

**BOARD OF EDUCATION
YUTAN PUBLIC SCHOOLS**

**High School Media Center
June 10, 2024**

AGENDA

{{Name: Agenda Item Name}}

1. **Call to Order**
2. **Open Meetings Act**

This meeting will be conducted in accordance with the Nebraska Open Meetings Act. The Board of Education makes available at least one current copy of the Open Meetings Act posted in the meeting at a location accessible to members of the public.
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Excuse Absences of Board Members**
6. **Public Notice**

Per board policy 2008, advance notice of all board meetings, other than emergency meetings, shall be publicized 48 hours or more in advance of the meeting in a newspaper of general circulation in the district. Meeting notices may also be posted on the school district website and posted in three prominent places in the school district.

 - **Publication:** Meeting notice was published in the Wahoo Newspaper on Friday, May 31, 2024
 - **Postings:** Meeting notice was posted at the entrance of Yutan High School and Yutan Elementary School, Yutan Post Office, First State Bank-Yutan, and on the Yutan Public Schools web page on Wednesday, June 5, 2024.
 - **Agenda:** The agenda is kept current and available for public inspection at the Superintendent's office during normal business hours, and is posted on the school website in advance of the scheduled meeting. The agenda may not be altered later than 24 hours prior to the beginning of the meeting. The order of the items on the agenda may be changed by the board at or during the meeting.
7. **Approval of the Agenda**
8. **Public Comments**

Instructions for those who wish to speak during Public Comment:
The Board of Education recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted effectively and in an organized manner, a Public Comment period will be scheduled at some meetings. A Public Comment sign-in sheet is located on the table near the entrance and your name and topic must be entered on the sheet prior to the start of the meeting. If you are planning to speak about a personnel or a student matter involving an

individual, please understand that the district has complaint procedures to address such complaints and concerns. The Board requests that you follow the policy and procedures before commenting on these matters to the Board. Board members will not respond to any questions you ask or comments about individual staff members or students, but may direct your concerns to the appropriate administrator for further review. Each speaker shall be allowed a maximum of five minutes, and not more than twenty minutes will be allowed for a specific topic. Policy 2009-Procedure for Addressing the Board is made available in the meeting room.

Comments:

- Foundation Information:
- Booster Club Information:
- General Public Comments:

9. **Administrative Reports**

Written reports have been submitted from the elementary principal, jr/sr high school principal, activities director, student services director, and superintendent. Each administrator will make comments on their respective report:

- Elementary Principal
- Jr/Sr High School Principal
- Activities Director
- Student Services Director
- Superintendent

10. **Consent Agenda**

The Consent Agenda is used to help the efficiency of the meeting by allowing the Board to approve items such as prior meeting minutes, general business of noncontroversial nature, or routine communication. The Consent Agenda for this meeting includes:

- Minutes from the May 13, 2024 Board Meeting
- Treasurer's Report and Claims

11. **Committee Reports**

Reports from the following committee(s):

- Facilities Committee - did not meet.
- Finance Committee - did not meet.

12. **Business Items**

12.1. Superintendent Evaluation

Per state statute, the Board must evaluate the superintendent twice the first year of the contract, and once per year thereafter. The electronic evaluation process was facilitated by NASB. A self-evaluation was completed by Mr. Pfeil, and each board member then submitted their individual ratings and comments. Summary results were provided to all board members and Mr. Pfeil. With prior approval from Mr. Pfeil, the Board will review the evaluation results of Mr. Rex Pfeil for the second semester in open session. No formal roll call vote is required to approve or accept the results. The evaluation documents, board agenda, and meeting minutes will be placed in Mr. Pfeil's personnel file as a record of completion of the evaluation process.

12.2. Kindergarten Carpet Replacement

The administration is recommending the replacement of the carpet in the two Kindergarten classrooms as part of routine building maintenance and upkeep. The carpet in most classrooms in elementary school is original to the building (circa 1995) and is in need of updating. Bids were received from Floor Coverings International and McKean's. The board will consider, discuss, and take all necessary action to approve a bid to replace the carpet in the two kindergarten classrooms.

12.3. Student Meal Prices for 2024-25

Each year, the board must approve meal costs for students and staff members. The proposed meal prices are based on vendor/supplier costs and requirements within the National School Lunch Program. The board will consider, discuss, and take all necessary action to approve meal costs for the 2024-25 school year.

12.4. Policy Updates - KSB School Law

Every summer, policy updates are provided from KSB School Law in response to changes in state statutes, state or federal regulations, or impacts of federal or state court cases that impact school operations. The board will consider, discuss, and take all necessary action to approve the policy revisions.

12.5. Review and/or Revise Policies

The following policies are subject to approval and/or revision as part of the monthly policy review process. The policies presented have been reviewed by the Superintendent and are current by state statute, legal specifications, or NDE requirements; or have been revised or new policies presented to be in alignment with state statute, legal recommendation, or state and federal requirements. The board will consider, discuss, and take necessary action to affirm existing policies or approve revised or new policies as presented.

- 6021-District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations
- 6025-Student Cell Phone and Other Electronic Devices
- 6026-Emergency Dismissal
- 6027-Field Trips
- 6028-The Extracurricular Activities Program
- 6029-Activity Trips
- 6030-Public Appearances of School Groups
- 6031-Emergency Exclusion
- 6032-Constitution Day Education

13. Discussion and Informational Items

Items for discussion, information, or consideration - no action to be taken:

- DRAFT 2024-25 Handbooks
 - Elementary School
 - High School
 - Activities
 - Staff
- DRAFT 2024-25 Student Fees
- Champions Before/After School Program Update

- July 2024 Board Meeting Date
- Policies for review at the July board meeting:
 - 6033-Restraint and Seclusion of Students
 - 6034-Concussion Awareness
 - 6035-Athletic Contest Participation by Sixth Graders
 - 6036-Reading Instruction and Intervention Services
 - 6038-Artificial Intelligence

14. Next Board Meeting

The next regular meeting of the Board is scheduled for _____ at 6:00pm in the high school media center.

15. Adjournment

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

(1) Until January 1, 2025:

(a) Except as provided in subsection (10) of this section, each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committee, such notice shall be published in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website.

(ii) In the case of the governing body of a city of the second class or village or such body's advisory committee or the governing body of a rural or suburban fire protection district, such notice shall be published by:

(A) Publication in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website; or

(B) Posting written notice in three conspicuous public places in such city, village, or district. Such notice shall be posted in the same three places for each meeting.

(iii) In the case of a public body not described in subdivision (1)(b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.

(iv) In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the public body shall (A) post such notice on its website, if available, and (B) post such notice in a conspicuous public place in such public body's jurisdiction. The public body shall keep a written record of such posting. The record of such posting shall be evidence that such posting was done as required and shall be sufficient to fulfill the requirement of publication.

(c) In addition to a method of notice required by subdivision (1)(b)(i) or (ii) of this section, such notice may also be provided by any other appropriate method designated by such public body or such advisory committee.

(d) Each public body shall record the methods and dates of such notice in its minutes.

(e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting or (ii) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

(2) Beginning January 1, 2025:

(a) Except as provided in subsection (10) of this section, each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (2)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committees, such notice shall be given by:

(A)(I) Publication in a newspaper of general circulation within the public body's jurisdiction that is finalized for printing prior to the time and date of the meeting, (II) posting on such newspaper's website, if available, and (III) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers. Such notice shall be placed in the newspaper and on the websites by the newspaper; or

(B)(I) Posting to the newspaper's website, if available, and (II) posting to a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the public body's jurisdiction is to be finalized for printing prior to the time and date of the meeting. Such notice shall be placed in the newspaper and on the websites by the newspaper.

(ii) In the case of the governing body of a city of the second class or village, any advisory committee of such governing body, or the governing body of a rural or suburban fire protection district, such notice shall be given by:

(A)(I) Publication in a newspaper of general circulation within the public body's jurisdiction that is finalized for printing prior to the time and date of the meeting, (II) posting on such newspaper's website, if available, and (III) posting on a statewide website established and maintained as a repository for such notices by

a majority of Nebraska newspapers. Such notice shall be placed in the newspaper and on the websites by the newspaper;

(B)(I) Posting to the newspaper's website, if available, and (II) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the public body's jurisdiction is to be finalized for printing prior to the time and date of the meeting. Such notice shall be placed in the newspaper and on the websites by the newspaper; or

(C) Posting written notice in three conspicuous public places in such city, village, or district. Such notice shall be posted by the public body in the same three places for each meeting.

(iii) In the case of a public body not described in subdivision (2)(b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.

(iv) In case of refusal, neglect, or inability of the newspaper to publish the notice, the public body shall (A) post such notice on its website, if available, (B) submit a post on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (C) post such notice in a conspicuous public place in such public body's jurisdiction. The public body shall keep a written record of such posting. The record of such posting shall be evidence that such posting was done as required and shall be sufficient to fulfill the requirement of publication.

(3)(a) The following entities may hold a meeting by means of virtual conferencing if the requirements of subdivision (3)(b) of this section are met:

(i) A state agency, state board, state commission, state council, or state committee, or an advisory committee of any such state entity;

(ii) An organization, including the governing body, created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act;

(iii) The governing body of a public power district having a chartered territory of more than one county in this state;

(iv) The governing body of a public power and irrigation district having a chartered territory of more than one county in this state;

(v) An educational service unit;

(vi) The Educational Service Unit Coordinating Council;

(vii) An organization, including the governing body, of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act;

(viii) A community college board of governors;

(ix) The Nebraska Brand Committee;

(x) A local public health department;

(xi) A metropolitan utilities district;

(xii) A regional metropolitan transit authority; and

(xiii) A natural resources district.

(b) The requirements for holding a meeting by means of virtual conferencing are as follows:

(i) Reasonable advance publicized notice is given as provided in subsections (1) and (2) of this section, including providing access to a dial-in number or link to the virtual conference;

(ii) In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as would be provided if virtual conferencing was not used;

(iii) At least one copy of all documents being considered at the meeting is available at any physical site open to the public where individuals may attend the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act; and

(iv) Except as otherwise provided in this subdivision, subsection (1) of section 70-1014, subsection (2) of section 70-1014.02, or subsection (4) of section 79-2204, no more than one-half of the meetings of the state entities, advisory committees, boards, councils, organizations, or governing bodies are held by virtual conferencing in a calendar year. In the case of (A) an organization created under the Interlocal Cooperation Act that sells electricity or natural gas, (B) an organization created under the Municipal Cooperative Financing Act, (C) a

governing body of a risk management pool and any advisory committee of such governing body, or (D) any advisory committee of any state entity created in response to the Opioid Prevention and Treatment Act, such organization, governing body, or committee may hold more than one-half of its meetings by virtual conferencing if such organization holds at least one meeting each calendar year that is not by virtual conferencing.

(4) Virtual conferencing, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(5) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(6) When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by virtual conferencing. The provisions of subsection (5) of this section shall be complied with in conducting emergency meetings. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

(7) A public body may allow a member of the public or any other witness to appear before the public body by means of virtual conferencing.

(8)(a) Notwithstanding subsections (3) and (6) of this section, if an emergency is declared by the Governor pursuant to the Emergency Management Act as defined in section 81-829.39, a public body the territorial jurisdiction of which is included in the emergency declaration, in whole or in part, may hold a meeting by virtual conferencing during such emergency if the public body gives reasonable advance publicized notice as described in subsections (1) and (2) of this section. The notice shall include information regarding access for the public and news media. In addition to any formal action taken pertaining to the emergency, the public body may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body.

(b) The public body shall provide access by providing a dial-in number or a link to the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act. Reasonable arrangements shall be made to accommodate the public's right to hear and speak at the meeting and

record the meeting. Subsection (5) of this section shall be complied with in conducting such meetings.

(c) The nature of the emergency shall be stated in the minutes. Complete minutes of such meeting specifying the nature of the emergency and any formal action taken at the meeting shall be made available for inspection as provided in subsection (5) of section 84-1413.

(9) In addition to any other statutory authorization for virtual conferencing, any public body not listed in subdivision (3)(a) of this section may hold a meeting by virtual conferencing if:

(a) The purpose of the virtual meeting is to discuss items that are scheduled to be discussed or acted upon at a subsequent non-virtual open meeting of the public body;

(b) No action is taken by the public body at the virtual meeting; and

(c) The public body complies with subdivisions (3)(b)(i) and (ii) of this section.

(10) This section does not apply to a meeting of the Nebraska Power Review Board or a public power district, a public power and irrigation district, an electric membership association, an electric cooperative company, a municipality having a generation and distribution system, or a registered group of municipalities if such meeting is subject to section 70-1034.

Source: Laws 1975, LB 325, § 4; Laws 1983, LB 43, § 3; Laws 1987, LB 663, § 25; Laws 1993, LB 635, § 2; Laws 1996, LB 469, § 6; Laws 1996, LB 1161, § 1; Laws 1999, LB 47, § 2; Laws 1999, LB 87, § 100; Laws 1999, LB 461, § 1; Laws 2000, LB 968, § 85; Laws 2004, LB 821, § 38; Laws 2004, LB 1179, § 2; Laws 2006, LB 898, § 2; Laws 2007, LB199, § 9; Laws 2009, LB361, § 2; Laws 2012, LB735, § 1; Laws 2013, LB510, § 1; Laws 2017, LB318, § 1; Laws 2019, LB212, § 5; Laws 2020, LB148, § 3; Laws 2021, LB83, § 12; Laws 2022, LB742, § 1; Laws 2022, LB908, § 1; Laws 2022, LB922, § 13; Laws 2024, LB287, § 74; Laws 2024, LB399, § 4; Laws 2024, LB1370, § 8.

Note: The Revisor of Statutes has pursuant to section 49-769 correlated LB287, section 74, with LB399, section 4, and LB1370, section 8, to reflect all amendments.

Note: Changes made by LB287 became operative April 17, 2024. Changes made by LB399 became effective July 19, 2024. Changes made by LB1370 became operative July 19, 2024.

Cross References

Emergency Management Act, see section 81-829.36.

Intergovernmental Risk Management Act, see section 44-4301.

Interlocal Cooperation Act, see section 13-801.

Joint Public Agency Act, see section 13-2501.

Municipal Cooperative Financing Act, see section 18-2401.

Opioid Prevention and Treatment Act, see section 71-2485.

Annotations

Under subsection (1) of this section, the Legislature has imposed only two conditions on the public body's notification method of a public meeting: (1) It must give reasonable advance publicized notice of the time and place of each meeting and (2) it must be recorded in the public body's minutes. *City of Elkhorn v. City of Omaha*, 272 Neb. 867, 725 N.W.2d 792 (2007).

An emergency is "(a)ny event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition." *Steenblock v. Elkhorn Township Bd.*, 245 Neb. 722, 515 N.W.2d 128 (1994).

An agenda which gives reasonable notice of the matters to be considered at a meeting of a city council complies with the requirements of this section. *Pokorny v. City of Schuyler*, 202 Neb. 334, 275 N.W.2d 281 (1979).

When notice is required, a notice of a special meeting of a city council posted in three public places at 10:00 p.m. on the day preceding the meeting is not reasonable advance publicized notice of a meeting as is required by this section. *Pokorny v. City of Schuyler*, 202 Neb. 334, 275 N.W.2d 281 (1979).

Teacher waived right to object to lack of public notice in board of education employment hearing by voluntary participation in the hearing without objection. *Alexander v. School Dist. No. 17*, 197 Neb. 251, 248 N.W.2d 335 (1976).

A county board of commissioners and a county board of equalization are not required to give separate notices when the notice states only the time and place that the boards meet and directs a citizen to where the agendas for each board can be found. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).

A county board of equalization is a public body which is required to give advanced publicized notice of its meetings. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).

Notice of recessed and reconvened meetings must be given in the same fashion as the original meeting. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).

True notice of a meeting is not given by burying such in the minutes of a prior board proceeding. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).

An agenda notice which merely stated "work order reports" was an inadequate notice under this section because it did not give interested persons knowledge that plans for a 345 kv transmission line through the district was going to be discussed and voted upon at the meeting. Inadequate agenda notice under this section meant there was a substantial violation of the public meeting laws; however, later actions by the board of directors cured the defects in notice, and such actions were in substantial compliance with the statute. *Hansmeyer v. Nebraska Pub. Power Dist.*, 6 Neb. App. 889, 578 N.W.2d 476 (1998).



