

Board of Education Regular Meeting  
Monday, June 12, 2017 7:30 PM  
Conference Room at the Southern Valley  
Schools Junior/Senior High School Building,  
Oxford, Nebraska  
43739 Hwy 89  
Oxford, NE 68967

1. OPENING
  - 1.1. Call Meeting to Order
  - 1.2. Roll Call
  - 1.3. Excuse Absent Board Members
  - 1.4. Acknowledge Posted Open Meeting Act
2. REVIEW THE AGENDA
  - 2.1. Publication of Notice Verification
  - 2.2. Notes Regarding Agenda/Additions
  - 2.3. Approval of Agenda
  - 2.4. Approval of Prior Minutes
3. RECOGNITION OF VISITORS
  - 3.1. Public Comment
4. BUSINESS ITEMS
  - 4.1. Approval of Bills
  - 4.2. Treasure's Report
  - 4.3. Committee Reports
  - 4.4. Principal's Report
  - 4.5. AD Report

5. ACTION ITEMS

5.1. Bonnie Wright Resignation

5.2. Sharon Harm Resignation

5.3. Vana Hejtmanek Resignation

5.4. Board Policy Resolution

5.5. 2017 Annual Policy Updates

5.6. School Safety Policy Updates

5.7. School Meal Program Policy

5.8. Homeless Policy

5.9. Closing Boys Basketball Account

5.10. Beaver City Bus Barn

5.11. Public Funds Accounts

6. INFORMATIONAL ITEMS

6.1. Non Certified Openings

6.2. Scoreboards

6.3. Budget Update

7. EXECUTIVE SESSION

8. MOTION TO ADJOURN

Board of Education Regular Meeting  
May 8, 2017 7:30 PM  
Conference Room at the Southern Valley Schools Junior/Senior High School Building, Oxford,  
Nebraska

The regular meeting of the Southern Valley Board of Education was called to order by President Bob Bergquist at 7:40pm. The roll was called and the following members were present: David Witte, Ryan Hunt, Bob Bergquist, Todd Brown, Steve Hunt, and Craig Baily. Members absent: None. Others present: Superintendent Darren Tobey, Elementary Principal Mark Grove, High School Principal Brendan Calahan, and Activities Director Jeff Ellis.

The Board of Education makes available a current copy of the Open Meetings Act accessible to members of the public. The Open Meetings Act is also posted in the conference room. Notice of the meeting was given in advance by posting in accordance with the Board of Education approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. Availability of the agenda was communicated in the posted notice and a current copy of the agenda was maintained as stated in the posted notice.

Motion to approve the agenda passed with a motion by Ryan Hunt and a second by Craig Baily.

Craig Baily	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Dave Witte	Yes

April 2017 minutes approved as submitted.

Time was allowed for public comment. No public comment.

Motion to approve receipts and payment of expenditures submitted by the administration passed with a motion by Ryan Hunt and a second by Todd Brown.

Craig Baily	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Dave Witte	Yes

Motion to approve the resignation of Bob Frederickson at the end of the 2017-18 contract year passed with a motion by Dave Witte and a second by Ryan Hunt.

Craig Baily	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Dave Witte	Yes

Motion to approve the teaching contract of Zach Nathan for the 2017-18 school year passed with a motion by Ryan Hunt and a second by Todd Brown.

Craig Baily	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Dave Witte	Yes

Motion to approve the teaching contract of Kaitlyn Nathan for the 2017-18 school year passed with a motion by Dave Witte and a second by Steve Hunt.

Craig Baily	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Dave Witte	Yes

Meeting adjourned at 8:42 pm.

The next regular meeting is scheduled for June 12<sup>th</sup>, 2017 at 7:30pm.

Dated this 12<sup>th</sup> day of May 2017.

FURNAS COUNTY SCHOOL DISTRICT #540  
A/K/A SOUTHERN VALLEY SCHOOLS  
BY: Bob Bergquist, PRESIDENT

ATTEST: Lindin Quinn, Recording Secretary

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID 1		Fund Number 01	GENERAL FUND	
01 2750 336 0 000	162780/162785	Ag Valley Coop	06/11/2017	2,185.38
		Bus Gas		2,185.38
Total Ag Valley Coop				2,185.38
	42958	Alma Auto Parts	06/11/2017	39.96
01 2750 338 0 000		Bus Maintenance		39.96
Total Alma Auto Parts				39.96
	PQ 160628-81805	Amplify	06/11/2017	1,117.50
01 1145 460 1 001		Software Subscription		1,117.50
Total Amplify				1,117.50
	4439274216	Apple Computer, Inc.	06/11/2017	748.50
01 1100 420 0 000		1:1 Computers		748.50
	4439302118	Apple Computer, Inc.	06/11/2017	27,870.00
01 1100 420 0 000		1:1 Computers		27,870.00
	4439302201	Apple Computer, Inc.	06/11/2017	2,940.00
01 1100 420 0 000		1:1 Computers		2,940.00
Total Apple Computer, Inc.				31,558.50
	1900599530	Aramark Uniform Services	06/11/2017	171.08
01 2610 410 0 000		Custodial Supplies		171.08
	1900631293	Aramark Uniform Services	06/11/2017	171.08
01 2610 410 0 000		Custodial Supplies		171.08
Total Aramark Uniform Services				342.16
	1686239	ASCD	06/11/2017	89.00
01 2410 630 1 000		Membership Renewal- Mark Grove		89.00
Total ASCD				89.00
	401001 5/19	Beaver City Municipal Plant	06/11/2017	95.85
01 2610 322 0 000		IA Project		95.85
	421000 5/19	Beaver City Municipal Plant	06/11/2017	25.47
01 2610 322 0 000		Bus Barn		25.47
Total Beaver City Municipal Plant				121.32
	826599	Beaver Creek Mowing	06/11/2017	4,796.00
01 2620 329 0 000		Grounds Upkeep		4,796.00
Total Beaver Creek Mowing				4,796.00
	6/5/17	Black Hills Energy	06/11/2017	44.87
01 2610 321 0 000		IA Project		44.87
Total Black Hills Energy				44.87
	7706207	Blick Art Materials	06/11/2017	416.43
01 1100 410 1 000		Elem Supplies- Patty Hansen		416.43
Total Blick Art Materials				416.43
	Mileage 2nd Semester	Brad Bowers	06/11/2017	226.80
01 2750 336 0 000		Mileage- 2nd Semester		226.80
Total Brad Bowers				226.80

