-23	\$426,486	\$1,990,513	\$923,888	\$254,086	\$1,178,130	\$812,383	
23-24	\$570,000	\$3,000,000	\$973,000	\$125,000	\$1,100,000	\$1,898,000	
<b>Average</b>	<b>\$569,803</b>	<b>\$2,451,343</b>	<b>\$871,369</b>	<b>\$107,243</b>	<b>\$1,021,873</b>	<b>\$1,429,471</b>	
<b>January</b>							
18-19	\$1,377,329	\$2,047,870	\$795,062	\$111,408	\$1,170,079	\$889,801	
19-20	\$1,524,560	\$2,910,842	\$817,869	\$133,475	\$975,676	\$1,935,167	
20-21	\$1,414,381	\$3,594,213	\$817,860	\$169,604	\$976,565	\$2,617,648	
21-22	\$1,939,802	\$3,881,909	\$842,083	\$91,508	\$933,353	\$2,948,556	
22-23	\$1,742,731	\$2,731,624	\$882,624	\$117,930	\$1,001,621	\$1,730,003	
23-24	\$1,800,000	\$3,000,000	\$942,000	\$110,000	\$1,100,000	\$1,898,000	
<b>Average</b>	<b>\$1,629,839</b>	<b>\$3,033,312</b>	<b>\$847,873</b>	<b>\$122,321</b>	<b>\$1,013,839</b>	<b>\$2,019,473</b>	
<b>February</b>							
18-19	\$917,884	\$2,191,379	\$824,457	\$104,933	\$774,474	\$1,416,905	
19-20	\$976,171	\$3,207,237	\$830,882	\$104,783	\$979,575	\$2,227,662	
20-21	\$988,563	\$3,062,747	\$834,257	\$79,356	\$960,630	\$2,102,117	
21-22	\$929,974	\$3,835,478	\$854,787	\$109,047	\$967,435	\$2,868,043	
22-23	\$1,392,434	\$3,057,792	\$909,568	\$154,827	\$1,066,265	\$1,991,527	
23-24	\$1,240,000	\$3,000,000	\$959,000	\$110,000	\$1,100,000	\$1,898,000	
<b>Average</b>	<b>\$1,072,669</b>	<b>\$3,194,927</b>	<b>\$869,492</b>	<b>\$110,491</b>	<b>\$937,548</b>	<b>\$2,287,379</b>	
<b>March</b>							
18-19	\$584,908	\$1,720,359	\$800,761	\$100,396	\$1,055,927	\$664,432	
19-20	\$777,858	\$2,811,187	\$816,185	\$106,189	\$1,173,968	\$1,637,219	
20-21	\$719,945	\$3,450,297	\$813,702	\$77,103	\$912,396	\$2,537,902	
21-22	\$776,885	\$3,049,611	\$856,814	\$106,424	\$962,753	\$2,086,858	
22-23	\$795,198	\$2,955,717	\$897,804	\$158,891	\$1,258,271	\$1,697,446	
23-24	\$800,000	\$3,000,000	\$947,000	\$140,000	\$1,100,000	\$1,898,000	
<b>Average</b>	<b>\$742,965</b>	<b>\$2,853,434</b>	<b>\$855,378</b>	<b>\$148,134</b>	<b>\$1,076,651</b>	<b>\$1,776,783</b>	
<b>April</b>							
18-19	\$431,812	\$1,267,858	\$762,283	\$88,671	\$884,313	\$383,544	
19-20	\$646,624	\$2,874,161	\$799,908	\$97,319	\$785,550	\$1,888,611	
20-21	\$752,664	\$3,277,108	\$847,939	\$120,950	\$965,854	\$2,311,254	
21-22	\$487,338	\$3,162,463	\$861,671	\$86,152	\$944,486	\$2,217,977	
22-23	\$1,041,479	\$2,583,564	\$922,806	\$138,607	\$1,053,631	\$1,529,933	
23-24	\$770,000	\$3,000,000	\$972,000	\$110,000	\$1,100,000	\$1,898,000	
<b>Average</b>	<b>\$663,636</b>	<b>\$2,933,831</b>	<b>\$865,068</b>	<b>\$106,283</b>	<b>\$926,767</b>	<b>\$1,666,264</b>	
<b>May</b>							
18-19	\$2,962,272	\$3,218,417	\$899,320	\$100,250	\$1,011,714	\$2,206,703	
19-20	\$2,890,030	\$4,910,442	\$900,045	\$100,190	\$897,088	\$4,013,353	
20-21	\$3,031,070	\$5,196,577	\$852,068	\$253,001	\$1,111,662	\$4,084,915	
21-22	\$2,922,431	\$5,081,056	\$862,934	\$139,510	\$1,033,836	\$4,047,222	
22-23	\$2,557,393	\$4,068,892	\$904,355	\$163,433	\$1,072,064	\$2,996,828	
23-24	\$2,720,000	\$3,000,000	\$954,000	\$145,000	\$1,100,000	\$1,898,000	
<b>Average</b>	<b>\$2,847,199</b>	<b>\$4,495,077</b>	<b>\$863,787</b>	<b>\$160,231</b>	<b>\$1,019,261</b>	<b>\$3,476,816</b>	
<b>June</b>							
18-19	\$681,173	\$2,993,475	\$788,460	\$121,414	\$906,115	\$2,087,360	
19-20	\$1,004,880	\$5,068,020	\$739,888	\$100,894	\$847,302	\$4,220,717	
20-21	\$705,789	\$4,872,579	\$816,806	\$210,687	\$1,029,788	\$3,842,791	
21-22	\$1,016,190	\$5,071,500	\$851,025	\$186,054	\$1,025,749	\$4,045,751	
22-23	\$862,411	\$3,794,696	\$899,938	\$287,546	\$1,169,546	\$2,625,150	
23-24	\$1,200,000	\$3,000,000	\$949,000	\$180,000	\$1,100,000	\$1,898,000	
<b>Average</b>	<b>\$916,741</b>	<b>\$4,360,054</b>	<b>\$840,853</b>	<b>\$177,766</b>	<b>\$995,100</b>	<b>\$3,364,954</b>	
<b>July</b>							
18-19	\$171,480	\$2,370,240	\$758,373	\$142,100	\$794,968	\$1,575,271	
19-20	\$265,073	\$4,424,075	\$744,415	\$101,538	\$885,018	\$3,539,057	
20-21	\$190,488	\$2,907,933	\$773,519	\$180,997	\$1,442,006	\$1,465,928	
21-22	\$117,755	\$4,198,200	\$828,055	\$324,830	\$991,750	\$3,206,450	
22-23	\$135,210	\$2,968,962	\$839,197	\$141,783	\$960,944	\$2,008,018	
23-24	\$150,000	\$3,000,000	\$940,000	\$190,000	\$1,100,000	\$1,898,000	
<b>Average</b>	<b>\$161,668</b>	<b>\$3,373,662</b>	<b>\$776,140</b>	<b>\$187,316</b>	<b>\$1,007,937</b>	<b>\$2,365,745</b>	
<b>August</b>							
18-19	\$222,188	\$1,787,840	\$751,889	\$681,759	\$1,134,350	\$653,491	
19-20	\$356,816	\$1,391,947	\$728,962	\$1,353,713	\$1,197,842	\$1,944,104	
20-21	\$225,637	\$2,715,978	\$771,190	\$953,486	\$2,063,913	\$652,064	
21-22	\$229,722	\$2,978,216	\$820,711	\$1,026,903	\$1,184,629	\$1,793,587	
22-23	\$1,561,262	\$2,777,685	\$867,251	\$863,992	\$1,752,560	\$1,025,125	
23-24	\$350,000	\$3,000,000	\$905,000	\$740,000	\$1,100,000	\$1,898,000	
<b>Average</b>	<b>\$489,441</b>	<b>\$2,250,333</b>	<b>\$807,509</b>	<b>\$869,976</b>	<b>\$1,598,059</b>	<b>\$662,274</b>	
	Average balance	Total	Total	Total			
<b>18-19</b>	\$10,996,414	\$2,880,721	\$9,591,627	\$1,826,154	\$11,825,132		
<b>19-20</b>	\$13,739,288	\$3,748,398	\$9,661,092	\$2,895,424	\$12,091,327		
<b>20-21</b>	\$12,021,476	\$3,768,762	\$8,989,587	\$2,301,434	\$13,336,430		
<b>21-22</b>	\$12,937,663	\$3,365,437	\$10,227,172	\$2,600,470	\$12,886,642		
<b>22-23</b>	\$14,631,079	\$3,088,875	\$10,865,797	\$3,911,096	\$14,434,880		
<b>23-24</b>	\$12,976,848	\$3,844,178	\$11,339,676	\$2,387,127	\$1,260,354		

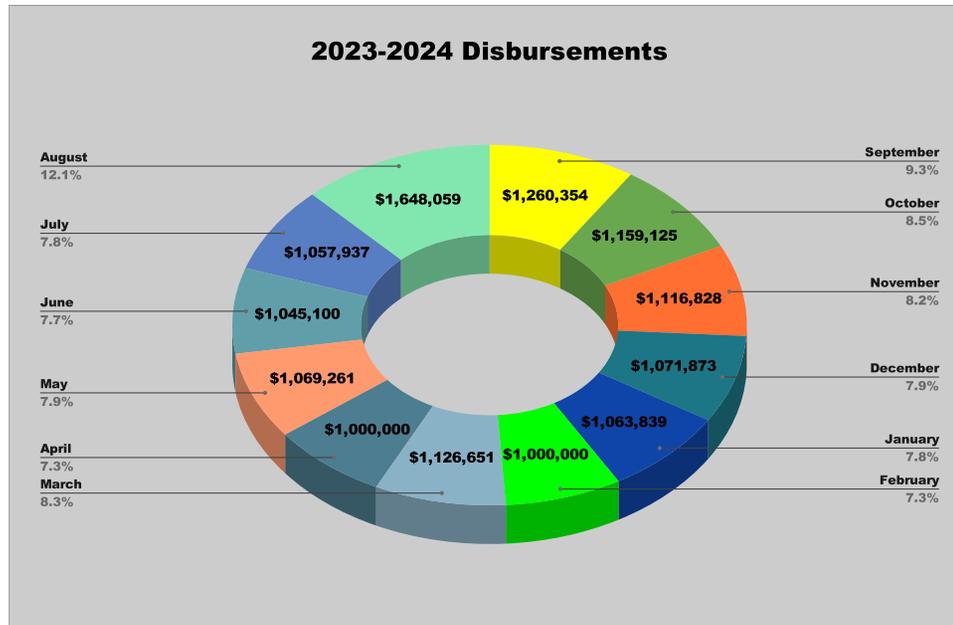
2023-2024 Disbursements

Month	Total Expenditures	Cumulative Spent	Cumulative % of Budget Spent	Projected % Budget Spent	Notes
September	\$1,260,354	\$1,260,354	7.56%	8.33%	
October	\$1,159,125	\$2,419,479	14.51%	16.67%	
November	\$1,116,828	\$3,536,307	21.20%	25.00%	
December	\$1,071,873	\$4,608,180	27.63%	33.33%	Lease purchase due Bond payments due Dec. 15th
January	\$1,063,839	\$5,672,018	34.01%	41.67%	
February	\$1,000,000	\$6,672,018	40.01%	50.00%	
March	\$1,126,651	\$7,798,669	46.76%	58.33%	
April	\$1,000,000	\$8,798,669	52.76%	66.67%	
May	\$1,069,261	\$9,867,930	59.17%	75.00%	Lease purchase due Bond payments due June 15th
June	\$1,045,100	\$10,913,031	65.44%	83.33%	
July	\$1,057,937	\$11,970,968	71.78%	91.67%	
August	\$1,648,059	\$13,619,027	81.66%	100.00%	
<b>Total Expenditures</b>	\$13,619,027				
<b>Goal</b>	\$13,700,000	\$1,141,666			
<b>2023-24 Budgeted Disbursements</b>	\$16,677,426				

	Cumulative: September	October	November	December	January	February
<b>Projected Expenses</b>	\$1,389,786	\$2,779,571	\$4,169,357	\$5,559,142	\$6,948,928	\$8,338,713
<b>Actual Expenses</b>	\$1,260,354	\$2,419,479	\$3,536,307	\$4,608,180	\$5,672,018	\$6,672,018
<b>Difference</b>	\$129,432	\$360,092	\$633,049	\$950,962	\$1,276,909	\$1,666,695

	March	April	May	June	July	August
<b>Projected Expenses</b>	\$9,728,499	\$11,118,284	\$12,508,070	\$13,897,855	\$15,287,641	\$16,677,426
<b>Actual Expenses</b>	\$7,798,669	\$8,798,669	\$9,867,930	\$10,913,031	\$11,970,968	\$13,619,027
<b>Difference</b>	\$1,929,829	\$2,319,615	\$2,640,139	\$2,984,824	\$3,316,673	\$3,058,399



General Fund (01)	September	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	23-24 Expenditures to date	Budgeted	% Spent	Notes
1000's	Regular Instruction	\$502,058	\$480,364	\$456,779	\$482,624	\$513,525.60	\$513,526	\$6,728,900	7.63	
12000's	SPED	\$96,799	\$94,930	\$99,249	\$109,585	\$117,525.52	\$117,526	\$1,771,000	6.64	
1300's	Summer School				\$5,181	\$2,601.30	\$2,601	\$30,000	8.67	
2100's	Support-Pupils (SPED)	\$30,408	\$30,259	\$51,380	\$51,967	\$52,615.56	\$52,616	\$1,470,000	3.58	
2200's	Support-Pupils (Non-SPED)	\$17,466	\$8,843	\$11,797	\$18,773	\$25,451.01	\$25,451	\$415,000	6.13	
2300's	BOE, Execut, Legal	\$33,322	\$22,332	\$32,432	\$32,619	\$29,925.12	\$29,925	\$396,500	7.55	
2400's	Office of Principal	\$51,079	\$66,622	\$70,262	\$84,666	\$75,834.82	\$75,835	\$1,021,000	7.43	
2500's	Gen Ad-Business Services	\$88,043	\$26,935	\$39,071	\$70,039	\$51,645.45	\$51,645	\$773,000	6.68	
2600's	Maintenance/Operation	\$149,240	\$98,081	\$82,908	\$85,041	\$107,852.12	\$107,852	\$1,994,000	5.41	
2700's	Transportation	\$22,023	\$13,435	\$19,280	\$22,479	\$45,434.56	\$45,435	\$434,600	10.45	
2900's	Other Support Services				\$2,815	\$2,914.18	\$2,914	\$19,000	15.34	
3000's	Community Services	\$22,388	\$18,210	\$28,262	\$32,579	\$31,499.34	\$31,499	\$351,000	8.97	
4300's	Architecture and Engineering									
6000's	Federal Programs	\$54,347	\$56,195	\$56,871	\$277,204	\$51,255.29	\$51,255	\$858,100	5.97	
8000's	Transfers	\$16,500	\$16,500	\$39,500	\$43,500	\$46,500.00	\$46,500	\$200,000	23.25	
9000's	Non program				-			\$215,326	0.00	
<b>Budget Authority</b>										
<b>Total</b>		\$1,083,674	\$932,706	\$990,221	\$1,319,073	\$1,154,579.87	\$1,154,579	\$16,677,426	6.92	

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
September	\$1,391,947	\$2,715,978	\$2,907,933	\$4,285,483	\$3,844,178
October	\$3,915,719	\$4,432,817	\$4,547,402	\$3,470,392	
November	\$3,588,137	\$4,056,551	\$4,102,591	\$2,741,180	
December	\$2,825,571	\$3,497,161	\$3,477,163	\$1,990,513	
January	\$2,385,828	\$3,156,397	\$2,875,459	\$2,731,624	
February	\$2,910,842	\$3,594,213	\$3,881,909	\$3,057,792	
March	\$3,207,237	\$3,682,747	\$3,835,478	\$2,595,717	
April	\$2,811,187	\$3,490,297	\$3,649,611	\$2,583,564	
May	\$2,674,161	\$3,277,108	\$3,162,463	\$4,068,892	
June	\$4,910,442	\$5,196,577	\$5,081,058	\$3,794,696	
July	\$5,068,020	\$4,872,579	\$5,071,500	\$2,968,962	
August	\$2,370,240	\$4,423,075	\$2,578,216	\$2,777,685	
<b>Low Month</b>	<b>\$1,391,947</b>	<b>\$2,715,978</b>	<b>\$2,578,216</b>	<b>\$1,990,513</b>	<b>\$3,844,178</b>
Average Cash	\$3,171,611	\$3,866,292	\$3,673,000	\$3,088,875	\$3,844,178

<b>Date</b>	<b>Old Bond-Deposit</b>	<b>New Bond-Deposit</b>	<b>Loan from Building</b>	<b>Date</b>	<b>Bond Balance</b>
1-15-23	\$33,300.49	\$221,208.30	\$579,456.94	1-15-23	\$182,272.37
1-15-23		\$2,503.33	<i>(paid back Aug. 2023)</i>	1-15-23	\$439,284.49
2-3-23	\$17,536.13	\$80,666.48		2-3-23	\$439,483.67
3-7-23	\$21,401.10	\$84,086.94		3-7	\$645,834.73
4-13-23	\$27,090.56	\$108,484.87		4-13	\$783,081.66
5-12-23	\$134,348.02	\$415,957.82		5-12	\$581,708.49
6-30	\$30,874.08	\$105,328.51		6-30	\$723,737.95
7-31	\$6,502.18	\$15,901.19		7-31	\$748,952.00
8-31	\$10,387.70	\$20,616.94		8-31	\$201,694.08
9-30	\$123,939.64	\$374,465.10		9-30	\$701,833.14
10-31	\$15,704.00	\$85,179.61		10-31	\$802,716.75

NAME	General levy	PK-12 Enrollment	Total Levy	21-22 Valuation	Property Tax per \$1,000	20-21 TEEOSA Allocation	Cost Per Pupil 20-21
BROKEN BOW	\$0.84	896	\$1.30	\$960,082,505	\$1,301	\$99,689	\$13,388
WAYNE	\$0.98	987	\$1.08	\$970,374,093	\$1,082	\$304,830	\$13,426
COLUMBUS LAKEVIEW	\$0.58	905	\$0.68	\$1,631,223,847	\$683	\$90,625	\$13,937
FORT CALHOUN	\$0.95	796	\$1.24	\$505,989,206	\$1,244	\$4,010,000	\$14,454
CHADRON	\$1.00	981	\$1.05	\$590,855,697	\$1,050	\$4,222,000	\$14,949
GOTHENBURG	\$0.94	841	\$1.03	\$869,416,843	\$1,034	\$723,416	\$15,273
MINDEN	\$0.74	848	\$0.92	\$1,214,171,573	\$923	\$105,673	\$15,380
COZAD	\$1.01	936	\$1.26	\$812,086,343	\$1,256	\$1,900,000	\$15,401
HASTINGS ADAMS CENTRAL	\$0.66	1000	\$0.79	\$1,302,676,394	\$792	\$1,100,000	\$15,966
ONEILL	\$0.82	807	\$0.96	\$1,092,028,258	\$956	\$105,497	\$16,940
FAIRBURY	\$0.88	914	\$1.03	\$1,146,581,042	\$1,035	\$104,413	\$18,544
<b>AVERAGE</b>	<b>\$0.85</b>	<b>\$901</b>	<b>\$1.03</b>	<b>\$1,008,680,527</b>	<b>\$1,032</b>	<b>\$1,160,558</b>	<b>\$15,242</b>

General Fund Exp.									
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
General	\$ 9,461,365	\$ 10,158,711	\$ 10,386,630	\$ 10,259,974	\$ 10,943,703	\$ 10,766,943	\$ 11,629,025	\$ 11,266,519	\$ 12,651,417
% increase		7.37%	2.24%	-1.22%	6.66%	-1.62%	8.01%	-3.12%	12.29%
3 year increase				8%	8%	4%	13%	3%	18%
							(Depreciation)		(HVAC - ESERII)
Tax request	\$ 5,653,053	\$ 6,891,711	\$ 7,796,973	\$ 8,409,090	\$ 8,564,742	\$ 8,539,749	\$ 8,608,081	\$ 8,061,717	\$ 8,183,489
		21.91%	13.14%	7.85%	1.85%	-0.29%	0.80%	-6.35%	1.51%
Valuations	\$ 590,978,746	\$ 713,201,677	\$ 796,440,220	\$ 840,899,011	\$ 844,899,606	\$ 829,101,595	\$ 839,380,326	\$ 803,195,080	\$ 812,086,343
		20.68%	11.67%	5.58%	0.48%	-1.87%	1.24%	-4.31%	1.11%
State Aid	\$ 3,003,571	\$ 2,684,740	\$ 2,094,542	\$ 941,819	\$ 492,317	\$ 423,705	\$ 2,852,846	\$ 1,906,001	\$ 1,976,682
		-10.62%	-21.98%	-55.03%	-47.73%	-13.94%	573.31%	-33.19%	3.71%

<b>Year</b>	<b>Tax Request</b>	<b>Property Tax Request</b>	<b>Operating Budget</b>
September 2018	1.03	\$8,539,749.41	\$13,826,145
September 2019	1.025528	\$8,606,061	\$14,217,000
September 2020	1.003706	\$8,061,717	\$14,547,942
September 2021	1.007712	\$8,183,489	\$15,728,770
September 2022	1.010866	\$8,400,000	\$15,984,711
September 2023	0.986085	\$9,005,939	\$16,677,426

## 10.1. Financial Report by Account

Regular; Processing Month 09/2023; Accounts to Include Accounts with  
 Activity; Fund Number 01

**Fund: 01 GENERAL FUND**

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 1100	Local Property Taxes	8,915,880.00	1,941,482.97	1,941,482.97	21.78	6,974,397.03
01 1100 0000	Cash Balance - Placeholder	2,470,204.00	0.00	0.00	0.00	2,470,204.00
01 1115	Carline Taxes	30,000.00	3,881.28	3,881.28	12.94	26,118.72
01 1125	Motor Vehicle Taxes	455,000.00	35,323.92	35,323.92	7.76	419,676.08
01 1311	Tuition from Individuals Reg Education	9,200.00	0.00	0.00	0.00	9,200.00
01 1370	Preschool Tuition and Fees	58,000.00	8,650.00	8,650.00	14.91	49,350.00
01 1510	Interest on Investments	9,200.00	13,871.07	13,871.07	150.77	(4,671.07)
01 1800	Community Services Activities	37,000.00	2,829.00	2,829.00	7.65	34,171.00
01 1910	Rental of Equip/Prop/Facilities	100.00	616.67	616.67	616.67	(516.67)
01 1911	Local License Fees	3,700.00	0.00	0.00	0.00	3,700.00
01 1920	Contributions and Donations	0.00	0.00	0.00	0.00	0.00
01 1921	Police Court Fines	3,700.00	25.00	25.00	0.68	3,675.00
01 1925	Categorical Grants from Corp/Private	42,000.00	0.00	0.00	0.00	42,000.00
01 1990	Miscellaneous Local Receipts	3,000.00	0.00	0.00	0.00	3,000.00
Subtotal: 1000		12,036,984.00	2,006,679.91	2,006,679.91	16.67	10,030,304.09
01 2110	County Fines and License Fees	91,000.00	4,219.83	4,219.83	4.64	86,780.17
01 2210	ESU Receipts	0.00	0.00	0.00	0.00	0.00
Subtotal: 2000		91,000.00	4,219.83	4,219.83	4.64	86,780.17
01 3110	State Aid	2,883,292.00	291,789.00	291,789.00	10.12	2,591,503.00
01 3120	SPED Reimb (School Age)	625,000.00	0.00	0.00	0.00	625,000.00
01 3125	SPED Transportation Reimb (School Age)	15,000.00	0.00	0.00	0.00	15,000.00
01 3130	Homestead Exemption	0.00	0.00	0.00	0.00	0.00
01 3131	Property Tax Credit	0.00	0.00	0.00	0.00	0.00
01 3180	Pro-Rate Motor Vehicle	20,000.00	0.00	0.00	0.00	20,000.00
01 3400	State Apportionment	140,000.00	0.00	0.00	0.00	140,000.00
01 3535	Payments for High Ability Learners	10,000.00	0.00	0.00	0.00	10,000.00
01 3540	State Early Childhood	10,000.00	0.00	0.00	0.00	10,000.00
Subtotal: 3000		3,703,292.00	291,789.00	291,789.00	7.88	3,411,503.00
01 4505	Title I, Part A	270,600.00	0.00	0.00	0.00	270,600.00
01 4512	IDEA Base	90,000.00	0.00	0.00	0.00	90,000.00
01 4516	IDEA Preschool	10,000.00	0.00	0.00	0.00	10,000.00
01 4518	IDEA Part B (611) Base & Enroll/Poverty	90,000.00	0.00	0.00	0.00	90,000.00
01 4530	OTHER FEDERAL RECEIPTS	0.00	1,920.48	1,920.48	0.00	(1,920.48)
01 4531	Title IV, Part B - 21st Century Grant	0.00	0.00	0.00	0.00	0.00
01 4708	MIPS	50,000.00	2,458.95	2,458.95	4.92	47,541.05
01 4709	MAAPS	50,000.00	2,393.52	2,393.52	4.79	47,606.48
01 4969	Title IV-A, SSAFE Grant	0.00	0.00	0.00	0.00	0.00
01 4988	ARP-EXPANDED LEARNING AFTERSCHOOL (ARP ESSER III)	0.00	5,047.00	5,047.00	0.00	(5,047.00)
01 4989	ARP-EXPANDED LEARNING SUMMER (ARP ESSER III)	0.00	12,337.00	12,337.00	0.00	(12,337.00)
Subtotal: 4000		560,600.00	24,156.95	24,156.95	4.31	536,443.05
01 5300	Sale of Property	550.00	0.00	0.00	0.00	550.00
01 5301	Insurance Adjustments	5,000.00	0.00	0.00	0.00	5,000.00
01 5690	OTHER NON-REVENUE RECEIPTS	280,000.00	1.82	1.82	0.00	279,998.18
Subtotal: 5000		285,550.00	1.82	1.82	0.00	285,548.18
Fund Total:		16,677,426.00	2,326,847.51	2,326,847.51	13.95	14,350,578.49

**Expenditure Report by Function/Object -  
Summary**

Regular; Processing Month 09/2023; Fund Number 01

User ID: CCM

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01	GENERAL FUND							
1100	5,983,100.00	434,847.89	434,847.89	7.50	5,548,252.11	0.00	13,684.11	5,534,568.00
1101	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1102	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1103	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1105	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1106	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1108	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1109	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1110	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1111	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1125	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1150	130,000.00	16,677.22	16,677.22	12.84	113,322.78	0.00	17.58	113,305.20
1160	475,000.00	52,537.73	52,537.73	11.06	422,462.27	0.00	0.00	422,462.27
1190	140,800.00	9,462.76	9,462.76	8.34	131,337.24	0.00	2,285.86	129,051.38
1195	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1200	1,722,000.00	117,453.99	117,453.99	6.88	1,604,546.01	0.00	1,039.64	1,603,506.37
1201	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1202	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1203	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1204	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1206	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1207	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1291	49,000.00	71.53	71.53	0.15	48,928.47	0.00	0.00	48,928.47
1292	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1300	30,000.00	2,601.30	2,601.30	8.67	27,398.70	0.00	0.00	27,398.70
2110	8,100.00	0.00	0.00	0.00	8,100.00	0.00	0.00	8,100.00
2120	546,500.00	12,720.58	12,720.58	2.33	533,779.42	0.00	40.00	533,739.42
2130	245,600.00	3,516.99	3,516.99	1.43	242,083.01	0.00	0.00	242,083.01
2140	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2141	113,500.00	9,622.82	9,622.82	8.51	103,877.18	0.00	37.00	103,840.18
2151	149,000.00	2,799.88	2,799.88	1.88	146,200.12	0.00	0.00	146,200.12
2152	51,000.00	0.00	0.00	0.00	51,000.00	0.00	0.00	51,000.00
2153	26,000.00	1,516.05	1,516.05	5.83	24,483.95	0.00	0.00	24,483.95
2161	0.00	1,302.75	1,302.75	0.00	(1,302.75)	0.00	0.00	(1,302.75)
2162	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2163	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2171	0.00	162.00	162.00	0.00	(162.00)	0.00	0.00	(162.00)
2172	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2173	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2181	12,000.00	0.00	0.00	0.00	12,000.00	0.00	0.00	12,000.00
2190	318,300.00	20,974.49	20,974.49	6.59	297,325.51	0.00	0.00	297,325.51
2191	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2192	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2193	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2194	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2195	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2210	700.00	0.00	0.00	0.00	700.00	0.00	0.00	700.00
2211	5,900.00	0.00	0.00	0.00	5,900.00	0.00	0.00	5,900.00
2212	44,000.00	7,950.28	7,950.28	18.07	36,049.72	0.00	0.00	36,049.72
2213	25,100.00	1,600.00	1,600.00	28.69	23,500.00	0.00	5,600.00	17,900.00
2219	4,000.00	0.00	0.00	0.00	4,000.00	0.00	0.00	4,000.00
2220	196,700.00	13,800.73	13,800.73	8.48	182,899.27	0.00	2,884.36	180,014.91



**Expenditure Report by Function/Object -  
Summary**

Regular; Processing Month 09/2023; Fund Number 01

Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
16,677,426.00	1,154,579.87	1,154,579.87	7.23	15,522,846.13	0.00	51,913.58	15,470,932.55



# SCHOOL DISTRICT NO. 11-Homestead Bank

CUSIP #		MATURITY	AMOUNT
009044AC2	AINSWORTH NE ARPT AUTH	6/1/2024	\$ 19,347.60
02589AB68	AMERICAN EXPR NATL BANK	3/31/2025	\$ 245,000.00
082152CP2	BENNETT NE GO UNLTD	2/15/2027	\$ 157,804.20
224094AF9	COZAD NE COMB UTIL REV	12/15/2026	92,083.95
199437LT9	COLUMBUS NE COMB REV	12/15/2023	74,685.00
23942KL3	DAWSON NE REVENUE	6/15/2024	88,099.20
251480BW8	DEUEL CO NE SD 8095	12/15/2026	135,130.55
32112UCW9	FNB OF MCGREGOR TX	2/21/2021	245,000.00
3130ALDG0	FEDERAL HOME LOAN BANK	3/17/2027	217,926.41
3130ALGDO	FHLB CALLABLE	3/30/2026	902,206.15
3130AK3R5	FHLB CONT CALL	3/8/2024	976,526.54
3130ALBC7	FHLB CALL QTRLY	2/25/2028	595,146.16
413606CS2	HARLAN CO NE GO LTD	6/15/2025	127,279.60
4868906SO	KEARNEY NE GO LTD	10/1/2024	70,811.25
59541HCV4	MID PLAINS NE CMNTY GO LTD	5/15/2027	98,808.00
681810N12	OMAHA SNSWR	4/1/2027	515,512.50
68907FAH0	OTOE CO NE SD#501 GO UNLTD	12/15/2027	127,279.60
699856L90	PAPILLION NE TAX GO LTD	9/15/2024	191,084.00
80638PBD3	SARGENT NE COMB UTIL REV	10/1/2025	104,850.10
80379QBJ5	SARPY CNTY NE S&I DIST CO	8/15/2027	64,688.40
80379QBJ5	SARPY CO NE S&I DIST CO	8/15/2027	249,587.70
855016AQ4	STAPLEHURST NE	12/15/2027	16,827.00
	TOTAL CUSTODY RECEIPTS		5,323,835.11
	F.D.I.C.		250,000.00

5,573,835.11

ACCOUNTS:		
	798058	353,442.51
	10079702	582,952.87
	100798017	1,478,768.00
	6444	263,236.35

2,678,399.73

Amount of coverage over deposits

\$2,895,435.38

Dated this 1st day of October, 2023.

