

Board of Education Regular Meeting

Monday, February 8, 2021 7:00 PM

The Career Academy

Southeast Community College- Lincoln Campus

8800 O St, Lincoln, NE 68520

Lincoln, NE 68520

1. Call to Order and Pledge of Allegiance
2. Announcement of the Open Meetings Act Posting
3. Staff and Student Presentations
4. Consent Agenda
 - 4.1. Approval of minutes of previous meetings
 - 4.2. Approval of Claims/Payment of Bills and Payroll
 - 4.3. Certificated/Classified Hire(s)/Reassignment(s)/Resignation(s)
 - 4.4. Financial Report
5. Public Comment
6. Administrative Reports
 - 6.1. Superintendent's Report
 - 6.2. Administrative Report
7. Discussion Items- Committee Reports
 - 7.1. Curriculum, Committee on American Civics:
 - 7.2. Legislative Committee Update
 - 7.3. Strategic Planning Committee
 - 7.4. Transportation Committee Report
 - 7.5. Policy Review Committee
 - 7.6. Negotiations Committee Report
 - 7.7. Olson Foundation Progress Report
8. Action Items
 - 8.1. Presentation, discussion, and or official action to authorize the Superintendent to issue contract renewals to the certified staff.
 - 8.2. Presentation, discussion, and or official action to approve employment terms and compensation for classified staff members for the 2021-2022 school year.
 - 8.3. Presentation, discussion, and or official action to approve Contract Terms and salary increases for the Administrative staff.
 - 8.4. Policy Committee Update: 8000 Series
 - 8.5. Policy Committee Update: 9000 Series
 - 8.6. 2021-2022 District Calendar Revision
 - 8.7. Superintendent Contract Amendment
 - 8.8. Strategic Planning
 - 8.9. Presentation, discussion, and or official action with regard to the Olson Foundation Project for the construction of certain improvements on property of the School District and Village for athletic and recreational facilities to benefit the Palmyra, Nebraska Community (Project) to approve the Applications for Payment and billing

statements related to the Project, including, but not limited to the cost of the legal services, architectural design and planning, and site preparation costs.

9. Board of Education Development
 - 9.1. Review District Vision, Mission, and Strategic Goals
 - 9.2. NASB Board Development Opportunities
 - 9.3. Review Board Code of Ethics
10. Topics for Next Month's Agenda
11. Closed Session
12. Adjournment

Chairperson

Superintendent



STATE *of* NEBRASKA
OFFICE OF THE GOVERNOR
LINCOLN

EXECUTIVE ORDER No. 20-36

CORONA VIRUS – PUBLIC MEETINGS REQUIREMENT LIMITED WAIVER

WHEREAS, In order to provide flexibility to assist in meeting the emergency conditions and subsequent impacts brought on from COVID-19, a state of emergency was declared in Nebraska on March 13, 2020; and

WHEREAS, the State of Nebraska is committed to providing seamless government operations to the people of Nebraska throughout the state of emergency; and

WHEREAS, state and local governmental boards, commissions and other public bodies must comply with the Open Meetings Act so that citizens may exercise their democratic privilege of participating in meetings of public bodies; and

WHEREAS, for public health purposes, meetings and gatherings have now been limited to no more than 10 people and may be further limited if the presence of COVID-19 warrants;

NOW THEREFORE, I Pete Ricketts, Governor of the State of Nebraska, by virtue of the authority vested in me by the Constitution and laws of Nebraska, hereby issue this limited waiver of certain requirements of the Nebraska Open Meetings Act.

Pursuant to this declaration, I hereby order the following:

1. This executive order applies to public bodies as defined in Neb. Rev. Stat. §84-1409 (1) and to all public meetings as defined in Neb. Rev. Stat. §84-1409 (2).
2. All governing bodies may meet by videoconference or by telephone conferencing or by conferencing by other electronic communication so long as there is made available at such meeting access to members of the public and to members of the media.

3. The advanced publicized notice and the agenda requirements for meetings that are set forth in Neb. Rev. Stat. §84-1411 and the remaining provisions of Nebraska's Open Meetings Act shall continue to be complied with by all public bodies and are not waived by this executive order.
4. This waiver shall apply to all public governing body meetings that occur from December 1, 2020 through January 31, 2021.

IN WITNESS THEREOF, I have hereunto set my hand and caused the Great Seal of the State of Nebraska to be affixed on this 25th day of November, 2020.

ATTEST:



Pete Ricketts, Governor



Robert B. Evnen, Secretary of State



Board of Education Regular Meeting

Monday, January 11, 2021 7:00 PM

Media Center at the Palmyra District OR-1 Public Schools

425 F Street

Palmyra, NE 68418

Jaimi Calfee: Present
Doug Church: Present
Brandon Desh: Present
Clayton Maahs: Present
Josh Penterman: Present
Lisa Wilen: Present

1. Call to Order and Pledge of Allegiance

- The meeting was called to order by the Board of Education President.

2. Announcement of the Open Meetings Act Posting

- The most current Executive Order is attached to this agenda.

3. Newly Elected Board Members: Oaths of Office

- Newly elected board members recited the Oath of Office and signed Oath of Office documents.

4. Organization of the Board

4.1. Election of Superintendent: Temporary Chair for Board President Nominations
motion to accept Passed with a motion by Clayton Maahs and a second by Brandon Desh.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Clayton Maahs: Yea, Josh Penterman: Yea, Lisa Wilen: Yea

- The temporary chairperson will call for nominations for the board president until one is elected.

4.2. Discuss, consider and take action to elect the 2021 Board President

Motion to elect Board President for 2021. Passed with a motion by Lisa Wilen and a second by Jaimi Calfee.

Brandon Desh: Abstain, Jaimi Calfee: Yea, Doug Church: Yea, Clayton Maahs: Yea, Josh Penterman: Yea, Lisa Wilen: Yea

- Upon the call for nominations for each office by the Chair, nominations shall be made by written or oral ballot.

- Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee.
- If the tie is not broken after five ballots, the Chair will determine the winner by the flip of a coin, followed by a vote ratifying such selection.
- The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting
- Nomination, selection, and the election of the 2021 Board President

Additional Information:

- Clayton Maahs nominated Brandon Desh for Board President.
- There were no other nominations presented.
- Voting was taken on the nomination of Brandon Desh for Board President.
- The motion passed 5-1 with Desh abstaining.

4.3. Discuss, consider and take action to elect the 2021 Board Vice President

Consider, discuss, and take action to elect a board Vice President. Passed with a motion by Clayton Maahs and a second by Brandon Desh.

Jaimi Calfee: Abstain, Doug Church: Yea, Brandon Desh: Yea, Clayton Maahs: Yea, Josh Penterman: Yea, Lisa Wilen: Yea

- Nomination, discussion, and the election of a new board Vice President.
- **Additional discussion:**
 - Board member Calfee was nominated by board member Maahs for Vice President.
 - Board member Church was also nominated for vice president by board member Wilen, but Church declined the nomination.
 - No other nominations were presented.
 - Motion was made for Calfee for VP.
 - Motion passed 5-1 with Calfee abstaining.

5. Approval of Committees, Positions, and Designations

5.1. Discuss, consider and take action to appoint the Board Treasurer for 2021.

Discuss, consider and take action to appoint a board treasurer for 2021. Passed with a motion by Lisa Wilen and a second by Josh Penterman.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Clayton Maahs: Yea, Josh Penterman: Yea, Lisa Wilen: Yea

- Motion was passed 6-0 to accept Karen Hatcher as Board treasurer.

5.2. Discuss, consider and take action to appoint the Board Secretary for 2021

Discuss, consider, and take action to appoint a Board Secretary for 2021. Passed with a motion by Lisa Wilen and a second by Jaimi Calfee.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Clayton Maahs: Yea, Josh Penterman: Yea, Lisa Wilen: Yea

- Motion was presented to accept the superintendent as the board secretary.
- Motion passed 6-0.

5.3. Discuss, consider and take action to elect committees as determined by the Board of Education

Discuss, consider and take action to appoint Board Committee assignments Passed with a motion by Clayton Maahs and a second by Doug Church.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Clayton Maahs: Yea, Josh Penterman: Yea, Lisa Wilen: Yea

A motion was made to accept the

Updated 2021 Committee Assignments: As of January 11, 2021

- **Negotiations Committee: Policy # 8152**
 - **Purpose:** Policy # 8152:
 - **Meetings:** Several meetings in November -January
 - **Need:** 3 members: Calfee, Maahs, Penterman
- **Curriculum, Committee on American Civics: Policy #8153**
 - **Purpose:** Policy #8153
 - **Meetings:** At least twice a year -- one where public testimony is accepted:
 - **Need:** 3 members: *Wilen, Church, Calfee*
- **Transportation / Facilities Committee:**
 - **Purpose:** Discuss and analyze the transportation and facility needs of the district, as well as vehicle replacements and maintenance proposals.
 - **Meetings:** At least quarterly; more frequently when needed:
 - **Need:** 2 members: *Church, Maahs*
- **Budget Committee:**
 - **Purpose:** Studies financial documents of the district, as well as finance and facilities proposals.
 - **Meetings:** Suggested once per month; more frequently if needed
 - **Need:** 2 members: *Maahs, Penterman*
- **Policy Committee:**
 - **Purpose:** Reviews proposed policy revisions and adoptions and make recommendations to the full Board.
 - **Meetings:** as needed.
 - **Need:** 2 members: Penterman, Desh
- **Administration Review Committee:**
 - **Purpose:** Completes the annual evaluation of the Superintendent, with input from the Board as a whole.
 - **Meetings:** 1-3 times prior to the Superintendent's evaluation.
 - **Need:** 1 member: Board President: Desh
-
- **Foundation for Knowledge:**
 - **Purpose:** Serves as the BOE representative on the *Foundation for Knowledge* Board.
 - **Meetings:** As needed

- **Need:** 1 member: Calfee

Proposed Adjunct Committees: As needed

- **School Improvement Steering Committee:**
 - **Purpose:** *Assist in the SIP goal-setting process.*
 - **Meetings:** *As needed during the school accreditation and goal setting process.*
 - **Need:** *2 members: Wilen and Calfee*
- **Government Relations Committee:**
 - **Purpose:** Participates in government relations activities, such as attending NASB meetings, visiting with State Senators, and testifying before the legislature if needed.
 - **Meetings:** Varies as needed during the legislative session (January - May)
 - **Need:** 2 members: Penterman and Desh
- **Strategic Planning Committee:**
 - **Purpose:** Serve on the district strategic planning committee (when in the SP process) and report meeting progress back to the full board.
 - **Meetings:** As needed during the strategic planning process
 - **Need:** 2 members: Desh and Wilen
- The Board President appointed committees and the updated information was sent to board members after the meeting.
- The names have been added to the committees on this item to be reflected in the board minutes.

5.4. Discuss, consider and take action to select the district's legal counsel

Motion to approve Perry Law as the district's legal counsel. Passed with a motion by Doug Church and a second by Clayton Maahs.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Clayton Maahs: Yea, Josh Penterman: Yea, Lisa Wilen: Yea

- Discussion centered around the comparison of various legal firms, policy update services, and availability of services.
- Perry Law was accepted as our district legal counsel.

5.5. Discuss, consider and take action to select depository banks

Motion to accept Union Bank, Farmers & Merchants of Palmyra, and First Nebraska Bank (Bennet) as the district's depository banks. Passed with a motion by Clayton Maahs and a second by Lisa Wilen.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Clayton Maahs: Yea, Josh Penterman: Yea, Lisa Wilen: Yea

- Resolution is attached.
- Board member Wilen read the official resolution.
- Board President Desh signed the resolution.

5.6. Discuss, consider and take action to approve the district's newspaper of record motion to accpet Passed with a motion by Jaimi Calfee and a second by Lisa Wilen.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Clayton Maahs: Yea, Josh Penterman: Yea, Lisa Wilen: Yea

- The Voice News was approved as the district newspaper of record.

5.7. Dissemination of conflict of interest documents

- Conflict of Interest documents were distributed to the board members.
- Board members will disclose possible conflicts of interest and abstain from voting on these identified items.

5.8. Designate date for the internal evaluation of the Board of Education: Policy #8170

- Select a place and time to go over the board self-evaluation.
- Discuss various available self-evaluation instruments.
- Discuss possible Board retreat date (March)
- The discussion centered around examining various board self-evaluation documents (NASB, Gallup, etc.) and options to consider for the next board meeting (February 2021).

5.9. Designate date for the annual review of board policies.

- Policy review schedule was approved.
- Some committees do have specific policies attached to them.
- 8000's and 9000's of the board policy document will be up for review in February 2021.
- Policy Committee will share input on policy changes, etc.

6. Public Comment

- Susan Royal provided public comment on board of education service and communication.

7. Staff and Student Presentations

- There were no staff or student presentations this month.
- *Please note:* Elementary technology will be the focus of the Staff and Student Presentation section at the February 8th regular board meeting.

8. Certificated/Classified Hire(s)/Reassignment(s)/Resignation(s)

Motion to approve Passed with a motion by Jaimi Calfee and a second by Lisa Wilen.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Clayton Maahs: Yea, Josh Penterman: Yea, Lisa Wilen: Yea

- Motion passed 6-0 to accept voluntary resignations from the following certified staff members: Char Church, Becky Hall, and Nichole Ourada.
- These staff members will continue their employment throughout the rest of the 2020-2021 school year.

- On behalf of the Board of Education and District OR-1, we would like to thank these outstanding educators for their service and commitment to our students and families.
- We will work diligently to find the best possible replacements for these staff members.

9. Consent Agenda

Motion to approve Passed with a motion by Doug Church and a second by Clayton Maahs.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Clayton Maahs: Yea, Josh Penterman: Yea, Lisa Wilen: Yea

9.1. Approval of minutes of previous meetings

- Official Board of Education minutes are available on the district web site at www.districtor1.org

9.2. Approval of Claims/Payment of Bills and Payroll

9.3. Financial Report

10. Administrative Reports

Administrative reports are available in their entirety at:

<https://meeting.sparqdata.com/Public/Organization/174>

- Some of the topics covered in the reports included: Activities update, Report cards, NSCAS (state) testing, COVID-19 Response Days, Strategic Planning, Bond refinancing, Legislative information, February board meeting location change, and Food Service updates.

10.1. Superintendent's Report

10.2. Administrative Team Report

11. Discussion Items- Committee Reports

The following dates were set for upcoming committee meetings:

- Negotiations Committee - **Thursday, January 28th at 6:00 p.m.** at Bennet Elementary School
- Transportation / Facilities Committee - **Tuesday, February 2nd at 10:00 a.m.** at Palmyra
- Strategic Planning Committee: **Monday, January 18th at 4:30 p.m.** at Bennet Elementary
- Budget Committee: **Friday, February 5th 10:00 a.m.** at Palmyra

11.1. Olson Progress Report

- Brandon Desh gave an overview of the items related to the Olson Complex Project

12. Action Items

12.1. Presentation, discussion and or official action regarding the evaluation for the Superintendent.

Motion to accept the Superintendent Evaluation. Passed with a motion by Clayton Maahs and a second by Doug Church.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Clayton Maahs: Yea, Josh Penterman: Yea, Lisa Wilen: Yea

- Board member Maahs went over the superintendent evaluation document.
- The document was accepted 6-0.

12.2. Presentation, discussion and or official action regarding 2021-2022 Superintendent compensation.

Motion to accept recommendation for the 2021-2022 contract year. Passed with a motion by Clayton Maahs and a second by Doug Church.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Clayton Maahs: Yea, Josh Penterman: Yea, Lisa Wilen: Yea

- Discussion centered around various salary arrays of surrounding / comparable school districts.
- The final recommendation was for a 2.9 % salary increase for 2021-2022. Motion passed 6-0.
- The adjusted compensation will be documented in the Superintendency Transparency Act document and posted on the District OR-1 website and uploaded to NDE in accordance with department guidelines.

12.3. Presentation, discussion and or official action to approve the 2021-2022 school calendar

Motion to approve the 2020-2021 School Calendar Passed with a motion by Doug Church and a second by Lisa Wilen.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Clayton Maahs: Yea, Josh Penterman: Yea, Lisa Wilen: Yea

- The proposed 2021-2022 Calendar is attached.
- The calendar meets NDE Rule 10 accreditation requirements for instructional time and teacher contract days.

12.4. Presentation, discussion and or official action with regard to the Olson Foundation Project for the construction of certain improvements on property of the School District and Village for athletic and recreational facilities to benefit the Palmyra, Nebraska Community (Project) to approve the Applications for Payment and billing statements related to the Project, including, but not limited to the cost of the legal services, architectural design and planning, and site preparation costs.

- No Olson Complex bills were submitted this month so no action was needed on this topic.

12.5. Proposal for Extension of FFRCA (COVID-19 emergency leave)

Motion to approve FFRCA leave extension to March 31st. Passed with a motion by Doug Church and a second by Lisa Wilen.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Clayton Maahs: Yea, Josh Penterman: Yea, Lisa Wilen: Yea

The criteria listed below would be the designated reasons we would extend the FFRCA leave to qualified staff members until March 31st, 2021:

- Proof of a confirmed positive COVID-19 test from a certified testing facility.
- The employee has been advised to quarantine by school officials.

12.6. Strategic Planning Update / Discussion and Next Steps

Motion to select strategic planning proposal. Tabled with a motion by Doug Church and a second by Clayton Maahs.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Clayton Maahs: Yea, Josh Penterman: Yea, Lisa Wilen: Yea

- The discussion centered around the positives for each organization and proposal.
- Determining factors for making a final selection include cost, experience, knowledge of the district, diverse perspectives, the proximity of the entity to our district, and follow up after the process has been implemented.
- The board decided to table the motion until February.
- The Strategic Planning Committee will schedule interviews with both organizations to gain additional insight into each proposal.
- The committee will make a recommendation to the full board in February.

13. Board of Education Development

13.1. "Return to School" Plan Update for Second Semester 2020- 2021.

- The discussion centered around the following topics:
 - **Remote Learners: Numbers at the HS/ Elementary:** The numbers of remote learners have decreased for the second semester. More students are back for in-person learning.
 - **"Return to School" Plan Update:** The plan will be updated in the near future (Version 2.0) and the updated version will be posted on the district website when it is complete.
 - **Vaccine Update:** Vaccines for educators could be delayed until sometime in February,
 - **"Cares 2 Act" Information:** There may be some additional "Cares Act" reimbursements to assist in defraying COVID related expenses. More information should be forthcoming prior to our next regular meeting.
 - **PPE resupply / Mitigation Strategies:** Our district continues to utilize and resupply PPE (Personal Protective Equipment) resources as needed and we continue to promote best practice mitigation strategies (social distancing, hygiene expectations, and mandatory wearing of masks) to minimize the transmission of the virus.

- **Temperature Checks:** We will continue to utilize the daily temperature checks across the district, but we will also monitor the effectiveness of this strategy to ensure it remains effective moving forward.

13.2. New Member Board Member Orientation and NASB Board Leadership Opportunities

- We will need to reschedule a "new board member" orientation meeting for sometime later in January. This meeting was scheduled for Monday, January 18th.
- Board members will summarize these leadership opportunities at the next board meeting in February.

13.3. Board Annual Calendar from NASB

14. Topics for Next Month's Agenda

- The date and time of the next board meeting is Monday, February 8th, 2021 beginning at 7:00 p.m.
- Please note: The meeting location for February will be changed.
- The February regular board meeting will be held at: TCA (The Career Academy) located at 8800 O street in Lincoln.
- This building is located on the campus of Southeast Community College.

15. Closed Session

- There was no closed session.

16. Adjournment

- The meeting was adjourned by Board President Desh at 9:34 p.m.

Chairperson

Superintendent

**SUPERINTENDENT'S REPORT
REGULAR BOARD MEETING:
Designated Bill Summaries**

Date: February 8, 2021

TO: Palmyra District OR-1 BOE

From: Michael Hart

Re: BOE meeting notes for February 8, 2021

- Next month's regular meeting is scheduled for **Monday, March 8th 2021 at 7:00 p.m.**

A. Consent Agenda Expenditures

QCPUF Claims:

- none this month

Depreciation Fund Claims:

- **CDI Technologies: \$28,014.20** – Technology

Bond Fund:

- none this month

Special Building Claims:

- none this month

General Fund Claims: Total claims: **\$155,562.55**

- **Casey's: \$1,559.05** – Fuel expenses / misc.
- **CDI Technologies: \$108,000** – Technology for Remote Learning (elementary and HS). This was part of a GEERS grant.
- **Egan Supply Co: \$1,033.62** – Covid and custodial supplies
- **Ekstrum Auto: \$1,357.75:** Vehicle maintenance and repair
- **Hamilton Service: \$2,067.10** – Repairs and maintenance for elementary
- **John Henry's Plumbing: \$ 225.81** – elementary school boiler flush
- **Matheson: \$ 710.91** – HS school CTE supplies
- **Meininger: \$641.00** – Fire protection system inspections
- **Menards: \$336.24** - supplies
- **Pearson: \$ 466.66** – SPED/ elementary speech supplies
- **NASB: \$4,539.00** – School Board Members Annual Membership Dues
- **Nebraska City Utilities: \$9,479.09** – utilities
- **NCSA: \$ 150.00** – Title IX Materials
- **Shaffer Communications: \$250.50** – bus radio replacement
- **Skyler Enterprises: \$ 4,897.50:** Night cleaning services
- **Symmetry (NJUMP): \$ 3,556.90** – Natural gas deliveries
- **Syncb/Amazon: \$ 4,690.17** - Charging station / misc. computer hardware for elementary and high school
- **Unite Private Networks: \$ 1,118.66** – Internet and technology services
- **Village of Bennet: \$446.80** - water bill
- **Village of Palmyra: \$414.10** – water bill
- **Whitehead Oil: \$1,712.24-** Fuel and mixture for buses

02/04/2021 12:37 PM

Posted - All; Check Date 02/03/2021; Fund Number 01

User ID: KFH

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID 1		Fund Number 01 GENERAL FUND		
	AE21291447	APPLE INC	02/08/2021	89.00
01 2141 610 003		SPED PSYCHOLOGY SUPPLIES		89.00
Total	APPLE INC			89.00
	2020 QRT2 MILEAGE BB	Brown, Burke	02/08/2021	186.30
01 1100 333 003		Elem Mileage		186.30
Total	Brown, Burke			186.30
	2020 QRT2 MILEAGE AB	BUCHANAN, AMY	02/08/2021	69.00
01 2151 333 003		Sped Speech Elem MILEAGE PAID TO STAFF		69.00
Total	BUCHANAN, AMY			69.00
	DN046 - 01242021	CASEY'S BUSINESS MASTERCARD	02/08/2021	1,559.05
01 2710 626 000		Bus Gas and Oil		1,559.05
Total	CASEY'S BUSINESS MASTERCARD			1,559.05
	8529301000	CDI DALLAS LLC	02/08/2021	108,000.00
01 4530 734 000		TECHNOLOGY RELATED HARDWARE		108,000.00
Total	CDI DALLAS LLC			108,000.00
	01042021 SCC TEXTBOO	Chaffee, Michael	02/08/2021	128.25
01 1920		EDUCATION QUEST FOUNDATION		128.25
	02022021 ACT PREP	Chaffee, Michael	02/08/2021	120.18
01 1920		EDUCATION QUEST FOUNDATION		120.18
Total	Chaffee, Michael			248.43
	00175711-00	COMPANY CARE LINCCARE	02/08/2021	57.00
01 2710 890 000		Bus Misc. Expenses		57.00
Total	COMPANY CARE LINCCARE			57.00
	DOT EXAM 2021 HH	COMPLETE CHIROPRACTIC & WELLNESS CENTER	02/08/2021	65.00
01 2710 890 000		Bus Misc. Expenses		65.00
Total	COMPLETE CHIROPRACTIC & WELLNESS CENTER			65.00
	1250691	DAS State ACCTG-Central Finance	02/08/2021	232.49
01 2224 530 000		Internet Service		232.49
Total	DAS State ACCTG-Central Finance			232.49
	12312020 - GENERAL	DFC Inc. Decker's Food Center	02/08/2021	275.63
01 1100 610 001		HS General Supplies		48.01
01 1100 610 001		HS General Supplies		12.85
01 1100 610 001		HS General Supplies		85.65
01 1200 610 001		Sped HS Supplies		31.27
01 1100 610 001		HS General Supplies		63.71
01 1100 610 001		HS General Supplies		34.14
Total	DFC Inc. Decker's Food Center			275.63