*New Elem Staff Computers*

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		
	234977	Builders	06/11/2017	89.66
01 2610 410 0 000		Custodial Supplies		89.66
Total Builders				<u>89.66</u>
	6/12/17	Calahan, Brendan	06/11/2017	101.60
01 2510 342 0 000		Phone Reimbursement		101.60
Total Calahan, Brendan				<u>101.60</u>
	53874	Centennial Sales	06/11/2017	543.75
01 2620 410 0 000		General Supplies		543.75
Total Centennial Sales				<u>543.75</u>
	6/12/17	Christina Noel	06/11/2017	75.00
01 2750 600 0 000		Reimbursement- Bus Driver Physical		75.00
Total Christina Noel				<u>75.00</u>
	114403	Computer Hardware	06/11/2017	75.00
01 1145 560 1 001		Repair		75.00
	114404	Computer Hardware	06/11/2017	75.00
01 1145 560 1 001		Repair		75.00
	114432	Computer Hardware	06/11/2017	823.00
01 1145 560 1 001		Computer Hardware		823.00
Total Computer Hardware				<u>973.00</u>
	51805	Computers Etc.	06/11/2017	34.50
01 1145 410 2 000		Computer Supplies		34.50
Total Computers Etc.				<u>34.50</u>
	5/16/17	Cycle Therapy	06/11/2017	2,205.00
01 1214 315 0 000		Counseling Services		56.54
01 2120 318 0 000		Counseling Services		2,148.46
Total Cycle Therapy				<u>2,205.00</u>
	6/17	Darren Tobey	06/11/2017	88.95
01 2320 670 0 000		Reimbursement- Supt Expense		88.95
Total Darren Tobey				<u>88.95</u>
	825570708206446 5 6/4	Dish Network	06/11/2017	224.75
01 2222 450 0 000		Dish Network		224.75
Total Dish Network				<u>224.75</u>
	264150	Egan Supply Co.	06/11/2017	165.67
01 2620 410 0 000		General Supplies		165.67
	265267	Egan Supply Co.	06/11/2017	156.17
01 2610 410 0 000		Custodial Supplies		156.17
Total Egan Supply Co.				<u>321.84</u>
	Phone	Ellis, Jeff	06/11/2017	193.33
01 2510 342 0 000		Reimbursement- Phone		193.33
Total Ellis, Jeff				<u>193.33</u>

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	2310	Esu #10	06/11/2017	85.00
01 1100 420 0 000		eRate Support		85.00
Total	Esu #10			85.00
	3rd QTR Billing	Esu #11	06/12/2017	104,991.41
01 1216 313 0 000		3rd QTR Billing		23,782.25
01 1214 315 0 000		3rd QTR Billing		19,778.85
01 1212 319 0 000		3rd QTR Billing		3,904.97
01 1214 313 0 000		3rd QTR Billing		2,956.80
01 1232 313 1 000		3rd QTR Billing		2,894.79
01 1218 318 0 000		3rd QTR Billing		778.00
01 1232 313 1 000		3rd QTR Billing		906.26
01 1232 313 1 000		3rd QTR Billing		40,743.71
01 1216 313 0 000		3rd QTR Billing		2,293.90
01 2120 410 1 002		3rd QTR Billing		1,739.00
01 1100 600 0 000		3rd QTR Billing		100.90
01 1100 420 0 000		3rd QTR Billing		5,111.98
Total	Esu #11			104,991.41
	1120-031	Esu #9	06/11/2017	876.00
01 1100 670 0 000		Great Plains Summit Registration		438.00
01 1145 670 0 000		Great Plains Summit Registration		219.00
01 2410 670 1 000		Great Plains Summit Registration		219.00
Total	Esu #9			876.00
	1798203	Explore Learning	06/11/2017	3,295.00
01 1145 460 1 001		Software License		3,295.00
Total	Explore Learning			3,295.00
	5/31/17	Frontier Communications	06/11/2017	170.33
01 2510 342 0 000		Telephone		170.33
Total	Frontier Communications			170.33
	2016 Expense	Furnas County Clerk	06/11/2017	500.00
01 2310 630 0 000		2016 Election Expense		500.00
Total	Furnas County Clerk			500.00
	541383	Garrett Tires & Treads-Kearney	06/11/2017	455.12
01 2750 337 0 000		Tires		455.12
Total	Garrett Tires & Treads-Kearney			455.12
	1020697 5/8	Harlan County Health System	06/11/2017	34.90
01 2750 600 0 000		Bus Driver Lab		34.90
Total	Harlan County Health System			34.90
	29000	Harlan County Journal	06/11/2017	73.71
01 2310 350 0 000		Legal Notice		73.71
Total	Harlan County Journal			73.71
	26955 5/17	Holdrege Soft Water Service	06/11/2017	75.00
01 2620 318 0 000		Contracted Services		75.00
Total	Holdrege Soft Water Service			75.00

*QTR #3  
Bill*

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2510 318 0 000	12792115 6/17	Hometown Leasing Copier Lease Pymt	06/11/2017	4,094.20
Total	Hometown Leasing			4,094.20
01 1232 313 1 000	349	Inspire Rehabilitation SPED Services	06/11/2017	532.38
01 1232 319 1 000	350	Inspire Rehabilitation SPED Services	06/11/2017	81.59
Total	Inspire Rehabilitation			613.97
01 2750 338 0 000	5742	J & J Repair Bus Maintenance	06/11/2017	290.36
01 2750 338 0 000	5754	J & J Repair Bus Maintenance	06/12/2017	147.86
Total	J & J Repair			438.22
01 1232 313 1 000	May 2017	JENNIFER SCHUTZ,OTR/L SPED Services	06/11/2017	1,506.92
01 1232 319 1 000		SPED Services		1,930.59
Total	JENNIFER SCHUTZ,OTR/L			3,437.51
01 2610 410 0 000	6498	K & D Motor and Electric Custodial Supplies	06/11/2017	50.00
Total	K & D Motor and Electric			50.00
01 2222 430 1 000	1040860 5	Kearney Hub Subscription Renewal	06/11/2017	129.00
Total	Kearney Hub			129.00
01 2610 410 0 000	2222 6/1	Kelley's Super Market Inc Custodial Supplies	06/11/2017	528.75
01 1460 410 2 001	22221 6/1	Kelley's Super Market Inc FCS Supplies	06/11/2017	189.19
Total	Kelley's Super Market Inc			717.94
01 2310 317 0 000	3159	KSB School Law Legal Counsel	06/11/2017	91.50
Total	KSB School Law			91.50
01 2750 336 0 000	Mileage- 6/17	Leighton Schmidt Mileage	06/11/2017	48.00
Total	Leighton Schmidt			48.00
01 1100 410 1 000	97504369001	McGraw-Hill School Education Holdings, LLC Elementary Reading Curriculum	06/12/2017	2,745.42
01 1100 410 2 000	97532996001	McGraw-Hill School Education Holdings, LLC Elementary Reading	06/12/2017	48,490.33
01 1100 410 1 000	97535743001	McGraw-Hill School Education Holdings, LLC Elementary Reading Curriculum	06/12/2017	2,130.26
Total	McGraw-Hill School Education Holdings, LLC			53,366.01
01 2610 410 0 000	29326	Menards Custodial Supplies	06/11/2017	31.87

