

## **Board of Education Regular Meeting**

Monday, June 13, 2022 7:00 PM

Media Center at the Palmyra District OR-1 Public Schools

425 F Street

Palmyra, NE 68418

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 Board Agenda
  - 4.2. Approval of minutes of previous meetings
  - 4.3. Approval of Claims/Payment of Bills and Payroll
  - 4.4. Financial Report
  - 4.5. Certificated/Classified Hire(s)/Reassignment(s)/Resignation(s)
    - 4.5.1. Presentation, discussion, and or official action to approve the teaching contract of Michael Jorgensen, Industrial Technology Teacher at Palmyra High School.
5. Public Comment
6. Administrative Reports
  - 6.1. Superintendent's Report
  - 6.2. Administrative Team Report
7. Discussion Items- Committee Reports
  - 7.1. Multicultural Reports
  - 7.2. Transportation Update
  - 7.3. Strategic Planning Update
  - 7.4. Facility Planning Update
8. Policy Review
  - 8.1. Review Parental Involvement Policy #6400
  - 8.2. Review Student Fees Policy #5416 and Appendix
9. Action Items
  - 9.1. Discuss, consider, and take action considering the resolution calling for a special bond election to be held on August 9, 2022.
  - 9.2. Presentation, discussion, and or official action to approve the 2022-2023 Bennet Elementary Student Handbook.
  - 9.3. Presentation, discussion, and or official action to approve the 2022-2023 Pre-School Student Handbook.
  - 9.4. Presentation, discussion, and or official action to review and update Board of Education Policy # 1220 on Title IX
  - 9.5. Presentation, discussion, and or official action to review and update Board of Education Policy # 3540 on Bidding Construction Projects
  - 9.6. Presentation, discussion, and or official action to review and update Board of Education Policy # 4009 Drug Use

- 9.7. Discuss, consider, and take action to reaffirm Policy #4025 Professional Boundaries Between Students and Employees
- 9.8. Presentation, discussion and or official action to reaffirm Board of Education Policy #5415 Bullying Prevention.
- 9.9. Presentation, discussion, and or official action to review and update Board of Education Policy # 6600 Special Education Policy
- 9.10. Presentation, discussion, and or official action to review and update Board of Education Policy # 8343 Agenda Construction
- 9.11. Presentation, discussion, and or official action to review and update Board of Education Policy #8346 Public Participation at Board Meetings
- 9.12. Presentation, discussion, and or official action to review and update Board of Education Policy #9340 Minutes
- 9.13. Presentation, discussion, and or official action to update Food Service student prices for the 2022-2023 school year.
10. Board of Education Development
11. Topics for Next Month's Agenda:
12. Closed Session
13. Adjournment

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Chairperson

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Superintendent

## **Board of Education Regular Meeting**

Monday, May 9, 2022 7:00 PM

Media Center at the Palmyra District OR-1 Public Schools

425 F Street

Palmyra, NE 68418

### **District Mission:**

**“Together we prepare our students to successfully meet the challenges of the future.”**

**Strategic Goal 1:** District OR-1 Public Schools will provide the facilities needed to be competitive with other area schools in athletics and fine arts programs.

**Strategic Goal 2:** District OR-1 Public Schools will foster a unified community.

**Strategic Goal 3:** District OR-1 Public Schools will continuously implement (academic) programs and the curriculum needed to remain competitive with other area schools.

Attendance Taken at 7:00 PM.

Dean Busch: Present

Jaimi Calfee: Present

Brandon Desh: Present

Clayton Maahs: Present

Josh Penterman: Present

Lisa Wilen: Present

### 1. Call to Order and Pledge of Allegiance

- Board President Desh called the meeting to order at 7:00 p.m.
- Board President Desh led the board and the patrons in attendance in the Pledge of Allegiance.

### 2. Announcement of the Open Meetings Act Posting

- Board President Desh identified the location of the Open Meetings Act Poster on the wall in the meeting room.

### 3. Staff and Student Presentations

- Ms. Gill Rose presented information on the Biliteracy program and the positive impact a well-rounded language program has on our students here at Palmyra High School.
- Students successfully completing the requirements for the Biliteracy certificate are able to accumulate up to nine future credit hours for college. Just to clarify: This Biliteracy Certification is not a dual credit program. However, the certificate does allow additional avenues for students to earn college credit in the future.

- Special thanks to Ms. Gill-Rose for coming and sharing information about her classroom and the work her students are doing. Having staff speak passionately about their subject areas of content and the community and career benefits the curriculum can provide is inspiring.

#### 4. Consent Agenda

Motion to approve the consent agenda as presented. This motion, made by Clayton Maahs and seconded by Jaimi Calfee, Passed.

Dean Busch: Yea, Jaimi Calfee: Yea, Brandon Desh: Yea, Clayton Maahs: Yea, Josh Penterman: Yea, Lisa Wilen: Yea

- No further discussion.
- Welcome to all of our new staff members! We are glad to have you in the district!

#### 4.1. Approval of Board Agenda

#### 4.2. Approval of minutes of previous meetings

#### 4.3. Approval of Claims/Payment of Bills and Payroll

#### 4.4. Financial Report

#### 4.5. Certificated/Classified Hire(s)/Reassignment(s)/Resignation(s)

- Special thanks for the service and dedication to our students provided by staff leaving the district. These educators are greatly appreciated and we wish them well in the next chapter of their lives.

4.5.1. Presentation, discussion, and or official action to accept Jillian Kepler's voluntary resignation.

4.5.2. Presentation, discussion, and or official action to accept Sean Mulholland's voluntary resignation.

4.5.3. Presentation, discussion, and or official action to approve the teaching contract of John Furrow, Music Education Teacher at Palmyra High School.

4.5.4. Presentation, discussion, and or official action to approve the teaching contract of Brianne Lahmon, Elementary Teacher at Bennet Elementary.

#### 5. Public Comment **Public Comment was provided by:**

- Craig Bolz of Palmyra
- Ashley Hammon of Palmyra.
- Jan Svoboda of Bennet

#### 6. Administrative Reports

#### 6.1. Superintendent's Report

- Highlights of the Superintendent's report included a legislative session review, discussion about the end of the year events, a look ahead to the 2022-2023 school calendar, upcoming community engagement meeting opportunities, sixth-grade reconfiguration update, upcoming revision of math standards, and upcoming policy updates.
- Superintendent Hart also presented summary information regarding existing activity programs in the district and factors involved in bringing new activities into the district. A recommendation to develop and implement a district-level activities committee will be discussed in a later agenda item.

## 6.2. Administrative Team Report

- Ms. Walter and Mr. Johnson presented the administrative report. Highlights of the report included summer enrichment information and NSCAS testing. Additional information on the social studies curriculum preferences, MAPS assessment testing, upcoming events, and high school graduation was also shared.
- The activities report contained information on updates at the Olson Complex, Academic All-State selections, the ECNC track meet, Show Choir, Band, and end of the year activities like Baccalaureate, and graduation.

## 7. Discussion Items- Committee Reports

### 7.1. Transportation Update

- Information about recent vehicle purchases was shared.

7.2. Strategic Planning Update Board Member Dosh and Superintendent Hart provided updated information about the strategic planning process from NASB. More information related to the updated Strategic Plan will be discussed at the May 31st Board retreat and shared at the June 13th regular board meeting.

### **Identified Priority Areas of Focus:**

1. Culture and Connectedness
2. Facilities
3. Student Learning Opportunities
4. Personnel Effectiveness and Staffing
5. Board Governance

### 7.3. Facility Planning Update / Discussion and Follow-up

- Information and discussion centered around providing more avenues to distribute information to the community by advertising and posting specific meeting dates and agenda items. Additional information was shared regarding option enrollment, projections about future enrollment and staffing, and upcoming community engagement meetings.
- The next community engagement meeting is scheduled for **Tuesday, May 17th**, beginning at 6:00 p.m. at Bennet Elementary.

- Discussion included bringing a possible bond resolution to the next regular board meeting on **Monday, June 13th, 2022.**

#### **Bennet Elementary Possible Expansion Highlights:**

- Adding additional classrooms on the southwest side of the building
- Expanding the current kitchen and student commons/ multi-purpose area to the east side of the building
- Expanding the current office area to the east side of the building
- Adding additional commons / multipurpose space near the southeast edge of the gym
- Enhancing the current gymnasium and repurposing the current stage area in the gym
- Upgrading outdoor playground spaces
- \*Future possibilities include adding additional classrooms to the southeast part of the building.

#### **Palmyra High School Possible Expansion Highlights:**

- Adding additional classrooms on the northeast side of the building
- Expanding the current "commons area" multi-purpose space near the main office, adding extra restrooms, and expanding the main office area to the east side of the building
- Expanding the current Career Technical Education (CTE) areas to the southeast side of the building
- Repurposing the current weight deck area in the auxiliary gym into a multipurpose indoor activity space (for example, this space could also accommodate the needs of our wrestling program, which now uses the elementary gym during the season)
- Repurposing the current shop area into an expanded weight room/community fitness area

#### 7.4. Adjunct Activities Committee

- Additional discussion centered around the various factors, logistics, and perspectives involved in developing and implementing additional student extracurricular activities into our district programs. After public comment and information shared by Superintendent Hart about the subject, it was recommended that a District Activities Committee would be developed to discuss the issue of looking at the feasibility and sustainability (and possible recommended timelines) of adding additional activities in the future.
- The intent of the Activities Committee is to gather and analyze relevant "activity-specific" information, survey and verify specific student interests, skill sets, experience levels, and overall student commitment to the activity. The committee will also be tasked

to collaborate, analyze, and discuss information in a factual and objective manner. The committee will utilize problem-solving strategies to eventually provide a recommendation for consideration by the Board of Education.

- The committee is expected to form and meet together sometime during the summer months and at least quarterly during the 2022-2023 school year.
- This committee will be led by the high school principal and activities director. Additional committee members will be recommended on the basis of interest in the committee, experience, knowledge, flexibility, and commitment to serving students. Final committee assignments are expected to be completed early this summer with a schedule of meetings to follow.
- No additional discussion.

#### 8. Policy Review

- Updated legal policy updates will be added to the June 13th regular board meeting agenda for discussion and approval.

#### 9. Action Items

- No action items were presented.

#### 10. Board of Education Development

#### 11. Topics for Next Month's Agenda

- No further discussion.

#### 12. Closed Session

- No closed session.

#### 13. Adjournment

- The meeting was adjourned at 8:56 p.m.

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Chairperson

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Superintendent

## **Board of Education Special Meeting**

Tuesday, May 17, 2022 6:00 PM

Bennet Elementary Commons

50 Dogwood

Bennet, NE 68317

### **District Mission:**

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**Strategic Goal 1:** District OR-1 Public Schools will provide the facilities needed to be competitive with other area schools in athletics and fine arts programs.

**Strategic Goal 2:** District OR-1 Public Schools will foster a unified community.

**Strategic Goal 3:** District OR-1 Public Schools will continuously implement (academic) programs and the curriculum needed to remain competitive with other area schools.

Attendance Taken at 6:00 PM.

Dean Busch: Present

Jaimi Calfee: Present

Brandon Desh: Present

Clayton Maahs: Absent

Josh Penterman: Present

Lisa Wilen: Present

Attendance Update Taken at 7:37 PM.

Clayton Maahs: Present

### 1. Call to Order and Pledge of Allegiance

- This is an information-sharing meeting.
- Patrons had an opportunity to provide feedback on the information presented regarding possible facility expansion options and a future possible bond resolution.
- Board President Desh brought the meeting to order at 6:00 p.m.

### 2. Announcement of the Open Meetings Act Posting

- Board President Desh identified the location of the Open Meetings Act Poster located in the room.

### 3. Discussion Item: Facility Planning Ideas and Community Engagement

- Information was presented on current strategic and facility planning focused on addressing increased student growth across the district. Representatives from Clark Enersen architects also provided information regarding specific details about each

building and possible expansion options at each site. Current bond rates and terms were also discussed.

- Highlights of the community discussion included questions about optimal square footage for classrooms, options for building "up" as well as "out" at Bennet, questions about future eastward expansion into the Bennet area, questions about future economic infrastructure and water availability in certain areas, the impact of the south beltway, ideas for longer range (20+ year) planning, current bond interest rates and terms, and the timeline for a possible bond resolution.
- Additional information was shared regarding a special bond election, future staffing needs, and options for addressing increased student enrollment if a bond doesn't pass.
- More discussion about facilities will be shared at the June 13th regular board meeting.

#### 4. Next Regular Meeting

#### 5. Adjournment

- The meeting was adjourned at 7:36 p.m.

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Chairperson

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Superintendent

## **Board of Education Special Meeting**

Tuesday, May 31, 2022 7:00 PM

Transformational Marketing

208 Locust Street

Panama, NE 68419

### **District Mission:**

**“Together we prepare our students to successfully meet the challenges of the future.”**

**Strategic Goal 1:** District OR-1 Public Schools will provide the facilities needed to be competitive with other area schools in athletics and fine arts programs.

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Attendance Taken at 7:05 PM.

Dean Busch:	Present
Jaimi Calfee:	Present
Brandon Desh:	Present
Clayton Maahs:	Present
Josh Penterman:	Present
Lisa Wilen:	Absent

### 1. Call to Order and Pledge of Allegiance

- Board President Desh called the board retreat meeting to order at 7:00 p.m.

### 2. Announcement of the Open Meetings Act Posting

- Board President Desh identified the location of the Open Meetings Act Poster on the wall in the meeting room.

### 3. Board Retreat: Discussion Items

- Agenda items included: Strategic Planning, Facilities Planning, and Bond Resolution information.
- Discussion included feedback regarding the NASB Strategic Planning process and accompanying documents. The board discussed "priorities" in the areas of Facilities, Culture and Connectedness, Student Learning Opportunities, Personnel Effectiveness and Staffing, and Board Governance. Each of these five "guiding principles" includes strategies and specific action steps for implementation and future school improvement.

- Feedback will also be provided to NASB representatives regarding the strategic planning process, quality, impact, and relevance of strategic planning documents and presentations, future professional development opportunities, agency support throughout the strategic planning process, alignment with school accreditation requirements, and specific steps for future follow-up.
- Discussion on facilities included clarification and questions surrounding the various building expansion project options at both Bennet and Palmyra. These project options have been presented and discussed at previous community engagement meetings and other board meetings.
- Additional information included a discussion on an upcoming bond resolution and possible bond resolution language. The bond resolution will be presented as an action item at the June 13th, 2022 regular board meeting. The bond resolution includes a special election scheduled for Tuesday, August 9, 2022.
- Additional discussion included items related to school safety, activities, and curriculum.

#### 4. Closed Session

- There was no closed session for this meeting.

#### 5. Adjournment

- The meeting was adjourned at 9:20 p.m.
- Special thanks to Transformation Marketing of Panama for allowing the board to use the facility for the board retreat.