Yutan Elementary School
June 2024 Board Report



6th grade DARE Graduation

On May 15th, our 6th grade celebrated their last day of elementary school with their DARE graduation and awards ceremony. Officer Turner did a nice job talking about the importance of this program and how to live a healthy and drug free life. Officer Janecek was also in attendance, he has been part of the program for over 20 years. Big thanks to Mr. Jacobs for his extra efforts putting together a Tiktok video of students showing off their hidden talents. The students ended with a pizza party and walking the hallways one last time as 6th graders as other students lined the hallways with our “clap out”.

Summer School

Currently, we have 32 kids signed up for summer school. Sherry Loos and Sarah Portis will be running summer school from July 15 to July 26th, from 8:30 to 11:30.

Elementary Back to School Night

On Monday, August 12th, we would appreciate your attendance at our Back to School Night. You can come in anytime between 4:00-7:00 pm to receive your teacher assignment letter, fill out emergency contact information, meet your teacher, and take care of other housekeeping items to make a smooth transition into the school year. We will have all of this set up in stations and would estimate this should only take you about 15-20 minutes. After completing each station, teachers will be in their classrooms for you and your child to see their room and meet their teacher before school starts on Wednesday, August 14th.

The first day of school this year is a full day, not a 1:00 dismissal.

We will also be taking school pictures on this night with Lifetouch Studio. Lifetouch will be set up in the elementary gym during the open house.



Ms. Novotny Jr / Sr High School Board Report

June 2024



Student & Staff Highlights

- Our sophomore English students in Mrs. Eikmeier's class used text evidence to create posters based on different themes in the Killers of the Flower Moon book.
- We honored our 2023-24 teachers and staff member of the year that was selected by staff and student vote. Congratulations to Mrs. Kassie Trevarrow as the teacher of the year and Mr. Andy Timm as the support staff member of the year.
- Students who had the top NSCAS math growth scores were recognized.
 - 7th grade: Jaxsyn Dahlhauser, Logan Maloy, Lucas Hoffart, Klay Merryweather, Ksenia Bradford
 - 8th grade: Gus Grint, Kael Mumm, Ashtyn Anderson, Charlie Tasch, Slade Shield
- We honored our 4th-quarter perfect attendance students for the district.
- Junior high reading students kept track of their reading minutes for the 4th quarter and combined they read over 13,000 minutes! The top three students were
 - 1st - Kinsley Smith 4862 minutes
 - 2nd - Emily Stevens 2206 minutes
 - 3rd - Ashtyn Anderson 1767 minutes
- Spring 2024 High School and Junior High Honor Roll students were recognized through our social media websites and also sent to the Wahoo Paper.
- We are thrilled to recognize our Academic Letter award winners.
 - 4 year: Joey Benjamin, Maycee Hays, Zachary Kennedy, Bryce Kolc, Haley Kube, Bella Tederman, Maura Tichota, Braxton Wentworth
 - 3 year: AJ Arensberg, Loganne Barta, Bennett Ell, Nolan Gayer, Gabi Tederman, Britney Zeleny
 - 2 year: Skylar Crews, Andi Nelson, Ian Dunn, Jenna Benjamin, Jordyn Campbell, Madison Fenn, Adison Gale, Allison Kirchmann, Kyle Krajicek, Delaney Shield, Mylee Tichota, Maddox Wentworth, Nicole Wacker, Madison Wilson
 - 1 year: Colton Kirchman, Amelia Dieckman, Tannen Honke, Jade Lewis, Madilyn Ledden, Anna Rupp, Addison Smith, Halle Arlt, Nathan Daniell, Ella Henkel, Otto Henkel, Lincoln Hoffart, Carson Hollst, Emilia Tederman, Leah Thompson, Aubrey Zeleny, Cecilia Mayne-Hernandez, Tyler Witt, Mackenzie Govier, Carson Jurey, Braydon Dunn, Jancye Long
- Band Members, including some alumni and the Choir performed at the Memorial Day Service at the Hollst-Lawn Cemetery.

Summer Learning

- eCollect Forms so that our parents can register their children through PowerSchool, our student information system. Will roll this out in July 2024. This will ensure that all information is accurate for our students as well as complete handbook reviews, technology agreements, and other required forms.
- Title IX Regulations and New Requirements for K-12 Schools
- Met with other principals at the ESU to look at our principal rubrics and ways that we can provide evidence of our leadership, development, and support for teachers.
- Met with Kala Peyton from NeMTSS and other ESU2 leaders and looked at secondary MTSS Resources - Ways to get started, NeMTSS Self Assessment, Scheduling Resources, Tier 1 Core Resources, Early Warning Systems, Data-Based Problem Solving and Decision Making, Intervention Process, Decision Rules, & Student Level Problem Solving, Intervention Databases & Resources, Progress Monitoring, Inclusive Practices, and Fidelity Instruction
- Helping NDE/NWEA with NSCAS Math Item Writing
- Attending Future Ready Nebraska Lincoln Conference - Advancing Education in the Era of AI. Sessions include re-imagining teaching with AI, Evidence of Learning + AI, Teaching Digital Literacy, Digital Citizenship for students, Engaging Students with Digital Ethics, Leveraging AI in Learning Experiences
- Power of Positive Leadership Conference - Identify ways to help your team become cohesive, committed, and creative; engaging your team in difficult conversations; enhancing you team's creativity, grit, innovation, performance, and growth
- NDE Rule 3 Revision Committee - Regulations for governing of high ability learners.
- Helping NDE/NWEA with NSCAS Math Standard Setting
- ESU Restore Grant - Support for High Ability Learners: development of new and improved HAL identification tools to use in districts, PD for HAL education and MTSS, 20 Teachers across ESU2 will earn their HAL endorsement - Ms. Nealy Freeman

Update for the 2024-25 School Year

- Updated daily schedule - will have Chieftain Time at the end of each day for 30 minutes, same schedule every day
- Chieftain Time - Surveyed students to get their feedback: study hall time, help with different skills. It will be adapted to meet the requested needs of students, designated time to complete work in a quiet environment, students leadership and character building lessons, social emotional learning skills, one day

designated for clubs/teams to meet. Still in the process of developing with a new counselor, BLT, and teachers.

- MTSS beginning stages at secondary level: one period of math intervention and one period of reading intervention each day - students TBD. Those same teachers Mrs.Hansen and Mrs.Trevarrow will be available daily during Chieftain Time to support students. Academic study hall now daily to really support the students who are struggling.
- ELA Curriculum - will select resources and begin working on scope and sequence, pacing guides, understanding the high quality instructional materials during the 2024-25 school year for a 2025-26 adoption.
- Providing study hall time for our highest need special education students with their case manager during Chieftain time.
- Adapting schedule so that we can get more support from special education teachers and paraprofessionals in the classroom during core classes for our students.
- Inviting Kevin Kush to come and meet with all staff on August 9th to kick off the school year with the “100 Yard Classroom” presentation - helping kids get from Point A to Point B.
- Inviting Kevin Kush to talk with our 5-12 students on August 21st to do a presentation about “Doors of Opportunity” - opening students’ eyes as to the opportunities that are in front of them and tips for taking advantage of them.
- Numbering rooms in school for safety and identification
- Work with staff on common grading practices



Activities Department Board Report- June 2024
Josh Lynch- Activities Director

- State Track
 - Had relay teams and individuals place in 8 total events and earned a combined 20 medals at the state track meet
 - Derek Wacker- 1st Place Discus
 - Girls 4x800- 2nd Place
 - Girls 4x100- 3rd Place
 - Mylee Tichota- 5th Place 100m Hurdles
 - Mckenna Jones- 6th Place High Jump
 - Molly Besch- 7th Place 200m Dash
 - Boys 4x100- 7th Place
 - Girls 4x400- 8th Place
- Yutan finished T-6th in the combined Boys & Girls Class C NSAA Cup standings
 - Girls 7th, Boys 9th
- Golf placed 5th at the district meet
- Ordering of the new weight room equipment has begun and we hope to start receiving equipment within the next few weeks
- Gym floors are set to be refinished the week of July 22nd



*Director of Student Services
Board Report
June 2024
Tahler Novotny*



Student Growth and Legislation Updates:

LB 298: The law requires school districts to collect and provide to the Nebraska Department of Education information related to learning disabilities, including dyslexia. We collected the data via MAPS Suite (MAPS Growth and Reading Fluency) for grades K-3.

The number of students in each public school (district) evaluated (tested) for a specific learning disability (SLD) in the area of reading, including tests that identify characteristics of dyslexia (ages 3 to 21): 6

The number of students determined eligible: 3

The number of students determined eligible: 3

IDENTIFICATION OF READING DEFICIENCIES: 38

The number of students identified as having a reading deficiency and placed on an IRIP (K-3)

STUDENT GROWTH: 29

The number of students (K-3) who have shown growth on the approved screeners (assessments) used to identify a reading deficiency during the screening cycle.

Unified Track Heat Results: May 9th

100 meter dash: Ben: 1st Jalen: 1st Alex: 2nd

4x100 meter relay: Alex, Jalen, Isaac and Ben: 2nd

4x50 walking relay: Jalen, Ben, Jocelyn, Ollie, and Isaac: 2nd

Javelin: Alex: 2nd



Superintendent Report

Board of Education Meeting

June 10, 2024

1. Enrollment

- a. Attached to this report. This is a summary of the 2023-24 school year, and a historic snapshot. In early July, the classes will be “rolled” or transferred to their next grade level for the 2024-25 school year. At that same time, new students and students that have left the district will be updated in PowerSchool. We will begin the monthly 2024-25 school year enrollment at the August board meeting.

2. Monthly Financials - Notes

3. Progress on Summer Projects

- a. Elementary Roof Replacement
- b. Asphalt Repair, Overlay, Seal, and Re-Striping at Elementary and High School
- c. Gym Refinishing - July 22
- d. Summer Cleaning

4. Employee Benefits - Alliant Benefits

- a. The rollover process is progressing. Ms. Jurey will update the board at the July meeting.

5. Fundraising for 2024-25. The following fundraising requests were received and approved:

- a. Cheer
- b. Cross Country
- c. One Act/All School Play/Musical/HS Choir
- d. Boys Basketball
- e. Girls Basketball
- f. Elementary Student Council
- g. FBLA
- h. Volleyball
- i. Junior Class/Prom

2023-24 Monthly Summary									
8-18-2023	9-11-2023	10-9-2023	11-13-2023	12-11-2023	1-8-2024	2-12-2024	3-11-2024	4-18-2024	5-13-2024
25	25	25	25	25	24	24	25	26	26
42	42	43	42	42	41	41	41	41	41
31	31	31	30	29	31	31	32	32	33
30	30	30	30	30	30	30	30	30	30
34	34	34	35	34	34	34	34	34	34
40	40	40	39	38	39	39	38	39	39
39	39	39	39	39	39	39	39	39	39
39	39	39	39	39	40	40	40	40	40
32	32	32	32	31	32	32	32	32	32
47	47	47	47	48	47	47	46	47	47
27	27	27	27	27	27	27	27	27	27
39	39	39	39	39	39	39	38	38	38
30	30	30	30	30	31	31	32	32	31
38	38	38	38	38	38	38	38	38	38
468	468	469	467	464	468	468	467	469	469
493	493	494	492	489	492	492	492	495	495

Total Enrollment as of End of School Year

Total PK:	26
Total PK-6:	282
Total 7-12:	213
Total K-12:	469
Total PK-12:	495

Historic Enrollment 2007-08 to Present

** As reported to NDE in October of the Year Listed

YEAR	PK	KG	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	K-12 Total	Change from Previous Year	% Change from Previous Year	PK-12 Total
2023-2024	25	43	31	30	34	40	39	39	32	47	27	39	30	38	469	(-10)	(-2.09%)	494
2022-2023	27	32	32	34	42	37	41	36	50	30	41	29	38	37	479	(-24)	(-4.77%)	506
2021-2022	28	38	34	41	37	40	39	47	27	41	34	43	40	42	503	41	8.87%	531
2020-2021	29	39	40	32	38	33	46	29	39	28	40	29	41	28	462	20	4.52%	491
2019-2020	38	39	34	33	30	44	29	33	28	40	28	40	25	39	442	23	5.49%	480
2018-2019	38	35	29	30	41	22	29	26	44	27	38	29	41	28	419	(-14)	(-3.23%)	457
2017-2018	33	33	30	37	25	29	27	43	30	38	29	37	31	44	433	(-14)	(-3.13%)	466
2016-2017	36	35	39	28	30	29	43	30	36	32	36	28	41	40	447	3	0.68%	483
2015-2016	33	41	27	33	28	42	33	36	28	38	31	40	41	26	444	(-3)	(-0.67%)	477
2014-2015	42	31	31	29	41	34	36	26	36	30	41	42	26	44	447	9	2.05%	489
2013-2014	39	32	32	34	33	38	24	38	30	38	42	27	44	26	438	(-12)	(-2.67%)	477
2012-2013	25	49	33	34	38	22	37	30	36	44	25	43	24	35	450	12	2.74%	475
2011-2012	34	42	31	36	23	33	28	33	45	24	45	26	37	35	438	(-7)	(-1.57%)	472
2010-2011	34	38	36	23	31	30	35	44	26	45	23	40	33	41	445	(-10)	(-2.20%)	479
2009-2010	3	42	24	30	29	33	41	27	41	27	41	35	41	44	455	(-7)	(-1.52%)	458
2008-2009	26	25	31	29	36	39	26	43	29	43	36	39	46	40	462	(-18)	(-3.75%)	488
2007-2008	0	35	26	34	39	22	42	27	43	40	38	46	39	49	480			480

Average Yearly Enrollment Growth: (-0.08%)