*NEW READING  
CORREK-6*

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2610 410 0 000	33357	Menards	06/11/2017	1,155.16
		Custodial Supplies		1,155.16
01 2750 338 0 000	33379	Menards	06/11/2017	32.82
		Bus Maintenance		32.82
01 2610 410 0 000	34347	Menards	06/12/2017	250.99
		Custodial Supplies		250.99
01 1430 410 2 001	34358	Menards	06/12/2017	82.99
		IA Project		82.99
Total Menards				<u>1,553.83</u>
01 2610 410 0 000	0608265	Midamerican Research Chemical	06/11/2017	55.17
		Custodial Supplies		55.17
01 2610 410 0 000	0609106	Midamerican Research Chemical	06/12/2017	64.12
		Custodial Supplies		64.12
01 2610 410 0 000	607144	Midamerican Research Chemical	06/11/2017	297.75
		Custodial Supplies		297.75
Total Midamerican Research Chemical				<u>417.04</u>
01 2620 410 0 000	99472734	Moore Medical LLC	06/11/2017	450.51
		General Supplies		450.51
01 2620 410 0 000	99479293	Moore Medical LLC	06/11/2017	34.32
		General Supplies		34.32
Total Moore Medical LLC				<u>484.83</u>
01 1100 410 2 000	2017 Ag Ed	Nebraska Ag Educators	06/11/2017	235.00
		2017 Ag Ed- Jon Lechtenberg		235.00
Total Nebraska Ag Educators				<u>235.00</u>
01 2620 318 0 000	80874	Nebraska Safety & Fire Equipment, Inc.	06/11/2017	509.00
		Contracted Services		509.00
Total Nebraska Safety & Fire Equipment, Inc.				<u>509.00</u>
01 2750 338 0 000	0157184-IN	Nebraska/Central Equipment, Inc	06/11/2017	82.21
		Bus Maintenance		82.21
Total Nebraska/Central Equipment, Inc				<u>82.21</u>
01 2310 350 0 000	13288-170528	Omaha World-Herald	06/12/2017	375.00
		Advertising		375.00
Total Omaha World-Herald				<u>375.00</u>
01 2620 318 0 000	7050679	One Call Concepts, Inc.	06/11/2017	2.64
		Line Locate		2.64
Total One Call Concepts, Inc.				<u>2.64</u>
01 2610 324 0 000	7704 5/31	Oxford Utilities	06/11/2017	660.05
		Trash Haul		660.05
01 2610 322 0 000	7914 5/19	Oxford Utilities	06/11/2017	68.50
		Bus Barn		68.50
Total Oxford Utilities				<u>728.55</u>
01 2750 338 0 000	41700191	Platte Valley Communications	06/11/2017	816.83
		Bus Maintenance		816.83
Total Platte Valley Communications				<u>816.83</u>

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		
	7032689	Quill Corporation	06/11/2017	392.37
01 2620 410 0 000		General Supplies		392.37
Total	Quill Corporation			392.37
	22442	Reliable Pest Control	06/11/2017	125.00
01 2610 410 0 000		Pest Control		125.00
Total	Reliable Pest Control			125.00
	1178	Rockin P Feed & Supply	06/11/2017	58.50
01 2620 410 0 000		General Supplies		58.50
Total	Rockin P Feed & Supply			58.50
	371-686648	S & W Auto Parts	06/11/2017	21.34
01 2610 410 0 000		Custodial Supplies		21.34
Total	S & W Auto Parts			21.34
	9654654	S&S Worldwide	06/11/2017	66.22
01 2620 410 0 000		General Supplies		66.22
	9662169	S&S Worldwide	06/11/2017	9.60
01 2620 410 0 000		General Supplies		9.60
Total	S&S Worldwide			75.82
	2017 Subscription	Scholastic Magazines	06/11/2017	164.56
01 1100 410 1 000		Teaching Supplies- Wasenius		164.56
Total	Scholastic Magazines			164.56
	208118272533	School Specialty Inc	06/11/2017	277.22
01 1100 410 2 000		Teaching Supplies- McQuay		277.22
	208118288639	School Specialty Inc	06/11/2017	77.12
01 2620 410 0 000		General Supplies		77.12
Total	School Specialty Inc			354.34
	16618	Schoology Inc	06/11/2017	4,000.00
01 1145 460 1 001		Subscription Renewal		4,000.00
Total	Schoology Inc			4,000.00
	250999	Scott Electric	06/12/2017	204.00
01 2620 410 0 000		General Supplies		204.00
Total	Scott Electric			204.00
	7375058 6/17	Sinclair Oil Corporation	06/11/2017	1,478.76
01 2750 336 0 000		Bus Gas		1,478.76
Total	Sinclair Oil Corporation			1,478.76
	453635	Softchoice Corporation	06/11/2017	2,500.00
01 1145 460 1 001		Software License		2,500.00
Total	Softchoice Corporation			2,500.00
	02460	Southwest Ne Physical Therapy	06/11/2017	332.50
01 1232 319 1 000		SPED Services		332.50
	02472	Southwest Ne Physical Therapy	06/12/2017	542.00
01 1232 319 1 000		SPED Services		542.00

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	Southwest Ne Physical Therapy			874.50
	5/31/17	Stamford Service LLC	06/11/2017	291.40
01 2750 336 0 000		Bus Gas		271.40
01 2750 338 0 000		Bus Maintenance		20.00
Total	Stamford Service LLC			291.40
	3297228892	Staples Advantage	06/11/2017	7.99
01 2620 410 0 000		General Supplies		7.99
	3339155065	Staples Advantage	06/11/2017	531.83
01 2620 410 0 000		General Supplies		531.83
	3339313607	Staples Advantage	06/11/2017	21.96
01 2620 410 0 000		General Supplies		21.96
	3339313609	Staples Advantage	06/11/2017	20.02
01 2620 410 0 000		General Supplies		20.02
	3339516914	Staples Advantage	06/11/2017	(20.14)
01 2620 410 0 000		Credit- General Supplies		(20.14)
	3340902529	Staples Advantage	06/11/2017	38.32
01 2620 410 0 000		General Supplies		38.32
Total	Staples Advantage			599.98
	June 2017	Sv Depreciation Fund	06/12/2017	12,500.00
01 2750 540 0 000		June 2017		12,500.00
Total	Sv Depreciation Fund			12,500.00
	18031	TBK Transmissions Inc	06/11/2017	172.58
01 2750 338 0 000		Bus Maintenance		172.58
Total	TBK Transmissions Inc			172.58
	6/12	Tom Schoenfelder	06/11/2017	29.25
01 2750 336 0 000		Reimbursement- Bus Gas		29.25
Total	Tom Schoenfelder			29.25
	957702	Troxell Communications	06/11/2017	264.73
01 1100 410 2 000		Teaching Supplies- McQuay		264.73
Total	Troxell Communications			264.73
	11721 6/5	Twin Valleys Public Power	06/11/2017	33.04
01 2610 322 0 000		Electricity		33.04
	20014 6/5	Twin Valleys Public Power	06/11/2017	26.46
01 2610 322 0 000		Electricity		26.46
	25022	Twin Valleys Public Power	06/11/2017	35.24
01 2610 322 0 000		Electricity		35.24
	2628 6/5	Twin Valleys Public Power	06/11/2017	38.60
01 2610 322 0 000		Electricity		38.60
	7105 6/5	Twin Valleys Public Power	06/11/2017	6,222.63
01 2610 322 0 000		Electricity		6,222.63
	7106 6/5	Twin Valleys Public Power	06/11/2017	4,999.23
01 2610 322 0 000		Electricity		4,999.23
Total	Twin Valleys Public Power			11,355.20
	June 2017	TwoPturf, LLC	06/11/2017	2,216.25
01 2620 329 0 000		Grounds Upkeep		2,216.25
Total	TwoPturf, LLC			2,216.25