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Chairperson

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Superintendent

06/08/2022 10:29 AM

Posted - All; Fund Number 01; Processing Month 06/2022

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	
	31722979	Access Systems Leasing	06/13/2022	2,203.80
01 1100 440 001		HS Copier Lease		1,101.90
01 1100 440 003		Elem Copier Lease		1,101.90
Total	Access Systems Leasing			2,203.80
	INV1189228	Access Systems	06/13/2022	108.99
01 1100 610 001		HS General Supplies		54.50
01 1100 610 003		Elem General Supplies		54.49
Total	Access Systems			108.99
	62183	AWARDS UNLIMITED, INC.	06/13/2022	61.76
01 2310 890 000		BOE Misc. Expenses		61.76
Total	AWARDS UNLIMITED, INC.			61.76
	3080636	BAUDVILLE	06/13/2022	296.65
01 1100 610 003		Elem General Supplies		296.65
	3916903	BAUDVILLE	06/13/2022	72.40
01 1100 610 003		Elem General Supplies		72.40
Total	BAUDVILLE			369.05
	052022 QRT4 MILEAGE	Brown, Burke	06/13/2022	215.87
01 1100 333 001		HS Mileage		215.87
Total	Brown, Burke			215.87
	052022 QRT4 MILEAGE	BUCHANAN, AMY	06/13/2022	91.26
01 2151 333 003		Sped Speech Elem MILEAGE PAID TO STAFF		91.26
Total	BUCHANAN, AMY			91.26
	052022 QRT4 MILEAGE	BUDDENBERG, EMILY	06/13/2022	90.68
01 2151 333 003		Sped Speech Elem MILEAGE PAID TO STAFF		90.68
Total	BUDDENBERG, EMILY			90.68
	05072022 COMMENCEMEN	CALSON, ARICA	06/13/2022	140.00
01 2900 610 001 2		Commencement		140.00
Total	CALSON, ARICA			140.00
	DN046 - 06/22/2022	CASEY'S BUSINESS MASTERCARD	06/13/2022	1,339.08
01 2650 626 000		Vehicle Gasoline		1,339.08
Total	CASEY'S BUSINESS MASTERCARD			1,339.08
	2022 COLLEGE ACCESS	Chaffee, Michael	06/13/2022	100.00
01 1920		EDUCATION QUEST FOUNDATION		100.00
Total	Chaffee, Michael			100.00
	062022 DOT EX RH	COMPLETE CHIROPRACTIC & WELLNESS CENTER	06/13/2022	65.00

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2710 890 000		Bus Misc. Expenses		65.00
Total		COMPLETE CHIROPRACTIC & WELLNESS CENTER		65.00
	1317779	DAS State ACCTG-Central Finance	06/13/2022	259.49
01 2224 530 000		Internet Service		259.49
Total		DAS State ACCTG-Central Finance		259.49
	660501 - 05/16/2022	EDUCATIONAL SERVICE UNIT #4	06/13/2022	3,672.13
01 6408 591 000		EARLY CHILDHOOD SERVICES ESU/DISTRICT		139.97
01 6408 591 003		PREK PURCHASED SERVICE FROM ESU/DISTRICT		69.98
01 6408 591 000		EARLY CHILDHOOD SERVICES ESU/DISTRICT		37.78
01 6408 591 003		PREK PURCHASED SERVICE FROM ESU/DISTRICT		37.79
01 6408 591 000		EARLY CHILDHOOD SERVICES ESU/DISTRICT		91.67
01 6408 591 003		PREK PURCHASED SERVICE FROM ESU/DISTRICT		91.66
01 1200 591 003		ELEM SPED DIRECTOR		629.84
01 1200 591 001		HS SPED DIRECTOR		559.86
01 2151 591 003		ELEM AUDIOLOGY SERVICES ESU/DISTRICT		340.04
01 2151 591 001		HS AUDIOLOGY SERVICE FROM ESU/DISTRICT		340.04
01 6421 591 003		ELEM ESU SCHOOL PSCHOLOGY		1,000.13
01 6421 591 001		HS ESU SCHOOL PSYCHOLOGY		333.37
	9847	EDUCATIONAL SERVICE UNIT #4	06/13/2022	2,705.00
01 1200 340 001		OTHER PROFESSIONAL SERVICES		1,352.50
01 1200 340 003		Sped Elem Contracted Services		1,352.50
	9859	EDUCATIONAL SERVICE UNIT #4	06/13/2022	5,080.00
01 2130 340 000		Health Services from ESU		5,080.00
	9871	EDUCATIONAL SERVICE UNIT #4	06/13/2022	90.00
01 2410 330 001		HS Principal Professional Development		30.00
01 2410 330 003		Elem Principal Professional Development		30.00
01 2141 330 003		SPED ELEM PSYCHOLOGY PROFESSIONAL DEVEL		30.00
	9880	EDUCATIONAL SERVICE UNIT #4	06/13/2022	30.00
01 1100 330 001		HS Professional Development		30.00
Total		EDUCATIONAL SERVICE UNIT #4		11,577.13
	16920	EDUCATIONAL SERVICE UNIT #6	06/13/2022	442.86
01 2224 530 000		Internet Service		442.86
Total		EDUCATIONAL SERVICE UNIT #6		442.86
	352858	EGAN SUPPLY CO	06/13/2022	490.87
01 2610 610 001		HS Custodian Supplies		490.87
Total		EGAN SUPPLY CO		490.87
	062022 - PAYFLEX	FIRST CONCORD BENEFITS	06/13/2022	100.00
01 2510 890 000		Superintendent Secretary Misc. Expenses		100.00
Total		FIRST CONCORD BENEFITS		100.00
	005965	FRONTIER COOPERATIVE	06/13/2022	307.50

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2610 610 001		HS Custodian Supplies		307.50
Total	FRONTIER COOPERATIVE			307.50
	3287226	Groth Music (accounting)	06/13/2022	71.13
01 1100 610 001 2 102		HS INSTRUMENTAL SUPPLIES		71.13
Total	Groth Music (accounting)			71.13
	1204	HIGH STANDARDS CLEANING SERVICES	06/13/2022	1,240.00
01 2620 420 003		Elem Cleaning Service		1,240.00
	1206	HIGH STANDARDS CLEANING SERVICES	06/13/2022	2,565.00
01 2620 420 001		HS Cleaning Service		2,565.00
Total	HIGH STANDARDS CLEANING SERVICES			3,805.00
	2201	INSTRUMENTAL AWARDS LLC	06/13/2022	210.00
01 1100 610 001 2 102		HS INSTRUMENTAL SUPPLIES		105.00
01 1100 610 001 2 103		HS VOCAL SUPPLIES		105.00
Total	INSTRUMENTAL AWARDS LLC			210.00
	431473	JOHN HENRY'S PLUMBING-HEATING-AIR	06/13/2022	878.66
01 2620 431 001		HS Repairs & Maintenance		878.66
Total	JOHN HENRY'S PLUMBING-HEATING-AIR			878.66
	INV678324	KURITA AMERICA INC	06/13/2022	370.60
01 2610 431 003		Elem Upkeep of Building		370.60
Total	KURITA AMERICA INC			370.60
	107006	LAWN ONE LLC	06/13/2022	277.00
01 2610 431 001		HS Upkeep of Building		277.00
Total	LAWN ONE LLC			277.00
	118-60005094 - 0430	LINCOLN JOURNAL STAR	06/13/2022	25.92
01 2310 540 000		BOE Advertising		25.92
	118-60005094 - 0529	LINCOLN JOURNAL STAR	06/13/2022	30.92
01 2310 540 000		BOE Advertising		30.92
Total	LINCOLN JOURNAL STAR			56.84
	7001B	MACRAE PRODUCTIONS	06/13/2022	2,275.00
01 2900 610 001 0 028		Drama		1,500.00
01 2900 610 001 0 013		Speech		775.00
Total	MACRAE PRODUCTIONS			2,275.00
	51960744	MATHESON-TRI-GAS INC	06/13/2022	53.25
01 1100 610 001		HS General Supplies		53.25
Total	MATHESON-TRI-GAS INC			53.25
	05072022 COMMENCEMEN	MCCLURE, SARAH	06/13/2022	219.52
01 2900 610 001 2		Commencement		219.52
Total	MCCLURE, SARAH			219.52
	052022 QRT4 MILEAGE	McCreight, Beth	06/13/2022	215.87

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 1100 333 001		HS Mileage		215.87
Total	McCraith, Beth			215.87
	83685	MENARDS	06/13/2022	266.08
01 2610 610 001		HS Custodian Supplies		266.08
Total	MENARDS			266.08
	052022 QRT4 MILEAGE	Murphy-Robb, Sandra	06/13/2022	221.13
01 1100 333 003		Elem Mileage		221.13
Total	Murphy-Robb, Sandra			221.13
	2022/2023 MEMBERSHIP	NATIONAL ASSOCIATION OF SCHOOL NURSES	06/13/2022	125.00
01 2130 610 000		GENERAL SUPPLIES		125.00
Total	NATIONAL ASSOCIATION OF SCHOOL NURSES			125.00
	73823	NAVIGATE 360, LLC	06/13/2022	700.00
01 2410 735 001		HS Principal Computer Software		350.00
01 2410 735 003		Elem Principal Computer Software		350.00
Total	NAVIGATE 360, LLC			700.00
	O-961	NCECBVI	06/13/2022	589.60
01 2181 591 001		HS VISUALLY IMPAIRED SERVICES		456.80
01 2181 591 003		ELEM VISUALLY IMPAIRED SERVICES		132.80
Total	NCECBVI			589.60
	INV-10317-D3L9T1	NE ASSOCIATION OF SCHOOL BOARDS	06/13/2022	170.00
01 2310 330 000		BOARD PROFESSIONAL DEVELOPMENT		170.00
	INV-10352-Z8Q2T4	NE ASSOCIATION OF SCHOOL BOARDS	06/13/2022	170.00
01 2410 330 001		HS Principal Professional Development		170.00
Total	NE ASSOCIATION OF SCHOOL BOARDS			340.00
	1546 - 05242022	NEBRASKA CITY UTILITIES	06/13/2022	79.63
01 2610 621 001		HS Utilities		79.63
	3273 - 05242022	NEBRASKA CITY UTILITIES	06/13/2022	3,596.80
01 2610 621 003		Elem Utilities		3,596.80
	3321 - 05242022	NEBRASKA CITY UTILITIES	06/13/2022	4,595.37
01 2610 621 001		HS Utilities		4,595.37
	39368 - 05242022	NEBRASKA CITY UTILITIES	06/13/2022	29.85
01 2610 621 001		HS Utilities		29.85
	43577 - 05242022	NEBRASKA CITY UTILITIES	06/13/2022	28.45
01 2610 621 001		HS Utilities		28.45
	43679 - 05242022	NEBRASKA CITY UTILITIES	06/13/2022	42.15
01 2610 621 001		HS Utilities		42.15
	44277 - 05242022	NEBRASKA CITY UTILITIES	06/13/2022	74.32
01 2610 621 001		HS Utilities		74.32
	44718 - 05242022	NEBRASKA CITY UTILITIES	06/13/2022	529.35
01 2610 621 001		HS Utilities		529.35
Total	NEBRASKA CITY UTILITIES			8,975.92

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	06072022 CONFERENCE	NEBRASKA SCHOOL PUBLIC REALTIONS ASSOCIATION TREASURER	06/13/2022	120.00
01 2310 330 000		BOARD PROFESSIONAL DEVELOPMENT		60.00
01 2320 330 000		Superintendent Professional Development		60.00
Total	NEBRASKA SCHOOL PUBLIC REALTIONS ASSOCIATION TREASURER			120.00
	05032022- 05312022 JO	O'Neil, Jan	06/13/2022	4,219.29
01 6408 320 000		IDEA Part B Birth-4 Pre-diagnosis		703.09
01 6408 320 003		PREK PROFESSIONAL EDUCATIONAL SERVICES		237.00
01 6408 320 003		PREK PROFESSIONAL EDUCATIONAL SERVICES		3,279.20
Total	O'Neil, Jan			4,219.29
	1502-20220531	ONE SOURCE THE BACKGROUND CHECK COMPANY	06/13/2022	71.50
01 2310 890 000		BOE Misc. Expenses		71.50
Total	ONE SOURCE THE BACKGROUND CHECK COMPANY			71.50
	4981	ONTOCOLLEGE WITH JOHN BAYLOR	06/13/2022	3,930.00
01 1100 735 001		HS Technology Software		3,930.00
Total	ONTOCOLLEGE WITH JOHN BAYLOR			3,930.00
	716965437-01	ORIENTAL TRADING CO, INC	06/13/2022	230.23
01 1300 610 003		Summer School Supplies		230.23
Total	ORIENTAL TRADING CO, INC			230.23
	9109	Palmers Music	06/13/2022	130.00
01 1100 610 001 2 102		HS INSTRUMENTAL SUPPLIES		130.00
Total	Palmers Music			130.00
	062022 HEALTH CONF	PALMYRA ACTIVITY FUND	06/13/2022	205.00
01 2130 330 000		HEALTH SERVICES PROFESSIONAL DEVELOPMENT		205.00
Total	PALMYRA ACTIVITY FUND			205.00
	84	Perry, Guthery, Hasse & Gessford, P.C., L.L.O.	06/13/2022	534.00
01 2330 317 000		District Legal Services		534.00
Total	Perry, Guthery, Hasse & Gessford, P.C., L.L.O.			534.00
	2022 GAS RECEIPT	POHLEN, ELIZABETH	06/13/2022	15.01
01 2650 626 000		Vehicle Gasoline		15.01
Total	POHLEN, ELIZABETH			15.01
	PHS 06/24/2022	RECYCLING ENTERPRISES OF NE, INC.	06/13/2022	120.00
01 2610 431 001		HS Upkeep of Building		120.00
Total	RECYCLING ENTERPRISES OF NE, INC.			120.00
	43950	RIXSTINE RECOGNITION	06/13/2022	1,064.21
01 2220 610 003		Elem Library Supplies		1,064.21
Total	RIXSTINE RECOGNITION			1,064.21

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		
	157589	Southwest Auto	06/13/2022	131.03
01 2730 431 000		BUS & VEHICLE SERVICING & MAINTENANCE		131.03
	158054	Southwest Auto	06/13/2022	1,121.96
01 2730 431 000		BUS & VEHICLE SERVICING & MAINTENANCE		1,121.96
	158073	Southwest Auto	06/13/2022	1,661.00
01 2730 431 000		BUS & VEHICLE SERVICING & MAINTENANCE		1,661.00
<b>Total</b>	<b>Southwest Auto</b>			<b>2,913.99</b>
	13558064	SYMMETRY ENERGY SOLUTIONS LLC	06/13/2022	3,172.51
01 2610 621 003		Elem Utilities		940.50
01 2610 621 001		HS Utilities		576.55
01 2610 621 001		HS Utilities		1,655.46
<b>Total</b>	<b>SYMMETRY ENERGY SOLUTIONS LLC</b>			<b>3,172.51</b>
	449887879869	SYNCB/AMAZON	06/13/2022	69.08
01 1100 610 001		HS General Supplies		69.08
	63945445949	SYNCB/AMAZON	06/13/2022	24.00
01 1100 610 001		HS General Supplies		24.00
	689436897793	SYNCB/AMAZON	06/13/2022	4.99
01 1100 610 001		HS General Supplies		4.99
<b>Total</b>	<b>SYNCB/AMAZON</b>			<b>98.07</b>
	RO - 6596	TCA OUTDOOR POWER	06/13/2022	324.95
01 2620 431 001		HS Repairs & Maintenance		324.95
<b>Total</b>	<b>TCA OUTDOOR POWER</b>			<b>324.95</b>
	825041	Teacher Innovations, Inc.	06/13/2022	672.00
01 1100 735 001		HS Technology Software		336.00
01 1100 735 003		Elem Technology Software		336.00
<b>Total</b>	<b>Teacher Innovations, Inc.</b>			<b>672.00</b>
	193617438	TEACHER SYNERGY, LLC	06/13/2022	203.52
01 1300 610 003		Summer School Supplies		203.52
<b>Total</b>	<b>TEACHER SYNERGY, LLC</b>			<b>203.52</b>
	164592	TEMP-CON LLC	06/13/2022	4,500.75
01 2620 431 001		HS Repairs & Maintenance		4,500.75
	164613	TEMP-CON LLC	06/13/2022	1,278.40
01 2620 431 001		HS Repairs & Maintenance		1,278.40
<b>Total</b>	<b>TEMP-CON LLC</b>			<b>5,779.15</b>
	SI-22-016893	UNITE PRIVATE NETWORKS LLC	06/13/2022	1,112.85
01 2224 382 001		HS Distant Learning Connection		556.42
01 2224 382 003		Elem Distant Learning Connection		556.43
<b>Total</b>	<b>UNITE PRIVATE NETWORKS LLC</b>			<b>1,112.85</b>
	612342	Uribe Refuse Services, Inc.	06/13/2022	356.00
01 2610 431 003		Elem Upkeep of Building		356.00
<b>Total</b>	<b>Uribe Refuse Services, Inc.</b>			<b>356.00</b>