Name of person completing the form:	School sponsored organization/activity the request is for:	What is the fundraising activity? Please describe what the fundraising activity is, the basic function of it, and general logistics. Please add the proposed date(s) when the activity will take place.	What is the purpose of the fundraising activity? Please include the need for the funds and how they will be spent.	How will the funds be raised? Please describe the solicitation methods in which students will be engaged in raising funds and where they will be occurring.	What is the amount of funds projected to be raised?	Please provide any other information that would be helpful to further explain or describe the fundraising activity
Megan Encarnacion	Cheer	Cheer Football Camp: a home football game (probably in October), would run from 3:15 to end of first quarter or half of game, cheer team will host youth and teach cheers and feed them then have them perform and cheer on the sidelines, we will also have burgers/hot dogs to serve at the football game for additional funds Cheer Basketball Camp: same basic logistics as football camp, home basketball game (hopefully in Feb), have a chili feed for additional funding, the youth will perform a dance/cheers with high school cheerleaders during half time of the boys' game Heritage Falls Candle Fundraiser: the cheerleaders will sell Nebraska made candles in the spring semester, we will have a table for people to smell the candles at 1-3 basketball games Selling of bows/face painting/glitter: the cheer team would like to produce and sell bows, do face painting and glitter before home games. This would be a new fundraiser, but we would need a table set up and an area to do the face paint/glitter. It would probably stop 5/10 minutes after the game starts. One thought is to charge for the bows but it's free for face paint and glitter. TBD	The purpose of all of these fundraisers is to raise funds for the cheerleaders required equipment, team outings, and team bonding. The other part of the fundraisers is to just engage with the community and build the desired culture for cheer. Being able to fundraise more, means that more students are able to be a part of the cheer team while taking away some financial responsibility.	Candles will be your traditional student selling and taking orders. For the cheer camps, there will be posters, social media posts, and word-of-mouth to engage the community and get youth signed up. Money will be collected at both the elementary and high school. The selling of bows/etc. will be at a table with cheerleaders running it (a coach will be present) and funds will be collected for items sold. All cash and checks (made out to YHS Cheer) will be turned in to the office to be deposited into the cheer fund and properly allocated.	~\$2,000 but I'm not quite sure honestly. I would hope that it is more than that with another cheer camp and selling of bows!	These girls have been working SO hard to build a program that they can be proud of! Having available funds to be more engaged with the community and bond as a team is key to that. Selling candles, creating bows/painting faces, and putting on the cheer camps also teaches the girls responsibility in ways that not many other opportunities do. Thank you for your consideration!
Joel Carrillo	Cross Country	Split the pot at football games. Sell raffle tickets and at 3rd quarter we select someone who paid to split half of what we make.	Watermelon, training shoes, exercise bands, waters, coolers.	Yutan football games.	\$600-800	
Matthew Gunter	One Act/All School Play/Musical/HS Choir	Leading Edge: Leading Edge fundraising deals with selling products, and donation programs. We will be doing the donation programs. We are looking at doing this at the end of October into beginning of November	One Act/To get a spotlight and new mics. HS Choir we put it towards funding awards, field trips, solo/honor choir events.	Donation Program from https://www.lefundraise.com/anna belle copy the paste url to see the program.	1,000	I have fundraiser man Jared Turbyfill that can send you information.
Jesse Gardner	Boys Basketball	Youth Basketball Camp May 22nd, 23rd, & 24th. A 3 day camp to get our youth basketball players interacting with our high school players and coaches. We work on developing fundamentals and include competitions with prizes.	It helps pay for a portion of our high school summer basketball camps & leagues.	The high school players don't raise any of the funds. It's send out in the Chieftain Chatter and through the School Beacon	\$1,000	
Sara Cooper & Wendi Harrison	Elementary Student Council	Monthly School Store operations--generally the last Wednesday of the month from 7:35-8:00.	We use the profits to help support our student council activities throughout the year--spirit day prizes, Red Ribbon Week, Read Across America, etc.	Dates are posted in the Chatter, and an intercom announcement is made the day before and morning of. We sell school supplies, slushies, and seasonal kid-friendly goodies.	The amount varies each month, but roughly \$200/mo for a safe estimate.	The school store has been a source of fundraising for student council since I was in elementary school. The students look forward to this every month! It gives them a chance to spend "real" money. The student council kids also look forward to this responsibility.
Clay Carlton	FBLA	Vertical Raise - Clint Little (Contact) August - October - Discount Card (Nationwide Discounts rather than local) - 87 / 13 Split January - Popcorn sales through Vertical Raise IF more money is needed to fund State Leadership Conference and potentially Nationals.	Raise money for member registration (SLC & NLC) and hotel fees for State and National Leadership Conference.	Can be door to door, emailed to family, etc.	\$4000 - Approximate	I have a handout from Vertical Raise on my desk and contact information for the rep if you need more information.
Clay Carlton	Girls' Basketball	Youth Camp	Raise money for team camps, travel expense for D1 showcase, etc.	Hosting a youth basketball camp	\$35 / kid minus cost of camp shirt -- We are at 35 ish registrations right now.	N/A
Clay Carlton	GBB	Midnight Madness	Raise money for camps, travel expenses, etc	Elementary students come in for a night of fun at the school with various basketball activities, contests, and pizza.	\$1000+	N/A
Jodi	Volleyball	Online Fundraising campaign. If we work with a 3rd party, we would email out a link asking for donations to our program. We would keep approximately 75% of those funds. Initially, we would have a goal of \$100-\$125 per team member. No penalty for not participating or for raising less than the goal. A team goal would be to hit \$2000 as a team.	I would like to use this money to help pay for summer activities (team camps and coaches clinics) as well as potentially being able to reduce the cost of team shirts, coaches shirts and purchasing team equipment as needed.	We would ask the girls to email out the link to friends and families.	\$2000-\$3000	We haven't really done fundraising out side of kids camp each year. We only get about \$15 per kid after we purchase t-shirts for them. Instead of selling something (cookies, value cards, etc) we thought a direct donation would be a good option because get to keep more of the money in the program we wouldn't have to deal with getting people something they ordered.
Jesse Gardner	HS Boys Basketball	Midnight Madness - This is usually done in November to kickoff the basketball season. Youth students sign up for a fun night of basketball. The night consists of contests, prizes, and pizza. The youth students also get a chance to play/interact with our HS players.	The purpose is to get our youth excited about the upcoming basketball season. We typically make around \$400. The funds are used to cover the cost of seasonal expenses for the HS team: this includes binders for each player, team dinners, posters & wristbands.	The students don't have to do any solicitation. We ask the HS basketball players to come interact with our youth for an hour.	\$400	
Jesse Gardner	Boys Basketball	Alumni Tournament - this brings our alumni back for a weekend of basketball and reconnecting. Looking at the end of June for a date.	This helps pay for summer camps/leagues, team meals, team outings.	Student's are not involved in raising the funds. We encourage our students to come to the event to be a part of the fun and meet alumni.	\$500-\$800	
Ginger Eikmeier	Junior Class/prom	We will sell Eileen's cookie dough. Sales will run through August with pickup/delivery around beginning of October.	Raising money for the prom dance.	Each student will sell cookie dough to friends/family/neighbors/etc.	Hopefully around \$4000	We have done this fundraiser for several years now with great success, and we would not have the money to put on prom without fundraising.
Ginger Eikmeier	Junior class/prom	We will sell lollipops during the months of January-March (until they are gone) to students at the high school and elementary.	To raise extra funds for prom.	The lollipops are sold to students in the buildings.	This usually raises around \$350.	This is a fundraiser we have done for many years with good success.

**BOARD OF EDUCATION
YUTAN PUBLIC SCHOOLS**

**BOARD MEETING
High School Media Center
May 13, 2024**

AGENDA

1. Call to Order

The meeting was called to order at 6:00pm by President A. Wacker.

2. Open Meetings Act

This meeting will be conducted in accordance with the Nebraska Open Meetings Act. The Board of Education makes available at least one current copy of the Open Meetings Act posted in the meeting at a location accessible to members of the public.

3. Pledge of Allegiance

4. Roll Call

Attendance Taken at 6:00 PM.

Judy Daniell:	Present
Dan Egr:	Present
Bill Hancock:	Present
Gary Hollst:	Present
Adam Wacker:	Present
Eric Wilke:	Absent

5. Excuse Absences of Board Members

Moved by Judy Daniell, seconded by Gary Hollst to excuse absent board members. Roll Call Vote: Daniell: Yes, Egr: No, Hancock: No, Hollst: Yes, Wacker: No, Wilke: Absent Yes: 2, No: 3, Absent: 1 Daniell: Yes, Hollst: Yes
Motion Failed

6. Public Notice

Per board policy 2008, advance notice of all board meetings, other than emergency meetings, shall be publicized 48 hours or more in advance of the meeting in a newspaper of general circulation in the district. Meeting notices may also be posted on the school district website and posted in three prominent places in the school district.

- **Publication:** Meeting notice was published in the Wahoo Newspaper on Friday, May 3, 2024.
- **Postings:** Meeting notice was posted at the entrance of Yutan High School, Yutan Elementary School, Yutan Post Office, First State Bank-Yutan, and on the Yutan Public Schools web page on Wednesday, May 8, 2024.

- **Agenda:** The agenda is kept current and available for public inspection at the Superintendent's office during normal business hours, and is posted on the school website in advance of the scheduled meeting. The agenda may not be altered later than 24 hours prior to the beginning of the meeting. The order of the items on the agenda may be changed by the board at or during the meeting.

7. Approval of the Agenda

Moved by Dan Egr, seconded by Bill Hancock to approve the agenda. Roll Call Vote: Daniell: Yes, Egr: Yes, Hancock: Yes, Hollst: Yes, Wacker: Yes, Wilke: Absent Yes: 5, No: 0, Absent: 1
Motion Carried

8. Strategic Plan Presentation

Staff from the Nebraska Association of School Board (NASB) will present their findings and recommendations for a strategic plan for Yutan Public Schools.

9. Citizen Comments

Instructions for those who wish to speak during Citizen Comment:

The Board of Education recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted effectively and in an organized manner, a Citizen Comment period will be scheduled at some meetings. The Public Comment sign-in sheet is located on the table near the entrance and your name and topic must be entered on the sheet prior to the start of the meeting. If you are planning to speak about a personnel or a student matter involving an individual, please understand that the district has complaint procedures to address such complaints and concerns. The Board requests that you follow the policy and procedures before commenting on these matters to the Board. Board members will not respond to any questions you ask or comments about individual staff members or students, but may direct your concerns to the appropriate administrator for further review. Each speaker shall be allowed a maximum of five minutes, and not more than twenty minutes will be allowed for a specific topic. Policy 2009-Procedure for Addressing the Board is made available in the meeting room.

Comments:

- Foundation Information: None
- Booster Club Information: None
- General Public Comments: None

10. Administrative Reports

Written reports have been submitted from the elementary principal, high school principal, activities director, director of student services, and superintendent. Each administrator will make comments on their respective report:

- Elementary Principal
- High School Principal
- Activities Director
- Director of Student Services
- Superintendent

- External Visitation Report

11. Consent Agenda

The Consent Agenda is used to help the efficiency of the meeting by allowing the Board to approve items such as prior meeting minutes, general business of noncontroversial nature, or routine communication. The Consent Agenda for this meeting includes:

1. Minutes from the April 8, 2024 Board Meeting
2. Treasurer's Report and Claims

Moved by Bill Hancock, seconded by Gary Hollst to approve the consent agenda. Roll Call Vote: Daniell: Yes, Egr: Yes, Hancock: Yes, Hollst: Yes, Wacker: Yes, Wilke: Absent Yes: 5, No: 0, Absent: 1
Motion Carried

12. Committee Reports

Reports from the following committee(s):

- Facilities Committee
- Finance Committee

13. Business Items

13.1. Technology Purchases for 2024-25

The administration is requesting approval to purchase student Chromebooks, student iPads, student desktop computers for the elementary computer lab, and office computers. The purchase will be funded by REAP funds (\$77,795) and district funds (\$15,491.36). The purchases are based on a computer replacement schedule for devices used in the district by students and staff. These devices are purchased on either an annual basis or on a multi-year cycle. The board will consider, discuss, and take all necessary action to approve the technology purchases for student and staff devices for the 2024-25 school year.

Moved by Gary Hollst, seconded by Bill Hancock to approve the purchase of student Chromebooks, student iPads, student desktop computers for the elementary computer lab, and office computers totaling \$93,286.36 using REAP funds and district funds. Roll Call Vote: Daniell: Yes, Egr: Yes, Hancock: Yes, Hollst: Yes, Wacker: Yes, Wilke: Absent Yes: 5, No: 0, Absent: 1
Motion Carried

13.2. Donation for Weight Room Equipment

The Yutan Athletic Boosters are presenting a donation in the amount of \$78,103 that was raised from the Trivia Night fundraiser for weight room upgrades. The board will consider, discuss, and take all necessary action to accept the donation from the Yutan Athletic Booster Club designated for weight room equipment.

Moved by Dan Egr, seconded by Judy Daniell to accept the donation of \$78,103 from the Yutan Athletic Booster Club designated for weight room equipment.

Roll Call Vote: Daniell: Yes, Egr: Yes, Hancock: Yes, Hollst: Yes, Wacker: Yes, Wilke:
Absent Yes: 5, No: 0, Absent: 1

Motion Carried

13.3. Sale of School Property

The administration is requesting authorization to sell existing weight room equipment that will be replaced by new equipment or that has been designated obsolete or at the end of its useful life cycle. The pieces of equipment for potential sale were identified by Mr. Krajicek and Mr. Gardner. The method of sale will be determined by the administration per policy 3019-Sale or Disposal of School Property. Those methods can include, but are not limited to offering at a set price to the public or other school districts, closed bid sale, or auction. The board will consider, discuss, and take all necessary action to authorize the administration to sell existing weight room equipment.

Moved by Bill Hancock, seconded by Gary Hollst to authorize the administration to sell identified existing weight room equipment per board policy procedures. Roll Call Vote: Daniell: Yes, Egr: Yes, Hancock: Yes, Hollst: Yes, Wacker: Yes, Wilke: Absent Yes: 5, No: 0, Absent: 1

Motion Carried

13.4. Weight Room Equipment Purchase

With the generous donation from the Yutan Athletic Boosters, the administration is requesting approval to purchase new weight room equipment. The list of new equipment was compiled by Mr. Krajicek and Mr. Gardner. The board will consider, discuss, and take all necessary action to approve the purchase of new weight room equipment.

Moved by Gary Hollst, seconded by Judy Daniell to approve the purchase of new weight room equipment. Roll Call Vote: Daniell: Yes, Egr: Yes, Hancock: Yes, Hollst: Yes, Wacker: Yes, Wilke: Absent Yes: 5, No: 0, Absent: 1

Motion Carried

13.5. Athletic Training Services Contract

Yutan Public Schools has an agreement with Makovicka Physical Therapy to provide athletic training services. These services generally include prevention and care of injuries, evaluation and immediate care of injuries, rehabilitation of injures, preventative taping, attending athletic competitions, and other sports health education. On an annual basis, the school renews their intent to use these services and make them available to students. The cost for these services for the 2024-25 school year will be \$12,000. The board will consider, discuss, and take all necessary action to renew the agreement for athletic training services with Makovicka Physical Therapy.

Moved by Gary Hollst, seconded by Judy Daniell to renew the agreement for athletic training services with Makovicka Physical Therapy for a cost of \$12,000. Roll Call Vote: Daniell: Yes, Egr: Yes, Hancock: Yes, Hollst: Yes, Wacker: Yes, Wilke: Absent Yes: 5, No: 0, Absent: 1

Motion Carried

13.6. Before/After School Care Letter of Intent

The administration is aware of the need within the community for before- and after-school child care. Representatives from Champions (division of KinderCare) contacted Mr. Hoegh and Mr. Pfeil to discuss the needs and potential implementation of the program. Champions is a nationally recognized division of KinderCare that specializes in bringing quality before-and after-school childcare to communities or schools that are in need of those services. Champions utilizes existing school facilities to offer programming and services. All staffing, licensing, and programming is operated by Champions. This school district only needs to provide the space. In order to continue to investigate and move forward, the administration is requesting authorization to sign a Letter of Intent. This document is not a contract, it is only a signal for Champions' internal team to start marketing, seeking applicants, and communicating with the State of Nebraska that this program may start at Yutan Public Schools. The board will consider, discuss, and take all necessary action to authorize the administration to sign a letter of intent with Champions for K-6 before-and after-school child care at Yutan Elementary School.

Moved by Bill Hancock, seconded by Judy Daniell to authorize the administration to sign a letter of intent with Champions for K-6 before-and after-school child care at Yutan Elementary School. Roll Call Vote: Daniell: Yes, Egr: Yes, Hancock: Yes, Hollst: Yes, Wacker: Yes, Wilke: Absent Yes: 5, No: 0, Absent: 1
Motion Carried

13.7. Energy Services Company

Energy service companies (ESCO's) develop, design, and build projects that save energy, reduce energy costs, and decrease operations and maintenance costs at their customers' facilities. In general, ESCO's act as project developers for a comprehensive range of energy conservation measures and assume the technical and management risks associated with a project. Typical projects ESCO's handle for schools are HVAC systems and controls and large lighting redesigns. The Facility Committee has discussed the use of an ESCO and is recommending the administration move forward to formally release a Request For Qualifications (RFQ) to seek qualified ESCO respondents. There is no cost for this RFQ process (other than admin time and effort) and it does not bind the district to any project or company. Costs will be incurred when and if the district selects an ESCO to work with and identifies projects for replacement or upgrade. The board will consider, discuss, and take all necessary action to authorize the administration to release an RFQ for an Energy Services Company.

Moved by Bill Hancock, seconded by Adam Wacker to authorize the Superintendent to adhere to the Request for Qualification (RFQ) process as identified in State Statute sections 66-1062 to 66-1066 for selecting an ESCO to implement a variety of energy-related projects. Roll Call Vote: Daniell: Yes, Egr: Yes, Hancock: Yes, Hollst: Yes, Wacker: Yes, Wilke: Absent Yes: 5, No: 0, Absent: 1
Motion Carried

13.8. Review and/or Revise Policies

The following policies are subject to approval and/or revision as part of the monthly policy review process. The policies presented have been reviewed by the Superintendent and are current by state statute, legal specifications, or NDE requirements; or have been revised or new policies presented to be in alignment with state statute, legal recommendation, or state and federal requirements. The board will consider, discuss, and take necessary action to affirm existing policies or approve revised or new policies as presented.