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		
	9785823359	Verizon Wireless	06/12/2017	402.03
01 2510 342 0 000		Verizon		402.03
Total Verizon Wireless				402.03
	0-1-5 5/26 6/26	Village of Stamford	06/12/2017	781.00
01 2610 323 0 000		Water		781.00
Total Village of Stamford				781.00
	5/31/17	Wex Bank	06/11/2017	108.73
01 2750 336 0 000		Bus Gas		108.73
Total Wex Bank				108.73
	NO8739-2269	Woodward's Disposal Service, Inc.	06/12/2017	35.00
01 2610 324 0 000		Shredding		35.00
Total Woodward's Disposal Service, Inc.				35.00
	309153	Yanda's Music And Pro Audio	06/12/2017	50.00
01 1100 410 1 000		Repair		50.00
	309156	Yanda's Music And Pro Audio	06/12/2017	50.50
01 1100 410 1 000		Repair		50.50
	309157	Yanda's Music And Pro Audio	06/12/2017	38.50
01 1100 410 2 000		Repair		38.50
	310417	Yanda's Music And Pro Audio	06/12/2017	54.28
01 1100 410 2 000		Repair		54.28
	312317	Yanda's Music And Pro Audio	06/12/2017	2,100.00
01 1100 410 2 000		Band Supplies		2,100.00
Total Yanda's Music And Pro Audio				2,293.28
Fund Number 01				265,835.67
Checking Account ID 1				265,835.67

*New Elec  
Keyboard*

SOUTHERN VALLEY SCHOOL Financial Report- May 2017								
<u>ACCOUNT NAME</u>	<u>CASH BALANCE</u>	<u>BEGIN. CD BAL.</u>	<u>DEPOSIT</u>	<u>INTEREST</u>	<u>TRANSFER</u>	<u>EXPENSE</u>	<u>Current Balances</u>	<u>May 2016 Balances</u>
<i>Bond Fund Checking</i>	\$ 273,210.49		\$ 80,301.17	\$ 121.31		\$ -	\$ 353,632.97	\$ 37,069.60
<i>Bond LAF</i>	\$ 175,447.44			\$ 72.44			\$ 175,519.88	\$ 300,010.70
<b>Bond Total</b>							<b>\$ 529,152.85</b>	<b>\$ 337,080.30</b>
<i>Depreciation Checking</i>	\$ 163,280.97		\$ 165,850.00		\$ 12,500.00	\$ 23,377.00	<b>\$ 318,253.97</b>	\$ 85,189.90
<i>General Special</i>		\$ 193,585.38		\$ 106.87	\$ 0.00	\$ -	\$ 193,692.25	\$ 398,963.63
<i>General Checking</i>	\$ 980,825.42		\$ 1,284,220.63	\$ 402.01	\$ 0.00	\$ 676,479.18	\$ 1,588,968.88	\$ 1,257,790.68
<b>General Total</b>							<b>\$1,782,661.13</b>	<b>\$ 1,656,754.31</b>
<i>General Clearing Checking</i>	\$ 7,641.49		\$ 124,190.98	\$ 14.78		\$ 62,710.73	<b>\$ 69,136.52</b>	\$ 12,391.65
<i>Sinking/BLDG Fund Checking</i>	\$ 484,794.81		\$ 46,832.09	\$ 149.06		\$ 29,633.10	<b>\$ 502,142.86</b>	\$ 362,274.87
<i>QCPUF</i>	\$ 40,308.92		\$ 17,792.29	\$ -		\$ -	<b>\$ 58,101.21</b>	\$ -
							<b>\$ 3,259,448.54</b>	<b>\$ 2,453,691.03</b>



May 27, 2017

Bonnie Wright  
Box 21  
Stamford, NE 68977

Mr. Darren Tobey  
43737 Hwy 89  
Oxford, NE 68967

Dear Mr. Tobey,

I have had a wonderful experience working at Southern Valley School the past several years. As a result, it's very difficult that I write to you today announcing my resignation from the school as Food Service Director.

Due to health conditions I won't be able to fulfill my responsibilities as a Food Service Director. My last official day as Food Service Director will be June 30, 2017.

I appreciate the opportunity to have worked for you. Your support and encouragement during my employment meant a lot to me.

My Best,

A handwritten signature in cursive script that reads "Bonnie Wright". The signature is written in black ink and is positioned above the printed name.

Bonnie Wright

This is to notify the Southern Valley School System that I am resigning my position (job) as a part time custodian, effective May 18, 2017.

I have enjoyed the past 19+ years, but...due to my age (yes I am the oldest employee) and the fact that I want to attend my families activities and events as a spectator I think it's time.

I appreciate all the support I have received.

**GO EAGLES!**

*Sharon Ham*

Southern Valley Administration and School Board  
Box 43737 Hwy 89  
Oxford, Nebraska 68967

May 18, 2017

Dear Southern Valley Administration and School Board,

I am writing to inform you that I will be retiring at the end of the 2016-2017 school year. Please accept this letter as my resignation.

I want to thank you for the knowledge I have gained while employed at Southern Valley Schools in the last 24 years. It has been a wonderful experience. I will cherish the many memories and friendships I have made.

Sincerely,

A handwritten signature in cursive script that reads "Vana L. Hejtmanek". The signature is written in black ink and is positioned above the printed name.

Vana L. Hejtmanek

## **RESOLUTION**

WHEREAS, the organization, management, and control of the Southern Valley Public School District is vested in its Board of Education; and

WHEREAS, the organization, management, and control of the school district is articulated through its adopted board policies; and

WHEREAS, the Board has determined that it is in the school district's best interest to adopt a new and updated set of policies; and

WHEREAS, the Board has determined to update its policies by reviewing its existing policies and considering proposed new policies from KSB School Law; and

WHEREAS, state and federal law changes require some policies to be updated immediately or prior to the 2017-18 school, and the Board intends for those policies passed at its June and July meetings to go into effect immediately;

WHEREAS, for all other policies, in order to avoid conflicting policies the Board has determined that it is best to delay implementation of the new policies adopted after June and July 2017 board meetings and continue with its current policies, as amended from time to time, and then to implement all of the new policies at one time;

WHEREAS, the Board will approve the new policies adopted after its June and July 2017 meeting but delay implementation of the new policies unless until an effective date in the future, unless otherwise indicated by the Board, understanding that the Board may need to implement policies immediately based on changes to law and may find it necessary or prudent to update existing policies, in which case the Board may add and amend policies by simple motion vote in addition to those which will automatically go into effect after passage at the Board's June and July 2017 meetings;

NOW, THEREFORE, BE IT RESOLVED, that after the June and July 2017 meetings, unless the Board indicates otherwise, it will approve the new policies over the next several board meetings but delay the implementation of those policies, and then implement the newly adopted policies all at one time, upon board motion to implement said policies, which shall then supersede and repeal all prior conflicting policies.

## **RESOLUTION**

WHEREAS, the organization, management, and control of the Southern Valley Public School District is vested in its Board of Education; and

WHEREAS, the organization, management, and control of the school district is articulated through its adopted board policies; and

WHEREAS, the Board has determined that it is in the school district's best interest to adopt a new and updated set of policies; and

WHEREAS, the Board has determined to update its policies systematically by reviewing each section of policies; and,

WHEREAS, there may be conflicting policies regarding the organization, management, or control of the school district while the Board is in the process of systematically updating its policies;

NOW, THEREFORE, BE IT RESOLVED that newly adopted policies shall supercede any prior conflicting policies.

## **3003**

### **Bidding for Construction, Remodeling, Repair or Site Improvement**

#### **I. Applicability of this policy.**

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

This policy applies to all other purchases and contracts made by the school district for construction, remodeling, repair and other site improvements.

#### **II. Projects with an Estimated Cost of Less than \$100,000**

- A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than \$100,000.
- B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
- C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
- D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.
- E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than \$100,000 they must follow the formal procedures outlined in this policy.

#### **III. Formal Bidding for Major Purchases and Construction**

- A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project

exceeds \$100,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

- B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds \$100,000.