02/04/2021 12:37 PM

Posted - All; Check Date 02/03/2021; Fund Number 01

User ID: KFH

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	330295A	EGAN SUPPLY CO	02/08/2021	107.48
01 6996 610 003		COVID19 ELEM GENERAL SUPPLIES		107.48
	330296A	EGAN SUPPLY CO	02/08/2021	214.96
01 6996 610 001		COVID19 HS GENERAL SUPPLIES		214.96
	330835	EGAN SUPPLY CO	02/08/2021	520.70
01 2610 610 001		HS Custodian Supplies		520.70
	330976	EGAN SUPPLY CO	02/08/2021	190.48
01 6996 610 003		COVID19 ELEM GENERAL SUPPLIES		190.48
Total	EGAN SUPPLY CO			1,033.62
	16364	EKSTRUM AUTO TECH INC.	02/08/2021	258.00
01 2730 431 000		BUS & VEHICLE SERVICING & MAINTENANCE		258.00
	16365	EKSTRUM AUTO TECH INC.	02/08/2021	18.25
01 2730 431 000		BUS & VEHICLE SERVICING & MAINTENANCE		18.25
	16390	EKSTRUM AUTO TECH INC.	02/08/2021	876.50
01 2730 431 000		BUS & VEHICLE SERVICING & MAINTENANCE		876.50
	16391	EKSTRUM AUTO TECH INC.	02/08/2021	75.00
01 2730 431 000		BUS & VEHICLE SERVICING & MAINTENANCE		75.00
	16392	EKSTRUM AUTO TECH INC.	02/08/2021	130.00
01 2730 431 000		BUS & VEHICLE SERVICING & MAINTENANCE		130.00
Total	EKSTRUM AUTO TECH INC.			1,357.75
	8835	ELECTRONIC CONTRACTING COMPANY	02/08/2021	87.00
01 2620 431 003		Elem Repairs & Maintenance		87.00
	8836	ELECTRONIC CONTRACTING COMPANY	02/08/2021	87.00
01 2620 431 003		Elem Repairs & Maintenance		87.00
Total	ELECTRONIC CONTRACTING COMPANY			174.00
	2021 BANK FEES	FARMERS & MERCHANTS BANK	02/08/2021	245.00
01 2510 315 000		Accounting and Auditing Services		245.00
Total	FARMERS & MERCHANTS BANK			245.00
	003685	FRONTIER COOPERATIVE	02/08/2021	334.92
01 2610 610 001		HS Custodian Supplies		334.92
Total	FRONTIER COOPERATIVE			334.92
	142450	HAMILTON SERVICE CO	02/08/2021	486.10
01 2620 431 003		Elem Repairs & Maintenance		486.10
	29906	HAMILTON SERVICE CO	02/08/2021	1,581.00
01 2620 431 003		Elem Repairs & Maintenance		1,581.00
Total	HAMILTON SERVICE CO			2,067.10
	594001430	HOME DEPOT PRO, THE	02/08/2021	289.35
01 2610 610 003		Elem Custodian Supplies		289.35
Total	HOME DEPOT PRO, THE			289.35
	376096	JOHN HENRY'S PLUMBING-HEATING-AIR	02/08/2021	225.81
01 2610 431 003		Elem Upkeep of Building		225.81
Total	JOHN HENRY'S PLUMBING-HEATING-AIR			225.81

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	JAN2021 MILEAGE - DK	Knutson, Denise	02/08/2021	40.32
01 2610 431 003		Elem Upkeep of Building		40.32
Total	Knutson, Denise			40.32
	INV572909	KURITA AMERICA INC	02/08/2021	340.00
01 2610 431 001		HS Upkeep of Building		340.00
Total	KURITA AMERICA INC			340.00
	2021 FCS SUPPLIES	LEMMER, ANDREA	02/08/2021	71.14
01 1100 610 001		HS General Supplies		71.14
	2021 FCS SUPPLIES 2	LEMMER, ANDREA	02/08/2021	13.32
01 1100 610 001		HS General Supplies		13.32
Total	LEMMER, ANDREA			84.46
	2020QRT1 MILEAGE KL	LINKE, KLOREACE	02/08/2021	77.63
01 2141 333 003		SPED PSYCHOLOGY MILEAGE PAID TO STAFF		77.63
	2020QRT2 MILEAGE KL	LINKE, KLOREACE	02/08/2021	67.28
01 2141 333 003		SPED PSYCHOLOGY MILEAGE PAID TO STAFF		67.28
Total	LINKE, KLOREACE			144.91
	22942690	MATHESON-TRI-GAS INC	02/08/2021	670.67
01 1100 610 001		HS General Supplies		670.67
	51746382	MATHESON-TRI-GAS INC	02/08/2021	40.24
01 1100 610 001		HS General Supplies		40.24
Total	MATHESON-TRI-GAS INC			710.91
	6774	MATTICE LOCK & SAFE	02/08/2021	81.25
01 2610 610 001		HS Custodian Supplies		81.25
Total	MATTICE LOCK & SAFE			81.25
	IN 21016	Meininger Fire Protection, Inc	02/08/2021	641.00
01 2620 431 001		HS Repairs & Maintenance		641.00
Total	Meininger Fire Protection, Inc			641.00
	53310	MENARDS	02/08/2021	99.76
01 2610 610 001		HS Custodian Supplies		99.76
	53539	MENARDS	02/08/2021	102.98
01 2610 610 001		HS Custodian Supplies		102.98
	54020	MENARDS	02/08/2021	17.99
01 2610 610 001		HS Custodian Supplies		17.99
	54136	MENARDS	02/08/2021	39.99
01 2610 610 001		HS Custodian Supplies		39.99
	54464	MENARDS	02/08/2021	75.52
01 2610 610 001		HS Custodian Supplies		75.52
Total	MENARDS			336.24
	O-645	NCECBVI	02/08/2021	328.80
01 2181 591 001		HS VISUALLY IMPAIRED SERVICES		328.80

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Account Number		Detail Description		
Total	NCECBVI			328.80
	11995531	NCS PEARSON, INC	02/08/2021	466.66
01 2151 610 003		Sped Speech Elem Supplies		466.66
Total	NCS PEARSON, INC			466.66
	2021 ANNUAL DUES	NE ASSOCIATION OF SCHOOL BOARDS	02/08/2021	4,539.00
01 2320 810 000		Superintendent Dues and Fees		4,539.00
Total	NE ASSOCIATION OF SCHOOL BOARDS			4,539.00
	1546-1 12/9-1/11/21	NEBRASKA CITY UTILITIES	02/08/2021	85.84
01 2610 621 001		HS Utilities		85.84
	3273-0 12/9-1/11/21	NEBRASKA CITY UTILITIES	02/08/2021	4,306.05
01 2610 621 003		Elem Utilities		4,306.05
	3321-7 12/9-1/11/21	NEBRASKA CITY UTILITIES	02/08/2021	4,318.62
01 2610 621 001		HS Utilities		4,318.62
	39368-6 12/9-1/11/21	NEBRASKA CITY UTILITIES	02/08/2021	28.35
01 2610 621 001		HS Utilities		28.35
	43577-6 12/9-1/11/21	NEBRASKA CITY UTILITIES	02/08/2021	29.57
01 2610 621 001		HS Utilities		29.57
	43679-0 12/9-1/11/21	NEBRASKA CITY UTILITIES	02/08/2021	40.05
01 2610 621 001		HS Utilities		40.05
	44277-2 12/9-1/11/21	NEBRASKA CITY UTILITIES	02/08/2021	244.96
01 2610 621 001		HS Utilities		244.96
	44718-5 12/9-1/11/21	NEBRASKA CITY UTILITIES	02/08/2021	425.65
01 2610 621 001		HS Utilities		425.65
Total	NEBRASKA CITY UTILITIES			9,479.09
	66189	NEBRASKA COUNCIL OF SCHOOL ADMIN.	02/08/2021	150.00
01 2320 330 000		Superintendent Professional Development		150.00
Total	NEBRASKA COUNCIL OF SCHOOL ADMIN.			150.00
	119234	NEBRASKA STATE FIRE MARSHAL AGENCY	02/08/2021	180.00
01 2610 431 001		HS Upkeep of Building		180.00
Total	NEBRASKA STATE FIRE MARSHAL AGENCY			180.00
	1/4-1/31/2021 - PTJO	O'Neil, Jan	02/08/2021	3,024.17
01 6408 320 000		IDEA Part B Birth-4 Pre-diagnosis		723.16
01 6406 320 003		IDEA Preschool Professional Service		593.36
01 2171 320 003		Physical Therapy Elem Contracted Service		1,609.90
01 2171 320 001		Physical Therapy HS Contracted Service		97.75
Total	O'Neil, Jan			3,024.17
	2020 ELECTION	OTOE COUNTY TREASURER	02/08/2021	135.24
01 2310 810 000		BOE Dues and Fees		135.24

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Account Number		Detail Description		Amount
Total	OTOE COUNTY TREASURER			135.24
	3312738334	PITNEY BOWS GLOBAL FINANCIAL SERVICES LL	02/08/2021	162.66
01 2510 440 000		Superintendent Copier/Mail Lease		162.66
Total	PITNEY BOWS GLOBAL FINANCIAL SERVICES LL			162.66
	02242021 PHS	RECYCLING ENTERPRISES OF NE, INC.	02/08/2021	90.00
01 2610 431 001		HS Upkeep of Building		90.00
Total	RECYCLING ENTERPRISES OF NE, INC.			90.00
	21-0051	SHAFFER COMMUNICATIONS	02/08/2021	250.50
01 2730 431 000		BUS & VEHICLE SERVICING & MAINTENANCE		250.50
Total	SHAFFER COMMUNICATIONS			250.50
	2095	SKYLER ENTERPRISES LLC	02/08/2021	1,771.50
01 6996 420 003		COVID19 ELEM CLEANING SERVICES		350.00
01 2620 420 003		Elem Cleaning Service		1,550.00
01 2620 420 003		Elem Cleaning Service - CREDIT		(128.50)
	2099	SKYLER ENTERPRISES LLC	02/08/2021	3,126.00
01 6996 420 001		COVID19 HS CLEANING SERVICES		650.00
01 2620 420 001		HS Cleaning Service		2,700.00
01 2620 420 001		HS Cleaning Service - CREDIT		(224.00)
Total	SKYLER ENTERPRISES LLC			4,897.50
	2020 QRT2 MILEAGE SW	Swartzendruber, Sarah	02/08/2021	191.48
01 1100 333 001		HS Mileage		191.48
Total	Swartzendruber, Sarah			191.48
	8568684	SYMMETRY ENERGY SOLUTIONS LLC	02/08/2021	311.88
01 2610 621 003		Elem Utilities		73.56
01 2610 621 001		HS Utilities		55.07
01 2610 621 001		HS Utilities		173.25
01 2610 621 003		Elem Utilities		10.00
	9027034	SYMMETRY ENERGY SOLUTIONS LLC	02/08/2021	558.45
01 2610 621 003		Elem Utilities		185.84
01 2610 621 001		HS Utilities		109.27
01 2610 621 001		HS Utilities		253.34
01 2610 621 003		Elem Utilities		10.00
	9285934	SYMMETRY ENERGY SOLUTIONS LLC	02/08/2021	2,686.57
01 2610 621 003		Elem Utilities		784.92
01 2610 621 001		HS Utilities		440.00
01 2610 621 001		HS Utilities		1,451.61
01 2610 621 003		Elem Utilities		10.04
Total	SYMMETRY ENERGY SOLUTIONS LLC			3,556.90
	457494599949	SYNCB/AMAZON	02/08/2021	4.84
01 6992 734 001		REAP Secondary Computer Equipment		4.84
	457949435886	SYNCB/AMAZON	02/08/2021	4,499.82
01 6996 610 003		COVID19 ELEM GENERAL SUPPLIES		4,499.82
	466675885378	SYNCB/AMAZON	02/08/2021	26.61
01 1100 734 001		HS Computer Hardware		26.61
	477899558537	SYNCB/AMAZON	02/08/2021	53.96

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Account Number		Detail Description		Amount
01 1100 734 001		HS Computer Hardware		53.96
	635897369836	SYNCB/AMAZON	02/08/2021	32.12
01 1100 734 001		HS Computer Hardware		32.12
	675776948363	SYNCB/AMAZON	02/08/2021	16.99
01 6992 734 003		REAP Elementary Computer Equipment		16.99
	887557488544	SYNCB/AMAZON	02/08/2021	19.99
01 1100 734 001		HS Computer Hardware		19.99
	889586753384	SYNCB/AMAZON	02/08/2021	11.00
01 6992 734 001		REAP Secondary Computer Equipment		11.00
	897576866455	SYNCB/AMAZON	02/08/2021	24.84
01 6992 734 001		REAP Secondary Computer Equipment		24.84
Total	SYNCB/AMAZON			4,690.17
	3761	TCA OUTDOOR POWER	02/08/2021	198.08
01 2620 431 001		HS Repairs & Maintenance		198.08
Total	TCA OUTDOOR POWER			198.08
	SI-21-001888	UNITE PRIVATE NETWORKS LLC	02/08/2021	1,118.66
01.2224 382 001		HS Distant Learning Connection		559.33
01 2224 382 003		Elem Distant Learning Connection		559.33
Total	UNITE PRIVATE NETWORKS LLC			1,118.66
	333746	Uribe Refuse Services, Inc.	02/08/2021	356.00
01 2610 431 003		Elem Upkeep of Building		356.00
Total	Uribe Refuse Services, Inc.			356.00
	61202	VILLAGE OF BENNET	02/08/2021	446.80
01 2610 410 003		Elem Water & Sewer		410.24
01 2610 621 003		Elem Utilities		36.56
Total	VILLAGE OF BENNET			446.80
	107003 - 1224-0126	VILLAGE OF PALMYRA	02/08/2021	14.10
01 2610 410 001		HS Water & Sewer		14.10
	230001 - 1224-0126	VILLAGE OF PALMYRA	02/08/2021	26.00
01 2610 410 001		HS Water & Sewer		26.00
	257001 - 1224-0126	VILLAGE OF PALMYRA	02/08/2021	205.50
01 2610 410 001		HS Water & Sewer		205.50
	274001 - 1224-0126	VILLAGE OF PALMYRA	02/08/2021	26.00
01 2610 410 001		HS Water & Sewer		26.00
	286002 - 1224-0126	VILLAGE OF PALMYRA	02/08/2021	142.50
01 2610 410 001		HS Water & Sewer		142.50
Total	VILLAGE OF PALMYRA			414.10
	3000420	VOICE NEWS	02/08/2021	6.73
01 2310 540 000		BOE Advertising		6.73
Total	VOICE NEWS			6.73
	0046201	VOLLI COMMUNICATIONS, INC	02/08/2021	113.63
01 2510 382 001		HS Telephone		56.81
01 2510 382 003		Elem Telephone		56.82

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	VOLLI COMMUNICATIONS, INC			113.63
	INV-09973	WHITEHEAD OIL CO	02/08/2021	1,712.24
01 2710 626 000		Bus Gas and Oil		1,712.24
Total	WHITEHEAD OIL CO			1,712.24
	2020 QRT2 MILEAGE JW	WHYMAN, JEN	02/08/2021	165.60
01 1200 333 000		Sped Mileage Paid to Staff		165.60
Total	WHYMAN, JEN			165.60
Fund Number	01			155,562.55
Checking Account ID	1			155,562.55

Payroll	January 15, 2021	\$502543.61
Bills	February 8, 2021	\$155562.55
Total		\$ 658106.16

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Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
4600	ARRA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4610	ARRA: IDEA PART B(611) ENROLL/POV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4630	ARRA: IDEA PRESCHOOL(619) ENROLL/POV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4690	OTHER FED NON-CAT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4700	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4730	PERKINS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4955	ARRA ESEA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4980	TITLE IV, PRT A NCLB-SAFE & DRUG FREE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4985	TITLE II, PART D NCLB TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4994	SPED CONTINUOUS IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5000	DEBT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6200	TITLE 1 IMPROVING PROGRAMS FEDERAL SERVI	5,093.65	25,647.58	37.08	49,526.27	0.00	0.00	49,526.27
6310	NCLB TITLE II PART A	45,008.00	0.00	0.00	45,008.00	0.00	0.00	45,008.00
6330	REAP GRANT	40,000.00	0.00	0.00	40,000.00	0.00	0.00	40,000.00
6406	IDEA PRESCHOOL	22,395.00	10,345.65	46.20	12,049.35	0.00	0.00	12,049.35
6408	IDEA ENROLLMENT/POVERTY	152,317.95	60,066.94	39.44	92,251.01	0.00	0.00	92,251.01
6411	IDEA EARLY INTERVENING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6412	IDEA PART B PORPORTIONATE SHARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6810	TITLE 1, ESSA ACCOUNTABILITY IMPROVING	10,090.85	0.00	0.00	10,090.85	0.00	0.00	10,090.85
6969	TITLE IV PART A	45,001.00	0.00	0.00	0.00	0.00	0.00	0.00
6992	REAP	0.00	24,179.05	53.73	20,821.95	0.00	0.00	20,821.95
6996	COVID-19	0.00	40,973.63	0.00	(40,973.63)	0.00	0.00	(40,973.63)
8000	TRANSFERS (OUTGOING)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01	GENERAL FUND	7,796,694.52	3,204,755.14	41.10	4,591,936.38	0.00	0.00	4,591,936.38

Monthly; Processing Month 01/2021; Accounts to Include Accounts with Activity

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 01 GENERAL FUND				
<u>Current Assets</u>				
01 101	CASH IN BANK	1,618,203.35	(187,891.54)	1,430,311.81
01 900	Cash County Treasurer	848,892.22	0.00	848,892.22
	Current Assets Subtotal:	<u>2,467,095.57</u>	<u>(187,891.54)</u>	<u>2,279,204.03</u>
<u>Other Assets</u>				
01 390	Budgeted Revenue	7,216,649.00	0.00	7,216,649.00
01 392	Less: Revenue Received	(1,920,901.05)	(402,244.86)	(2,323,145.91)
	Other Assets Subtotal:	<u>5,295,747.95</u>	<u>(402,244.86)</u>	<u>4,893,503.09</u>
Total Assets and Deferred Outflows of Resources:		<u>7,762,843.52</u>	<u>(590,136.40)</u>	<u>7,172,707.12</u>
<u>Current Liabilities</u>				
01 450	PAYROLL DEDUCTION PAYABLE	0.00	0.00	0.00
01 451	FICA PAYABLE	0.00	0.00	0.00
01 452	FIT PAYABLE	0.00	0.00	0.00
01 453	INSURANCE PAYABLE	(1,390.43)	(2,464.28)	(3,854.71)
01 454	RETIREMENT PAYABLE	0.00	0.00	0.00
01 455	SIT PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	<u>(1,390.43)</u>	<u>(2,464.28)</u>	<u>(3,854.71)</u>
<u>Other Liabilities</u>				
01 690	Budgeted Expenditures	7,796,694.52	0.00	7,796,694.52
01 692	Less: Expenditures to Date	(2,617,086.02)	(587,672.12)	(3,204,758.14)
	Other Liabilities Subtotal:	<u>5,179,608.50</u>	<u>(587,672.12)</u>	<u>4,591,936.38</u>
<u>Fund Balance</u>				
01 704	Fund Balance - Regular Unspent	3,164,670.97	0.00	3,164,670.97
01 705	Budgeted Fund Balance	(580,045.52)	0.00	(580,045.52)
	Fund Balance Subtotal:	<u>2,584,625.45</u>	<u>0.00</u>	<u>2,584,625.45</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		<u>7,762,843.52</u>	<u>(590,136.40)</u>	<u>7,172,707.12</u>

Monthly; Processing Month 01/2021; Accounts to Include Accounts with Activity

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 02 Depreciation				
<u>Current Assets</u>				
02 101	CASH	236,985.24	0.00	236,985.24
	Current Assets Subtotal:	236,985.24	0.00	236,985.24
<u>Other Assets</u>				
02 392	LESS: REVENUE RECEIVED	(168.88)	0.00	(168.88)
	Other Assets Subtotal:	(168.88)	0.00	(168.88)
Total Assets and Deferred Outflows of Resources:		236,816.36	0.00	236,816.36
<u>Other Liabilities</u>				
02 692	LESS: EXPENDITURES TO DATE	(41,113.96)	0.00	(41,113.96)
	Other Liabilities Subtotal:	(41,113.96)	0.00	(41,113.96)
<u>Fund Balance</u>				
02 704	FUND BALANCE	277,930.32	0.00	277,930.32
	Fund Balance Subtotal:	277,930.32	0.00	277,930.32
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		236,816.36	0.00	236,816.36

Monthly; Processing Month 01/2021; Accounts to Include Accounts with Activity

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 03 Unemployment				
<u>Current Assets</u>				
03 101	CASH	19,029.03	2.05	19,031.08
03 106	SAVINGS CERTIFICATES	20,000.00	0.00	20,000.00
	Current Assets Subtotal:	39,029.03	2.05	39,031.08
<u>Other Assets</u>				
03 392	LESS: REVENUE RECEIVED	(31.60)	(2.05)	(33.65)
	Other Assets Subtotal:	(31.60)	(2.05)	(33.65)
	Total Assets and Deferred Outflows of Resources:	38,997.43	0.00	38,997.43
<u>Fund Balance</u>				
03 704	FUND BALANCE	38,997.43	0.00	38,997.43
	Fund Balance Subtotal:	38,997.43	0.00	38,997.43
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	38,997.43	0.00	38,997.43

Monthly; Processing Month 01/2021; Accounts to Include Accounts with Activity

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 05	Activity Fund			
<u>Current Assets</u>				
05 101	CASH	134,202.60	4,640.71	138,843.31
	Current Assets Subtotal:	<u>134,202.60</u>	<u>4,640.71</u>	<u>138,843.31</u>
<u>Other Assets</u>				
05 392	LESS: REVENUE RECEIVED	(60,713.32)	(16,080.60)	(76,793.92)
	Other Assets Subtotal:	<u>(60,713.32)</u>	<u>(16,080.60)</u>	<u>(76,793.92)</u>
Total Assets and Deferred Outflows of Resources:		<u>73,489.28</u>	<u>(11,439.89)</u>	<u>62,049.39</u>

Annual; Processing Month 01/2021; Accounts to Include Accounts with Activity; Fund Number 05

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 05 Activity Fund				
<u>Current Assets</u>				
05 101	CASH	134,202.60	4,640.71	138,843.31
	Current Assets Subtotal:	134,202.60	4,640.71	138,843.31
Total Assets and Deferred Outflows of Resources:		134,202.60	4,640.71	138,843.31