- 6011-Fire Instruction and Prevention
- 6012-Flag Display and Patriotic Observances
- 6013-Teaching Controversial Issues
- 6014-School Attendance on Days of Scheduled Activities
- 6015-Summer School
- 6016-Homebound and Off-Campus Instruction
- 6017-Homework
- 6018-Grades
- 6020-Multicultural Education

Moved by Gary Hollst, seconded by Judy Daniell to approve policies as presented. Roll Call
Vote: Daniell: Yes, Egr: Yes, Hancock: Yes, Hollst: Yes, Wacker: Yes, Wilke: Absent Yes: 5,
No: 0, Absent: 1
Motion Carried

14. Discussion and Informational Items

Items for discussion, information, or consideration - no action to be taken:

- Staff Appreciation Lunch
 - Thursday, March 16 at 12:00pm
- Activity Center - Polling Place on Tuesday, May 13.
- Superintendent Evaluation #2
 - Moved to June 10, 2024
- Policies for review at the May board meeting:
 - 6021-District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations
 - 6025-Student Cell Phone and Other Electronic Devices
 - 6026-Emergency Dismissal
 - 6027-Field Trips
 - 6028-The Extracurricular Activities Program
 - 6029-Activity Trips
 - 6030-Public Appearances of School Groups
 - 6031-Emergency Exclusion
 - 6032-Constitution Day Education

15. Next Board Meeting

The next regular meeting of the Board is scheduled for June 10, 2024 at 6:00pm in the high school media center.

16. Adjournment

Meeting was adjourned at 8:41pm.

YUTAN PUBLIC SCHOOLS									
FUND STATEMENT AND ACCOUNT BALANCES									
5/31/2024									
ACCOUNT	ACCOUNT #	BOOK BEG BALANCE	RECEIPTS	INTEREST	EXPENSES	TRANSFERS	BOOK END BALANCE	OUTSTANDING CHECKS	BANK STATEMENT BALANCE
GENERAL FUND									
CHECKING	467216	\$ 2,345,381.30	\$ 1,534,419.76	\$ 12,618.05	\$ 565,527.87		\$ 3,326,891.24	\$ 2,733.26	\$ 3,329,624.50
							\$ 3,326,891.24		\$ 3,329,624.50
							\$ 2,951,713.88	5/31/2023	
DEPRECIATION FUND									
CHECKING	467533	\$ 691,883.59		\$ 2,974.69	\$ 6,259.37		\$ 688,598.91		\$ 688,598.91
NLAF	9300749	\$ 1,063,058.46		\$ 4,527.66			\$ 1,067,586.12		\$ 1,067,586.12
							\$ 1,756,185.03		\$ 1,756,185.03
							\$ 1,559,704.60	5/31/2023	
BOND FUND									
CHECKING	910148304	\$ 907,870.88	\$ 62,503.86	\$ 4,088.85			\$ 974,463.59		\$ 974,463.59
							\$ 974,463.59		\$ 974,463.59
							\$ 802,367.20	5/31/2023	
QCPUF FUND									
CHECKING	910148293	\$ 662.40		\$ 2.86			\$ 665.26		\$ 665.26
							\$ 665.26		\$ 665.26
							\$ 70,704.50	5/31/2023	
BUILDING FUND									
CHECKING	689612	\$ 250,730.43	\$ 96,378.45	\$ 1,345.05	\$ 804.46		\$ 347,649.47		\$ 347,649.47
NLAF	9300012	\$ 642,295.51		\$ 2,735.59			\$ 645,031.10		\$ 645,031.10
							\$ 992,680.57		\$ 992,680.57
							\$ 969,135.49	5/31/2023	
UNEMPLOYMENT FUND									
SAVINGS	46945020	\$ 16,349.33					\$ 16,349.33		\$ 16,349.33
							\$ 16,349.33		\$ 16,349.33
							\$ 16,324.89	5/31/2023	
ACTIVITY FUND									
CHECKING	686097	\$ 56,075.61	\$ 101,599.35	\$ 451.41	\$ 24,241.78		\$ 133,884.59	\$ 3,812.47	\$ 137,697.06
							\$ 133,884.59		\$ 137,697.06
							\$ 59,404.00	5/31/2023	
STUDENT FEE									
SAVINGS	46855520	\$ 9,328.71					\$ 9,328.71		\$ 9,328.71
							\$ 9,328.71		\$ 9,328.71
							\$ 9,314.77	5/31/2023	
EMPLOYEE BENEFIT FUND									
CHECKING	467614	\$ 3,953.99	\$ 2,332.08		\$ 2,332.08		\$ 3,953.99		\$ 3,953.99
PAYFLEX	500301928	\$ 30,561.18	\$ 3,017.30		\$ 3,017.30		\$ 30,561.18		\$ 30,561.18
							\$ 34,515.17		\$ 34,515.17
							\$ 34,712.28	5/31/2023	
LUNCH FUND									
CHECKING	687371	\$ 224,509.65	\$ 21,001.22	\$ 946.64	\$ 35,474.23		\$ 210,983.28	\$ 145.55	\$ 211,128.83
							\$ 210,983.28		\$ 211,128.83
							\$ 204,213.22	5/31/2023	
TOTAL ALL FUNDS									
							\$ 7,455,946.77		\$ 7,462,638.05
							\$ 6,677,594.83	5/31/2023	
TOTALS		\$ 6,242,661.04	\$ 1,821,252.02	\$ 29,690.80	\$ 637,657.09	\$ -	\$ 7,455,946.77	\$ 6,691.28	\$ 7,462,638.05

YUTAN PUBLIC SCHOOLS
CONSENT ITEMS FOR PAYMENT
5/31/2024

<u>FUND</u>	<u>DATE</u>	<u>CHECKS</u>	<u>VENDOR</u>		<u>AMOUNT</u>
SPECIAL BUILDING					
				Total Special Building	\$ -
DEPRECIATION					
Upgrade to ACM-HS	6/10/2024	#454	Albireo Energy		\$ 19,448.00
Remove/Install Gate	6/10/2024	#455	American Fence Co		\$ 1,450.18
				Total Depreciation	\$ 20,898.18
QCPUF					
				Total QCPUF	\$ -
BOND					
				Total Bond	\$ -
TRANSFERS					
				Total Transfers	\$ -
LUNCH					
Lunch Fund Bills	6/10/2024	#6776-6783			\$ 6,525.25
Direct Deposit	6/20/2024	#6784-6790			\$ 6,843.43
Third Party Checks	6/20/2024				\$ 909.49
Third Party Electronic Payment (HSA)	6/20/2024				\$ -
Tax Liabilities	6/20/2024				\$ 1,506.30
Nebraska Public Employees Retirement Systems	6/20/2024				\$ 1,552.74
Employee Benefits	6/20/2024				\$ 18.56
Payflex	6/20/2024				\$ -
				Total Lunch Fund	\$ 17,355.77
GENERAL					
General Fund Bills	6/10/2024	#23229-23286			\$ 196,772.84
Direct Deposit	6/20/2024	#23287-23297			\$ 241,993.15
Third Party Checks	6/20/2024				\$ 79,055.54
Third Party Electronic Payment (HSA)	6/20/2024				\$ 7,341.43
Tax Liabilities	6/20/2024				\$ 88,486.18
Nebraska Public Employees Retirement Systems	6/20/2024				\$ 65,514.79
Employee Benefits	6/20/2024				\$ 2,313.52
Payflex	6/20/2024				\$ 3,017.30
				Total General Fund	\$ 684,494.75
				TOTAL PAYMENTS	\$ 722,748.70

Yutan Public Schools

May 2024 Revenue Report

Account	May Actuals	Adopted Budget	Actuals (YTD)	Available	% of Budget
01100 - Taxes Levied/Assessed by the School District	(\$1,138,133.91)	(\$3,911,450.00)	(\$3,419,561.39)	(\$491,888.61)	87.42%
01115 - Carline Taxes	(\$4,272.91)	(\$1,200.00)	(\$5,247.90)	\$4,047.90	437.33%
01120 - Public Power District Sales Taxes	(\$143.17)	(\$35,000.00)	(\$34,430.41)	(\$569.59)	98.37%
01125 - Motor Vehicle Taxes	(\$35,632.36)	(\$360,000.00)	(\$276,035.74)	(\$83,964.26)	76.68%
01370 - Preschool Tuition & Fees	(\$1,000.00)	(\$18,000.00)	(\$10,500.00)	(\$7,500.00)	58.33%
01510 - Interest on Investments	(\$12,618.05)	(\$1,500.00)	(\$78,570.82)	\$77,070.82	5238.05%
01910 - Other Rentals of School Equipment, Property, and Facilities	(\$526.88)		(\$790.32)	\$790.32	
01951 - Miscellaneous Revenue From Other School Districts Within the State	\$0.00		(\$375.93)	\$375.93	
01990 - Miscellaneous Local Revenue	\$0.00	(\$3,000.00)	\$0.00	(\$3,000.00)	0.00%
02110 - County Fines & License Fees	(\$2,380.82)	(\$15,500.00)	(\$23,833.32)	\$8,333.32	153.76%
02130 - Other County Receipts	\$0.00	(\$1,200.00)	\$0.00	(\$1,200.00)	0.00%
03110 - State Aid	(\$261,227.00)	(\$2,612,272.00)	(\$2,351,043.00)	(\$261,229.00)	90.00%
03120 - SPED (School Age)	(\$87,757.00)	(\$595,600.00)	(\$523,879.00)	(\$71,721.00)	87.96%
03130 - Homestead Exemption	\$0.00		(\$48,322.27)	\$48,322.27	
03180 - Pro-Rate Motor Vehicle	\$0.00	(\$6,800.00)	(\$6,422.43)	(\$377.57)	94.45%
03400 - State Apportionment	\$0.00	(\$71,000.00)	(\$81,767.58)	\$10,767.58	115.17%
03535 - Payment for High Ability Learners	\$0.00	(\$5,500.00)	(\$5,920.00)	\$420.00	107.64%
03551 - Career Education	\$0.00		(\$7,500.00)	\$7,500.00	
04310 - REAP	\$0.00	(\$18,700.00)	\$0.00	(\$18,700.00)	0.00%
04423 - IDEA Part B ARP Proportionate Share	\$0.00		(\$738.00)	\$738.00	
04505 - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	\$0.00	(\$23,640.00)	\$0.00	(\$23,640.00)	0.00%
04516 - IDEA Preschool (619) Base/IDEA Enrollment Poverty Allocation	\$0.00		(\$2,201.00)	\$2,201.00	
04518 - IDEA Part B (611) Base & Enrollment Poverty Allocation	\$0.00	(\$97,200.00)	(\$105,271.00)	\$8,071.00	108.30%
04521 - IDEA Part B Proportionate Share	\$0.00		(\$7,727.00)	\$7,727.00	
04525 - Federal Vocational & Applied Technology Education (Carl Perkins)	\$0.00	(\$3,650.00)	(\$2,814.40)	(\$835.60)	77.11%
04708 - Medicaid in Public Schools	\$0.00	(\$100.00)	(\$195.34)	\$95.34	195.34%
04709 - Medicaid Administrative Activities (MAAPS)	\$0.00	(\$2,500.00)	(\$1,381.18)	(\$1,118.82)	55.25%
05301 - Insurance Adjustments	(\$2,728.60)		(\$2,728.60)	\$2,728.60	
05690 - Other Non-Revenue Receipts	(\$616.19)	(\$3,500.00)	(\$5,180.14)	\$1,680.14	148.00%
Totals	\$ (1,547,036.89)	\$ (7,787,312.00)	\$ (7,002,436.77)	\$ (784,875.23)	89.92%

Yutan Public Schools
June 2024 Expense Report

Account	June Actuals	Adopted Budget	Actuals (YTD)	Available	% of Budget
01100 - Regular Instructions Programs	\$273,050.48	\$3,752,780.00	\$2,675,266.04	\$1,077,513.96	71.29%
01160 - Poverty Programs	\$9,052.85	\$115,996.00	\$90,528.46	\$25,467.54	78.04%
01190 - Early Childhood Educational Programs	\$6,382.24	\$105,205.00	\$70,502.84	\$34,702.16	67.01%
01200 - Special Education Instructional Programs - School Age	\$71,103.80	\$1,303,004.00	\$651,380.13	\$651,623.87	49.99%
01291 - Special Education Instructional Programs - Ages 3-5	\$0.00	\$8,500.00	\$0.00	\$8,500.00	0.00%
01292 - Special Education Instructional Programs - Ages 0-2	\$0.00	\$10,000.00	\$0.00	\$10,000.00	0.00%
02120 - Guidance Services	\$16,566.07	\$218,194.00	\$176,113.50	\$42,080.50	80.71%
02130 - Health Services	\$4,049.45	\$72,254.00	\$40,420.82	\$31,833.18	55.94%
02131 - Health Services - SPED - School Age	\$0.00	\$35,000.00	\$0.00	\$35,000.00	0.00%
02141 - Psychological Services - SPED - School Age	\$15,696.44	\$75,000.00	\$49,828.94	\$25,171.06	66.44%
02151 - Speech Pathology and Audiology Services - SPED - School Age	\$7,574.47	\$106,866.00	\$75,741.64	\$31,124.36	70.88%
02153 - Speech Pathology and Audiology Services - SPED - Ages 0-2	\$0.00	\$8,500.00	\$0.00	\$8,500.00	0.00%
02161 - Occupational Therapy-Related Services - SPED - School Age	\$7,672.31	\$31,000.00	\$38,643.42	(\$7,643.42)	124.66%
02162 - Occupational Therapy-Related Services - SPED - Ages 3-5	\$0.00	\$3,500.00	\$0.00	\$3,500.00	0.00%
02163 - Occupational Therapy-Related Services - SPED - Ages 0-2	\$0.00	\$3,500.00	\$0.00	\$3,500.00	0.00%
02171 - Physical Therapy-Related Services - SPED - School Age	\$202.50	\$7,500.00	\$2,430.00	\$5,070.00	32.40%
02172 - Physical Therapy-Related Services - SPED - Ages 3-5	\$0.00	\$1,500.00	\$0.00	\$1,500.00	0.00%
02173 - Physical Therapy-Related Services - SPED - Ages 0-2	\$162.00	\$2,500.00	\$1,275.75	\$1,224.25	51.03%
02181 - Visually Impaired-Related Services - SPED - School Age	\$0.00	\$10,000.00	\$184.60	\$9,815.40	1.85%
02190 - Support Services - Student - Other	\$22,679.18	\$255,501.00	\$190,083.80	\$65,417.20	74.40%
02211 - School Improvement	\$0.00	\$7,500.00	\$0.00	\$7,500.00	0.00%
02213 - Instructional Staff Training	\$0.00	\$5,500.00	\$229.00	\$5,271.00	4.16%
02220 - Library or Media Services	\$12,784.07	\$184,472.00	\$122,710.70	\$61,761.30	66.52%
02230 - Instruction-Related Technology	\$0.00	\$4,000.00	\$4,425.00	(\$425.00)	110.63%
02310 - Board of Education	\$2,617.93	\$35,000.00	\$32,545.33	\$2,454.67	92.99%
02320 - Executive Administration	\$23,755.01	\$289,606.00	\$236,753.79	\$52,852.21	81.75%
02330 - District Legal Services	\$1,500.00	\$50,000.00	\$16,160.66	\$33,839.34	32.32%
02410 - Office of the Principal	\$39,380.56	\$541,403.00	\$398,300.28	\$143,102.72	73.57%
02510 - Fiscal Services	\$11,446.67	\$257,530.00	\$168,918.64	\$88,611.36	65.59%
02610 - Operation of Buildings	\$39,517.94	\$612,500.00	\$374,947.86	\$237,552.14	61.22%
02620 - Maintenance of Buildings	\$24,165.05	\$309,048.00	\$178,182.49	\$130,865.51	57.66%
02630 - Care & Upkeep of Grounds	\$4,054.50	\$15,000.00	\$7,997.40	\$7,002.60	53.32%
02650 - Vehicle Operation, Maintenance & Purchasing (Other Than Student Transportation Vehicles)	\$0.00	\$2,500.00	\$0.00	\$2,500.00	0.00%
02710 - Vehicle Operation & Purchasing- Regular Education	\$8,399.67	\$364,516.00	\$129,478.45	\$235,037.55	35.52%
02712 - Vehicle Operation & Purchasing - School Age SPED	\$3,037.12	\$84,145.00	\$35,755.02	\$48,389.98	42.49%
02713 - Vehicle Operation & Purchasing - Ages 3-5 SPED	\$0.00	\$1,000.00	\$0.00	\$1,000.00	0.00%
02715 - Vehicle Operation & Purchasing - Ages 0-2 SPED	\$136.09	\$1,500.00	\$925.79	\$574.21	61.72%
03300 - Community Services Operations	\$0.00	\$5,000.00	\$0.00	\$5,000.00	0.00%
03535 - High Ability Learners	\$881.26	\$17,913.00	\$8,811.78	\$9,101.22	49.19%
06200 - Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	\$0.00	\$53,107.00	\$41,368.99	\$11,738.01	77.90%
06406 - Federal Services - IDEA Preschool (619) Base Allocation	\$0.00	\$5,000.00	\$0.00	\$5,000.00	0.00%
06408 - Federal Services - IDEA Part B (611) Base & Enrollment Poverty Allocation - Birth Through Age 21	\$16,467.41	\$134,028.00	\$73,649.15	\$60,378.85	54.95%
06412 - Federal Services - IDEA Part B Proportionate Share	\$0.00	\$7,500.00	\$0.00	\$7,500.00	0.00%
06423 - Federal Services - IDEA Part B ARP Proportionate Share	\$0.00	\$5,000.00	\$0.00	\$5,000.00	0.00%
06700 - Federal Services - Federal Vocational & Applied Technology Education (Carl Perkins)	\$0.00	\$7,500.00	\$2,814.40	\$4,685.60	37.53%
06992 - REAP	\$62,159.68	\$18,700.00	\$62,159.68	(\$43,459.68)	332.40%
08000 - Transfers (Outgoing)	\$0.00	\$265,000.00	\$127,268.00	\$137,732.00	48.03%
Totals	\$684,494.75	\$9,410,268.00	\$6,085,802.35	\$3,324,465.65	64.67%