C. Advertising for Bids

1. The superintendent or designee will arrange to advertise for bids under this section by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
2. Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

D. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.
2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.
3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
6. Sealed bids will be opened in a place and at the specific time

stated in the bid form. Bidders shall be notified of the opening and invited to be present.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications.
- E. Any or all bids may be rejected if there is a sound documented reason
  - F. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

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

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

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

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

**I. Applicability of the policy**

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

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

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

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

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

### **III. Construction Projects with an Anticipated Cost of Under \$150,000**

#### **A. Methods of Bidding/Soliciting Quotations or Estimates**

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

1. Construction with an Anticipated Cost of up to \$3,500 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$3,500. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

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

2. Construction with an Anticipated Cost of between \$3,500 and \$100,000 (Small Purchase Procedures)

For construction projects subject to this policy, small purchases are purchases that, in the aggregate amount, is more than \$3,500 and less than \$100,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

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

**IV. Construction Projects with an Anticipated Cost Over \$150,000**

**A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$150,000 will be publicly solicited using the sealed bid method**

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

equipment, facilities, financial stability, past performance, and other relevant factors.

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

## **B. Advertising for Bids.**

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

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

## **C. Bid Documents**

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

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

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

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

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

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

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose

bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

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

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

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

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

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

**3004**  
**General Purchasing and Procurement**

**I. Applicability of this policy.**

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

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

**II. General Purchasing Policy**

A. The school district's budget shall be the guide for all purchases. No employee of the district may make a purchase that is not provided for in the budget without board or administrative approval.

B. The board intends to purchase competitively, whenever possible, without prejudice and to seek maximum educational value for every dollar expended.

C. The acquisition of services, equipment and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district.

D. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

**III. Building-Specific Purchasing**

A. School buildings are operationally under the control of building principals. Principals have control and responsibility for the building and grounds, for all supplies and equipment housed at the building, for all school-related activities in the building, and for all pupils, teachers, and other employees assigned to the building.

B. Principals, in consultation with their staff, are responsible for requisitioning, managing, distributing, and utilizing supplies within the building.

C. The superintendent of schools or his designee is responsible for the requisitioning, managing, distributing, and utilizing of supplies for maintenance and transportation.

D. The administration is responsible for purchasing of goods, services and supplies and for providing the necessary forms for establishing efficient procedures to facilitate the process.

#### IV. **Purchasing Procedures**

A. School personnel must secure the approval of an authorized administrator before making any purchases.

B. Employees seeking reimbursement for a purchase made with their personal funds must attach an itemized receipt or invoice to all requests for reimbursement; must sign all purchase receipts or charge slips; and must submit itemized receipts and any purchasing card or credit card receipts to the office of the superintendent no later than                      prior to the next regular board meeting. A non-itemized credit card receipt is not sufficient.

C. Employees making purchases with a school district credit card or purchasing program must comply with the steps set forth in the district's Purchasing (Credit) Card Program.

D. All purchases of goods and services made with district funds must be made on a properly executed purchase order.

E. All purchases shall be initiated with a purchase order. Purchase orders are signed by the person responsible for that particular budget and finally by the superintendent.

F. For purchases of more than \$3,500, authorized staff members must secure written quotes and/or estimates from a reasonable number of vendors. Staff will purchase from a responsible vendor with the lowest price unless the board approves the purchase from the more expensive vendor.

**V. Relations with Vendors**

A. The board wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. The school shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery, with past services being a factor if all other considerations are equal. The administrative team may, in its discretion, use a Nebraska a state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.

B. No purchase shall be made that violates any conflict of interest policy or law.

C. No employee shall endorse any product of any type or kind in such a manner as will identify him/her in any way as an employee of the school district.

D. The board believes in patronizing local businesses. Consequently, when proposals are judged to be equal in terms of quality, price, and/or service, the contract or purchase will be awarded to the firm that is located within the district. However, the board will not sacrifice either quality or economy to patronize local businesses.

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

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

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

## **3004.1**

### **Fiscal Management for Purchasing and Procurement Using Federal Funds**

#### **I. Applicability of Policy**

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

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

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

#### **II. Procurement System**

The District maintains the following purchasing procedures.

##### **A. Responsibility for Purchasing**

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

## **B. Methods of Purchasing**

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

### **1. Purchases up to \$3,500 (Micro-Purchases)**

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$3,500. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

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

### **2. Purchases between \$3,500 and \$150,000 (Small Purchase Procedures)**

Small purchases are purchases that, in the aggregate amount, is more than \$3,500 and less than \$150,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

### **3. Purchases Over \$150,000**

#### **a) Sealed Bids (Formal Advertising)**

For purchases over \$150,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

#### **b) Contract/Price Analysis**

The District performs a cost or price analysis in connection with every procurement action in excess of \$150,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

#### **4. Noncompetitive Proposals (Sole Sourcing)**

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
  - 1) The item is available only from a single source;
  - 2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - 3) The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or
  - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$150,000.

#### **C. Use of Purchase (Debit & Credit) Cards**

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

#### **D. Federal Procurement System Standards**

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

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

## **E. Debarment and Suspension**

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

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

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

## **F. Settlements of Issues Arising Out of Procurements**

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

### **III. Conflict of Interest and Code of Conduct**

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

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

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

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

### **C. Favors and Gifts**

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

### **D. Enforcement**

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

## **IV. Property Management Systems**

### **A. Property Classifications**

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

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

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

## **B. Inventory Procedure**

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

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

## **C. Inventory Records**

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

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

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

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

#### **D. Physical Inventory**

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

#### **E. Maintenance**

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

#### **F. Lost or Stolen Items**

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

#### **G. Use of Equipment**

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

#### **H. Disposal of Equipment**

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

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

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

## **V. Other Contract Matters.**

### **A. Required Terms**

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

### **B. Contracting with Certain Vendors**

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

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

### **C. Record Keeping**

#### **1. Record Retention**

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

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

## **2. Maintenance of Procurement Records**

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

## **D. Privacy**

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

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

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

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

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

### **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 Director of Transportation as the initial point of contact for child welfare agency representatives to discuss transportation issues related to children in foster care.

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

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

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

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

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

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

## 3036

### Purchasing (Credit) Card Program

The board approves the use of a purchasing card (credit card) program for the purchase of goods and services for and on behalf of the school district. The board shall determine the type of purchasing card or cards to be used in the program and shall contract with a third-party provider as provided by law.

**Authorized Purchases.** Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses and school supplies. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee. The maximum amount that may be charged in a single day is \$3,500.

**Unauthorized Purchases.** In no event shall the purchasing card be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

**Authorized Users.** Individuals holding the following titles may be assigned an individual purchasing card: Superintendent, Principals, and Transportation Director. The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes. The school shall also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent.

**Documentation.** Employees seeking reimbursement for a purchasing card purchase shall submit an itemized receipt **and** a purchasing card receipt to the school district. The itemized receipt shall include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. ***A non-itemized credit card receipt alone is not sufficient.*** Designated school personnel shall maintain the documentation for at least 10 years or as otherwise required by Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees shall maintain copies of any documentation submitted to the school district.