Treasurer Susan Kloeping



**GENERAL FUND***Comparison*

Beginning Balance as c 9/1/2023	\$ 2,660,141.56		
Deposits	\$ 2,312,976.44		
Interest	\$ 13,871.07		
Voided checks	\$ -		
Payroll expenses	\$ 927,273.37	\$ 904,189.77	as of 9/20/2022
ACH Fee	\$ 75.00	\$ 75.00	as of 9/20/2022
Accounts Payable expenses	\$ 227,231.50	\$ 414,808.07	as of 9/20/2022
Total book balance as 9/30/2023	<b>\$ 3,832,409.20</b>	<b>\$ 4,165,632.77</b>	as of 9/30/2022
Projected tax deposit	\$ 520,428.60	\$ 380,139.09	as of 10/15/2022
Other deposits to date	\$ 2,500.00	\$ 27,147.97	as of 10/15/2022
Payroll to date	\$ 959,305.03	\$ 943,120.75	as of 10/15/2022
Accounts Payable to date	\$ 199,820.20	\$ 567,347.80	as of 10/15/2022
Total book balance as 10/12/2023	<b>\$ 3,196,212.57</b>	<b>\$ 3,062,451.28</b>	as of 10/15/2022

**BOND FUND**

Beginning Balance as c 9/1/2023	\$ 201,694.08		
Deposits	\$ 123,939.64		
Deposit-2022 Bond	\$ 374,465.10		
Interest	\$ 1,734.32		
Disbursements	\$ -		
Total book balance as 9/30/2023	<b>\$ 701,833.14</b>	\$ 418,623.00	as of 9/30/2022
Interfund Loan	\$ -		
Interfund Loan Payment	\$ -		
Bond payment	\$ -	\$ -	as of 10/15/2022
Wire Fee	\$ -		
Projected tax deposit	\$ 15,704.00	\$ 19,712.40	as of 10/15/2022
Projected tax deposit-2022	\$ 85,179.61		
Total book balance as 10/10/2023	<b>\$ 802,716.75</b>	<b>\$ 438,335.40</b>	as of 10/15/2022

**BUILDING FUND**

Beginning Balance as c 9/1/2023	\$ 13,681,243.31		
Deposits	\$ 75,264.74		
Interest	\$ 55,064.95		
Disbursements	\$ 1,684,053.69		
Total book balance as 9/30/2023	<b>\$ 12,127,519.31</b>	<b>\$ 24,297,356.59</b>	as of 9/30/2022
Projected tax deposit	\$ 18,808.52	\$ 14,405.44	as of 10/15/2022
Other deposits to date	\$ -	\$ -	
Disbursements to date	\$ 1,350,113.84	\$ 399,549.44	as of 10/15/2022
Total book balance as 10/12/2023	<b>\$ 10,796,213.99</b>	<b>\$ 23,912,212.59</b>	as of 10/15/2022

**QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND**

*Current balance is ZERO and there has been no activity in the past 12 months.*

**DEPRECIATION FUND**

Beginning Balance as c 9/1/2023	\$ 1,472,565.47	
Deposits	\$ -	
Interest	\$ 6,202.53	
Disbursements	\$ -	
Total book balance as 9/30/2023	<u>\$ 1,478,768.00</u>	\$ 1,344,250.35 as of 9/30/2022

**LUNCH FUND**

Beginning Balance as c 9/1/2023	\$ 526,200.37	
Deposits	\$ 51,907.24	
Voided Checks	\$ -	
Interest	\$ 2,272.24	
Payroll expenses	\$ -	
Accounts Payable expenses	\$ 44,064.01	\$ 34,507.02 as of 9/20/2022
Total book balance as 9/30/2023	<u>\$ 536,315.84</u>	\$ 470,057.62 as of 9/30/2022
Projected federal reimbursement	\$ 47,392.51	\$ 43,654.33 as of 10/15/2022
Other deposits to date	\$ 7,592.05	\$ - as of 10/15/2022
Payroll to date	\$ -	
Accounts Payable to date	\$ 66,701.19	\$ 60,854.69 as of 10/15/2022
Total book balance as 10/12/2023	<u>\$ 524,599.21</u>	\$ 452,857.26 as of 10/15/2022

**EMPLOYEE BENEFIT FUND**

Beginning Balance as c 9/1/2023	\$ 1,102.53	
Deposits	\$ 11,000.00	
Interest	\$ 3.21	
Disbursements	\$ 8,263.50	
Total book balance as 9/30/2023	<u>\$ 3,842.24</u>	\$ 3,002.96 as of 9/30/2022
Expected transfer from General Fund	\$ -	\$ -
Disbursements to date	\$ -	\$ - as of 10/15/2022
Total book balance as 10/2/2023	<u>\$ 3,842.24</u>	\$ 3,002.96 as of 10/15/2022

**STUDENT FEE FUND**

Beginning Balance as c 9/1/2023	\$ 6.10	
Deposits	\$ 5,284.00	
Interest	\$ 3.37	
Disbursements	\$ -	
Total book balance as 9/30/2023	<u>\$ 5,293.47</u>	\$ 3,902.59 as of 9/30/2022
Other deposits to date	\$ -	\$ - as of 10/15/2022
Disbursements to date	\$ -	\$ - as of 10/15/2022
Total book balance as 10/2/2023	<u>\$ 5,293.47</u>	\$ 3,902.59 as of 10/15/2022

## 10.2. **Financial Claims**

Checking Account: 1

**GENERAL CHECKING**

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
SEPT2023	09/28/2023		SG285404: Gas services - Trans House	01 2610 621 001	38.60
SEPT2023	09/28/2023		BHE350720: Gas services - FB Stadium	01 2610 621 001	73.93
SEPT2023	09/28/2023		BHE363178: Gas services - HS	01 2610 621 001	1,011.69
SEPT2023	09/28/2023		BHE363178: Gas services - MS	01 2610 621 002	1,011.68
SEPT2023	09/28/2023		BHE363102: Gas services - EL	01 2610 621 004	221.45
SEPT2023	09/28/2023		SG584718: Gas services - CEEC	01 2610 621 005	78.80

Check Number: 587      Check Type: Automatic Payment      Check Date: 10/16/2023      Vendor: PUMPPANTRY      PUMP & PANTRY      Check Total: 7,094.99

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
92325972	09/30/2023		Driver's Education - Fuel	01 1300 610 001	0.00
92325972	09/30/2023		#204 - Fuel	01 2650 626 000	103.00
92325972	09/30/2023		#102 - Fuel	01 2650 626 000	106.07
92325972	09/30/2023		#201 - Fuel	01 2650 626 000	0.00
92325972	09/30/2023		#202 - Fuel	01 2650 626 000	0.00
92325972	09/30/2023		#206 - Fuel	01 2650 626 000	163.16
92325972	09/30/2023		New cards shipping	01 2710 610 000	0.00
92325972	09/30/2023		#93A - Fuel	01 2710 626 000	0.00
92325972	09/30/2023		#312 - Fuel	01 2710 626 000	751.72
92325972	09/30/2023		#314 - Fuel	01 2710 626 000	937.43
92325972	09/30/2023		#122 - Fuel	01 2710 626 000	104.92
92325972	09/30/2023		#123 - Fuel	01 2710 626 000	288.47
92325972	09/30/2023		#311 - Fuel	01 2710 626 000	586.03
92325972	09/30/2023		Rebates and reversals	01 2710 626 000	0.00
92325972	09/30/2023		#117 - Fuel	01 2710 626 000	0.00
92325972	09/30/2023		#308 - Fuel	01 2710 626 000	82.44
92325972	09/30/2023		#309 - Fuel	01 2710 626 000	0.00
92325972	09/30/2023		Card replacement fee	01 2710 626 000	0.00
92325972	09/30/2023		#303 - Fuel	01 2710 626 000	1,844.13
92325972	09/30/2023		#116 - Fuel	01 2710 626 000	70.55
92325972	09/30/2023		#114 - Fuel	01 2710 626 000	0.00
92325972	09/30/2023		#304 - Fuel	01 2710 626 000	192.34
92325972	09/30/2023		#305 - Fuel	01 2710 626 000	0.00
92325972	09/30/2023		#119 - Fuel	01 2710 626 000	144.82
92325972	09/30/2023		#310 - Fuel	01 2710 626 000	808.10
92325972	09/30/2023		#120 - Fuel	01 2710 626 000	202.06
92325972	09/30/2023		#121 - Fuel	01 2710 626 000	107.29
92325972	09/30/2023		#306 - Fuel	01 2710 626 000	0.00
92325972	09/30/2023		#300 - Fuel	01 2710 626 000	0.00
92325972	09/30/2023		#118 - Fuel	01 2710 626 000	166.88
92325972	09/30/2023		#302 - Fuel	01 2710 626 000	269.98

Checking Account: 1		GENERAL CHECKING				
92325972	09/30/2023		#307 - Fuel	01 2712 626 000	119.59	
92325972	09/30/2023		#111 - Fuel	01 2712 626 000	46.01	
92325972	09/30/2023		#110 - Fuel	01 2712 626 000	0.00	
Check Number: 588	Check Type: Automatic Payment	Check Date: 10/16/2023	Vendor: VERIZON	VERIZON WIRELESS	Check Total: 220.02	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
9944096632	09/10/2023		Cellular Services- Aug 2023-Sept 2023	01 2510 382 000	220.02	
Check Number: 29531	Check Type: Check	Check Date: 10/16/2023	Vendor: 222HARD	222 HARDWARE	Check Total: 172.90	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2309-222529	09/13/2023		Poison peanuts	01 2630 610 001	18.98	
2309-222529	09/13/2023		Moletox killer	01 2630 610 001	12.99	
2309-222529	09/13/2023		Giant destroyer	01 2630 610 001	26.97	
2309-223263	09/21/2023		Batteries	01 2610 610 001	5.49	
2309-223964	09/28/2023		Push lock box	01 2660 610 004	65.99	
2310-224528	10/04/2023		Swiffer Wet Jet kit	01 2610 610 001	32.99	
2310-224641	10/05/2023		WHT/CHR 360 swiv aerator	01 2610 610 000	9.49	
Check Number: 29532	Check Type: Check	Check Date: 10/16/2023	Vendor: 2KDIESREP	2K Diesel Repair, LLC	Check Total: 3,551.63	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
1038	10/09/2023		#310 Install switch-drain transmission	01 2730 431 000	3,551.63	
Check Number: 29533	Check Type: Check	Check Date: 10/16/2023	Vendor: AMAZON	AMAZON.COM	Check Total: 2,640.21	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
111-3313490-0691432	09/21/2023	CCS32557	shelf	01 1100 610 001	573.18	
111-3313490-0691432	09/21/2023	CCS32557	vice	01 1100 610 001 0009	259.38	
111-3313490-0691432	09/21/2023	CCS32557	Shelf	01 1100 610 001 0009	157.20	
111-3313490-06914321	09/21/2023	CCS32558	Welding Glasses	01 1100 610 001 0009	137.50	
112-3022940-8727435	09/15/2023	CCS32543	Class set of whiteboards for Spanish roo	01 1100 610 002	42.49	
112-3865109-3426610	09/01/2023	CCS32528	Surprizing Science kit	01 1200 610 004	34.99	
112-3865109-3426610	09/01/2023	CCS32528	Amazing weather science lab	01 1200 610 004	20.70	
112-3922256-1273867	09/28/2023	CCS32564	DNB 8 Color Set of 2000 Pcs 2 x 1 Inch S	01 2120 610 004	194.95	
112-3922256-1273867	09/28/2023	CCS32564	Shipping	01 2120 610 004	6.99	
112-4434419-6660262	09/05/2023	CCS32532	USI Wrap Sure standard thermal roll lami	01 1100 610 004	386.50	
112-4434419-6660262	09/05/2023	CCS32532	scotch magic tape, 24 rolls	01 1100 610 004	106.41	
112-5008384-2494654	09/19/2023	CCS32552	Replacement Remote Control	01 2120 610 002	9.21	
112-5008384-2494654	09/19/2023	CCS32552	Shipping	01 2120 610 002	6.99	
112-5147694-7037004	09/28/2023	CCS32567	cordless dual temperatruue glue gun	01 1100 610 004	46.99	
112-8584097-0933853	09/29/2023	CCS32493	Emojinks! Emoji Card Games	01 6988 610 004	23.74	
112-8584097-0933853	09/29/2023	CCS32493	DSS Games You Laugh You're Out Game	01 6988 610 004	72.00	
112-8584097-0933853	09/29/2023	CCS32493	Hasbro Monopoly Junior Board Game	01 6988 610 004	32.62	
112-8584097-0933853	09/29/2023	CCS32493	The Original The Floor is Lava! Family E	01 6988 610 004	50.91	
112-8584097-0933853	09/29/2023	CCS32493	Yeti in my Spaghettil! Silly Children's G	01 6988 610 004	25.98	

**Checking Account: 1**

**GENERAL CHECKING**

112-8584097-0933853	09/29/2023	CCS32493	Mouse Trap Kids Board Game	01 6988 610 004	48.98
112-8584097-0933853	09/29/2023	CCS32493	George & Company LLC LCR in Blue and LCR	01 6988 610 004	29.00
112-8584097-0933853	09/29/2023	CCS32493	Spot It! 123	01 6988 610 004	32.40
112-8584097-0933853	09/29/2023	CCS32493	Mattel Games UNO Flip! Splash Card Game	01 6988 610 004	21.98
112-8584097-0933853	09/29/2023	CCS32493	Shipping	01 6988 610 004	6.99
113-6319598-3814668	09/13/2023	CCS32550	Genuine Neutrik NAC3FCB Powercon Cable E	01 2610 610 001	21.50
113-6319598-3814668	09/13/2023	CCS32550	Amazon Basics Computer Monitor TV Replac	01 2610 610 001	14.40
113-6319598-3814668	09/13/2023	CCS32550	Amazon Basics XLR Microphone Cable for S	01 2610 610 001	51.15
113-6319598-3814668	09/13/2023	CCS32550	Amazon Basics XLR Microphone Cable for S	01 2610 610 001	22.44
113-9840981-4396223	09/05/2023	CCS32537	ECR4Kids Stackable Kiddie Cot, Standard	01 1190 610 005	202.64

Check Number: 29534	Check Type: Check	Check Date: 10/16/2023	Vendor: BROOSCRE	Rachel Brooks	Check Total: 472.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
441913	09/19/2023		2023-2024 Building for Success shirts	01 2320 890 000	472.00

Check Number: 29535	Check Type: Check	Check Date: 10/16/2023	Vendor: CSTRUCK	C & S TRUCK & SALVAGE INC.	Check Total: 200.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
0101368	09/29/2023		#310 alternator	01 2710 610 000	200.00

Check Number: 29536	Check Type: Check	Check Date: 10/16/2023	Vendor: CARDMEMB	CARDMEMBER SERVICES	Check Total: 2,365.35
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1135060385-1	09/28/2023	CCS32445	Planks-return	01 1100 610 001 0001	(15.99)
120020591426	09/22/2023		LessonPix: Annual subscription	01 1291 610 005	36.00
131958	09/24/2023		Tractor Supply: Chop saw blade	01 1100 610 001 0009	10.69
20960	09/07/2023	CCS32540	Nearpod: Yearly subscription	01 1100 643 002	397.00
2248771	09/13/2023	CCS32549	NASN: Annual membership	01 2130 810 000	125.00
3007900	09/14/2023		Pro-Ed: Online scoring system	01 1291 610 005	236.00
3027	09/21/2023		Hilton Hotel: Lodging-Get Connected conf	01 6988 580 004	285.42
3029	09/20/2023		Hilton Hotel: Lodging-Get Connected conf	01 6988 580 004	633.98
3029	09/20/2023		Hilton Hotel: Meals	01 6988 580 004	25.17
3030	09/21/2023		Hilton Hotel: Lodging-Get Connected conf	01 6988 580 004	285.42
40042	09/21/2023		Old Mattress Factory:Meal-Get Connected	01 6988 580 004	119.58
5044	09/20/2023	CCS32553	NMEA: Conference Registration	01 1100 810 004 0003	105.00
9709-839994	09/22/2023		Applebee's:Meal-Get Connected conf	01 6988 580 004	112.58
BD5C6E37-0050	09/14/2023		EDPuzzle: Monthly subscription	01 1100 610 002	9.50

Check Number: 29537	Check Type: Check	Check Date: 10/16/2023	Vendor: CNASURET	CNA SURETY	Check Total: 40.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
HAYNIE	10/05/2023		Notary Bond renewal	01 2510 610 000	40.00

Check Number: 29538	Check Type: Check	Check Date: 10/16/2023	Vendor: COACMAST	COACH MASTER'S, INC.	Check Total: 10,114.10
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
3758	09/27/2023		#302 Lost power - repair	01 2730 431 000	2,522.90

Checking Account: 1		GENERAL CHECKING				
3759	09/27/2023		#303 Replace temp sensor; oil change	01 2730 431 000	6,419.02	
3760	09/27/2023		#307 Replace hose/coupling/wire on lift	01 2732 431 000	1,172.18	
Check Number: 29539	Check Type: Check	Check Date: 10/16/2023	Vendor: COUNTRYCOO	COUNTRY PARTNERS COOPERATIVE	Check Total:	295.61
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
125258	09/10/2023		Unleaded 52.3 GL/\$4.39gl	01 2630 626 000	229.54	
125258	09/10/2023		Ruby Diesel 17.3 GL/\$3.82gl	01 2630 626 000	66.07	
Check Number: 29540	Check Type: Check	Check Date: 10/16/2023	Vendor: COZAAUTO	COZAD AUTO SUPPLY	Check Total:	168.66
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
838933	09/01/2023		#123 trailer ball	01 2710 610 000	20.95	
838933	09/01/2023		#123 ball mt-pow 3 in drop	01 2710 610 000	75.69	
838937	09/01/2023		#123 hitch pin	01 2710 610 000	14.77	
838942	09/01/2023		#123 ball mt - returned	01 2710 610 000	(75.69)	
838942	09/01/2023		#123 ball mount	01 2710 610 000	34.70	
838980	09/01/2023		#304 freon	01 2710 610 000	22.50	
838993	09/01/2023		SB fir orgng	01 2630 610 001	9.67	
839472	09/11/2023		Lawnmower oil filters	01 2630 610 000	12.24	
839472	09/11/2023		Lawnmower oil filters	01 2630 610 000	3.87	
839472	09/11/2023		Brake parts cleaner	01 2630 610 000	9.98	
839707	09/14/2023		Belt for exhaust fan	01 2610 610 001	17.21	
840009	09/19/2023		Starting fluid	01 2710 610 000	6.50	
840009	09/19/2023		Starting fluid	01 2710 610 000	4.27	
840011	09/19/2023		Autolite for CEEC tractor	01 2630 610 000	3.70	
840286	09/22/2023		Clear RTV silicone	01 2630 610 000	8.30	
840781	09/30/2023		Exact fit blade	01 2710 610 000	10.18	
840781	09/30/2023		Exact fit blade	01 2710 610 000	(10.18)	
Check Number: 29541	Check Type: Check	Check Date: 10/16/2023	Vendor: CRISPREV	Crisis Prevention Institute	Check Total:	200.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
NAIN-028052	09/18/2023		Membership-B Graham	01 1200 810 000	200.00	
Check Number: 29542	Check Type: Check	Check Date: 10/16/2023	Vendor: CULLIGAN	CULLIGAN	Check Total:	550.39
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
SEPT2023	09/28/2023	CCS32562	Pallet of Salt	01 2610 610 000	488.25	
SEPT23	09/26/2023		Water for Alternative Ed-Sept	01 1160 610 001	62.14	
Check Number: 29543	Check Type: Check	Check Date: 10/16/2023	Vendor: CUSTCLER	CUSTER COUNTY CLERK	Check Total:	12.46
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2023-LB644	10/03/2023		LB644 postcards-28 mailed x .445	01 2130 340 000	12.46	
Check Number: 29544	Check Type: Check	Check Date: 10/16/2023	Vendor: EDEAJESS	Jessica Edeal	Check Total:	150.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
CELLAUGSEPT23	10/09/2023		Reimburse cellphone-Aug 2023	01 1200 291 000	75.00	

Checking Account: 1		GENERAL CHECKING					
CELLAUGSEPT23	10/09/2023		Reimburse cellphone-Sept 2023	01 1200 291 000		75.00	
Check Number: 29545	Check Type: Check	Check Date: 10/16/2023	Vendor: EMBALINC	EMBASSY SUITES-LINCOLN	Check Total:	268.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
36055	10/10/2023	CCS32542	Rm 1 night - JFord	01 2320 580 000	134.00		
36055	10/10/2023	CCS32542	Rm 1 night - CHaynie	01 2510 580 000	134.00		
Check Number: 29546	Check Type: Check	Check Date: 10/16/2023	Vendor: HAYNCARR	Carrie Haynie	Check Total:	431.66	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
OCT2023	10/10/2023		2023 Labor Relations Conf-mileage	01 2510 333 000	243.53		
OCT2023	10/10/2023		2023 Labor Relations Conf-parking	01 2510 580 000	15.00		
OCT2023	10/10/2023		2023 Labor Relations Conf-lunch	01 2510 580 000	11.54		
SEPT2023	10/01/2023		Reimburse mileage-JUNE23 to SEPT23	01 2510 333 000	161.59		
Check Number: 29547	Check Type: Check	Check Date: 10/16/2023	Vendor: HEARROOF	Heartland Roofing Consultants	Check Total:	11,648.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
1195	09/19/2023		Infrared & visual inspections of roofs	01 2620 431 000	11,648.00		
Check Number: 29548	Check Type: Check	Check Date: 10/16/2023	Vendor: HIRERIGHT	HIRERIGHT GIS INTERMEDIATE CORP., INC.	Check Total:	166.80	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
P1193989	09/30/2023		Background screening serv-bus drivers	01 2710 340 000	80.80		
P1193989	09/30/2023		Surcharges	01 2710 340 000	86.00		
Check Number: 29549	Check Type: Check	Check Date: 10/16/2023	Vendor: HOEHKYLE	Kyle Hoehner	Check Total:	62.92	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
CELLOCT23	10/05/2023		Reimburse cellphone-Oct	01 2410 291 004	62.92		
Check Number: 29550	Check Type: Check	Check Date: 10/16/2023	Vendor: SUPPWORK	Home Depot U.S.A., Inc.	Check Total:	5,620.14	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
763647799	09/05/2023	CCS32510	Custodial supplies for the District	01 2610 610 000	(723.96)		
764159562	09/07/2023	CCS32510	Custodial supplies for the District	01 2610 610 000	2,250.08		
765164934	09/13/2023		Parts for HS floor scrubber	01 2610 610 001	5.44		
765415328	09/14/2023	CCS32510	Custodial supplies for the District	01 2610 610 000	22.40		
765415336	09/14/2023	CCS32530	Floor Mats for Water Fountains	01 2610 610 000	355.68		
765415336	09/14/2023	CCS32530	Shipping	01 2610 610 000	321.92		
765415336	09/14/2023	CCS32530	Floor Mats for Gym Entrance	01 2610 610 001	1,110.48		
765415336	09/14/2023	CCS32530	Floor Mats for Main Entrance by Gym	01 2610 610 001	403.22		
765415336	09/14/2023	CCS32530	Floor Mats for Biology rooms	01 2610 610 001	254.52		
765415336	09/14/2023	CCS32530	Floor Mats for Elementary School	01 2610 610 004	1,587.18		
765637475	09/15/2023		Custodial supplies	01 2610 610 004	33.18		
Check Number: 29551	Check Type: Check	Check Date: 10/16/2023	Vendor: HOMELEAS	HOMETOWN LEASING	Check Total:	1,567.59	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
051	10/01/2023		Acct#12795322-Leasing of Printer Equip	01 2510 443 000	1,567.59		

**Checking Account: 1 GENERAL CHECKING**

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
29552	Check	10/16/2023	HUNTCLEA	HUNT CLEANERS, INC.	11.79
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
IN00254813	09/11/2023		24" dust mop drycleaned	01 2620 340 004	6.56
IN00254813	09/11/2023		48" dust mop drycleaned	01 2620 340 004	4.36
IN00254813	09/11/2023		Cozad environmental fee	01 2620 340 004	0.87
29553	Check	10/16/2023	JACKWELD	JACKS WELDING LLC	11.57
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
464	09/18/2023		Soap stone & holder for welding	01 1100 610 001 0009	11.57
29554	Check	10/16/2023	JWPEPPER	JW PEPPER & SON, INC.	581.82
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
365589478	09/12/2023	CCS32544	Tidings of Comfort and Joy SATB	01 1100 610 001 0003	50.00
365589478	09/12/2023	CCS32544	Let There Be Peace on Earth SATB	01 1100 610 001 0003	54.00
365589478	09/12/2023	CCS32544	Trilogy of Knighthood TTB	01 1100 610 001 0003	29.50
365589478	09/12/2023	CCS32544	shipping	01 1100 610 001 0003	17.99
365591908	09/12/2023	CCS32544	Never One Thing SSA	01 1100 610 001 0003	43.50
365591908	09/12/2023	CCS32544	Star Spangled Banner SATB	01 1100 610 001 0003	51.25
365595275	09/13/2023	CCS32544	A Very Merry Christmas SAB	01 1100 610 001 0003	53.00
365596035	09/13/2023	CCS32547	Snow on Snow SA	01 1100 610 002 0003	35.20
365596035	09/13/2023	CCS32547	Let's Sing a Sleighing Song Tonight	01 1100 610 002 0003	39.20
365596035	09/13/2023	CCS32547	Ring a Ring a Ring SA	01 1100 610 002 0003	47.20
365596035	09/13/2023	CCS32547	Galop SA	01 1100 610 002 0003	48.00
365596035	09/13/2023	CCS32547	Woodchuck	01 1100 610 002 0003	40.00
365596035	09/13/2023	CCS32547	shipping	01 1100 610 002 0003	12.99
365597124	09/13/2023	CCS32547	Let Music Live Book	01 1100 610 002 0003	59.99
29555	Check	10/16/2023	KCAV	Kansas City Audio-Visual	4,987.52
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
40199	10/09/2023	CCS32501	4000 Lumen, lamp, WXGA projector	01 2580 650 004	2,220.00
40199	10/09/2023	CCS32501	Universal RPA White	01 2580 650 004	815.92
40199	10/09/2023	CCS32501	Adj. Pipe 12" To 18" White	01 2580 650 004	499.20
40199	10/09/2023	CCS32501	Shipping & Handling of all above items	01 2580 650 004	247.20
40210	10/09/2023	CCS32514	Universal RPA White	01 2580 650 001	815.92
40210	10/09/2023	CCS32514	Adj. Pipe 6" to 9" white	01 2580 650 001	275.20
40210	10/09/2023	CCS32514	shipping	01 2580 650 001	114.08
29556	Check	10/16/2023	KEARQUAL	KEARNEY QUALITY SEW & VAC, INC.	428.24
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
61515	09/21/2023	CCS32548	Clean Maxx Vacuum	01 2610 610 002	399.00
61515	09/21/2023	CCS32548	Shipping	01 2610 610 002	29.24
29557	Check	10/16/2023	KEARTOWI	KEARNEY TOWING & REPAIR CENTER	742.80