Yutan Public Schools

Check Report

June 2024

Payee	Check Date	Check Number	Description	Type	Amount
A-1 Flags, Poles & Repair	06/10/2024	23229	Lift Truck Service	Accounts Payable	\$80.00
Acco Brands USA LLC	06/10/2024	23230	Classroom Supplies	Accounts Payable	\$22.40
Accurate Locksmiths, Inc	06/10/2024	23231	Lock Replacement, ReKey Lock	Accounts Payable	\$1,033.80
Amazon Capital Services, Inc.	06/10/2024	23232	General Supplies	Accounts Payable	\$277.71
Amazon Capital Services, Inc.	06/10/2024	23232	Tech Supplies	Accounts Payable	\$742.93
Apple, Inc.	06/10/2024	23233	Computers-ELEM	Accounts Payable	\$26,208.00
Benjamin, Jeffrey D	06/10/2024	23234	Reimburse for mulch	Accounts Payable	\$184.50
Blick Art Materials	06/10/2024	23235	Classroom Supplies-Art	Accounts Payable	\$456.96
Bluum USA, INC	06/10/2024	23236	Classroom Supplies	Accounts Payable	\$331.20
Boys Town	06/10/2024	23237	Instruction--APR 24-EG	Accounts Payable	\$4,250.00
ChromebookParts.com	06/10/2024	23238	Chromebooks-REAP	Accounts Payable	\$35,951.68
City Of Yutan	06/10/2024	23239	Water Bills	Accounts Payable	\$478.00
Column Software PBC	06/10/2024	23240	Notice IDFvtLcd7IK82wtUc35N4aWahoo Paper	Accounts Payable	\$19.56
Column Software PBC	06/10/2024	23240	Notice IDqmeqAjCTH6EIVTexH8fZWahoo Paper	Accounts Payable	\$346.97
Cubbys, Inc.	06/10/2024	23241	Gasoline	Accounts Payable	\$752.74
Culligan Of Omaha	06/10/2024	23242	Solar Salt	Accounts Payable	\$260.00
De Lage Landen Financial Services, Inc.	06/10/2024	23243	Copier Lease Payout	Accounts Payable	\$2,686.72
Diversified Drug Testing	06/10/2024	23244	Federal Clearinghouse Subscription	Accounts Payable	\$40.00
Educational Service Unit #2	06/10/2024	23245	3rd Quarter Billing	Accounts Payable	\$40,820.06
Educational Service Unit #2	06/10/2024	23245	4th Quarter Billing	Accounts Payable	\$5,041.25
Egan Supply Co, Inc.	06/10/2024	23246	Custodial Supplies	Accounts Payable	\$370.15
ESUCC	06/10/2024	23247	Powerschool- SIS/ECollect	Accounts Payable	\$4,964.38
Family Service Association Of Lincoln	06/10/2024	23248	Spring services provided by Shelby Ingersoll	Accounts Payable	\$6,020.00
First National Bank	06/10/2024	23249	May Visa Charges	Accounts Payable	\$779.43
Follett School Solutions, LLC	06/10/2024	23250	Destiny Library Manager	Accounts Payable	\$1,838.90
Frontier Cooperative	06/10/2024	23251	Fuel	Accounts Payable	\$1,851.63
Helm Service Inc	06/10/2024	23252	ELEM Service call	Accounts Payable	\$2,264.25
Helm Service Inc	06/10/2024	23252	HS Service call	Accounts Payable	\$4,362.28
Hometown Leasing	06/10/2024	23253	Copier Lease-ELEM	Accounts Payable	\$359.22
INTERMEDIA.NET INC	06/10/2024	23254	Phone Services	Accounts Payable	\$217.01
Jacobs, Trent L	06/10/2024	23255	Reimburse for supplies	Accounts Payable	\$19.99
Konecky Oil, Inc.	06/10/2024	23256	Oil Change/Tire Rotation	Accounts Payable	\$100.99
Konecky Oil, Inc.	06/10/2024	23256	Vehicle Supplies	Accounts Payable	\$35.96
KSB School Law	06/10/2024	23257	District Legal Services	Accounts Payable	\$1,500.00
Learn 2 Move	06/10/2024	23258	PT Services -April	Accounts Payable	\$638.69
Lynch, Joshua S	06/10/2024	23259	Mileage	Accounts Payable	\$361.80
Matheson Tri-Gas, Inc.	06/10/2024	23260	Tank Rentals	Accounts Payable	\$282.35
MCI	06/10/2024	23261	Long distance services	Accounts Payable	\$68.61

Menards	06/10/2024	23262	Supplies-Custodial	Accounts Payable	\$77.96
Menards	06/10/2024	23262	Supplies-maintenance	Accounts Payable	\$12.99
Metropolitan Utilities District	06/10/2024	23263	Natural Gas Bills	Accounts Payable	\$4,946.00
Michelle Griffith	06/10/2024	23264	Reimburse for mileage	Accounts Payable	\$603.00
Midwest Alarm Services	06/10/2024	23265	Activity Center Fire Alarm InspectionFire Extinguisher Inspection	Accounts Payable	\$354.96
Midwest Alarm Services	06/10/2024	23265	Fire Alarm MonitoringFire CommunicatorActivity Center	Accounts Payable	\$866.68
Midwest Alarm Services	06/10/2024	23265	Fire Alarm MonitoringFire CommunicatorHS	Accounts Payable	\$837.81
Midwest Grads	06/10/2024	23266	Graduation Supplies	Accounts Payable	\$668.55
Midwest Technology Products	06/10/2024	23267	Classroom Supplies	Accounts Payable	\$29.81
My Central Supply	06/10/2024	23268	Carpet Cleaner	Accounts Payable	\$3,803.52
My Central Supply	06/10/2024	23268	Custodial Supplies	Accounts Payable	\$199.39
N2Y, LLC	06/10/2024	23269	Unique Learning System	Accounts Payable	\$4,529.94
Nebraska Council Of School Administrators	06/10/2024	23270	Admin Days	Accounts Payable	\$450.00
Nebraska Council Of School Administrators	06/10/2024	23270	Title IX Training	Accounts Payable	\$300.00
Novotny, Stefanie E	06/10/2024	23271	Mileage	Accounts Payable	\$308.20
Novotny, Tahler M	06/10/2024	23272	Mileage	Accounts Payable	\$202.34
Novotny, Tahler M	06/10/2024	23272	Reimburse for Teacher Appreciation food	Accounts Payable	\$4.26
One Source	06/10/2024	23273	Background Checks	Accounts Payable	\$79.00
OOP INC, Otte Oil & Propane INC	06/10/2024	23274	Seed/Rental for seeding	Accounts Payable	\$1,700.00
OPPD	06/10/2024	23275	Electric Bills	Accounts Payable	\$12,017.40
School Specialty LLC	06/10/2024	23276	Classroom Supplies	Accounts Payable	\$186.84
Student Assurance Services	06/10/2024	23277	Student Liability Insurance	Accounts Payable	\$1,174.20
Teacher Innovations, Inc.	06/10/2024	23278	24/25 Subscription-HS	Accounts Payable	\$360.00
TNT Cleaning Service	06/10/2024	23279	Cleaning Service	Accounts Payable	\$10,445.00
Trade Well Pallet, Inc.	06/10/2024	23280	Wood Chips-ELEM	Accounts Payable	\$2,090.00
U.S. Bank	06/10/2024	23281	May Visa Charges	Accounts Payable	\$299.25
Voss Lighting	06/10/2024	23282	Light bulbs	Accounts Payable	\$2,020.00
Wahoo-Waverly-Ashland	06/10/2024	23283	Account# 860000001003634	Accounts Payable	\$349.95
Waste Connections Of Ne, Inc.	06/10/2024	23284	Trash Services-ELEM	Accounts Payable	\$330.52
Waste Connections Of Ne, Inc.	06/10/2024	23284	Trash Services-HS	Accounts Payable	\$514.14
Windstream	06/10/2024	23285	Phone Services-ELEM	Accounts Payable	\$155.62
Windstream	06/10/2024	23285	Phone Services-HS	Accounts Payable	\$158.55
Yutan Lunch Fund	06/10/2024	23286	Birthday ice cream- ELEM	Accounts Payable	\$97.15
Yutan Lunch Fund	06/10/2024	23286	EOY Meal Price Deficit	Accounts Payable	\$228.51
Yutan Lunch Fund	06/10/2024	23286	Ground Beef for FCS	Accounts Payable	\$292.50
Yutan Lunch Fund	06/10/2024	23286	PreK snacks	Accounts Payable	\$58.68
Total Accounts Payable General Fund					\$196,772.84
AFLAC	06/10/2024	23287	AFLAC Accident Plan (Pre-Tax)	Payroll Liability	\$239.37
AFLAC	06/10/2024	23287	AFLAC Cancer	Payroll Liability	\$40.36
Blue Cross / Blue Shield	06/10/2024	23288	BCBS Benefit - EE & Children HSA NB Plan	Payroll Liability	\$1,252.20
Blue Cross / Blue Shield	06/10/2024	23288	BCBS Benefit - EE & Children PPO NB Plan	Payroll Liability	\$1,458.90
Blue Cross / Blue Shield	06/10/2024	23288	BCBS Benefit - EE & Children PPO PSBC Plan	Payroll Liability	\$2,917.80

Blue Cross / Blue Shield	06/10/2024	23288	BCBS Benefit - EE & Spouse HSA NB Plan	Payroll Liability	\$1,421.40
Blue Cross / Blue Shield	06/10/2024	23288	BCBS Benefit - EE & Spouse HSA PSBC Plan	Payroll Liability	\$1,421.40
Blue Cross / Blue Shield	06/10/2024	23288	BCBS Benefit - EE & Spouse PPO NB Plan	Payroll Liability	\$1,656.03
Blue Cross / Blue Shield	06/10/2024	23288	BCBS Benefit - Family HSA NB Plan	Payroll Liability	\$5,725.71
Blue Cross / Blue Shield	06/10/2024	23288	BCBS Benefit - Family HSA PSBC Plan	Payroll Liability	\$17,177.13
Blue Cross / Blue Shield	06/10/2024	23288	BCBS Benefit - Family PPO BH Plan	Payroll Liability	\$2,223.63
Blue Cross / Blue Shield	06/10/2024	23288	BCBS Benefit - Family PPO NB Plan	Payroll Liability	\$13,341.78
Blue Cross / Blue Shield	06/10/2024	23288	BCBS Benefit - Family PPO PSBC Plan	Payroll Liability	\$8,894.52
Blue Cross / Blue Shield	06/10/2024	23288	BCBS Benefit - Single HSA BH Plan	Payroll Liability	\$1,353.68
Blue Cross / Blue Shield	06/10/2024	23288	BCBS Benefit - Single HSA PSBC Plan	Payroll Liability	\$3,384.20
Blue Cross / Blue Shield	06/10/2024	23288	BCBS Benefit - Single PPO BH Plan	Payroll Liability	\$1,577.22
Blue Cross / Blue Shield	06/10/2024	23288	BCBS Benefit - Single PPO NB Plan	Payroll Liability	\$3,154.44
Blue Cross / Blue Shield	06/10/2024	23288	BCBS Benefit - Single PPO PSBC Plan	Payroll Liability	\$2,365.83
Blue Cross / Blue Shield	06/10/2024	23288	BCBS Dental - EE & Children	Payroll Liability	\$172.77
Blue Cross / Blue Shield	06/10/2024	23288	BCBS Dental - EE & Spouse	Payroll Liability	\$29.54
Blue Cross / Blue Shield	06/10/2024	23288	BCBS Dental - Family	Payroll Liability	\$580.14
Blue Cross / Blue Shield	06/10/2024	23288	BCBS Dental - Single	Payroll Liability	\$708.96
Blue Cross / Blue Shield	06/10/2024	23288	Section 125 Dental	Payroll Liability	\$942.77
First State Bank - State Taxes	06/10/2024	23289	State Withholding - NE	Payroll Liability	\$11,681.32
First State Bank - Payroll Taxes	06/10/2024	23290	Federal Withholding	Payroll Liability	\$23,942.76
First State Bank - Payroll Taxes	06/10/2024	23290	FICA	Payroll Liability	\$42,842.46
First State Bank - Payroll Taxes	06/10/2024	23290	Medicare	Payroll Liability	\$10,019.64
Legal Shield	06/10/2024	23291	Legal Shield	Payroll Liability	\$112.60
Nebraska Department of Revenue	06/10/2024	23292	Tax Levy	Payroll Liability	\$813.64
Retirement Plan Consultants LLC	06/10/2024	23293	403b % (Traditional)	Payroll Liability	\$554.74
Retirement Plan Consultants LLC	06/10/2024	23293	403b % Roth	Payroll Liability	\$364.72
Retirement Plan Consultants LLC	06/10/2024	23293	403b (Traditional)	Payroll Liability	\$4,803.31
Retirement Plan Consultants LLC	06/10/2024	23293	403b Roth	Payroll Liability	\$225.00
State Of Nebraska NPERS	06/10/2024	23294	NPERS	Payroll Liability	\$65,514.79
Yutan Employee Benefits Fund	06/10/2024	23295	Madison Life LTD EE	Payroll Liability	\$1,727.74
Yutan Employee Benefits Fund	06/10/2024	23295	Madison National Life Insurance	Payroll Liability	\$117.30
Yutan Employee Benefits Fund	06/10/2024	23295	VSP Vision - Emp + Children	Payroll Liability	\$60.00
Yutan Employee Benefits Fund	06/10/2024	23295	VSP Vision - Emp + Spouse	Payroll Liability	\$55.68
Yutan Employee Benefits Fund	06/10/2024	23295	VSP Vision - Family	Payroll Liability	\$249.60
Yutan Employee Benefits Fund	06/10/2024	23295	VSP Vision - Single	Payroll Liability	\$103.20
Yutan Flex Account	06/10/2024	23296	Dependent Care	Payroll Liability	\$1,999.97
Yutan Flex Account	06/10/2024	23296	Medical Flex	Payroll Liability	\$1,017.33
Yutan School Lunch	06/10/2024	23297	Lunch Deduction	Payroll Liability	\$141.75
DirectDep- First State Bank	06/10/2024	EFT	Direct Deposit	Payroll Liability	\$241,993.15
HSA Bank	06/10/2024	EFT	HSA Bank Benefit	Payroll Liability	\$7,341.43
Total Payroll General Fund					\$487,721.91
TOTAL GENERAL FUND					\$684,494.75