**Suspension or Termination of Privileges.** The board or the superintendent (or his or her designee) (1) ***shall*** temporarily or permanently suspend the purchasing card privileges of any individual that does not submit an itemized receipt for each purchasing card purchase, and (2) ***may*** temporarily or permanently suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account shall be immediately closed and he or she shall return the purchasing card to the superintendent or board. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the individual making the purchase shall reimburse the district within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

**Reward Points or Rebates.** Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of the school district.

**Purchase Review Procedures.** The superintendent, or his or her designee, and [school auditor](#) shall conduct independent reviews of credit card expenses, or a sample thereof, on a [yearly](#) basis. Any unlawful or unauthorized expenditure or other discrepancy shall be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee shall provide the board at each regular meeting with the documentation submitted pursuant to this policy or a summary of that documentation with a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase shall be addressed as provided in this policy or as otherwise allowed by law.

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

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

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

**3047**  
**Data Breach Response**

**I. Preparation**

A data breach is an instance in which personal information as defined by state law or personally identifiable information as defined by federal law is released or accessed in an unauthorized manner. In order to ensure compliance with state and federal law; in the event of a breach the following preparatory steps shall be taken.

**A. Data Governance**

The superintendent, or their designee, will create an annually updated data directory that will include:

1. Computing devices purchased by the district,
2. Software that is installed on district devices,
3. Staff members with access to district devices,
4. Staff members with active usernames and passwords for any district software.

**B. New Devices and Software**

Any new software or device that is used in a district building for district purposes will be submitted to the superintendent or their designee for inclusion in the directory.

**II. Incident Response Plan**

**A. Assessment and Investigation**

1. If the District becomes aware of a data breach it will make every reasonable effort to remedy the cause of the breach as soon as possible.
2. The District will conduct a good faith, reasonable, and prompt investigation to determine the likelihood that personal information has been or will be used for an unauthorized purpose.

3. This investigation will include, but not be limited to, an assessment of what software, hardware, and physical documents were accessed; which District personnel had access to the compromised data; and what specific data was compromised.

**B. Notification of Affected Individuals**

1. If the investigation determines that the use of information about a Nebraska resident for an unauthorized purpose has occurred or is reasonably likely to occur, the district shall give notice to the affected Nebraska resident.
2. Notice shall be made as soon as possible and without unreasonable delay, consistent with the legitimate needs of law enforcement and consistent with any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the computerized data system.

**C. Notification of Law Enforcement and Outside Organizations**

1. Should notice of the breach be required to any individual, notice of the breach will be simultaneously sent to the Nebraska Attorney General's office.
2. The Superintendent will determine if the Family Policy Compliance Office will be notified of the breach.
3. The Superintendent will determine if the Privacy Technical Assistance Center will be notified of the breach.

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

## 5018

### Parent and Guardian Involvement In Education Practices

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

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

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

The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.
  - c. National Assessment of Educational Progress  

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

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

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

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

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

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

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

## **NOTICE OF POLICY ON OPTING OUT OF ASSESSMENTS**

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at 308-868-2222 or [darren.tobey@sveagles.org](mailto:darren.tobey@sveagles.org)

**NOTE:** Provide this notice at the beginning of the school year to parents of students attending schools receiving Title I funds. It can be included in handbooks or sent as a stand-alone document.

## **Threat Assessment and Response**

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

### **1. Obligation to Report threatening Statements or Behaviors.**

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

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

### **2. Threat Assessment Team**

The threat assessment team (team) shall consist of Darren Tobey, Brendan Calahan, Mark Grove, Jeff Ellis, Tricia Weatherwax, Melinda Hunt, Greg Huerta, Jeremy Epp, Jen Wasenius, and Becky Robinson. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

### **3. Threat Assessment Investigation and Response**

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

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

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

#### **4. Communication with the Public about Reported Threats**

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

#### **5. Coordination with the Crisis Team After Resolution of Threat**

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

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

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

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

## 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.

**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.

The district's policy on charged meals is: [NOTE TO BE DELETED: THE BOARD SHOULD SELECT ONE OF THE FOLLOWING AND DELETE THE REST.]

### OPTION A

If a student has no funds available to pay for a meal, no food will be provided.

### OPTION B

If a student has no funds available to pay for a meal, the student will be

permitted to charge up to five meals. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.

**OPTION C**

If a student has no funds available to pay for a meal, the student will be provided and charged for a limited "courtesy meal" option, such as a plain sandwich.

**OPTION D**

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: \_\_\_\_\_

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

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

**5052**  
**School Wellness Policy**

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

**1. Goals for Nutrition Promotion and Education**

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

**2. Goals for Physical Activity**

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

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

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

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

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

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

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

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

## **6. Food and Beverage Marketing**

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

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

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

## **7. Public Participation**

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

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

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

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

## **9. Triennial Assessment**

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

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

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

## **10. Public Notice**

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

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

## **11. Recordkeeping**

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

## **12. Operational Responsibility**

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

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

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

[https://www.healthiergeneration.org/\\_asset/wtqdwu/14-6372\\_ModelWellnessPolicy.doc](https://www.healthiergeneration.org/_asset/wtqdwu/14-6372_ModelWellnessPolicy.doc).

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

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

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

**5014**  
**Homeless Students**

- 1. General Policy.** The District will provide tuition free education for homeless children and youth who are in the district and accord them the educational rights and legal protections provided by state and federal law. Homeless children and youth shall not be stigmatized or segregated on the basis of their status as homeless and shall have access to the same services offered to other students. It is the intent of this policy to remove barriers to the enrollment and retention of homeless children and youth in the District.
  
- 2. Homeless Liaison.** The District's homeless liaison is School Counselors. Students in homeless situations who require assistance should contact the liaison at 308-868-2222 or in person at 43739 HWY 89 Oxford, NE 68967. The liaison's responsibilities include:

  - a. Ensuring homeless children and youth are identified through coordination with the Nebraska Department of Education, community groups, and other school personnel;
  - b. Receiving training regarding state and federal law governing homeless children and youth;
  - c. Ensuring homeless children and youth and their families are referred to appropriate health care, housing, and other relevant service providers and programs available in the community;
  - d. Assisting other District personnel to work with homeless children and youth and their families on regular attendance, participation in programs and activities of the District, and completing academic work to meet academic standards of the District;
  - e. Assisting homeless children and youth and working with other District employees to prepare for and improve college readiness, including assistance with applications, selection, financial aid, and status verification for purposes of the Free Application for Federal Student Aid; and
  - f. Carrying out other aspects of this policy.
  
- 3. Definitions**

  - a. "Homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence and includes:
    - i. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a

similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;

- ii. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
  - iii. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  - iv. Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).
- b. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by an act of Congress or by state law.
  - c. "Child" and "youth" refers to persons who, if they were children of residents of the District, would be entitled to a free education.
  - d. The term "unaccompanied youth" shall mean a homeless child or youth not in the physical custody of a parent or guardian.
  - e. "School of origin" means the school that the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled.

**4. School Stability and Enrollment.** Generally, the District presumes that keeping a homeless child or youth in their school of origin is in the child's best interest unless it is contrary to a request of the child's parent, guardian, or in the case of an unaccompanied youth, the youth. The District will also consider factors including, but not limited to: the impact of mobility on achievement, education, health, and safety of the child.

**5. Strategies to Address Enrollment Delays.** In order to address enrollment delays resulting from homelessness, the school district shall immediately enroll homeless students even if they are unable to produce records normally required for enrollment such as immunization and medical records, residency documents, birth certificates, school records, or other documentation, or guardianship

documents. The school district shall immediately contact the school last attended by the student to obtain academic and other records. The school district's homeless liaison shall assist in obtaining necessary immunizations, or immunization or medical records.