<u>Fund Balance</u>				
05 704 0001	ATHLETICS	18,015.03	(1,034.38)	16,980.65
05 704 0002	ANNUAL	5,183.08	640.00	5,823.08
05 704 0003	MUSIC	1,240.80	0.00	1,240.80
05 704 0004	ELEMENTARY UNIT	9,971.05	2,132.85	12,103.90
05 704 0005	STUDENT COUNCIL	1,622.60	2,202.35	3,824.95
05 704 0006	FFA	7,957.95	(463.00)	7,494.95
05 704 0007	HIGH SCHOOL UNIT	4,417.27	228.73	4,646.00
05 704 0008	LIFE SKILLS	588.91	0.00	588.91
05 704 0009	FCCLA	2,433.96	634.00	3,067.96
05 704 0010	MISC ACCOUNT	1,565.73	0.00	1,565.73
05 704 0011	ART CLUB	464.47	(249.99)	214.48
05 704 0012	NATIONAL HONOR SOCIETY	1,021.54	5.74	1,027.28
05 704 0013	SPEECH	503.28	0.00	503.28
05 704 0014	1ST GRADE	621.48	0.00	621.48
05 704 0015	BOYS BASKETBALL	2,599.11	(916.65)	1,682.46
05 704 0016	CONCESSIONS	3,761.23	1,123.59	4,884.82
05 704 0017	GIRLS BASKETBALL	979.20	0.00	979.20
05 704 0019	INTEREST	483.65	5.21	488.86
05 704 0020	UNION BANK	3,067.38	0.00	3,067.38
05 704 0022	FIELDS SCHOLARSHIP	4,263.80	0.00	4,263.80
05 704 0023	CROSS COUNTRY	1,681.60	0.00	1,681.60
05 704 0024	INDUSTRIAL ARTS SHOP	534.69	0.00	534.69
05 704 0025	LIBRARY	1,475.35	0.00	1,475.35
05 704 0026	PARTY GROUP	1,132.31	0.00	1,132.31
05 704 0027	CLASS OF 2021	1,215.72	0.00	1,215.72
05 704 0028	MUSICAL/DRAMA	2,032.72	501.58	2,534.30
05 704 0029	WRESTLING	196.11	0.00	196.11
05 704 0030	GENERAL FUND REIMBURSEMENT	(276.86)	(451.92)	(728.78)
05 704 0031	6TH GRADE	734.13	0.00	734.13
05 704 0032	WEIGHTS	5,747.54	0.00	5,747.54
05 704 0033	VOLLEYBALL ACCOUNT	1,915.34	(100.00)	1,815.34
05 704 0034	IMPREST FUND	2,000.00	0.00	2,000.00
05 704 0035	BENNET BOOSTERS	1,589.67	0.00	1,589.67
05 704 0036	CHEERLEADING	1,979.55	(293.40)	1,686.15
05 704 0037	BENNET BACK-PACK PROGRAM	333.21	500.00	833.21
05 704 0038	CLASS OF 2020	904.49	0.00	904.49

Balance Sheet

Period Ending: January 2021

Annual; Processing Month 01/2021; Accounts to Include Accounts with Activity; Fund Number 05

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
05 704 0039	FAMILY PASSES	4,830.00	0.00	4,830.00
05 704 0040	STUDENT FEES	4,620.00	0.00	4,620.00
05 704 0041	QUIZ BOWL	600.08	0.00	600.08
05 704 0042	JR HIGH BASKETBALL	20.50	1.00	21.50
05 704 0044	SPANISH	44.55	0.00	44.55
05 704 0045	ENGLISH/PSYCHOLOGY	62.01	0.00	62.01
05 704 0046	NEW BAND UNIFORMS	0.00	0.00	0.00
05 704 0047	NATIONAL BREAST CANCER FOUNDATION	0.01	0.00	0.01
05 704 0049	SHOW CHOIR	1,064.93	0.00	1,064.93
05 704 0050	CHROMEBOOK INSURANCE	28,138.85	175.00	28,313.85
05 704 0052	CIRCLE OF FRIENDS	864.58	0.00	864.58
Fund Balance Subtotal:		134,202.60	4,640.71	138,843.31
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		134,202.60	4,640.71	138,843.31

Monthly; Processing Month 01/2021; Accounts to Include Accounts with Activity

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 06 Hot Lunch				
<u>Current Assets</u>				
06 101	CASH	110,543.62	(27,368.76)	83,174.86
	Current Assets Subtotal:	110,543.62	(27,368.76)	83,174.86
<u>Other Assets</u>				
06 392	LESS: REVENUE RECEIVED	(156,731.50)	(2,069.97)	(158,801.47)
	Other Assets Subtotal:	(156,731.50)	(2,069.97)	(158,801.47)
Total Assets and Deferred Outflows of Resources:		(46,187.88)	(29,438.73)	(75,626.61)
<u>Other Liabilities</u>				
06 692	LESS: EXPENDITURES TO DATE	(129,417.65)	(29,438.73)	(158,856.38)
	Other Liabilities Subtotal:	(129,417.65)	(29,438.73)	(158,856.38)
<u>Fund Balance</u>				
06 704	FUND BALANCE	83,229.77	0.00	83,229.77
	Fund Balance Subtotal:	83,229.77	0.00	83,229.77
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		(46,187.88)	(29,438.73)	(75,626.61)

Monthly; Processing Month 01/2021; Accounts to Include Accounts with Activity

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 07 Bond				
<u>Current Assets</u>				
07 101	CASH	2,289.92	2,166.08	4,456.00
07 900	Cash County Treasurer	131,855.65	0.00	131,855.65
	Current Assets Subtotal:	134,145.57	2,166.08	136,311.65
<u>Other Assets</u>				
07 392	LESS: REVENUE RECEIVED	(244,865.13)	(2,181.08)	(247,046.21)
	Other Assets Subtotal:	(244,865.13)	(2,181.08)	(247,046.21)
	Total Assets and Deferred Outflows of Resources:	(110,719.56)	(15.00)	(110,734.56)
<u>Other Liabilities</u>				
07 692	LESS: EXPENDITURES TO DATE	(619,612.50)	(15.00)	(619,627.50)
	Other Liabilities Subtotal:	(619,612.50)	(15.00)	(619,627.50)
<u>Fund Balance</u>				
07 704	FUND BALANCE	508,892.94	0.00	508,892.94
	Fund Balance Subtotal:	508,892.94	0.00	508,892.94
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	(110,719.56)	(15.00)	(110,734.56)

Monthly; Processing Month 01/2021; Accounts to Include Accounts with Activity

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 08 Special Building Fund				
<u>Current Assets</u>				
08 101	CASH	616,410.22	10.95	616,421.17
08 106	SAVINGS CERTIFICATES	50,000.00	0.00	50,000.00
08 900	Cash County Treasurer	51,637.03	0.00	51,637.03
	Current Assets Subtotal:	718,047.25	10.95	718,058.20
<u>Other Assets</u>				
08 392	LESS: REVENUE RECEIVED	(66,635.60)	(2,221.82)	(68,857.42)
	Other Assets Subtotal:	(66,635.60)	(2,221.82)	(68,857.42)
	Total Assets and Deferred Outflows of Resources:	651,411.65	(2,210.87)	649,200.78
<u>Other Liabilities</u>				
08 692	LESS: EXPENDITURES TO DATE	(7,920.00)	(2,210.87)	(10,130.87)
	Other Liabilities Subtotal:	(7,920.00)	(2,210.87)	(10,130.87)
<u>Fund Balance</u>				
08 704	FUND BALANCE	659,331.65	0.00	659,331.65
	Fund Balance Subtotal:	659,331.65	0.00	659,331.65
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	651,411.65	(2,210.87)	649,200.78

Monthly; Processing Month 01/2021; Accounts to Include Accounts with Activity

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 09 Qualified Capital Purpose Fund				
<u>Current Assets</u>				
09 101	CASH	7,955.30	5,348.05	13,303.35
	Current Assets Subtotal:	<u>7,955.30</u>	<u>5,348.05</u>	<u>13,303.35</u>
<u>Other Assets</u>				
09 392	LESS: REVENUE RECEIVED	(32,187.75)	(5,348.05)	(37,535.80)
09 900	Cash County Treasurer	27,013.01	0.00	27,013.01
	Other Assets Subtotal:	<u>(5,174.74)</u>	<u>(5,348.05)</u>	<u>(10,522.79)</u>
Total Assets and Deferred Outflows of Resources:		<u>2,780.56</u>	<u>0.00</u>	<u>2,780.56</u>
<u>Other Liabilities</u>				
09 692	LESS: EXPENDITURES TO DATE	(128,001.25)	0.00	(128,001.25)
	Other Liabilities Subtotal:	<u>(128,001.25)</u>	<u>0.00</u>	<u>(128,001.25)</u>
<u>Fund Balance</u>				
09 704	FUND BALANCE	130,781.81	0.00	130,781.81
	Fund Balance Subtotal:	<u>130,781.81</u>	<u>0.00</u>	<u>130,781.81</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		<u>2,780.56</u>	<u>0.00</u>	<u>2,780.56</u>

Monthly; Processing Month 01/2021; Accounts to Include Accounts with Activity

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 12	Student Fee Fund			
<u>Current Assets</u>				
12 101	CASH	0.00	0.00	0.00
	Current Assets Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Other Assets</u>				
12 392	LESS: REVENUE RECEIVED	0.00	0.00	0.00
	Other Assets Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Total Assets and Deferred Outflows of Resources:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Regular; Processing Month 01/2021; Fund Number 01

Fund: 01 GENERAL FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	LOCAL PROPERTY TAXES	5,018,990.00	171,216.09	1,145,395.41	22.82	3,873,594.59
01 1115	CARLINE TAX	0.00	0.00	0.00	0.00	0.00
01 1120	In-Lieu 1957 Levy Tax	0.00	0.00	0.00	0.00	0.00
01 1125	MOTOR VEHICLE TAXES	283,952.00	1,144.32	112,107.10	39.48	171,844.90
01 1140	Interest Levied Tax	0.00	0.00	0.00	0.00	0.00
01 1190	OTHER TAXES	0.00	0.00	0.00	0.00	0.00
01 1312	SUMMER SCHOOL TUITION	10,000.00	0.00	0.00	0.00	10,000.00
01 1312 1001	DRIVERS EDUCATION - SUMMER FEES	0.00	0.00	0.00	0.00	0.00
01 1315	TUITION FROM DISTRICTS - SENCAP	0.00	0.00	50.00	0.00	(50.00)
01 1370	PRESCHOOL TUITION & FEES	10,000.00	2,400.00	12,725.00	127.25	(2,725.00)
01 1421	TRANSPORTATION OTHER DISTRICTS	0.00	0.00	0.00	0.00	0.00
01 1510	INTEREST ON INVESTMENTS	0.00	61.05	417.33	0.00	(417.33)
01 1800	REC.PROGRAM - COMMUNITY SERVICES	25,000.00	1,621.00	10,859.08	43.44	14,140.92
01 1810	RENTAL OF SCHOOL FACILITY	200.00	0.00	100.00	50.00	100.00
01 1811	LOCAL LICENSE FEES	0.00	0.00	1,734.78	0.00	(1,734.78)
01 1820	EDUCATION QUEST FOUNDATION	0.00	0.00	900.00	0.00	(900.00)
01 1990	OTHER LOCAL RECEIPTS	0.00	30.00	30.00	0.00	(30.00)
Subtotal: LOCAL RECEIPTS		5,348,142.00	176,472.46	1,284,318.70	24.01	4,063,823.30
01 2110	COUNTY FINES & LICENSE FEES	20,000.00	618.35	7,445.41	37.23	12,554.59
01 2130	OTHER COUNTY RECEIPTS	0.00	0.00	0.00	0.00	0.00
01 2150 0002	SAFETY & SECURITY	0.00	0.00	0.00	0.00	0.00
01 2210	ESU RECEIPTS	5,000.00	6,825.40	7,246.60	144.93	(2,246.60)
Subtotal: COUNTY AND ESU RECEIPTS		25,000.00	7,443.75	14,692.01	58.77	10,307.99
01 3110	STATE AID	1,303,507.00	129,817.00	654,427.00	50.21	649,080.00
01 3120	SPED SCHOOL AGE	200,000.00	61,070.00	122,376.00	61.19	77,624.00
01 3125	SPED TRANSPORTATION	1,500.00	0.00	0.00	0.00	1,500.00
01 3130	HOMESTEAD EXEMPTION	20,000.00	0.00	0.00	0.00	20,000.00
01 3131	PROPERTY TAX CREDIT	0.00	0.00	0.00	0.00	0.00
01 3132	Personal Property Tax Credit	0.00	0.00	0.00	0.00	0.00
01 3180	PRO-RATE MOTOR VEHICLE	7,000.00	0.00	0.00	0.00	7,000.00
01 3400	STATE APPORTIONMENT	52,000.00	0.00	0.00	0.00	52,000.00
01 3500	QUALITY ED INCENTIVE GRANT	0.00	0.00	0.00	0.00	0.00
01 3512	DISTANCE EDUCATION INCENTIVE PAYMENTS	0.00	0.00	0.00	0.00	0.00
01 3535	PAYMENTS FOR HIGH ABILITY LEARNERS	3,500.00	0.00	6,079.00	173.69	(2,579.00)
01 3540	STATE EARLY CHILDHOOD	60,000.00	0.00	42,348.00	70.58	17,652.00
01 3570	TEACHER DEVELOPMENT GRANT	0.00	0.00	0.00	0.00	0.00
01 3575	NEBRASKA INNOVATION GRANT PROGRAM	0.00	0.00	0.00	0.00	0.00
01 3800	REVENUE IN LIEU OF SCHOOL LAND TAX	0.00	0.00	0.00	0.00	0.00
01 3990	OTHER STATE RECEIPTS	25,000.00	0.00	0.00	0.00	25,000.00
Subtotal: STATE RECEIPTS		1,672,507.00	190,887.00	825,230.00	49.34	847,277.00
01 4300	RESTRICTED GRANTS-IN-AID FROM FED GOV	5,000.00	0.00	0.00	0.00	5,000.00
01 4310	REAP	35,000.00	0.00	0.00	0.00	35,000.00
01 4500	GRANTS FROM THE FED GOV THROUGH STATE	0.00	0.00	0.00	0.00	0.00
01 4505	TITLE 1 PART A - CARRY OVER	0.00	0.00	0.00	0.00	0.00
01 4506	TITLE 1 PART A - CURRENT YEAR	32,000.00	0.00	0.00	0.00	32,000.00
01 4507	TITLE 1 SCHOOL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
01 4509	Title II, Part A ESSA Princ & Teach	0.00	0.00	0.00	0.00	0.00
01 4511	TITLE V, REAP RURAL LOW INCOME SCH GRANT	0.00	0.00	0.00	0.00	0.00
01 4512	IDEA PART B BASE ALLOCATIONS	0.00	0.00	0.00	0.00	0.00
01 4516	IDEA PRESCHOOL BASE/IDEA ENROL POVERTY	0.00	0.00	0.00	0.00	0.00
01 4519	IDEA ENROLLMENT/POVERTY	85,000.00	0.00	0.00	0.00	85,000.00

Regular; Processing Month 01/2021; Fund Number 01

Fund: 01 GENERAL FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 4521	IDEA PART B PROPORTIONATE	0.00	0.00	0.00	0.00	0.00
01 4524	OTHER FEDERAL NON-CATEGORICAL RECEIPTS	0.00	0.00	0.00	0.00	0.00
01 4525	FEDERAL VOCATIONAL & APPLIED TECH EDUC	0.00	0.00	0.00	0.00	0.00
01 4531	Title IV	0.00	0.00	0.00	0.00	0.00
01 4580	Ed Jobs	0.00	0.00	0.00	0.00	0.00
01 4599	Fed State Fiscal Stabilization ARRA	0.00	0.00	0.00	0.00	0.00
01 4610	ARRA: Idea Part B Enrollment /Pover	0.00	0.00	0.00	0.00	0.00
01 4630	ARRA Idea	0.00	0.00	0.00	0.00	0.00
01 4708	MEDICAID REIMBURSEMENT SPED	7,500.00	0.00	0.00	0.00	7,500.00
01 4709	MEDICAID ADMIN ACTIVITIES (MAAPS)	5,500.00	0.00	0.00	0.00	5,500.00
01 4750	School to Work	0.00	0.00	0.00	0.00	0.00
01 4810	ARRA TITLE 1	0.00	0.00	0.00	0.00	0.00
01 4900	OTHER FEDERAL RECEIPTS	0.00	0.00	0.00	0.00	0.00
01 4965	Goals 2000	0.00	0.00	0.00	0.00	0.00
01 4967	TITLE IV, PART A SSAE GRANT	0.00	0.00	0.00	0.00	0.00
01 4985	NCLB Title II Part D (Technology)	0.00	0.00	0.00	0.00	0.00
01 4994	SCIP	0.00	0.00	0.00	0.00	0.00
Subtotal: FEDERAL RECEIPTS		170,000.00	0.00	0.00	0.00	170,000.00
01 5200	FUND TRANSFERS	0.00	27,427.65	73,057.81	0.00	(73,057.81)
01 5300	SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00
01 5301	INSURANCE ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00
01 5400	LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00
01 5610	Art Class Receipts	0.00	0.00	0.00	0.00	0.00
01 5620	Industrial Arts Receipts	0.00	0.00	0.00	0.00	0.00
01 5690	OTHER NON-REVENUE RECEIPTS	1,000.00	14.00	125,847.39	12,584.74	(124,847.39)
Subtotal: NON-REVENUE RECEIPTS		1,000.00	27,441.65	198,905.20	19,890.52	(197,905.20)
01 6990	FEDERAL REVENUE	0.00	0.00	0.00	0.00	0.00
Subtotal: 6000		0.00	0.00	0.00	0.00	0.00
01 9000	NON-PROGRAMMED RECEIPTS	0.00	0.00	0.00	0.00	0.00
Subtotal: NON-PROGRAM RECEIPTS		0.00	0.00	0.00	0.00	0.00
Fund Total:		7,216,649.00	402,244.86	2,323,145.91	32.19	4,893,503.09

SUPERINTENDENT'S NARRATIVE REPORT

REGULAR BOARD MEETING:

Information Items

Date: February 8, 2021

TO: Palmyra District OR-1 BOE

From: Michael Hart

Board Member Recognition Week!

- This last week was School Board Member Recognition Week and on behalf of the entire school district, I would like to publicly thank our school board members for their service and commitment to our students and families. We appreciate all of you!

COVID Numbers as of 2.5.2021:

- Including our new cases, here are the updated numbers for our district as of **2.5.2021**.
 - **29** positive staff cases (12 HS/ 17 Elementary) since the beginning of school in August.
 - **41** positive student cases (22 HS / 19 Elementary) since the beginning of school in August.
 - This past week, we had one student at the elementary test positive for COVID.
 - **Total positive COVID cases for the district** since the beginning of school in August is now at **70**.

Personnel Update:

- We are now in the process of selecting applicants for interviews for our high school science and elementary school teaching positions. We will begin interviews for our high school science position this week and the elementary interviews will be the week of February 15th.

Bennet Elementary Gym Floor Follow Up:

- The gym floor at Bennet Elementary has some spots in the middle of the floor that are beginning to slightly buckle and show wear. A representative from FLRsanders was in to inspect the floor and take moisture samples on Wednesday, January 20th 2021. The representative will send a follow-up report indicating the findings as to why the floor is buckling. We will continue to monitor the gym floor and follow-up on future actions for this project later this spring.
- A follow-up meeting has been scheduled for late May / early June to determine the next course of action.

Food Service and Kitchen Update at Bennet Elementary:

- A new gas stove and upgraded gas lines have been installed at the elementary and the food service folks are very appreciative of this upgrade. These minor changes allow our nutrition staff to have more flexibility and options when preparing food items for our elementary school students.
- Karen Skinner (Food Service Director) is retiring effective at the end of this school year. We will miss Karen and we are in the process of finding a quality replacement.
- Thank you Karen for your service to our school district. We wish you well in your future endeavors.

Board Meeting Location Change:

- Special thanks to all of you for your flexibility in allowing the board meeting this month to move to a different location. The rationale for moving the meeting relates back to our strategic goal of continuously implementing (academic) programs and curriculum needed to remain competitive with other area schools.
- Being able to view the various programs available to students through The Career Academy and other programs like it, affords our board and staff members an opportunity to gain a wider perspective on the possibilities that may be available to our students.
- In the end, District OR-1 is committed to providing the best possible educational experience for all of our students.

Weather Update:

- I would like to thank our entire community for their flexibility and patience as we continue to deal with the unexpected challenges of severe winter weather.
- Although the decision to have school or not due to weather is sometimes extremely challenging, student safety always remains our highest priority.

Facility Assessment: Follow-up Meeting

- A Facility Assessment document was provided to the district last summer and we need to find a time for the board to review and discuss the document as a group.
- Some possible options for a meeting would be **Monday, February 15th or Wednesday, February 17th at 7:00 p.m.** We would hold this Special Meeting at Bennet Elementary School.
- If possible, I would like to schedule this meeting date and time at tonight's board meeting.

Parent/ Teacher Conferences:

- This week (Tuesday, February 9th) we will have second semester parent/teacher conferences. The format for the conferences will again be digital and staff will reach out to families via Zoom and other digital platforms to schedule conference times and share the academic and socio-emotional progress of students.

Administrative Team Board Report for February 8th, 2021

Activities:

*Sub-District WR: New format due to CoVid. Sub-District winners advance to Districts, District winners advance to State.