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User ID: KFH

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	55906	USC SPIRIT	06/13/2022	785.00
01 5960		TIRE GRANT		785.00
Total	USC SPIRIT			785.00
	69695	VILLAGE OF BENNET	06/13/2022	1,246.30
01 2610 410 003		Elem Water & Sewer		1,209.74
01 2610 621 003		Elem Utilities		36.56
Total	VILLAGE OF BENNET			1,246.30
	107003 - 0427-052620	VILLAGE OF PALMYRA	06/13/2022	26.00
01 2610 410 001		HS Water & Sewer		26.00
	230001 - 0427-052620	VILLAGE OF PALMYRA	06/13/2022	26.00
01 2610 410 001		HS Water & Sewer		26.00
	257001 - 0427-052620	VILLAGE OF PALMYRA	06/13/2022	319.50
01 2610 410 001		HS Water & Sewer		319.50
	274001 - 0427-052620	VILLAGE OF PALMYRA	06/13/2022	26.00
01 2610 410 001		HS Water & Sewer		26.00
	286002 - 0427-052620	VILLAGE OF PALMYRA	06/13/2022	410.10
01 2610 410 001		HS Water & Sewer		410.10
Total	VILLAGE OF PALMYRA			807.60
	3016973	VOICE NEWS	06/13/2022	326.25
01 2310 540 000		BOE Advertising		326.25
	3017489	VOICE NEWS	06/13/2022	39.13
01 2310 540 000		BOE Advertising		39.13
	3017490	VOICE NEWS	06/13/2022	8.00
01 2310 540 000		BOE Advertising		8.00
	3017573	VOICE NEWS	06/13/2022	33.66
01 2310 540 000		BOE Advertising		33.66
	3017802	VOICE NEWS	06/13/2022	142.23
01 2310 540 000		BOE Advertising		142.23
	3017803	VOICE NEWS	06/13/2022	7.57
01 2310 540 000		BOE Advertising		7.57
	3018236	VOICE NEWS	06/13/2022	50.00
01 2310 540 000		BOE Advertising		50.00
	3018275	VOICE NEWS	06/13/2022	109.83
01 2310 540 000		BOE Advertising		109.83
	3018292	VOICE NEWS	06/13/2022	37.45
01 2310 540 000		BOE Advertising		37.45
Total	VOICE NEWS			754.12
	0058461	VOLLI COMMUNICATIONS, INC	06/13/2022	123.87
01 2510 382 001		HS Telephone		61.93
01 2510 382 003		Elem Telephone		61.94
Total	VOLLI COMMUNICATIONS, INC			123.87
	INV-18984	WHITEHEAD OIL CO	06/13/2022	3,634.99
01 2710 626 000		Bus Gas and Oil		3,634.99
	INV-19168	WHITEHEAD OIL CO	06/13/2022	3,640.04
01 2710 626 000		Bus Gas and Oil		3,640.04
Total	WHITEHEAD OIL CO			7,275.03

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	091969071 - 05062022	WINDSTREAM	06/13/2022	101.86
01 2510 382 001		HS Telephone		101.86
	091969071 - JUNE 202	WINDSTREAM	06/13/2022	101.87
01 2510 382 001		HS Telephone		101.87
Total WINDSTREAM				<u>203.73</u>
Fund Number 01				<u>74,081.87</u>
Checking Account ID 1				<u>74,081.87</u>

Payroll May 15, 2022 \$556542.78

Bills June 13, 2022 \$74081.87

Total \$630624.65



Expenditure Report by Function/Object - Summary

Regular, Processing Month 05/2022; Fund Number 01

User ID: KFH

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(S19) 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
4960	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	5,198.56	49,227.06	71.09	20,021.94	0.00	0.00	20,021.94
6310	NCLB TITLE II PART A	45,008.00	3,423.15	7.61	41,584.85	0.00	0.00	41,584.85
6330	REAP GRANT	42,000.00	195.00	0.46	41,805.00	0.00	0.00	41,805.00
6406	IDEA PRESCHOOL	22,830.00	4,326.96	18.96	18,503.06	0.00	0.00	18,503.06
6408	IDEA ENROLLMENT/POVERTY	152,317.95	143,946.18	94.50	8,371.77	0.00	0.00	8,371.77
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
6421	ESU SCHOOL PSYCHOLOGY	1,333.50	20,447.00	0.00	(20,447.00)	0.00	0.00	(20,447.00)
6690	OTHER FEDERAL NON-CAT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6700	CARL PERKINS FED VOCATIONAL&APPLIED TECH	0.00	4,599.00	0.00	(4,599.00)	0.00	0.00	(4,599.00)
6810	TITLE 1, ESSA ACCOUNTABILITY IMPROVING	10,090.85	0.00	0.00	10,090.85	0.00	0.00	10,090.85
6869	TITLE IV PART A	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6890	OTHER FEDERAL CATEGORY PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6892	REAP	54,200.00	47,401.75	87.46	6,798.24	0.00	0.00	6,798.24
6896	COVID-19	7,200.00	0.00	0.00	7,200.00	0.00	0.00	7,200.00
6897	CRRSAESSER II	0.00	737.27	0.00	(737.27)	0.00	0.00	(737.27)
6898	ESSER III	0.00	125,256.79	0.00	(125,256.79)	0.00	0.00	(125,256.79)
8000	TRANSFERS (OUTGOING)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01	GENERAL FUND	8,067,389.54	6,061,965.65	75.14	2,005,423.89	0.00	0.00	2,005,423.89

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Function Number

Expenditure Report by Function/Object - Summary

Regular, Processing Month 05/2022; Fund Number 01

User ID: KFH

Revised Budget  
8,067,389.54

Expended During  
Month 677,048.80

Expended to Date  
6,061,965.65

% of Budget  
75.14

Balance at EOM  
2,005,423.89

A/P Outstanding  
0.00

P/O Outstanding  
0.00

Unencumbered  
Balance 2,005,423.89

Grand Total:

**TEACHER'S CONTRACT**

**THIS CONTRACT** is made by and between the Board of Education of Otoe County School District 0501, a/k/a Palmyra District OR-I Public Schools ("District") and Michael Jorgenson ("Teacher"). That the Board of Education agrees to employ the Teacher as follows:

**School Year:** School Year begins on or about August 8, 2022 and ends on or about May 19, 2023 subject to Board modification.

**Days of Service:** Teacher shall be employed for 185 days of service, subject to terms of the negotiated agreement.

**Full Time Equivalency:** Teacher shall be employed for a full-time equivalency (FTE) of 1.0

**Salary Schedule Placement:** Teacher's salary schedule placement is subject to final terms of the negotiated agreement for the applicable contract year between the Board and the bargaining unit representing the certificated employees of the District. The Teacher's salary schedule placement and other terms of employment for the 2022-2023 contract year may be set forth on the Annual Supplemental Renewal form to be executed subsequent to this Teacher's Contract. **Step, Column, and Job Assignment for this contract will be:**

**STEP: 12**

**Column: BA +27**

**Job Assignment:** Industrial Technology Teacher

**FIRST: Salary.** The salary of the Teacher shall be payable in twelve (12) equal installments. The first installment shall be payable on the 15th day of September, 2022, and the remaining installments shall be payable on same day of each month thereafter. Terms and conditions set forth in this agreement shall be subject to such wages and conditions of employment as may be mutually agreed upon by and between the Board and teachers or a duly recognized collective bargaining agent for said teachers, and said agreement, when reduced to writing, and executed by the parties, shall be deemed to be included herein by reference and shall become a part hereof. This contract shall conform to the regulations governing deductions with reference to Withholding Tax, Social Security and Teacher's Retirement. Other deductions may be withheld as agreed to by the parties to this contract. Upon termination of this contract by the Board or the Teacher, the compensation shall be an amount which bears the same ratio to the yearly salary herein specified as the number of days of service to the date of such termination bears to the number of days of service in the applicable contract year. Any unearned fractional portion of an installment paid but not earned prior to termination of the contract shall be refunded by the Teacher.

**SECOND: Duties.** The Teacher hereby agrees to be governed by the policies of the Board of Education of the District. The duties to be performed by the Teacher shall be subject to assignment by the Superintendent or the Board. Days of service may be adjusted from year to year by the Board. The Teacher further agrees to devote full time during days of school to the Teacher's position and in all respects to diligently and faithfully perform the assigned duties to the best of the Teacher's professional ability. Regular dependable attendance is an essential function of the Teacher's position.

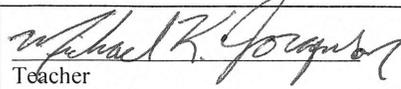
**THIRD: Extra Duty Assignments.** In addition to the normal duties traditionally required of certificated employees, the Teacher may be assigned "extra duty" assignments by the District. Such assignments shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon; provided that the Teacher shall not unreasonably refuse to accept such assignments. Duty assignments which do not require a teaching or administrative certificate are on an at-will basis, shall be subject to removal without cause and shall not be subject to continuation or renewal as part of this Teacher's Contract.

**FOURTH: Contract Termination.** To the extent this Contract is subject to the continuing contract statutes, this Contract may be amended, cancelled or terminated subject to required procedures in the event the Teacher violates any of the provisions of this Contract, or performs any act or does anything which is materially harmful to the employer, or which substantially inhibits the Teacher's ability to discharge the duties as set forth herein, including, but not limited to (1) becoming legally disqualified to teach in the State of Nebraska; (2) participation in any fraud; (3) causing any intentional damage to property; (4) engaging in any unlawful act; (5) just cause, including: (a) incompetency, which includes, but is not limited to, demonstrated deficiencies or shortcomings in knowledge of subject matter or teaching or administrative skills; (b) neglect of duty; (c) unprofessional conduct; (d) insubordination; (e) immorality; (f) physical or mental incapacity; (g) failure to give evidence of professional growth as required by law; or (h) other conduct which interferes substantially with the continued performance of duties. Non-renewal, suspension or other disciplinary action may be enforced in accordance with applicable law. To the extent this Contract is not subject to the continuing contract statutes, it shall be terminable at will, without cause or hearing.

**FIFTH: Legal Requirements.** The Teacher affirms that: (1) Teacher holds or will hold a valid and appropriate certificate to act as a certificated employee in the State of Nebraska to perform the assigned duties throughout the term of this Contract and any extensions of this Contract; (2) the required certificate to perform the assigned duties shall be registered as required by law; it being understood and agreed that this contract is not valid until the required certificate is registered in accordance with law and that the Teacher shall not be compensated for services performed prior to the date of registration of this certificate; (3) Teacher is not under contract with another board of education within the State of Nebraska covering any part of or all of the same time of performance as provided for in this Contract and (4) there shall be no penalty for release or resignation by Teacher from this Contract; provided no resignation shall become effective until expiration of the remaining term of the Contract unless the Board fixes an earlier effective date. It is understood that this Contract is also subject to provisions of the School Teachers Retirement Act.

**SIXTH: Renewal.** Hereafter, this contract may be continued by a separate, annual written "Renewal Agreement" which shall incorporate all the provisions hereof by reference except as stated on such Renewal Agreement. Renewal Agreements must be executed by the Teacher and delivered to the Superintendent of Schools or the Secretary of the Board of Education of the District within fifteen calendar days of receipt thereof from the District. Said Renewal agreement shall not be required to be signed by the Teacher prior to March 16. Failure to return the Renewal Agreement or an intent card by the required date shall constitute grounds for termination.

The failure to return a signed copy of this contract to the Secretary of the Board of Education or the Superintendent of the District on or before **12:00 p.m. on Friday, June 3<sup>rd</sup>, 2022** shall constitute a rejection by the Teacher of the offer of employment.

Executed this <u>1<sup>st</sup></u> day of <u>June</u> , 2022	Executed this ___ day of _____, 2022
 Teacher	Board of Education of Otoe County School District 0501, a/k/a Palmyra District OR-I Public Schools By: _____ Attest: _____ President Secretary



**District OR-1 : Home of the Panthers!**  
SUPERINTENDENT'S NARRATIVE REPORT  
REGULAR BOARD MEETING:

**Informational Items**

**Date:** Monday, June 13, 2022

**To:** Palmyra District OR-1 BOE

**From:** Michael Hart

**School Safety:**

- In the wake of the recent school shootings in Texas and surrounding states, school safety has again become a current topic of conversation. No matter the location of these tragic incidents, our students and families may begin to feel anxious or fearful about school and school processes. Families may have questions and students may come to parents (or our staff) with questions and concerns (or they may shut down and say nothing) as they process the information surrounding these events. Both of these reactions are natural and we need to provide compassionate, authentic, and immediate support to these reactions as they occur. Having a supportive network in place is critical to helping our students, staff, and families work through stressful situations.
- District OR-1 reaffirms that student safety remains our top priority and our staff works exceedingly hard to make sure that our students have a safe and inviting environment for learning and activities. Even when students are out of school for the summer or other breaks, we are planning and problem solving ways to maximize safety for our students and staff.
- Our school staff is trained in a variety of school and student safety topics. These topics range from suicide awareness, threat assessment, bullying prevention, behavior management and social-emotional supports for students. We have recently added more stringent visitor entrance protocols at both buildings and incorporated a visitor identification badge and “sign in-sign out” system for students and families as well.
- Additionally, we rehearse safety drills, we have school safety plans in place, and our staff members pride themselves on creating and sustaining safe and positive relationships with students and families. We also work cooperatively and effectively with our local law enforcement and first responder officials and we greatly appreciate the jobs they do to keep our communities safe as well.
- School safety is a dynamic process and a collaborative effort. School safety is embedded in the culture of our schools and it is enhanced when our students, staff, and families remain “situationally aware” of their environments and report things that may seem out of the ordinary. That means that if students see or hear something on social media or in a social (or private) setting that concerns them, we have to continue to provide a safe and “judgement free” environment for them to let us know what is going on.
- If students or families hear or see things that concern them or they think may be a safety issue, they are encouraged to let someone know about it as soon as possible and report it to our school staff. When that information is shared with our school staff, we will follow up as soon as possible to investigate and gather information about how to best respond.