**6. Transportation.** Transportation shall be provided to homeless students to the extent required by law and comparable to that provided to students who are not homeless. At the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), transportation shall be provided to and from the school of origin as follows:

- a. If the homeless child or youth continues to live in the area served by the school district, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the school district.
- b. If the homeless child's or youth's living arrangements in the area served by the school district terminate and the child or youth, though continuing his or her education in the school district, begins living in an area served by another school district, the school district and the new school district in which the homeless child or youth is living shall negotiate to agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school district. If the districts are unable to agree, the responsibility and cost for transportation shall be shared equally.

**7. Records.** The District will maintain and respond to requests for enrollment records for homeless children or youth consistent with its record policies and state and federal record laws. Any information about a homeless child's or youth's living situation shall be treated as a confidential education record and shall not be deemed directory information.

**8. Dispute Process.** If a dispute arises over school selection or enrollment in a school:

- a. The child or youth shall be admitted immediately to the school in which enrollment is sought, pending resolution of the dispute;
- b. The child, youth, parent, or guardian shall be referred to the

district's homeless liaison who shall carry out the dispute resolution process within (30) thirty calendar days after receiving notice of the dispute;

- c. The parent or guardian of the child or youth or, in the case of an unaccompanied youth, the youth, shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or unaccompanied youth to appeal the decision within (30) thirty calendar days of the time such complaint or dispute is brought.
- d. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in the school in which enrollment is sought pending resolution of the dispute.

## 9. Appeal Process

- a. **Nebraska Department of Education.** If the Complainant is not satisfied with the written decision of the District after the dispute resolution process, the Complainant may appeal the decision of the District to the Commissioner of the Nebraska Department of Education within (30) thirty calendar days of receipt of the decision from the District, pursuant to Nebraska Department of Education Rule 19.
- b. **State Board of Education.** If the Complainant is not satisfied with the decision of the Commissioner, the Complainant may file a Petition with the State Board of Education within (30) thirty calendar days of the receipt of the decision of the Commissioner pursuant to Nebraska Department of Education Rule 19.

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

**Southern Valley Public Schools**  
**Preschool Paraprofessional/Assistant Cook/Substitute Bus Drivers**

Southern Valley Public Schools, a Class C2 district just 60 minutes southwest of Kearney, is looking for an outstanding Preschool Paraprofessional, Assistant Cook, and Substitute Bus Drivers for the 2017-18 school year.

Interested applicants are encouraged to submit a resume, cover letter, and credentials via email to: Darren Tobey, Superintendent of Schools, [darren.tobey@sveagles.org](mailto:darren.tobey@sveagles.org). Interviews for potential candidates will be conducted the last week of June with employment beginning August 10, 2017.

## SOUTHERN VALLEY HIGH SCHOOL

## IN CARE OF: DARREN TOBEY , SUPERINTENDENT

 Southern Valley High School  
 43739 NE-89  
 Oxford, NE 68967  
 (308) 868-2222

 May 11, 2017

 Valid for 30 days

 Terms: 50 w/order, 50 at completion

 FOB: ScoreVision

## SCOREVISION ORDER DETAILS

ITEM	MODEL	DESCRIPTION	PRICE
1	iB1410 6mm pixel pitch LED display	14'2" x 9'5-3/8" display w/mount.	\$74,007.02
1	iB1410 6mm pixel pitch LED display	14'2" x 9'5-3/8" display w/mount.	included
2	iPad Pro 9.7	Apple iPad Pro 9.7	included
1	NovaPro	NovaPro LED Controller	included
1	ScoreVision Head Unit	ScoreVision head control rack, 2 ScoreVision servers, Ethernet and PA bridges	included
1	Installation	Display and rack installation.	\$9,500.00
1	Freight	Freight to installation location.	\$1,500.00

**TOTAL PRICE EXCLUDING SALES TAX:**

**\$85,007.02**

\* Install charges include a standard installation on concrete block walls. Mounting on other or unique sub-structures will require a \$1,500 pre-paid Site Survey by a ScoreVision Engineer before a final installation quote can be confirmed. This fee covers travel related costs we incur during the site analysis. You may need to involve Facilities or local contractor to help satisfy the responsibilities of the school.

## BASIC SUPPORT INFORMATION

ITEM	MODEL	DESCRIPTION	PRICE
1	Annual Software License	billed annually	\$3,000.00

### INCLUDED WITH BASIC SUPPORT:

- ScoreVision sport-specific scoring apps for basketball, volleyball, and wrestling
  - ScoreVision Producer App for game & event media production
  - Cloud-based score and statistic storage which provides content to the Fan App
  - Software updates which include new features, enhancements in functionality and issue resolutions
  - Unlimited, online training and support
  - Remote monitoring and support of software and hardware
-

## STANDARD INSTALLATION

### RESPONSIBILITY CHECKLIST

#### SCOREVISION RESPONSIBILITIES

##### Description

- Provide specific equipment and electrical requirements to customer
- Include shipping of all equipment to customer location
- Provide mounts per site equipment diagram provided
- Furnish Ethernet cabling as provided in the applicable quote
- Terminate cable at head unit rack and all video displays
- Mount and installation as required by site equipment diagram
- Complete set-up, configuration, and testing of the hardware system components
- Complete set-up and testing of the results/statistics/timing system functions, portable units, and software installation
- Provide personnel for maintenance and operator training upon installation
- Perform final systems testing and customer acceptance

#### SOUTHERN VALLEY HIGH SCHOOL RESPONSIBILITIES

##### Description

- Prepare installation site in install-ready manner, including removal and disposal of existing equipment and fixtures
- Provide primary power feed to head unit and displays according to required specifications provided by ScoreVision
- Provide clean, dedicated power outlets for all systems
- Furnish communications access (DSL line, Network, Static IP address and associated monthly fees) as required by the system
- Provide static IP address for each ScoreVision server at least five (5) days prior to the installation date
- Prior to installation technician arrival, provide written verification to ScoreVision that all necessary cabling has been pulled pursuant to the site equipment diagram, and any existing cable removed (if necessary)
- Provide unobstructed access to equipment (lift and mount equipment for both removal and installation) and to control room until the installation has been completed and accepted
- Receive, inspect and accept all video, scoring, and control equipment
- Provide and install interface cabling and conduit to permit ScoreVision system interface with audio system
- Provide low-voltage electrical contractor and wiring
- Prior to installation technician arrival, provide written verification to ScoreVision that all mount locations meet load bearing requirements for equipment specified in the site equipment diagram
- Provide personnel for training on maintaining and operating the system
- Perform final systems testing and provide customer acceptance

**SCOREVISION DELIVERABLES:**

- Welcome letter with pre-installation requirements
- Site equipment diagram
- Hardware components and software license as provided in the Sales Order
- Operator and maintenance training

**LOCATION:** At destination specified by Customer in the signed Order.

**TIMETABLE:** Provided each party has completed its responsibilities as provided in this Sales Order, standard installation is typically completed in three (3) business days. The installation commencement date will be mutually agreed to by the parties, and is normally scheduled 4-6 weeks after order submission date.

**STANDARD INSTALLATION PROJECT FEES:**

**Fixed Fee:** This Sales Order is on a fixed fee basis, based on the objectives, ScoreVision responsibilities, customer responsibilities, ScoreVision deliverables and timetable listed herein. Provided, however, customer is responsible for any time and materials in the event ScoreVision must perform any customer responsibilities in which case a Change Order to this Sales Order shall be required.