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<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
179534	09/15/2023		#302 Tow	01 2730 431 000	742.80
Check Number: 29558	Check Type: Check	Check Date: 10/16/2023	Vendor: KREGTOOL	Kreg Tool Company	Check Total: 72.97
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1452909	04/13/2023	CCS32273	Kreg Drill Bits	01 1100 610 001 0001	15.19
1452909	04/13/2023	CCS32273	Kreg extension bits	01 1100 610 001 0001	7.78
1452909	04/13/2023	CCS32273	Kreg 520 Pro	01 1100 610 001 0001	40.00
1452909	04/13/2023	CCS32273	90 degree drill guide	01 1100 610 001 0001	10.00
Check Number: 29559	Check Type: Check	Check Date: 10/16/2023	Vendor: MARZRESO	Marzano Resources, LLC	Check Total: 5,600.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
PD2023-24-2	10/01/2023	CCS32522	Marzano PD training	01 2213 330 000	5,600.00
Check Number: 29560	Check Type: Check	Check Date: 10/16/2023	Vendor: MATHESON	MATHESON TRI-GAS, INC.	Check Total: 115.79
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
52231745	09/30/2023		Acetylene	01 1100 610 001 0009	11.85
52231745	09/30/2023		C-25 High Grade AWS	01 1100 610 001 0009	47.40
52231745	09/30/2023		Oxygen 251 CF	01 1100 610 001 0009	11.85
52231745	09/30/2023		Hazardous Materials Charge	01 1100 610 001 0009	20.99
52231745	09/30/2023		Argon 155 CF	01 1100 610 001 0009	23.70
Check Number: 29561	Check Type: Check	Check Date: 10/16/2023	Vendor: MCGRHILL	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC	Check Total: 4,645.98
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
129666858001	09/09/2023	CCS32539	Biology, A&P, Chemistry online access	01 1100 641 001	4,645.98
Check Number: 29562	Check Type: Check	Check Date: 10/16/2023	Vendor: MOHLAMY	Amy Mohler	Check Total: 39.30
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
SEPT2023	09/01/2023		Mileage 9.1.23 through 9.27.23	01 2650 333 000	39.30
Check Number: 29563	Check Type: Check	Check Date: 10/16/2023	Vendor: MUSICHOICE	THE MUSICIAN'S CHOICE	Check Total: 87.55
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
8887	09/24/2023	CCS32560	Children's All-State Music	01 1100 610 004 0003	75.90
8887	09/24/2023	CCS32560	Shipping	01 1100 610 004 0003	11.65
Check Number: 29564	Check Type: Check	Check Date: 10/16/2023	Vendor: NATIART	NATIONAL ART & SCHOOL SUPPLIES INC.	Check Total: 25.04
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
33311	09/20/2023	CCS32318	Mechanical Pencil-.7mm	01 1100 610 004	25.04
Check Number: 29565	Check Type: Check	Check Date: 10/16/2023	Vendor: NASB	NE ASSOCIATION OF SCHOOL BOARDS	Check Total: 3,319.54
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
48549	09/13/2023	CCS32565	2023 State Ed Conf-J Peden	01 2310 330 000	325.00

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**GENERAL CHECKING**

48549	09/13/2023	CCS32565	2023 State Ed Conf-K Goff	01 2310 330 000	325.00
48549	09/13/2023	CCS32565	2023 State Ed Conf-M Starman	01 2310 330 000	325.00
48549	09/13/2023	CCS32565	2023 State Ed Conf-Pre Conf-J Carlson	01 2310 330 000	100.00
48549	09/13/2023	CCS32565	2023 State Ed Conf-J Carlson	01 2310 330 000	325.00
48549	09/13/2023	CCS32565	2023 State Ed Conf-W Geiger	01 2310 330 000	325.00
48549	09/13/2023	CCS32565	2023 State Ed Conf-Thurs lunch-W Geiger	01 2310 580 000	36.00
48549	09/13/2023	CCS32565	2023 State Ed Conf-Thurs lunch-J Carlson	01 2310 580 000	36.00
48549	09/13/2023	CCS32565	2023 State Ed Conf-Thurs lunch-M Starman	01 2310 580 000	36.00
48549	09/13/2023	CCS32565	2023 State Ed Conf-Thurs lunch-K Goff	01 2310 580 000	36.00
48549	09/13/2023	CCS32565	2023 State Ed Conf-Thurs lunch-J Peden	01 2310 580 000	36.00
48549	09/13/2023	CCS32565	2023 State Ed Conf-J Ford	01 2320 330 000	325.00
48549	09/13/2023	CCS32565	2023 State Ed Conf-Thurs lunch- J Ford	01 2320 580 000	36.00
48741	09/18/2023		Board Retreat	01 2310 330 000	800.00
48741	09/18/2023		General Transportation	01 2310 330 000	237.11
48741	09/18/2023		Board Leadership-Custom wkshp exp	01 2310 330 000	16.43
Check Number: 29566	Check Type: Check	Check Date: 10/16/2023	Vendor: NEBRCENT	NE CENTRAL EQUIPMENT, INC.	Check Total: 96.48
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
0171903-IN	10/02/2023		Shipping #310 alternator (alt returned)	01 2710 610 000	96.48
Check Number: 29567	Check Type: Check	Check Date: 10/16/2023	Vendor: NCSA	NE COUNCIL OF SCHOOL ADMINISTRATORS	Check Total: 3,354.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
79119	09/29/2023		Active NASES membership dues - J Edeal	01 1200 810 000 0020	285.00
79119	09/29/2023		Active NAESP membership-J Ford	01 2320 810 000	385.00
79119	09/29/2023		Active NSASSP membership dues - C Fisher	01 2410 810 001	385.00
79119	09/29/2023		National NASSP membership dues -C Fisher	01 2410 810 001	250.00
79119	09/29/2023		Active NAESP membership-K Hoehner	01 2410 810 004	385.00
79119	09/29/2023		National NAESP membership dues-K Hoehner	01 2410 810 004	259.00
79119	09/29/2023		Active NAESP membership-C Williams	01 2410 810 004	385.00
79119	09/29/2023		Active NSASSP membership dues-J Yilk	01 2490 810 001	385.00
79119	09/29/2023		Associate NASBO membership dues-C Haynie	01 2510 810 000	125.00
79119	09/29/2023		Associate NASBO membership dues-C Montgo	01 2510 810 000	125.00
79119	09/29/2023		Active NASA membership dues-P Wolfe	01 2580 810 000	385.00
Check Number: 29568	Check Type: Check	Check Date: 10/16/2023	Vendor: NECHILFOU	Nebraska Children and Families Foundation	Check Total: 9,000.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
TMC	10/11/2023		AfterZone TMC lab trailer	01 6989 739 004	9,000.00
Check Number: 29569	Check Type: Check	Check Date: 10/16/2023	Vendor: NSGGOTH	NEBRASKA SALT & GRAIN CO	Check Total: 2,033.56
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
69697	09/29/2023		Gravel for Elem alley	01 2630 610 004	2,033.56
Check Number: 29570	Check Type: Check	Check Date: 10/16/2023	Vendor: ONESOUR	ONE SOURCE	Check Total: 86.00

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**GENERAL CHECKING**

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
2022138393	10/01/2023		726322-C Boyle	01 2570 340 000	24.00
2022138393	10/01/2023		743143-L Bubak	01 2570 340 000	19.00
2022138393	10/01/2023		753591-S Bowland	01 2570 340 000	19.00
2022138393	10/01/2023		761518-S Gonazlez	01 2570 340 000	24.00
Check Number: 29571      Check Type: Check      Check Date: 10/16/2023      Vendor: PERRGUTH      PERRY, GUTHERY, HAASE & GESSFORD, P.C., L.L.O.      Check Total: 1,817.60					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
107	09/17/2023		Legal services	01 2330 317 000	1,817.60
Check Number: 29572      Check Type: Check      Check Date: 10/16/2023      Vendor: PIONMANU      PIONEER MANUFACTURING COMPANY      Check Total: 78.50					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
INV903299	09/25/2023		Pump Armor Fluid	01 2610 610 000	74.75
INV903299	09/25/2023		Shipping	01 2610 610 000	3.75
Check Number: 29573      Check Type: Check      Check Date: 10/16/2023      Vendor: RDOTRUC      RDO Truck Center Co.      Check Total: 870.00					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
40375E	09/22/2023	CCS32556	Diesel Treatment for the Busses	01 2710 610 000	870.00
Check Number: 29574      Check Type: Check      Check Date: 10/16/2023      Vendor: REYEROXA      Roxanne Reyes      Check Total: 28.23					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
AUG23-SEPT23	09/18/2023		Mileage reimb 8-10-23 to 9-18-23	01 2650 333 001	28.23
Check Number: 29575      Check Type: Check      Check Date: 10/16/2023      Vendor: SCHOSPEC      SCHOOL SPECIALTY, LLC      Check Total: 36.36					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
208133241565	09/29/2023	CCS32293	Flasks-250mL Cap	01 1100 610 001	36.36
Check Number: 29576      Check Type: Check      Check Date: 10/16/2023      Vendor: SONNYS      Sonny's Super Foods      Check Total: 535.45					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
SEPT23-1	10/01/2023	CCS32478	Classroom supplies	01 1190 610 005	5.94
SEPT23-1	10/01/2023	CCS32478	Classroom supplies	01 1190 610 005	38.32
SEPT23-1	10/01/2023	CCS32478	Classroom supplies	01 1190 610 005	67.31
SEPT23-1	10/01/2023	CCS32478	Classroom supplies	01 1190 610 005	12.86
SEPT23-1	10/01/2023	CCS32478	Classroom supplies	01 1190 610 005	32.78
SEPT23-1	10/01/2023	CCS32478	Classroom supplies	01 1190 610 005	10.98
SEPT23-1	10/01/2023	CCS32478	Classroom supplies	01 1190 610 005	13.94
SEPT23-2	10/01/2023	CCS32570	Classroom supplies	01 1291 610 005	50.83
SEPT23-2	10/01/2023	CCS32570	Classroom supplies	01 1291 610 005	13.34
SEPT23-3	10/01/2023	CCS32479	laundry/cleaning supplies	01 1190 610 005	5.98
SEPT23-4	10/01/2023		Water for auditors	01 2320 610 000	6.25
SEPT23-5	10/01/2023	CCS32538	Supplies for 1st Quarter	01 1100 610 002 0006	81.15
SEPT23-5	10/01/2023	CCS32538	Supplies for 1st quarter	01 1100 610 002 0006	15.83
SEPT23-5	10/01/2023	CCS32538	Supplies for 1st quarter	01 1100 610 002 0006	47.16

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<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
SEPT23-5	10/01/2023	CCS32538	Supplies for 1st quarter	01 1100 610 002 0006	26.08		
SEPT23-5	10/01/2023	CCS32538	Supplies for 1st quarter	01 1100 610 002 0006	7.18		
SEPT23-6	10/01/2023		Classroom supplies	01 1100 610 001	47.44		
SEPT23-7	10/01/2023		Coffee	01 1100 610 001	21.98		
SEPT23-8	10/01/2023		Cooking in TLC room	01 1200 610 002	23.52		
SEPT23-9	09/29/2023		Supplies for culinary class lab	01 1100 610 001 0006	6.58		
Check Number: 29577	Check Type: Check	Check Date: 10/16/2023	Vendor: SUPRSCHO	SUPREME SCHOOL SUPPLY	Check Total:	330.00	
165785	09/18/2023	CCS32545	Substitute Teacher forms	01 1100 610 002	330.00		
Check Number: 29578	Check Type: Check	Check Date: 10/16/2023	Vendor: SYNDPUBL	Syndicate Publishing	Check Total:	309.39	
12873	09/21/2023		9/21 Minutes of September 11 Retreat	01 2310 540 000	12.25		
12873	09/21/2023		9/21 Notice of Sept 25 Special Meeting	01 2310 540 000	8.80		
12918	09/28/2023		9/28 Notice of Budget Summary changes	01 2310 540 000	161.70		
12918	09/28/2023		9/28 Minutes of September 18 Meeting	01 2310 540 000	89.85		
12918	09/28/2023		9/28 Minutes of September 18 Budget Hrg	01 2310 540 000	12.25		
13005	10/05/2023		10/5 Minutes of September 25 Special Mtg	01 2310 540 000	24.54		
Check Number: 29579	Check Type: Check	Check Date: 10/16/2023	Vendor: TEACDIRE	TEACHER DIRECT	Check Total:	299.56	
11535	08/25/2023	CCS32363	quiet sharpener	01 1200 610 004	56.88		
11535	08/25/2023	CCS32363	C-line binder pocket	01 1200 610 004	22.72		
11535	08/25/2023	CCS32363	crayola take note	01 1200 610 004	14.88		
11535	08/25/2023	CCS32363	whiteboard spray eraser	01 1200 610 004	6.88		
11535	08/25/2023	CCS32363	vinyl coated jumbo clips	01 1200 610 004	6.68		
11535	08/25/2023	CCS32363	bostitch inspire stapler	01 1200 610 004	21.88		
11535	08/25/2023	CCS32363	8" visual timers	01 1200 610 004	104.88		
11535	08/25/2023	CCS32363	Sticky Situation cards	01 1200 610 004	34.88		
11535	08/25/2023	CCS32363	6 conflict and resolution games	01 1200 610 004	29.88		
Check Number: 29580	Check Type: Check	Check Date: 10/16/2023	Vendor: UNKEDUC	UNIVERSITY OF NEBRASKA - KEARNEY EDUCATION BUILDING	Check Total:	4,000.00	
5210020400	09/26/2023		Trans Teach Placement Contract-V Estrada	01 1100 340 002	2,000.00		
5210020400	09/26/2023		Trans Teach Placement Contract-S Crick	01 1100 340 002	2,000.00		
Check Number: 29581	Check Type: Check	Check Date: 10/16/2023	Vendor: UNLDAWS	UNIVERSITY OF NEBRASKA - LINCOLN (DAWSON CO EXTENSION)	Check Total:	650.00	
SEPT2023	09/20/2023	CCS32504	30 students attending training.	01 1100 810 001 0006	650.00		
Check Number: 29582	Check Type: Check	Check Date: 10/16/2023	Vendor: UNLCARE	UNL Career Services	Check Total:	150.00	

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<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6290	10/01/2023		UNL 2023 Fall Education Career Fair	01 2570 540 000	150.00
Check Number: 29583	Check Type: Check	Check Date: 10/16/2023	Vendor: WALKHANN	Hannah Walker	Check Total: 166.31
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
114-5636985-1477837	08/10/2023		Reimburse for classroom supplies	01 1100 610 004	166.31
Check Number: 29584	Check Type: Check	Check Date: 10/16/2023	Vendor: WILHAPPR	Wilhelm Appraisal Services	Check Total: 8,750.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
2023-141	10/05/2023		Appraisal of 1910 Meridian	01 2620 340 000	8,750.00
Check Number: 29585	Check Type: Check	Check Date: 10/16/2023	Vendor: WOLFPATT	Patty Wolfe	Check Total: 49.78
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
CELLAUG23	10/01/2023		Reimburse cellphone-August	01 2580 294 000	49.78
Check Number: 29586	Check Type: Check	Check Date: 10/16/2023	Vendor: WYMORONA	Ronald Wymore	Check Total: 146.72
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
MILEAGE12	09/21/2023		Reimburse mileage-Sept 2023	01 2510 333 000	146.72
Check Number: 29587	Check Type: Check	Check Date: 10/16/2023	Vendor: YILK	Jeremy Yilk	Check Total: 75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
CELLSEPT23	10/10/2023		Reimburse cellphone-Sept	01 2490 291 001	75.00
Check Number: 12591	Check Type: Direct Deposit	Check Date: 10/16/2023	Vendor: BOPW	BOARD OF PUBLIC WORKS	Check Total: 32,721.16
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
SEPT2023	10/01/2023		13475: Water - DO	01 2610 410 000	359.60
SEPT2023	10/01/2023		13475: Sewer - DO	01 2610 410 000	62.52
SEPT2023	10/01/2023		2134: Water - Stadium Well	01 2610 410 001	473.00
SEPT2023	10/01/2023		1166: Water - HS	01 2610 410 001	150.80
SEPT2023	10/01/2023		1166: Sewer - HS	01 2610 410 001	100.43
SEPT2023	10/01/2023		7693: Water - Transition House	01 2610 410 001	95.50
SEPT2023	10/01/2023		7693: Sewer - Transition House	01 2610 410 001	35.43
SEPT2023	10/01/2023		5862: Water - MS	01 2610 410 002	284.00
SEPT2023	10/01/2023		5862: Sewer - MS	01 2610 410 002	62.93
SEPT2023	10/01/2023		6160: Water - EL Sprinklers	01 2610 410 004	167.00
SEPT2023	10/01/2023		5679: Water - EL	01 2610 410 004	136.40
SEPT2023	10/01/2023		5679: Sewer - EL	01 2610 410 004	110.85
SEPT2023	10/01/2023		309: Water - CEEC	01 2610 410 005	66.20
SEPT2023	10/01/2023		309: Sewer - CEEC	01 2610 410 005	49.18
SEPT2023	10/01/2023		53: Water - CEEC - Soccer Field	01 2610 410 005	274.10
SEPT2023	10/01/2023		13475: Sanitation - DO	01 2610 420 000	21.50
SEPT2023	10/01/2023		1166: Sanitation - HS	01 2610 420 001	473.00
SEPT2023	10/01/2023		7693: Sanitation - Transition House	01 2610 420 001	17.20
SEPT2023	10/01/2023		5862: Sanitation - MS	01 2610 420 002	107.50

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SEPT2023	10/01/2023	5679: Sanitation - EL	01 2610 420 004	215.00	
SEPT2023	10/01/2023	309: Sanitation - CEEC	01 2610 420 005	64.50	
SEPT2023	10/01/2023	13475: Electricity - DO	01 2610 621 000	3,737.29	
SEPT2023	10/01/2023	2496: Electricity - Concessions	01 2610 621 001	106.26	
SEPT2023	10/01/2023	1168: Electricity - Stadium	01 2610 621 001	256.16	
SEPT2023	10/01/2023	1170: Electricity - Stadium Well	01 2610 621 001	199.46	
SEPT2023	10/01/2023	1166: Electricity HS	01 2610 621 001	12,067.30	
SEPT2023	10/01/2023	7693: Electricity - Transition House	01 2610 621 001	90.37	
SEPT2023	10/01/2023	5862: Electricity - MS	01 2610 621 002	4,403.71	
SEPT2023	10/01/2023	5679: Electricity - EL	01 2610 621 004	7,037.89	
SEPT2023	10/01/2023	6653: Electricity - EL Garage/Greenhouse	01 2610 621 004	47.62	
SEPT2023	10/01/2023	8404: Electricity - CEEC Modular	01 2610 621 005	199.35	
SEPT2023	10/01/2023	309: Electricity - CEEC	01 2610 621 005	1,249.11	
Check Number: 12592	Check Type: Direct Deposit	Check Date: 10/16/2023	Vendor: COZAHOSP	COZAD COMMUNITY HOSPITAL	Check Total: 3,529.58
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
09202023	09/20/2023		Student random drug testing	01 2130 340 000	275.00
10032023	10/03/2023		Occupational Therapy Services-School Age	01 2161 320 001	60.75
10032023	10/03/2023		Occupational Therpay Services-School Age	01 2161 320 002	101.25
10032023	10/03/2023		Occupational Therapy Services-School Age	01 2161 320 004	1,600.56
10032023	10/03/2023		Planning time	01 6408 320 000	344.25
10032023	10/03/2023		Occupational Therapy Services-Age 3-4	01 6408 320 005	520.02
10032023	10/03/2023		Occupational Therapy Services - Birth-2	01 6408 320 005	0.00
10032023PT	10/03/2023		Physical Therapy Services-School Age	01 2171 320 001	188.73
10032023PT	10/03/2023		Physical Therapy Services-School Age	01 2171 320 004	94.77
10032023PT	10/03/2023		Planning time	01 6408 320 000	67.47
10032023PT	10/03/2023		Physical Therapy Services - Birth-2	01 6408 320 005	202.50
10032023PT	10/03/2023		Physical Therapy Services-Age 3-5	01 6408 320 005	74.28
Check Number: 12593	Check Type: Direct Deposit	Check Date: 10/16/2023	Vendor: COZASERV	COZAD SERVICES, INC.	Check Total: 9,292.17
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
163211	09/08/2023		Change out 2 condenser fan motors-gym	01 2620 431 004	8,589.86
163212	09/05/2023		Replace motor for locker rm exhaust syst	01 2620 431 001	452.31
163224	09/25/2023		Reset chiller; nitrogen use	01 2620 431 001	170.00
163295	09/18/2023		Reset chiller	01 2620 431 001	80.00
Check Number: 12594	Check Type: Direct Deposit	Check Date: 10/16/2023	Vendor: COZATELE	COZAD TELEPHONE CO.	Check Total: 1,636.25
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
SEPT2023	10/01/2023		Telephone Services-Sept 2023	01 2560 382 000	1,636.25
Check Number: 12595	Check Type: Direct Deposit	Check Date: 10/16/2023	Vendor: DASSTATE	DAS STATE ACCOUNTING - CENTRAL FINANCE	Check Total: 267.63
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>

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1393809	10/12/2023	Network NE Fees; Sept Interregional Fee	01 2560 382 000	12.63
1393809	10/12/2023	Network NE Fees; Participation Fee	01 2560 382 000	255.00

Check Number: 12596	Check Type: Direct Deposit	Check Date: 10/16/2023	Vendor: DAWSPST	DAWSON PEST CONTROL	Check Total:	198.10
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
25782	09/27/2023		Interior Spray all building	01 2610 431 000	198.10	

Check Number: 12597	Check Type: Direct Deposit	Check Date: 10/16/2023	Vendor: EAKESKE	EAKES OFFICE PLUS - KEARNEY	Check Total:	9,123.18
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
8794370-0	09/18/2023		Toner-Black-Service & Supply Agreement	01 2530 550 001	0.00	
8794370-0	09/18/2023		Toner-Yellow-Service & Supply Agreement	01 2530 550 001	0.00	
8794370-0	09/18/2023		Toner-Magenta-Service & Supply Agreement	01 2530 550 001	0.00	
8794370-0	09/18/2023		Toner-Cyan-Service & Supply Agreement	01 2530 550 001	0.00	
8799125-0	09/25/2023		Waster Toner Box-Service & Supply Agrmt	01 2530 550 005	0.00	
8799125-0	09/25/2023		Toner-Magenta-Service & Supply Agrmt	01 2530 550 005	0.00	
8799125-0	09/25/2023		Toner-Black-Service & Supply Agrmt	01 2530 550 005	0.00	
8800256-0	09/25/2023		Waste Toner Box-Service & Supply Agrmt	01 2530 550 001	0.00	
8800264-0	09/25/2023		Waster Toner Box-Service & Supply Agrmt	01 2530 550 001	0.00	
8800300-0	09/25/2023		Waste Toner Box-Service & Supply Agrmt	01 2530 550 005	0.00	
8801049-0	10/02/2023		Waste Toner Box-Service & Supply Agrmt	01 2530 550 001	0.00	
8801049-0	10/02/2023		Toner-Black-Service & Supply Agreement	01 2530 550 001	0.00	
8806549-0	10/09/2023		Waste Toner Box-Service & Supply Agrmt	01 2530 550 004	0.00	
8807760-0	10/09/2023		Toner-Cyan-Service & Supply Agreement	01 2530 550 005	0.00	
8807760-0	10/09/2023		Toner-Yellow-Service & Supply Agreement	01 2530 550 005	0.00	
INV487702	09/08/2023		eFax services-August 2023 overage	01 2560 382 000	72.82	
INV494230	10/01/2023		Administrative Charge	01 2530 550 000	3.50	
INV494230	10/01/2023		129855: DO BW Copies	01 2530 550 000	167.26	
INV494230	10/01/2023		129855: DO Color Copies	01 2530 550 000	279.94	
INV494230	10/01/2023		129829: HS Faculty Lounge BW Copies	01 2530 550 001	386.08	
INV494230	10/01/2023		129853: HS Office BW Copies	01 2530 550 001	191.73	
INV494230	10/01/2023		129853: HS Office Color Copies	01 2530 550 001	1,039.02	
INV494230	10/01/2023		129856: MS Lounge BW Copies	01 2530 550 002	253.95	
INV494230	10/01/2023		129856: MS Lounge Color Copies	01 2530 550 002	1,248.99	
INV494230	10/01/2023		129886: MS Library BW Copies	01 2530 550 002	295.92	
INV494230	10/01/2023		129857: EL Office BW Copies	01 2530 550 004	356.93	
INV494230	10/01/2023		129857: EL Office Color Copies	01 2530 550 004	2,695.18	
INV494230	10/01/2023		129883: EL Teach Lounge BW Copies	01 2530 550 004	305.16	
INV494230	10/01/2023		129884: EL North Work room BW Copies	01 2530 550 004	606.18	
INV494230	10/01/2023		129854: CEEC BW Copies	01 2530 550 005	74.48	
INV494230	10/01/2023		129854: CEEC Color Copies	01 2530 550 005	1,106.99	
INV496325	10/10/2023		eFax services-Sept 2023 overage	01 2560 382 000	39.05	

Check Number: 12598	Check Type: Direct Deposit	Check Date: 10/16/2023	Vendor: ESU10	EDUCATIONAL SERVICE UNIT #10	Check Total:	37,202.78
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Checking Account: 1

**GENERAL CHECKING**

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
09272023	09/27/2023		Speech SA Secondary Billing	01 2151 591 001	2,292.54
09272023	09/27/2023		Audiology School Age Sec Billing	01 2151 591 001	114.58
09272023	09/27/2023		Deaf Education Secondary Billing	01 2151 591 001	229.12
09272023	09/27/2023		Deaf Education Secondary Billing	01 2151 591 002	229.13
09272023	09/27/2023		Audiology School Age Sec Billing	01 2151 591 002	114.58
09272023	09/27/2023		Speech SA Secondary Billing	01 2151 591 002	2,292.53
09272023	09/27/2023		Speech SA Elementary Billing	01 2151 591 004	4,037.00
09272023	09/27/2023		Audiology School Age Elem Billing	01 2151 591 004	229.16
09272023	09/27/2023		Deaf Education Elementary Billing	01 2151 591 004	1,376.13
09272023	09/27/2023		Audiology Ages 3-4 Billing	01 2152 591 005	57.29
09272023	09/27/2023		Speech Ages 3-4 Billing	01 2152 591 005	6,082.24
09272023	09/27/2023		Speech Birth-2 Billing	01 2153 591 000	6,683.78
09272023	09/27/2023		Audiology Birth-2 Billing	01 2153 591 000	57.29
09272023	09/27/2023		SpEd Supplemental Supervision Billing	01 6408 591 001	239.54
09272023	09/27/2023		Vocational Secondary Billing	01 6408 591 001	324.35
09272023	09/27/2023		Vocational Secondary Billing	01 6408 591 002	324.35
09272023	09/27/2023		SpEd Supplemental Supervision Billing	01 6408 591 002	239.54
23772	09/22/2023	CCS32419	PS Custom Alerts via ESU	01 2580 340 000	274.63
23772	09/22/2023	CCS32419	ESU10 network support (94 hours)	01 2580 340 000	4,750.00
23772	09/22/2023	CCS32419	ESU10 offsite BackUp--700 GB (1 cloudber	01 2580 340 000	40.00
23772	09/22/2023	CCS32419	ESU10 PS support	01 2580 340 000	4,850.00
23772	09/22/2023	CCS32419	ODIE Staff Evaluation	01 2580 340 000	1,500.00
23772	09/22/2023	CCS32419	Zoom Licenses	01 2580 340 000	60.00
23772	09/22/2023	CCS32419	Offsite Servers	01 2580 340 000	100.00
23772	09/22/2023	CCS32419	Fortinet EDR	01 2580 340 000	675.00
23772-1	09/22/2023	CCS32551	iPad repair	01 2580 432 004	10.00
23886-1	09/26/2023		Wkshp:Principal&Curriculum Directors Mtg	01 2213 330 000	20.00
Check Number: 12599      Check Type: Direct Deposit      Check Date: 10/16/2023      Vendor: FLASELEC      FLASH ELECTRIC, LLC					Check Total: 150.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
5995	10/02/2023		Labor at FB field	01 2620 431 001	150.00
Check Number: 12600      Check Type: Direct Deposit      Check Date: 10/16/2023      Vendor: KSBSCHO      KSB SCHOOL LAW					Check Total: 70.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
14852	09/28/2023		9/22 TeleConf JF re facility use	01 2330 317 000	70.00
Check Number: 12601      Check Type: Direct Deposit      Check Date: 10/16/2023      Vendor: PAPETIGE      PAPER TIGER SHREDDING					Check Total: 132.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
187604	09/30/2023		Paper Shredding DO	01 2610 420 000	22.00
187604	09/30/2023		Paper Shredding HS	01 2610 420 001	22.00
187604	09/30/2023		Paper Shredding MS	01 2610 420 002	22.00