Drywall Supply	06/10/2024	6776	Ceiling Tiles-Kitchen	Accounts Payable	\$1,549.91
Edwards, Becky	06/10/2024	6777	Lunch \$ Refund	Accounts Payable	\$26.80
Egan Supply Co, Inc.	06/10/2024	6778	ELEM Dish Machine	Accounts Payable	\$350.00
Egan Supply Co, Inc.	06/10/2024	6778	HS Dish Machine Lease	Accounts Payable	\$275.19
Flores, Jovani	06/10/2024	6779	Lunch \$ Refund	Accounts Payable	\$15.50
Hiland Dairy	06/10/2024	6780	Milk-ELEM	Accounts Payable	\$663.52
Hiland Dairy	06/10/2024	6780	Milk-HS	Accounts Payable	\$338.65
Kirchmann, Heather	06/10/2024	6781	Lunch \$ Refund	Accounts Payable	\$118.40
Martin Bros.	06/10/2024	6782	ELEM-Lunch	Accounts Payable	\$1,340.22
Martin Bros.	06/10/2024	6782	HS Lunch	Accounts Payable	\$1,831.96
Martin, April	06/10/2024	6783	Lunch \$ Refund	Accounts Payable	\$15.10
Total Accounts Payable Lunch Fund					\$6,525.25
AFLAC	06/10/2024	6784	AFLAC Accident Plan (Post-Tax)	Payroll Liability	\$5.15
AFLAC	06/10/2024	6784	AFLAC Accident Plan (Pre-Tax)	Payroll Liability	\$162.98
Blue Cross / Blue Shield	06/10/2024	6785	Section 125 Dental	Payroll Liability	\$29.54
Blue Cross / Blue Shield	06/10/2024	6785	Section 125 Plan	Payroll Liability	\$661.82
First State Bank - State Taxes	06/10/2024	6786	State Withholding - NE	Payroll Liability	\$104.09
First State Bank - Payroll Taxes	06/10/2024	6787	Federal Withholding	Payroll Liability	\$97.83
First State Bank - Payroll Taxes	06/10/2024	6787	FICA	Payroll Liability	\$1,057.14
First State Bank - Payroll Taxes	06/10/2024	6787	Medicare	Payroll Liability	\$247.24
Retirement Plan Consultants LLC	06/10/2024	6788	403b (Traditional)	Payroll Liability	\$50.00
State Of Nebraska NPERS	06/10/2024	6789	NPERS	Payroll Liability	\$1,552.74
Yutan Employee Benefits Fund	06/10/2024	6790	VSP Vision - Emp + Spouse	Payroll Liability	\$18.56
DirectDep- First State Bank	06/10/2024	EFT	Direct Deposit	Payroll Liability	\$6,843.43
Total Payroll Lunch Fund					\$10,830.52
TOTAL LUNCH FUND					\$17,355.77
Albireo Energy	06/10/2024	454	Upgrade to ACM-HS	Accounts Payable	\$19,448.00
American Fence Co	06/10/2024	455	Remove/Install Gate	Accounts Payable	\$1,450.18
Total Accounts Payable Depreciation Fund					\$20,898.18
TOTAL DEPRECIATION FUND					\$20,898.18

Check Summary

Sorted by Activity ID, Site ID.
From 05/01/2024 to 05/31/2024.

Activity ID Site ID	Activity Name Site Name		Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
105			Baseball- Fundraising					
YPS			Yutan Public Schools					
029361	Cleared	05/15/2024	ZACH ZAHNOW		Spring24		Baseball Coaching	500.00
Total:								\$ 500.00
115			Basketball- Girls Fundraising					
YPS			Yutan Public Schools					
029342	Cleared	05/08/2024	FIRST NATIONAL BANK		04232024		April Visa Charges	295.00
029348	Printed	05/14/2024	Concordia University Basketball		05102024		GBB Team Camp 6/27	275.00
029349	Printed	05/14/2024	Missouri Basketball Coaches Asscotiation		05102024		Midwest D1 Showcase-6/13-6/14	300.00
029350	Printed	05/14/2024	Cross County Girls Basketball		05102024		GBB JV Team Camp- 6/5	200.00
029351	Printed	05/14/2024	CLARKSON-LEIGH Basketball		05102024		GBB Team Camps-6/11, 6/25	350.00
029363	Cleared	05/15/2024	Signature Championship Rings		5674-001		GBB Championship Rings	2,903.00
Total:								\$ 4,323.00
125			Basketball-Boys- Fundraising					
YPS			Yutan Public Schools					
029342	Cleared	05/08/2024	FIRST NATIONAL BANK		04232024		April Visa Charges	376.91
Total:								\$ 376.91
145			Football- Fundraising					
YPS			Yutan Public Schools					
029342	Cleared	05/08/2024	FIRST NATIONAL BANK		04232024		April Visa Charges	1,645.95
Total:								\$ 1,645.95
150			Golf					
YPS			Yutan Public Schools					
029353	Cleared	05/14/2024	LINCOLN CHRISTIAN SCHOOL		05062024		Varsity Golf-5/6	125.00
029365	Printed	05/20/2024	OAKLAND-CRAIG PUBLIC SCHOOLS		05142024		District Golf-5/14	125.00
Total:								\$ 250.00
170			Track					
YPS			Yutan Public Schools					
029333	Printed	05/03/2024	ARLINGTON PUBLIC SCHOOLS		05022024		Varsity TR Entry-5/2	160.00
029345	Cleared	05/10/2024	YUTAN PUBLIC SCHOOL		05102024		State Track food \$\$	840.00
029352	Printed	05/14/2024	MALCOLM PUBLIC SCHOOLS		05092024		District Track Fee-5/9	125.00
Total:								\$ 1,125.00

Check Summary

Sorted by Activity ID, Site ID.
From 05/01/2024 to 05/31/2024.

Activity ID Site ID	Activity Name Site Name		Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
220	General Athletics							
YPS	Yutan Public Schools							
029334	Cleared	05/03/2024	CHRISTIN FELLER		043024		JH Track Hospitality Food	336.95
029340	Cleared	05/08/2024	Jones School Supply		2089291		Fine Art Awards	15.36
029344	Cleared	05/08/2024	NATIONAL ASSOCIATION OF SECONDARY PRINCIPALS		9001774052		NHS Affiliation 24-25	550.62
029347	Cleared	05/14/2024	Gary Hollst		05142024		Teacher Appreciation	200.00
029355	Cleared	05/14/2024	DIVERSIFIED DRUG TESTING		20422		April Drug Testing	360.00
029357	Cleared	05/14/2024	BSN SPORTS		925640140		Letter Jacket Bars	371.00
029359	Cleared	05/14/2024	RSCHOOLTODAY		101623		Activity Scheduler-24/25	300.00
029364	Printed	05/20/2024	NEBRASKA SCHOOL ACTIVITIES ASSOCIATION		Spring'24		Additional Journalism Medals	167.00
Total:								\$ 2,300.93
300	Cheerleading-Fundraising							
YPS	Yutan Public Schools							
029342	Cleared	05/08/2024	FIRST NATIONAL BANK		04232024		April Visa Charges	200.00
029343	Cleared	05/08/2024	U.S. BANK		04252024		April Visa Charges	24.74
029346	Cleared	05/13/2024	TEAMLEADER		186362		Cheer Uniforms	4,283.19
029367	Cleared	05/23/2024	Cheerleading Company, Inc		0748820		Cheer Uniforms	2,566.72
Total:								\$ 7,074.65
310	Journalism							
YPS	Yutan Public Schools							
029337	Cleared	05/03/2024	HOLIDAY INN EXPRESS NORFOLK		36221,36222,3 6223,36224,36 225,36226		3 Rooms for State Journalism	839.70
029343	Cleared	05/08/2024	U.S. BANK		04252024		April Visa Charges	819.07
029358	Cleared	05/14/2024	PUBLICATION PRINTING OF NEBRASKA, INC.		0524117		Chieftain Times	982.65
029362	Printed	05/15/2024	AWARDS UNLIMITED, INC.		202401		Journalism Trophy Name Plates	24.50
Total:								\$ 2,665.92
360	Play Production- Musical							
YPS	Yutan Public Schools							
029338	Cleared	05/03/2024	MENARDS		91116		Set Supplies	151.83
Total:								\$ 151.83
390	Yearbook							
YPS	Yutan Public Schools							
029366	Cleared	05/20/2024	NEBRASKA HIGH SCHOOL PRESS ASSOCIATION		Spring'24		Yearbook Critique	75.00
029368	Cleared	05/23/2024	WALSWORTH PUBLISHING		4-10730-0		Yearbook-Second Deposit	1,262.58
Total:								\$ 1,337.58

Check Summary

Sorted by Activity ID, Site ID.
From 05/01/2024 to 05/31/2024.

Activity ID Site ID			Activity Name Site Name				Amount
Check Number	Status	Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	
<hr/>							
490	RAK Club						
<hr/>							
YPS	Yutan Public Schools						
029360	Printed	05/15/2024	Kassie Trevarrow		112-61354444- 5199415	Random Acts of Kindness supplies	45.97
Total:							\$ 45.97
<hr/>							
600	FBLA						
<hr/>							
YPS	Yutan Public Schools						
029336	Cleared	05/03/2024	Holiday Inn Express & Suites		42607,42613,4 2614,42615,42 616,42617	ROOMS FOR FBLA	1,374.45
Total:							\$ 1,374.45
<hr/>							
840	Music- Instrumental						
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YPS	Yutan Public Schools						
029343	Cleared	05/08/2024	U.S. BANK		04252024	April Visa Charges	401.05
029354	Cleared	05/14/2024	DIETZE MUSIC HOUSE, INC.		04252024	Band Supplies	70.04
Total:							\$ 471.09
<hr/>							
865	Multi-Media - Elem Fundraising						
<hr/>							
YPS	Yutan Public Schools						
029356	Cleared	05/14/2024	FOLLETT CONTENT SOLUTIONS LLC		367910F	BIRTHDAY BOOK CLUB BOOKS	85.50
Total:							\$ 85.50
<hr/>							
905	Field Trip						
<hr/>							
YPS	Yutan Public Schools						
029335	Cleared	05/03/2024	OMAHA'S HENRY DOORLY ZOO & AQUARIUM		1465367	3rd Grade Field Trip	323.00
029339	Cleared	05/08/2024	University of Nebraska State Museum		11699658	4th Grade Field Trip	190.00
Total:							\$ 513.00
Report Total :							24,241.78

Receipt History

Detail report. Sorted by Site, Receipt Number.
From 05/01/2024 to 05/31/2024.

Receipt Number	Receipt Date	Void Date	Deposit Number	Check Number	Received From	Receipt Description	Amount	Sales Tax	Amount
Activity ID	Activity Name		Fee Name & Student ID				Tax Amount		
Tax Name	Tax Activity			Tax Rate %					
YPS Yutan Public Schools									
001015	05/07/2024		001029		Parents	1st Grade FT \$\$			
905	Field Trip						295.00	0.00	295.00
						Total For 001015:			295.00
001016	05/07/2024		001030		Parents	Training Center Membership			
930	Weight Room						240.00	0.00	240.00
						Total For 001016:			240.00
001017	05/07/2024		001031		Parents	PREK-WILDLIFE ENCOUNTERS			
905	Field Trip						133.00	0.00	133.00
						Total For 001017:			133.00
001018	05/07/2024		001032		SCHOOLS	Varsity/JV TR Entry			
170	Track						1,640.00	0.00	1,640.00
						Total For 001018:			1,640.00
001019	05/07/2024		001033		Parents	Band Fees			
840	Music- Instrumental						925.00	0.00	925.00
						Total For 001019:			925.00
001020	05/15/2024		001034		Students	Stuco -Pie in the Face Fundraiser			
460	Student Council- High School						201.00	0.00	201.00
						Total For 001020:			201.00
001021	05/15/2024		001035		YPS	Seed \$\$ not used			
980	Seed Money						900.00	0.00	900.00
						Total For 001021:			900.00
001022	05/15/2024		001036		Custom Sports	State Track Shirts			
175	Track- Fundraising						348.00	0.00	348.00
						Total For 001022:			348.00
001023	05/15/2024		001037		Businesses	Teacher Appreciation-Donation			
220	General Athletics						200.00	0.00	200.00
						Total For 001023:			200.00
001024	05/15/2024		001038		Students	ELEM School Store			
450	Student Council- Elementary						88.80	0.00	88.80
						Total For 001024:			88.80
001025	05/15/2024		001039		Students	Student Council Vending			
460	Student Council- High School						173.00	0.00	173.00
						Total For 001025:			173.00
001026	05/20/2024		001040		PATRONS	Musical Tickets			
365	Play Production-Fundraising						2,946.17	0.00	2,946.17
						Total For 001026:			2,946.17
001027	05/15/2024		001041		Athletic Boosters	Training Center Fundraiser \$\$			
930	Weight Room						78,103.38	0.00	78,103.38
						Total For 001027:			78,103.38
001028	05/15/2024		001042		Schools	Varsity TR Relays Entry-3/26			
170	Track						640.00	0.00	640.00

Receipt History

Detail report. Sorted by Site, Receipt Number.
From 05/01/2024 to 05/31/2024.

Receipt Number	Receipt Date	Void Date	Deposit Number	Check Number	Received From	Receipt Description	Amount	Sales Tax	Amount
Activity ID	Activity Name		Fee Name & Student ID				Amount	Tax Amount	Amount
Tax Name			Tax Activity		Tax Rate %		Tax Amount		
						Total For 001028:			640.00
001029	05/15/2024		001043		Parents	GBB State Champion			
115	Basketball- Girls Fundraising						1,800.00	0.00	1,800.00
						Total For 001029:			1,800.00
001030	05/15/2024		001044		Parents	Baseball Fundraising			
105	Baseball- Fundraising						175.00	0.00	175.00
						Total For 001030:			175.00
001031	05/15/2024		001045		Parents	Band Fees			
840	Music- Instrumental						400.00	0.00	400.00
						Total For 001031:			400.00
001032	05/15/2024		001046		Parents	Cheer Uniform \$			
300	Cheerleading-Fundraising						3,832.00	0.00	3,832.00
						Total For 001032:			3,832.00
001033	05/15/2024		001047		Schools	JV TR Entry 4/2			
170	Track						750.00	0.00	750.00
						Total For 001033:			750.00
001034	05/30/2024		001048		Students	HS Stuco-pop/candy sales			
460	Student Council- High School						51.00	0.00	51.00
						Total For 001034:			51.00
001035	05/30/2024		001049		Students	Senior Class Flower \$			
740	Class of 2024						60.00	0.00	60.00
						Total For 001035:			60.00
001036	05/30/2024		001050		Parents	Lost Library book			
865	Multi-Media - Elem Fundraising						15.00	0.00	15.00
						Total For 001036:			15.00
001037	05/30/2024		001051		Parents	Chromebook Chargers			
1005	Chromebook						40.00	0.00	40.00
						Total For 001037:			40.00
001038	05/30/2024		001052		Students	Stuco -Pie in the Face Fundraiser			
460	Student Council- High School						50.00	0.00	50.00
						Total For 001038:			50.00
001039	05/30/2024		001053		RYZER	Youth BB Camp			
125	Basketball-Boys- Fundraising						1,441.00	0.00	1,441.00
						Total For 001039:			1,441.00
001040	05/30/2024		001054		Ryzer	Youth BB Camp			
115	Basketball- Girls Fundraising						1,785.00	0.00	1,785.00
						Total For 001040:			1,785.00
001041	05/30/2024		001055		Ryzer	WR Camp			
195	Wrestling- Fundraising						690.00	0.00	690.00
						Total For 001041:			690.00
001042	05/30/2024		001056		Businesses	Yearbook Ads			
390	Yearbook						450.00	0.00	450.00

Receipt History

Detail report. Sorted by Site, Receipt Number.
From 05/01/2024 to 05/31/2024.

Receipt Number	Receipt Date	Void Date	Deposit Number	Check Number	Received From	Amount	Sales Tax	Amount
Activity ID	Activity Name		Fee Name & Student ID			Tax Amount		
	Tax Name		Tax Activity					
						Total For 001042:		450.00
001043	05/30/2024		001057		Parents			Chromebook Damage/Cords
1005	Chromebook					600.00	0.00	600.00
						Total For 001043:		600.00
001044	05/30/2024		001058		Parents			Volleyball Camp
185	Volleyball- Fundraising					1,575.00	0.00	1,575.00
						Total For 001044:		1,575.00
001045	05/30/2024		001059		Parents			GBB Championship Rings
115	Basketball- Girls Fundraising					702.00	0.00	702.00
						Total For 001045:		702.00
001046	05/30/2024		001060		Parents			Instrument/Supplies
840	Music- Instrumental					350.00	0.00	350.00
						Total For 001046:		350.00
001047	05/31/2024		001061		First State Bank			Checking Interest
950	Checking Interest					451.41	0.00	451.41
						Total For 001047:		451.41
						Site Total		102,050.76
						Report Total		102,050.76

YUTAN PUBLIC SCHOOLS
Student and Adult Meal Prices
School Year 2024-25

<u>Elementary School</u>	<u>Reduced</u>	<u>Full Price</u>
Student Breakfast.....	\$0.30	\$1.80 \$1.90
Student Lunch	\$0.40	\$2.95 \$3.05
Adult Breakfast.....		\$2.00 \$2.50
Adult Lunch		\$4.25 \$4.75
<u>Jr/Sr High School</u>	<u>Reduced</u>	<u>Full Price</u>
Student Breakfast.....	\$0.30	\$2.00 \$2.10
Student Lunch	\$0.40	\$3.15 \$3.25
Adult Breakfast.....		\$2.00 \$2.50
Adult Lunch		\$4.25 \$4.75

Meal prices based on National School Lunch Program (NSLP) Offer vs Serve Meal Pattern Requirements for a Reimbursable Meal and NSLP Paid Lunch Equity requirements. Reduced breakfast and lunch prices are set by the NSLP.