### **District OR-1 : Home of the Panthers!**

- Change is constant and as situations change, we will continue to proactively evolve our procedures and practices to ensure students are not only physically safe, but also that they feel safe emotionally.
- When these tragic events occur, the American School Counselor Association has gathered a list of [resources and tips to help](#). These tips are summarized below:
  - *Try and keep routines as normal as possible.*
  - *Limit exposure to television and the news.*
  - *Be honest with kids and share with them as much information as they are developmentally able to handle.*
  - *Actively listen to kids' fears and concerns.*
  - *Reassure kids that the world is a good place to be, but that there are people who do bad things.*
  - *Families and adults need to first deal with (and assess) their own responses to crisis and stress.*
  - *Rebuild and reaffirm attachments and relationships.*
  - *The bottom line is to keep having conversations with our kids..*

### **School Lunch Program and Student Meals:**

- This fall, schools will again begin charging for school meals (breakfast and lunch). For about the past two years, due to the impact of the COVID-19 pandemic, school meals have been free of charge for students and families, but we were recently notified that this practice will no longer be the case starting in the fall.
- Although students and families will again have to pay for school lunch and breakfast programs, we have worked with our food service staff to keep costs as low as possible.
- Free and reduced school meal guidelines are still in place and families should plan accordingly if they need to apply for this program.
- Families should contact our school office as soon as possible for information on free and reduced school meal guidelines, income parameters, and application procedures.
- The updated school meal prices are listed as an action item later in the agenda. *Please note that adult and visitor lunch prices have not been added yet as those prices are set by the Nebraska Department of Education later in July.*

### **Activities Committee Update:**

- At last month's regular board meeting, we discussed forming a district Activities Committee to proactively and systematically address the process for adding activities to our extracurricular programming.
- This committee will be led by Mr. Hoeft (Activities Director) and Mr. Johnson (High School Principal) and they are in the process of finalizing the committee membership and scheduling a preliminary meeting coming up sometime this summer.



### **District OR-1 : Home of the Panthers!**

- The purpose of the committee (made up of board members, school staff, and community members) will be to collaborate together to gather relevant information, evaluate and verify student interest and projected participation numbers, analyze comparative data, and provide feedback to the board and administrative team about the benefits, costs, logistics, and challenges associated with adding particular activities.
- Although we won't be adding any additional activities for the 2022-2023 school year, two of the activities being considered at some point in the near future are softball and baseball.
- This committee will also be tasked to provide periodic updates to the board throughout the 2022-2023 school year.

### **Student and Staff Handbooks:**

- Please note that the Palmyra Junior/Senior High School student handbook is not on the agenda for approval at tonight's meeting as there are some pending activity and policy changes that are still needing final clarification.
- This handbook will be on the board agenda for approval at the July 11th regular board meeting.
- Certified and classified staff handbooks will also be on the board agenda for approval in July.

### **Student Enrollment Update:**

#### **Final Student Enrollment Numbers for 2021-2022 School Year:**

- **Preschool students: 57**
- **K-6 Elementary Students: 371**
- **7-12 High School Students: 237**
  - **Final District Enrollment for 2021-2022: 665**

### **2022-2023 School Year: Student Enrollment Projected**

- **Pre-school students 60**
- **K-5 Elementary Students - 343**
- **6-12 High School Students: 302**
  - **Projected Total District Enrollment for 2022-2023: 705**

## **June Activities Board Report**

Summer strength and conditioning is underway Monday thru Thursday mornings until the first week of August.

Multiple camps for all activities are scheduled throughout the summer (see attached calendar).

Noah Carpenter Class C State Golf Individual Champion

Kyla Davis, Kinsley Havranek and Drew Erhart State Track Qualifiers. Kyla Davis 4<sup>th</sup> place medalist in Triple Jump.

**Activities calendar attached**



# Palmyra

Color key: Home Away

## June, 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 9:00am-11:00am Girls Basketball Team Camp @ Palmyra High School Main West Gym	2 9:00am-11:00am Girls Basketball Team Camp @ Palmyra High School Main West Gym	3 9:00am-11:00am Girls Basketball Team Camp @ Palmyra High School Main West Gym	4
5	6 7:00am-9:15am Summer Weights/Conditioning @ Palmyra High School 3:00pm BBBC @ <u>Multiple Locations</u>	7 7:00am-9:15am Summer Weights/Conditioning @ Palmyra High School	8 BBBC @ Johnson-Brock High School 7:00am-9:15am Summer Weights/Conditioning @ Palmyra High School	9 Girls Varsity Basketball Camp @ York High School BBBC @ Humphrey High School 7:00am-9:15am Summer Weights/Conditioning @ Palmyra High School	10 BBBC @ Augustana University	11 BBBC @ Augustana University 5:00pm Palmyra Old Settlers @ Palmyra Park
12	13 7:00am-9:15am Summer Weights/Conditioning @ Palmyra High School 3:00pm BBBC @ <u>Multiple Locations</u> 7:00pm BOE Meeting @ Palmyra High School	14 Football Kicking Camp @ Olson Sports Complex Girls JV Basketball Camp @ Centennial High School 7:00am-9:15am Summer Weights/Conditioning @ Palmyra High School	15 Football Kicking Camp @ Olson Sports Complex Girls Varsity Basketball Camp @ Centennial High School 7:00am-9:15am Summer Weights/Conditioning @ Palmyra High School 7:00pm Fine Arts Booster Meeting @ Bennet Elementary	16 BBBC @ Grand Island Central Catholic 7:00am-9:15am Summer Weights/Conditioning @ Palmyra High School	17	18
19	20 Girls JV Basketball Camp @ Sterling High School 7:00am-9:15am Summer Weights/Conditioning @ Palmyra High School 3:00pm BBBC @ <u>Multiple Locations</u>	21 Football Kicking Camp @ Olson Sports Complex Girls Varsity Basketball Camp @ Sterling High School 7:00am-9:15am Summer Weights/Conditioning @ Palmyra High School	22 Football Kicking Camp @ Olson Sports Complex 7:00am-9:15am Summer Weights/Conditioning @ Palmyra High School 9:00am-12:00pm JH/HS Drama Camp @ Palmyra High School	23 7:00am-9:15am Summer Weights/Conditioning @ Palmyra High School 9:00am-12:00pm JH/HS Drama Camp @ Palmyra High School	24 9:00am-12:00pm JH/HS Drama Camp @ Palmyra High School	25
26	27 Football Youth Camp @ Olson Sports Complex 7:00am-9:15am Summer Weights/Conditioning @ Palmyra High School 10:00am-1:00pm Girls Basketball Team Camp @ Palmyra High School Main West Gym 3:00pm BBBC @ <u>Multiple Locations</u>	28 Football Youth Camp @ Olson Sports Complex Girls Basketball Youth Camp @ Palmyra High School Main West Gym 7:00am-9:15am Summer Weights/Conditioning @ Palmyra High School	29 Volleyball JV Team Camp @ Waverly High School FCCLA National STAR @ San Diego, CA Girls Basketball Youth Camp @ Palmyra High School Main West Gym 7:00am-9:15am Summer Weights/Conditioning @ Palmyra High School	30 Girls Basketball Youth Camp @ Palmyra High School Main West Gym FCCLA National STAR @ San Diego, CA 7:00am-9:15am Summer Weights/Conditioning @ Palmyra High School		

June 13, 2022  
Principal's Report

- The final days of school went really well. The elementary school had a graduation celebration for the 5th and 6th grade students where they were awarded certificates for: Accelerated Reader, Music, Computer, Track and Field Day and Presidential Achievement. It was wonderful to recognize so many students for their accomplishments this year! Students in 1st-4th grade were also recognized for their AR accomplishments.
- Summer Enrichment began Monday, June 6th. We have 137 students enrolled. Summer Enrichment will continue through June 23rd.
- **Multicultural reports indicate compliance with 100% of staff under Rule 16.004.11.** A binder of specific classroom activities is in the elementary office, and attached are two specific examples.
- **Data Retreat/School Improvement:** These committees will meet June 15th to analyze the data from MAPS, NSCAS, DIBELS, math vocabulary, etc.
- Congrats to Michelle Irvine (our new FCS teacher) who won the FCSTN Teacher of the Year for teachers 1-5 years this year at the NCE conference!
- Mr. Jorgensen has acquired a donation of steel pipe that is over \$500 for our students for welding. He has also lined up donations from a steel fabrication company in Lincoln as well.
- Staff have begun to move into their different rooms in the high school. Enrichment has begun with incoming 6th grade students and they seem very excited to be here.
- Summer weight lifting has begun.
- A kicking camp will be offered to PHS students. Chase Contreras from UNL will instruct a small group of athletes on the art of kicking.



## Instruction

### Multicultural Education

District OR-1 Public Schools incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes, but is not limited to, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races.

### Statement of Philosophy and Mission

The philosophy of the multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races.

The mission of the multicultural education program is to prepare students to: (a) value and respect their own culture and race and cultures and races other than their own and (b) eliminate stereotypes and different treatment of others based on culture and race. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

### Implementation of Multicultural Education

The philosophy and mission of the multicultural education program is to be implemented as follows:

1. Multicultural education shall be included in goals established for educational programs.
2. Multicultural education shall be included in the district curriculum guides, frameworks, or standards.
3. The process for selecting appropriate instructional materials shall include assuring that the instructional materials at all grade levels include studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races.
4. Staff development shall be provided on the District's multicultural education policy. The staff development shall include professional development for administrators, teachers, and support staff which is congruent with the District and program goals.
5. Periodic assessment of the multicultural education program shall be conducted by the Superintendent. Teachers and other staff upon request shall have the

responsibility to provide the administration with reports on: (a) the instructional materials used and programs or methods implemented with their students which are supportive of the multicultural education program philosophy and mission, (b) programs or materials to be implemented in the future or which teachers or other staff feel should be implemented to further advance such philosophy and mission, and (c) with their professional assessment on the successes of or deficiencies in achieving the multicultural education program philosophy and mission. The Superintendent shall provide an annual status report on the assessment to the Board of Education.

Legal Reference: Neb. Rev. Stat. §§ 79-719 to 79-723  
Nebraska State Board of Education Rule 10

Date of Adoption: February 13, 2017  
Date of Review: November 8, 2021

**District OR-1**  
**Strategic Plan Prioritization Summary Draft:**  
**For Board Meeting Discussion: June 13.2022**

**1) Guiding Principle I: Culture and Connectedness:**

*Creating opportunities for students and staff to establish and maintain a district culture that emphasizes the importance of respect, acceptance, social-emotional, mental health well-being, and school pride is vital to the success of students and staff of District OR-1.*

- **Strategy 1.4: Foster a positive working partnership with parent/guardians and community members to improve and sustain effective and purposeful communications to establish a positive culture for the benefits of student success.**
- **Strategy 1.1: Implement a plan that enables all students and staff to connect through a culture that embraces accountability, inspires excellence, and promotes learning.**
- Strategy 1.3: Create a district culture that builds unity, between the Bennet and Palmyra communities, and ownership of our shared vision of “community ownership and responsibility.”
- Strategy 1.2: Establish a common school climate assessment and other opportunities to improve school culture and climate.

**Possible Action Steps:**

1. *Create a committee of internal and external stakeholders to identify opportunities that exist in the community and communicate with the business leaders regarding possible opportunities for students.*
2. *Encourage and sustain open dialogue with staff to address any obstacles as they arise.*
3. *Incorporate Positive Behavior Interventions and Supports districtwide.*
4. *Study and adopt a school climate assessment program for District OR-1.*

**2) Guiding Principle III: Student Learning Opportunities**

*Comprehensive and diverse learning experiences are critical to student growth. By offering diverse experiences (i.e., AP, HAL, STEM, CTE, non-athletic choices, etc.) students will be able to achieve greater successes. Furthermore, enhancing expanded learning opportunities will help foster students’ problem- solving abilities to prepare for their future successes.*

*Relevant curriculum and effective instructional methods are critical to student learning and support District OR-1 goals and objectives that focuses on achievement and provides for the needs of all students. Through vertical and horizontal alignment of consistent curriculum standards and expectations, the district promotes effective transitions for students at each grade and level throughout the PK-12 system.*

- **Strategy 3.1: Set high expectations to ensure the integrity, quality and rigor of the curriculum provide diverse learning opportunities for the students at District OR-1.**
- Strategy 3.4: Challenge and engage students in learning experiences that enables personal growth and learning success.

- Strategy 3.3: Build district resource capacities that include the community, students, families, college/universities, and industries working together for college credit and readiness, academic growth, and overall diversity of curricular offerings.
- Strategy 3.2: Create improvements and increased student achievement opportunities for High-Ability Learners (HAL).

**Possible Action Steps:**

1. *Research, identify, and adopt a common curriculum in all subject areas to support consistent instruction and improved student academic learning.*
2. *Integrate career, college, and technical learning experiences throughout the district. Provide mentorships, internships, and job shadowing opportunities to support career-college readiness.*
3. *Collaborate with community partners and post-secondary institutions to explore opportunities for partnering to increase curricular offerings for students.*
4. *Provide technology resources and curriculum that support digital learning.*

**3) Guiding Principle II: Facilities**

We aspire and are committed to providing well-maintained and safe buildings and grounds to support an environment in which students can learn and staff can perform effectively.

To ensure that we continue to meet this priority, purposeful budget, planning, and management will sustain financial stability while continuing to improve our district. We will consider the future growth in our district, the current buildings, and the expansion of new facilities as we meet this priority.

- **Strategy 2.1: Creation of a comprehensive facilities plan to address both short term and long-term goals including, but not limited to, new construction, renovation, and maintenance of facilities, and acquiring property to meet the future needs of the district.**
- Strategy 2.3: Plan effectively to address current needs, anticipate future needs, identify clear priorities, and prudently allocate resources to support those priorities.
- Strategy 2.2: Maintain best practices of our current spaces while designing safe, secure, and flexible educational/learning facilities.

**Possible Action Steps:**

1. *Plan effectively to address current needs, anticipate future needs, identify clear priorities, and prudently allocate resources to support those priorities.*
2. *Develop a short-term and long-term facility plan to support needs and enable the district to plan in a purposeful and efficient manner. Consider existing priorities identified in the strategic plan needs analysis, including but not limited to:*
  - *Capacity to Support Enrollment*
  - *Functionality of Learning Spaces*
  - *Building Maintenance*
  - *Future School Buildings*
  - *Olson Complex*
  - *Transportation*
  - *Playground Equipment*

#### **4) Guiding Principle IV: Personnel Effectiveness and Staffing**

*Fundamental to the success of District OR-1 is the ability of the district to recruit, develop, and retain high-quality educators. Investing in their skills, knowledge, and personal expertise will advance the content and instruction districtwide.*

*Providing purposeful and meaningful professional development for all staff builds collaboration and ensures a cohesive and growing school community.*

- Strategy 4.1: Identify and implement a plan for administration and staff members to work cooperatively, to build trust, and the capacity to establish relationships to sustain long-term improvements while working together to improve student achievement.
- **Strategy 4.3: Provide meaningful professional development and training for staff to improve student learning and teacher success.**
- **Strategy 4.5: Utilize an employee on-boarding and mentoring program to train, equip, and prepare highly qualified new staff for success and retention.**
- Strategy 4.2: Recruit, develop, retain, and recognize an exceptional, highly motivated, and diverse staff to optimize student engagement and learning.
- **Strategy 4.4: Utilize a teacher evaluation system to provide timely and authentic feedback to reinforce growth and identify opportunities to refine professional skills and knowledge.**

#### **Possible Action Steps:**

1. *Utilize a teacher evaluation system aligned to the instructional framework to provide timely and authentic feedback to reinforce growth, identify opportunities to refine professional skills and knowledge, and create pathways for leadership succession.*
2. *Develop the capacity of staff to effectively utilize purposeful data to guide instruction, revise school strategies and interventions, assess program effectiveness, and prioritize learning needs.*
3. *Provide SPED/504 training, resources, and support to ensure all students are receiving appropriate, high-quality accommodations.*
4. *Develop an employee and mentoring program for a three-year process.*
  - a. *Year-one will focus on developing skills, knowledge, and an understanding of teacher performance;*
  - b. *Year-two will focus on growth of the teacher's instructional knowledge and classroom management; and*
  - c. *Year-three will provide purposeful focus and engagement with the building administrator to ensure the teacher is meeting the teacher performance standards of OR-1 prior to granting tenure.*

#### **5) Guiding Principle V: Board Governance:**

As the board, we will commit resources to support the long-term goals of the school district. Through evaluation, accountability, and policy, we leverage the capacity to ensure the success of our goals. Our collective voice will be represented at the state level by developing a board advocacy committee to tell our district's story.