**Total Standard Install Project Fees: \$9,500.00 (excludes Change Orders)**

- Total Standard Install Project Fees are included in the Order.
- In the event ScoreVision is required to perform any Customer responsibilities, or if any changes, variances, delays or contingencies are mandated by Customer or become necessary, the parties agree to execute a Change Order to this Sales Order to document such changes.
- Any Change Order will be scoped and priced accordingly on a time and materials basis between ScoreVision and Customer. Change Orders will be billed at \$300.00 per hour
- Customer is responsible for payment to any third party (e.g., electrical contractors) who may perform any Customer responsibility on behalf of Customer.

**DISCLAIMER**

I understand that any delays in the installation schedule caused by the school's neglect will result in unplanned expenses by ScoreVision, and agree to reimburse ScoreVision if such a delay occurs at a rate of \$2,500 dollars per day.

\_\_\_\_\_  
Customer Signature

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## ORDER INFORMATION

### Order

This Order Sheet ("Order"), together with the Terms and Conditions which are attached hereto and incorporated herein (collectively, the "Agreement" or "Contract Documents") constitutes Customer's agreement with Score Vision, LLC for the Software and Equipment. Unless otherwise defined herein, all defined terms within this Order shall have the same meaning and definitions as provided elsewhere in the Contract Documents.

### Initial Term

The term shall commence on the date this Order is signed by both parties (the "Effective Date") and remain in effect for three (3) years (the "Term").

### Fees & Equipment

See Order Details

### Installation Responsibilities

See Attachment A

Install charges include a standard installation on concrete block walls. Mounting on other or unique sub-structures will require a \$1,500 pre-paid Site Survey by a ScoreVision Engineer before a final installation quote can be confirmed. This fee covers travel and other costs we incur during the site analysis. You may need to involve Facilities or local contractor to satisfy the responsibilities of the school, per the proposal.

### Confidentiality

Each party understands and agrees that this Order and the Contract Documents are Confidential Information pursuant to Section 8 (Confidentiality) of the End User License Agreement which is incorporated herein and may be viewed by clicking the link below. Neither party may disclose this Order or the Contract documents to any third party or cause the same to become publicly available without the prior written consent of the other party.

### Warranty Information

The LED displays we offer come with a five year parts warranty. The front-serviceable LED modules we offer are made to be serviceable by the customer, so if any portion of any LED display goes out it can be replaced by the customer. We provide 3% extra LED panels to be inventoried by the customer. Broken panels can be sent back to Score Vision for repair and/or replacement for free for up to five years. Damage caused by malicious acts or abnormal wear and tear are not covered under this warranty. Beyond the five year warranty, the customer will be responsible for covering the cost of any new panels and freight.

### Terms and Conditions

Links to the terms and conditions which apply to this Order are included below and hard copies may be provided upon request.

[End User License Agreement](http://www.scorevision.com/downloads/EULA-Oct2015.pdf) (<http://www.scorevision.com/downloads/EULA-Oct2015.pdf>)

[Standard Terms and Conditions Agreement](http://www.scorevision.com/downloads/StandardTC-Oct2015.pdf) (<http://www.scorevision.com/downloads/StandardTC-Oct2015.pdf>)

The applicable documents referred to in this section shall be construed with, and as an integral part of, this document to the same extent as if they were set forth verbatim herein.

## ACCEPTANCE

The undersigned has actual authority to execute this document and Score Vision, LLC is relying upon such authority.

The parties hereby acknowledge and agree that the terms and conditions contained within this Order along with the terms and conditions of the Score Vision Standard Terms and Conditions, and/or the Software End User License Agreement (together, the "Terms and Conditions") constitute the full and final understanding of the parties regarding the sale and/or lease of equipment and/or the provision of services and entirely replace and supersede any previous understanding or agreement between the parties. By executing this agreement, Purchaser acknowledges that it has had opportunity and means to review the Terms and Conditions as provided in the website addresses above. In the alternative, hardcopy of these Terms and Conditions will be provided upon request. Further it is acknowledged and agreed that the price of the equipment and/or the provision of services contained within this agreement are expressly conditioned upon Purchaser's acceptance of the Terms and Conditions without change. Any modification of the Terms and Conditions may require a corresponding change in price. Accordingly, the Purchaser acknowledges and agrees to these Terms and Conditions as evidenced by its attestation below.

\_\_\_\_\_  
Order Authorization Signature (Customer)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Order Acceptance Signature (ScoreVision)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**CUSTOMER CONTACT INFORMATION:**

Athletic Director	Email	Mobile
Principal	Email	Mobile
Facilities	Email	Mobile
Electrical / IT	Email	Mobile

**VENDOR CONTACT INFORMATION:**

Ben Thompson	ben@scorevision.com	402-201-4729
Account Manager	Email	Mobile
Jon Meier	jon.meier@scorevision.com	402.578.3413
Sales Representative	Email	Mobile
Support	support@scorevision.com	1-866-213-8680
Support	Email	Mobile

**CUSTOMER ACCEPTANCE**

Name	Email	Mobile
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**2017-18 Budget Comparison – June 12, 2017**

**FORMAL BUDGET DOCUMENT INFORMATION**

	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18 5% inc</u>
Valuation	\$381,805,350	\$440,272,328	\$549,767,797	\$707,499,340	\$829,632,876	\$855,118,316	\$897,874,232
General Fund Levy	1.0151	0.9500	0.95548	0.8787	0.795	0.7800	0.745
Building Fund Levy	0.00	0.00	0.00	0.04	0.04	0.0300	0.03
QCPU Fund Levy	0.00	0.00	0.00	0.00	0.00	0.0116	0.0112
Bond Fund Levy	0.1510	0.1307	0.1047	0.0813	0.07	0.0561	0.534
<b>TOTAL LEVY</b>	<b>1.1661</b>	<b>1.0807</b>	<b>1.0602</b>	<b>1.00</b>	<b>0.905</b>	<b>0.8777</b>	0.8646
Gen Fund Tax	3,875,706	4,182,587	5,252,921	6,216,796	6,595,558	6,669,919	6,689,131
Building Fund Tax				282,999	331,852	256,537	269,361
QCPU Fund Tax						100,000	100,561
Bond Fund Tax	576,526	575,435	575,606	575,196	580,741	480,101	479,462
<b>TOTAL TAX</b>	<b>4,452,232</b>	<b>4,758,023</b>	<b>5,828,528</b>	<b>7,074,991</b>	<b>7,508,151</b>	<b>7,506,557</b>	<b>7,538,515</b>
State Aid	873,704	496,227	104,655	66,046	6,555	0	35,017
Per Penny Price	38,180	44,027	54,976	70,749	82,963	85,518	89,787

**DAY-TO-DAY BUDGET DOCUMENT INFORMATION FROM ANNUAL AUDIT**

Expenditures (GF AFR)	\$5,550,334	\$6,439,277	\$6,099,093	\$6,429,883	\$6,846,304	\$6,800,000 (est.)
Revenue (GF AFR)	\$5,811,681	\$6,292,045	\$6,368,012	\$7,355,371	\$7,527,320	\$7,550,000 (est.)
Total Cash In Accounts <small>(Board Mtg. July)</small>	\$2,098,984	\$1,260,864	\$1,232,692	\$1,990,968	\$2,844,211	\$3,000,000 (est.)