Checking Account: 1		GENERAL CHECKING				
187604	09/30/2023		Paper Shredding ELEM	01 2610 420 004	44.00	
187604	09/30/2023		Paper Shredding CEEC	01 2610 420 005	22.00	
Check Number: 12602	Check Type: Direct Deposit	Check Date: 10/16/2023	Vendor: TMS	TIME MANAGEMENT SYSTEMS, INC.	Check Total: 199.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
295373	10/02/2023		AOD maintenance - Sept 2023	01 2510 643 000	199.00	
Check Number: 12603	Check Type: Direct Deposit	Check Date: 10/16/2023	Vendor: WBARFIRE	W Bar Fire Extinguishers LLC	Check Total: 1,315.92	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2576	09/14/2023		Annual service for fire extinguishers	01 2670 431 000	728.00	
2576	09/14/2023		6 yr 2.5 lb Service ABC	01 2670 431 000	15.00	
2576	09/14/2023		6 yr Service 5lb ABC	01 2670 431 000	17.00	
2576	09/14/2023		6 yr Sesrvic 10 lb ABC	01 2670 431 000	95.00	
2576	09/14/2023		2.5 LB recharge ABC	01 2670 431 000	14.65	
2576	09/14/2023		5 LB recharge ABC	01 2670 431 000	22.00	
2576	09/14/2023		Recharge 10lb ABC	01 2670 431 000	37.35	
2576	09/14/2023		Vavle stem (Amerex)	01 2670 431 000	43.56	
2576	09/14/2023		Vavle stem (Amerex)	01 2670 431 000	59.70	
2576	09/14/2023		Ansul Valve System	01 2670 431 000	54.66	
2576	09/14/2023		O-ring	01 2670 431 000	3.80	
2576	09/14/2023		O-ring	01 2670 431 000	3.44	
2576	09/14/2023		Collar Quad Ring	01 2670 431 000	19.44	
2576	09/14/2023		2.5 lb w/Vehicle Bracket (Amerex)	01 2670 431 000	80.52	
2576	09/14/2023		5 lb ABC w/vehicle bracket	01 2670 431 000	121.80	

\*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 199,820.20

**Detail Check Register**  
 Unposted; Batch Description OCT 2023 CHECKS

<b>Checking Account: 6</b>		<b>LUNCH FUND</b>					
Check Number: 26587	Check Type: Check	Check Date: 10/16/2023	Vendor: 222HARD	222 HARDWARE	Check Total:	11.45	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
2309-223930	09/28/2023		Mousetraps for kitchen	06 3100 610 000	11.45		
Check Number: 26588	Check Type: Check	Check Date: 10/16/2023	Vendor: COZAAUTO	COZAD AUTO SUPPLY	Check Total:	73.12	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
840390	09/25/2023		Front rail seal	06 3100 610 000	73.12		
Check Number: 26589	Check Type: Check	Check Date: 10/16/2023	Vendor: SUPPWORK	Home Depot U.S.A., Inc.	Check Total:	310.32	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
764402798	09/08/2023	CCS32529	Floor Mats for the Kitchen	06 3100 610 000	177.24		
764402798	09/08/2023	CCS32529	Floor Mats for the Kitchen	06 3100 610 000	133.08		
Check Number: 26590	Check Type: Check	Check Date: 10/16/2023	Vendor: OPAAFOOD	OPAA! FOOD MANAGEMENT OF NEBRASKA, LLC	Check Total:	66,226.30	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
NE00051118	09/30/2023		Student Lunches	06 3100 340 000	52,950.83		
NE00051118	09/30/2023		Student Breakfasts	06 3100 340 000	9,773.86		
NE00051118	09/30/2023		Headstart Breakfasts	06 3100 340 000	659.13		
NE00051118	09/30/2023		Snacks	06 3100 340 000	2,026.27		
NE00051118	09/30/2023		Ala Carte sales	06 3100 340 000	5,445.21		
NE00051118	09/30/2023		Adult Lunches	06 3100 340 000	530.87		
NE00051118	09/30/2023		Adult Breakfasts	06 3100 340 000	34.44		
NE00051118	09/30/2023		Headstart Lunches	06 3100 340 000	1,245.70		
NE00051118	09/30/2023		Headstart Adult Lunches	06 3100 340 000	272.61		
NE00051118	09/30/2023		Headstart Adult Breakfasts	06 3100 340 000	172.17		
NE00051118	09/30/2023		Commodity credit	06 3100 340 000	(6,884.79)		
Check Number: 50	Check Type: Direct Deposit	Check Date: 10/16/2023	Vendor: COZASERV	COZAD SERVICES, INC.	Check Total:	80.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
163296	09/28/2023		Check door on outside freezer	06 3100 431 001	80.00		

\*Denotes Expensed Invoice Item

Checking Account ID: 6

Total without Voids: 66,701.19

**11. BUILDING FINANCIAL REPORTS AND CLAIMS**

**11.1. Financial Claims**

**Checking Account: 8 BUILDING FUND**

Check Number: 1059	Check Type: Check	Check Date: 10/16/2023	Vendor: PAULSEN	PAULSEN, INC.	Check Total:	1,332,952.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2022-13	10/10/2023		2022 Bond CM-App 13	08 4700 450 001	1,332,952.00	
Check Number: 1060	Check Type: Check	Check Date: 10/16/2023	Vendor: WILKARCH	WILKINS ARCHITECTURE DESIGN PLANNING LLC	Check Total:	17,161.84
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
5679	09/28/2023		HS-Additions & Renovations	08 4700 450 001	10,447.83	
5679	09/28/2023		HS-Additions & Renovations-Reimb	08 4700 450 001	0.00	
5680	09/28/2023		ELEM Additions & Renovations	08 4700 450 004	6,714.01	
5680	09/28/2023		ELEM Additions & Renovations-Reimb	08 4700 450 004	0.00	

\*Denotes Expensed Invoice Item

Checking Account ID: 8

Total without Voids: 1,350,113.84

12. **DISCUSS, CONSIDER AND TAKE ACTION ON THE RETIREMENT OF KYLE HOEHNER AS ELEMENTARY PRINCIPAL**

# Cozad Community Schools

*Home of the Haymakers*

*James Ford, Superintendent of Schools  
Corey Fisher, High School Principal  
Brian Regelin, Middle School Principal  
Kyle Hoehner, Elementary Principal*



*Jeremy Yilk, Activities Director  
Jessica Edeal, SPED Director/CEEC Principal  
Patty Wolfe, Director of Technology  
Connor Williams, Director of Teaching & Learning*

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**Wednesday, October 10, 2020**

**Re: Letter of Resignation (Cozad Elementary Principal Position)**

Superintendent Mr. James Ford and CCS Board of Education –

Please accept this as my formal letter of resignation as Principal at Cozad Elementary School, effective at the end of my current 2023-24 contractual agreement with Cozad Community Schools. I have enjoyed working for Cozad Community Schools and appreciate the CCS School Board, both individually and collectively. Thank you!

Allow me to recognize three individuals who have direct connections to everything we do each day. I am thankful for the outstanding support that my Superintendent Mr. James Ford has always provided. He has been the consummate professional through both enjoyable and difficult situations and has shown exemplary grace and leadership each day. He has been a pleasure to work for. CCS is truly blessed to have Mr. Ford leading this district into the future. I know I am blessed to have had the opportunity to work with him.

I want to thank Mr. Connor Williams who has been a true joy to work alongside in his roles as CES Assistant Principal & District Director of Teaching and Learning. He is well beyond his years in terms of his work ethic, educational acumen, and productivity. His talents and skills are unique and special; he already has very few educational rivals in our state. He has been a terrific partner and co-advocate for our students and staff, an amazingly strong colleague and leader in our educational pursuits, and a highly valued friend.

Last, I want to extend my gracious appreciation for my Administrative Assistant Mrs. Brooke-Lynn Rascon who completes *the “CES Williams-Rascon-Hoehner Team.”* Mrs. Rascon is absolutely the best of the best at her job; she makes our students and staff members’ days better just by encountering her infectious, always-positive attitude and approach to the work. Her highly organized, selfless way of running our administrative office and school building is highly admirable and her loyalty to our students and staff is unparalleled. I value her commitment to the work and establishment of the learning climate, as well as our strong friendship.

I appreciate the CCS Admin Team and CES Staff, including both certificated and classified employees. I have made many friends in this building and district and value all the amazing work they do for our students and community. I also want to express my love for our wonderful students. The one thing that has brought me the greatest joy in this building and district are the wonderfully creative, complex children who have made my work in education a genuinely significant, impactful, and important labor of love! I know that great days are ahead for CCS, and I wish all of you the very best going forward. Thank you for this blessed opportunity!

Sincerely –



**Kyle Hoehner**  
Principal – Cozad Elementary School

13. **DISCUSS, CONSIDER AND TAKE ACTION ON THE REVISIONS TO POLICY 3014**

**3014**  
**Use of School Property**

1. Use of Specific Facilities by Application and Agreement
  - a. The district permits non-commercial use of the following facilities by individual patrons for their personal health and wellness: track. The district understands that it would not be feasible to require a patron to apply to use facilities like the track on every occurrence. The facility uses defined in this paragraph are an exception to the general facility use requirements contained in this policy for ease of administration and efficiency. All other facility uses must comply with the other provisions of this policy.
  - b. These particular facilities may be used upon only one application and upon signing the district's written waiver and agreement.
  - c. Use of these facilities is governed by this and other district policy and the agreement signed by the user. A copy of each agreement will be maintained in the district's central office.
  
2. General Facilities Use Guidelines
  - a. School facilities may be used by various education and community organizations and individuals when it is in the interest of the general public.
  - b. School facilities may not be used for personal profit and other commercial purposes. The district opens its facilities to district patrons for the benefit of the public, not commercial uses. Due to the complications created by groups or individuals using district facilities for commercial purposes, these uses are prohibited. Booster clubs and other organizations raising money purely for the support of student groups, as defined below, and not for personal profit are not considered commercial uses but must comply with the district's policies which apply to these groups.
  - c. Any person or group using school facilities must assure that it will be responsible for maintaining order, protecting property, and providing security and safety.
  - d. Only those organizations and persons who are known to school

officials, who have financial resources sufficient to cover all rentals and possible damages, and who are willing to discharge such obligations shall be permitted to use the school facilities and equipment.

- e. The rental fees for school facilities shall be set by the board.
- f. Non-curricular student groups or non-student groups (as those terms are defined below) that wish to use the facility must submit a facility use application which may be obtained from the district's central office. The application must be received by the superintendent prior to the approval of any facility use.
- g. The shop and weight room may not be used by students when school is not in session, unless supervised by a district staff member or a responsible adult upon approval of the superintendent. Use of the shop and weight room in violation of this provision may lead to the students being denied access to these facilities or other consequences permitted by board policy and Nebraska law.
- h. Any person or group using the school facilities, for any purpose, must comply with all of the district's policies, rules, and regulations.

### 3. Definitions

- a. "Curriculum-related student groups" shall mean students participating in school-sponsored activities, supervised by district staff, related to the curriculum, and recognized by the board.
- b. "Extracurricular student groups" shall mean students participating in an extracurricular activity, sponsored by the district, supervised by district staff, and recognized by the board, such as athletic teams and academic teams which are not otherwise categorized as "curriculum-related student groups."
- c. "Non-curriculum related student groups" shall mean all other groups comprised primarily of students who attend the district participating in activities such as Boy Scouts, Girl Scouts, 4-H, political groups, religious groups, and other similar youth groups.

- d. "Non-student group" shall mean all other groups or individuals who apply to use district facilities.
- e. "Superintendent" shall mean the superintendent of schools or his/her designee.

4. Use of School Property by Student Groups

a. Curriculum-related and Extracurricular student groups

- i.) Curriculum-related and Extracurricular student groups may use school facilities at no cost to the group, if they restore the facilities to their prior state after using them.
- ii.) The district shall bear any costs associated with use by these groups (*e.g.*, the fee paid to a cook or a custodian required to be in attendance).
- iii.) Curriculum-related and Extracurricular student groups have priority over non-curriculum related student groups and non-student groups.

b. Non-curriculum related student groups

- i. Non-curriculum related student groups may use the school building during non-instructional time. Such use shall be without charge.
  - (1) Such uses shall occur while the building is normally open and there is a minimum of interference with custodians or other student and staff facility use.
  - (2) These groups may use the school buildings in the evening for meetings if the group is sponsored by an adult and the adult (1) files the application to use the facilities on behalf of the group and (2) assumes responsibility for cleanup and placing the area back in the condition it was in prior to use.
- ii. Non-curriculum related student groups must apply for use of the facilities and secure the superintendent's permission before using school facilities.

- iii. Non-curriculum related student groups may meet only on school premises at times and places determined by the superintendent.
- iv. Non-curriculum related student groups must meet each of the following conditions to secure the superintendent's permission to use school facilities:
  - (1) The facility use will occur during non-instructional time.
  - (2) The district has facilities available to accommodate the group.
  - (3) The use is voluntary and for the general benefit of the student participants.
  - (4) The use will not substantially interfere with the orderly conduct of educational activities and other programs within the school.

5. Use of facilities by non-student groups

- a. The superintendent may authorize the use of any school facilities for non-school activities by non-student groups.
- b. In addition to the guidelines listed elsewhere in this policy and other board policies or administrative protocol, the superintendent will consider the following when making determinations regarding use of district facilities by non-student groups:
  - i. The local education association may hold meetings when classes are not in session and staff members are not on duty.
  - ii. Non-student groups which provide education-related programming and services for students and staff may be given priority of use over other outside groups. The superintendent has sole discretion in determining whether proposed uses relate sufficiently to the district's educational standards and programs.

- iii. Non-student groups which provide programming and services for community members and others living within the district may be given priority of use over other outside groups.
  - c. Denial of access
    - i. The superintendent may limit or deny access to school buildings, grounds, and activities to any person whom the superintendent deems to be using the facilities inappropriately and contrary to the district's mission.
    - ii. Upon determining that a person or group has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the superintendent shall take such action as he or she determines appropriate, including directing the person to cease engaging in the conduct or to leave the school premises or activity immediately. The superintendent may request assistance from law enforcement authorities to remove an offending person from the school grounds. A person who enters school premises in violation of these conditions shall be deemed to be trespassing.
    - iii. The superintendent shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises.
- 6. Students, staff, and community members may use or lease school equipment for non-school use only if they have received the prior permission of the superintendent.
- 7. Proof of Insurance
  - a. When any non-curriculum related or non-student group utilizes school district facilities, the group submitting the facility use application may be asked to provide proof of insurance up to the current tort claims limits applicable to political subdivision in the State of Nebraska. Currently, those limits are \$1,000,000 per person for any number of claims arising out of a single occurrence and \$5,000,000 for all claims arising out of a single occurrence.

- b. The district may require the non-curriculum related or non-student group to include the district as an additional insured on any such policies and may refuse access to its facilities until proof of satisfaction of this requirement is submitted to the superintendent.

8. No Fees for Admission

- a. Non-curriculum related and non-student groups may not charge a fee to participate in or be a spectator at any recreational activity, event, or other such gathering occurring on district grounds unless approved in advance by the superintendent.
- b. If the district retains control over the area of the premises in which the non-curricular and non-student group desires to use, meaning the district provides supervision, staffing, custodial services, or otherwise maintains its control during the group's use of the facilities, the group may not charge a fee for admission under any circumstances.
- c. Non-curricular and non-student groups may charge for parking or vehicle entry onto the premises unless otherwise prohibited by the superintendent.

Adopted on: 7/16/2018

Revised on: 10/16/2023

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

**3014**  
**Use of School Property**

1. Use of Specific Facilities by Application and Agreement
  - a. The district permits non-commercial use of the following facilities by individual patrons for their personal health and wellness: track. The district understands that it would not be feasible to require a patron to apply to use facilities like the track on every occurrence. The facility uses defined in this paragraph are an exception to the general facility use requirements contained in this policy for ease of administration and efficiency. All other facility uses must comply with the other provisions of this policy.
  - b. These particular facilities may be used upon only one application and upon signing the district's written waiver and agreement.
  - c. Use of these facilities is governed by this and other district policy and the agreement signed by the user. A copy of each agreement will be maintained in the district's central office.
  
2. General Facilities Use Guidelines
  - a. School facilities may be used by various education and community organizations and individuals when it is in the interest of the general public.
  - b. Any person or group using school facilities must assure that it will be responsible for maintaining order, protecting property, and providing security and safety.
  - c. Only those organizations and persons who are known to school officials, who have financial resources sufficient to cover all rentals and possible damages, and who are willing to discharge such obligations shall be permitted to use the school facilities and equipment.
  - d. The rental fees for school facilities shall be set by the board.
  - e. Non-curricular student groups or non-student groups (as those terms are defined below) that wish to use the facility must submit a facility use application which may be obtained from the district's

central office. The application must be received by the superintendent prior to the approval of any facility use.

- f. The shop and weight room may not be used by students when school is not in session, unless supervised by a district staff member or a responsible adult upon approval of the superintendent. Use of the shop and weight room in violation of this provision may lead to the students being denied access to these facilities or other consequences permitted by board policy and Nebraska law.
- g. Any person or group using the school facilities, for any purpose, must comply with all of the district's policies, rules, and regulations.

### 3. Definitions

- a. "Curriculum-related student groups" shall mean students participating in school-sponsored activities, supervised by district staff, related to the curriculum, and recognized by the board.
- b. "Extracurricular student groups" shall mean students participating in an extracurricular activity, sponsored by the district, supervised by district staff, and recognized by the board, such as athletic teams and academic teams which are not otherwise categorized as "curriculum-related student groups."
- c. "Non-curriculum related student groups" shall mean all other groups comprised primarily of students who attend the district participating in activities such as Boy Scouts, Girl Scouts, 4-H, political groups, religious groups, and other similar youth groups.
- d. "Non-student group" shall mean all other groups or individuals who apply to use district facilities.
- e. "Superintendent" shall mean the superintendent of schools or his/her designee.

### 4. Use of School Property by Student Groups

- a. Curriculum-related and Extracurricular student groups

- i.) Curriculum-related and Extracurricular student groups may use school facilities at no cost to the group, if they restore the facilities to their prior state after using them.
  - ii.) The district may bear any costs associated with use by these groups (*e.g.*, the fee paid to a cook or a custodian required to be in attendance).
  - iii.) Curriculum-related and Extracurricular student groups have priority over non-curriculum related student groups and non-student groups.
- b. Non-curriculum related student groups
- i. Non-curriculum related student groups may use the school building during non-instructional time. Such use shall be without charge.
    - (1) Such uses shall occur while the building is normally open and there is a minimum of interference with custodians or other student and staff facility use.
    - (2) These groups may use the school buildings in the evening for meetings if the group is sponsored by an adult and the adult (1) files the application to use the facilities on behalf of the group and (2) assumes responsibility for cleanup and placing the area back in the condition it was in prior to use.
  - ii. Non-curriculum related student groups must apply for use of the facilities and secure the superintendent's permission before using school facilities.
  - iii. Non-curriculum related student groups may meet only on school premises at times and places determined by the superintendent.
  - iv. Non-curriculum related student groups must meet each of the following conditions to secure the superintendent's permission to use school facilities:
    - (1) The facility use will occur during non-instructional time.

- (2) The district has facilities available to accommodate the group.
- (3) The use is voluntary and for the general benefit of the student participants.
- (4) The use will not substantially interfere with the orderly conduct of educational activities and other programs within the school.

5. Use of facilities by non-student groups

- a. The superintendent may authorize the use of any school facilities for non-school activities by non-student groups.
- b. In addition to the guidelines listed elsewhere in this policy and other board policies or administrative protocol, the superintendent will consider the following when making determinations regarding use of district facilities by non-student groups:
  - i. The local education association may hold meetings when classes are not in session and staff members are not on duty.
  - ii. Non-student groups which provide education-related programming and services for students and staff may be given priority of use over other outside groups. The superintendent has sole discretion in determining whether proposed uses relate sufficiently to the district's educational standards and programs.
  - iii. Non-student groups which provide programming and services for community members and others living within the district may be given priority of use over other outside groups.
- c. Denial of access
  - i. The superintendent may limit or deny access to school buildings, grounds, and activities to any person whom the superintendent deems to be using the facilities

inappropriately and contrary to the district's mission.

- ii. Upon determining that a person or group has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the superintendent shall take such action as he or she determines appropriate, including directing the person to cease engaging in the conduct or to leave the school premises or activity immediately. The superintendent may request assistance from law enforcement authorities to remove an offending person from the school grounds. A person who enters school premises in violation of these conditions shall be deemed to be trespassing.
  - iii. The superintendent shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises.
6. Students, staff, and community members may use or lease school equipment for non-school use only if they have received the prior permission of the superintendent.
7. Proof of Insurance
  - a. When any non-curriculum related or non-student group utilizes school district facilities, the group submitting the facility use application may be asked to provide proof of insurance up to the current tort claims limits applicable to political subdivision in the State of Nebraska. Currently, those limits are \$1,000,000 per person for any number of claims arising out of a single occurrence and \$5,000,000 for all claims arising out of a single occurrence.
  - b. The district may require the non-curriculum related or non-student group to include the district as an additional insured on any such policies and may refuse access to its facilities until proof of satisfaction of this requirement is submitted to the superintendent.
8. No Fees for Admission
  - a. Non-curriculum related and non-student groups may not charge a fee to participate in or be a spectator at any recreational activity,

event, or other such gathering occurring on district grounds unless approved in advance by the superintendent.

- b. If the district retains control over the area of the premises in which the non-curricular and non-student group desires to use, meaning the district provides supervision, staffing, custodial services, or otherwise maintains its control during the group's use of the facilities, the group may not charge a fee for admission under any circumstances.
- c. Non-curricular and non-student groups may charge for parking or vehicle entry onto the premises unless otherwise prohibited by the superintendent.

Adopted on: 7/16/18

Revised on: 7/15/19

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

## Cozad Community Schools Usage Application and Agreement

Pursuant to Cozad Community Schools ("District") board policy, the district permits patrons to use certain district facilities on an individual, non-commercial basis upon only one application and upon signing a release, waiver, and agreement. These facilities include: track (collectively, the "facilities"). All other facility uses must be approved pursuant to the District's facility use policies and practices.

Applicant Last Name	First Name	Middle Initial	
Street Address	City	State	Zip
Birth date: _____		Home Phone: _____	
Work Phone: _____		Cell: _____	
Name of Emergency Contact: _____			
<ul style="list-style-type: none"><li>• Home Phone: _____ Work : _____ Cell: _____</li><li>• Relationship of Emergency Contact: _____</li><li>• Email of Emergency Contact: _____</li></ul>			

**Rules and Regulations:** By signing this Agreement, you acknowledge that the District may establish rules and regulations governing the conduct of guests using the facilities, and you agree to follow them. These include but are not limited to hours of availability, limitations on use of amenities and/or equipment, and limitation of access upon no notice to the Applicant.

**Services and Access:** The District agrees to provide you with use of the facilities and equipment available in the facilities. The District reserves the right to add or delete services, amenities, and hours.

**Superior Interest in Usage.** The primary use of the facilities is for District students and programs. The District reserves the right to close the facilities, in whole or any part, to outside use at any time and without notice to Applicant when, in the judgment of the District, it will benefit the students and programs of the District.

**Compliance with Laws:** In performing under this Agreement, all applicable governmental laws, regulations, orders, and other rules of duly-constituted authority will be followed and complied with in all respects by both parties. The Applicant understands this may limit access to the facilities with no notice provided to the Applicant.

**Video Monitoring and Other Security Measures.** The District uses security measures such as video cameras on its property and makes recordings as part of its

security processes. Video cameras may be used in locations deemed appropriate by the District. The Applicant consents to these security measures.

### **RELEASE, WAIVER AND INDEMNIFICATION OF CLAIMS FOR USE OF THE FACILITIES**

I, the undersigned, have read this release and understand all its terms. I execute it voluntarily and with full knowledge of its significance. I UNDERSTAND THAT IT CONTAINS A RELEASE OF LIABILITY AND AN INDEMNIFICATION.

**Declaration.** I do hereby declare myself to be physically sound and suffering from no condition, impairment, or other illness that would prevent my safe participation or use of the facilities and equipment. I do further hereby acknowledge that I must obtain a Physician's approval for my participation in activities at the facilities, including the use of equipment. I acknowledge that I have either had a physical examination and have been given my Physician's permission to participate, OR that I have decided to utilize the facilities without the approval of a Physician and do hereby assume all responsibilities.

**Acknowledgment of Risks.** I understand and agree that fitness activities, equipment, and amenities available at the facilities may be strenuous and/or hazardous and I should contact a healthcare professional or doctor before beginning any activities. **I am voluntarily participating in these activities and using the facilities and equipment with full knowledge of the dangers involved.** I understand the risks associated with weight lifting and other available exercise amenities in the facilities, including cardiovascular and other fitness activities, and that those risks include, but are not limited to, the possibility of muscle strain, broken bones, back injury or head injury, which may be severe in nature and which could result in paralysis or even death. **I hereby agree to expressly and voluntarily assume and accept any and all risks of injury or death related to these activities.**

**Release, Waiver and Indemnification.** In consideration of permission granted by the District to use the District's facilities, and in the addition to any payment of any fees or charges, I do hereby waive, release and forever discharge the District, its board of education, officers, agents and employees from all actions, causes of action, damages, claims or demands that we, our heirs, executors, administrators, or assigns may have against the District and the parties named above for all personal injuries or loss of property which I incur by using the facilities and equipment or that otherwise result from my participation in any activities, whether such injuries are caused by my negligence or the negligence of the District or any of its employees, representatives, or volunteers. I agree to indemnify the District, its board of education, officers, agents, and employees and to pay for any costs, attorney fees, or awards that may result from resisting any complaint or lawsuit which I may bring against the above-named parties for any injury or loss I claim to have suffered.

**Responsibility for Supervision.** I understand that the facilities will be available to me only during hours designated by the administration, and that I am responsible for my own use of facilities and equipment at all times. I will inspect the

facilities and equipment upon each visit before using any equipment. The District provides no training, supervision, or assistance.

**Compliance with Rules.** I agree to abide by all District rules, regulations, and policies now in force or that may be adopted in the future, and all directives given to me pertaining to the use of the fitness center.

**THIS DOCUMENT CONTAINS A RELEASE, A WAIVER AND AN INDEMNIFICATION. READ IT CAREFULLY BEFORE SIGNING IT.**

Clearly PRINT the following information:

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**PARENT OR GUARDIAN IF USER IS UNDER AGE 19:**

We, the undersigned, have read this Application and Release and understand all its terms. We execute it voluntarily and with full knowledge of its significance. WE UNDERSTAND THAT IT CONTAINS A RELEASE OF LIABILITY AND AN INDEMNIFICATION FOR OURSELVES AND OUR CHILD.

Clearly PRINT the following information:

Child's Name: \_\_\_\_\_ Child's Birthdate: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Father's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mother's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Cozad Community Schools Facility Use Application

Applicant Name ("Applicant"): \_\_\_\_\_  
Organization Name ("Organization"), if applicable: \_\_\_\_\_  
Applicant's Position within Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Description of Requested Use: \_\_\_\_\_  
\_\_\_\_\_

Is your organization a registered 501(c)(3) or other nonprofit?     Yes     No  
Date of Requested Use: \_\_\_\_\_ Time of Requested Use: \_\_\_\_\_ to \_\_\_\_\_  
Facility/Room Request, if preferred: \_\_\_\_\_  
Expected Number of Attendees: \_\_\_\_\_

Check any of the following needs which apply to your request. Note that the district may deem additional services necessary and may require the Applicant/Organization to pay for such services as a condition of use:

- Custodial (set up, tear down, sanitation)
- Kitchen/Kitchen Staff (cooking, food service, clean up)
- Technology Assistance (sound, lighting, presentation)

Liability Insurance, check applicable:

- I/we have coverage of \$5 million per occurrence.
- I/we have other coverage: \_\_\_\_\_
- I/we have no insurance coverage

Terms and Conditions of Use:

1. All users must comply with the school board's facility use and other policies, rules, and regulations. A copy of the board's facility use policy is available upon request.
2. The facilities are closed from 10 PM to 7 AM and may not be used during those hours.
3. The user(s) named above and the individual(s) signing on behalf of the User agree to defend, indemnify, and hold harmless the school district, its employees and agents for any expense, cost, loss, damage, claim, judgment or claims bill incurred or rendered against same, including attorneys' fees and investigation expenses (pre-suit, suit, trial, appeal, and post appeal proceedings) on account of any intentional or negligent acts or omissions of the user or its employees, agents or servants, or any intentional or negligent acts or omissions of the district or its employees, agents or servants arising out of the use of any facility under this agreement.
4. All non-governmental users may be required to provide a certificate of insurance and/or name the district as an additional insured, on a primary and non-contributory basis, and provide documentation evidencing general liability coverage under an occurrence basis policy, with minimum limits \$5,000,000.00 per occurrence, combined single limit covering bodily injury, property damage, personal injury, premises, operations, products, completed operations, independent contractors, and contractual liability. These coverage limits may be achieved through a combination of underlying policies and umbrella/excess policies, if preferred. There shall be no exclusions for contracted liability. All governmental users shall provide evidence of insurance or self-insurance to the limits set forth in NEB. REV. STAT. § 13-926.