*Girls Sub-District BB Feb. 15th. Highest Wildcard pts hosts (TBD)

*Boys Sub-District BB Feb. 22nd. Highest Wildcard pts hosts (TBD)

*19 girl participants in JH BB

*22 participants in JH WR

Administrative Team Board Report for February 8th, 2021

Bennet Elementary and PHS:

1. ACT is April 6th
2. P/T conferences February 9th (Virtual)
3. February 22nd MTSS training with ESU
4. NSCAS testing will be administered in April for students in grades 3-11.
5. MAP Testing will be administered in May for students in grades K-12
6. Elementary field trips will be reviewed in March for feasibility (Health Department Rec)
7. Elementary CARING project will be to support food banks in Lincoln and that also benefit the communities of Bennet/Palmyra
8. Kindness Activities planning Feb 15-19



Palmyra

February, 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 6:00pm Basketball-G/Varsity Malcolm @ Malcolm High School	2 TBD Basketball-G/Varsity TBA vs. TBA @ TBA 6:00pm Basketball-B/Varsity Johnson County Central @ Johnson County Central High School	3 No School-Inservice- No School-Inservice- FFA Degree Review-	4 TBD Basketball-G/Varsity TBA vs. TBA @ TBA 4:00pm Basketball-G/JH Johnson County Central @ Palmyra High School Auxiliary Gym	5 TBD Basketball-B/Varsity TBA @ TBA Wrestling-Varsity (Date Changed to 01-29-21) @ Malcolm High School	6 TBD Basketball-G/Varsity TBA vs. TBA @ TBA TBD Basketball-B/Varsity TBA vs. TBA @ TBA 8:00am Basketball-G/JH Weeping Water vs. Multiple Schools @ Weeping Water High School 11:00am Wrestling-Varsity Logan View @ Logan View High School
7	8 4:00pm Basketball-G/JH Freeman @ Palmyra High School Auxiliary Gym 5:45pm Basketball-G/Varsity (Date changed from 12-15-20) Johnson County Central @ Palmyra High School Basketball-C Team (Cancelled) @ Malcolm High School More...	9 1:30 Early Dismissal P/T Conferences-	10	11 4:00pm Basketball-G/JH (Date changed from 01-25-21) Nebraska City Lourdes (Lourdes Central Catholic School) @ Lourdes Central Catholic High School 5:45pm Basketball-G/Varsity Pawnee City @ Pawnee City High School 7:30pm Basketball-B/Varsity Pawnee City @ Pawnee City High School	12 No School Winter Break- TBD Wrestling-Varsity TBA @ TBA	13 TBD Wrestling-Varsity TBA @ TBA 9:00am-3:00pm Youth Basketball Tournament- @ Multiple Locations
14	15 4:00pm Basketball-G/JH Malcolm @ Palmyra High School Auxiliary Gym 7:00pm Basketball-G/Varsity TBA vs. TBA @ TBA	16 TBD Basketball-G/Varsity TBA vs. TBA @ TBA	17	18 4:00pm Basketball-G/JH Weeping Water @ Weeping Water High School	19 5:00pm Basketball-B/JV HTRS @ HTRS High School 6:00pm Basketball-B/Varsity HTRS @ HTRS High School	20 TBD Basketball-G/Varsity TBA vs. TBA @ TBA 8:00am Basketball-G/JH Palmyra vs. Multiple Schools @ Palmyra High School Auxiliary Gym
FFA Week- 21	22 FFA Week- TBD Basketball-B/Varsity TBA @ TBA No School-Inservice-	23 FFA Week- TBD Basketball-B/Varsity TBA @ TBA	24 FFA District Welding- @ SCC Lincoln FFA District Poultry- @ SCC Lincoln FFA Week- 9:00am ECNC Speech- @ Malcolm High School	25 FFA Week- TBD Basketball-B/Varsity TBA @ TBA	26 FFA Week- 3:00pm Wrestling-JH Weeping Water vs. Multiple Schools @ Weeping Water High School	27 FFA Week-
28						

DISTRICT OR-1 POLICY REVIEW SCHEDULE: 2021-2022:

updated January 11, 2021

Proposed Policy Review Process and Schedule

<u>Policy Series</u>	<u>Topic</u>	<u>Date of Last Review</u>	<u>New Review Date</u>	<u>Status</u>
1000	Community Relations	April 16, 2018	April 11, 2021	
2000	Administration	April 16, 2018	April 11, 2021	
3000	Business Operations	April 16, 2018	April 11, 2021	
4000	Personnel	March 12, 2018	July 12, 2021	
5000	Students	March 12, 2018	July 12, 2021	
6000	Instruction	May 14, 2018	September 13, 2021	
7000	New Construction	May 14, 2018	September 13, 2021	
8000	Internal Board Policies	February 12, 2018	February 8, 2021	Completed.2.8.21
9000	Bylaws of the Board	February 12, 2018	February 8, 2021	Completed.2.8.21

Internal Board Policies - Board MembersCode of Ethics

It shall be the policy of District OR-1 Public Schools that members of the Board of Education will exercise their responsibilities in accordance with the following Code of Ethics:

1. As a member of the local Board of Education, representing all the citizens of the District OR-1 School District, each Board member will recognize:
 - a. That he or she has been entrusted with the educational development of the children and youth of the district.
 - b. That the district expects that the first and greatest concern of a school Board member will be the best interest of each and every one of the young people enrolled in the district's schools.
 - c. That the future welfare of this district, of this state, and of our nation depends in the largest measure upon the quality of education provided in District OR-1 Public Schools to meet the needs of every learner.
 - d. That members of the Board of Education must collectively take the initiative in helping all the people in this district to have updated, accurate information about the public schools system, and to provide the finest possible school programs, school staff, and school facilities.
 - e. That by statute the authority of the Board of Education is derived from the state which is ultimately responsible for the organization and operation of the public schools and which determines the degree of discretionary power exercised by the Board representing the people of the District OR-1 Public Schools District.
 - f. That a school Board member must never neglect his or her personal obligation to the district and legal obligation to the State of Nebraska, nor surrender these responsibilities to any other person, group or organization; but that, beyond this, each school Board member has a moral and civic obligation to our country which can remain strong and free only so long as public schools in the United States are kept strong and free.
2. In view of the foregoing consideration, it must be the constant endeavor of each school Board member:
 - a. To devote time, thought and study to the duties and responsibilities of a school Board member so that he/she may render effective and creditable service.

- b. To work with fellow school Board members in a spirit of harmony and cooperation so as to convert differences of opinion which arise during discussion and debate into a consensus for the benefit of the students enrolled in District OR-1 Public Schools.
- c. To base personal decisions upon all available facts in each situation, to vote honest conviction in every case, unswayed by partisan bias of any kind; thereafter, to abide by and uphold the final majority decision of the Board of Education.
- d. To remember at all times that individual Board members have no local authority outside the meetings of the Board of Education, and to conduct relationships with school staff members, local citizens, and all media of communication on the basis of this fact.
- e. To resist every temptation and outside pressure to use the position as a school Board member to benefit either oneself, immediate family or any other individual or agency apart from the total interest of the school system.
- f. To recognize that it is as important for the Board of Education to understand and evaluate the educational program of District OR-1 Public Schools as it is to plan for the business of the school district.
- g. To bear in mind under all circumstances that the primary function of the Board of Education is to establish and maintain the policies by which the schools are to be administered, but that the administration of the educational program and the conduct of school business shall be the primary responsibility of the Superintendent of Schools and the professional and non-professional staff members who are employed to work with the Superintendent of Schools.
- h. To welcome and encourage active cooperation by citizens, organizations, and the media of communication in District OR-1 Public Schools with respect to the establishment of policy on current school operation and proposed future developments.
- i. To strive step by step to achieve the ideal conditions for the most effective service by a Board of Education to its district, in a spirit of teamwork and unwavering commitment to the American system of public education as a primary means for preservation and perpetuation of our representative democracy.

Date of Adoption: January 17, 2017

Date of Review: February 8, 2021

Internal Board Policies - Methods of OperationDesignated Method of Giving Notice of Meetings

The board shall give public notice of all its meetings by posting the time, date, and place of the meetings and the availability of the agenda at the district's principal office and at the following places: Palmyra and Bennet school buildings, post offices and banks. The district is not required to publish notice at other places but may at its discretion publish notice of meetings and/or agendas in the newspaper and on the district's website.

Notice shall be given a reasonable time in advance of the meeting. Two (2) days advance notice shall be considered sufficient.

For an emergency meeting, notice shall not be required to be given; however, the Board will complete minutes for such an emergency meeting as required by law. An emergency has been defined as any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition.

The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

Legal Reference: Neb. Rev. Stat. §§ 79-554; 79-555 and 84-1411

Date of Adoption: January 17, 2017

Date of Review: February 8, 2021

DISTRICT OR-1 POLICY REVIEW SCHEDULE: 2021-2022:

updated January 11, 2021

Proposed Policy Review Process and Schedule

<u>Policy Series</u>	<u>Topic</u>	<u>Date of Last Review</u>	<u>New Review Date</u>	<u>Status</u>
1000	Community Relations	April 16, 2018	April 11, 2021	
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Internal Board Policies - OrganizationPurpose and Role of the Board

The responsibilities of the Board of Education shall be as follows:

1. Provide a school system which offers a Kindergarten through twelfth grade program.
2. Confer with the Superintendent of schools about recommendations for school programs.
3. Consider and adopt textbooks selected by the Superintendent and staff together with the courses of study recommended by them.
4. Set and annually review long-term written goals for the school district.
5. Consider and approve the annual operating budget prepared by the Superintendent.
6. Consider and approve claims for expenditure.
7. Be responsible to interpret the school programs to the community through a community relations program.
8. Represent the needs of the school system before city and state authorities as well as the general public.
9. Refer parent and community criticism and suggestions to the Superintendent for consideration and recommendation.
10. Serve as a body of final appeal for staff members and school patrons on matters properly appealable from orders of the Superintendent.
11. Establish and maintain policies consistent with the Board's interpretation of the wishes of the community and the requirements of the law. Conduct an annual review of policies as and to the extent required by law.
12. Develop a procedure whereby policy changes and/or additions may be proposed by board members, other school employees, or the general public by submitting them to the Superintendent for consideration and recommendation.
13. Continuously evaluate the effectiveness of Board policies.
14. Adopt rules and regulations in cooperation with the Superintendent for governance of the school system.

15. Select the Superintendent and support the Superintendent in the efficient discharge of the Superintendent's duties.
16. Require reports from the Superintendent.
17. Evaluate the Superintendent of Schools in accordance with applicable state laws.
18. Elect school personnel upon nomination and recommendation of the Superintendent.
19. Annually elect officers of the Board and appoint auxiliary personnel as necessary.
20. Distinguish between selfish, uninformed criticism and genuinely helpful criticism.
21. Perform specific duties imposed on school boards by statutes of the State of Nebraska.
22. Participate in local, state and national organizations for school board members.
23. Cooperate with other governmental bodies and agencies.
24. Cooperate with professional and educational organizations.

Legal Reference: Neb. Rev. Stat. § 79-501
 Neb. Rev. Stat. § 79-512
 Neb. Rev. Stat. § 79-525
 Neb. Rev. Stat. § 79-526

Date of Adoption: January 17, 2017

Internal Board Policies - OrganizationDuties and Functions of the Board of Education

- A. The Board of Education shall exercise full legislative control over District OR-1 Public Schools, in accordance with the statutes of the State of Nebraska.
- B. The Board of Education shall elect a Superintendent to carry out the executive duties of District OR-1 Public Schools. The Superintendent's appointment shall be a major item of business at the December meeting, unless the present Superintendent is on a term contract.
- C. The Board of Education shall, through its legislative function, initiate questions of policy and act on the recommendations of the Superintendent in matters of policy, employee employment or dismissal, salary schedules or other personnel regulations, courses of study, selection of text books, and other matters pertaining to the direct welfare of the schools.
- D. The Board of Education shall require reports from its executive officer concerning conditions of efficiency and needs of the schools. The Board shall take steps to appraise the effectiveness with which the schools are achieving the educational purposes of the school system as may be determined by the Board of Education.
- E. The Board of Education shall provide for the preparation and adoption of the annual budget and shall provide, by the exercise of its taxing power, the funds necessary to finance the operation of the schools within the guidelines of Nebraska State Statute.
- F. In order to exercise its rights and duties, the Board of Education shall prepare and publish a body of policies and regulations covering organization, policies, and procedures of the school system. The Board of Education shall cause its policies and regulations to be kept in constant revision, conduct an annual review to the extent and shall republish such policies as and to the extent required by law and as deemed necessary.

Date of Adoption: January 17, 2017

Internal Board Policies - OrganizationAnnual Organizational Meeting

- A. An organizational meeting of the District OR-1 School District Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, and appoint a Secretary and Treasurer, and if it is determined by the Board of Education to be needed an ex officio secretary and treasurer and those elected will assume office at the organizational meeting.
 2. Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If the tie is not broken after five ballots, the Chair will determine the winner by the flip of a coin, followed by a vote ratifying such selection. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.
 3. The President shall assume the chair immediately upon the President's election.
- B. The order of business for meeting should be as follows:
1. Call to Order and Roll Call
 2. Oath of office for most recently elected
 3. Elections and Appointments
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
 4. Approval of committees, positions, and designations
 - a. Consider, discuss and take action to elect Secretary to the BOE
 - b. Consider, discuss and take action to select Legal counsel
 - c. Consider, discuss and take action to elect Committees as determined by the BOE
 - d. Consider, discuss and take action to select Depository bank(s)
 - e. Consider, discuss and take action to select District newspaper(s) of record

5. Approval of current Board policies and regulations
6. Designate date for the annual review of BOE policies
7. Dissemination to each Board member of conflict of interest statutes
8. Adjournment

Date of Adoption: June 12, 2017

RESOLUTION

RESOLVED, that the official depository of school funds for this School District is hereby designated to be _____, and that the designation of any other institution as the depository of school funds is hereby withdrawn.

The above Resolution, having been read in its entirety, member _____ moved for its passage and adoption, and member _____ seconded the same. After discussion and roll call vote, the following members voted in favor of passage and adoption of the above Resolution: _____

_____.
The following members voted against the same: _____

_____.
The following members were absent or not voting: _____

_____.
The above Resolution, having been consented to and approved by more than a majority of the members of the School Board of this School District, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this ____ day of _____, 20__.

District OR-1 Public Schools

BY: _____
President

Attest:

Secretary

Legal Reference: Neb. Rev. Stat. §§ 77-2350 and 77-2350.01

Date of Adoption: June 12, 2017

Internal Board Policies - Organization

Committee of the Whole

It shall be the policy of District OR-1 Public Schools that the Board of Education shall take formal actions as a Committee of the Whole on all matters pertaining to business and educational policies of the district.

Legal Reference: Neb. Rev. Stat. § 79-520

Date of Adoption: January 17, 2017

Internal Board Policies - OrganizationStanding Committees

It shall be the policy of District OR-1 Public Schools that the following will be the standing committees of the Board of Education:

1. Negotiations Committee
2. Curriculum, Committee on American Civics
3. Transportation/Facilities
4. Budget Committee
5. Policy Committee
6. Administration Review Committee

It shall further be the policy of District OR-1 Public Schools that the board chair shall appoint the members of the above committees.

Legal Reference: Neb. Rev. Stat. § 79-724
Neb. Rev. Stat. § 79-520

Date of Adoption: January 17, 2017

Date of Revision: June 10, 2019

Internal Board PoliciesStanding Committee on Negotiations

It shall be the policy of District OR-1 Public Schools that the Negotiations Committee shall consist of three members appointed by the board chair.

The Negotiations Committee will represent the full Board of Education in negotiations with recognized labor organizations. The full Board of Education may also include selected administrators on the negotiations team. The Board of Education reserves the right to appoint a chief spokesperson who is not a member of the Board to represent the Board in negotiations.

After negotiations are completed, the negotiations committee will make a recommendation to the full Board of Education on the salary schedule and benefits under consideration.

Date of Adoption: January 17, 2017

Internal Board Policies - OrganizationStanding Committee on American Civics

It shall be the policy of District OR-1 Public Schools that the Committee on American Civics shall consist of three members appointed by the Board President. The Committee shall meet at least twice per year. One of the responsibilities of this committee will be to examine recommended social studies textbooks and report findings based on this examination to other members of the Board of Education. The Committee shall take all other steps to ensure compliance with Nebraska law.

It shall further be the policy of District OR-1 Public Schools that the Committee on American Civics shall review all major proposals prepared by the superintendent of schools and instructional staff for adoption of new textbooks, development of new instructional programs, revision of existing instructional programs, modification of established graduation requirements, and other related matters. After the review is completed, the Committee on Curriculum and Americanism will make a recommendation to the full Board of Education about approval or adoption of the matter under consideration.

Legal Reference: Neb. Rev. Stat. § 79-724
 Neb. Rev. Stat. § 79-520
 LB 399 (2019)

Date of Adoption: January 17, 2017

Date of Revision: June 10, 2019

Internal Board Policies - OrganizationTemporary Committees

It shall be the policy of District OR-1 Public Schools that in addition to the appointment of standing committees, the President of the Board of Education or the full Board may appoint such temporary committees as are deemed necessary.

Temporary committees shall serve at the pleasure of the President of the Board of Education or of a majority of the members of the Board of Education, but in general the duration of temporary committees shall not exceed beyond the next annual meeting of the Board of Education.

Temporary committees will be expected to submit their recommendations to the full Board of Education for appropriate action.

Legal Reference: Neb. Rev. Stat. § 79-520

Date of Adoption: January 17, 2017

Internal Board Policies - OrganizationBoard Self-Evaluation

The primary purpose for board self-evaluation is for the improvement of school board leadership. In evaluating the board's functions and roles, the board may focus attention to the following:

1. Evaluation shall be conducted in odd years at a scheduled time and place.
2. The evaluation should be a composite of the individual board member's opinions;
3. The evaluation should include a constructive discussion of strengths and weaknesses; and
4. The board should be free to comment on any area related to its function of governing the district.

The board and superintendent will cooperatively develop an evaluation plan that evaluates the various aspects of the board's functions, duties, and roles. The evaluation will include the following items:

1. The evaluation instrument shall define and describe the standards against which the board evaluates its performance.
2. The evaluation shall include the establishment of objectives and strategies for improving board performance.
3. The evaluation shall analyze progress toward existing board goals and examine the need to establish new or revised goals.

Legal Reference: Neb. Rev. Stat. § 79-526

Date of Adoption: January 17, 2017

Internal Board Policies - Board Members

Retirement

It shall be the policy of District OR-1 Public Schools that retiring members of the Board of Education shall be appropriately recognized and thanked for the service which they have rendered to the schools and to the community.

When a Board member is retiring from service, the President of the Board of Education will direct that preparation be made for any presentation or award which will be made at the final meeting attended by the retiring Board member.

Date of Adoption: January 17, 2017

Internal Board Policies - Board MembersOrientation for Newly-Elected Members of the Board of Education

The Board of Education and staff members shall assist each new elected member to understand the functions, policies, and procedures of the Board of Education before the member takes office. To this end the following steps shall be taken:

1. The newly-elected member shall be given selected materials such as a copy of the Board's policies, a copy of the school budget, a copy of Nebraska school laws and information on the responsibility of a school Board member.
2. The newly-elected member shall be invited to attend meetings of the Board of Education and to participate in the discussions.
3. The secretary of the Board of Education shall supply material pertinent to the meetings and the Superintendent of the School shall explain the use of such materials.
4. The newly-elected member shall be invited to meet with the Superintendent and Principal to discuss their area of responsibility as defined by the Board of Education.
5. Any other material deemed helpful shall be made available upon request.

Date of Adoption: January 17, 2017

Internal Board Policies - Board MembersPolicy for Board Member Attendance at Educational Workshops, Conferences, Training Programs, Official Functions, Hearings, and Meetings

Board members are expected to maintain effectiveness by being well-informed on educational issues. Accordingly, Board members are encouraged to attend educational workshops, conferences, training programs, official functions, hearings, or meetings which are sponsored by the school district, state, and national education organizations.

Board members are specifically authorized to attend such functions which are sponsored by this school district, the Nebraska Association of School Boards, the National School Boards Association, AASA, NRCSA and similar organizations without specific action by the Board of Education. In addition, school Board members may attend such functions at district expense sponsored by other organizations upon specific prior approval of the Board of Education.

Legal Reference: Neb. Rev. Stat. § 79-512

Date of Adoption: January 17, 2017

Internal Board Policies - Board MembersCoffee Act Policy (Reimbursable Expenses)

- A. Board members, employees or volunteers of the school district are expected to maintain effectiveness by being well informed on educational and related issues and are encouraged to diligently perform their required duties, attend educational workshops, conferences, training programs, official functions, hearings or meetings which are necessary to perform required duties, sponsored by the school district or State and national educational organizations or which are otherwise in the best interests of this school district as follows:
1. Board members as a result of this policy are hereby given prior approval by this school Board and upon approval by the Superintendent or the Superintendent's designee are specifically authorized to attend such functions without additional or further approval by the school Board unless otherwise so determined and the school district shall pay the registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable Federal Rates.
 2. Employees and volunteers are authorized to attend such functions upon prior approval by the Superintendent or the Superintendent's designee and the school district shall pay registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable to Federal rates.
- B. Payment or reimbursement for expenses incurred by Board members, employees or volunteers as otherwise specifically permitted by law shall also be allowed as provided by such law.
- C. Since it is hereby determined to be important and in the best interest of this school district to recognize service by Board members, employees and volunteers, the school Board hereby authorizes the President, Superintendent or the Superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted provided that no such plaque, certificate, flowers or other item of value to be awarded shall cost more than \$50.00.

- D. School Board members are not paid members and when appropriate because of the timing, length or other factors, sandwiches or meals may be provided to School Board members, employees and volunteers attending public meetings or in other appropriate or necessary situations such as joint meetings with other governing bodies.
- E. That non-alcoholic beverages, cookies or other similar items may be provided to individuals attending public meetings, private meetings, discussions or public or private conferences as determined necessary or appropriate by the Superintendent or the Superintendent's designee to be in the best interest of this school district.
- F. Non-alcoholic beverages and meals may be provided for individuals while performing or immediately after performing relief, assistance or support activities in emergency situations or during or immediately following their participation in any activity approved by the School Board.
- G. In addition to the other matters covered and allowed by this policy, one recognition dinner each fiscal year may be held for Board members, employees or volunteers provided the maximum cost per person, which is hereby established for such dinner shall not exceed \$50.00 and further provided that such annual dinner may be held separately for employees of each department or separately for volunteers or any of them in combination.
- H. The authority necessary to carry out the provisions of this policy should be and is hereby delegated from the School Board to the designated officials so indicated herein.
- I. Nothing in this policy shall authorize the expenditure of public funds to pay for any expenses incurred by a spouse of a Board member, employee or volunteer unless the spouse is also a Board member, employee or volunteer.

Legal Reference: Neb. Rev. Stat. §§ 13-2201 to 13-2204
Neb. Rev. Stat. §79-546

Date of Adoption: January 17, 2017

Date of Revision: June 11, 2018

Internal Board Policies/PersonnelUse of Public Resources by Board Members and EmployeesRestrictions on Use

No Board member or employee of District OR-1 Public Schools shall use or authorize the use of his or her public office or any confidential information received through the holding of the public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which the individual is associated.

No Board member or employee shall use or authorize the use of school district personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.

No Board member or employee shall use or authorize the use of school resources for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. For purposes of this restriction, "school resources" means personnel, property, resources, or funds under the official care and control of the Board member or employee.

Authorized Uses

The uses described below are not authorized by employees, and violate this policy, where an employee's use: (1) interferes with the conduct of school business; (2) interferes with the performance of the employee's duties and responsibilities; (3) is contrary to another Board policy or a rule or directive set forth in an employee handbook or other employee communication device; (4) is contrary to a supervisor's directive; or (5) the use is for the employee's personal financial gain or potential for personal financial gain.

Incidental or De Minimis Use: Use of school resources by a Board member or employee which is incidental or de minimis does not constitute a violation of this policy.

Personal Use as Part of Compensation: Use of school resources for personal purposes is authorized by this policy if:

1. the use of the resource for personal purposes is part of the employee's compensation provided in an employment contract or is consistent with this policy; and
2. the personal use of the resource as compensation is reported in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid by the affected employee.

Employees who engage in such personal use shall, upon request of the Board of Education or the administration, provide evidence to establish that the compensation has been reported and taxes paid as required by the Tax Code.

School Vehicles: Use of a school vehicle by a Board member or employee to travel to a designated location or the home of the Board member or employee is permissible when the primary purpose of the travel serves a school district purpose. Such use is authorized by this policy. No travel other than directly to the school-related trip destination shall occur, however, when students are in the vehicle or if the vehicle is a school bus.

Communication Devices: A Board member or employee may use a telecommunication system, a cellular telephone, an electronic handheld device, or a computer under the control of the school district for email, text messaging, a local call, or a long-distance call, to a child at home, a teacher, a doctor, a day care center, a baby-sitter, a family member, or any other person to inform any such person of an unexpected schedule change or for other essential personal business. Any such communication shall be kept to a minimum and shall not interfere with the conduct of school business or the performance of an employee's duties.

A Board member or employee shall be responsible for payment or reimbursement of charges (e.g. long distance charges), if any, that directly results from any such communication. The Board member or employee shall promptly report any such communication that results in an expense to the School District to the Superintendent or the Superintendent's designee. The Superintendent or the Superintendent's designee shall establish procedures for reimbursement of charges incurred as a result of such communications.

Use of the District's internet system for such communications shall not be permitted to the extent such use violates the terms of the E-Rate program, which restricts use of the internet system to "educational purposes."

Election Issues: A Board member or the Superintendent, in the normal course of his or her duties, may use school resources to research and prepare materials to assist the School Board in determining the effect of a ballot question on the School District.