- **Strategy 5.2: Establish effective communication with stakeholders through actively engaging parents, students, staff, and community members with the intent to promote the district's image, build positive working relationships and sustain long-term partnerships that will serve education.**
- Strategy 5.3: Advocate for children, public education, learning, and equity to support improved student achievement for all students.
- Strategy 5.5: Continuously monitor the progress of district goals utilizing data to support growth and promote shared accountability for maximizing student achievement.
- Strategy 5.4: Participate in continuous and appropriate training and professional development to build shared knowledge and values.
- Strategy 5.1: Annually review the district's vision and mission statements, and progress/updates of the strategic plan to support the mission.

**Possible Action Steps:**

- Develop more effective communication methods with community stakeholders
- Enhance use of communication platforms (social media)
- Be active in the community
- Continue to focus on the needs of students and families.

**Summary Statement:**

*To ensure the success and implementation of the OR-1 Strategic Plan, district leadership will:*

- Assign staff to manage and oversee action steps and strategies
- Monitor and assess the implementation, making necessary and appropriate adjustments as needed
- Collect evidence to illustrate the progress/success of the implementation of the strategies
- Commit resources needed to ensure the progress and success of the plan
- Align the plan to the board's annual calendar and monthly meeting agenda to measure progress and success of the plan
- Communicate progress of the plan to internal and external stakeholders annually

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.

<b>Legal Reference:</b>	Sections 79-570; 79-571; Sec. 84-1411 (3) and (6); Sec. 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.

<b>Legal Reference:</b>	Sec. 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.

<b>Legal Reference:</b>	Sec. 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.

<b>Legal Reference:</b>	Sec. 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.

Any member of the public desiring to address the body shall be required to identify himself or herself, including an address and the name of any organization represented by such person, unless the address requirement is waived to protect the security of the individual. 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: Neb. Rev. Stat. 84-1412

Date of Adoption: June 13, 2022

Business OperationsInternal Controls

The District will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Generally: If the District receives federal awards, grants, or other funds, the District will:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the District manages the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. The District will endeavor to develop and maintain these internal controls consistent with the “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);
- (b) Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award;
- (c) Evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of federal award;
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency, or pass-through entity, designates as “sensitive” or the District considers sensitive, consistent with applicable federal, state, and local laws regarding privacy and responsibility over confidentiality.

Legal Reference: 2 C.F.R. § 200.303.

Management requirements: The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

- 1) Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two (2) years;
- 3) Implement a Control System procedure;

- 4) Continue to develop and implement adequate maintenance procedures for the equipment;
- 5) Continue to develop and implement sales procedures for the equipment; and
- 6) Continue to develop and implement disposition procedure for the equipment.

Legal Reference: 2 C.F.R. §§ 200.313 & 200.33.

Procurement: The District will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the requirement standards imposed by law, including:

- 1) A procedure for micro-purchases (Under \$10,000);
- 2) A procedure for small purchases (between \$10,000 to \$250,000);
- 3) A procedure for sealed bids;
- 4) A procedure for competitive proposals; and
- 5) A procedure for noncompetitive bids.

Legal Reference: 2 C.F.R. §§ 200.317 through 200.326.

Cross-Reference: Policies 3130 & 3131.

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient.

For all other records, the District will retain such records for the length of time as required by law.

Legal Reference: 2 C.F.R. § 200.333.

Suspension and Debarment: The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will verify that a vendor has not been debarred, suspended or otherwise excluded, and the District will maintain a copy of said verification.

Legal Reference: 2 C.F.R. § 200.213.

Financial Management: The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The financial management system will provide for the following:

- 1) Identifying all of the federal awards received and expended and the federal programs under which they were received;

- 2) Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
- 3) Identifying adequately the source and application of funds for federally-funded activities;
- 4) Ensuring effective controls over and accountability for all funds, property, and other assets;
- 5) Comparing actual expenditures with budget amounts for each federal award;
- 6) Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and
- 7) Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Legal Reference: 2 C.F.R. § 200.302.

Program Income: The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct and otherwise handle income from federal programs.

Legal Reference: 2 C.F.R. § 200.307.

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

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

Legal Reference: 2 C.F.R. § 200.306.

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

- 1) Is reasonable for the services rendered; and
- 2) Conforms to the established written expectations of the District, as applied consistently to both Federal and non-Federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

- 1) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- 2) Be incorporated into the official records of the District;
- 3) Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
- 4) Encompass both federally-assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written procedures;
- 5) Comply with the established accounting policies and practices of the District; and
- 6) Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two (2) or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Budget estimates will generally not be used to support charges to Federal awards but may be used for interim accounting purposes.

Legal Reference: 2 C.F.R. §§ 200.430 & 200.431.

Federal Funds for Construction Projects: For all federal awards, the District will comply with all applicable legal requirements, including the Davis-Bacon Act.

Legal Reference: 34 C.F.R. § 75.600, et seq.

Capitalization and Depreciation: The District will follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E, when charging these specific expenditures to a federal grant. When applicable, District staff will check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, federal, state, or program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those requirements. The following rules of allowability apply to equipment and other capital expenditures:

- A. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.
- B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the federal awarding agency or pass-through entity.
- C. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the federal awarding agency or pass-through entity.

D. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR § 200.436 and 2 CFR § 200.465.

E. When approved as a direct cost by the federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.

F. If the District is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

G. Any depreciation will be computed, charged, and recorded in a manner consistent with federal regulations and any requirements of the federal awarding agency.

Legal Reference: 2 C.F.R. §§200.436 & 200.439.

Maintaining Records: Financial records, supporting documents, statistical records, and all other District records pertinent to a federal award must be retained for the minimum period time as required by federal law or the terms of the federal awarding agency, whichever is longer in time.

Legal Reference: 2 C.F.R. § 200.334.

Conflict of Interest: Notwithstanding any other Board Policies or Procedures, the District shall ensure that it avoids any conflicts of interest regarding any federal awards. The District will disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policy.

Legal Reference: 2 C.F.R. § 200.112.

Unexpected or Extraordinary Circumstances: For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

Legal Reference: 2 C.F.R. § 200, et seq.

Date of Review: June 13, 2022

Date of Adoption: July 11, 2022

Business Operations

Procedures—Bidding Construction Projects

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is in excess of one hundred nine thousand dollars (\$109,000), or such sum as adjusted pursuant to Section 73-106. The bidding procedures shall comply with the requirements of state law and shall include the following:

1.     Notice to Bidders:     The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.
  
2.     Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
  
3.     Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
  
4.     Contract Award: The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.
  
5.     Performance and Payment Bonds.     5.     Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of ten thousand dollars (\$10,000) or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond

shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.

6.    Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one hundred and eighteen thousand dollars (\$118,000), as adjusted from time to time by Section 81-3445 or other applicable law.
  
7.    Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Reference:      Neb. Rev. Stat. Sec. 52-118; Neb. Rev. Stat. Sec. 73-101 *et seq.*; Neb. Rev. Stat. Sec. 73-106; Neb. Rev. Stat. Sec. 81-3445

Date of Adoption:      April 10, 2017

Date of Review:        June 13, 2022

Personnel - All EmployeesDrug and Substance Use and Abuse

It is the policy of the District OR 1 Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will ensure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

**Section 1 Drug-Free Workplace**

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

1. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the work place or on duty time shall be a violation of the drug-free workplace.
2. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.
3. As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent or designee in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.
4. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.
5. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.
6. Employees shall be furnished with a paper or digital copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

**Section 2: Alcohol and Drug Testing**

The District will implement regulations and practices which will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Act, and all regulations and rules promulgated pursuant to such Acts. Employees in "safety-sensitive" positions, as defined by the Act and regulations promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix "1"). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

Legal Reference: 41 U.S.C. §§701 to 707  
49 U.S.C. §§5331(b) and 31306; 49 CFR Part 382

Date of Adoption: March 13, 2017  
Date of Review: June 13, 2022

**CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING:  
FEDERAL REGULATIONS, [NAME] PUBLIC SCHOOLS' COMPLIANCE POLICIES  
AND PROCEDURES, AND EDUCATIONAL MATERIALS**

The U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA) have issued regulations requiring that individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs) be tested for controlled substances and alcohol and not engage in controlled substances use or alcohol misuse. Information concerning those regulations, [Name] Public Schools policies and procedures, and educational materials relating to controlled substances use and alcohol misuse is set forth as follows:

**(A) The persons designated by [Name] Public Schools to answer employee questions about these materials are:**

Superintendent of Schools  
Secondary Principal

**(B) The categories of employees who are subject to the provisions of the federal controlled substances and alcohol use and testing regulations are:**

Individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs), including bus drivers and distribution and maintenance employees who are subject to driving commercial motor vehicles.

**(C) The term "safety-sensitive functions" means:**

- (1) All time waiting to be dispatched, unless the driver has been relieved from duty;
- (2) All time inspecting equipment or inspecting, servicing, or conditioning any commercial motor vehicle (i.e., a vehicle in excess of 26,000 pounds GVWR or designed to carry 16 or more passengers, including the driver) at any time;
- (3) All driving time (i.e., time spent at the controls of a commercial motor vehicle in operation);
- (4) All time, other than driving time, in or upon any commercial motor vehicle;
- (5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- (6) All time spent performing the driver requirements of 49 CFR §§392.40 and 392.41 relating to accidents;
- (7) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

**(D) Employee conduct that is prohibited by the federal controlled substances and alcohol use and testing regulations includes:**

1. **Alcohol concentration.**

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

2. **Alcohol possession.**  
No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.
3. **On-duty use.**  
No driver shall use alcohol while performing safety-sensitive functions.
4. **Pre-duty use.**  
No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. **Use following an accident.**  
No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. **Refusal to submit to a required alcohol or controlled substances test.**  
No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, or a follow-up alcohol or controlled substances test.
7. **Controlled substances use.**  
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
0. **Controlled substances test.**  
No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

**(E) The circumstances under which an employee will be tested for alcohol and/or controlled substances pursuant to the federal regulations include:**

1. **Pre-employment testing.**  
Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.
2. **Post-accident testing.**
  - (a) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:
    - (1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or

(2) Who receives a citation under State or local law for a moving traffic violation arising from the accident shall undergo a test for alcohol and controlled substances.

(b) (1) *Alcohol tests.* Shall be administered within two hours following the accident unless such cannot reasonably be done, and not more than eight hours following the accident.

(2) *Controlled substance tests.* Shall be administered within 32 hours following the accident.

(c) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.

### 3. **Random testing.**

(a) Drivers shall be subject to random testing. The minimum annual percentage rate for random alcohol testing should be 25 percent of the average number of driver positions, or such minimum annual percentage rate as established from time to time by the FHWA. The minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions.

(b) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.

(c) The random alcohol and controlled substances tests shall be unannounced and the dates for administering random alcohol and controlled substances tests shall be spread reasonably throughout the calendar year.

(d) Each driver who is notified of selection for random alcohol and/or controlled substances testing shall proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and proceed to the testing site as soon as possible.

### 4. **Reasonable suspicion testing.**

(a) A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).

(b) Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:

(i) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or

(ii) Twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol.

5. **Return-to-duty testing.**

(a) Alcohol. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning alcohol and has not been terminated, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

(b) Controlled Substances. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning controlled substances, and has not been terminated, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

6. **Follow-up testing.**

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the driver shall, if still employed, be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional in accordance with the provisions of federal regulations.

Random, reasonable suspicion, and follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

**(F) The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee include:**

The procedures outlined in 49 CFR 40, concerning procedures for Transportation Workplace Drug and Alcohol Testing Program, will be followed. This includes use of a "split sample" approach for drug testing and chain of custody procedures including documentation of screening aliquots.

**(G) An employee is required to submit to alcohol and controlled substances tests administered pursuant to the federal regulations.**

**(H) A "refusal to submit" to an alcohol or controlled substance test includes:**

*Refuse to submit* (to an alcohol or controlled substances test) means that a driver (1) Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the testing process. A failure to remain readily available for post-accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

**The consequences for refusing to submit to an alcohol or controlled substances test are as follows:** A driver who has refused to submit to a required alcohol or controlled substance

test is subject to the same consequences as a driver who has tested positive on an alcohol (concentration of 0.04 or greater) or controlled substances test.

**(I) The consequences under the federal regulations for employees who have violated the federal regulations relating to controlled substances and alcohol use and testing include:**

The driver shall be removed from and not permitted to perform safety-sensitive functions. The driver shall be referred for evaluation by a substance abuse professional for a determination of what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances abuse.

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by the federal regulations, the driver shall, if still employed, undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance.

In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, if still employed,

- (i) Shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed, and
- (ii) Shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the employer following the driver's return to duty.

The driver may also be subject to the penalty provisions of 49 U.S.C. § 521(b).

**(J) The consequences under the federal regulations for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04 include:** Removal from safety-sensitive functions for a period of not less than 24 hours following administration of the test.

**(K) Information to assist employees in avoiding alcohol misuse and controlled substances use, signs and symptoms of an alcohol or a controlled substances problem, and available methods of intervening when such a problem is suspected:** Information will be made available by the counselor to employees upon request.

Date of Adoption: March 13, 2017

Date of Review: June 13, 2022

## Special Education Policies

District OR 1 Public Schools adopts this special education policy with the intent that the policy maintains the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

### 1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District, including children with disabilities who have been suspended or expelled, from date of verification through the school year in which the child is no longer eligible or the student reaches twenty-one (21) years of age, whichever occurs earlier. An Individualized Education Plan ("IEP") will be created for each such child that will enable the student to make progress appropriate in light of the student's unique circumstances.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

### 2. Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

### 3. Child Find

All children from birth to age twenty-one (21) with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated. A practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services. The District will implement multiple methods to provide parents, guardians, and community members with information regarding how to refer a child for an evaluation and the identification process and will publish an annual notice of any significant activity that is designed to identify, locate, or evaluate children to publicly notify parents, guardians, or appointed surrogates. The District's child find process will be consistent with Federal and Nebraska regulations.

Legal Reference: 92 NAC 51-006.01 through 006.01A2

#### **4. Pre-Referral Interventions**

For a school age student, a general education student assistance team (SAT) or a comparable problem solving team shall be used prior to referral for multidisciplinary team evaluation. The SAT or comparable problem solving team shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem solving team, meeting the requirements of 92 NAC 51-006.01B and a listing of the members of the SAT or comparable problem solving team.

Legal Reference: 92 NAC 51-006.01B

#### **5. Disability Verification and Eligibility**

Eligibility for services will be determined by a multidisciplinary team based on the results of a comprehensive evaluation. The multidisciplinary team will identify whether a child is eligible for special education services based on the disability categories identified by Nebraska and Federal regulations. The multidisciplinary team will rule out the determinant factor is due to a lack of appropriate instruction in reading or math or due to lack of English proficiency. The team will prepare a written report documenting all evaluation findings in accordance with Federal and Nebraska requirements that will be provided to the parent, guardian, or appointed surrogate. When a child is not eligible for services, the multidisciplinary team will determine if general education interventions or strategies are needed.