5. All users are subject to the fee schedule established by the school board, and all Applicants by signing below verify that they have authority to sign this application on behalf of the listed Organization, and all individuals and agents of organizations certify that they have financial means and authorization to pay for the required fees and deposits, if any.

Fee Schedule:

**High School Gym or Auditorium:** Daily fee of \$100.00

**Elementary Gym:** Daily fee of \$70.00

**Kitchen:** Daily fee of \$50.00

**Commons/Multi-Purpose Rooms:** Daily fee of \$50.00

**Library:** Daily fee of \$50.00

**Classroom:** Daily fee of \$25.00

**Track/Football Field:** Daily fee of \$300.00

**Custodial, Kitchen and Equipment Technician Services:** \$25.00 per hour

**Student Technician Services:** current minimum wage rate per hour

Any changes to these fees must be approved by the Board of Education. The building Principal or Superintendent reserve the right to make exceptions to the above rates. All minimum fees are to be paid in advance. Any additional charges such as custodial, kitchen or technician services will be billed to the group/organization by the District. The contract information listed on the application may be used to communicate with the group in regards to payment of any outstanding fees.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR DISTRICT USE ONLY**

**Application** \_\_\_\_\_ Denied \_\_\_\_\_ Approved, subject to the following:

**Insurance**

\_\_\_\_\_ User has provided sufficient proof of insurance.

\_\_\_\_\_ User must obtain proof of insurance and list district as additional insured.

\_\_\_\_\_ Insurance requirements are waived.

**Additional Services Requested/Required**

\_\_\_\_\_ Custodial \_\_\_\_\_ Kitchen \_\_\_\_\_ Technology \_\_\_\_\_ None Notified on: \_\_\_\_\_

**Admission fees** \_\_\_\_\_ Allowed \_\_\_\_\_ Not Allowed \_\_\_\_\_ May charge parking

**Notes:** \_\_\_\_\_

**District Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Deposit fees paid: \_\_\_\_\_ by \_\_\_\_\_ Confirmed by (initials): \_\_\_\_\_

Services billed by (initials): \_\_\_\_\_

## **3014 Use of School Property**

1. Use of Specific Facilities by Application and Agreement
  - a. The district permits non-commercial use of the following facilities by individual patrons for their personal health and wellness: track. The district understands that it would not be feasible to require a patron to apply to use facilities like the track on every occurrence. The facility uses defined in this paragraph are an exception to the general facility use requirements contained in this policy for ease of administration and efficiency. All other facility uses must comply with the other provisions of this policy.
  - b. These particular facilities may be used upon only one application and upon signing the district's written waiver and agreement.
  - c. Use of these facilities is governed by this and other district policy and the agreement signed by the user. A copy of each agreement will be maintained in the district's central office.
  
2. General Facilities Use Guidelines
  - a. School facilities may be used by various education and community organizations and individuals when it is in the interest of the general public.
  - b. School facilities may not be used for personal profit and other commercial purposes. The district opens its facilities to district patrons for the benefit of the public, not commercial uses. Due to the complications created by groups or individuals using district facilities for commercial purposes, these uses are prohibited. Booster clubs and other organizations raising money purely for the support of student groups, as defined below, and not for personal profit are not considered commercial uses but must comply with the district's policies which apply to these groups.
  - c. Any person or group using school facilities must assure that it will be responsible for maintaining order, protecting property, and providing security and safety.
  - d. Only those organizations and persons who are known to school

officials, who have financial resources sufficient to cover all rentals and possible damages, and who are willing to discharge such obligations shall be permitted to use the school facilities and equipment.

- e. The rental fees for school facilities shall be set by the board.
- f. Non-curricular student groups or non-student groups (as those terms are defined below) that wish to use the facility must submit a facility use application which may be obtained from the district's central office. The application must be received by the superintendent prior to the approval of any facility use.
- g. The shop and weight room may not be used by students when school is not in session, unless supervised by a district staff member or a responsible adult upon approval of the superintendent. Use of the shop and weight room in violation of this provision may lead to the students being denied access to these facilities or other consequences permitted by board policy and Nebraska law.
- h. Any person or group using the school facilities, for any purpose, must comply with all of the district's policies, rules, and regulations.

### 3. Definitions

- a. "Curriculum-related student groups" shall mean students participating in school-sponsored activities, supervised by district staff, related to the curriculum, and recognized by the board.
- b. "Extracurricular student groups" shall mean students participating in an extracurricular activity, sponsored by the district, supervised by district staff, and recognized by the board, such as athletic teams and academic teams which are not otherwise categorized as "curriculum-related student groups."
- c. "Non-curriculum related student groups" shall mean all other groups comprised primarily of students who attend the district participating in activities such as Boy Scouts, Girl Scouts, 4-H, political groups, religious groups, and other similar youth groups.

- d. "Non-student group" shall mean all other groups or individuals who apply to use district facilities.
- e. "Superintendent" shall mean the superintendent of schools or his/her designee.

4. Use of School Property by Student Groups

a. Curriculum-related and Extracurricular student groups

- i.) Curriculum-related and Extracurricular student groups may use school facilities at no cost to the group, if they restore the facilities to their prior state after using them.
- ii.) The district shall bear any costs associated with use by these groups (*e.g.*, the fee paid to a cook or a custodian required to be in attendance).
- iii.) Curriculum-related and Extracurricular student groups have priority over non-curriculum related student groups and non-student groups.

b. Non-curriculum related student groups

- i. Non-curriculum related student groups may use the school building during non-instructional time. Such use shall be without charge.
  - (1) Such uses shall occur while the building is normally open and there is a minimum of interference with custodians or other student and staff facility use.
  - (2) These groups may use the school buildings in the evening for meetings if the group is sponsored by an adult and the adult (1) files the application to use the facilities on behalf of the group and (2) assumes responsibility for cleanup and placing the area back in the condition it was in prior to use.
- ii. Non-curriculum related student groups must apply for use of the facilities and secure the superintendent's permission before using school facilities.

- iii. Non-curriculum related student groups may meet only on school premises at times and places determined by the superintendent.
- iv. Non-curriculum related student groups must meet each of the following conditions to secure the superintendent's permission to use school facilities:
  - (1) The facility use will occur during non-instructional time.
  - (2) The district has facilities available to accommodate the group.
  - (3) The use is voluntary and for the general benefit of the student participants.
  - (4) The use will not substantially interfere with the orderly conduct of educational activities and other programs within the school.

5. Use of facilities by non-student groups

- a. The superintendent may authorize the use of any school facilities for non-school activities by non-student groups.
- b. In addition to the guidelines listed elsewhere in this policy and other board policies or administrative protocol, the superintendent will consider the following when making determinations regarding use of district facilities by non-student groups:
  - i. The local education association may hold meetings when classes are not in session and staff members are not on duty.
  - ii. Non-student groups which provide education-related programming and services for students and staff may be given priority of use over other outside groups. The superintendent has sole discretion in determining whether proposed uses relate sufficiently to the district's educational standards and programs.

- iii. Non-student groups which provide programming and services for community members and others living within the district may be given priority of use over other outside groups.
  - c. Denial of access
    - i. The superintendent may limit or deny access to school buildings, grounds, and activities to any person whom the superintendent deems to be using the facilities inappropriately and contrary to the district's mission.
    - ii. Upon determining that a person or group has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the superintendent shall take such action as he or she determines appropriate, including directing the person to cease engaging in the conduct or to leave the school premises or activity immediately. The superintendent may request assistance from law enforcement authorities to remove an offending person from the school grounds. A person who enters school premises in violation of these conditions shall be deemed to be trespassing.
    - iii. The superintendent shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises.
- 6. Students, staff, and community members may use or lease school equipment for non-school use only if they have received the prior permission of the superintendent.
- 7. Proof of Insurance
  - a. When any non-curriculum related or non-student group utilizes school district facilities, the group submitting the facility use application may be asked to provide proof of insurance up to the current tort claims limits applicable to political subdivision in the State of Nebraska. Currently, those limits are \$1,000,000 per person for any number of claims arising out of a single occurrence and \$5,000,000 for all claims arising out of a single occurrence.

- b. The district may require the non-curriculum related or non-student group to include the district as an additional insured on any such policies and may refuse access to its facilities until proof of satisfaction of this requirement is submitted to the superintendent.

8. No Fees for Admission

- a. Non-curriculum related and non-student groups may not charge a fee to participate in or be a spectator at any recreational activity, event, or other such gathering occurring on district grounds unless approved in advance by the superintendent.
- b. If the district retains control over the area of the premises in which the non-curricular and non-student group desires to use, meaning the district provides supervision, staffing, custodial services, or otherwise maintains its control during the group's use of the facilities, the group may not charge a fee for admission under any circumstances.
- c. Non-curricular and non-student groups may charge for parking or vehicle entry onto the premises unless otherwise prohibited by the superintendent.

Adopted on: 7/16/2018

Revised on: 10/16/2023

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

## **Cozad Community Schools Usage Application and Agreement**

Pursuant to Cozad Community Schools ("District") board policy, the district permits patrons to use certain district facilities on an individual, non-commercial basis upon only one application and upon signing a release, waiver, and agreement. These facilities include: track (collectively, the "facilities"). All other facility uses must be approved pursuant to the District's facility use policies and practices.

**Rules and Regulations:** By signing this Agreement, you acknowledge that the District may establish rules and regulations governing the conduct of guests using the facilities, and you agree to follow them. These include but are not limited to hours of availability, limitations on use of amenities and/or equipment, and limitation of access upon no notice to the Applicant.

**Services and Access:** The District agrees to provide you with use of the facilities and equipment available in the facilities. The District reserves the right to add or delete services, amenities, and hours.

**Superior Interest in Usage.** The primary use of the facilities is for District students and programs. The District reserves the right to close the facilities, in whole or any part, to outside use at any time and without notice to Applicant when, in the judgment of the District, it will benefit the students and programs of the District.

**Compliance with Laws:** In performing under this Agreement, all applicable governmental laws, regulations, orders, and other rules of duly-constituted authority will be followed and complied with in all respects by both parties. The Applicant understands this may limit access to the facilities with no notice provided to the Applicant.

**Video Monitoring and Other Security Measures.** The District uses security measures such as video cameras on its property and makes recordings as part of its security processes. Video cameras may be used in locations deemed appropriate by the District. The Applicant consents to these security measures.

### **RELEASE, WAIVER AND INDEMNIFICATION OF CLAIMS FOR USE OF THE FACILITIES**

I, the undersigned, have read this release and understand all its terms. I execute it voluntarily and with full knowledge of its significance. I UNDERSTAND THAT IT CONTAINS A RELEASE OF LIABILITY AND AN INDEMNIFICATION.

**Declaration.** I do hereby declare myself to be physically sound and suffering from no condition, impairment, or other illness that would prevent my safe participation or use of the facilities and equipment. I do further hereby acknowledge that I must obtain a Physician's approval for my participation in activities at the facilities, including the use of equipment. I acknowledge that I have either had a physical examination and have been given my Physician's permission to participate, OR that I have decided to utilize the facilities without the approval of a Physician and do hereby assume all responsibilities.

**Acknowledgment of Risks.** I understand and agree that fitness activities, equipment, and amenities available at the facilities may be strenuous and/or hazardous and I should contact a healthcare professional or doctor before beginning any activities. **I am voluntarily participating in these activities and using the facilities and equipment with full knowledge of the dangers involved.** I understand the risks associated with weight lifting and other available exercise amenities in the facilities, including cardiovascular and other fitness activities, and that those risks include, but are not limited to, the possibility of muscle strain, broken bones, back injury or head injury, which may be severe in nature and which could result in paralysis or even death. **I hereby agree to expressly and voluntarily assume and accept any and all risks of injury or death related to these activities.**

**Release, Waiver and Indemnification.** In consideration of permission granted by the District to use the District's facilities, and in the addition to any payment of any fees or charges, I do hereby waive, release and forever discharge the District, its board of education, officers, agents and employees from all actions, causes of action, damages, claims or demands that we, our heirs, executors, administrators, or assigns may have against the District and the parties named above for all personal injuries or loss of property which I incur by using the facilities and equipment or that otherwise result from my participation in any activities, whether such injuries are caused by my negligence or the negligence of the District or any of its employees, representatives, or volunteers. I agree to indemnify the District, its board of education, officers, agents, and employees and to pay for any costs, attorney fees, or awards that may result from resisting any complaint or lawsuit which I may bring against the above-named parties for any injury or loss I claim to have suffered.

**Responsibility for Supervision.** I understand that the facilities will be available to me only during hours designated by the administration, and that I am responsible for my own use of facilities and equipment at all times. I will inspect the

facilities and equipment upon each visit before using any equipment. The District provides no training, supervision, or assistance.

**Compliance with Rules.** I agree to abide by all District rules, regulations, and policies now in force or that may be adopted in the future, and all directives given to me pertaining to the use of the fitness center. THIS DOCUMENT CONTAINS A RELEASE, A WAIVER AND AN INDEMNIFICATION. READ IT CAREFULLY BEFORE SIGNING IT.

**Cozad Community Schools Facility Use Application**

Applicant Name ("Applicant"): \_\_\_\_\_

Organization Name ("Organization"), if applicable: \_\_\_\_\_

Applicant's Position within Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Description of Requested Use:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is your organization a registered 501(c)(3) or other nonprofit?  Yes  No

Date of Requested Use: \_\_\_\_\_

Time of Requested Use: \_\_\_\_\_ to \_\_\_\_\_

Facility/Room Request, if preferred:

\_\_\_\_\_

Expected Number of Attendees: \_\_\_\_\_

Check any of the following needs which apply to your request. Note that the district may deem additional services necessary and may require the Applicant/Organization to pay for such services as a condition of use:

- Custodial (set up, tear down, sanitation)
- Kitchen/Kitchen Staff (cooking, food service, clean up)
- Technology Assistance (sound, lighting, presentation)

Liability Insurance, check applicable:

- I/we have coverage of \$5 million per occurrence.
- I/we have other coverage:

\_\_\_\_\_

- I/we have no insurance coverage

Terms and Conditions of Use:

1. All users must comply with the school board's facility use and other policies, rules, and regulations. A copy of the board's facility use policy is available upon request.
2. The facilities are closed from 10 PM to 7 AM and may not be used during those hours.
3. The user(s) named above and the individual(s) signing on behalf of the User agree to defend, indemnify, and hold harmless the school district, its employees and agents for any expense, cost, loss, damage, claim, judgment or claims bill incurred or rendered against same, including attorneys' fees and investigation expenses (pre-suit, suit, trial, appeal, and post appeal proceedings) on account of any intentional or negligent acts or omissions of the user or its employees, agents or servants, or any intentional or negligent

acts or omissions of the district or its employees, agents or servants arising out of the use of any facility under this agreement.

4. All non-governmental users may be required to provide a certificate of insurance and/or name the district as an additional insured, on a primary and non-contributory basis, and provide documentation evidencing general liability coverage under an occurrence basis policy, with minimum limits \$5,000,000.00 per occurrence, combined single limit covering bodily injury, property damage, personal injury, premises, operations, products, completed operations, independent contractors, and contractual liability. These coverage limits may be achieved through a combination of underlying policies and umbrella/excess policies if preferred. There shall be no exclusions for contracted liability. All governmental users shall provide evidence of insurance or self-insurance to the limits set forth in NEB. REV. STAT. § 13-926.

5. All users are subject to the fee schedule established by the school board, and all Applicants, by signing below, verify that they have authority to sign this application on behalf of the listed Organization, and all individuals and agents of organizations certify that they have financial means and authorization to pay for the required fees and deposits, if any.

Fee Schedule:

**High School Gym or Auditorium:** Daily fee of \$100.00

**Elementary Gym:** Daily fee of \$70.00 **Kitchen:** Daily fee of \$50.00

**Commons/Multi-Purpose Rooms:** Daily fee of \$50.00

**Library:** Daily fee of \$50.00

**Classroom:** Daily fee of \$25.00

**Track/Football Field:** Daily fee of \$300.00

**Custodial, Kitchen, and Equipment Technician Services:** \$25.00 per hour

**Student Technician Services:** current minimum wage rate per hour

Any changes to these fees must be approved by the Board of Education. The Superintendent or designee reserves the right to make exceptions to the above rates if it is deemed as in the interest of advancing the district towards its mission and goals. All minimum fees are to be paid in advance. Any additional charges, such as custodial, kitchen, or technician services will be billed to the group/organization by the District. The contract information listed on the application may be used to communicate with the group in regards to payment of any outstanding fees. Applicant's

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DISTRICT EMPLOYEE APPLICATION

**Applicant Name-** \_\_\_\_\_

### **Insurance**

- \_\_\_\_\_ User has provided sufficient proof of insurance  
\_\_\_\_\_ User must obtain proof of insurance and list district as additional insured.  
\_\_\_\_\_ Insurance requirements are waived.

### **Fees**

- \_\_\_\_\_ Fees will follow the fee schedule  
\_\_\_\_\_ Fees will be reduced to \_\_\_\_\_  
\_\_\_\_\_ Fees will be waived

### **Examples of why employees could have insurance/fees waived**

- Facility use application is not for personal profit
- Facility use application supports district organizations(ex. youth track camp supports MS/HS teams)
- Facility use application does not charge fees to its participants to maximize student participation
- Facility use application has been deemed as advancing the district towards its mission and goals

### **Additional Services Requested/Required**

\_\_\_\_\_ Custodial    \_\_\_\_\_ Kitchen    \_\_\_\_\_ Technology    \_\_\_\_\_ None

Notified on: \_\_\_\_\_

Admission Fees \_\_\_\_\_ Yes/No    \_\_\_\_\_ Parking Fees Yes/No

Notes/Items for consideration: \_\_\_\_\_

**FOR DISTRICT OFFICE USE ONLY**

**Application**

\_\_\_\_\_ Denied \_\_\_\_\_ Approved, subject to the following:

**Insurance**

\_\_\_\_\_ User has provided sufficient proof of insurance.

\_\_\_\_\_ User must obtain proof of insurance and list district as additional insured.

\_\_\_\_\_ Insurance requirements are waived.

**Additional Services Requested/Required**

\_\_\_\_\_ Custodial \_\_\_\_\_ Kitchen \_\_\_\_\_ Technology \_\_\_\_\_ None Notified on: \_\_\_\_\_

**Admission fees** \_\_\_\_\_ Allowed \_\_\_\_\_ Not Allowed \_\_\_\_\_ May charge parking

**Notes:** \_\_\_\_\_

**District Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Deposit fees paid: \_\_\_\_\_ by \_\_\_\_\_ Confirmed by (initials): \_\_\_\_\_

Services billed by (initials): \_\_\_\_\_

14. **DISCUSS, CONSIDER, AND TAKE ACTION ON THE ADOPTION OF THE NASB CALENDAR AND BOARD MEETING AGENDA TEMPLATE.**

## October Board Meeting Agenda (Sample)

### Cozad Community Schools - Board of Education

#### Day/Date/Time

1910 Meridian Avenue, Cozad, NE 69130

Welcome to the Cozad Community Schools Board of Education Meeting. Our adopted mission: Cozad Community Schools in partnership with family and community, prepares students to be successful lifelong learners through quality education.

Thank you for attending the regular meeting of the board. (School Board meetings in Nebraska are meetings held in public, not public meetings) During agenda item IV "public comment" the public may address the board on agenda items only. Agenda item VIII Public Comment at the end of the agenda is reserved for items non agenda specific topics. The public comment agenda items are the only opportunity for the public to address the board.

#### I. Opening the Meeting

- A. Call to Order: The regular October meeting of the Cozad Community School District Board of Education is called to order on (day/date) at \_\_\_ P.M., in the Central Office Board Room, 1910 Meridian Avenue, Cozad, NE 69130
- B. District Mission Statement: *Cozad Community Schools, in partnership with family and community, prepares students to be successful lifelong learners through quality education.*
- C. Nebraska Open Meetings Law- *posted in the room.*
- D. Publication of Meeting - *notice was provided according to policy.*
- E. Board Member Roll Call: (*per policy, excused/unexcused*)

Excused Absence:

Unexcused Absence:

*Motion to approve absence of \_\_\_\_\_*

- F. Pledge of Allegiance

G.

#### II. Approval of Agenda (*motion to approve*)

#### III. Celebration of Excellence (Staff and Student Presentations, etc.)

#### IV. Public Comment-agenda item specific- Cozad Community Schools Policy No. XXXX (*President Opening Statement regarding public comment*)

#### V. Information Items: Reports

- A. Building/District Administrators
- B. Superintendent
- C. Board Member Reports
- D. Board Committee Reports
- E. Strategic Plan Update/District Goals Update
- F.

#### VI. Consent Agenda (*Unless removed from the consent agenda, items identified will be considered under one motion.*)

- A. Minutes of the (date) meeting of the board
- B. Financial report
- C. Certificated/Classified Hire(s)/Reassignment(s)/Resignation(s)
- D. Adopt Board Policy No. XXXX
- E.

VII. Discussion/Information Items

- A. Committee of the Whole
- B. Review Administration Climate and Culture Plan
- C. Enrollment Update including Fall Membership Report to NDE
- D. Assurance Statement submission to NDE
- E. Superintendent Evaluation timeline for link distribution and completion
- F. Negotiations Timeline and appointment of negotiations committee
- G. Policy Review/First Reading
- H. Appoint NASB Delegate to 2023 Delegate Assembly
- I. Upcoming learning events: NASB New Member Workshop, State Conference
- J.

VIII. Action Items

- A. Authorize District Audit
- B. Policy Final Reading and Adoption
- C.

VIII. Public Comment on non-agenda specific

*(President statement regarding public comment)*

IX. Future Agenda Items

Adjourn

**\*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 Act.

**\*Action Item:** The board reserves the right to take action on an item that is on the adopted board agenda.



2023

NASB BOARD MEETING  
GUIDE AND  
ANNUAL CALENDAR



## The NASB Mission Statement

The Nebraska Association of School Boards  
Provides programs, services, and advocacy to  
strengthen public education for all Nebraskans.



### NASB Board Leadership Team Mission

to promote and advance effective board  
governance and leadership to support  
learning for all students.

Marcia R. Herring  
NASB Director of Board Leadership  
[mherring@NASBonline.org](mailto:mherring@NASBonline.org)  
1.800.422.4572



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Since 1918, NASB has been committed to serving school boards across the state. Our mission is to “**to provide programs, services, and advocacy to strengthen public education for all Nebraskans.**” We are here to support the work of the school board to meet the charge of ensuring that all students within our public schools receive a quality education in a safe learning environment. The effective school board is committed to the improvement and growth of student achievement.

While at its core NASB is a resource for board training and an advocate on behalf of public education, the value of your district’s membership in NASB is far reaching. As a board member you have access to staff with experience in school law, policy, governance leadership, insurance, advocacy, communications, superintendent evaluation, board self-assessment, community engagement, strategic planning, superintendent search services, negotiations data, etc.

Support services are only part of the story. NASB works collaboratively with many educational and governmental partners representing the interests of school boards and the development of policy. We continually aspire to grow and improve our programs and services to ensure cost-savings to our members and to support your goal to provide a quality education for all students.

The NASB Board Leadership Team designed this publication to support you in your role as a school board member at the board meeting table. The first section is devoted to providing a quick reference guide that includes the board Code of Conduct, board meeting protocols, outlined responsibilities defined in law, rights of the public during a board meeting, a sample board meeting agenda, suggested content for meeting minutes and more.

The **2023 NASB Annual Board Calendar** highlights monthly board meeting agenda items. The material referenced in the annual calendar is not an exhaustive list, but rather provides guidance for the board president and superintendent each month when designing the draft board meeting agenda.

Thank you for your service to public education, the students, staff members, and the communities of Nebraska. NASB staff members are here to support you in your role and service as a board member.

If you wish to upload an electronic copy of this publication, you will find a copy posted on the NASB website at [www.NASBOnline.org](http://www.NASBOnline.org), open Board Leadership link and within the pull-down menu select Resources **2023 NASB Board Meeting Guide and Annual Calendar**.

Please direct your questions regarding this publication to Marcia Herring, NASB Director of Board Leadership at [mherring@NASBOnline.org](mailto:mherring@NASBOnline.org) or [402]817-0296.



# NASB Board Code of Conduct

The Board of Education is committed to ensuring the public, staff, and students that school board members will govern through policy. In accordance with this belief and by adoption of this policy, each board member commits to following the Code of Conduct.

We will listen to each opinion, and act as a board. We will speak candidly and courteously to each other and listen to dissenting or different viewpoints with an open mind. We will help each other to focus our discussion on the issue not an individual. Once the board has collectively arrived at a decision, we will each support the will of the board.

The board president (or designee) will speak as the official voice of the board. A single board member will not represent the board without the consent of the board, and board members making personal statements (in any format, including speeches, articles, social media posts, etc.) should clearly state these statements are their opinion and not the position of the board.

We will be mindful of the different roles and responsibilities throughout the school district and maintain a focus on policy and governance.

We will be aware of the different roles that we play as individuals (board member, patron, parent, etc.).

## As a Board Member

- I will listen.
- I will be honest.
- I will respect the majority decision of the board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.
- I will consistently uphold all applicable laws, rules, policies.
- I will keep confidential information that is privileged by law or that will needlessly harm the district if disclosed.
- I will focus my attention on fulfilling the board's responsibility of goal setting, policy, and evaluation.
- I will diligently prepare for and attend board meetings.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.
- I will be continuously guided by what is best for all students in the district.
- I will respect the opinion of others.
- I will recognize the integrity of my predecessors and the merit of their work.
- I will encourage expressions of different opinions and listen with an open mind to other's ideas.
- I will be motivated only by an earnest desire to serve the school district and the students in the best possible way.
- I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.
- I will vote for a closed session of the board if the situation requires it, but I will consider "secret" sessions of board members unethical.
- I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
- I will expect, in board meetings, to spend more time on education programs and procedures than on business details.
- I will recognize that authority rests with the board in legal session and not with individual members of the board, except as authorized by law.
- I will make no disparaging remarks, in or out of the board meeting, about other members of the board or their opinions.
- I will express my honest and most thoughtful opinions in a professional manner during board meetings in an effort to have decisions made for the best interest of the students and the education program.
- I will abide by majority decisions of the board.
- I will carefully consider petitions, resolutions, and complaints and will act in the best interest of the school district.

- I will not discuss the confidential business of the board.
- I will endeavor to keep informed on local, state, and national educational developments of significance.
- I will be accountable to the public by representing district policies, programs, priorities, and progress accurately.
  
- I will make no personal promise to take private action that may compromise my performance of my responsibilities.

### **Board Governance**

- Attend all regularly scheduled board meetings, insofar as possible, and review advance materials provided.
- Respect the confidentiality of privileged information and make no individual decisions or commitments that would compromise the board or administration.
- Work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent.
- Maintain a priority board focus on policymaking, goal setting, planning process, and evaluation. Most importantly increasing student learning and achievement and ensuring efficient use of education resources.
- Comply with Board policy, all applicable local, state, and federal laws and regulations and guidance from the superintendent, when making board decisions.
- Encourage individual board member expression of opinion and establish an open, two-way communication process between the board and students, staff, and all elements of the community.
- Remain current with changing needs and requirements pertaining to educational issues through individual study and by participating in board learning opportunities such as those sponsored by the NASB, the Nebraska Department of Education, etc.
- Recognize that a board member's responsibility, together with fellow board members, is to ensure the school district provides a quality education for all students.
- In consultation with the superintendent and district administrators, set education goals for the school(s).
- Maintain confidentiality of information and discussion conducted in closed session.
- Review essential facts, consider others' ideas, and then present personal opinions during board deliberations but, once the board vote has been taken, support board decisions regardless of how individuals voted.
- Act only as a member of the board and do not assume any individual authority when the board is not in session, unless otherwise directed by the board.
- Rely on school policies that are continually updated and aligned with Nebraska and federal education laws, and guidance from the superintendent, when making board decisions.
- Request recommendations from the superintendent and the board may seek legal counsel, when required for full and informed board consideration of issues requiring legal expertise.
- Expect an equitable amount of board meeting time be spent both learning about educational programs and conducting the business of the board.
- Maintain a priority board focus on increasing student learning and ensuring efficient use of education resources.
- Retain independent judgment and refuse to surrender that judgment to individuals or special interest groups.
- Voice opinions respectfully and maintain good relations with other board members, administrators, school staff, and members of the public.
- Be informed about educational issues through individual study and by participating in board development opportunities
- Support new school board members by sharing your experience and knowledge.
- Ensure that adequate board orientation and team building opportunities are available for board members and administrators.
- Associate with board members from other school districts to discuss school challenges and collaborate on school improvement initiatives.