Mass mailings, mass duplication, or other mass communications at school expense for the purpose of qualifying, supporting, or opposing a ballot question is not permitted. Mass communications does not include placing public records demonstrating the consequences of the passage or defeat of a ballot question affecting the School District on its existing websites.

A Board member or employee may campaign for or against the qualification, passage, or defeat of a ballot question or the nomination or election of a candidate when no school resources are used. An employee shall not engage in campaign activity for or against the qualification, passage, or defeat of a ballot question or the nomination or election of a candidate while on duty time.

A Board member or authorized employee may make school facilities available for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is

not a factor in making the facilities available or a factor in determining the cost or conditions of use.

The School Board may discuss and vote upon a resolution supporting or opposing a ballot question.

A Board member may respond to specific inquiries by the press or the public as to his or her opinion regarding a ballot question or provide information in response to a request for information.

A Board member or employee may identify himself or herself by his or her official title when communicating about a ballot question. Employees who do so shall clearly communicate that their communication is their personal opinion and does not reflect the position or views of the Board of Education or the School District unless express authorization is given by the Board of Education or the Superintendent.

Legal Reference: Neb. Rev. Stat. §§49-14,101.01 and 49-14,101.02

Date of Adoption: January 17, 2017

Internal Board Policies - Board Members

Membership in School Board Associations

The Board of Education shall hold memberships in such school board associations as it may from time to time determine appropriate.

Legal Reference: Neb. Rev. Stat. § 79-512

Date of Adoption: January 17, 2017

Internal Board Policies - Board MembersConflict of Interest/Contracts

It shall be the policy of District OR-1 Public Schools that any contract whether oral or written, formal or informal, which is entered into by the school district and in which a member of the Board of Education is directly or indirectly interested, is voidable unless certain reporting, disclosure and abstention requirements are met. The school district is authorized to enter into a contract in which a member of the Board of Education is directly or indirectly interested so long as:

1. The Board member makes a declaration on the record regarding the nature of his/her interest prior to official consideration of the contract.
2. The affected Board member does not participate in consideration or discussion of the contract.
3. The Board member does not vote on the granting of the contract except that if the number of members of the Board declaring an interest in the contract would prevent the Board with all members present from securing a quorum in the issue, then all members may vote on the matter.
4. The Board member does not in any way participate in the inspection, operation, administration or performance under the contract on the part of the district.

It shall further be the policy of District OR-1 Public Schools that the above provisions apply not only to formal contracts but also to open accounts.

Legal Reference: Neb. Rev. Stat. Sec. 49-14,103.01

Date of Adoption: January 17, 2017

Internal Board PoliciesConflict of Interest - Employment of Family Member of Board Member or Supervisor and Employment of Board Member

1. A member of the Board of Education or an administrator or other employee with supervisory responsibilities may employ or recommend or supervise the employment of an immediate family member if:
 - a. He or she does not abuse his or her official position (for this purpose, “abuse” means employing an immediate family member: who is not qualified for and able to perform the duties of the position; at an unreasonably high salary; or who is not required to perform the duties of the position);
 - b. He or she makes a full disclosure on the record to the Board of Education and a written disclosure to the Superintendent and/or Secretary of the Board; and,
 - c. The Board of Education approves the employment or supervisory position.

2. No immediate family member of a Board of Education or an administrator or other employee with supervisory responsibilities shall be employed by the School District:
 - a. Without first having made a reasonable solicitation and consideration of applications for such employment.
 - b. Who is not qualified for and able to perform the duties of the position.
 - c. For any unreasonably high salary.
 - d. Who is not required to perform the duties of the position.

3. Neither the Board of Education nor an administrator or other employee with supervisory responsibilities shall terminate the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.

4. This policy shall not apply to an immediate family member of a member of the Board of Education or an administrator or other employee with supervisory responsibilities who was previously employed in a position with the School District prior to the election or appointment of the Board member or employee. Prior to or as soon as reasonably possible after the official date a Board member takes office or an employee assumes his or her responsibilities, such Board member, administrator or other employee with supervisory responsibilities shall make a full disclosure of any immediate family member employed in a position subject to this policy.

5. A member of the Board of Education may not be engaged in a contract to teach with the District OR-1 Public School District. Nor shall a member of the Board of Education cast a vote in favor of the election of any employee when the Board member is related by blood or marriage to such employee.

Legal Reference: Neb. Rev. Stat. §§ 49-1499.04; Sec.49-1499.05; 79-544; and 79-818

Date of Adoption: January 17, 2017

Internal Board PoliciesConflict of Interest—Other Than Contracts or Employment

1. Members of the Board of Education of this School District shall abstain from voting on matters on which they may have a conflict of interest. Any Board member who would be required to take any action or make any decision in the discharge of his or her duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:

- (A) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict; and,
- (B) Deliver a copy of the statement to the Secretary of the Board of Education, who shall enter the statement into the public records of the School District.

The Board member shall take such action as the Commission shall advise or prescribe to remove himself or herself from influence over the action or decision in the matter.

2. The provisions of paragraph 1 above shall not prevent a Board member from making or participating in the making of a School District-related decision to the extent that the individual's participation is legally required for the action or decision to be made. In such event, the Board member shall report the occurrence to the Commission.

3. Except as defined in Nebraska statute and this policy, conflict of interest of a Board member shall not prevent a Board member from serving on the Board or restrict the hiring or purchasing practices of this School District.

4. The Superintendent, or the Superintendent's designee, shall provide:
- (A) Each Board member with copies of state statutes of Nebraska pertaining to conflicts of interest at the organizational meeting of the Board of Education held at the regular School Board meeting in January of each year. In addition, any newly appointed or elected Board member shall be provided such statutes.
 - (B) When possible, provide each Board member with a list of financial matters on the agenda to come before the Board of Education at the next regular meeting in sufficient detail to allow the Board member to identify potential conflicts of interest and report and receive advice from the Commission.

5. For purposes of this policy, immediate family member shall be defined as a child residing in the Board member's household, a Board member's spouse or an individual claimed by that Board member or the Board member's spouse as a dependent for federal income tax purposes.

Legal Reference: Neb. Rev. Stat. § 49-1425; § 49-14,101; § 49-14,102; § 49-14,103; § 49-14,103.01; § 49-14,103.02; § 49-14,103.03; § 49-14,103.04; § 49-14,103.05; § 49-14,103.06; § 79-818; § 79-544 and § 49-1499.

Date of Adoption: January 17, 2017

Internal Board Policies - Board MembersReporting Procedures

It shall be the policy of District OR-1 Public Schools that any school Board member who has a direct or indirect interest in a formal contract entered into with District OR-1 Public Schools, or an open account, shall provide the Superintendent of schools with the following:

1. Names of the contracting parties.
2. Nature of the interest of the school Board member.
3. Date that the contract was approved by the school Board.
4. Amount of the contract.
5. Basic terms of the contract.

The above information shall be provided to the Superintendent of schools no later than ten (10) days after the contract has been signed by both parties. Such information shall be kept on a ledger, and shall be retained in the ledger for five (5) years from the date of the last day in office of the school Board member. The ledger kept by the Superintendent of schools shall be available for public inspection during the normal working hours.

It shall further be the policy of District OR-1 Public Schools that in the case of open accounts, the above information shall be filed within ten (10) days after the account is opened and thereafter the interested officer shall file a revision to the statement within ten (10) days of each payment on the account specifying the date and amount of the payment.

Legal Reference: Neb. Rev. Stat. § 49-14,103.02

Date of Adoption: January 17, 2017

**CONFLICTS LEDGER
CONTRACTS IN WHICH BOARD MEMBER HAS A POSSIBLE CONFLICT**

(1) Names of the contracting parties-- (a) Business	(b) Board member with possible conflict	(2) Nature of the interest of the officer in question	(3) Date contract was approved by Board	(4) Amount of the contract ¹	(5) Basic terms of the contract
Benesch	Brandon Desh	Brandon is employed at Benesch	October 24, 2018	\$43,178.00	Geo-Tech and Testing services

Note: May attach and reference NADC Form C-3.

§ 49-14,103.02. Contract with officer; information required; ledger maintained. The person charged with keeping records for each governing body shall maintain separately from other records a ledger containing the information listed in subdivisions (1) through (5) of this section about every contract entered into by the governing body in which an officer of the body has an interest and for which disclosure is made pursuant to section 49-14,103.01. Such information shall be kept in the ledger for five years from the date of the officer's last day in office and shall include the:

- (1) Names of the contracting parties;
- (2) Nature of the interest of the officer in question;
- (3) Date that the contract was approved by the governing body;
- (4) Amount of the contract; and
- (5) Basic terms of the contract.

The information supplied relative to the contract shall be provided no later than ten days after the contract has been signed by both parties. The ledger kept pursuant to this section shall be available for public inspection during the normal working hours of the office in which it is kept.

Source: Laws 1986, LB 548, § 3; Laws 2001, LB 242, § 22.

§ 49-14,103.03. Open account with officer; how treated. An open account established for the benefit of any governing body with a business in which an officer has an interest shall be deemed a contract subject to sections 49-14,103.01 to 49-14,103.06. The statement required to be filed by section 49-14,103.02 shall be filed within ten days after such account is opened. Thereafter, the person charged with keeping records for such governing body shall maintain a running account of amounts purchased on the open account. Purchases made from petty cash or a petty cash fund shall not be subject to sections 49-14,103.01 to 49-14,103.06.

Source: Laws 1986, LB 548, § 4.

Written Statement: Attached on form C2-A

¹ If contract involves an open account insert "open account." A running account of amounts purchased is maintained in the records of the District Bookkeeper.

CONFLICTS LEDGER
CONTRACTS IN WHICH BOARD MEMBER HAS A POSSIBLE CONFLICT

(1) Names of the contracting parties-- (a) Business	(b) Board member with possible conflict	(2) Nature of the interest of the officer in question	(3) Date contract was approved by Board	(4) Amount of the contract ¹	(5) Basic terms of the contract

Note: May attach and reference NADC Form C-3.

§ 49-14,103.02. Contract with officer; information required; ledger maintained. The person charged with keeping records for each governing body shall maintain separately from other records a ledger containing the information listed in subdivisions (1) through (5) of this section about every contract entered into by the governing body in which an officer of the body has an interest and for which disclosure is made pursuant to section 49-14,103.01. Such information shall be kept in the ledger for five years from the date of the officer's last day in office and shall include the:

- (1) Names of the contracting parties;
- (2) Nature of the interest of the officer in question;
- (3) Date that the contract was approved by the governing body;
- (4) Amount of the contract; and
- (5) Basic terms of the contract.

The information supplied relative to the contract shall be provided no later than ten days after the contract has been signed by both parties. The ledger kept pursuant to this section shall be available for public inspection during the normal working hours of the office in which it is kept.

Source: Laws 1986, LB 548, § 3; Laws 2001, LB 242, § 22.

§ 49-14,103.03. Open account with officer; how treated. An open account established for the benefit of any governing body with a business in which an officer has an interest shall be deemed a contract subject to sections 49-14,103.01 to 49-14,103.06. The statement required to be filed by section 49-14,103.02 shall be filed within ten days after such account is opened. Thereafter, the person charged with keeping records for such governing body shall maintain a running account of amounts purchased on the open account. Purchases made from petty cash or a petty cash fund shall not be subject to sections 49-14,103.01 to 49-14,103.06.

Source: Laws 1986, LB 548, § 4.

¹ If contract involves an open account insert "open account." A running account of amounts purchased is maintained in the records of the District Bookkeeper.

Internal Board Policies - Board MembersCode of Ethics

It shall be the policy of District OR-1 Public Schools that members of the Board of Education will exercise their responsibilities in accordance with the following Code of Ethics:

1. As a member of the local Board of Education, representing all the citizens of the District OR-1 School District, each Board member will recognize:
 - a. That he or she has been entrusted with the educational development of the children and youth of the district.
 - b. That the district expects that the first and greatest concern of a school Board member will be the best interest of each and every one of the young people enrolled in the district's schools.
 - c. That the future welfare of this district, of this state, and of our nation depends in the largest measure upon the quality of education provided in District OR-1 Public Schools to meet the needs of every learner.
 - d. That members of the Board of Education must collectively take the initiative in helping all the people in this district to have updated, accurate information about the public schools system, and to provide the finest possible school programs, school staff, and school facilities.
 - e. That by statute the authority of the Board of Education is derived from the state which is ultimately responsible for the organization and operation of the public schools and which determines the degree of discretionary power exercised by the Board representing the people of the District OR-1 Public Schools District.
 - f. That a school Board member must never neglect his or her personal obligation to the district and legal obligation to the State of Nebraska, nor surrender these responsibilities to any other person, group or organization; but that, beyond this, each school Board member has a moral and civic obligation to our country which can remain strong and free only so long as public schools in the United States are kept strong and free.
2. In view of the foregoing consideration, it must be the constant endeavor of each school Board member:
 - a. To devote time, thought and study to the duties and responsibilities of a school Board member so that he/she may render effective and creditable service.

- b. To work with fellow school Board members in a spirit of harmony and cooperation so as to convert differences of opinion which arise during discussion and debate into a consensus for the benefit of the students enrolled in District OR-1 Public Schools.
- c. To base personal decisions upon all available facts in each situation, to vote honest conviction in every case, unswayed by partisan bias of any kind; thereafter, to abide by and uphold the final majority decision of the Board of Education.
- d. To remember at all times that individual Board members have no local authority outside the meetings of the Board of Education, and to conduct relationships with school staff members, local citizens, and all media of communication on the basis of this fact.
- e. To resist every temptation and outside pressure to use the position as a school Board member to benefit either oneself, immediate family or any other individual or agency apart from the total interest of the school system.
- f. To recognize that it is as important for the Board of Education to understand and evaluate the educational program of District OR-1 Public Schools as it is to plan for the business of the school district.
- g. To bear in mind under all circumstances that the primary function of the Board of Education is to establish and maintain the policies by which the schools are to be administered, but that the administration of the educational program and the conduct of school business shall be the primary responsibility of the Superintendent of Schools and the professional and non-professional staff members who are employed to work with the Superintendent of Schools.
- h. To welcome and encourage active cooperation by citizens, organizations, and the media of communication in District OR-1 Public Schools with respect to the establishment of policy on current school operation and proposed future developments.
- i. To strive step by step to achieve the ideal conditions for the most effective service by a Board of Education to its district, in a spirit of teamwork and unwavering commitment to the American system of public education as a primary means for preservation and perpetuation of our representative democracy.

Date of Adoption: January 17, 2017

Internal Board Policies - Methods of OperationBoard Member Liability

Board members shall not be held personally liable for actions taken in the performance of their duties and responsibilities vested in them by the laws of Nebraska and the members of the school district community. In carrying out the duties and responsibilities of their office, board members shall act in good faith.

The school district shall defend, save harmless and indemnify board members against tort claims or demands, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope of their official duties, unless it constitutes a willful or wanton act or omission. However, the school district shall not save harmless or indemnify board members for punitive damages.

Legal Reference: Neb. Rev. Stat. § 79-516

Date of Adoption: January 17, 2017

Internal Board Policies - Methods of OperationMethods of Operation

It shall be the policy of District OR-1 Public Schools that the Board of Education exercises authority over the schools in accordance with applicable laws. It determines policy; delegates executive supervisory and instructional authority to its employees; and appraises results achieved in light of goals established by the Board of Education.

The Board of Education shall direct its attention primarily to broad questions of policy and the appraisal of results rather than to administrative details. It shall be recognized that the implementation and the application of policy is an administrative task to be performed by the Superintendent of Schools and professional and non-professional staff elected to work with the Superintendent of Schools. The Superintendent and Principals shall be held responsible for the effective administration and supervision of District OR-1 Public Schools and its policies.

All matters to be submitted to the Board of Education shall first be brought to the Superintendent of Schools for study, analysis, review and recommendation. The Superintendent will present to the Board of Education those matters which require formal action by the Board of Education.

Legal Reference: Neb. Rev. Stat. § 79-526
 Neb. Rev. Stat. § 79-520

Date of Adoption: January 17, 2017

Internal Board Policies - Methods of OperationFormulation of Policies

It shall be the policy of District OR-1 Public Schools that the Board of Education, representing the people of the District OR-1 School District, will be the governing body which determines all questions of general policy to be employed in the governance of the District OR-1 Public Schools.

Proposals regarding school district policies and operation may be initiated by any of several sources: a parent, a taxpayer, a professional employee, a school board member, a non-professional employee, a professional consultant, a civic group, etc. Ordinarily policies will be developed for presentation to the Board of Education by the Superintendent.

Formal action on policy proposals, whatever their source, will be taken by the Board of Education in accordance with its bylaws. Ordinarily, the Board of Education shall take action on such matters upon the basis of recommendations presented to the Board of Education by the Superintendent.

Legal Reference: Neb. Rev. Stat. § 79-554
 Neb. Rev. Stat. § 79-520

Date of Adoption: January 17, 2017

Internal Board Policies - Methods of OperationAdoption, Amendment or Suspension of Policies

- A. Proposed policies introduced and recommended to the Board shall require a majority vote of the Board for adoption and if so passed shall take effect immediately.
- B. Any policy of the Board may be suspended for an agreed upon period of time by a majority vote of the members of the Board.
- C. The Superintendent, in case of emergency or to comply with legal requirements, may suspend any part of these policies and regulations as it pertains to administration of schools provided, however, that the Superintendent shall report the fact and the reason for such suspension at the next meeting of the Board of Education and, provided further that the suspension shall expire at the time of said report unless continued in effect by action of the Board of Education.

Date of Adoption: January 17, 2017

Internal Board Policies - Methods of OperationFormulation of Administrative Regulations

The Board of Education shall delegate to the Superintendent of Schools the function of specifying required actions and outlining detailed arrangements for operation of the schools. These rules and detailed arrangements shall constitute the administrative regulations governing the schools. These rules and arrangements must, in every respect, be consistent with the policies adopted by the Board of Education.

The Board of Education shall approve administrative regulations when specific state laws require such action or when the Superintendent recommends that the Board of Education take such action.

Legal Reference: Neb. Rev. Stat. § 79-520

Date of Adoption: January 17, 2017

Internal Board Policies - Methods of OperationMeetings

The formation of school policy is a public matter and final action on such a matter must be taken in an open meeting. Every meeting of the Board of Education shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of the Board of Education, except as otherwise provided by the Constitution of the State of Nebraska, and by federal and state law.

The term "meeting" shall refer to all regular, special, or called meetings, formal or informal, of the Board of Education for the purpose of briefing, discussing public business, forming tentative policy, or taking any action of the Board of Education. This definition of "meeting" includes any meeting of an advisory committee of the Board of Education, but specifically excludes any meeting of a subcommittee, or standing committee, of the Board of Education unless such subcommittee or standing committee has been given the authority to take formal action on behalf of the Board.

Since members of the Board of Education are unable to function officially as individuals, the meeting of the Board of Education will present an opportunity for the school program to be discussed and appraised and for individual biases and opinions to be aired as the members of the Board of Education strive for consensus decisions on specific issues. In addition, the meeting will provide an appropriate place for items of interest or concern to individual citizens or groups of the school community to be heard and considered. The Board of Education will take formal action only when the Board is meeting in open session.

Legal Reference: Neb. Rev. Stat. § 79-554
 Neb. Rev. Stat. § 79-555
 Neb. Rev. Stat. § 84-1412

Date of Adoption: January 17, 2017

Internal Board Policies - Methods of OperationTypes of MeetingsRegular Meetings

Regular scheduled meetings may be of two kinds: business or education or both. The education meetings may be held for the purpose of reviewing the school program, or for the development and discussion of policy.

Special Meetings

A special meeting may be called by the President of the Board, or upon recommendation of the Superintendent, or by two members collectively in the event the President fails to act, upon due notice as specified by the bylaws. No business shall be transacted at a special meeting except that for which the meeting is called or that of an emergency nature.

Legal Reference: Neb. Rev. Stat. § 79-554
 Neb. Rev. Stat. § 84-1409

Date of Adoption: January 17, 2017

Internal Board Policies - Methods of OperationDesignated Method of Giving Notice of Meetings

The board shall give public notice of all its meetings by posting the time, date, and place of the meetings and the availability of the agenda at the district's principal office and at the following places: Palmyra and Bennet school buildings, post offices and banks. The district is not required to publish notice at other places but may at its discretion publish notice of meetings and/or agendas in the newspaper and on the district's website.

Notice shall be given a reasonable time in advance of the meeting. Two (2) days advance notice shall be considered sufficient.

For an emergency meeting, notice shall not be required to be given; however, the Board will complete minutes for such an emergency meeting as required by law. An emergency has been defined as any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition.

The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

Legal Reference: Neb. Rev. Stat. §§ 79-554; 79-555 and 84-1411

Date of Adoption: January 17, 2017

Internal Board Policies - Methods of OperationAgenda Construction and Control

- A. Written meeting agendas will be prepared by the Superintendent in collaboration with the President of the Board of Education. Any Board member may submit agenda items to be placed on the agenda by the Superintendent and the Board President.

- B. Control of the agenda is the responsibility of the Board President. Agenda items shall set forth the matter to be discussed at that agenda item. An agenda, kept continuously current, shall be readily available for public inspection at the office of the Superintendent of Schools of the District OR-1 School District during normal business hours. Except for items of an emergency nature, the agenda shall not be altered later than 24 hours before the scheduled commencement of the meeting. The School Board shall have the right to modify the agenda to include items of an emergency nature only by action taken at the public meeting at which the item is to be considered. Agenda items shall be sufficiently specific to advise the public of the issues to be discussed under that agenda item.

Legal Reference: Neb. Rev. Stat. § 84-1411

Date of Adoption: January 17, 2017

Internal Board PoliciesLocation of School Board Meetings

The traditional meeting place for Board meetings will be the board room at the School District's principle office. The President or Superintendent may designate a different meeting place for individual meetings with advance notice to the members.

All meetings of the Board shall be held at the location designated in the notice of said meeting. If circumstances dictate meeting in a different location than designated in the notice, it shall be the responsibility of the Superintendent to take the appropriate steps to inform Board members and the public.

Meetings of the Board may be held outside the School District boundaries when deemed necessary by the Board and approved by the Board at any preceding meeting. Meetings of the Board may be held outside the state of Nebraska upon compliance with applicable laws.

Legal Reference: Neb. Rev. Stat. §§ 84-1411 and 84-1412

Date of Adoption: January 17, 2017

Internal Board Policies - Methods of OperationProcedures During Meetings

In the absence of the President and the Vice President of the Board of Education at any meeting, the Board shall choose a President pro tempore. In the absence of the Secretary at any meeting, the Board shall also choose a Secretary pro tempore.

Any action taken on a question or a motion duly moved and seconded shall be by roll call vote of the Board in open session, and the record shall state how each member voted, or if the member was absent or abstained.

Legal Reference: Neb. Rev. Stat. § 79-569
 Neb. Rev. Stat. § 79-520
 Neb. Rev. Stat. § 84-1413

Date of Adoption: January 17, 2017

Internal Board Policies - Methods of OperationPublic Participation at Board MeetingsA. Attend

Members of the public shall be permitted to attend and to speak at board meetings. They will not be required to identify themselves as a condition for admission to the meeting.

The Board may allow advisors, consultants, and other persons who are not Board members to appear at the meeting via telephone or other similar means.

The chair has the authority to assure that people conduct themselves in an orderly manner at the meeting. Undue interruption or other interference with the orderly conduct of business will not be allowed. The chair may order persons who are disorderly to be removed from the meeting.

Legal Reference:	§§ 79-570; 79-571; § 84-1411 (3) and (6); § 84-1412 (1) and (3)
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B. Hear

The board will, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting.