Legal Reference: 92 NAC 51-006.03; 92 NAC 51-006.04B through 006.04N;

#### **6. Individualized Education Program (IEP)**

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007 by teams that will include all roles identified within Federal and Nebraska rules. Any draft of an IEP that is developed will not be considered final until it is reviewed and revised based on the team, including the parent, guardian, or appointed surrogate, input, and consensus. The district will make reasonable efforts to obtain informed consent from the parent, guardian, or appointed surrogate for special education placement on the IEP form before services are initiated. Revocation of consent for services must be documented by the parent, guardian, or appointed surrogate in writing.

Legal Reference: 92 NAC 51-007

#### **7. Least Restrictive Environment**

**To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled. Placement for a student with a disability will be based upon a completed IEP developed by a group of persons, including the parent, guardian, or appointed surrogate, knowledgeable about the child, the meaning of the evaluation data, and the placement options. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of**

**supplementary aids and services cannot be achieved satisfactorily (the “Least Restrictive Environment Rules”). The District will ensure that a continuum of alternative placements is available to meet the needs of children with disabilities, particularly those in disproportionate groups, for special education and related services.**

**Legal Reference: 92 NAC 51-008.01 through 008.011**

### **8. Procedural Safeguards**

Children with disabilities and their parents, guardians, or appointed surrogates shall be afforded the required procedural safeguards. Parents, guardians, and appointed surrogates will be given a copy of their procedural safeguards annually or upon initial referral or parental (parent, guardian, or appointed surrogate) request for evaluation; upon request by a parent, guardian, or appointed surrogate; upon receipt by the school district or approved cooperative of the first occurrence of the filing of a complaint under 92 NAC 51-009.11 and the first occurrence of filing a special education due process case under 92 NAC 55; and in accordance with the discipline procedures in 92 NAC 51-016.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07

### **9. Evaluation and Identification Procedures**

School personnel may remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for no more than ten (10) consecutive school days and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement. If a student with a disability violates a code of student conduct, the school district will ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining whether a change in placement, as defined in Federal and Nebraska rules, is appropriate for the student. Change of placement decisions related to disciplinary removals will be consistent with Federal and Nebraska regulations. For disciplinary changes in placement that would exceed ten (10) consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child’s disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures that would be applied to children without disabilities.

Legal Reference: 92 NAC 51-016

### **10. Confidentiality of Personally Identifiable Information**

Children with disabilities shall be evaluated, identified, and reevaluated by a team of multidisciplinary qualified professionals in accordance with 92 NAC 51-006. The MDT of a child suspected of having a specific learning disability shall include the additional requirements in accordance with 92 NAC 51-006.04K. The District will make reasonable efforts to obtain written permission for evaluation in accordance with Federal and Nebraska rules. Revocation for consent for evaluation must be documented by the parent, guardian, or appointed surrogate in writing.

The documented results of the evaluation will be provided to parent, guardian, or appointed surrogate and included in student files. All evaluation components will be at district expense.

The District will utilize a variety of assessment instruments to ensure district teams have access to appropriate measures to complete evaluations. The district will follow any publisher guidelines for assessments and will not use outdated or culturally inappropriate tools.

The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. The parent, guardian, or appointed surrogate will be given written notice of the District's decision to either move forward with the Independent Educational Evaluation or to initiate a hearing to determine the appropriateness of the evaluation. If the District agrees to move forward with the evaluation, locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent, guardian, or appointed surrogate from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent, guardian, or appointed surrogate with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

#### **11. Confidentiality of Personally Identifiable Information**

A system of safeguards will be implemented to protect the confidentiality of student records and information in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

#### **12. Transition of Children from Part C to Preschool Programs**

Children participating in early intervention programs under Part C of the IDEA (early intervention services) will be appropriately evaluated, identified, and have services under Part B of the IDEA by age 3 in a manner consistent with 92 NAC 52-008. Children receiving early intervention services under Part C of the IDEA may continue to receive Part C services, upon parental consent, until the August 31st following the child's third birthday. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

#### **13. Children in Nonpublic Schools**

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents, guardians, or appointed surrogates in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

#### **14. Personnel Standards and Personnel Development**

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

**15. Participation in and Reporting of State and District Wide Assessments**

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

**16. Suspension and Expulsion Rates**

The District will examine data, including data disaggregated by race/ethnicity, gender, LEP status, and disability category, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

**17. Access to Instructional Materials**

As part of any print instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of print instructional materials, the District will enter into a written contract with the publisher of the print instructional materials to:

1. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard, or
2. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

**18. Over-Identification and Disproportionality**

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child. All District special education provisions will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.02C

**19. Prohibition on Mandatory Medication**

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

**20. Transportation**

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law to access academic, related services, and nonacademic services and activities as determined by the child's IEP. Except when a parent is transporting only his or her child, the District shall require that the driver and vehicle meet the standards required by 92 NAC 91 and 92.

Legal Reference: 92 NAC 51-014.01 through 014.02

**21. Surrogates**

A surrogate will be appointed, and other action taken to ensure the rights of children with a disability as required by law. The surrogate may represent the child in all matters related to the identification, evaluation, and educational placement of a child and the provision of a free appropriate public education to the child.

Legal Reference: 92 NAC 51-009.10

**22. Early Intervention Services – Consent**

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

Legal Reference: 34 CFR Parts 300, 303 and 304  
Neb. Rev. Stat. § 79-1110 to 79-1167  
92 NAC 51

Date of Adoption: February 13, 2017

Date of Review: November 8, 2021

Date Revised: June 13, 2022

Internal Board Policies - Methods of Operation

Agenda 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 on the District's website and 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. Sec. 84-1411

Date of Adoption: January 17, 2017

Reviewed: February 8, 2021

Revised: June 13, 2022

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 on the District's website and 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 shall also be available on the District's website for at least six (6) months.

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  
Date of Review: February.8.2021  
Date Revised: June 13, 2022

InstructionParental/Community Involvement in Schools

Otoe County School District 66-0501, a/k/a District OR-1 Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Measure of Academic Progress (MAP) test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.
7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. §§ 79-530 to 79-533  
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g  
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

Date of Adoption: February 13, 2017                      Date of Review: July 13, 2020

Date of Review: November 8, 2021

Date of Review June 13.2022

Date of Public Hearing: July 11.2022

**Appendix "1" to 2022-2023 Student Fees Policy of  
District OR-1 Public Schools**

**Additional Specification of Required Materials and Fees<sup>1</sup>**

<b>Elementary Program (Pre-school – 5<sup>th</sup> grade)</b>	<b>General Description of Fee or Material</b>	<b>Amount of Fee (Anticipated or Maximum)<sup>2</sup> or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	
Technology Insurance	ChromeBooks	\$35.00 Student Electronic Device Coverage in the event of loss or damages to the device.
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field trips	Field trips may cost up to \$5.00 per student based on the grade specific field trip and location. Meals on field trips will be at the expense of the student per current school meal prices. School lunches will be provided as needed for free-reduced lunch eligible students.

<sup>1</sup> This listing is a part of the current Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

<sup>2</sup> Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the current school year.

Summer Enrichment	Classes offered during the Summer during the month of June	\$75 per class.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$40.00.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Fifteen cents (.15) per page when charges apply.
School Meals		Breakfast (Grades K-5)--\$2.10 Lunch (Grades K-5)--\$2.75 Milk (Grades K-5)--\$ .35 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Before/After School Recreation per hour		\$3.25 per hour
Preschool per month		\$150.00 per month Due on the 1st of every month.

<b>Secondary Program Grades 6-12</b>	<b>General Description of Fee or Material</b>	<b>Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes. Students pay a cost that is beyond the standard project provided by the school.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e., Family & Consumer Science, Industrial Technology	Project Cost	Students pay a cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Fifteen cents (.15) per page when charges apply.

School Meals		<p>Breakfast (Grades 6-12)--\$2.35  Lunch (Grades 6-12)--\$2.85  Milk (Grades 6-12)--\$.35</p> <p>Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.</p>
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None—Any postsecondary education costs are to be paid directly by students to the college.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$35
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Drivers education class is now offered through a private company. Signup information is distributed during the school year.
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.
Technology Insurance	ChromeBooks	\$35.00 Student Electronic Device Coverage in the event of loss or damages to the device.

<b>Extracurricular and other programs</b>	<b>General Description of Fee or Material</b>	<b>Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>	
<b>Athletic Programs</b>			
1. Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for \$30.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.	
2. Athletic Physicals	NSAA required athletic Physicals	Cost varies; payable directly to the student's physician or clinic.	
3. Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional costs
		Football	Mouthpiece
		Golf	Golf bag & clubs
		Speech	Dress attire; copies of research
		Track	No additional costs
		Volleyball	Volleyball knee pads
		Wrestling	Wrestling headgear
		Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories

4. Travel meals	Meals	Students are responsible for their own meals while traveling.
5. Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.
6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
7. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues are required. Annual dues not to exceed \$25.00 per club.
8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00. For High School Band Students a \$10.00 uniform cleaning fee is requested. For Junior High Band Students, a \$10.00 uniform cleaning fee is requested. For High School Vocal students a \$10.00 choir robe cleaning fee is requested.
Vocal Music Group	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$130.00
<b>Clubs/Organizations</b>		
Future Farmers (FFA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Career/Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Currently no dues are required. Annual dues not to exceed \$50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed \$150.00.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals and activities	Currently no dues are required. Annual dues not to exceed \$50.00 per club.

Dance Team	Uniforms	Uniforms range up to \$250.00. Camp attendance is optional.
Cheerleading	Uniforms	Uniforms range up to \$600.00. Camp attendance is optional.
<b>Social &amp; Recognition Activities</b>		
1. School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	Up to \$10.00 per event
3. Class dues		Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$75.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in the school yearbook.	Students purchase packets as desired and pay directly to the photo company.

<p>5. Senior recognition assessment</p>	<p>Optional graduation Activities</p>	<p>Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.</p>
<p>6. Trips</p>	<p>Transportation, lodging, meals, admission to events, etc.</p>	<p>For the extracurricular and options trip - Seniors' Day Out to Lincoln and Omaha, students will be assessed a \$10.00 fee and will be responsible for meals. Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.</p>

Reviewed. 6.13.2022  
 Date of Approval:

StudentsStudent Fees Policy

The Board of Education of District OR-1 Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the **2022-2023** school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such

equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The

District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the 2022-2023 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten

services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

## CERTIFICATION

On the 11th day of July, 2022 the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the

student fee policy for the preceding school year. The foregoing student fee policy was adopted after such a public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

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Superintendent or Other Authorized School Official

Legal Reference: Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)  
Neb. Constitution, Article VII, section 1.  
Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)  
Neb. Rev. Stat. §79-2104 (student files or records)  
Neb. Rev. Stat. §79-715 (eye-protective devices)  
Neb. Rev. Stat. §79-737 (liability of students for damages to school books)  
Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)  
Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: March 13, 2017      Date of Revision: July 15, 2019

Date of Review: June 13, 2022

Date of Revision / Approval: July 11, 2022

**CERTIFICATE  
AS TO FILING RESOLUTION CALLING FOR SPECIAL BOND ELECTION**

The undersigned hereby certifies to the Election Commissioner of Lancaster County, Nebraska, that attached hereto is a true and correct copy of the Resolution of the Board of Education (the "Board") of Otoe County School District 0501 (Palmyra District OR-1) in the State of Nebraska (the "District") calling for a special election on a proposition for the issuance of bonds by the District. Such Resolution was adopted by the Board at its meeting duly held on **June 13, 2022**, was filed with the Election Commissioner of Lancaster County, Nebraska no later than 50 days prior to the date of such special election as set forth in the Resolution, and has not been subsequently rescinded or modified by the Board.

**EXECUTED AND DATED:** June 13, 2022.

**OTOE COUNTY SCHOOL DISTRICT 0501  
(PALMYRA DISTRICT OR-1) IN THE STATE  
OF NEBRASKA**

By: \_\_\_\_\_  
Title: Superintendent of Schools

**ACKNOWLEDGMENT OF ADVANCE RECEIPT OF  
NOTICE OF MEETING**

The undersigned Members of the Board of Education (the “Board”) of Otoe County School District 0501 (Palmyra District OR-1) in the State of Nebraska (the “District”) hereby acknowledge receipt of advance notice of a meeting of the Board, and the agenda for such meeting, held at **7:00 p.m. on Monday, June 13, 2022**, in the media center of the High School located at 425 F Street, Palmyra, Nebraska.

**DATED** June 13, 2022.

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Brandon Desh

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Jaimi Calfee

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Dean Busch

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Josh Penterman

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Lisa Wilen

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Clayton Maahs

June 13, 2022  
Palmyra, Nebraska

A meeting of the Board of Education (the “Board”) of Otoe County School District 0501 (more commonly referred to as Palmyra District OR-1) in the State of Nebraska (the “District”) was held at 7:00 p.m. on Monday, June 13, 2022, in the media center of the High School located at 425 F Street, Palmyra, Nebraska. Advance publicized notice of such meeting was given in strict accordance with the provisions of Article 14, Chapter 84, Reissue Revised Statutes of Nebraska, as amended (the “Open Meetings Act”), and set forth (a) the time, date and place of this meeting, (b) that this meeting would be open to the attendance of the public and (c) that an agenda of then known subjects to be taken up at the meeting kept continuously current could be obtained from the office of the Superintendent of Schools (the “Superintendent”). A copy of said advance publicized notice was ordered annexed to the minutes of this meeting as Attachment 1. Each Board Member was previously furnished with a copy of said advance publicized notice, the same having been transmitted to each Board Member simultaneously with its publicizing, and a copy of their acknowledgment of advance receipt of such notice is attached to these minutes as Attachment 2. Additionally, reasonable efforts were made to provide advance notification of the meeting to all news media requesting the same of the time, date and place of the meeting.

The President of the Board, \_\_\_\_\_, presided, and the Secretary of the Board, \_\_\_\_\_, recorded the proceedings. On roll call the following Board Members were present: \_\_\_\_\_

\_\_\_\_\_.

The following Board Members were absent: \_\_\_\_\_.

A quorum being present and the meeting duly commenced, the following proceedings were had and done.

The President stated that a complete copy of the Open Meetings Act was available at the meeting for public inspection and indicated the location of such copy. All proceedings hereafter shown were taken while the meeting was open to the attendance of the public.

\* \* \* \* \*

(Other Proceedings)

\* \* \* \* \*

The President then stated that it was necessary for the Board to give consideration to submitting to the voters of the District a proposition regarding the issuance by the District of its general obligation bonds. After discussion, Board Member \_\_\_\_\_ introduced and moved the adoption of a resolution titled as follows, a true and correct copy of which is attached hereto as Attachment 3:

**A RESOLUTION CALLING FOR A SPECIAL ELECTION TO BE HELD IN OTOE COUNTY SCHOOL DISTRICT 0501 (PALMYRA DISTRICT OR-1) IN THE STATE OF NEBRASKA REGARDING A PROPOSITION TO ISSUE GENERAL OBLIGATION BONDS OF THE DISTRICT AND APPROVING RELATED MATTERS**

The foregoing resolution having been read in its entirety, Board Member \_\_\_\_\_ seconded the motion for its passage and adoption. After consideration, the roll was called and the following Board Members voted in favor of the passage and adoption of said Resolution:

\_\_\_\_\_  
\_\_\_\_\_.

The following Board Members voted against the same: \_\_\_\_\_. The following Board Members were absent or did not vote: \_\_\_\_\_. Said Resolution having been voted upon favorably by a majority of the Board, the President declared the Resolution duly passed and adopted.

\* \* \* \* \*

(Other Proceedings)

\* \* \* \* \*

Motion to adjourn.