### **Board – Superintendent Relations**

- Respect that the superintendent of schools and his or her staff are responsible and accountable for the delivery of the educational programs and the conduct of school operations.
- Ensure strong management of the school system by hiring, setting goals with and evaluating the Superintendent.
- Provide policy support for school administrators in the performance of their duties and delegate authority commensurate with those responsibilities.
- Expect the superintendent to keep the board adequately informed through regular written and oral communications.
- Refer complaints, requests, and concerns to the superintendent.
- Avoid making commitments that may compromise the decision-making ability of the board or administrators.
- Maintain open and candid communication with the superintendent.
- Hold the superintendent accountable by jointly creating job performance standards and at least annually performing a comprehensive evaluation process based on the job description, contract, and identified performance standards.
- Recognize that a board member's responsibility is to see that schools are well run, but not to run them.

### **Personnel Relations**

- Seek to employ the most qualified school staff and insist on regular, impartial employee evaluations.
- Hire no superintendent, principal, or teacher already under contract with another school district unless the person has formally been released from his or her contract.
- Individual board members shall not give directives to any school administrator or employee, publicly or privately.

### **Community Relations**

- Perform a liaison communications role by respecting the needs of both the community and the school.
- Consider the needs of the entire community and vote for what is best for students.
- Encourage collaboration between the school and community.
- Request that periodic surveys be conducted with the community to assess the quality of education services and use the data to establish and monitor goals.

### **Conflict of Interest**

- Do not solicit or receive directly or indirectly any gift or compensation in return for making a recommendation or casting a vote.
- Do not receive anything of value by contract or otherwise, from the school district you serve unless it is received:
  - as a result of a contract accepted after a public bid.
  - in public recognition of service or achievement.
  - as expenses allowed by law for official duties performed as a member of such board.
- Follow the school board conflict of interest policy regarding the appearance of conflict of interest.
- Avoid being placed in a position of conflict of interest, and refrain from using the board member position on the board for personal or political gain.



### **The purpose of the NASB Board Governance Standards:**

- Defines effective best practice and governance of the board
- Outlines the proper role and responsibilities of the governance team
- Provides a mechanism for evaluating the leadership governance of the board
- Informs district and community stakeholders of the role of the board and the importance of working with district leadership to grow and improve education for all students

To promote student growth and achievement, an effective school board will adopt and adhere to board leadership and governance standards.

**Standard I: MISSION, VISION, and GOALS**

The board annually reviews the district’s vision and mission statements, annually adopting board and district goals to support the mission.

**Standard II: POLICY GOVERNANCE**

The board continuously reviews, revises, and develops policies and procedures to ensure accountability focused on growth and student achievement.

**Standard III: COMMUNITY ENGAGEMENT**

The board establishes effective communications with stakeholders through actively engaging parents, students, staff, and community members with the intent to promote the district’s image, build positive working relationships and sustain long-term partnerships that will serve education.

**Standard IV: ACCOUNTABILITY and STUDENT ACHIEVEMENT**

The board continuously monitors the progress of district goals utilizing data to support growth and promote shared accountability for maximizing student achievement.

**Standard V: ADVOCACY**

The board advocates for children, public education, learning, and equity to support improved student achievement for all students.

**Standard VI: DISTRICT RESOURCES**

The board aligns and manages district resources in a responsible manner to meet goals and to promote growth of student achievement.

**Standard VII: BOARD OPERATIONS**

The board ensures meetings are effective, efficient, and orderly focused on policy and proper board governance and conduct.

**Standard VIII: BOARD – SUPERINTENDENT RELATIONS**

The board and superintendent establish and sustain a professional and collaborative working relationship to support and advocate for growth and student achievement.

**Standard IX: PROFESSIONAL DEVELOPMENT**

The board and superintendent participate in continuous and appropriate training and professional development to build shared knowledge and values.



Disclaimer: Board Meeting Procedures are not law based; the list is a recommended method of effectively conducting board meetings.

Motion	Debatable	Amendable	Vote
Main Motion	Yes	Yes	Majority
Amend Main Motion	Yes	Yes	Majority
Amend Amendment	Yes	No	Majority
Object Consideration	No	No	Majority
Refer to Committee	Yes	Yes	Majority

<b>Postpone Indefinitely</b>	Yes	Yes	Majority
<b>Call for Question</b>	Yes	No	Majority
<b>Lay on the Table</b>	No	No	Majority
<b>Close Debate</b>	No	No	2/3 Majority
<b>Recess</b>	No	Yes	Majority
<b>Adjourn</b>	No	No	Majority
<b>Abstention</b>	<i>To abstain means to refrain from voting. An abstention does not count as a vote.</i>		
<b>Change of Vote</b>	<i>A member may change their vote if it is before the chair announces the results of the vote.</i>		
<b>Point of Order</b>	<i>A member may raise a point of order to question a ruling or parliamentary procedure; this does not require a second, is not debatable or amendable. Chair rules on the point of order and a vote is not required.</i>		
<b>Lay on the Table</b>	<i>A temporary delay of action that does not kill the motion. The motion to delay must be seconded, is not debatable or amendable, and requires a majority vote. If action is not taken by the next regular meeting, the motion dies.</i>		
<b>Reconsider</b>	<i>Allows the board to correct a decision. The reconsideration must be made by a person on the prevailing side, carried or lost, at the same meeting; the reconsideration is debatable, cannot be amended, requires a majority vote, and cannot be reconsidered.</i>		
<b>Rescind</b>	<i>A motion to rescind cancels a previous motion, must be seconded, and is debatable. A board cannot rescind a motion that has been carried out. Example, to accept a resignation, or for actions electing or expelling a person from membership or office.</i>		
<b>Statement of Record</b>	<i>A statement for the record may be included in the minutes if a board member makes the request to the secretary before adjournment.</i>		
<b>Withdraw a Motion</b>	<i>A motion may be withdrawn if requested by the member who made the motion. The motion is not debatable, cannot be amended, and requires a majority vote to be granted.</i>		

<b>Motion</b>	<b>Debatable</b>	<b>Amendable</b>	<b>Vote</b>
<b>Amend Main Motion</b>	Yes	Yes	Majority
Purpose: Proposed change to the main motion. <ul style="list-style-type: none"> <li>▪ Amendment must be germane to the main motion</li> <li>▪ Amendment requires a second</li> <li>▪ Motion to amend is debatable and discussion must pertain to the amendment</li> <li>▪ Amendment requires a majority vote to pass</li> <li>▪ If amendment is adopted, the proposed amendment then becomes a part of the main motion</li> <li>▪ Board returns to the original motion adding the modification, discuss, and vote</li> </ul>			
<b>Did you know?</b> <p style="text-align: center;"><b>Board Meeting Agenda</b></p> <ul style="list-style-type: none"> <li>▪ Board meeting agenda is official 24-hours before the advertised time of the board meeting</li> <li>▪ Agenda items shall not be changed later than 24-hours before the meeting</li> <li>▪ Board should consider a special meeting if the item cannot wait until the next regular board meeting</li> </ul>			

- As of July 1, 2022, the board is required by law to post six months of current board meeting agendas on the school district website. The board meeting agendas must be easy to locate on the district website.

**Closed/Executive Session**

- Majority of the board must vote to move into closed session and the motion must include the subject matter and the reason necessitating the closed session in the motion to close.  
*Example: "I move to go into closed session to discuss negotiations (subject matter) for the protection of the public's interest (reason necessitating the closed session)."*
- Board meeting minutes must include the entire motion, the vote of each member, time in which the closed session started and ended.
- If the motion to close passes, the presiding officer shall restate on the record the limitation of the subject matter of the closed session immediately and prior to moving into closed session.
- During the closed session, the board cannot discuss issues not directly related to the reason for going into closed session and the board may not take formal action or reach a collective decision, i.e. vote.

**Board Meeting Assessment: Questions to consider at conclusion of the meeting.**

1.	Did I/we arrive prepared to participate in the discussion and debate of items on the board meeting agenda?
2.	Did the board spend their time on what matters most?
3.	Did all board members have an opportunity to be heard?
4.	Did we consider the expertise of staff and the data and needs of the school district?
5.	Did we treat each other with respect?
6.	Did we follow appropriate rules of meeting procedure and decorum?
7.	Did we welcome community or staff observers as valued guests?
8.	Did we offer recognition to celebrate the accomplishments of students, staff, or volunteers?
9.	Did we commit time to our own learning to support informed decision making?
10.	Did we impact student achievement through the discussion and action of the meeting?



The board must follow the law which distinctively outlines the board’s responsibility to transact business through the official meeting of the board.

**§ 79-554. Class III school district; school board; quorum; meetings; open to public.**

In all meetings of a school board of a Class III school district, a majority of the members shall constitute a quorum for the transaction of business. Regular meetings shall be held on or before the third Monday of every month. All meetings of the board shall be subject to the Open Meetings Act. Special meetings may be called by the president or any two members, but all members shall have notice of the time and place of meeting. If a school district is participating in an approved unified system as provided in section [79-4,108](#), regular meetings of such district's school board shall be held at least twice during the school year.

**§ 79-560. Class IV school district; board of education; meetings; open to public.**

The board of education of a Class IV school district shall hold one or more regular meetings each month, the time of which shall be fixed by the bylaws adopted by such board. Special meetings may be held as circumstances may demand. All meetings of the board shall be subject to the Open Meetings Act.

**§ 79-561. Class V school district; board of education; meetings; open to public.**

The regular meetings of the board of education of a Class V school district shall be held one or more times each month. Special meetings may be held as circumstances may demand at the call of the president of the board or on petition of a majority of the members of the board. All meetings of the board shall be subject to the Open Meetings Act.

## Meeting Notice

**§ 84-1411. Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; virtual conferencing authorized; requirements; emergency meeting without notice; appearance before public body.**

(1)(a) Each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committee, such notice shall be published in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website.

(c) In addition to a method of notice required by subdivision (1)(b)(i) or (ii) of this section, such notice may also be provided by any other appropriate method designated by such public body or such advisory committee.

(d) Each public body shall record the methods and dates of such notice in its minutes.

(e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting ...

(2)(a) The following entities may hold a meeting by means of virtual conferencing if the requirements of subdivision (2)(b) of this section are met:

(v) An educational service unit;

(vi) The Educational Service Unit Coordinating Council;

(b) The requirements for holding a meeting by means of virtual conferencing are as follows:

(i) Reasonable advance publicized notice is given as provided in subsection (1) of this section, including providing access to a dial-in number or link to the virtual conference; ...

(ii) In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as would be provided if virtual conferencing was not used;

(iii) At least one copy of all documents being considered at the meeting is available at any physical site open to the public where individuals may attend the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act; and

(iv) Except as otherwise provided in this subdivision or subsection (4) of section 79-2204, no more than one-half of the meetings of the state entities, advisory committees, boards, councils, organizations, or governing bodies are held by virtual conferencing in a calendar year. ...

(3) Virtual conferencing, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(4) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(5) 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 and any formal action taken in such meeting shall pertain only

to the emergency. Such emergency meetings may be held by virtual conferencing. The provisions of subsection (4) of this section shall be complied with in conducting emergency meetings. 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 by no later than the end of the next regular business day.

(6) A public body may allow a member of the public or any other witness to appear before the public body by means of virtual conferencing.

(7)(a) Notwithstanding subsections (2) and (5) of this section, if an emergency is declared by the Governor pursuant to the Emergency Management Act as defined in section 81-829.39, a public body the territorial jurisdiction of which is included in the emergency declaration, in whole or in part, may hold a meeting by virtual conferencing during such emergency if the public body gives reasonable advance publicized notice as described in subsection (1) of this section. The notice shall include information regarding access for the public and news media. In addition to any formal action taken pertaining to the emergency, the public body may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body.

(b) The public body shall provide access by providing a dial-in number or a link to the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act. Reasonable arrangements shall be made to accommodate the public's right to hear and speak at the meeting and record the meeting. Subsection (4) of this section shall be complied with in conducting such meetings.

(c) The nature of the emergency shall be stated in the minutes. Complete minutes of such meeting specifying the nature of the emergency and any formal action taken at the meeting shall be made available for inspection as provided in subsections (5) and (6) of section 84-1413.

## **Rights of the Public**

### **§ 84-1412. Meetings of public body; rights of public; public body; powers and duties.**

(1) Subject to the Open Meetings Act, the public has the right to attend and the right to speak at meetings of public bodies, and all or any part of a meeting of a public body, except for closed sessions called pursuant to section 84-1410, may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, camera, video equipment, or any other means of pictorial or sonic reproduction or in writing.

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings, including meetings held by virtual conferencing. A body may not be required to allow citizens to speak at each meeting, but it may not forbid public participation at all meetings.

(3) No public body shall require members of the public to identify themselves as a condition for admission to the meeting nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. The body shall require any member of the public desiring to address the body to identify himself or herself, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

(4) No public body shall, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience.

(5) No public body shall be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state . . . .

(7) Each public body shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at a meeting.

(8) Public bodies shall make available at the meeting or the instate location for virtual conferencing, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting, either in paper or electronic form. Public bodies shall make available at least

one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

**§ 84-1413. Meetings; minutes; roll call vote; secret ballot; when; agenda and minutes; required on website; when.**

(1) Each public body shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.

(2) Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting. The requirements of a roll call or viva voce vote shall be satisfied by a public body which utilizes an electronic voting device which allows the yeas and nays of each member of such public body to be readily seen by the public.

(3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

(4) The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.

(5) Minutes shall be written or kept as an electronic record and shall be available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier, except that cities of the second class and villages may have an additional ten working days if the employee responsible for writing or keeping the minutes is absent due to a serious illness or emergency.

(6) Beginning July 31, 2022, .... the school board of a school district shall make available on such entity's public website the agenda and minutes of any meeting of the governing body. The agenda shall be placed on the website at least twenty-four hours before the meeting of the governing body. Minutes shall be placed on the website at such time as the minutes are available for inspection as provided in subsection (5) of this section. This information shall be available on the public website for at least six months.

## Regular Meeting

The regular monthly board meeting is one of the primary duties of the Board of Education. The board meeting is the primary setting for the board to transact regular monthly board business, instruction, and student learning. Through the work of the board and administration, the district's mission, vision, and goals define direction for education, define policy which delegates authority and governs decision-making, continually monitors instruction and learning and how resources are managed to ensure the students, staff, and facilities receive appropriate and necessary funding to meet district needs. In short, the board meeting provides the platform for the board to conduct board duties and responsibilities.



# NASB (Sample) Board Meeting Agenda

Nebraskaland School District - Board of Education

Day/Date/Time

1234 Platte River Drive, Nebraskaland, Nebraska

The subjects to be discussed or considered, or upon which any formal action may be taken, are as follows: (Items do not have to be taken in the same order as listed.)

I. Opening the Meeting

- A. Call to Order: The regular June meeting of the Nebraskaland School District Board of Education is called to order on (day/date) at \_\_\_ P.M., in the Central Office Board Room, 1234 Platte River Drive, Nebraskaland, Nebraska.
- B. District Mission Statement: *The mission of the Nebraskaland Public School District, in cooperation with our community, is to strive to provide a quality education for all children to*

*ensure that they are prepared to succeed as global citizens and life-long learners.*

- C. Nebraska Open Meetings Law- *posted in the room.*
- D. Publication of Meeting - *notice was provided according to policy.*
- E. Board Member Roll Call: *(per policy, excused/unexcused)*

Arbor, Goldenrod, Agate, Reuben, Kolache, and Cotton

Excused Absence:

Unexcused Absence:

Moved by and seconded by to excuse Board Member

Voting Aye

Voting Nay

Motion Carried / Failed

F. Pledge of Allegiance

- II. Approval of Agenda (*motion to approve*)

*\*This enables the board to validate if an item was added prior to the 24-hour threshold and/or that if an item was added, the board may verify when the modifications were made and posted to the district website.*

- III. Celebration of Excellence (Staff and Student Presentations, etc.)

- IV. Public Comment – Nebraskaland Policy No. XXXX  
(*President Opening Statement – Included in Agenda Footnotes.*)

- V. Information Items: Reports

- A. Building/District Administrators
- B. Superintendent
- C. Board Member Reports
- D. Board Committee Reports
- E. Strategic Plan Update/District Goals Update
- F. Nebraskaland Foundation Report – Speaker:

- VI. Consent Agenda

Unless removed from the consent agenda, items identified will be considered under one motion.

- A. Minutes of the (date) meeting of the board
- B. Financial report
- C. Certificated/Classified Hire(s)/Reassignment(s)/Resignation(s)
- D. Adopt Board Policy No. 1099

- VII. Discussion/Information Items

- A. Math Curriculum
- B. Foundation Form 990
- C. District Professional Development Plan
- D. Enrollment Update
- E. First Reading Board Policies [1100 through 1120]

- VIII. Action Items

- A. ALICAP Insurance (All Lines Interlocal Cooperative Aggregate Pool)
- B. Repair Piedmont Middle School Roof
- C. Elementary Attendance Zone Boundaries

- VIII. Closed Session

- A. Real Estate Purchase
- B. Pending Litigation

- IX. Future Agenda Items

Adjourn

**\*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 Act.

**\*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 an item that is on the adopted board agenda.

## Public Comment Opening Statements

This is the only time during this meeting when the public may speak. Any person wishing to make public comment must abide by and adhere to applicable board policies, including, but not limited to the following:

- Each person wishing to speak must sign in on the sign-in sheet (location of the document). Sign-in must include name, address, and name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.
- Each person who comes forward to speak should state your name, and the topic you are addressing before you begin.
- A time limit (per board policy No. XXXX) of X minutes is allotted for each speaker.
- There is a total time limit of XX minutes allotted for all speakers.
- The board will not respond to comments or questions.
- The board will not take action on any comments but will direct the comments to appropriate staff members.
- Offensive language and hostile or disorderly conduct will not be tolerated. If the Board President determines any statement or comment constitutes offensive language or hostile or disorderly conduct, then the Board President will declare the person out of the order and the person will be prohibited from speaking further.
- Patrons who wish to address a personnel related matter are asked to follow the district Chain of Command Policy No. XXXX.
- If any person is unruly, abusive, or otherwise disrupts the meeting or the board's conduct of business, such person may be removed from the meeting by law enforcement.

### Special Meeting

If a special meeting is necessary to address a district matter, the statute states that a "...special meetings may be called by the president or any two members, but all members shall have notice of the time and place of meeting." (§ 79-554) Once a special meeting is called, the district shall provide "reasonable advanced publicized notice" of the special meeting, which is the same legal standard as for a regular meeting of the board. However, be certain to review policy to ensure specific guidelines are followed.

### Emergency Board Meeting

If conditions warrant, an emergency meeting of a public body is allowed without providing reasonable advanced public notice. State law provides that the board shall make reasonable efforts to provide advance notification to the news media of the time and place of each meeting and the subjects to be discussed at the meeting. The district is to maintain a list of the news media that request such notification. To determine if it is acceptable to hold an emergency meeting, you must assess the circumstance and need. There are two criteria you must consider when assessing whether you have a need for an emergency meeting:

1. Was the "emergency" that created the need for a meeting unforeseen or unanticipated?  
State law provides that public bodies can hold a meeting where it is not possible to provide reasonable advanced public notice. However, the meeting must be conducted due to an "emergency." The most important area of inquiry is whether the event qualifies as an "emergency" for the purposes of the law. According to case law discussing these issues, an emergency is defined as: *any event or occasional combination of circumstances which*

*calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition.*

2. Can the board wait to address the issue at the next regularly scheduled meeting or schedule a special meeting in order to allow reasonable advanced publicized notice to the public and interested parties?

If the emergency was not anticipated and the board cannot wait to address the emergency until a special meeting can be called, the board may legitimately call an “emergency” meeting. These same two criteria should be applied when trying to determine whether or not to alter the agenda less than 24 hours before a meeting.

If such emergency exists, then the board must state the reason for the emergency in the public minutes; *be careful* to limit discussion and any actions to issues associated with the actual emergency during the meeting; make sure minutes and the reason for the emergency meeting will be made available to the public by no later than the end of the next regular business day; and make certain a reasonable effort is made to notify news media members, include in your notification the time, place, and the subject matter to be discussed at the meeting. Note: In addition, according to **§ 84-1411(5) “emergency meetings may be held by virtual conferencing.”**

It is rare for a board to call an emergency meeting; however, it does happen. If an issue **can** wait, it is recommended that the best approach would be to call a special meeting.

If during the course of the Emergency Meeting, discussion of any item on the agenda should be held in a closed session, the board will conduct a closed session in accordance with the Nebraska Open Meeting Laws. Before any closed session is convened, the presiding officer will publicly identify the subject matter immediately prior to going into the session. All final votes, actions or decisions will be taken in open meeting.

## Board Work Session

A Board Work Session provides a setting for the board, superintendent, administrators, and appropriate staff to discuss board and district related business. A work session must be advertised in the same fashion as a board meeting if a quorum of the board is present. The board does not take formal action at a work session; however, an agenda is required to state the matters to be discussed at the time of the publicized notice which shall be kept continually current and readily available for public inspection. The board does not need to receive public comment during a work session but should provide seating to accommodate patrons who wish to observe the board and administration at work.

## Subcommittee Meetings

A subcommittee meeting of the board does not require advanced publicized notice unless a quorum of the board attends and the committee is holding hearings, making policy, or taking formal action on behalf of the board.

## Board Meeting Minutes

**§ 79-580. Class III school district; board of education; claims against; record of proceedings; secretary; duty to publish.**

The secretary of the school board or board of education of each Class III school district shall, within ten days after any regular or special meetings of the board, publish one time in a legal newspaper published in or of general circulation in such district a list of the claims, arising on contract or tort, allowed at the meeting. The list shall set forth the name of the claimant and the amount and nature of the claim allowed, to consist of not more than ten words in stating the nature of each such claim. The secretary shall likewise cause to be published a concise summary of all other proceedings of such meetings. Publication of such claims or proceedings in a legal newspaper shall not be required unless the publication can be done at an expense not exceeding the rates provided by law for the publication of proceedings of county boards.



Each public body ***shall*** keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed. The minutes shall also include:

- The identity of the school board by district name, number, and county
- School board members recorded as either present or absent and how each member votes

- A statement by the president declaring a quorum present following the list of members identified as present or absent
- A statement that the meeting was called to order by whom, the hour and whether the meeting was a regular, reconvened, special, or emergency meeting  
(Note: If it is a reconvened meeting, the original meeting date should be noted. If it is a special or emergency meeting, a copy of the official notice and agenda should be included or referenced. This provides record to the public should the meeting be challenged as a violation of the Nebraska Open Meetings Law.)
- A statement that the meeting was advertised according to the Nebraska Open Meetings Law, the agenda was kept current and available to the public, and the location or room is referenced where the agenda will be made available to the public for review  
Note: The district should be certain the copy of the Open Meetings Law posted in the boardroom is kept current at all times.
- Notation of any board members who arrive late or leave early, including a record of the time
- Record of reports from committees and members of the board
- Record of reports requested from administrative staff, such as the business manager, the architect, the athletic director, principals, etc. If written, the reports may be filed as documents and reference made to them in the minutes by file and document number
- Record of reports from the superintendent
- A summary of discussion on all agenda items proposed, deliberated, or decided, and a record of any vote taken
- The “yeas” and the “nays” of each board member should be recorded on all agenda items requiring a roll call vote
- The motions should include the names of the board member making the motion and the second (if needed)
- The time and vote of each board member present when a vote is taken to hold a closed session and the reason for the closed session
- Record of any motion to close the meeting to the public and the votes of individual members of the board on the motion; record of the times at which the meeting was closed, purpose for the closed session, and restated motion prior to entering closed session by the president, and time the board resumed to open session
- Record of action taken in open session immediately following closed session
- Record of the motion to adjourn and time of adjournment

\*\*As of July 1, 2022, the board is required by law to post six months of current board meeting minutes on the school district website. The board meeting minutes must be easy to locate on the district website.

## Closed Session

The closed session is a private meeting of the board and to protect the reputation of an individual or to protect the interest of the public. The board cannot take formal action in closed session and must move into open session to do so. According to:

### **§ 84-1410. Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions, or workshops.**

(1) Any public body may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. Closed sessions may be held for, but shall not be limited to, such reasons as:

(a) Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body;

(b) Discussion regarding deployment of security personnel or devices;

(c) Investigative proceedings regarding allegations of criminal misconduct; or

(d) Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting; ...

Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to any public body.

(2) The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The public body holding such a closed session shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1)(a) of this section.

(3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes. (...)

(4) Nothing in this section shall be construed to require that any meeting be closed to the public. No person or public body shall fail to invite a portion of its members to a meeting, and no public body shall designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.

(5) The act does not apply to chance meetings or to attendance at or travel to conventions or workshops of members of a public body at which there is no meeting of the body then intentionally convened, if there is no vote or other action taken regarding any matter over which the public body has supervision, control, jurisdiction, or advisory power.

The principal reason for open meetings is the public's right to know the business of the governing board. The provisions for a closed session enable the board to receive information on certain matters which are not suited for public discussion. The board must adhere to the very narrow purpose of the law to gain public trust. Once a board convenes a closed session, no action can be taken, minutes are not taken, and discussion must be limited to the specific matter and information related to the matter for which the session was convened. A closed session must be conducted within an open meeting due to the language of state statute.

**Note: The minutes must reflect the motion stating the purpose including the legal limitations for the closed session, the time the board entered closed session, and the time the board exited closed session.**



## Superintendent Pay Transparency Act

### Statutory Requirements

Superintendent/ESU Administrator approved contracts and amendments are to be filed with the Nebraska Department of Education by August 1 each school year. Updated contracts/amendments may be uploaded at any time. Note: If the school district and/or ESU has a change during the school year, NDE requires that the old contract and amendments be removed and updated with the new contract and supporting documentation.

Supporting Documentation - For each school district and Educational Service Unit, a separate identification and description of all current and future costs of the contract that are reasonably anticipated as a result of any

contract, and any adopted amendments, for services rendered by the superintendent or ESU Administrator, must be included in the budget statement and reported to the Auditor of Public Accounts (APA) per statute.

<b>Superintendent Pay Transparency Act</b> <b>Statutory Requirements</b> [§79-2402 through §79-2405]	
<b>Step I. Board Notice to Public</b>	<b>REQUIRED TIMELINE AND ACTION OF THE BOARD</b>
<p><i>(Prior to Board Action.)</i></p> <p><b>CURRENT</b></p> <p>Superintendent or ESU Administrator</p>	<p>At least <b>three days</b> before the Board Meeting:</p> <ul style="list-style-type: none"> <li>▪ Publish/Post Meeting Notice to approve proposed contract or amendment to the contract that provides detailed contract costs, date, time, and location of the Board Meeting.</li> <li>▪ Publish/Post a (PDF) of the proposed contract or amendment.</li> <li>▪ Publish in a newspaper <b>or</b> post the proposed contract or amendment and proposed costs on the school district website in a prominent location that is accessible to the public.</li> </ul>
<b>Step II. Board Notice to Public</b>	<b>REQUIRED TIMELINE AND ACTION OF THE BOARD</b>
<p><i>(Following Board Action.)</i></p> <p><b>NEW HIRE</b> of the Superintendent or ESU Administrator</p>	<p>At least <b>two days</b> following board action to approve the contract or amendment:</p> <ul style="list-style-type: none"> <li>▪ Publish/Post a (PDF) of the approved contract or amendment.</li> <li>▪ Publish/Post the contract/amendment costs for current year and estimate of costs for future years of the contract.</li> <li>▪ Publish in a newspaper <b>or</b> post the contract or amendment and complete proposed cost information on the school district website in a prominent location that is accessible to the public.</li> </ul>
<b>Step III. Administrator</b>	<b>DISTRICT/ESU ADMINISTRATOR RESPONSIBILITIES FOLLOWING BOARD ACTION</b>
<p>Annually, on or before <b>August 1st</b></p>	<p>The school district Superintendent or ESU Administrator will submit a (PDF) copy of the approved contract or contract with amendment through the Consolidated Data Collection (CDC) in the NDE Portal.</p> <p><i>Instructions for filing may be found at:</i>  <a href="https://cdc.education.ne.gov/STPA/Instructions/STPA_Instructions.pdf">https://cdc.education.ne.gov/STPA/Instructions/STPA_Instructions.pdf</a></p>
<p>Annually, on or before <b>September 20th</b></p>	<p>The school district Superintendent or ESU Administrator will submit Budget Schedule D with the budget documents.</p>
<p>Annually, on <b>October 1</b></p>	<p>NDE will withhold state and local funds for those districts/ESUs that have not submitted their approved contract/contract with amendment for the current year.</p>

Note: If the school district and/or ESU has a change in the superintendent or ESU Administrator during the school year, the respective district or ESU must update the information with NDE and post according to the guidelines outlined above. Remove the old information including contracts and/or amendments and update with the new contract.

**§ 79-2402. School board; board of educational service unit; contract or amendment; publication; contents; contract approval; publication.**

(1) Before the school board of any school district or the board of any educational service unit approves a proposed contract, or any proposed amendment to an existing contract, for future superintendent services to be rendered to such school district by the current superintendent or future administrator services to be rendered to such educational service unit by the current administrator, the board shall publish a copy of such proposed contract or amendment, and a reasonable estimate and description of all current and future costs to the school district or educational service unit if the proposed contract or amendment were to be approved, at least three days before the meeting of the board at which such proposed contract or amendment will be considered. Such publication shall also specify the date, time, and place of the public meeting at which the

proposed contract or amendment will be considered. Electronic publication on the web site of the school district or educational service unit shall satisfy the requirement of this subsection if such electronic publication is prominently displayed and allows public access to the entire proposed contract or amendment.