Legal Reference:	§ 84-1412 (7)
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C. Record

Members of the public may use recording devices (tape recorder, video camera, etc.) to record any part of a meeting of a public body, except for closed sessions. No recording, other than note taking, shall be done without informing the President in advance. The President shall control the placement of the recording device so the device does not obstruct the view of Board members or other members of the public attending the meeting and does not otherwise interfere with the meeting.

Legal Reference:	§ 84-1412 (1)
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D. Access to Written Materials

At least one copy of all reproducible written material to be discussed at an open meeting will be made available at the meeting for examination and copying by members of the public.

Legal Reference:	§ 84-1412 (8)
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E. Speak

Members of the public will be permitted to speak at Board meetings at which a public forum is on the Agenda. Members of the public may also speak when invited to make a presentation or when recognized by the chair. The Board is not required to allow members of the public to speak at each meeting. However, the Board will not forbid public participation at all meetings.

Members of the public will not be required to have their name be placed on the agenda prior to the meeting in order to speak about items on the agenda.

Members of the public who desire to address the Board will be required to identify themselves.

The President or chair for the meeting shall have the authority to establish reasonable time limits for individual speakers and for the duration of public forum sessions.

Speakers will be permitted to address the Board consistent with free speech rights. However, offensive language, defamatory remarks, and hostile conduct will not be tolerated. Further, charges or complaints against a school employee shall not be made for the first time at a public Board meeting without having followed the school's complaint procedure.

Legal Reference:	§ 84-1412 (1) (2) and (3)
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Date of Adoption: January 17, 2017

Internal Board Policies - Methods of OperationTeacher-Administrator-Board of Education Relationships

Since it is recognized that providing a high quality education for children is the paramount aim of District OR-1 Public Schools and that good morale is necessary for the best education of children, the Board sets forth the following policy concerning the relationship of the Board, the administration, and the staff:

- A. The Board of Education, under law, has the final responsibility of establishing policies for the district.
- B. The Superintendent and staff have the responsibility of carrying out the policies established through the development and monitoring of administrative rules and regulations.
- C. The professional teaching personnel has the ultimate responsibility of providing the best possible education in the classroom through the careful following of Board policies and administrative rules and regulations.

Date of Adoption: January 17, 2017

DISTRICT OR-1 POLICY REVIEW SCHEDULE: 2021-2022:

updated January 11, 2021

Proposed Policy Review Process and Schedule

<u>Policy Series</u>	<u>Topic</u>	<u>Date of Last Review</u>	<u>New Review Date</u>	<u>Status</u>
1000	Community Relations	April 16, 2018	April 11, 2021	
2000	Administration	April 16, 2018	April 11, 2021	
3000	Business Operations	April 16, 2018	April 11, 2021	
4000	Personnel	March 12, 2018	July 12, 2021	
5000	Students	March 12, 2018	July 12, 2021	
6000	Instruction	May 14, 2018	September 13, 2021	
7000	New Construction	May 14, 2018	September 13, 2021	
8000	Internal Board Policies	February 12, 2018	February 8, 2021	Completed.2.8.21
9000	Bylaws of the Board	February 12, 2018	February 8, 2021	Completed.2.8.21

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Bylaws of the Board - Board Authority

General Statement

Bylaws are rules or procedures adopted by the board to govern its internal operations. The use of such guidelines or bylaws helps the board to comply with the responsibility and duties delegated to it by law and by the local electorate, in an efficient and effective manner.

Date of Adoption: January 17, 2017

Bylaws of the Board - Board Authority

Limits of Authority

The Board of Education is the unit of authority. Apart from the normal function as part of the unit, a board member has no individual authority. Individually, the board member may not commit the district to any policy, act or expenditure.

No individual member of the board shall exercise any administrative responsibility with respect to the schools.

Date of Adoption: January 17, 2017

Bylaws of the Board - Board Members

Legal Description

The corporate name of this school district shall be:

Otoe County School District 66-0501, and shall also be known as the District OR-1 Public Schools.

Legal Reference: Neb. Rev. Stat. § 79-405

Date of Adoption: January 17, 2017

Bylaws of the Board - Board Members

Number of Members, Terms of Office

The Board of Education shall consist of six (6) members elected at large by the qualified voters of the school district in a manner prescribed by law under the provisions pertaining to a Class III school district in the statutes of the State of Nebraska.

The terms of office for board members shall be four (4) years and will begin on the **first Thursday** after the **first Tuesday** in January.

Legal Reference: Neb. Rev. Stat. § 79-549
 Neb. Rev. Stat. § 79-550
 Neb. Rev. Stat. § 32-543

Date of Adoption: January 17, 2017

Bylaws of the Board - Board Members

Officers

1. Members of the school board will elect from among its members a president and vice president.
2. There will also be an elected or appointed secretary who does not need to be a member of the school board.
3. These officers shall be elected at the board's organizational meeting in January of each year.
4. The Board of Education may employ a treasurer for the district at the January meeting who shall be paid a salary from school district funds within the limits permitted by law, in amounts to be fixed by the Board. A treasurer so employed shall not be a member of the Board. A board member serving as treasurer shall not be compensated.

Legal Reference: Neb. Rev. Stat. § 79-520
 Neb. Rev. Stat. § 79-590

Date of Adoption: January 17, 2017

Bylaws of the Board - Board MembersPresident

1. The duties of the board president shall be to:
 - a. Preside at all meetings of the school board in accordance with Robert's Rules of Order.
 - b. Countersign all orders upon the school treasury for funds to be disbursed by the district.
 - c. Countersign all warrants of the secretary of the county treasurer.
 - d. Administer the oath to the secretary and treasurer when so required by law.
 - e. Other duties as the law may require.
2. The president has the right to vote on any issue that may come before the school board.
3. The president has the additional duty to maintain order at public meetings of the school board.
4. The president must appear for and on behalf of the district in all suits brought by or against the district.
5. The president shall appoint or provide for the election of all committees of the board, unless otherwise directed by the board. The president shall be kept apprised of the workings of all such committees.
6. The president may call special meetings of the board.
7. The president shall call special meetings of the board when requested by two (2) or more board members.

Legal Reference: Neb. Rev. Stat. Sec. 79-569
 Neb. Rev. Stat. Sec. 79-570
 Neb. Rev. Stat. Sec. 79-572

Date of Adoption: January 17, 2017

Bylaws of the Board - Board Members

Vice-President

The vice president shall perform the duties of the president in case of absence of the president. In the case of the absence of both the president and vice-president, the remaining members shall select a president pro tem to preside at the meeting.

Date of Adoption: January 17, 2017

Bylaws of the Board - Board Members

Treasurer

The treasurer shall be custodian of all money belonging to the school district, and shall perform duties required by law or by the board.

Legal Reference: Neb. Rev. Stat. § 79-586
 Neb. Rev. Stat. § 79-587
 Neb. Rev. Stat. § 79-588
 Neb. Rev. Stat. § 79-590

Date of Adoption: January 17, 2017

Bylaws of the Board - Board MembersSecretary

The secretary shall perform duties required by law and such duties as the Board and Superintendent may request. In the secretary's absence, documents requiring the signature of the secretary may be signed on the secretary's behalf by the treasurer or another board officer as the secretary's designee.

Legal Reference: Neb. Rev. Stat. § 79-576
 Neb. Rev. Stat. § 79-577
 Neb. Rev. Stat. § 79-578
 Neb. Rev. Stat. § 79-524

Date of Adoption: January 17, 2017

Bylaws of the Board - Board Members

Attorney

The board may, at its discretion, appoint an attorney to perform desired legal services. The attorney shall serve at the board's pleasure and be compensated at a mutually agreeable rate.

Legal Reference: Neb. Rev. Stat. § 79-513

Date of Adoption: January 17, 2017

Bylaws of the Board - Board MembersAuditor

The board will have an annual independent audit of the finances of the district. The board will contract only with state approved auditors and their analysis and report will be in keeping with state approved or accepted standards. This annual audit will be completed by November 5 of each year.

Legal Reference: Neb. Rev. Stat. § 79-1089
 NDE Rule 1.3.05

Date of Adoption: January 17, 2017

Bylaws of the Board - Board Members

Individual Members

It is understood that the members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board members, except when such statement or action is in pursuance of specific, formal instructions from the Board.

Date of Adoption: January 17, 2017

Bylaws of the Board - Board Members

Removal From Office

Any member elected or appointed to an officer position on the Board of Education may be removed from the officer position by a two-thirds (2/3rds) vote of the membership of the Board.

Date of Adoption: January 17, 2017

Bylaws of the Board - Bylaws, Policies and RegulationsFormulation, Adoption, Amendment of Policies

Policy proposals and suggested amendments to or revisions of existing policies shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regularly scheduled Board of Education meeting in which such proposed policies, amendments, or revisions thereof shall be read and discussed.

Policies will be adopted after consideration at two (2) meetings of the Board of Education. Policy amendments resulting from legal requirements or those that are minor may be revised in one meeting at the discretion of the Board. The agenda and minutes shall be marked to indicate policy matters.

The formal adoption of policies shall be by majority vote of all members of the Board of Education and the actions shall be recorded in the minutes of the Board of Education. Only those written statements so adopted and so recorded shall be regarded as official policy.

Policies shall be reviewed at least every two (2) years or at such other periodic time periods as may be required by law.

Reference: Robert's Rules of Order

Date of Adoption: January 17, 2017

Bylaws of the Board - Bylaws, Policies and Regulations

Adoption and Amendment of Bylaws

Proposed new bylaws and suggested amendments to or revisions of existing bylaws may be adopted by a majority vote of ALL members of the Board during the second of two (2) regularly scheduled meetings of the Board not less than four (4) weeks apart in the calls for which meeting the proposed additions, amendments or revisions shall have been described in writing.

Legal Reference: Neb. Rev. Stat. § 79-526
Reference: Robert's Rules of Order

Date of Adoption: January 17, 2017

Bylaws of the Board - Bylaws, Policies and RegulationsApproval and Amendment of Administrative Regulations

The Board does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent, or as required by negotiated agreements with employee organizations, in which case, any such regulation shall become a part of any such agreement and shall be subject to amendment as provided in any such agreement. Adoption and amendment of such Board adopted regulations shall be by the same procedure as that specified for policies at 9200.

The Board reserves the right to review and demand revisions of administrative regulations should they, in the Board's judgment, be inconsistent with the policies adopted by the Board.

Legal Reference: Neb. Rev. Stat. § 79-526

Date of Adoption: January 17, 2017

Bylaws of the Board - Meetings

Regular Meetings

The Board shall meet in regular session on the second Monday of each calendar month, unless otherwise designated by the president with the approval of the Board. Such meetings shall begin at 7:00 p.m.

All meetings shall be held in the boardroom at the District OR-1 Public Schools' District office unless otherwise designated by the president with the approval of the Board.

In each odd-numbered year, the January meeting will be held on or after the first Thursday after the first Tuesday.

Legal Reference: Neb. Rev. Stat. § 79-554
 Neb. Rev. Stat. § 79-555
 Neb. Rev. Stat. § 84-1401

Date of Adoption: January 17, 2017

Bylaws of the Board - Meetings

Special Meetings

A special meeting of the Board may be called by the president when in his opinion it is necessary, or upon recommendation of the Superintendent of Schools, or any two (2) Board members.

No business shall be transacted at any special meeting which does not come within the purpose or purposes set forth in the call for the meeting unless it is of an emergency nature.

All meetings shall be held in the Board of Education room at Palmyra High School unless otherwise designated by the president with the approval of the Board.

Special Board sessions may be adjourned to a definite date and time.

Legal Reference: Neb. Rev. Stat. § 79-554
 Neb. Rev. Stat. § 79-520
 Neb. Rev. Stat. § 79-555
 Neb. Rev. Stat. § 84-1401

Date of Adoption: January 17, 2017

Bylaws of the Board - Meetings

Advance Delivery of Meeting Materials

The Board shall require the Superintendent to prepare an agenda which, with the minutes, shall be mailed or delivered to the Board members on Friday or prior to each regular monthly Board meeting.

Items not placed on the regular agenda may be shelved until the regular meeting on the following month to provide the Board adequate time to research the item in question. Citizens may have an item placed on the agenda by permission of the President of the Board or the Superintendent of Schools.

Legal Reference: Neb. Rev. Stat. § 79-520

Date of Adoption: January 17, 2017

Bylaws of the Board - MeetingsOrder of Business

The following shall be the order of business for the regular meetings. The order of business may be changed when the Board President or Superintendent establish the Agenda and also by consent of the Board.

- A. Call to Order, Pledge of Allegiance and Announce Location of Open Meetings Poster
- B. Consent Agenda
 - a. Approval of minutes of previous meetings
 - b. Approval of Claims/Payment of Bills and Payroll
 - c. Certificated/Classified Hire(s)/Reassignment(s)/Resignation(s)
 - d. Financial Report
- C. Public Comment
- D. Administrative Reports
- E. Discussion Items-Committee Reports
- F. Action Items
- G. Board of Education Development
- H. Topics for Next Month's Agenda
- I. Adjournment

Date of Adoption: January 17, 2017

Date of Revision: August 14, 2017

Bylaws of the Board - MeetingsParliamentary Procedure

The rules of parliamentary procedures as embodied in Robert's Rules of Order, latest edition, may guide the school Board in the conduct of Board meetings. Exceptions shall be made when the issue in question is covered by Board policies or bylaws, and as to minutes, adjournment and as otherwise required by statute. The President, or meeting chair, shall decide all questions of procedure and order, subject to an appeal to the Board, with the object that Board meetings be conducted with order, decency, and regularity and to accomplish the work of the school Board in the best possible manner.

Date of Adoption: June 12, 2017

Bylaws of the Board - MeetingsMinutes

The Board of Education shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed. The resignation of a Board member or any other circumstance that results in a vacancy in office shall be made a part of the minutes.

The minutes shall be prepared by the secretary immediately following the meeting, shall be written, shall be available for inspection by the public and for distribution to the members of the Board within ten (10) working days, or prior to the next convened meeting, whichever occurs earlier, and shall be a part of the agenda for the next regular meeting at which time they shall be corrected, if necessary, and approved.

The minutes shall be kept in the office of the superintendent and shall be public records and open to public inspection during normal business hours.

The minutes may be kept as an electronic record.

Legal Reference: Neb. Rev. Stat. §§ 79-555; 79-570; and 79-577
Neb. Rev. Stat. §§ 84-1408 to 1414

Date of Adoption: January 17, 2017

Bylaws of the Board - Meetings

Voting

Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the Board in open session, and the record shall state how each member voted, or if the member was absent or not voting. The requirements of a roll call or viva voce vote may be satisfied by use of an electronic voting device which allows the yeas and nays of each member of the board to be readily seen by the public.

Date of Adoption: January 17, 2017

Bylaws of the Board - Meetings

Methods of Operation/Quorum

The Board of Education shall transact business only when it is in session, has a quorum present, and minutes are kept. A majority of all members of the Board shall constitute a quorum.

Legal Reference: Neb. Rev. Stat. § 79-554

Date of Adoption: January 17, 2017

Bylaws of the Board - MeetingsBoard/School District RecordsExceptions and Locations

The Board of Education and the Superintendent may withhold from the public those records in their custody enumerated by law. Records which are open to inspection shall be available in the office of the Superintendent.

Open Meetings Act Posting and Public Access to Board Records

The Board of Education accepts its responsibility to conduct its meetings in public and in compliance with law. The Superintendent shall post at least one current copy of the Open Meetings Act in the meeting room at a location accessible to members of the public. At the beginning of each meeting the public shall be informed about the location of the posted information by announcement of the Board President or Chairperson or via notice given in the Agenda. The Superintendent and the Board secretary shall make available for examination and copying by members of the public at least one copy of all reproducible written material to be discussed at an open meeting except where the law specifically states that a matter is exempted either temporarily or permanently from such disclosure.

Therefore, the Board of Education directs the Superintendent and the Board secretary, acting jointly and cooperatively, to make easily available copies of the Board of Education policy manual and the minutes of meetings of the Board of Education and its committees (except as exempt by law). Minutes shall be made available within ten (10) days of the meeting reported; policies shall be incorporated into the manual within thirty (30) days of adoption.

Legal Reference: Neb. Rev. Stat. §§ 84-1408 to 84-1414
 Neb. Rev. Stat. § 84-712

Date of Adoption: January 17, 2017

Bylaws of the Board - MeetingsOpen Sessions

Subject to the provisions of the public meeting law of the State of Nebraska and the policies of the District, the public shall have the right to attend and the right to speak at meetings of the Board except any part thereof held in closed session, and all or any part of a meeting of the Board except that held in closed session may be recorded by any person in attendance by means of a tape recorder or any other means of sonic reproduction or in writing.

The Board may make and enforce reasonable rules and regulations regarding the conduct of persons attending its meetings and regarding their privilege to speak. The Board is not required to allow citizens to speak at each meeting, nor may it forbid public participation at all meetings.

Any person or group may attend the regular or special meeting of the Board of Education. Undue interruption or other interference with the orderly conduct of business cannot be allowed. Defamatory or abusive remarks are always out of order. A speaker's privilege of address may be terminated if he persists in improper remarks.

At a public meeting of the Board no person shall orally initiate charges or complaints against an individual employee of the District or challenge instructional materials used in the District. All such complaints, charges or challenges shall be presented to the Superintendent or Board in writing and signed by the complainant. All such charges, if presented to the Board directly, shall be referred to the Superintendent for investigation and report.

The Board is not obligated to act on any request unless the same has been submitted in writing to the Superintendent or to the president of the Board sufficiently in advance to allow the same to have been incorporated into the agenda for the meeting.

Date of Adoption: January 17, 2017

Bylaws of the Board - MeetingsClosed Sessions

The Board of Education may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. Closed sessions may be held for, but shall not be limited to, such reasons as: (a) strategy sessions with respect to collective bargaining, real estate purchases, or litigation; (b) discussion regarding deployment of security personnel or devices; (c) investigative proceedings regarding allegations or misconduct; or (d) evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting; provided, however a closed meeting shall never be held for the purpose of discussing the appointment or election of a new member to the Board of Education.

The vote to hold a closed session shall be taken in open session. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The Board shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken.

Any member of the Board shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reasons stated in the original motion to hold a closed session. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

The term "closed session" as used in the policies, regulations and Bylaws of the District shall include within its meaning any "executive session" or "executive meeting" authorized or prescribed by said policies, regulations and Bylaws, all of said terms being interchangeable.

Legal Reference: Neb. Rev. Stat. §§ 84-1407 to 84-1414

Date of Adoption: January 17, 2017

DISTRICT OR-1 PUBLIC SCHOOL CALENDAR DRAFT: 2021-2022 (Collab. Days)

August 2021

SU	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
17 teacher days						
15 student days						

September 2021

SU	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
21 teacher days						
20 student days						

October 2021

SU	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
20 teacher days						
20 student days						

November 2021

SU	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
19 teacher days						
18 student days						

December 2021

SU	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
15 teacher days						
15 student days						
92 days first semester						

August 2021

- 9-Aug Start of Fall Practice
- 9-Aug Faculty Inservice-8:00-4:00
- 10-Aug Teacher Workday
- 11-Aug First Day of School for Students

September 2021

- 6-Sep NO SCHOOL -Labor Day
- 21-Sep Dismiss @ 1:30 P.M. P-T conf. 2:00-8:00 P.M.
- 22.Sept Collab. PD/WD -No school for students

October 2021

- 15-Oct End of First quarter
- 18-Oct Start 2nd Quarter
- 22-Oct Fall Break; NO SCHOOL

November 2021

- 15-Nov Start Winter Practice
- 16-Nov Collab. PD/WD: One Act Host
- 24-Nov NO SCHOOL Thanksgiving Break
- 25-Nov NO SCHOOL Thanksgiving Break
- 26-Nov NO SCHOOL Thanksgiving Break

December 2021

- 21-Dec End of Second Quarter
- 22-Dec Winter Vacation December 23-January 6
- 22-28-Dec Five day moratorium period est. by NSAA

January 2022

- 3-4-Jan Winter Vacation
- 4-Jan Collab. PD/WD -No school for students
- 5-Jan School Resumes, Start 3rd Quarter
- 17-Jan Martin Luther King Day: No School

February 2022

- 2-Feb Collab. PD/WD -No school for students
- 8-Feb Dismiss @ 1:30 P.M. P-T conf. 2:00-8:00 P.M.
- 11-Feb No school - winter break

March 2022

- 1-Mar Start of Spring Practice
- 4-Mar NO SCHOOL Spring Break
- 10-Mar End of Third Quarter
- 11-Mar NO SCHOOL Spring Break
- 14-Mar Collab. PD/WD -No school for students

April 2022

- 14-Apr Dismiss at 1:30 P.M. for Easter Break
- 15-Apr NO SCHOOL: Easter Break
- 18-Apr NO SCHOOL: Easter Break

May 2022

- 7-May Graduation
- 19-May End of Second Semester-1:30 Dismissal H.S.
- 20-May Teacher workday

Notes: Early dismissal times will result in elementary dismissal time of 1:10 p.m.

177 Student days (88-1st, 89-2nd)
185 Teacher Days (92-1st, 93-2nd)

January 2022

SU	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
19 teacher days						
18 student days						

February 2022

SU	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
19 teacher days						
18 student days						

March 2022

SU	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
21 teacher days						
20 student days						

April 2022

SU	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
19 teacher days						
19 student days						

May 2022

SU	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
15 teacher days						
14 student days						
93 days second semester						

Teacher Days
 Vacation Days
 Parent Teacher Conferences
 1:30 p.m. dismissal High School Only
 Full Day: Elementary/ HS: ECNC Host

AMENDMENT TO CONTRACT OF EMPLOYMENT SUPERINTENDENT OF SCHOOLS

This Amendment is made by and between the Board of Education of Palmyra District OR-1, legally known as Otoe County School District 66-0501, referred to herein as the "Board" and the "District" respectively, and Michael Hart, referred to herein as the "Superintendent."

The parties entered into a Superintendent's Contract of Employment ("Contract") on January 13, 2020, for a period of 2 years beginning on July 1, 2020, and expiring on June 30, 2022. The parties now desire to adjust the Superintendent's compensation for the 2021-22 contract year. As a result, the parties agree to amend the contract as follows:

Section 2 of the Contract is amended to add the following at the end of the current paragraph: "The Superintendent's salary shall be One Hundred Forty Thousand Dollars (\$140,000) for the 2021-22 contract year."

All other terms and conditions of the Superintendent Contract of Employment shall remain in full force and effect.

President, Board of Education

Dated February 8, 2021.

Michael Hart, Superintendent

Dated February 8, 2021.

Emilsson, LLC
Larry L. Dlugosh, Ph.D
2431 Sievers Place Roca, NE 68430
larrydlugosh@gmail.com 402-499-2598

December 4, 2020

Mr. Michael Hart, Superintendent
Palmyra-Bennet Public Schools (District OR-1)
425 F Street,
Palmyra, NE 68418

Dear Mr. Hart:

Thanks for contacting me regarding the consideration of your Board of Education to conduct a strategic planning process. It would be a pleasure to work with you, the board, and the community to build on the strategic plan of several years ago. It is an opportune time for you to engage in the process during your first year as Superintendent of the OR-1 School District.

The following proposal outlines the process and follow-up procedures I use when conducting an organizational strategic plan. The process I use involves a minimum timeline of two years year. The first three to six months is dedicated to the collection of data, the selection and organization of the strategic planning team and action plan committees, setting goals and writing the action plans. Following the approval of the goals and action plans by the Board of Education, the process of implementation begins and necessary adjustments to the plan can be accommodated as necessary. Continuous follow-up is the key to success of the planning process; without the follow-up the plan will collapse before it can become fully implemented. Certainly, the proposed timelines and meeting schedules are subject to changes you and the Board of Education may require.