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Secretary, Board of Education

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President, Board of Education

**ATTACHMENT 1**

**AFFIDAVIT OF PUBLICATION OF NOTICE OF MEETING**

**ATTACHMENT 2**

**ACKNOWLEDGMENT OF ADVANCE RECEIPT OF NOTICE OF MEETING**

**ATTACHMENT 3**  
**ELECTION RESOLUTION**

See Tab #3

**A RESOLUTION CALLING FOR A SPECIAL ELECTION TO BE HELD IN OTOE COUNTY SCHOOL DISTRICT 0501 (PALMYRA DISTRICT OR-1) IN THE STATE OF NEBRASKA REGARDING A PROPOSITION TO ISSUE GENERAL OBLIGATION BONDS OF THE DISTRICT AND APPROVING RELATED MATTERS**

**BE IT RESOLVED BY THE BOARD OF EDUCATION OF OTOE COUNTY SCHOOL DISTRICT 0501 (PALMYRA DISTRICT OR-1) IN THE STATE OF NEBRASKA AS FOLLOWS:**

**Section 1.** The Board of Education (the “**Board**”) of Otoe County School District 0501 (Palmyra District OR-1) in the State of Nebraska (the “**District**”) hereby makes the following findings and determinations:

(a) the District is fully organized and has been so organized for more than one year prior to the passage of this Resolution as a Class III school district under Sections 79-102 and 79-407, Reissue Revised Statutes of Nebraska, as amended; the District maintains both elementary and high school grades under the direction of a single board of education; and the District embraces territory having a population of less than 150,000 inhabitants; and

(b) it is necessary that the District expend funds to (i) construct additions to and renovations of the Bennet Elementary School building to include new classrooms, an expanded kitchen and commons area and a new school entry, and (ii) construct additions to and renovations of the Jr./Sr. High School building to include new classrooms, career and technical education space, administrative offices and a commons area, and (iii) acquire, install and/or construct the necessary furniture, equipment, apparatus and site improvements for such additions and buildings (collectively, the “**Project**”); and

(c) to provide funds for the cost of the Project, it is necessary for the District (i) to issue its general obligation bonds in one or more series and in the total principal amount not to exceed \$22,000,000, such bonds bearing interest at such rates, maturing on such dates, being sold at such prices and having such other terms and provisions, all as shall be determined by the Board, and (ii) to levy and collect annually a special levy of taxes against all the taxable property in the District sufficient in rate and amount to pay the principal of, the premium, if any, and the interest on said bonds as the same become due; and

(d) the District has not submitted a proposition for the issuance of bonds for such purposes to the electors of the District within six months preceding the date of the special election called by this Resolution.

**Section 2.** The Board hereby directs and calls for a special election to be held in the District on **Tuesday, August 9, 2022** (the “**Election**”), at which time there shall be submitted to the qualified electors of the District the following proposition:

“Shall Otoe County School District 0501 (Palmyra District OR-1) in the State of Nebraska issue its bonds in a total principal amount not to exceed Twenty-Two Million Dollars (\$22,000,000) to provide funds to (i) construct additions to and renovations of the Bennet Elementary School building to include new classrooms, an expanded kitchen and commons area and a new school entry, and (ii) construct additions to and renovations of the Jr./Sr. High School building to include new classrooms, career and technical education space, administrative offices and a commons area, and (iii) acquire, install and/or construct the necessary furniture, equipment, apparatus and site improvements for such additions and buildings; said bonds to be issued from time to time, to be sold at such prices, to bear interest at such rates, to become due at such times, and to have such

other terms and provisions, all as may be fixed and determined by the Board of Education of the District; and

“Shall the District cause to be levied and collected annually a special levy of taxes against all the taxable property in the District sufficient in rate and amount to pay the principal of, the premium, if any, and the interest on said bonds as the same become due?”

FOR said bonds and tax

AGAINST said bonds and tax

The ballots to be voted upon and cast at the Election shall have printed thereon the foregoing proposition, followed by the words: “FOR said bonds and tax” and “AGAINST said bonds and tax” following said proposition. Qualified electors voting in favor of said proposition shall blacken the oval opposite the words “FOR said bonds and tax” following said proposition, and qualified electors voting against said proposition shall blacken the oval opposite the words “AGAINST said bonds and tax” following said proposition.

**Section 3.** The Secretary of the Board or the Superintendent of Schools (the “**Superintendent**”) shall certify a copy of this Resolution to the Election Commissioner of Lancaster County, Nebraska (the “**Election Commissioner**”), being the county containing the greatest number of electors in the District entitled to vote on the proposition described herein, no later than 50 days prior to the date of the Election.

**Section 4.** The Election shall be conducted by the Election Commissioner in accordance with Sections 10-701 et seq., Reissue Revised Statutes of Nebraska, as amended (the “**Bond Act**”), and Sections 32-101 et seq., Reissue Revised Statutes of Nebraska, as amended (the “**Election Act**”). At the discretion of the Election Commissioner, the Election may be conducted by mail in accordance with Sections 32-952 through 32-960 of the Election Act. Each of the Secretary of the Board and the Superintendent is authorized and directed, in conjunction with the Election Commissioner, to do all other things and take all other action appropriate or necessary in order to cause said proposition to be submitted to the qualified electors of the District as above provided. The District shall reimburse the Election Commissioner for the expenses of conducting the Election, if any.

**Section 5.** As required by Section 10-703.01 of the Bond Act, the Secretary of the Board or the Superintendent shall publish, or shall cause to be published, a notice of the Election in *The Voice News*, or such other legal newspaper of general circulation in the District, one time each week for four consecutive weeks, the first such publication occurring at least 20 days prior to the Election. Such notice of the Election shall be substantially in the form submitted to this meeting, with such changes as may be required by the Election Commissioner.

**Section 6.** The Secretary of the Board or the Superintendent shall furnish the final form of the ballot for the Election to the Election Commissioner no later than 42 days prior to the date of such Election (or such earlier date as may be requested by the Election Commissioner). The ballot shall be substantially in the form attached hereto as Exhibit B, with such changes as may be required by the Election Commissioner. The Secretary of the Board or the Superintendent shall publish, or shall cause to be published, the form of the sample ballot in *The Voice News*, or such other legal newspaper of general circulation in the District, one time not more than 10 days nor less than 3 days prior to the Election.

**Section 7.** The Secretary of the Board or the Superintendent shall timely certify to the Election Commissioner a list of all registered electors of the District in counties other than Lancaster County qualified to vote on said proposition, if any.

**Section 8.** This Resolution shall be in force and take effect from and after its passage as provided by law.

ADOPTED June 13, 2022.

**OTOE COUNTY SCHOOL DISTRICT 0501  
(PALMYRA DISTRICT OR-1) IN THE STATE OF  
NEBRASKA**

By: \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary, Board of Education

**EXHIBIT A**  
NOTICE OF ELECTION

**NOTICE OF SCHOOL BOND ELECTION**

**SCHOOL BOND ELECTION  
OTOE COUNTY SCHOOL DISTRICT 0501  
(PALMYRA DISTRICT OR-1)  
IN THE STATE OF NEBRASKA**

**TUESDAY, AUGUST 9, 2022**

Public notice is hereby given to the qualified electors of Otoe County School District 0501 (Palmyra District OR-1) in the State of Nebraska (the "District") that at a special election to be held in said District on Tuesday, August 9, 2022, there shall be submitted to the qualified electors of the District the following proposition:

"Shall Otoe County School District 0501 (Palmyra District OR-1) in the State of Nebraska issue its bonds in a total principal amount not to exceed Twenty-Two Million Dollars (\$22,000,000) to provide funds to (i) construct additions to and renovations of the Bennet Elementary School building to include new classrooms, an expanded kitchen and commons area and a new school entry, and (ii) construct additions to and renovations of the Jr./Sr. High School building to include new classrooms, career and technical education space, administrative offices and a commons area, and (iii) acquire, install and/or construct the necessary furniture, equipment, apparatus and site improvements for such additions and buildings; said bonds to be issued from time to time, to be sold at such prices, to bear interest at such rates, to become due at such times, and to have such other terms and provisions, all as may be fixed and determined by the Board of Education of the District; and

"Shall the District cause to be levied and collected annually a special levy of taxes against all the taxable property in the District sufficient in rate and amount to pay the principal of, the premium, if any, and the interest on said bonds as the same become due?"



FOR

said bonds and tax



AGAINST

said bonds and tax

Qualified electors voting in favor of said proposition shall blacken the oval opposite the words "FOR said bonds and tax" following said proposition, and qualified electors voting against said proposition shall blacken the oval opposite the words "AGAINST said bonds and tax" following said proposition.

**[POLLING PLACE ELECTION:]**

The polling places will be open continuously from 8:00 a.m. to 8:00 p.m. on the date of the election. The polling places for qualified electors of the District will be as follows:

<u>POLLING PLACE</u>	<u>ADDRESS</u>
_____	_____
_____	_____
_____	_____

The polling places are accessible to individuals with physical mobility limitations.

Qualified electors wishing to vote early, or by absentee ballot, as permitted by law, may do so in person or by requesting a ballot for early voting from the Election Commissioner of Lancaster County, Nebraska, at the Election Commissioner's office. For questions, procedures and/or deadlines regarding voter registration, early voting, absentee voting and in-person voting, please contact the Election Commissioner.]

## **ELECTION BY MAIL:**

### **By Mail Election**

This election will be an election by mail. Each registered voter residing within the District will receive a ballot by mail at his/her address as it appears on the voter registration register; and therefore no polling places will be open for voting. Ballots will be mailed by the Election Commissioner of Lancaster County on \_\_\_\_\_, 2022. Registered voters wishing to vote in the Special Election who will be absent from their residence between \_\_\_\_\_, 2022 and August 9, 2022 may contact the Lancaster County Election Commissioner's Office.

### **Voter Registration Deadlines**

1. \_\_\_\_\_, 2022 is the last day for mail-in registrations, registrar registrations, delivered registrations and agency registrations.
2. \_\_\_\_\_, 2022 at \_\_\_\_\_ p.m. is the last day for in-person voter registration in the office of the Election Commissioner of Lancaster County.

Any voter who changes information on a current registration or registers to vote after the ballots have been mailed but before the in-person registration deadline of \_\_\_\_\_, 2022 by \_\_\_\_\_ p.m., will be given a ballot at the time of registration or change.

### **Ballot Return Deadline**

Voted ballots that are sealed in the "Return Identification Envelope" may be returned by one of the following means:

1. U.S. Mail: Place \$[\_\_\_\_\_] postage on the envelope and mail the ballot to Election Commissioner of Lancaster County, 601 N. 46<sup>th</sup> St, Lincoln, Nebraska 68503-3720; or
2. Hand Delivery: Deliver the ballot to the Election Commissioner of Lancaster County in the Lancaster County Election Office, 601 N. 46<sup>th</sup> St. Lincoln, NE. 68503-3720 [or in the drop box outside the building].

**NOTE: All ballots must be in the possession of the Election Commissioner of Lancaster County no later than \_\_\_\_\_ p.m. on Election Day, August 9, 2022.]**

### **Lancaster County Election Commissioner Information**

Mailing Address and Location: Lancaster County Election Commissioner, 601 N. 46<sup>th</sup> St.

Phone: (402) 441-7311

E-Mail: [dshively@lancaster.ne.gov](mailto:dshively@lancaster.ne.gov)

Regular Office Hours: 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.

BY ORDER OF THE BOARD OF EDUCATION OF OTOE COUNTY SCHOOL DISTRICT  
0501 (PALMYRA DISTRICT OR-1) IN THE STATE OF NEBRASKA.

**PUBLISH - 4 Times (Week of July 11, 18 and 25, 2022 and August 1, 2022)**

**EXHIBIT B**  
SAMPLE BALLOT

**SAMPLE BALLOT**

**OFFICIAL BALLOT**

**SCHOOL BOND ELECTION  
OTOE COUNTY SCHOOL DISTRICT 0501  
(PALMYRA DISTRICT OR-1)  
IN THE STATE OF NEBRASKA**

**TUESDAY, AUGUST 9, 2022**

“Shall Otoe County School District 0501 (Palmyra District OR-1) in the State of Nebraska issue its bonds in a total principal amount not to exceed Twenty-Two Million Dollars (\$22,000,000) to provide funds to (i) construct additions to and renovations of the Bennet Elementary School building to include new classrooms, an expanded kitchen and commons area and a new school entry, and (ii) construct additions to and renovations of the Jr./Sr. High School building to include new classrooms, career and technical education space, administrative offices and a commons area, and (iii) acquire, install and/or construct the necessary furniture, equipment, apparatus and site improvements for such additions and buildings; said bonds to be issued from time to time, to be sold at such prices, to bear interest at such rates, to become due at such times, and to have such other terms and provisions, all as may be fixed and determined by the Board of Education of the District; and

“Shall the District cause to be levied and collected annually a special levy of taxes against all the taxable property in the District sufficient in rate and amount to pay the principal of, the premium, if any, and the interest on said bonds as the same become due?”



FOR

said bonds and tax



AGAINST

said bonds and tax

Qualified electors voting in favor of said proposition shall blacken the oval opposite the words “FOR said bonds and tax” following said proposition, and qualified electors voting against said proposition shall blacken the oval opposite the words “AGAINST said bonds and tax” following said proposition.

**PUBLISH: One time the week of August 1, 2022**

Business Operations

Procedures—Bidding Construction Projects

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is in excess of one hundred nine thousand dollars (\$109,000), or such sum as adjusted pursuant to Section 73-106. The bidding procedures shall comply with the requirements of state law and shall include the following:

1.     Notice to Bidders:     The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.
  
2.     Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
  
3.     Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
  
4.     Contract Award: The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.
  
5.     Performance and Payment Bonds.     5.     Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of ten thousand dollars (\$10,000) or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond

shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.

6.    Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one hundred and eighteen thousand dollars (\$118,000), as adjusted from time to time by Section 81-3445 or other applicable law.
  
7.    Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Reference:      Neb. Rev. Stat. Sec. 52-118; Neb. Rev. Stat. Sec. 73-101 *et seq.*; Neb. Rev. Stat. Sec. 73-106; Neb. Rev. Stat. Sec. 81-3445

Date of Adoption:      April 10, 2017

Date of Review:        June 13, 2022

Personnel - All EmployeesDrug and Substance Use and Abuse

It is the policy of the District OR 1 Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will ensure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

**Section 1 Drug-Free Workplace**

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

1. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the work place or on duty time shall be a violation of the drug-free workplace.
2. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.
3. As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent or designee in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.
4. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.
5. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.
6. Employees shall be furnished with a paper or digital copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

**Section 2: Alcohol and Drug Testing**

The District will implement regulations and practices which will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Act, and all regulations and rules promulgated pursuant to such Acts. Employees in "safety-sensitive" positions, as defined by the Act and regulations promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix "1"). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

Legal Reference: 41 U.S.C. §§701 to 707  
49 U.S.C. §§5331(b) and 31306; 49 CFR Part 382

Date of Adoption: March 13, 2017  
Date of Review: June 13, 2022

**CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING:  
FEDERAL REGULATIONS, [NAME] PUBLIC SCHOOLS' COMPLIANCE POLICIES  
AND PROCEDURES, AND EDUCATIONAL MATERIALS**

The U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA) have issued regulations requiring that individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs) be tested for controlled substances and alcohol and not engage in controlled substances use or alcohol misuse. Information concerning those regulations, [Name] Public Schools policies and procedures, and educational materials relating to controlled substances use and alcohol misuse is set forth as follows:

**(A) The persons designated by [Name] Public Schools to answer employee questions about these materials are:**

Superintendent of Schools  
Secondary Principal

**(B) The categories of employees who are subject to the provisions of the federal controlled substances and alcohol use and testing regulations are:**

Individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs), including bus drivers and distribution and maintenance employees who are subject to driving commercial motor vehicles.