(2) After the school board of any school district or the board of any educational service unit approves a contract for future superintendent services to be rendered to such school district by a new superintendent or future administrator services to be rendered to such educational service unit by a new administrator, the board shall publish a copy of such contract, and a reasonable estimate and description of all current and future costs to the school district or educational service unit that will be incurred as a result of such contract, within two days after the meeting of the board at which such contract was approved. Electronic publication on the web site of the school district or educational service unit shall satisfy the requirement of this subsection if such electronic publication is prominently displayed and allows public access to the entire contract.

**§ 79-2403. Contract or amendment; filing with State Department of Education; public posting.**

After approval of a contract, or any amendments thereto, for superintendent services or educational service unit administrator services, the approving board shall file a copy of such contract or amendment with the State Department of Education on or before the next succeeding August 1. The department shall have no duty to review such contracts or amendments but shall publicly post all such contracts or amendments received on the web site of the department.

**§ 79-2404. Failure to file approved contract or contract amendment; Commissioner of Education; withhold funds; duties; county treasurer; duty.**

If the school board of any school district or the board of any educational service unit fails to timely file a copy of an approved contract, or contract amendment, for superintendent services or educational service unit administrator services with the State Department of Education as required in section [79-2403](#), the Commissioner of Education, after notice to the board president and either the superintendent or educational service unit administrator and an opportunity to be heard, shall direct that any state aid granted pursuant to the Tax Equity and Educational Opportunities Support Act to the school district or core services and technology infrastructure funds granted pursuant to section [79-1241.03](#) to the educational service unit be withheld until such time as the contract or amendment is received by the department. In addition, the commissioner shall direct each county treasurer of a county with territory in the school district or educational service unit to withhold all money belonging to the school district or educational service unit until such time as the commissioner notifies such county treasurer of receipt of such contract or amendment. Each such county treasurer shall withhold such money. For school districts that are members of learning communities, a determination of school money belonging to the school district shall be based on the proportionate share of property tax receipts allocated to the school district pursuant to section [79-1073](#) in addition to the other property tax receipts belonging to the school district. If the board does not comply with this section prior to October 1 following the school fiscal year for which the state aid or core services and technology infrastructure funding was calculated, the funds shall revert to the General Fund. The amount of any reverted funds shall be included in data provided to the Governor, the Appropriations Committee of the Legislature, and the Education Committee of the Legislature in accordance with section [79-1031](#).

**§ 79-2405. Amendments to contracts; subject to act.**

All amendments to a contract for superintendent services or educational service unit administrator services shall be subject to the Superintendent Pay Transparency Act, including, but not limited to, amendments involving salary increases or benefit changes.



# 2023

## Annual Board Calendar

The NASB Annual Board Calendar is a dynamic document to assist school boards regarding important conference dates, reporting deadlines, recommended work sessions, and planning reminders. The calendar is constantly evolving as issues and interests unfold. The board president and superintendent collectively should review and update the calendar monthly and include it in the board packet. Please note, this calendar does not include all items a board needs to be aware of but should serve as a starting point which includes some primary planning and policy functions. NASB is not responsible for any missing information or dates. The user is responsible for reading and understanding the requirements of each statute and deadline. Neither this document nor any of the information in this document is to be used as a formal legal opinion nor is it intended to be used as a substitute for the advice of the user's school attorney. NASB recommends the user contact the board school attorney for formal legal advice.

Superintendent Reports: note there are various reports superintendents must file that are not all included in the calendar. The Association suggests that the board work collaboratively with the superintendent to add any required superintendent reporting to this calendar, as needed. Many of these reports can be found in [§ 79-528](#). There are various federal laws and regulations, which require school districts to adopt certain policies, written procedures, and/or notices. To access a more extensive list of federal policies, please visit: [U.S. Department of Education](https://www2.ed.gov/policy/landing.jhtml?src=ft) at <https://www2.ed.gov/policy/landing.jhtml?src=ft> \*NASB does not verify the accuracy or update the federal policies on the above link, and users should check for updates, or consult the board's school attorney.

Download the 2023 NASB Annual Board Calendar at [www.NASBonline.org](http://www.NASBonline.org) which is posted under the Board Leadership Department tile.

If you have suggestions for improving the calendar or identify a task that will add value to the calendar, please contact Marcia Herring at [mherring@nasbonline.org](mailto:mherring@nasbonline.org).

**Note:** Agenda items flagged with an (\*) may indicate the item is a statutory requirement resulting in documentation in board minutes signifying board review and/or action.



### January Board Agenda Items

Annual Board Reorganization Meeting	<p><b>*Reorganization Meeting: Election of Officers</b></p> <p><i>The superintendent shall assume chairmanship of the meeting for the purpose of electing a board president. Ballots for officers may be cast in secret ballot but the total vote for each candidate shall be recorded by the secretary. *Officers include: President, Vice President, Secretary and Treasurer</i></p> <p><i>*Note: <b>Class III or IV School District</b>; Treasurer shall within 10 days after his/her election, secure appropriate insurance bond per <a href="#">§ 79-586</a>.</i></p> <p><i>*Note: <b>ESU Boards 79-1218</b>: Board; meetings; organization; duties. The board of each ESU shall meet and organize by naming one of its members as president, one as vice president, and one as secretary. The board shall employ a treasurer who shall be paid a salary to be fixed by the board. <a href="#">§79-1218</a>.</i></p>
	Review and Adopt Board Code of Conduct Policy
	Sign and file NADC form. [Conflict of Interest form] with School District Board Secretary
	Adopt 2023 NASB Annual Board Calendar and Board Meeting Schedule.
	<b>*Annually designate and approve.</b> Legal Counsel, Depository bank(s), District Newspaper(s) of record
	<b>*Appoint annually. Non-discrimination Compliance Coordinator</b> to meet federal Equal Employment Opportunity requirements and a <b>Title IX Coordinator</b> for Title IX enforcement.
	<b>*Readopt Existing Policies, Regulations, and Handbooks</b> for the governance of the school district, pending any further actions of the board.
Mission, Vision, and Goals	Annual Leadership Team Planning Meeting (Set Date); Strategic Plan Update; District Goals Update
	Annually review the District Mission, Vision, and Belief or Value Statements.
Policy Governance	Adopt Board Committee Assignments (per board policy).
	Establish and adopt a Board Policy Review Process to ensure the review, update, and adoption of board policy during monthly board meetings.
Accountability & Student Achievement	Review the School District Report Card.
	<b>*District Assurance Statement Corrections.</b> On or before <b>February 1</b> corrections of violations must be submitted in writing to the NDE Office of Accountability, Accreditation, and Program Approval. <i>*Cross reference October.</i>
Advocacy	Review <a href="#">2023 Legislative Calendar</a> ; Review the NASB Advocacy Handbook; Legislative representative and contact information; Appoint a local board Legislative Committee to monitor and support district response and action;
District/ESU Resources [Budget]	Budget - Review Monthly Financial Reports and Finance Committee Monthly Report.
	Collective Bargaining on or <b>before February 8</b> . If an agreement is not reached, the parties shall submit to mandatory mediation or fact-finding as ordered by the commission, unless the parties mutually agree, in writing, to forgo mandatory mediation or fact finding. NOTE: The negotiations process begins in August. <a href="#">§ 48-818.01</a>
Reports	Negotiations Committee; Superintendent; Administrators;
Board Operations	*Reference Annual Board Reorganization Meeting Agenda Items
Board – Superintendent Relations	Collaborate with superintendent/ESU Administrator to develop new and/or updated goals to align to the individual’s recent evaluation summary.
Board Leadership	Administer the NASB Board Self-Assessment Survey via NASB Online Survey System.
	Review the New Board Member Orientation Agenda and Schedule
	Register for NASB Board Leadership President Retreat – See <i>NASB Event Calendar for details</i> .
	Register for NASB Legislative Issues Conference – See <i>NASB Event Calendar for details</i> .

## January Board Agenda Items (Continued)

Learning  
Community

**Diversity plan; contents; approval; report.** On or before **February 1** of each odd-numbered year the Learning Community Coordinating Council shall report electronically to the Education Committee of the Legislature the diversity and changes in diversity at each grade level in each school building within the learning community and on the academic achievement for different demographic groups in each school building within the learning community. **§ 79-2118**

**Board Governance**

**NASB Code of Conduct**

(Opening statements from the NASB Code of Conduct)

The Board of Education is committed to ensuring the public, staff, and students that school board members will govern through policy. In accordance with this belief and by adoption of this policy, each board member commits to following the Code of Conduct.

We will listen to each opinion, and act as a board. We will speak candidly and courteously to each other and listen to dissenting or different viewpoints with an open mind. We will help each other to focus our discussion on the issue not an individual. Once the board has collectively arrived at a decision, we will each support the will of the board.

The board president (or designee) will speak as the official voice of the board. A single board member will not represent the board without the consent of the board, and board members making personal statements (in any format, including speeches, articles, social media posts, etc.) should clearly state these statements are their opinion and not the position of the board.

We will be mindful of the different roles and responsibilities throughout the school district and maintain a focus on policy and governance.

We will be aware of the different roles that we play as individuals (board member, patron, parent, etc.).



**February Board Agenda Items**

**Mission, Vision,  
& Goals**

Review update from administration regarding the Strategic Plan Update; District Goals Update.

<b>Policy Governance</b>	Review, update, and adopt policy per board adopted Policy Review Process.
<b>Accountability &amp; Student Achievement</b>	<b>Accountability of school and district performance.</b> Review each school performance score and district performance score measured by graduation rates, student growth and student improvement on the assessment instruments provided in section <a href="#">§ 79-760.03</a> , student discipline, and other performance indicators.
	Review the district adopted Mentor Teacher Program. Per NDE developed guidelines. <a href="#">§ 79-761</a> Review district adopted Staff On-Boarding Process.
<b>Advocacy</b>	Review <a href="#">2023 Legislative Calendar</a> , discuss NASB Legislative Updates and Legislative Committee Report.
<b>District/ESU Resources [Budget]</b>	<b>*Collective Bargaining.</b> On or before <b>March 25</b> (or within 25 days after certification of amounts, whichever occurs last in time). Negotiations, mediation, and fact-finding shall end. If no agreement is reached by this date, either party may, within fourteen days after such date, file a petition with the commission. <a href="#">§ 48-818.01</a>
	Budget - Review Monthly Financial Reports and Board Finance Committee Report
<b>Reports</b>	Board Committees; Superintendent; Administrators
<b>Board Leadership Development</b>	Review NASB Board Self-Assessment Summary
	NASB Legislation Committee Meeting
	NASB President Retreats
	NASB Budget & Finance Workshops
<b>Learning Community</b>	<b>Diversity plan; limitations; school building maximum capacity; attendance areas; school board; duties.</b> The board shall provide notice to parent whose student is currently attending a school outside of the attendance area state what school the student shall be allowed to attend as a continuing student. <a href="#">§ 79-2110</a>
<b>NASB Board Retreats</b>	
	<p>Schedule a board retreat to build, support, and sustain a cohesive board-superintendent working relationship.</p> <p><b>Option I – Board Retreat</b> Review and discuss board- superintendent roles and responsibilities.</p> <p><b>Option II – Goal Planning</b> Facilitate the discussion of district needs and priorities, develop goals, and performance indicators to support success.</p> <p><b>Option III – New Board Member Orientation</b> A board retreat to engage <i>newly elected or appointed</i> board members.</p> <p>Contact Marcia Herring at <a href="mailto:mherring@NASBonline.org">mherring@NASBonline.org</a> or 1.800.422.4572</p>

 <h2 style="margin: 0;">March Board Agenda Items</h2>	
<b>Mission, Vision, and Goals</b>	Strategic Plan Update; District Goals Update
<b>Policy Governance</b>	Review, update, and adopt policy per board adopted Policy Review Process.

	<p><b>Review Student Attendance policies.</b> A child is of mandatory attendance age if the child (a) will reach six years of age prior to January 1 of the then-current school year and (b) has not reached eighteen years of age. <a href="#">§ 79-201</a></p> <p><b>*Option Enrollment Application period.</b> On or before April 1, the option school district shall provide the resident school district with the name of the applicant. *Note: If the application submitted after March 15, within sixty days after submission. The option school shall notify, in writing, the parent or legal guardian of the student and the resident school district whether the application is accepted or rejected on or before April 1, or in the case of an application submitted after March 15, within sixty days after submission. <a href="#">§ 79-237</a></p>
<b>Accountability &amp; Student Achievement</b>	Review School Improvement Plan
	Review Alternative Education Program
<b>Advocacy</b>	Review <a href="#">2023 Legislative Calendar</a> , discuss NASB Legislative Updates and Legislative Notes Report; Consider Senator outreach and/or visit Capital;
<b>District/ESU Resources [Budget]</b>	Board/Administrators Budget Work Session
	ESU staff - Tenure; certificated employee; contract amendment, termination, or nonrenewal; procedure; <b>on or before April 15</b> , of each year, any certificated employee whose contract of employment may be amended, terminated, or not renewed for the following school year shall be notified in writing of such possible action on the contract. Final action by the board shall be taken on or before May 15 of each year. <a href="#">§ 79-1236</a>
	School District staff - Certificated employee; contract amendment, termination, nonrenewal, or cancellation; On or before <b>April 15</b> , of each year, for any probationary or permanent certificated employee, written notice must be given if the district plans on amending, terminating, or not renewing the employee's contract for the next school year. Final action on this contract must be taken on or before May 15. <a href="#">§ 79-831</a>
	Board Finance Committee Report;
<b>Reports</b>	Board Committees; Superintendent; Administrators;
<b>Board Leadership Development</b>	Review and discuss Board Governance Standard I. Mission, Vision, and Goals
	Renew NASB Membership
<b>Learning Community</b>	<b>Learning Community Attendance Application.</b> On or before <b>April 1</b> , a Learning Community Attendance Application is due. A school district must accept or reject any applications made by a parent or guardian requesting to attend a school that is not in an attendance area where the applicant resides. <a href="#">§ 79-232 through § 79-246</a>

 <h2 style="margin: 0;">April Board Agenda Items</h2>	
<b>Mission, Vision, &amp; Goals</b>	Strategic Plan Update; District Goals Update
<b>Policy</b>	<b>*Review Student Handbooks</b> and relative policies; review, update, and adopt policies. Include the following in the district student handbook.
	<b>Federal Family Educational Rights and Privacy Act (FERPA).</b> Annual notice provided to parents/guardians and eligible students of their rights to inspect and review educational

	records, amend education records, consent to disclose personally identifiable information in education records and file a complaint with the U.S. Department of Education.
	<b>Federal Asbestos Hazard Emergency Response Act (AHERA).</b> Requires school districts to have an asbestos management plan for each school building in the district (whether lease or own). Annually, school districts must notify parents, teachers, and employee organizations of the availability of the asbestos management plan. All members of the custodial staff who work in a building containing asbestos must have awareness training and all new custodial staff must be training within the first 60 days of hiring.
	Review, update, and adopt policy per board adopted Policy Review Process.
<b>Accountability &amp; Student Achievement</b>	Review ELL Program
	<b>*Academic Content Standards; school district; duties.</b> Review district adopted measurable quality academic content standards in the subject areas of reading, writing, mathematics, science, and social studies. Note: The standards may be equal to or exceed in rigor, the measurable academic content standards adopted by the state board and shall cover at least the same grade levels.
<b>Advocacy</b>	Review <a href="#">2023 Legislative Calendar</a> , discuss NASB Legislative Updates and Legislative Committee Report;
<b>District/ESU Resources [Budget]</b>	Board Finance Committee Report
	Review all Grants [Current grant status, term, purpose, value received, and proposed grant applications.]
<b>Reports</b>	Remind board members to review their NASB Awards of Achievement points report.
	Board Committees; Superintendent; Administrators
<b>Staff</b>	Certified Staff Non-Renewal, RIF, and Termination Notices; Due April 15 <b>§ 79-831</b>
	Certificated Employee of ESU Non-Renewal, Termination, Amendment Notices; Due April 15 <b>§ 79-1236</b>
<b>Board Leadership Development</b>	Review and discuss Board Governance Standard II. Policy Governance
<b>Foundation Filing Deadline</b>	<p>School Board will <b>Review the Annual Foundation Board Filing Forms</b></p> <p>Original tax deadline for exempt organizations (Form 990): On or before <b>May 15, 2023</b></p> <ul style="list-style-type: none"> <li>○ Extension tax deadline for exempt organizations: <b>November 15, 2023</b> (must complete IRS Form 8868 Application for Automatic Extension of Time to File an Exempt Organization Return</li> </ul> <p>Foundation Boards – Schedule A (Form 990 or 990-EZ), Public Charity Status and Public Support</p> <ul style="list-style-type: none"> <li>○ Form 990 is <u>not complete</u> without fully completing Parts I through XI and a proper signature in Part II, Signature Block.</li> <li>○ An officer of the organization must sign the return. This signature must come from the Superintendent if the foundation does not have a designated tax officer.</li> <li>○ Schedule B Parts I and II must also be completed if contributions totaling \$5,000 or more (in money or property) were recognized from any one contributor.</li> </ul>



## May Board Agenda Items

<b>Mission, Vision, &amp; Goals</b>	Strategic Plan Update; District Goals Update
<b>Policy Governance</b>	Review, update, and adopt policy per board adopted Policy Review Process.
	<b>*Student Discipline/Law Enforcement Policies.</b> On or before <b>August 1</b> the board will annually review board adopted policies, rules, and standards pertaining to student conduct and review with county attorney. <b>§ 79-262</b>

	<p><b>*Student Attendance; Nonattendance; Referral to County Attorney.</b> Annual review of policy on attendance, excessive absences due to illness, services to address barriers to attendance, and collaboration with county attorney. <a href="#">§ 79-209</a></p>
<b>Accountability &amp; Student Achievement</b>	<p><b>*Review Statewide Assessment Results</b></p>
	<p><b>*Review current District Graduation Requirements</b> and proposed changes as appropriate.</p>
	<p>Review all expanded learning opportunities [Report: Career College Readiness courses, community partnerships, Advanced Placement courses, Distance Learning courses, Inter-local Agreements]</p>
	<p>Review <b>English Language Learners Program</b> [Report: enrollment, programming provided, staff support, curriculum]</p>
	<p>Review <b>Early Childhood Program</b> [Report: enrollment, programming, staff support, curriculum, etc.]</p>
	<p>Review <b>Special Education Program</b> [Report: supports provided, # of certified and classified staff, other]</p>
	<p>Review <b>HAL Program</b> [Content: current # of students identified, staff, curriculum, etc.]</p>
	<p><b>*Reports; filing requirements; contents.</b> On or before <b>June 30</b>, the superintendent of each school district shall file with the Commissioner of Education a report described as an end-of-the-school-year annual statistical summary showing (a) the number of children attending school during the year under five years of age, (b) the length of time the school has been taught during the year by a qualified teacher, (c) the length of time taught by each substitute teacher, and (d) such other information as the Commissioner of Education directs. <a href="#">§ 79-528</a></p>
<b>Advocacy</b>	<p>Review the 2023 Legislative Session, board's impact.</p>
<b>District/ESU Resources [Budget]</b>	<p>State Aid Certification and Distribution <a href="#">§ 79-1022</a></p>
	<p>Board and Administrator Budget Work Session</p>
	<p><b>NSAA Cooperative Sponsorship Agreement</b> submit request for new program or renewals to NSAA on or before July 1 for fall Activities, September 1 for winter and January 1 for spring.</p>
<b>Reports</b>	<p>Board Committees; Superintendent; Administrators;</p> <p><b>Reports; filing requirements; contents.</b> On or before <b>June 30</b>, the superintendent of each school district shall file with the Commissioner of Education a report described as an end-of-the-school-year annual statistical summary showing (a) the number of children attending school during the year under five years of age, (b) the length of time the school has been taught during the year by a qualified teacher, (c) the length of time taught by each substitute teacher, and (d) such other information as the Commissioner of Education directs. <a href="#">§ 79-528</a></p>
	<p><b>Review annually the compliance with Federal Requirements for Asbestos Management including the Asbestos Management Plan (AMP).</b> Every three years the district must retain the services of a licensed asbestos inspector to reinspect each area of every building that is leased, owned, or otherwise used as a school building. The AMP/Records retained by the district must include a copy of prior inspections, documentation related to training provided to district staff, periodic surveillance forms, dated statements regarding operations and maintenance activities, a copy of the annual notice of the plan availability, copy of all reports on response/actions taken, and a copy of the updated management plan in each school.</p>
<b>May Board Agenda Items (Continued)</b>	
<b>Board Leadership Development</b>	<p>Review and discuss Board Governance Standard III. Community Engagement</p>
<b>Board Elections</b>	<p>ESU Board - On or before <b>June 15</b>, the ESU must notify County Clerk or Election Commissioners of member seats to be filled at general election. <a href="#">§ 32-404</a> and <a href="#">§ 32-601</a></p>

## NASB Strategic Planning process

Validates the mission, vision, and beliefs of the district

Informs through internal and external engagement

Produces qualitative and quantitative data to identify needs

Empowers the district leadership team to prioritize and focus on target areas

Enables the district to allocate and align resources to address priorities

Provides a mechanism for the board to monitor and assess progress/success

The NASB process is designed to meet two, central goals: the collection of high-quality data necessary for the creation of prioritized strategies and to engage stakeholders' perspective, ideas, and suggestions for growing education.

To learn more about the NASB Strategic Planning contact:

**Marcia Herring, NASB Director of Board Leadership** at  
[mherring@NASBonline.org](mailto:mherring@NASBonline.org)

**Kari Stephens, NASB Board Leadership Associate**  
[kstephens@NASBonline.org](mailto:kstephens@NASBonline.org)

**Caden Frank, NASB Board Leadership Associate** [cfrank@NASBonline.org](mailto:cfrank@NASBonline.org)

**Dr. Spencer Vogt, NASB Board Leadership Associate**  
[svogt@NASBonline.org](mailto:svogt@NASBonline.org)



# June Board Agenda Items

<b>Mission, Vision, &amp; Goals</b>	Board Self-Assessment and Goal Planning; Strategic Plan Progress Report/Update; District Goals Update
<b>Policy Governance</b>	Review, update, and adopt policy per board adopted Policy Review Process.
	<b>*Bully Prevention Policy Review.</b> On or before <b>July 1</b> , the board will annually review and update (as needed) the bullying prevention policy. <b>§ 79-2,137</b>
	<b>*Policy regarding appropriate relationships with students; contents.</b> The board shall adopt/review policy regarding appropriate relationships between a student and a school employee, a student teacher, or intern. <b>§ 79-879</b>
	<b>*Annual Review Parental and Family Engagement Policy; § 79-532; § 79-533;</b> On or before <b>July 1</b> , each public school district in the state shall develop and adopt a policy stating how the district will seek to involve parents in the schools and what parents' rights shall be relating to access to the schools, testing information, and curriculum matters. The policy required by section <b>§ 79-531</b> shall be developed with parental input and shall be the subject of a public hearing before the school board or board of education of the school district before adoption by the board. The policy shall be reviewed annually and either altered and adopted as altered or reaffirmed by the board following a public hearing.
<b>Accountability &amp; Student Achievement</b>	<b>*Reports; filing requirements; contents.</b> On or before <b>July 20</b> in all school districts, the superintendent shall file with the State Department of Education a report showing the number of children from five through eighteen years of age belonging to the school district according to the census taken as provided in sections <b>§ 79-524 and 79-578</b> . Neglect to report may result in penalty.
	Year End Assessment and Curriculum Review
	<b>*Review School Improvement Plan</b>
<b>Advocacy</b>	Submit Legislative Resolution or Standing Position to NASB Legislation Committee
<b>District/ESU Resources [Budget]</b>	Board/Administrators Budget Work Session
	Review certificated staff [Report: staff demographics, positions needed by building, # of tenured, # of non-tenured, teaching assignments, etc.]
	Review all <b>Maintenance and Upkeep Contracts</b> [Report: status, renewal, cost, ROI, etc.]
	Review the <b>Food Service Program</b> [Report: staff, finances, lunch prices, guidelines for collection of delinquent meal charges, equipment maintenance and upkeep, summer food services, backpack program, etc.]
	Review <b>TeamMates Program</b> [Report: # of Mentors, # of Mentees, etc.]
	Review <b>Backpack Program</b> [Report: partners, # students served, need, etc.]
	Review <b>Transportation Program</b> [Report: staff, bus and vehicle fleet age condition, replacement cycle for vehicles, drivers, mechanics, etc.]
	Review classified staff [Report: staff, positions by building and department, etc.]
<b>Reports</b>	Board Committees; Superintendent; Administrators
	Remind board members to review their NASB Awards of Achievement points report.
<b>Board Leadership Development</b>	Review and discuss Board Governance Standard IV. Accountability and Student Achievement
	New Board Member Follow-Up
	NASB Golf Outing
	NASB School Leaders and Law Conference



# July Board Agenda Items

<b>Mission, Vision, &amp; Goals</b>	Strategic Plan Update; District Goals Update
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Policy Governance	Review, update, and adopt policy per board adopted Policy Review Process.
	<b>*Student Fees Policy.</b> On or before <b>August 1</b> , every school board is required to hold a public hearing proposing a student fee policy. In the meeting, the board shall review the amount of money collected from student fees (per policy) the prior year. They shall then propose and adopt the upcoming school year policy and publish in the student handbook. The written Meal Charge Policy and guidelines shall be in place and ready to be communicated to staff and households. <a href="#">§ 79-2,134</a>
	<b>*Student Conduct.</b> On or before <b>August 1</b> , each year, all school boards shall annually review in collaboration with the county attorney of the county in which the principal office of the school district is located the rules and standards concerning student conduct adopted by the school board. <a href="#">§ 79-262</a>
Accountability & Student Achievement	<b>*Review Summer School Program</b> [Content of report: staff, # students served, purpose and value, etc.]
	<b>*Review the Alternative Education Program</b> [Content of report: staff, # students served, curriculum, etc.]
	<b>*Review Multi-Cultural Education Program</b>
	<b>Apply for Distance Education Incentives.</b> On or before <b>August 1</b> , School districts and educational service units shall apply for Distance Education Incentives (through 2023) <a href="#">§ 79-1337</a>
	<b>Students receiving instruction in another district; contracts authorized.</b> On or before <b>August 15</b> , if the school district is contracting with a neighboring district(s) for instruction of all or any part of pupils residing in the district, written contracts shall be filed in the office of the superintendent of the primary high school district. <a href="#">§ 79-598</a>
Advocacy	<b>Deadline for District Legislative Proposals to NASB July 1, 2023</b>
District/ESU Resources [Budget]	<b>*Conduct a Public Hearing on the Proposed Budget Statement. <a href="#">§13-506</a></b> The hearing shall be held separately from any regularly scheduled meeting and shall not be limited by time. Notice of place and time of such hearing, together with a summary of the proposed budget statement, shall be published at least four calendar days prior to the date set for hearing in a newspaper of general circulation within the governing body's jurisdiction. For purposes of such notice, the four calendar days shall include the day of publication but not the day of hearing. When the total operating budget, not including reserves, does not exceed ten thousand dollars per year or twenty thousand dollars per biennial period, the proposed budget summary may be posted at the governing body's principal headquarters. At such hearing, the governing body shall make at least three copies of the proposed budget statement available to the public and shall 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 governing body at the hearing and shall be given a reasonable amount of time to do so. After such hearing, the proposed budget statement shall be adopted, or amended and adopted as amended, and a written record shall be kept of such hearing. The amount to be received from personal and real property taxation shall be certified to the levying board after the proposed budget statement is adopted or is amended and adopted as amended. If the levying board represents more than one county, a member or a representative of the governing board shall, upon the written request of any represented county, appear and present its budget at the hearing of the requesting county. The certification of the amount to be received from personal and real property taxation shall specify separately (a) the amount to be applied to the payment of principal or interest on bonds issued by the governing body and (b) the amount to be received for all other purposes.