The proposal outlines a complete process from the formulation of strategic indicators to the assembly of action plans that afford the district the opportunity to place their ideas into action soon after the planning and goal setting stages are finished. It also includes a formal annual review aimed at monitoring progress and updating of the action plans if needed.

Getting Started

A. Invitation and selection the Strategic Planning Team

- Select a group of 25 –30 people to serve as the strategic planning team
- The strategic planning team should include major constituent groups from the school district including the following:
 - The Superintendent of Schools and key administrative team members
 - Representatives from the Board of Education (1-2)
 - Students (1-3)
 - Area Businesses Representatives (5-7)
 - Pre-K – 12 Parents (3-5)

- Retired individuals (1-2)
- Internal Audiences; Faculty (3-5) and Classified staff (1-3)
- Educational Partners/local government officials (college/university personnel, city council, county board, health and medical personnel, etc.)

B. The Meeting Room and Equipment

Meeting Room Features

- A room large enough to accommodate 30-40 people comfortably
- Adequate space to move around and meet in small group activities; close to restrooms
- Coffee, tea, soft drinks, water, and snacks should be available during the meeting times.
- The meeting room should be large enough to accommodate lunch and dinner sessions. There will be several opportunities to work with the group during meal times.

C. Equipment Needs

- 5-6 Flip Charts on easels with plenty of paper
- Assorted Marking Pens (All colors)
- Computers, projection unit, printer, screen, or appropriate wall surface for projection.
- Easy access to copy machine

D. Data that Needs to be Collected prior to the First Meeting of the Planning Team

- Compile pertinent information about the school district (from the past 3-5 years). An example of the types of information includes student populations (current P-12 numbers + enrollment projections), graduation rates, student achievement levels, feedback from the community, curriculum offerings, administrative structure, bond issues, number and levels of personnel, etc.
- The Superintendent or designees will provide an overview of the current realities of the school district at the opening of the initial meeting of the strategic planning team.
 - Enrollments and enrollment trends
 - Focus of the Curriculum and Instructional practices
 - Financial data
 - Human resource (current status and current/future needs)
 - Collaborative efforts with ESU, community groups or businesses, and other agencies
 - The recommendations from AdvancED or other accreditation agencies.
- We may want to consider conducting some focus group meetings (3-4) with students, parents, business people or community leaders, and staff prior to the first meeting. The information from the focus groups is beneficial to the planning group.

E. Establish A Schedule of Meetings and Establish Agendas (Subject to Board and Administrative Approval)

F. Other Personnel Needs and Assignments

- If it is possible and desirable for the district to do so, a person to serve as a recorder (clerical staff or faculty with good computer skills) for each small group (probably 5 total) facilitates the process very nicely. It saves time and provides an opportunity for quick feedback as well as a continuous record of proceedings to the strategic planning team as they are work. In many cases principals and directors have served in this capacity as well as being members of the strategic planning team.

The Process

Organizational Meeting (1-2 hours) (Ordinarily a board/administrative retreat setting)

- A meeting with representatives of the Board of Education and the Leadership team may be necessary to review the strategic planning process, establish timelines that meet the needs of the institution, discuss potential team members, and set dates for meetings and reporting of progress.
- Following this meeting, the school district will select and invite potential strategic planning team members to engage with them in the strategic planning process. Members of the team will be asked to commit to the time required to complete the process.
 - Once the strategic planning team is complete, all members of the team will receive information about the topics to be discussed at each team meeting.

Strategic Planning Meeting #1 (4-6 hours) (Examples follow:)

(Sunday afternoon/evening)

4:00-9:00 PM

(Light supper for and evening meal)

- **Suggested Agenda:**
 - **Introduce the Planning Committee members + ice breaker**
 - **Review the Planning Process**
 - **Examine Current Realities** (information presented by leadership staff)
 - Review the guiding values and core mission of the school district
 - Outline Strategic Direction (Where does the district need to go?)
 1. What options exist for the school district and community?
- **Analyze Strengths, Opportunities, (Examine Educational Trends) Aspirations, and Responsibilities for School District OR-1**

Strategic Planning Meeting #2 and 3 (Examples follow:)

Monday and Tuesday (Afternoon/Evening) (12:00 Noon – 5:30 or 5:00 PM – 10:00 PM)

(Lunch served at noon or light dinner in the evening)

Second and Third Meetings of the Planning Team

Suggested Agenda

- Environmental Analysis): Examine the impact of the political, social, educational, technological, and economic environments on School District OR-1)
- Discuss Expectations of School District OR-1 – Looking forward
- Brainstorm multiple Goals for the School District OR-1
- Examine all of the goals and narrow the list to the highest priority (3-5) goals for the district
 - Include long-term, mid-term, and short-term goals

Following the prioritization of the objectives by the strategic planning team, the leadership team will present the objectives to the Board of Education for their review. The board may accept, reject, or modify the recommendation of the strategic planning team.

Once the Board of Education has made their decision and the objectives are accepted (modified or left as recommended), the action planning phase is initiated.

Planning Meeting #4 (2-4 hours)

Administrative Staff

- **Establish action planning teams to develop each strategic objective**
 - An action planning team should consist of 4-7 people who have expertise related to their assigned strategic objective.
 - The Action planning teams will be given two months to write a detailed report to establish how the planning goals will be put into action.
- At least 2 people from the Strategic(Core) Planning Team, a school board member, and a member of the administrative team will be invited to coordinate the work of each action planning team (if there are three action planning teams; 6 members of the Core Planning Team will be needed to set the action planning teams into motion. The Core Planning Teams members will serve as point persons for each Action Planning Teams.

Meeting #5: Orientation Meetings with Individual Action Planning Teams

- Provide an orientation for all action planning team members
- Assign duties and responsibilities and begin the work of writing action plans

Present Action Plans to the Board of Education

Each Action Planning Team will prepare and present their Action Plan to the Board of Education

- Completed action plans will be reviewed by the Board of Education> The board can ask for modifications, reject or approve the action plans.

Implement Actions

Administrative Staff

Monitor Progress

Administrators and Board

The facilitator and leadership personnel from the school district will monitor the progress of the strategic plan for a period of time via quarterly reports at board meeting, articles in the media, announcements on websites, etc.

First Annual Update

2023

Review Goals and Accomplishments

- Review the progress of the Action Plans
 - Document progress – make changes if necessary
- Add new action plans as needed

Continuous Updates

2023 - beyond

- The facilitator and the District Superintendent or designee will meet periodically to review the process. New goals may be added as original goals are fully implemented.

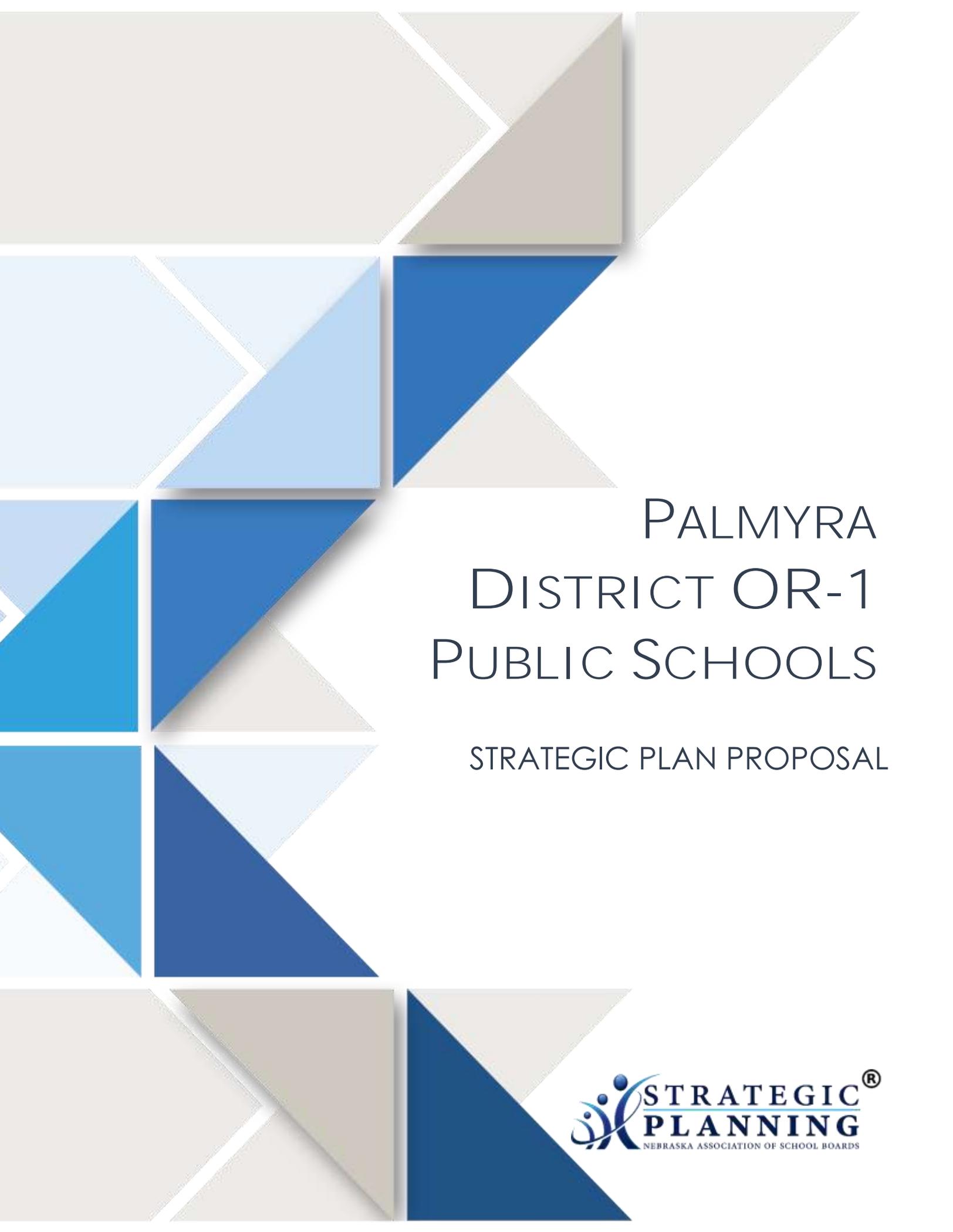
Report of Success

2022 or 2023

Please review the proposal and let me know if you have questions.

Sincerely,

Larry L. Dlugosh
For Emilsson LLC



PALMYRA
DISTRICT OR-1
PUBLIC SCHOOLS

STRATEGIC PLAN PROPOSAL



Strategic Planning Proposal for Palmyra District OR-1 Public Schools



Board of Education

Clayton Maahs, President

Brandon Desh

Jaimi Calfee

Doug Church

Josh Penterman

Lisa Wilen

Presented by the Nebraska Association of School Boards

Marcia Herring, Director of Board Leadership
Kori Stanosheck, Board Leadership Engagement Associate
Melissa Lusk, Board Leadership Development Associate
Karla Kruse, Board Leadership Administrative Assistant





December 7, 2020

Mr. Hart and the Palmyra District-OR1 Public Schools Board of Education,

We appreciate the opportunity to share the NASB Strategic Plan Proposal with the Palmyra District-OR1 Administrators and Board of Education. The NASB Board Leadership Department is pleased to provide a multitude of programs and services to our members, including the following strategic planning process.

The Association adopted protocol and procedures are characteristic of a comprehensive planning process. The proposal outlines the scope and sequence that includes engagement of both internal and external stakeholders through one-to-one interviews, online surveys, and purposeful focus group discussion. The process ensures open and continuous communication with our staff, but also a strategic plan design that will meet the vision and expectations of administration and the board of education.

The team at NASB would value the opportunity to work with the Palmyra District-OR1 Schools through this most important endeavor. As the Director of the Leadership Department, I will serve as the lead facilitator with assistance from Kori Stanosheck, NASB Engagement Associate, and Melissa Lusk, NASB Development Associate.

Once again, thank you for allowing us to present a proposal. I look forward to the opportunity to discuss and address questions and points of clarification as needed. Please feel free to contact me at 402-817-0296 at your convenience.

Respectfully submitted,

Marcia R. Herring

Marcia R. Herring, Director of Board Leadership

Nebraska Association of School Boards





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Need for Strategic Planning

For many school districts, the purpose for engaging in strategic planning begins with the belief that a school district's primary mission is the education of students and all actions and decisions are dedicated to improving educational outcomes. Experienced educators also understand that, although the district is accomplished, the bar must be raised to ensure improvement and growth of learning for all students. This commendable goal is quite often tempered by the certainty that most school districts are challenged with needs that exceed access to adequate resources and meeting the expectations of stakeholders to be more efficient and accountable with the investment of resources.

NASB Strategic Planning

The Nebraska Association of School Boards has been advocating for, working with, and training Nebraska school boards since 1918. Traditionally, the NASB's Board Leadership department has worked with school boards and their superintendents in more narrowly focused goal setting exercises. As recent as 2014, district leaders requested that we expand community engagement to include a comprehensive strategic planning process. Since that time, NASB has facilitated strategic planning for more than 25 school districts ranging from Class A to Class D (see Appendix IV for testimonials).

NASB strategic planning ensures that common purpose and values are established for the school through the strategic direction for the next three to five years. The strategic plan is expressed through guiding principles, objectives, and strategies, and is a critical component that ensures stakeholders the district is operating strategically and planning for the future and success.

The NASB Strategic Planning Process:

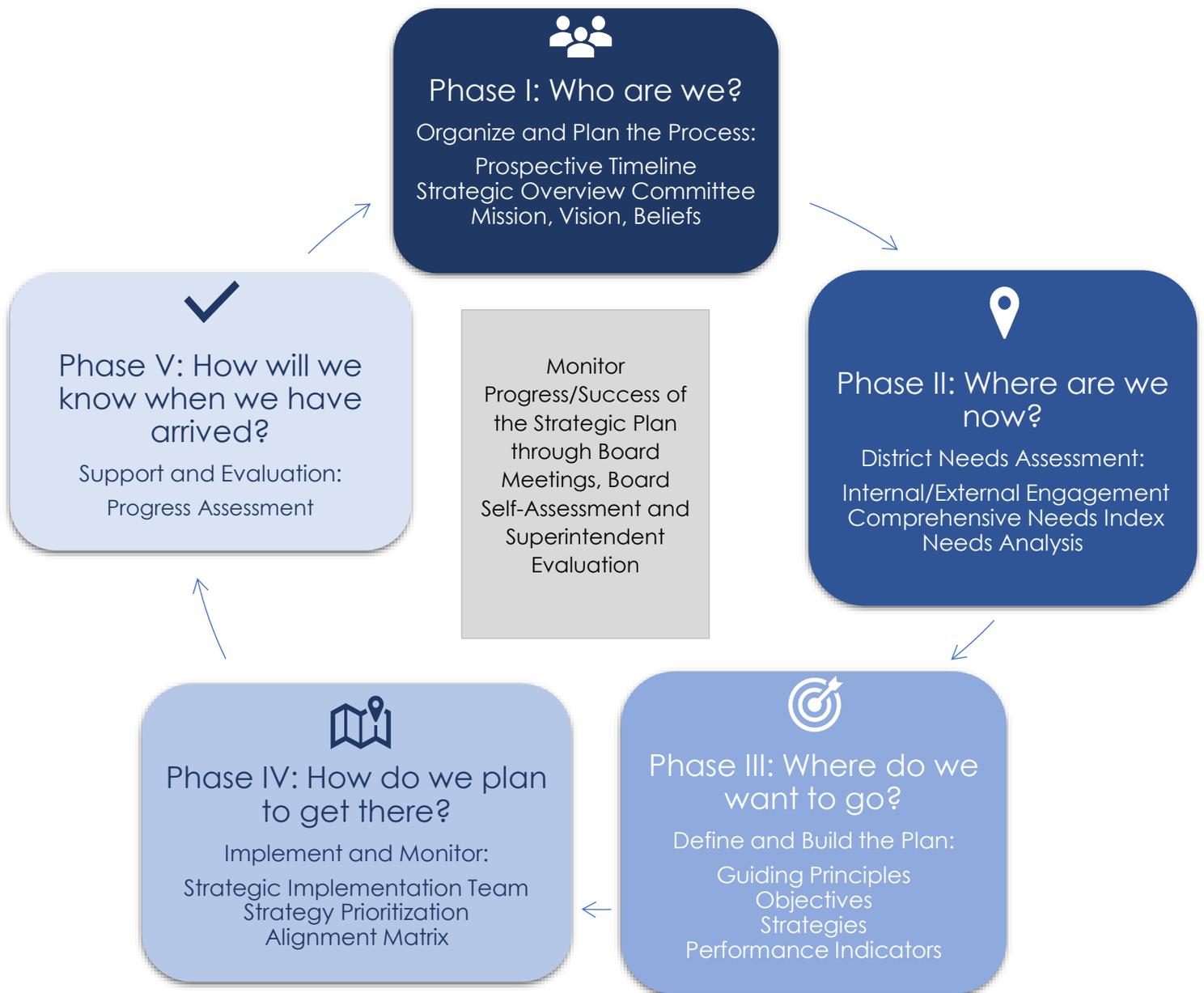
- Validates the mission, vision, and beliefs of the district
- Informs through internal and external engagement
- Produces qualitative and quantitative data to identify needs
- Empowers the district leadership team to prioritize and focus on target areas
- Enables the district to allocate and align resources to address priorities
- Provides a mechanism for the board to monitor and assess the progress and success of learning





NASB Strategic Planning Model

The NASB approach to strategic planning utilizes tested methods for guiding schools through this important process. We modify our methodology to align to the vision and expectations of the process as defined by the **District Leadership Team** (see Appendix VI for Glossary) and Board of Education. The process is designed to meet two, central goals: the collection of high-quality data necessary for the creation of prioritized strategies and to engage stakeholders' perspective, ideas, and suggestions for growing education.





PHASE I



Who are we?

Organize and Plan the Process:

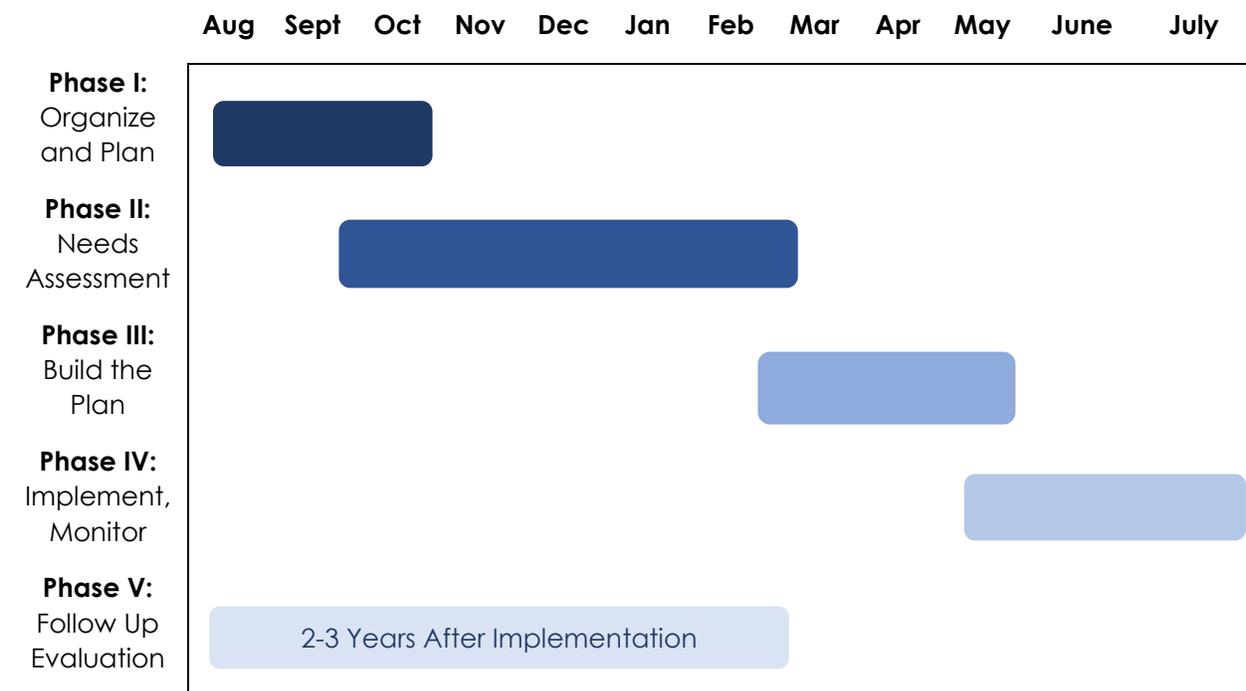
Prospective Timeline | Strategic Overview Committee | Mission, Vision, Beliefs

Organize and Plan the Process

Embarking on an effective strategic plan begins with organizing a timeline to establish a unified vision and expectations amongst stakeholders regarding how the process will unfold. This phase provides the district an opportunity to identify internal and external stakeholders that contribute to the community and district's identity. Once identified, the stakeholders are extended an invitation take part in the strategic planning process.

PROSPECTIVE TIMELINE

While each district's timeline is unique, dependent upon the varying schedule and the timeframe by which the strategic planning process is initiated, the general outline and respective expenses are depicted in the diagram below. The Association will work diligently with the district to create a cost-effective and timely schedule to meet the needs of the district. For a more detailed timeline, see Appendix I.





The Strategic Overview Committee

The most diverse and instrumental group to the creation of a purposeful and effective strategic plan is the development of the Strategic Overview Committee (SOC). The committee represents a cross-section of both internal and external stakeholders. This committee will be tasked with:

- Reviewing and providing feedback regarding the district mission, vision, and beliefs.
- Engaging in purposeful discussion pertaining to the:
 - Strengths of the district
 - Needs of the district
 - Opportunities for growth in the district
 - Barriers that may potentially prevent achievement of goals in the district

Identification of the SOC Members

The creation of the SOC shall be initiated by the board and administration. In accordance with the guidelines defined throughout this proposal, the Association recommends that the committee encompasses the following essential stakeholders including, but not limited to:

- Superintendent
- Members of the Board of Education
- District Level Directors
- Building Level Administrators
- Staff Leaders
- Parents
- Business Leaders
- Students
- Other

The membership of this committee will ensure greater participation, provide a diversity of perspectives, lessen the work load of individual team members, and contributes to the success of the strategic plan process.

Mission, Vision, Beliefs

Before assessing district needs, NASB engages the SOC committee on a review of mission, vision, and beliefs (see Appendix III for a description of engagement methods). By revisiting the core of “who we are” at the outset of the process sets the tone for the purpose and direction of all stakeholder engagement and the development of the strategic plan.





Where are we now?

District Needs Assessment:

Internal and External Engagement | Comprehensive Needs Index | Needs Analysis

DISTRICT NEEDS ASSESSMENT AND DATA COLLECTION

The core of a good strategic plan rests on the collection of accurate and relevant data. The **Needs Assessment** is the period of collecting and assessing district needs and challenges, as well as the expectations for the future of the district structured to collaboratively engage internal and external stakeholders while remaining focused on student learning. The Needs Assessment data will:

- provide direction for programs and services that support the system's mission and vision;
- allow staff to determine priorities and allocate limited resources to activities that will have the greatest impact;
- create cohesion through the alignment of goals, strategies, professional development, and desired outcomes;
- enable benchmarking and monitoring of implementation and impact; and
- assist with continuous improvement by helping staff identify change, which instructional and other practices are working, and the strategies associated with the greatest success.

Direct stakeholder data collection provides an objective view of the district that informs the needs, goals, and strategies to be outlined in the plan. Examples of this type of data include, but are not limited to, current school district standards, assessment and achievement data, information about curriculum and instructional models, prior or current strategic plans, school improvement plans, facilities and maintenance master plans, community demographic information, and annual reports.