**(C) The term "safety-sensitive functions" means:**

- (1) All time waiting to be dispatched, unless the driver has been relieved from duty;
- (2) All time inspecting equipment or inspecting, servicing, or conditioning any commercial motor vehicle (i.e., a vehicle in excess of 26,000 pounds GVWR or designed to carry 16 or more passengers, including the driver) at any time;
- (3) All driving time (i.e., time spent at the controls of a commercial motor vehicle in operation);
- (4) All time, other than driving time, in or upon any commercial motor vehicle;
- (5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- (6) All time spent performing the driver requirements of 49 CFR §§392.40 and 392.41 relating to accidents;
- (7) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

**(D) Employee conduct that is prohibited by the federal controlled substances and alcohol use and testing regulations includes:**

1. **Alcohol concentration.**

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

2. **Alcohol possession.**  
No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.
3. **On-duty use.**  
No driver shall use alcohol while performing safety-sensitive functions.
4. **Pre-duty use.**  
No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. **Use following an accident.**  
No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. **Refusal to submit to a required alcohol or controlled substances test.**  
No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, or a follow-up alcohol or controlled substances test.
7. **Controlled substances use.**  
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
0. **Controlled substances test.**  
No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

**(E) The circumstances under which an employee will be tested for alcohol and/or controlled substances pursuant to the federal regulations include:**

1. **Pre-employment testing.**  
Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.
2. **Post-accident testing.**
  - (a) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:
    - (1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or

(2) Who receives a citation under State or local law for a moving traffic violation arising from the accident shall undergo a test for alcohol and controlled substances.

(b) (1) *Alcohol tests.* Shall be administered within two hours following the accident unless such cannot reasonably be done, and not more than eight hours following the accident.

(2) *Controlled substance tests.* Shall be administered within 32 hours following the accident.

(c) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.

### 3. **Random testing.**

(a) Drivers shall be subject to random testing. The minimum annual percentage rate for random alcohol testing should be 25 percent of the average number of driver positions, or such minimum annual percentage rate as established from time to time by the FHWA. The minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions.

(b) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.

(c) The random alcohol and controlled substances tests shall be unannounced and the dates for administering random alcohol and controlled substances tests shall be spread reasonably throughout the calendar year.

(d) Each driver who is notified of selection for random alcohol and/or controlled substances testing shall proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and proceed to the testing site as soon as possible.

### 4. **Reasonable suspicion testing.**

(a) A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).

(b) Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:

(i) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or

(ii) Twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol.

5. **Return-to-duty testing.**

(a) **Alcohol.** If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning alcohol and has not been terminated, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

(b) **Controlled Substances.** If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning controlled substances, and has not been terminated, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

6. **Follow-up testing.**

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the driver shall, if still employed, be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional in accordance with the provisions of federal regulations.

Random, reasonable suspicion, and follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

**(F) The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee include:**

The procedures outlined in 49 CFR 40, concerning procedures for Transportation Workplace Drug and Alcohol Testing Program, will be followed. This includes use of a "split sample" approach for drug testing and chain of custody procedures including documentation of screening aliquots.

**(G) An employee is required to submit to alcohol and controlled substances tests administered pursuant to the federal regulations.**

**(H) A "refusal to submit" to an alcohol or controlled substance test includes:**

*Refuse to submit* (to an alcohol or controlled substances test) means that a driver (1) Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the testing process. A failure to remain readily available for post-accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

**The consequences for refusing to submit to an alcohol or controlled substances test are as follows:** A driver who has refused to submit to a required alcohol or controlled substance

test is subject to the same consequences as a driver who has tested positive on an alcohol (concentration of 0.04 or greater) or controlled substances test.

**(I) The consequences under the federal regulations for employees who have violated the federal regulations relating to controlled substances and alcohol use and testing include:**

The driver shall be removed from and not permitted to perform safety-sensitive functions. The driver shall be referred for evaluation by a substance abuse professional for a determination of what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances abuse.

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by the federal regulations, the driver shall, if still employed, undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance.

In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, if still employed,

- (i) Shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed, and
- (ii) Shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the employer following the driver's return to duty.

The driver may also be subject to the penalty provisions of 49 U.S.C. § 521(b).

**(J) The consequences under the federal regulations for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04 include:** Removal from safety-sensitive functions for a period of not less than 24 hours following administration of the test.

**(K) Information to assist employees in avoiding alcohol misuse and controlled substances use, signs and symptoms of an alcohol or a controlled substances problem, and available methods of intervening when such a problem is suspected:** Information will be made available by the counselor to employees upon request.

Date of Adoption: March 13, 2017

Date of Review: June 13, 2022

**Palmyra High School:  
Anti- Harassment and Anti-Bullying Policy:**

Information is taken from the various Student Handbooks:

It is the policy of Palmyra High School that “bullying” type behavior is not to be permitted. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in Article 10 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.). (i)

- **Step One:** The first time school personnel becomes aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school’s opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions, which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.
- **Step Two:** The second time school personnel become aware of a harassment incident, the student’s parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
- **Step Three:** If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.
- **Step Four:** If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students. Harassment and Bullying Program--Levels: Purpose: All students have the right to attend Palmyra High School free from verbal and physical harassment and bullying.

The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

- **Level I:** The guidelines for a Level I placement are listed below. a. The length of the assignment will be for a minimum of two weeks. b. The student will report to the office no later than 8:00 a.m. each morning. c. The student will eat on campus at an assigned table or area. d. The student will report to an assigned room at the end of the day, and

remain until dismissed. This will allow all other students to leave the school grounds in safety.

- **Level II:** The guidelines for this level are listed below. The length of the assignment will be for a minimum of two weeks. b. The student will report to the office no later than 8:00 a.m. the morning. c. The student will eat on campus at an assigned table. d. The student will report to an assigned room at the end of the day, and remain until dismissed. e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.
- **Level III:** This is a long term assignment. The guidelines are listed below. a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate. b. The length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year.

**From the Bennet Elementary Handbook:**

- **Bullying Prevention:** Bennet Elementary recognizes the negative impact that bullying has on student health, welfare, safety, and the school's learning environment and prohibits such behavior. Bullying is defined as any ongoing pattern of physical, verbal or electronic abuse on school grounds, in a vehicle owned, leased or contracted by the school being used for a school purpose by a school employee or his or her designee, or at school sponsored activities or school sponsored athletic events.
- Bullying may constitute grounds for long-term suspension, expulsion or mandatory reassignment, subject to state and federal statutes and our student discipline and due process procedures. Suspected incidences of bullying should be reported to a staff member or the school principal.

StudentsAnti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Legal Reference: Neb. Rev. Stat. § 79-2137  
Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296  
NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: March 13, 2017                      Date of Review: July 15, 2019  
Date of Review: July 12, 2021  
Date of Review: June 2022

## Special Education Policies

District OR 1 Public Schools adopts this special education policy with the intent that the policy maintains the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

### 1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District, including children with disabilities who have been suspended or expelled, from date of verification through the school year in which the child is no longer eligible or the student reaches twenty-one (21) years of age, whichever occurs earlier. An Individualized Education Plan ("IEP") will be created for each such child that will enable the student to make progress appropriate in light of the student's unique circumstances.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

### 2. Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

### 3. Child Find

All children from birth to age twenty-one (21) with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated. A practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services. The District will implement multiple methods to provide parents, guardians, and community members with information regarding how to refer a child for an evaluation and the identification process and will publish an annual notice of any significant activity that is designed to identify, locate, or evaluate children to publicly notify parents, guardians, or appointed surrogates. The District's child find process will be consistent with Federal and Nebraska regulations.

Legal Reference: 92 NAC 51-006.01 through 006.01A2

#### **4. Pre-Referral Interventions**

For a school age student, a general education student assistance team (SAT) or a comparable problem solving team shall be used prior to referral for multidisciplinary team evaluation. The SAT or comparable problem solving team shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem solving team, meeting the requirements of 92 NAC 51-006.01B and a listing of the members of the SAT or comparable problem solving team.

Legal Reference: 92 NAC 51-006.01B

#### **5. Disability Verification and Eligibility**

Eligibility for services will be determined by a multidisciplinary team based on the results of a comprehensive evaluation. The multidisciplinary team will identify whether a child is eligible for special education services based on the disability categories identified by Nebraska and Federal regulations. The multidisciplinary team will rule out the determinant factor is due to a lack of appropriate instruction in reading or math or due to lack of English proficiency. The team will prepare a written report documenting all evaluation findings in accordance with Federal and Nebraska requirements that will be provided to the parent, guardian, or appointed surrogate. When a child is not eligible for services, the multidisciplinary team will determine if general education interventions or strategies are needed.

Legal Reference: 92 NAC 51-006.03; 92 NAC 51-006.04B through 006.04N;

#### **6. Individualized Education Program (IEP)**

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007 by teams that will include all roles identified within Federal and Nebraska rules. Any draft of an IEP that is developed will not be considered final until it is reviewed and revised based on the team, including the parent, guardian, or appointed surrogate, input, and consensus. The district will make reasonable efforts to obtain informed consent from the parent, guardian, or appointed surrogate for special education placement on the IEP form before services are initiated. Revocation of consent for services must be documented by the parent, guardian, or appointed surrogate in writing.

Legal Reference: 92 NAC 51-007

#### **7. Least Restrictive Environment**

**To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled. Placement for a student with a disability will be based upon a completed IEP developed by a group of persons, including the parent, guardian, or appointed surrogate, knowledgeable about the child, the meaning of the evaluation data, and the placement options. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of**

**supplementary aids and services cannot be achieved satisfactorily (the “Least Restrictive Environment Rules”). The District will ensure that a continuum of alternative placements is available to meet the needs of children with disabilities, particularly those in disproportionate groups, for special education and related services.**

**Legal Reference: 92 NAC 51-008.01 through 008.011**

### **8. Procedural Safeguards**

Children with disabilities and their parents, guardians, or appointed surrogates shall be afforded the required procedural safeguards. Parents, guardians, and appointed surrogates will be given a copy of their procedural safeguards annually or upon initial referral or parental (parent, guardian, or appointed surrogate) request for evaluation; upon request by a parent, guardian, or appointed surrogate; upon receipt by the school district or approved cooperative of the first occurrence of the filing of a complaint under 92 NAC 51-009.11 and the first occurrence of filing a special education due process case under 92 NAC 55; and in accordance with the discipline procedures in 92 NAC 51-016.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07

### **9. Evaluation and Identification Procedures**

School personnel may remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for no more than ten (10) consecutive school days and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement. If a student with a disability violates a code of student conduct, the school district will ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining whether a change in placement, as defined in Federal and Nebraska rules, is appropriate for the student. Change of placement decisions related to disciplinary removals will be consistent with Federal and Nebraska regulations. For disciplinary changes in placement that would exceed ten (10) consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child’s disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures that would be applied to children without disabilities.

Legal Reference: 92 NAC 51-016

### **10. Confidentiality of Personally Identifiable Information**

Children with disabilities shall be evaluated, identified, and reevaluated by a team of multidisciplinary qualified professionals in accordance with 92 NAC 51-006. The MDT of a child suspected of having a specific learning disability shall include the additional requirements in accordance with 92 NAC 51-006.04K. The District will make reasonable efforts to obtain written permission for evaluation in accordance with Federal and Nebraska rules. Revocation for consent for evaluation must be documented by the parent, guardian, or appointed surrogate in writing.

The documented results of the evaluation will be provided to parent, guardian, or appointed surrogate and included in student files. All evaluation components will be at district expense.

The District will utilize a variety of assessment instruments to ensure district teams have access to appropriate measures to complete evaluations. The district will follow any publisher guidelines for assessments and will not use outdated or culturally inappropriate tools.

The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. The parent, guardian, or appointed surrogate will be given written notice of the District's decision to either move forward with the Independent Educational Evaluation or to initiate a hearing to determine the appropriateness of the evaluation. If the District agrees to move forward with the evaluation, locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent, guardian, or appointed surrogate from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent, guardian, or appointed surrogate with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

#### **11. Confidentiality of Personally Identifiable Information**

A system of safeguards will be implemented to protect the confidentiality of student records and information in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

#### **12. Transition of Children from Part C to Preschool Programs**

Children participating in early intervention programs under Part C of the IDEA (early intervention services) will be appropriately evaluated, identified, and have services under Part B of the IDEA by age 3 in a manner consistent with 92 NAC 52-008. Children receiving early intervention services under Part C of the IDEA may continue to receive Part C services, upon parental consent, until the August 31st following the child's third birthday. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

#### **13. Children in Nonpublic Schools**

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents, guardians, or appointed surrogates in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

#### **14. Personnel Standards and Personnel Development**

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

**15. Participation in and Reporting of State and District Wide Assessments**

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

**16. Suspension and Expulsion Rates**

The District will examine data, including data disaggregated by race/ethnicity, gender, LEP status, and disability category, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

**17. Access to Instructional Materials**

As part of any print instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of print instructional materials, the District will enter into a written contract with the publisher of the print instructional materials to:

1. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard, or
2. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

**18. Over-Identification and Disproportionality**

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child. All District special education provisions will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.02C

**19. Prohibition on Mandatory Medication**

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

**20. Transportation**

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law to access academic, related services, and nonacademic services and activities as determined by the child's IEP. Except when a parent is transporting only his or her child, the District shall require that the driver and vehicle meet the standards required by 92 NAC 91 and 92.

Legal Reference: 92 NAC 51-014.01 through 014.02

**21. Surrogates**

A surrogate will be appointed, and other action taken to ensure the rights of children with a disability as required by law. The surrogate may represent the child in all matters related to the identification, evaluation, and educational placement of a child and the provision of a free appropriate public education to the child.

Legal Reference: 92 NAC 51-009.10

**22. Early Intervention Services – Consent**

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

Legal Reference: 34 CFR Parts 300, 303 and 304  
Neb. Rev. Stat. § 79-1110 to 79-1167  
92 NAC 51

Date of Adoption: February 13, 2017

Date of Review: November 8, 2021

Date Revised: June 13, 2022

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.

<b>Legal Reference:</b>	Sections 79-570; 79-571; Sec. 84-1411 (3) and (6); Sec. 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.

<b>Legal Reference:</b>	Sec. 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.

<b>Legal Reference:</b>	Sec. 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.

<b>Legal Reference:</b>	Sec. 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.

Any member of the public desiring to address the body shall be required to identify himself or herself, including an address and the name of any organization represented by such person, unless the address requirement is waived to protect the security of the individual. 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: Neb. Rev. Stat. 84-1412

Date of Adoption: June 13, 2022

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 on the District's website and 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 shall also be available on the District's website for at least six (6) months.

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  
Date of Review: February.8.2021  
Date Revised: June 13, 2022

**District OR-1 FOOD SERVICE PRICES for 2022-2023 School Year**  
**Draft for review**

**The following food service prices shall be in effect for the 2022-2023 school year:** *Please note that adult and visitor lunch and breakfast prices will be set by NDE (Nebraska Department of Education) later in July.*

**Lunch prices:**

- **Students, grades K through 5:** **\$ 2.75**
- **Students, grades 6 through 12:** **\$ 2.85**
- **School employees:** **TBD**
- **Visitors:** **TBD**

**Breakfast prices:**

- **Students, grades K through 5:** **\$ 2.10**
- **Students, grades 6 through 12:** **\$ 2.35**
- **School employees:** **TBD**
- **Visitors:** **TBD**

**Beverages:**

- **Milk:** **\$ .35**
- **Juice:** **\$ .30**

**Board approved: June 13, 2022**