## July Board Agenda Items (Continued)

District/ESU Resources [Budget]	<b>*Conduct a Public Hearing on the Proposed Budget Statement. <a href="#">§13-506</a></b> (continued) If the adopted budget statement reflects a change from that shown in the published proposed budget statement, a summary of such changes shall be published within twenty calendar days
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	<p>after its adoption in the manner provided in this section, but without provision for hearing, setting forth the items changed and the reasons for such changes.</p> <p>(2) Upon approval by the governing body, the budget shall be filed with the auditor. The auditor may review the budget for errors in mathematics, improper accounting, and noncompliance with the Nebraska Budget Act or sections <u>13-518 to 13-522</u>. If the auditor detects such errors, he or she shall immediately notify the governing body of such errors. The governing body shall correct any such error as provided in section <u>13-511</u>. Warrants for the payment of expenditures provided in the budget adopted under this section shall be valid notwithstanding any errors or noncompliance for which the auditor has notified the governing body.</p> <p>(3) Each school district shall include in the notice required pursuant to subsection (1) of this section the following statement: <b>For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to: <a href="https://nep.education.ne.gov">https://nep.education.ne.gov</a></b> In addition, each school district shall electronically publish such statement on the school district website. Such electronic publication shall be prominently displayed with an active link to the Internet address for the website established pursuant to section <u>79-302.01</u> to allow the public access to the information.</p>
	<b>*Budget Authority and Allowable Reserve Percentage Certification §79-1023</b>
<b>Board – Superintendent Relations</b>	Complete first year superintendents second evaluation and review goals.
	<b>*Superintendent Pay Transparency Act.</b> On or before <b>August 1</b> , file with NDE a copy of approved contracts or any amendments, for superintendent/ESU administrator services. <b>§ 79-2403</b> the board shall publish a copy of such contract, and a reasonable estimate and description of all current and future costs to the school district or educational service unit that will be incurred as a result of such contract, <b>within two days</b> after the meeting of the board at which such contract was approved. <u>LB470</u>
<b>Reports</b>	Board Committees; Superintendent; Administrators
<b>Board Leadership Development</b>	Review and discuss Board Governance Standard V. Advocacy
	NASB Board Member Candidate Webinar/Workshops (*Election year.)
	NASB New Member Orientation (New Superintendents, Board President, District Administrative Assistant)
	NASB Legislation Committee Meeting
	Review NASB Board Awards of Achievement Points ( <b>July 31<sup>st</sup></b> deadline for updating points earned.)
	<p><b>Board Self-Assessment and Team Building</b></p> <p>The board that expects to operate effectively will periodically engage in some form of reflection. Conducting a board self-assessment is an opportunity for the board to evaluate how well it is functioning as a body while also focusing on the board-superintendent working relationship as well. Assessment identifies strengths and areas of improvement the board must consider to ensure that board members are unilaterally engaged and serve to improve and grow learning for all students. <i>Interested or have questions?</i></p> <p><b>Contact Katie Coble, NASB Board Leadership Associate</b>  kcoble@nasbonline.org   Office: 402.817.0225   Cell: 308.458.8040</p>
 <h2 style="margin: 0;">August Board Agenda Items</h2>	
<b>Mission, Vision, &amp; Goals</b>	Strategic Plan Update; District Goals Update
<b>Policy</b>	<b>*Option Enrollment Application period.</b> School districts will accept option enrollment applications between September 1 and March 15 for attendance during the following and subsequent school years. The option school district shall provide the resident school district with the name of the

	<p>applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission. The option school district shall notify, in writing, the parent or legal guardian of the student and the resident school district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.</p> <p>** An option school district that is a member of a learning community may not approve an application pursuant to this section for a student who resides in such learning community. <a href="#">§ 79-237</a></p>
	<p><b>Personnel Report.</b> On or before <b>September 15</b>, all schools shall file with the Department of Education a fall personnel report, which shall specify the names of all individuals employed by the school who are certificated. <a href="#">§ 79-804</a></p>
	<p><b>Federal Protection of Pupil Rights Amendment (PPRA).</b> Annual notice provided to parents of the policies regarding surveys of students, instructional materials, physical examinations, personal information used for marketing.</p>
	<p><b>Federal Child Nutrition Programs.</b> If school districts participate in National School Lunch Programs the School Breakfast Program or the Special Milk Program, they must provide parents and the public information about free and reduced-price meals and/or free milk and must provide parents with an application form.</p>
	<p><b>Federal McKinney-Vento Homeless Assistance Act.</b> Requires public notice of the education rights of homeless students. The notice must be disseminated in places where homeless students receive services including schools, family shelters, and soup kitchens. They must be understandable to homeless students and their parents and when necessary, in their native language. Downloadable poster: <a href="http://center.serve.org/nche/pr/er_poster.php#youth">http://center.serve.org/nche/pr/er_poster.php#youth</a></p>
	<p><b>Federal Non-Discrimination.</b> Requires all recipients of federal funds to notify their students, parents, and others that they do not discriminate on the basis of race, color, national origin, sex, disability, and age, and if applicable, that they provide equal access to the Boy Scouts of America and other designated youth groups.</p>
	<p><b>Federal Individuals with Disabilities Education Act (IDEA).</b> Annual notice to parents of a child with a disability of the district's procedural safeguards. A notice must also be placed on the district's website. The notice must be easily understandable and in the native language of the parents. Sample Notice: <a href="http://idea.ed.gov/download/modelform_Procedural_Safeguards_June_2009.pdf">http://idea.ed.gov/download/modelform_Procedural_Safeguards_June_2009.pdf</a></p>
<b>Advocacy</b>	<p>Discuss the NASB Legislative Committee Report and outcome of proposals submitted for consideration</p>

## August Board Agenda Items (Continued)

<b>District/ESU Resources [Budget]</b>	<p><b>Collective Bargaining; Timelines.</b> On or before <b>September 15</b>, negotiations contract dispute decision; Boards may enter into collective bargaining agreements for periods not to exceed four years. <a href="#">§ 48-811</a>, <a href="#">§ 48-816</a>, and <a href="#">§ 48-818</a></p>
	<p><b>Collective Bargaining Timeline.</b> On or before <b>September 1</b>, of the year preceding the contract year in question, the certificated and instructional employees' collective-bargaining</p>

	agent shall request recognition as bargaining agent. The governing board shall respond to such request not later than the following October 1 <a href="#">§ 48-818.01</a>
	Board/Administrators Budget Work Session
	<b>*Certification of District's Assessed Valuation Public Budget Hearing / Adopt Budget;</b> Due on or before <b>September 20</b> <a href="#">§ 13-508</a> <a href="#">§ 79-1084</a> , <a href="#">§ 79-1085</a> , <a href="#">§ 79-1086</a> , <a href="#">§ 13-506</a> , <a href="#">§13-518</a>
	<b>*Board Adopted Budget.</b> On or before <b>September 30</b> , General Budget Adoption. The board shall file with, certify to the levying board, and file with the auditor a copy of the adopted budget statement together with the amount of the tax required to fund the adopted budget. <a href="#">§ 13-508</a>
	<b>Report to County Board.</b> On or before <b>September 30</b> , a [Class III school district boards] are required to report to the county board and the learning community coordinating council (if applicable) the entire revenue raised by taxation and all other sources for the previous fiscal year and a budget for the ensuing fiscal year. <a href="#">§ 79-1084</a>
	<b>Class IV District Report to County Board.</b> On or before <b>September 30</b> , [Class IV school district boards] are required to report to the county board an estimate of the amount of funds required for the next school fiscal year. <a href="#">§ 79-1085</a>
	<b>Class V District Report to County Board.</b> On or before <b>September 20</b> , [Class V school district boards] that is a member of a learning community is required to report to the county board and the learning community coordinating council the entire revenue raised by taxation and all other sources for the previous school fiscal year and a budget for the ensuing school fiscal year. <a href="#">§ 79-1086</a>
	<b>*Provision is subject to revision in the 2023 Legislative Session. NASB will update.</b> <a href="#">§ 77-1632</a> Property tax request; procedure; public hearing; resolution or ordinance; contents. [LB 644] This does not apply to ESUs.
Reports	Board Committees; Superintendent; Administrators
	<b>*American Civics Committee.</b> Beginning of every school year, the school board must appoint a committee of three to be known as the Committee on American Civics. The committee will hold no fewer than two public meetings annually, at least one when public testimony is accepted. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section <a href="#">§ 79-724</a> . *Reference: (January) Board Committee Appointments.
Board Leadership Development	Review and discuss Board Governance Standard VI. District Resources
	NASB Area Membership Meetings
Learning Community	<b>Learning Community Attendance Reports.</b> On or before <b>September 1</b> , each district that is a member of a learning community needs to report to the learning community coordinating council attendance reports including violations of attendance, results of attendance investigations, policies on excessive absenteeism and records of notices and reports. <a href="#">§ 79-201</a>
	<b>Learning Community Budget.</b> On or before <b>September 1</b> , the Learning Community shall file a copy of the adopted budget statement with member school districts. <a href="#">§ 13-508</a>

 <h2 style="text-align: center;">September Board Agenda Items</h2>	
<b>Mission, Vision &amp; Goals</b>	Strategic Plan Update; District Goals Update
<b>Policy Governance</b>	Review Annual District Report
	Review, update, and adopt policy per board adopted Policy Review Process.
<b>Accountability &amp; Student Achievement</b>	Review Summer School Programs
	Review ACT Results

	<p><b>*Review Certified Staff Professional Development Calendar and Budget</b></p> <p><b>*Review School Improvement Plan</b></p> <p><b>*District Membership Report.</b> On or before <b>October 15</b>, of each year, the superintendent of each school district shall file with the commissioner the fall school district <b>membership report</b>, which report shall include the number of children from birth through twenty years of age enrolled in the district on October 1 of a given school year. The report shall enumerate (i) students by grade level, (ii) school district levies and total assessed valuation for the current fiscal year, (iii) students enrolled in the district as option students, resident students enrolled in another district as option students, students enrolled in the district as open enrollment students, and resident students enrolled in another district as open enrollment students, and (iv) such other information as the Commissioner of Education directs. <b>§ 79-528</b></p> <p>*Pending in Legislature - Distance Education Incentives Denial Appeal – Due October 1 (through 2023) <b>§ 79-1337</b></p>
District/ESU Resources [Budget]	Negotiations contract dispute decision (year of contract, if needed); Due September 15 <b>§ 48-818.01</b>
	<b>*Collective Bargaining Timeline.</b> On or before September 1 of the year preceding the contract year in question, the certificated and instructional employees' collective-bargaining agent shall request recognition as bargaining agent. The governing board shall respond to such request not later than the following October 1. <b>§ 48-818.01</b>
	<b>*Collective Bargaining Mediation Decision.</b> On or before <b>September 15</b> , the commission will render a decision on any contract dispute in regard to a non-agreed upon agreement that was due March 25. <i>Negotiations board must respond to agent request; Due October 1</i> <b>§ 48-818.01</b>
	<b>*Elementary site allowance; calculation.</b> On or before October 15, each school district who qualifies for an elementary site allowance to submit the applicable form to the NDE. <b>§ 79-1007.15</b>
	<b>*Poverty Allowance Calculation.</b> Each school district shall designate a maximum poverty allowance on a form prescribed by the department on or before October 15, of the school fiscal year immediately preceding the fiscal year for which the aid is being calculated. <b>§ 79-1007.07</b>
	<b>*Limited English Proficiency Calculation Allowance.</b> Each school district shall designate a maximum limited English Limited Proficiency Allowance on or before October 15 of the school fiscal year immediately preceding the fiscal year for which aid is being calculated. <b>§ 79-1007.09</b> The school district may decline to participate in the LEPA by providing NDE a maximum limited LEPA allowance of zero dollars on such form on or before October 15.
	<b>*ESU Audit.</b> On or before <b>January 31</b> , the ESU Audit Report will be presented to the ESU board for review. The board of each educational service unit shall cause a complete and comprehensive annual audit to be made of the books, accounts, records, and affairs of the educational service unit. The audits shall be conducted annually, except that the Auditor of Public Accounts may determine an audit of less frequency to be appropriate but not less than once in any three-year period. <b>§ 79-1229</b>
Reports	Board Committees; Superintendent; Administrators
	Annual Emergency Safety Plan – Annual Adoption

## September Board Agenda Items (Continued)

Board Leadership Development	Review and discuss Board Governance Standard VII. Board Operations
	NASB Area Membership Meetings
	NASB Facilities & Construction
Board-Superintendent Relations	Review current superintendent evaluation, policy specific to the evaluation, contract language to ensure it aligns to the policy, and review superintendent contract language outlining the responsibilities of the superintendent and board regarding the contract extension or renewal. Place each item on the board meeting agenda as specified.
Learning	<b>Learning Community Coordinating Council Only.</b> On or before <b>October 15</b> , the learning

<b>Community</b>	community levies and total assessed valuation for the current fiscal year; <b>§ 79-528</b>
<b>NASB Programs and Services</b>	<p><b>NASB</b> is where you will find your membership support, information, resources, programs, services, advocacy support, ALICAP Insurance connection, Superintendent Search Service, policy services, educational learning opportunities, networking and so much more. As a starting point, visit our website at <a href="http://www.NASBOnline.org">www.NASBOnline.org</a>, follow our socials, or call us at 1.800.422.4572. We look forward to working with you!</p> <div data-bbox="738 646 1128 823" data-label="Image"> </div> <p style="text-align: center;">Nebraska Association of School Boards 1311 Stockwell Street Lincoln, Nebraska</p> <p style="text-align: center;"><b>Website:</b> <a href="http://www.NASBOnline.org">www.NASBOnline.org</a></p> <p style="text-align: center;"><b>Twitter:</b> <a href="http://www.twitter.com/NASBOnline">www.twitter.com/NASBOnline</a></p> <p style="text-align: center;"><b>Facebook:</b> <a href="http://www.facebook.com/NASBOnline">www.facebook.com/NASBOnline</a></p>



# October Board Agenda Items

<b>Mission, Vision &amp; Goals</b>	Strategic Plan Update; District Goals Update
<b>Policy Governance</b>	Review, update, and adopt policy per board adopted Policy Review Process.
<b>Accountability &amp; Student Achievement</b>	Review Statewide Assessment Results
	<b>*District Assurance Statement.</b> On or before <b>November 1</b> , the school district must submit their Rule 10 Accreditation Assurance Statement to NDE. The statement must be signed either by the superintendent and/or a member of the governing board. The Assurance Statement should be presented to the board for review once complete.
	<b>*ESU Assurance Statement.</b> On or before <b>November 1</b> , the ESU must submit their Rule 84 Assurance Statement to NDE. This rule is intended to support educational service units in effectively and efficiently supporting school systems in this state and to establish the minimum level of performance for accreditation of the Nebraska education service units.
	<b>*Fall Membership Report.</b> On or before <b>November 1</b> , the superintendent of each school district shall submit to the Commissioner of Education a report described as the annual financial report showing (i) the amount of money received from all sources during the year and the amount of money expended by the school district during the year, (ii) the amount of bonded indebtedness, (iii) such other information as shall be necessary to fulfill the requirements of the Tax Equity and Educational Opportunities Support Act and section <b>§ 79-1114</b> , and (iv) such other information as the Commissioner of Education directs. <b>§ 79-528</b>
	<b>*Fall Membership Report (Failure to meet deadline).</b> If a school district fails to submit the fall membership report by <b>November 1</b> , the commissioner shall, after notice to the district and an opportunity to be heard, direct that any state aid granted pursuant to the Tax Equity and Educational Opportunities Support Act be withheld until such time as the report is received by the department. In addition, the commissioner shall direct the county treasurer to withhold all school money belonging to the school district until such time as the commissioner notifies the county treasurer of receipt of such report. The county treasurer shall withhold such money. <b>§ 79-528</b>
<b>Advocacy</b>	Appoint <b>Local Board NASB Delegate Assembly Representative</b>
<b>District/ESU Resources [Budget]</b>	<b>*Superintendent file Financial Report.</b> On or before <b>November 1</b> , all superintendents must submit to the Commissioner of Education, an Annual Financial Report. <b>§ 79-528</b>
	<b>*Authorize School District Audit.</b> On or before <b>November 5</b> , a copy of the Audit Report shall be filed with the Commissioner of Education and Auditor of Public Accounts. Annually, the school district shall authorize the examination of all financial records. The audit is to be conducted by a public accountant or by a certified public accountant. <b>§ 79-1089</b>
	<b>*Collective Bargaining.</b> On or before <b>November 1</b> , negotiations shall begin. No fewer than four negotiations meetings between the certificated and instructional employees' collective-bargaining agent and the board's bargaining agent. <b>§ 48-818.01</b>
<b>Reports</b>	Board Committees; Superintendent; Administrators;
	<b>*Educational Service Unit Yearly Report.</b> On or before <b>November 1</b> , each ESU is required to publish a Report of Yearly Activities of the ESU Board. The report shall include the amount of the revenue received and expenditures itemized by categories. This publication shall be for one time in a newspaper of general circulation distributed in each county in the educational service unit. A copy of the report shall be distributed to each member school district. <b>§ 79-1228</b>
	<b>*Review Annual Emergency Safety Plan</b> as filed with the State School Security Director. <b>§ 79-2,144</b>

## October Board Agenda Items (Continued)

<b>Board-</b>	Distribute the superintendent evaluation to be completed by each board member. *NASB
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<b>Superintendent Relations</b>	Online Survey System, direct the Association to distribute links to each individual board member to complete the superintendent evaluation. Note: Review board policy and superintendent contract to ensure the board is meeting the directives of both documents.
<b>Board Leadership Development</b>	Review and discuss Board Governance Standard VIII. Board-Superintendent Relations
	NASB Board Member Candidate Webinar (even-numbered years only)
<b>Foundation Filing Forms</b>	Labor Relations Conference
	School Board will <b>Review the Annual Foundation Board Filing Forms</b> Original tax deadline for exempt organizations (Form 990): On or before <b>May 15, 2023</b> Note: <ul style="list-style-type: none"> <li>o Extension tax deadline for exempt organizations: <b>November 15, 2023</b> (must complete IRS Form 8868 Application for Automatic Extension of Time to File an Exempt Organization Return</li> </ul> Foundation Boards – Schedule A (Form 990 or 990-EZ), Public Charity Status and Public Support <ul style="list-style-type: none"> <li>o Form 990 is <u>not complete</u> without fully completing Parts I through XI and a proper signature in Part II, Signature Block.</li> <li>o An officer of the organization must sign the return. This signature must come from the Superintendent if the foundation does not have a designated tax officer.</li> <li>o Schedule B Parts I and II must also be completed if contributions totaling \$5,000 or more (in money or property) were recognized from any one contributor.</li> </ul>

**Leadership Encompass 360**



**LEADERSHIP ENCOMPASS 360**  
NEBRASKA ASSOCIATION OF SCHOOL BOARDS

**Leadership Encompass 360 Superintendent Evaluation** enables the board to evaluate the superintendent as educational leader of the district based upon performance standards and indicators designed specific to engage district internal and/or external stakeholder groups providing feedback to the board. This unique tool gives the board a 360-degree view of the superintendent’s performance based upon the input received from stakeholders.

The value of integrating Leadership Encompass 360 ensures the board is utilizing an evaluation framework intended to define the educational role and expectations of a high-performing and effective superintendent. The standards and supporting indicators allow the board to target the knowledge, skills, and leadership qualities the board expects of the educational leader of the school district.

The performance indicators analyze the strengths and qualities of the superintendent while also defining areas of growth that will benefit the long-term leadership of the superintendent. Data collected provides an objective view of the superintendent that reflects his/her leadership.

To learn more, contact Katie Coble, NASB Board Leadership Associate at [kcoble@NASBonline.org](mailto:kcoble@NASBonline.org) or 1.800. 422.4572

 <b>November Board Agenda Items</b>	
<b>Mission, Vision &amp; Goals</b>	Strategic Plan Update; District Goals Update
<b>Policy Governance</b>	Review, update, and adopt policy per board adopted Policy Review Process.

Accountability & Student Achievement	<b>*Review District and [each] Building AQuESTT Classification</b>
	<b>Financial Literacy</b> Beginning with school year <b>2023-24</b> , each school district, in consultation with the State Department of Education, shall include financial literacy instruction, as appropriate, in the instructional program of its elementary and middle schools and require each student attending a public school to complete at least one five-credit high school course in personal finance or financial literacy prior to graduation. <b>§79-3003</b>
	<b>On or before December 31, 2024</b> , and on or before December 31 of each year thereafter, in order to promote and support financial literacy education, each school district shall provide an annual financial literacy status report to its school board, including, but not limited to, student progress in financial literacy courses and other district determined measures of financial literacy progress from the previous school year. <b>§79-3004</b>
District/ESU Resources [Budget]	<b>*Review District Audit Report</b>
Board-Superintendent Relations	Distribute the superintendent evaluation to be completed by each board member. *NASB Online Survey System, direct the Association to distribute links to each individual board member to complete the superintendent evaluation. Note: Review board policy and superintendent contract to ensure the board is meeting the directives of both documents.
Reports	Board Committees; Superintendent; Administrators
Board Leadership Development	Review and discuss Board Governance Standard IX. Professional Development
	NASA/NASB State Education Conference
	NASB Delegate Assembly
<b>Board Leadership Online Survey Services</b>	<p>Contact Katie Coble, NASB Board Leadership Associate</p> <p><a href="mailto:kcoble@NASBonline.org">kcoble@NASBonline.org</a></p> <p>to learn more about the Online Survey Service</p> <p><i>Superintendent Evaluation</i></p> <p><i>Board Self-Assessment</i></p> <p><i>Facility-Bond Referendum Surveys</i></p> <p><i>District Reorganization Surveys</i></p> <p><i>Custom Surveys</i></p> <p><i>Satisfaction Surveys</i></p>

 <b>December Board Agenda Items</b>	
Mission, Vision & Goals	Review School Improvement Plan
	Strategic Plan Update; District Goals Update
Policy Governance	Review, update, and adopt policy per board adopted Policy Review Process.
Advocacy	Review the [Tentative as of October 2022] 2024 Legislative Session Calendar

<b>District/ESU Resources [Budget]</b>	<b>ESU Annual Financial Report</b> – On or before <b>January 31</b> , the ESU Administrator of each ESU will submit to the Commissioner of Education an Annual Financial Report. <b>§ 79-1229</b>
<b>Reports</b>	Board Committees; Superintendent; Administrators
	Review the NDE State of Schools Report
<b>Board-Superintendent Relations</b>	<b>*Review the Superintendent Evaluation Summary</b>
<b>Board Leadership Development</b>	*NASB New Board Member Workshop – Election Year Event
<b>Learning Community</b>	<b>Report Evaluation and Research Results.</b> On or before <b>January 1</b> , each learning community coordinating council shall use any funds received pursuant to section <b>§ 79-1241.03</b> for evaluation of programs related to the community achievement plan. <b>§ 79-2104.02</b>
<b>Board Election</b>	<b>Notify the County Clerk/Election Commissioner.</b> On or before <b>February 1</b> , the board must notify the County Clerk of Election Commissioner of the member seats open for the upcoming election.

**NASB Board  
Leadership Team**

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The Nebraska Association of School Boards  
Provides programs, services, and advocacy to  
strengthen public education for all Nebraskans.

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1.800.422.4572

15. QCPUF DISCUSSION WITH TOBIN BUCHANAN

# Project Finance: QCPUF

# QCPUF Bond: Guidelines

- Can be issued to address life safety code issues: fire suppression, moisture abatement, accessibility barriers, asbestos, security.
- Can be issued by majority vote of the board.
- Is limited to .03 cents outside of the 1.05 levy limit for bonds. Inside levy limit if not bonds.
- Bonds can be issued up to 10 year maturity length.
- Must be renovation of existing facility.

# QCPUF: Financial Implications

Maturity Length	10 years
Current interest rates	4.5%

A 3 cent levy in the QCPUF Fund over 10 years would allow a financing of approximately **\$2,000,000.**

# Considerations

- Timing of issuance may depend more on when qualifying projects will be done than rate environment.
- Some earnings can be realized through investment of proceeds.
- Coordination with architect, CM, and MA to ensure issuance meets timing and qualification needs is important.
- Underwriter selection process (short form-email)

# Disclosure

These materials are for informational purposes only. It shall not constitute an offer of securities or a commitment to service in any jurisdiction where we are not authorized to do business.

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**\*\* Preliminary - For Discussion Purposes Only \*\***

# Dawson County SD 0011 (Cozad Community Schools)

Series 2023 Lease Purchase - \$2.005M (Max \$.03 Levy)

Summary		
Dated Date		12/15/2023
Average Coupon		4.49%
True Interest Cost (TIC)		4.60%
All Inclusive Cost (AIC)		4.78%
Taxable Valuation (2021-22)	\$	913,302,544

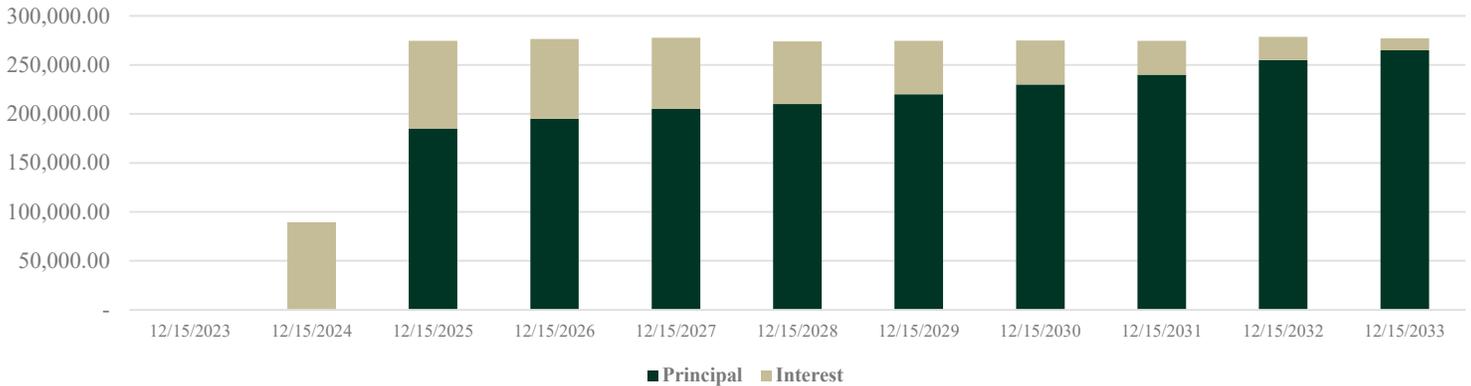
## Sources and Uses

Sources of Funds	
Par Amount of Bonds	\$2,005,000.00
<b>Total Sources</b>	<b>\$2,005,000.00</b>
Uses of Funds	
Deposit to Project Fund	\$1,974,425.00
Total Underwriter's Discount (0.600%)	\$12,030.00
Costs of Issuance	\$18,545.00
Rounding Amount	
<b>Total Uses</b>	<b>\$2,005,000.00</b>

### Debt Service Projection (Preliminary, as of 10/12/2023)

Maturity Date	Interest Rate	Principal	Interest	Total P&I	Tax Levy Impact
12/15/2023					
12/15/2024					
12/15/2025	4.40%	185,000.00	89,561.50	274,561.50	0.009806
12/15/2026	4.40%	195,000.00	81,421.50	276,421.50	0.029617
12/15/2027	4.40%	205,000.00	72,841.50	277,841.50	0.029796
12/15/2028	4.43%	210,000.00	63,821.50	273,821.50	0.029928
12/15/2029	4.45%	220,000.00	54,518.50	274,518.50	0.029472
12/15/2030	4.45%	230,000.00	44,728.50	274,728.50	0.029522
12/15/2031	4.48%	240,000.00	34,493.50	274,493.50	0.029520
12/15/2032	4.53%	255,000.00	23,741.50	278,741.50	0.029466
12/15/2033	4.60%	265,000.00	12,190.00	277,190.00	0.029888
<b>Total</b>		<b>\$2,005,000.00</b>	<b>\$566,879.50</b>	<b>\$2,571,879.50</b>	

### Debt Service Projection



## Tobin Buchanan

Vice President, Public Finance  
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 Email: tbuchanan@fnni.com



**First National  
 Capital Markets**

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## 16. DISCUSSION ITEMS

- 16.1. **Committee of the Whole**
- 16.2. **Enrollment Update, including Fall Membership Report to NDE**
- 16.3. **Assurance Statement Submission to NDE**
- 16.4. **Superintendent Evaluation Timeline for Link Distribution and Completion**
- 16.5. **Negotiations Timeline and Appointment of Negotiations Committee**
- 16.6. **Appoint NASB Delegate to 2023 Delegate Assembly**

## 17. PUBLIC COMMENTS (NON-AGENDA SPECIFIC)

The Board of Education invites you to offer comments during the public comments portion of the non-agenda item. This is the portion of the meeting when members of the public may speak to the board about matters not on the agenda.

We have \_\_\_\_\_ speakers who have signed up to speak. We will allow \_\_\_\_ minutes per speaker for a total of \_\_\_\_\_ minutes.

During the public comment portion of this meeting, those who have signed up need to be allowed to speak without interruption for the time allotted by the Board. We understand that people may have strong feelings about the issues they come to speak about. We ask that you respect the opinions of all who speak and that you refrain from applause, conduct that interferes with the Board meeting, or other outbursts during the presentations. Offensive language, vulgar personal attacks, or hostile conduct will not be tolerated. If the Board President determines any statement or comment constitutes offensive language, a vulgar personal attack, or hostile conduct, then the Board President will rule the person out of order, and the person forfeits any remaining time. You should be further advised that there is no legal protection for any comments that are made, including slanderous comments. Each person should choose their words carefully.

The Board is not obligated to respond to public comments or questions because such dialogue could violate the Open Meetings Act.

As a reminder, under the Open Meetings Act, the Board of Education is legally obligated to require any member of the public desiring to address the Board to identify himself or herself, including an address and the name of any organization you may represent. As a result, please state and spell your first and last name, state your current address, and let us know if you are here representing any particular organization before you begin your public comment.

It is now \_\_\_\_\_ p.m. Our first speaker \_\_\_\_\_

## 18. AGENDA SETTING AND FUTURE MEETINGS

- November 6, 2023, 6pm- Board Retreat?
- November 13, 2023, 7pm- Regular Board Meeting

## 19. 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.