INTERNAL AND EXTERNAL STAKEHOLDER ENGAGEMENT

Shaping and strengthening the public image of the school district and building a positive working relationship with stakeholders is a requirement in this era of accountability.

Stakeholders are those who may be affected by or have an effect on the mission, vision, goals, and/or policies of the school district (for a list of potential stakeholders to engage in your strategic planning process, see Appendix II). Engaging stakeholders in the strategic planning process aids in:

- Creating transparency
- Demonstrating why key stakeholders should trust and value the school district
- Conveying what is being done to improve and grow student learning
- Providing evidence of how tax dollars are properly invested in education
- Expressing to stakeholders that their input is relevant
- Establishing open lines of communication with stakeholders enables the school district to foster positive relations and interactions moving forward

The Association utilizes a variety of methods to engage stakeholders including focus group discussion, one-to-one interviews, and online surveys. The process is directed and focused so that it does not become simply an opportunity for individuals to air complaints (see Appendix III for details regarding engagement methods).

Our team collects and compiles all responses and feedback from stakeholder engagement and organizes the data into a useful format. Although not all of this data will directly inform the final strategic plan, the responses, organized by stakeholder group and, in the case of staff, organized by building, can be a valuable source of information for administrators.





COMPREHENSIVE NEEDS INDEX

The Comprehensive Needs Index (CNI) is a secondary mechanism by which to identify needs that possibly did not surface in the engagement data and provides an additional lens to confirm, compare, and contrast the identified stakeholder needs in the needs analysis by building level and across the district.

NEEDS ANALYSIS

Together, the CNI and the stakeholder data provide a comprehensive needs analysis to be developed. Once NASB facilitators have completed the data collection, the results are compiled, organized into summaries, and the work of crafting the Needs Analysis will begin. NASB facilitators are responsible for drafting all parts of the Needs Analysis.

This document will provide the board, administration, and other stakeholders with an overview of all significant, emergent themes from the data. Prominent themes from all engagement methods will be included. Once developed, this document is presented to the board and administration before initiating the process of building the strategic plan.



Where do we want to go?

Define and Build the Plan:

Guiding Principles | Objectives | Strategies | Performance Indicators

BUILDING THE STRATEGIC PLAN

Once the Needs Analysis has been reviewed, the creation of the strategic plan begins. Development of the plan is a collaborative process between the SOC, District Leadership and NASB facilitators, which is modified dependent upon the leadership preference of the school district. Building the plan begins with collaborative input to identify **Guiding Principles, Objectives, and Strategies**. Following identification of these components of the plan, the facilitator will organize and draft a preliminary version of the strategic plan that also includes **Performance Indicators**. Once a complete drafted plan has been created, the plan will be presented, made available for modifications, and the final plan will be prepared for adoption by the board. The 3-5-year plan will contain additional elements useful for planning implementation and monitoring. These components include:

- Target Date
- Point Person Responsible
- Program, Level, or Building
- Action Plan
- Funding Status
- Annual Evidence of Progress

Note: For detailed explanations and examples of Guiding Principles, Objectives, Strategies, Performance Indicators and the other components mentioned above, see Appendix VI: Components of the Strategic Plan.





PHASE IV



How do we plan to get there?

Implement and Monitor:

Action Plans | Strategy Prioritization | Alignment Matrix

IMPLEMENT AND MONITOR

A strategic plan, no matter how good it is on paper, is of little value if it is not implemented well. NASB will work closely with District Leadership to put mechanisms in place to ensure the strategic plan is implemented in a realistic and meaningful way; often this means creating action plans inclusive of specific tasks and goals at the building or classroom-level.

Even where a well-crafted strategic plan has been properly implemented, it can be difficult to gauge success. Therefore, NASB recommends that the district leadership adopt the **Strategic Implementation Team (SIT)** Process to ensure that administration and staff effectively implement and assess progress and/or success of the Strategy/Performance Indicator(s)/Action Plan.

+Strategy Prioritization

Upon adopting the comprehensive strategic plan, districts can become overwhelmed with strategizing an effective implementation process. The Association provides a process by which to engage internal stakeholders to prioritize the strategies within the plan according to impact and urgency. The prioritization feedback is processed and graphed, providing direction to administration as to which areas of the plan are considered most impactful and/or extremely urgent.

+ Indicates an optional component of the NASB Strategic Planning Process.



+ Alignment Matrix

The Association recognizes that each district has significant responsibilities and commitments to improvement and student learning. The alignment matrix is designed to assist the district in this capacity by cross-referencing the components of the strategic plan with AQuESTT and Nebraska Framework/Cognia standards or tenets. In doing so, this matrix saves administration time while also indicating the level of connection the strategic plan has in supporting districtwide improvement.

+ Indicates an optional component of the NASB Strategic Planning Process.



PHASE V



How do we know when we have arrived?

Support and Evaluation:
Progress Assessment

SUPPORT AND EVALUATION

Ongoing support from the Board Leadership Team will continue after the board has officially adopted the plan. At the district-level, consistent assessments at regularly-identified intervals will ensure that the adopted strategic plan provides an effective and purposeful mechanism to support growth and improvement of learning; through this evaluation process, the district will measure the positive progress realized and areas of growth that remain.

+ Progress Assessment

The Association provides re-engagement of stakeholders and a review of the progress and status of the strategic plan two to three years following implementation.



Exhibit A

The following is a description of Services to be provided by NASB:

Engagement & SOC Meetings

NASB will engage the Client in stakeholder engagement and Strategic Overview Committee meetings as needed and mutually agreed upon, to be conducted by the NASB Board Leadership Department at a charge of \$600.00 per meeting day plus reasonable travel and other expenses.

Data Collection & Analysis

NASB will provide additional consultants on an as-needed basis for the purposes of data collection and analysis at a charge of \$500.00 per consultant, per day plus reasonable travel and other expenses.

Needs Analysis & Strategic Plan

NASB will provide analysis, drafting, and planning work including the writing and presentation of a comprehensive Needs Analysis, creation of the District Priorities/Goals and writing the final Strategic Plan document, as well as the following:

- Define a timeline to support the board/district's intended outcome of Strategic Planning.
- Work collaboratively with the board/superintendent/district representative to define the internal/external stakeholders engagement process and procedures to meet the vision and expectations for Strategic Planning.
- Design communications for district approval.
- Provide administrative support and leadership through the planning process as requested by the board and/or superintendent.
- Prepare outcomes from the meetings for district web posting and distribution as directed.
- Compile stakeholder visit data, meeting documents, and strategic plan data.

Palmyra District-OR1 Public Schools Enrollment: 582

Total Estimated Cost: \$7,000 to \$9,000 (Not including reasonable travel expenses.)



APPENDIX I: DETAILED PROSPECTIVE TIMELINE

The draft timeline provides a general scope of the project and the optimum timeline for strategic planning. The timeline for a district will vary based upon the ability to schedule stakeholder engagement meetings.

Phase One		
Organize and Plan the Process	Target Date	Date Complete
Identify district point person		
Identify strategic overview committee		
Identify internal and external stakeholders		
Design communications packet/engagement criteria		
Create a proposed timeline to support: <ul style="list-style-type: none"> ▪ Strategic Overview Committee meetings ▪ Staff engagement meetings ▪ Community engagement meetings ▪ Business leader engagement ▪ Other 		
Meeting preparation		
Send invites, press release, social media promo		
Verify attendance		
Phase Two		
District Needs Assessment	Target Date	Date Complete
Administrative review of district		
Program and services overview		
District assessment		
Initial Strategic Overview Committee meeting		
Stakeholder engagement meetings Method of engagement: focus group and online survey		
Business and community leaders Method of engagement: focus group and online survey		
Staff at all schools Method of engagement: online survey		
Students: focus group discussion/online survey		
NASB facilitator compiles all stakeholder data		
Conduct Comprehensive Needs Index with administration		
NASB facilitator drafts strategic Needs Analysis utilizing CNI and other engagement data		



Phase Three		
Define and Build the Plan	Target Date	Date Complete
Review of compiled data and Needs Analysis with Strategic Overview Committee		
Review of compiled data by administration and board		
Identify Guiding Principles, Objectives, and Strategies		
NASB facilitator will organize and draft: <ul style="list-style-type: none"> ▪ Guiding Principles ▪ Objectives ▪ Strategies ▪ Performance Indicators ▪ Timeline ▪ Responsible parties 		
Facilitator presents draft at Strategic Overview Committee meeting		
Board adopts plan		
Phase Four		
Implement and Monitor	Target Date	Date Complete
Present final plan to all stakeholders		
+NASB Board Leadership creates Alignment Matrix for the strategic plan		
Promote plan internally and externally		
+NASB Board Leadership conducts the strategy prioritization to help administration identify a strategic implementation process.		
Establish Strategic Implementation Team to monitor progress and success at regular intervals		
Phase Five		
Support and Evaluation	Target Date	Date Complete
Establish superintendent evaluation aligned to strategic plan		
Establish board self-assessment aligned to strategic plan		
NASB re-engages internal and external stakeholders		
Contact, schedule, and conduct Progress Assessment with NASB		

+ Indicates an optional component of the NASB Strategic Planning Process.



Appendix II: Identification of Stakeholders

Below contains an unexclusive list of potential stakeholders to consider in the engagement process:

External Stakeholders

- a. Community
 - Parents (e.g., households with school-age and non-school age children)
 - Residents
 - Community groups
 - Neighborhood leaders
- b. Business and Industry Representatives
 - Chamber of Commerce
 - Community Economic Development
 - Developers
 - Business owners/leaders
 - Realtors
 - Banking
 - Preschool providers
 - Daycare providers
 - Post-Secondary Institutions
 - News media
- c. Community and Youth Service Organization Representatives
 - Ministerial leaders
 - YMCA, Teammates, other
 - Civic Club Youth Programs (Optimist, Rotary, Kiwanis, Legion, Lions, etc.)
 - Veteran organizations (United Way)
 - Community Based Programs
 - Family/Student resource systems and organizations
- d. Social and Mental Health Service Representatives
 - Comprehensive care centers, drug prevention programs
 - Social Services
 - Health and Human Services
- e. Local and State Government Representatives
 - Mayor and/or City Council Members
 - County Board
 - Sheriff and Chief of Police
 - Legislators

- Commissions
- Minority Advocacy groups

Internal Stakeholders

- Board
- Superintendent
- Assistant Superintendents
- District Level Administration
- Building Level Administrators
- Certificated/Classified Staff
- Students (Middle and High School)
- Advisory Councils
- Booster Club Officers/Members
- PTO/PTA Groups
- Organized Parental Support Groups
- Foundation
- Alumni



APPENDIX III: STAKEHOLDER ENGAGEMENT METHODS

The following are some of the assessments that are conducted in engaging the external stakeholders.

Mission, Vision, Beliefs

The first engagement of the Strategic Overview Committee will consist of reviewing the mission, vision, and beliefs of the district. This process will incorporate group discussion and assessment of the current mission, vision, and belief statements and will provide opportunity for constructive feedback for potential areas of growth.

District Program and Service Overview

The Program Service Overview invites district-level and building-level administrators to analyze how effective district programs, services, and instruction enhance the district's mission while efficiently utilizing all resources. The process enables administrators to answer fundamental questions about the district's programs and services:

- Are we mastering the learning process the curriculum is designed to achieve?
- Are we providing the professional development needed to ensure success in our classrooms?
- Do we have appropriate policies and procedures in place?
- Do we create, review, implement, and disseminate our policies and procedures consistently throughout the district?

The comprehensive study of the programs and services through the strategic planning process will add to the data necessary to make informed decisions related to continuing services, addition of new services and to direct limited resources where needed and effective.

Note: The inclusion of the Program and Service Overview has helped numerous districts to realize tangible improvements of the services and programs provided. The absence of the Program and Service Overview would be detrimental to the development and design of a credible strategic plan.

SWOT Analysis

Various stakeholders, often including the Strategic Overview Committee, Administration, and the Board, play a key role in assessing the strengths, weaknesses, opportunities, and threats of the district. This engagement tool helps identify areas that the district is excelling as well as potential





areas of concern for the future.

Comprehensive Needs Index

As briefly described on page 10, the Comprehensive Needs Index (CNI) is a secondary method by which to identify needs that possibly did not surface in the engagement data; it is a rubric by which participating stakeholders can review the district's efforts in six priority areas.



Appendix IV: Testimonials

“Our Board and Superintendent engaged the leadership services of Marcia and the NASB team to facilitate our district's development and adoption of our strategic plan. Marcia provided instrumental assistance in guiding and eliciting stakeholder input to identify key strategic plan goals. The strategic plan developed through the assistance of Marcia and NASB has been crucial in district decision-making to help our Board maintain strong governance to support our students.” - Superintendent and Board President

“I really appreciated that we had the time to discuss real issues and the possibility to solve them.” -District Administrator

“I learned that it takes oversight and effort from all to have a lasting impact in our schools.” -Business Leader

“I liked the opportunity to hear multiple viewpoints from such knowledgeable people.”
-Business Leader

“Every school needs a road map to move forward from where they currently are to where they want to be in the future. NASB was instrumental in assisting us collaborate with district stakeholders through a guided process that has helped accomplish this. Together, we were able to identify our district's Vision, Mission, Values and Core Beliefs which has defined who we are, and who we want to be.” -Superintendent

“The NASB process is a powerful experience for school and community! It is an opportunity for school administration and board of education members to hear patron perception, and in turn provide stakeholders with factual information pertaining to the school. Deficit areas are discussed which aids in the strategic planning and school improvement processes of the district, but the strengths of the district will dominate the discussion. It is awesome! The process truly helps a school district to move forward for the betterment of kids!” -Superintendent





APPENDIX V: THE NASB STRATEGIC PLANNING TEAM

The Nebraska Association of School Boards has been advocating for, working with, and training Nebraska school boards since 1918. Traditionally, the NASB's Board Leadership department has worked with school boards and their superintendents in more narrowly focused goal setting exercises. However, in 2014 district leaders requested that we expand community engagement to include a comprehensive strategic planning process. Since that time, NASB has facilitated strategic planning for more than 41 Nebraska school districts. As demand has grown, our Strategic Planning Team has grown to include four facilitators:

Marcia Herring – NASB Director of Board Leadership

Marcia began her service to public education as a school board member on the Waverly School District Board of Education, completing 12 years of service. During her tenure as a local board member she was elected by her peers to serve on the Nebraska Association of School Boards—Board of Directors completing three terms as Director. She began her work as a superintendent search consultant more than 18 years ago. Marcia served as Director of NASB Search Services for 8 years.

As the Director of Board Leadership, Marcia has expanded the programs and services to meet the ever-changing needs of our members. We currently support our members through Strategic Planning, Community Engagement, Board Development Learning Retreats and Workshops, and Online Board Self-Assessment and Superintendent Evaluation. The growth of the Department and scope of services has enabled our team to provide impactful and purposeful leadership for school districts across the state and ranging in enrollment from 125 students to more than 10,000.

Kori Stanoscheck – NASB Board Leadership Engagement Associate

Kori brings a wealth of experience and knowledge to her role as Engagement Associate. As a Strategic Advisor for more than ten years, Kori provided nationwide coaching leadership to executive leaders and board members. She exhibits strong competencies through her leadership skills and facilitation work in strategic planning, large group engagement, and role in the NASB Board Leadership Department developing value-driven resources for Association members. Kori is also directing the efforts for the Whole Child Project, which aims to cultivate the development of a healthy, safe, supportive, challenging and engaged healthy schools and communities, on behalf of the Association.

Melissa Lusk – NASB Board Leadership Development Associate

Melissa serves as the Board Leadership Development Associate, providing support services and coordination for Board Leadership events and initiatives. Her extensive work in the growth and development of our data analysis has enhanced the integrity and quality of the Department's Needs Analysis phase of the Strategic Planning Service. Melissa is currently developing the Department C.A.R.E. (Child Advocates and Resources for Education) Program, targeting enhanced early childhood parent engagement programs and services. Melissa began her involvement in public education through teaching English to local refugees and immigrants. She has a passion for working with diverse communities and considers it an honor to be part of the evolving work at NASB.





Appendix VI: Strategic Planning Glossary

Strategic Planning Terms

Assessment of Needs

The period of collecting and assessing data, structured to ensure a high level of collaboration among the internal and external stakeholders.

Comprehensive Needs Index (CNI)

A supplemental assessment that provides a comprehensive analysis of areas of excellence and need; especially useful in detecting overlooked needs that did not surface in the stakeholder feedback.

District Leadership

A group comprised of the superintendent, other specified district administrators, and the school board.

External Stakeholders

May include, but not be limited to parents, community leaders, local business leaders, elected officials, representatives from community service organizations, local and state government officials, representatives from local or regional institutions of higher education, any and all interested members of the community.

Internal Stakeholders

Include superintendent, assistant superintendent(s), district directors, coordinators, administrators, building administrators, certified staff, classified staff, and students.

Needs Analysis

A comprehensive, multifaceted reflection of the district as well as its perceived and potential needs. The collected data and summary of needs enable the district to address and discuss the objectives and planned outcomes. It is a distinct and necessary phase of the strategic planning process to ensure the board and administration model educational accountability through purposeful planning and measurable goals to support growth of student learning districtwide.

Program and Service Overview

The analysis by district-level and building-level administrators of district effectiveness in programs, services, and instruction to support the district's mission while efficiently utilizing all resources (i.e. funding, facilities, technology, personnel, time, graduation rates, etc.). The process enables administrators to answer fundamental questions about the district's programs and services:

- Are we mastering the learning process the curriculum is designed to achieve?
- Are we providing the professional development needed to ensure success in our classrooms?
- Do we have appropriate policies and procedures in place?
- Do we create, review, implement, and disseminate our policies and procedures consistently throughout the district?

Stakeholders

Individuals who may be affected by or have an effect on the mission, vision, goals, and/or policies of the school district.



Strategic Overview Committee (SOC)

A diverse group of 15 to 25 internal and external stakeholders identified by district leadership. The SOC meets multiple times throughout the process and plays a critical role in guiding the creation of the strategic plan by defining the district's mission and vision, reviewing collected data, and helping to set guiding principles. Individuals to consider for the SOC may include, but are not limited to:

- Board Members
- District Level Directors
- Building Level Administrators
- Staff Leaders
- Parents
- Business Leaders
- Community Leaders
- Students

Strategy Prioritization

Supplemental data collected and graphed to support the district in identifying the most impactful and urgent priorities within the strategic plan.

Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis

For various stakeholder engagement sessions, we ask the participants to discuss what they perceive to be the SWOT of the district. This is a very effective approach for initiating purposeful discussion and conversations as the stakeholder groups begin to identify needs.

Components of the Strategic Plan

Alignment Matrix

A correlation of each strategy to corresponding AQuESTT and Nebraska Framework/Cognia standards or tenets.

District Point Person

A member of administrative staff appointed to be the primary point of contact between NASB and the district to direct and coordinate all activities, scheduling, and communication for the district.

Evidence of Progress

The action(s) that has/have been taken to meet an indicator.

Funding

An approximate figure for how the program/service will impact district resources.

GAP Analysis

The process we use with district leadership and administrators to help answer the question, "What can we do to meet our goal?" It includes identifying the goal (the desired outcome), examining the current conditions that relate to that goal, and analyzing the difference between the current state and the goal (the "gap"). Understanding what is missing can help create a plan of action to meet the goal.



Guiding Principle

An area of identified need that the district addresses in the Strategic Plan. It is the direction in which the district would like to move. Example: To ensure that quality student service programs engage, empower, and equip students districtwide.

Objective

A specific, achievable goal the district identifies as a way of measuring progress in the direction it has set out in the guiding principle. Example: To provide a comprehensive before and after school program to address the needs of students and families.

Performance Indicators

Any method that measures whether a specific strategy has been implemented; it does not necessarily indicate whether an entire objective has been achieved. However, if the strategy or strategies have been thoughtfully crafted, implementation of all strategies under an objective should result in the district achieving the associated objective. Example (with respect to Strategies Example (a)): completed plan for implementation presented to Board of Education.

Program/Building Level

The defined point of impact for the respective performance indicator, strategy, or objective.

Strategies

The specific actions to be implemented that will allow the district to achieve an objective. A district often employs more than one strategy to achieve a particular goal. Strategies may be applicable to the entire district, or to specific buildings, departments, or programs. Example: (a) study, assess, and design a plan to implement a before and after school program for PK-6 students; (b) address obstacles that may prevent implementation of this program including, but not limited to: funding, transportation, space, staff, and community support.

Target Date

An identified point in time when the indicator is assessed for progress and/or a target completion date.

Internal Board Policies - Board MembersCode of Ethics

It shall be the policy of District OR-1 Public Schools that members of the Board of Education will exercise their responsibilities in accordance with the following Code of Ethics:

1. As a member of the local Board of Education, representing all the citizens of the District OR-1 School District, each Board member will recognize:
 - a. That he or she has been entrusted with the educational development of the children and youth of the district.
 - b. That the district expects that the first and greatest concern of a school Board member will be the best interest of each and every one of the young people enrolled in the district's schools.
 - c. That the future welfare of this district, of this state, and of our nation depends in the largest measure upon the quality of education provided in District OR-1 Public Schools to meet the needs of every learner.
 - d. That members of the Board of Education must collectively take the initiative in helping all the people in this district to have updated, accurate information about the public schools system, and to provide the finest possible school programs, school staff, and school facilities.
 - e. That by statute the authority of the Board of Education is derived from the state which is ultimately responsible for the organization and operation of the public schools and which determines the degree of discretionary power exercised by the Board representing the people of the District OR-1 Public Schools District.
 - f. That a school Board member must never neglect his or her personal obligation to the district and legal obligation to the State of Nebraska, nor surrender these responsibilities to any other person, group or organization; but that, beyond this, each school Board member has a moral and civic obligation to our country which can remain strong and free only so long as public schools in the United States are kept strong and free.
2. In view of the foregoing consideration, it must be the constant endeavor of each school Board member:
 - a. To devote time, thought and study to the duties and responsibilities of a school Board member so that he/she may render effective and creditable service.

- b. To work with fellow school Board members in a spirit of harmony and cooperation so as to convert differences of opinion which arise during discussion and debate into a consensus for the benefit of the students enrolled in District OR-1 Public Schools.
- c. To base personal decisions upon all available facts in each situation, to vote honest conviction in every case, unswayed by partisan bias of any kind; thereafter, to abide by and uphold the final majority decision of the Board of Education.
- d. To remember at all times that individual Board members have no local authority outside the meetings of the Board of Education, and to conduct relationships with school staff members, local citizens, and all media of communication on the basis of this fact.
- e. To resist every temptation and outside pressure to use the position as a school Board member to benefit either oneself, immediate family or any other individual or agency apart from the total interest of the school system.
- f. To recognize that it is as important for the Board of Education to understand and evaluate the educational program of District OR-1 Public Schools as it is to plan for the business of the school district.
- g. To bear in mind under all circumstances that the primary function of the Board of Education is to establish and maintain the policies by which the schools are to be administered, but that the administration of the educational program and the conduct of school business shall be the primary responsibility of the Superintendent of Schools and the professional and non-professional staff members who are employed to work with the Superintendent of Schools.
- h. To welcome and encourage active cooperation by citizens, organizations, and the media of communication in District OR-1 Public Schools with respect to the establishment of policy on current school operation and proposed future developments.
- i. To strive step by step to achieve the ideal conditions for the most effective service by a Board of Education to its district, in a spirit of teamwork and unwavering commitment to the American system of public education as a primary means for preservation and perpetuation of our representative democracy.

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