Vegetable and Fruit Salad bar is included with a Reimbursable Meal. There are no additional charges for extra servings of vegetables or fruit/salad bar.

Fresh watermelon/cantaloupe/cucumbers/tomatoes are offered on Vegetable/Fruit Bars August thru first frost.

Bread/dinner rolls/bread sticks/buns are purchased from Rotella Italian Bakery's school purchase program.

Yutan Elementary and High School

Breakfast Ala Carte Prices

Served Daily from 7:30am to 8:00am

1st Entree (Hot).....	\$1.25	\$1.50
Milk - ½ Pint.....	\$0.50	
Cereal - 1 oz.....	\$0.85	\$1.00
PopTart.....	\$0.85	\$1.00
Breakfast Bar.....	\$0.85	\$1.00
Juice 4 oz.....	\$0.50	

***All Prices Subject to change

Yutan Jr/Sr High School Lunch Ala Carte Prices

1st Entrée	\$2.00	\$2.50
Lettuce and dressing	\$1.50	\$2.00
Veggie/Fruit Bar only	\$1.50	\$2.00
Milk ½ Pint.....	\$0.50	
Pizza - Homemade.....	\$2.50	
Hoagie/Sandwich/Wraps	\$2.00	\$2.50
Uncrustable- single.....	\$1.25	
Uncrustable- double pack	\$2.50	
Chieftain Pizza Lunchable.....	\$2.50	
Pizza Crunchers	\$2.50	
Cheeseburger	\$2.50	
Fajitas/Tacos	\$2.50	
Super Nachos	\$2.50	
Ravioli.....	\$2.50	
Feistada Hot Pockets.....	\$2.50	
Mandarin Chicken	\$2.50	
Crispitos.....	\$2.50	
Yogurt Muffin	\$2.50	

***All prices subject to change

2008 Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

1. Types of Meetings

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public.

Notice of regular and special meetings shall be published in a newspaper of general circulation within the district and, if available, on the newspaper's website. Newspapers of general circulation in the district ~~include but are not necessarily limited to,~~ the Wahoo Newspaper and the Omaha World-Herald. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.

In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the school district will (1) post the notice on its website, if available, and (2) post the notice in a conspicuous public place in the school district's jurisdiction. The school district will keep a written record of the posting.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall

pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

3. Weather Delays

In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board president. The board will communicate the delay to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media members and business owners to assist in notifying the public of the delay. Notice of the date, time, and location of the postponed meeting will be advertised as required in the "Notice" section above.

4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

Adopted on: 9-14-2020
Revised on: 6-10-2024
Reviewed on:

2009 Public Participation at Board Meetings

The board of education shall conduct its meetings in accordance with the Nebraska Open Meetings Act.

The board shall make reasonable efforts to accommodate the public's right to hear the discussions and testimony presented at its meetings. The board shall make available at the meeting, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed in open session of the meeting.

~~The board is not required to allow citizens to speak at each meeting, but it will provide the opportunity for public participation at least four times per year.~~ **Except for closed sessions, the board will allow members of the public an opportunity to speak at each meeting.** The board may make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, photographing, or recording its meetings.

The board shall not require members of the public to identify themselves as a condition for admission to the meeting, nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. However, the board may require members of the public desiring to address the board to identify themselves.

Who May Address the Board

- i. Residents of the district;
- ii. Employees of the district;
- iii. Students of the district;
- iv. Parents of a student who is enrolled in the district;
- v. Individuals who have been requested by the Superintendent or Board of Education to present on given subjects;
- vi. Non-residents of the district wishing to make public comments about educational matters under the direct influence of the board of education.

Items for Board Action

Only Business Items on the published agenda will be acted on at any meeting, unless the board, by majority and in accordance with Nebraska Revised Statute §84-1411(1e), agrees that an emergency exists and that an additional action item(s) should be placed on the agenda.

To Place an Item on the Agenda

An applicant may request an item on the agenda by filing a written request with the Superintendent no later than the Wednesday preceding the regularly scheduled Board meeting. The written request should include the requestors name, address, contact information, any organization that is being represented, the purpose and rationale of the agenda item, action desired, and pertinent background information. Requests to place an item on the agenda will be at the discretion of the Superintendent after consultation with the board President. The Superintendent or board President may refer the request to other administrators or the appropriate Board committee for further discussion or research.

Public Comment - Addressing the Board

Instructions for members of the public who wish to address the board:

- **Sign-In:** The Public Comment sign-in sheet is located on the table near the entrance. If you wish to address the board during the Public Comment agenda item, your name and topic must be entered on the sheet prior to the start of the meeting.
- **Getting Started:** During the Public Comment agenda item, those members of the public who signed in prior to the start of the meeting will be recognized by the President. When you have been recognized, please identify yourself. If you are representing an organization, please state the name of the organization you are representing.
- **Time Limit:** The board will allow a total of twenty minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to five minutes. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.
- **Personnel or Student Topic:** If you are planning to speak about a personnel or a student matter involving an individual, please understand that the district has a complaint policy and/or procedures to resolve such complaints and concerns. The board requests that you follow the policy and procedures before addressing these matters with the Board. Board members will not respond to any questions you ask or comments about individual staff members or students.
- **General Rules:** This is a public meeting for the conduct of business. Comments from the audience while others are speaking will not be

tolerated. Lewd, obscene, profane, slanderous, threatening and hostile conduct or statements and fighting words (words whose mere utterance entails a call to violence) will not be tolerated.

- **No Action by the Board:** The board will not act on any matter unless it is a Business Item on the published agenda or added as an emergency Business Item in accordance with Nebraska Revised Statute §84-1411(1e).

Circulation of Materials

Any person who wished to distribute written or printed material during a Board meeting for review must submit the material to the Superintendent no later than the Wednesday preceding the regularly scheduled Board meeting for review and consideration.

Adopted on: 9-14-2020

Revised on: 6-10-2024

Reviewed on:

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

I. Applicability of the Policy

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

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$109,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In addition, all procurement and construction shall comply with the rules and requirements of 2 CFR part 200.317 through 200.326 and 34 CFR sections 75.601 through 75.615. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

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

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

connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

- C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under \$250,000

A. Methods of Bidding/Soliciting Quotations or Estimates

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

1. Construction with an Anticipated Cost of up to \$10,000 (Micro-Purchases)

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

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

2. Construction with an Anticipated Cost of between \$10,000 and \$250,000 (~~Small-Purchase~~ Simplified Acquisition Procedures)

For construction projects subject to this policy, ~~small-purchases~~ simplified acquisitions are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For ~~small purchases~~ simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and

contracts.

- B. Construction Projects with an estimated cost of between \$109,000 and \$249,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an anticipated aggregate cost of \$109,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$109,000 and \$250,000.

IV. Construction Projects with an Anticipated Cost Over \$250,000

- A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$250,000 or more will be publicly solicited using the sealed bid method
 - 1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publicly advertised;
 - 2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
 - 3. Sealed bids will be publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
 - 4. The contract will be awarded to the lowest responsive and

responsible bidder.

- a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
- b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
- c) Any or all bids may be rejected if there is a sound documented reason.

5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

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

B. Advertising for Bids.

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

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.
2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their

representatives.

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

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

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

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

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

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

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

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.322 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. This includes a "Buy American" provision that provides that as appropriate and to the extent consistent with law, the District and contractor should, to the greatest extent practicable under a Federal award, provide a preference for

the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of the Buy American provision must be included in all subawards including all contracts and purchase orders for work or products under this award.

B. Contracting with Certain Vendors

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

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

C. Full and Open Competition

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

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, ~~compliance with~~ public policy **compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8)**, record of past performance, and financial and technical resources **when conducting a procurement transaction**.

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

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

responsible for such verification.

E. Settlements of Issues Arising Out of Contract

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

F. Record Keeping

1. Record Retention

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

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.
2. Maintenance of Construction Records for Projects Financed with Federal Funds
- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
 - b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

- A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.
- B. Contracts covered by this policy are subject to the following additional provisions.
 - 1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
 - 2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
 - 3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

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

D. Enforcement

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

VII. Financial Management

A. Identification.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and

federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines

when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. 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 non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity'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 subpart E (Cost Principles) of this part;
- (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 this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VIII. Other Contract Matters.

A. Required Terms

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

B. Contracting with Certain Vendors

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

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

C. Record Keeping

1. Record Retention

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

audit.

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

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

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

b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information

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

Adopted on: 10-12-2020

Revised on: 6-10-2024

Reviewed on:

3004.1 Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

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

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

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

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

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

B. Methods of Purchasing

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

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

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

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

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

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

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

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

b) Contract/Price Analysis

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

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

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

5. **Competitive Proposals.**

- a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered ~~to the maximum extent practical~~;
 - 2) Proposals must be solicited from an adequate number of qualified sources; and
 - 3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used to procure ~~in procurement of~~ A/E professional services. ~~It cannot~~ **The method may not** be used to purchase other ~~types of~~ services ~~though~~ **provided** by A/E firms are a potential source to perform the proposed effort.
- c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

C. Use of Purchase (Debit & Credit) Cards

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

D. Federal Procurement System Standards

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

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

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy **compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8)**, record of past performance, and financial and technical resources **when conducting a procurement transaction**.

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

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

F. Settlements of Issues Arising Out of Procurements

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

III. Conflict of Interest and Code of Conduct

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

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

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

~~The officers, employees, and agents~~ An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, board members, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more

than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$10,000.

2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
3. Computing Devices means machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

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

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

C. Inventory Records

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

1. Serial number;
2. District identification number;
3. Manufacturer;
4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

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

D. Physical Inventory

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

E. Maintenance

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

F. Lost or Stolen Items

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

notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

G. Use of Equipment

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

H. Disposal of Equipment

When it is determined that ~~original or replacement~~ equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current fair market value of ~~\$5,000~~ \$10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity.

I. Equipment Retention

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

J. Equipment and Capital Expenditures

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

K. Depreciation

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

V. Financial Management

A. Identification

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management

Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award.

2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. 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 non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity'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 subpart E (Cost Principles) of this part;
- (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 this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local funds but is used to meet a required "match" in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to

federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee's salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

C. Fringe Benefits

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

D. Leave

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

E. Unexpected or Extraordinary Circumstances

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

F. Documentation for Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VII. Other Contract Matters.

A. Required Terms

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

B. Contracting with Certain Vendors

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

Buy American. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A “domestic commodity or product” is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d). The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

C. Record Keeping

1. Record Retention

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

results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

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

2. Maintenance of Procurement Records

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

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: 10-12-2020

Revised on: 6-10-2024

Reviewed on:

3033

Lending Textbooks to Children Enrolled in Private Schools

Through June 30, 2024, the school district shall make textbooks available to private school children who reside within the district or are otherwise entitled to borrow them pursuant to statute and 92 Nebraska Administrative Code, section 4. The district is obligated to purchase and lend textbooks only to the extent that the Legislature appropriates funds to the Nebraska Department of Education to be distributed for this purpose. As used in this policy, "textbooks" shall have the definition adopted by the Nebraska State Board of Education in Rule 4.

The district shall make a request for funds by filing an application on the form prescribed by the Department of Education no later than February 15th prior to the school year for which the application is made. The application shall include: the number of applications received; the number of textbooks requested; the number of textbooks needed to be purchased to fill the requests; the purchase price of the textbooks needed to be purchased which may include up to 5% of the cost to defray administrative expense; the title, purchase price, and number requested of each textbook including any shipping or handling charges; and if applicable the amount of carryover funds remaining from the previous year, amount of funds on hand from sale of unused textbooks, and amount of funds on hand from reimbursements for damaged textbook.

Textbooks which have not been requested for three consecutive years may be classified as unused and disposed of by sale or otherwise.

On or before November 15th, the district shall prepare a list of textbooks that are designated for use in the district during the current year and a list of new textbooks designated for use the following school year. The lists shall be kept current and in a place where they may be viewed during regular business hours. The district shall maintain a separate inventory of textbooks purchased for the use of private school children residing in the district.

Any parent or legal guardian who wishes to borrow textbooks shall submit an application on the form prescribed by the Department of Education to the district's administration offices on or before January 15th prior to the school year for which the application is made. The district shall maintain a supply of blank application forms and receipt forms. It shall keep the forms that have been signed by parents and guardians in a separate file for at least 5 years.

It shall notify the parents and guardians at least 10 days prior to the start of school when and where the textbooks will be available. It shall make textbooks available to parents or guardians on or before August 15th. If the number of textbooks for a particular subject or grade level is insufficient to fill all of the requests, the textbooks shall be distributed to parents and guardians based on a random drawing.

Parents and guardians shall sign a receipt on the form prescribed by the Department of Education when they pick up the textbooks and shall return the textbooks that can be returned no later than 15 days after the district's last day of class. The district shall assess the returned textbooks for damage beyond normal wear and tear. The parent or guardian who signed the receipt is responsible for paying the reasonable cost of the repair or replacement of any book that is damaged, lost, stolen, or not returned.

The school district shall limit the loan each year to ten textbooks per student for students in grades K-6 and to eight textbooks per student for students in grades 7-12.

This policy shall terminate July 1, 2024.

Adopted on: 10-12-2020

Revised on: 8-14-2023

Reviewed on: 3-13-2023

REMOVED

3053 Nondiscrimination

The School District does not discriminate on the basis of prohibited factors in employment and educational programs/activities. The School District affirmatively strives to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40

The Equal Pay Act of 1963 as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions

The Pregnant Workers Fairness Act (PWFA) – requires covered employers to provide reasonable accommodations to qualified employee’s or applicant’s known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) – provides job protections and reemployment rights to military reservists and National Guard members called to active duty

The Boy Scouts of America Equal Access Act which prohibits discrimination against groups that wish to access district facilities

The Nebraska Fair Employment Practice Act (FEPA) – prohibits employment discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), disability, marital status, and retaliation

Nebraska Age Discrimination in Employment Act (Age Act) – prohibits employment discrimination on the basis of age for those individuals who are over 40 years of age

The Equal Pay Act of Nebraska – prohibits discriminatory wage practices based on sex

The Nebraska Equal Opportunity in Education Act – prohibits discrimination on the basis of sex (including pregnancy) by any educational institution

Veterans Preference Law (NEB. REV. STAT §§ 48-225 to 48-231) - stipulates categorical preferences for employment for military veterans and for the spouses of disabled veterans

Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a complaint using the district's complaint procedures.

Inquiries regarding compliance with any of the laws referred to in this policy may be directed to the superintendent or to the district's Title IX and/or Section 504/ADA Coordinator.

Adopted on: 10-12-2020

Revised on: 6-10-2024

Reviewed on:

5004 Option Enrollment

The board of education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for ensuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

1. Definitions

- a. Option Student Defined.** Option student means a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- b. Resident School District Defined.** Resident school district means the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.
- c. Option School District Defined.** Option school district means the school district that a student chooses to attend other than his or her resident school district.
- d. Elementary School Defined.** Elementary school means grades K through 6.
- e. Middle School Defined.** Middle school means grades 7 and 8.
- f. High School Defined.** High school means grades 9 through 12.

2. Persons Entitled to Apply for Option Enrollment of Students. Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting *in loco parentis* are not authorized and will be automatically denied.

3. Duties, Entitlements and Rights of Option Students. Except as otherwise provided herein, once an option student's option enrollment application has been accepted he/she shall be treated as a resident student of the school district.

4. **Standards for Acceptance or Rejection of Option Students.**

- a. **Special Education Capacity.** Capacity for special education services will be determined on a case-by-case basis. If an application for option enrollment received by the school district indicates that the student has an individualized education program under the federal Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., or has been **diagnosed identified as a student** with a disability as defined in section 79-1118.01, the application will be evaluated by the director of special education services or the director's designee who must determine if the school district and the appropriate class, grade level, or school building has the capacity to provide the applicant the appropriate services and accommodations. The Federal Educational Rights and Privacy Rights Act (FERPA) (20 U.S.C. § 1232g) permits the release of education records when a student seeks or intends to enroll in a different school district.
- b. **Numeric Capacity.** The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, and projected number of students with which the option school district will contract based on existing contractual arrangements. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.
- c. **Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, prior to October 15 of each school year, declare a program, a class, or a school unavailable for the next school year to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.
- d. **Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept an option student when acceptance of the student:

- i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
 - ii. Would require the procurement of new equipment, technology, or furnishings;
 - iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
 - iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
 - v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.
 - e. **Prohibited Standards.** The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.
 - f. **Order of Acceptance.** If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:
 - i. Students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;
 - ii. Thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.
 - g. **Maximum Capacity Report.** The school district will annually establish, publish, and report the capacity for each school building under the district's control pursuant to procedures, criteria, and deadlines established by the Nebraska Department of Education.
- 5. False or Misleading Option Applications.** If, prior to the student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.

- 6. Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.
- 7. Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.
- 8. Procedure for Students Optioning Into or Out of the School District.**
 - a.** The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.
 - b.** On or before April 1st, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.
- 9. Late Applications and Requests for Release**
 - a.** The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15th under the following conditions:
 - i.** When the district has already entered into contracts with teaching staff for the following school year;
 - ii.** When the district has already contracted for the performance of specific services for the student;
 - iii.** When the release of the student would have a negative financial impact or loss of revenue for the district.

- b.** The board of education will approve late applications to option into the district under the following conditions:
 - i.** When the resident district has released the student, or if the student is an option student at the time of such application and applying to become an option student at a subsequent option school district, a release approval from the option school district the student is attending at the time of such application;
 - ii.** When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;
- b.** The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15th no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

10. Students Who Do Not Need a Release from the Resident District

- a.** A student does not need to be released from his/her resident district or the option school district the student is attending at the time of application under the following circumstances:
 - i.** When the student has relocated to a different resident school district after February 1
 - ii.** When a student's option school district merges with another district effective after February 1
- b.** The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

11. Cancellation of Option.

Students who option either into or out of the school district shall:

- a.** Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a

cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.

- b.** Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

12. Authority of Superintendent.

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

Adopted on: 12-14-2020

Revised on: 6-10-2024

Reviewed on:

NEW POLICY

6039

Repeat of Grade at Parent-Guardian Request

Parents and guardians may request that their student repeat a grade level under the following conditions:

Students in Kindergarten through Fourth Grade

Parents and guardians of students in kindergarten through fourth grade may request that their student repeat the grade level that the student has just completed under the following conditions:

- 1) If the student is at least one year below grade level and behind the child's typically developing peers in reading, English, and language arts such that the child does not possess the necessary academic skills required to succeed in reading, English, and language arts at grade level for the next grade to which the student would otherwise advance; or
- 2) If the student was absent fifty percent or more of the days in which school was in session for students during the school year which the student has just completed; or
- 3) If the student experienced a severe mental or physical illness resulting in hospitalization of two or more weeks during the school year.

Students in Fifth through Twelfth Grade

Parents and guardians of students in fifth through twelfth grade may request that their student repeat the grade level that the student has just completed if the student was absent fifty percent or more of the days in which school was in session for students during the school year which the student has just completed.

Procedure for Parent Requests for Student Grade Repetition

Parents and guardians who seek to have their student repeat the grade level just completed must submit a written request to the student's building principal no earlier than the day after the last scheduled student attendance day of the school year, and no later than two weeks after that date. This deadline may be waived by the superintendent for good cause shown. The request must include written documentation that provides evidence that the

parents or guardians believe substantiate that the conditions outlined above have been met.

The principal shall promptly forward the request to the superintendent or his/her designee, along with any building-level information about the student which the principal believes will be relevant to the superintendent or designee in responding to the parents' or guardian's request.

The superintendent or designee shall review the request and promptly schedule a meeting with the parents or guardians. At this meeting, the superintendent or designee shall identify any alternative educational opportunities available to the student, including remedial instruction if applicable, and verify any special education supports available to the student. If the child's parent or guardian still intends to have such child repeat a grade, the parent or guardian shall complete a form prescribed by the Nebraska Department of Education and return the form to the office of the superintendent of schools.

Upon completion of the form and if all requirements pursuant to this policy are met, the school district shall have the child repeat the child's grade for the next school year.

Nothing in this policy modifies the school district's policies on mandatory attendance and reporting excessive absenteeism to the county attorney or other members of law enforcement. Likewise, nothing in this policy shall dictate or direct the provision of special education or related services, including but not limited to any IEP team decision about the appropriate educational placement of a child with a disability under Rule 51 of the Nebraska Department of Education.

Adopted on: 6-10-2024

Revised on:

Reviewed on:

NEW POLICY

6041 Malcolm X Day Education

Each year on May 19th, designated as El-Hajj Malik ElShabazz, Malcolm X Day, the school district will provide suitable lessons in recognition of the sacrifices of the late Nebraska Hall of Fame inductee El-Hajj Malik El-Shabazz, Malcolm X, and his contributions to the betterment of society. When May 19th falls on a Saturday or Sunday, the district will provide the suitable lessons during the preceding or following week. The lessons shall be implemented within any applicable laws and/or regulations.

Adopted on: 6-10-2024

Revised on:

Reviewed on:

6021
**District Criteria for Selecting Evaluators to be Used for Special
Education Evaluation and Verification and Independent Educational
Evaluations**

The following criteria shall be used for selecting evaluators according to 92 Nebraska Administrative Code 51-006.07B:

1. Those in-state service agencies that have approved rates for the current year established by the Nebraska Department of Education. A list of service agencies with approved rates, including state agencies, individual providers, and in-state providers may be found at <https://www.education.ne.gov/sped/service-agencies/>.
2. Those Nebraska providers located within 100 miles of the building of the district where the child attends when driving by ordinary public roadways.
3. Evaluations must consider the educational, health, or other student records of the student provided by the district. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
4. Evaluations must be provided to the district, including all educational, health, student, or other records created as part of or relied upon to complete the evaluation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
5. Evaluations must be conducted by a provider that is authorized, available, and willing to discuss, confer, or otherwise cooperate with the district regarding the evaluation, its results, or any other information related to the evaluation. Such cooperation may include reasonable participation in, or the submission of additional reports or information to, an IEP, MDT, or SAT team. Evaluators must make available to the district any documents or records created in relation to the evaluation, including evaluation and assessment protocols and responses, when the district determines in its sole discretion that such documentation is necessary in order to permit meaningful parental participation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records or information unless disclosure is already authorized by state and federal law.

6. Evaluations must be sufficiently comprehensive for the evaluator to submit to the district a report that specifically details whether the student should be considered eligible for special education and related services, the nature of special education and related services recommended to accommodate the student's suspected disability, and the particular facts or findings underlying the evaluator's conclusions. This report must be submitted to the district within 45 days after the conclusion of the evaluation.
7. Evaluations must meet the then-current state standards for reliability, research-based processes, and educational or professional best practices.
8. Reimbursement to any evaluator chosen in conformance with this policy shall not exceed the cost that would be charged by the school district's contracted providers for the same or substantially similar evaluation.

All special education evaluations, including those independently obtained at the district's expense, must be obtained in a manner consistent with the criteria set forth above, unless state or federal law requires waiver of one or more criteria in order to accommodate unique circumstances.

Adopted on: 2-17-2021

Revised on:

Reviewed on: 6-10-2021

6025 Student Cell Phone and Other Electronic Devices

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including any calls or downloads.

Students who violate this policy may have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

Adopted on: 2-17-2021

Revised on:

Reviewed on: 6-10-2024

6026
Emergency Dismissal

The superintendent or his/her designee is responsible for determining when school and/or extracurricular activities should be cancelled or dismissed due to severe weather or other emergency conditions. Coaches and/or sponsors may not conduct practices on days that school is cancelled without first securing the superintendent's specific written permission.

Adopted on: 2-17-2021

Revised on:

Reviewed on: 6-10-2024

6027 Field Trips

The board encourages instructional staff to incorporate field trips into the curriculum. These trips should normally be conducted during the school day.

1. General Conditions

All trips must be pre-approved by the teacher's building principal. Out-of-state and overnight trips require pre-approval by the board. The superintendent and principals will develop guidelines for approval of trips and communicate those guidelines to teaching staff.

2. Parental Permission

Each student must submit a signed parental permission slip prior to being allowed to attend a field trip. A new permission slip must be submitted for each trip. Caregivers, as that term is defined in the Nebraska Strengthening Families Act, shall be permitted to sign parental permission slips.

3. Supervision

Sponsoring teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. Whether paid staff or volunteers, chaperones are prohibited from drinking alcoholic beverages of any kind at any time during any field trip. All chaperones must be at least 21 years of age. Any chaperone who drives students must possess a valid driver's license. Chaperones who drive students in private vehicles must possess adequate insurance coverage. Chaperones do not have any property right in or to a chaperone assignment. The school district may deny or terminate a chaperone assignment for any reason that is not unconstitutional or unlawful. The superintendent's decision shall be final.

4. Student Conduct

Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

Adopted on: 2-17-2021

Revised on:

Reviewed on: 6-10-2024

6028
The Extracurricular Activities Program

1. General Purpose

- a. The extracurricular program includes noncurricular activities which are sponsored by the school district. These activities include sports, speech, plays, Future Farmers of America, Future Business Leaders of America, music performance groups and other activities which are sponsored by the school.
- b. Extracurricular activities are an important part of the total school experience, but are secondary to the academic program and must be kept in that perspective.
- c. Extracurricular activities **do not** include:
 - i. co-curricular activities such as band and choir, in which students must participate as part of the requirements for enrollment in and receiving a grade for a particular course.
 - ii. student-initiated, non-curriculum related student groups which are permitted to hold meetings and events on school premises. These groups are not school-sponsored and are not governed by this policy or other policies and rules governing extracurricular groups.

2. Governance

- a. All extracurricular activities shall be under the exclusive governance and control of the school district. This control includes, but is not limited to, the formation, naming, structure, operation, financing, and discontinuance of all extracurricular activities. Extracurricular activities shall not have any separate or individual existence, status, rights, or authority.
- b. Students and sponsors will be governed by all board's policies and administrative rules including the policy on field trips when traveling for extracurricular activities.

3. Student Eligibility

- a. Students are encouraged to participate in extracurricular

activities. Participation shall be open to and limited to all students who are currently enrolled in the school district on a voluntary basis.

- b. Extracurricular activities may establish academic or course enrollment qualifications for participation if such qualifications are necessarily related to the purposes of the activity.
- c. Standards for scholastic eligibility for students wishing to participate in extracurricular activities shall be set by the administration and shall be consistent with at least the minimum standards provided by the NSAA.
- d. All students in grades 7-12 who participate in athletics must have a physical examination by a qualified health care provider at the student's expense.
- e. Students who wish to participate in extracurricular activities must abide by the student code of conduct, the extracurricular code of conduct and any additional rules set by the activity sponsor.
- f. Students are not eligible to participate in any extracurricular activity until they and their parents/guardians have signed the student handbook and extracurricular handbook receipt and acknowledgement.

4. **Sponsors**

- a. Each extracurricular activity must have a sponsor who is a member of the district's certificated staff or a selected community member who is qualified by virtue of education, training, experience, or special interest to serve as the sponsor.
- b. The superintendent or his/her designee will assign activity sponsors. Payment to sponsors will be negotiated with the sponsor based on the terms of any applicable collective bargaining agreement, the sponsor's training and experience and any other lawful criteria. Sponsors serve in their capacity as a sponsor at the will of the superintendent, who is specifically empowered to remove an activity sponsor in the superintendent's sole discretion.

- c. Sponsors shall be required to: develop materials, activities, and a budget; promote membership and participation; communicate with the principal or designee, staff, students, and parents; schedule meeting dates and locations; plan meaningful experiences; supervise students during activities; evaluate and make recommendations; and submit a year-end report to the principal or designee.

5. **Fundraising Activities**

All fundraising activities shall require authorization by a member of the school district administration and shall be subject to all other school policies. All money raised by these activities shall be governed by Policy 3005.

Adopted on: 2-17-2021

Revised on:

Reviewed on: 6-10-2024

6029 Activity Trips

Students must travel to and from all extracurricular activities in the transportation provided by the school. A student may travel home from an activity with his/her parent or guardian if the activity sponsor has personally released the student to the parents' custody. Students who misbehave while on an activity trip may be subject to disciplinary consequences set forth in the board's student discipline policy. In addition to any other disciplinary consequences imposed, students who misbehave while on school-sponsored trips may be prohibited from attending future trips.

Students must comply with the board's policies on field trips as well as the student code of conduct, the extracurricular code, and all directives of a sponsor or chaperone while on activity trip.

Adopted on: 2-17-2021

Revised on:

Reviewed on: 6-10-2024

6030
Public Appearances of School Groups

The reputation of the school district is enhanced when student groups appear at public non-school functions. Therefore, the board encourages student groups to appear at public events, subject to the following requirements:

1. Activity sponsors must secure the permission of their building principal before booking a student group at a public event.
2. Sponsors are discouraged from booking student groups to perform on more than one school night (Sunday-Thursday) per week.
3. Student groups may not perform at a political rally without permission from the superintendent and prior notice to parents.
4. The policies and rules that apply to field trips also apply to student group appearances in public.

Adopted on: 2-17-2021

Revised on:

Reviewed on: 6-10-2024

6031 Emergency Exclusion

Grounds for Emergency Exclusion. Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

(a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

(b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers that prompted the exclusion.

Extension of Exclusion. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing. **The notice shall include notice of a recommended hearing examiner and an alternate hearing examiner for consideration by the parent(s) or guardian(s) if a hearing is requested.**

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit **an oral** a request for a hearing on the proposed extension of the exclusion within **two school days** **one (1) school day** of receiving the **initial** notice. **of the proposed extension. If the initial request for a hearing is oral, they shall confirm the request in writing.**

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. ~~If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.~~ The parent(s) or guardian(s) shall notify the superintendent within one (1) school day of receiving notice of the recommended extension and proposed hearing examiner and alternate hearing examiner if the alternate hearing examiner is preferred.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within ~~five~~ **ten (10)** school days after the ~~school district receives the initial oral or written request~~ **initial date of exclusion**; provided, the hearing may be held more than five (5) school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on

behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony. The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify. **The school district shall make available to testify at the hearing any employee who is a witness to the matter upon request from the parent(s) or guardian(s).**

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension. **of the exclusion.** Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

Adopted on: 2-17-2021

Revised on: 6-10-2024

Reviewed on:

6032
Constitution Day Education

Each year on September 17, designated as Constitution Day, the school district will conduct a program designed to highlight the historic and continuing importance of the United States Constitution. When September 17 falls on a Saturday, Sunday, or holiday, the district will provide this program during the preceding or following week.

The program shall be implemented within the guidelines of the U.S. Department of Education and in accordance with any other applicable laws and/or regulations.

Adopted on: 2-17-2021

Revised on:

Reviewed on: 6-10-2024

6033

Restraint and Seclusion of Students

Restraint and seclusion, as defined below, are behavioral interventions. The use of such behavioral interventions must be in accordance with this policy. The following interventions do not constitute seclusion and restraint, and are not governed by this policy: voice control, limited to loud, firm commands; time-limited ignoring of specific behaviors; brief physical prompts to interrupt or prevent a specific behavior; physical interventions which a student's health care provider has indicated are medically necessary for the treatment or protection of the individual; or other similar interventions.

Definitions

Physical restraint refers to a personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location. Physical restraint does not include incidental touching that comes along with movement inside a classroom, lunch line, or other areas of the school building where maintaining order is required.

Mechanical restraint refers to the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:

- Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
- Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
- Restraints for medical immobilization; or
- Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

Chemical restraint refers to the administration of medication for the purpose of restraint, but does not include the administration of medication in accordance with the directions and prescription of a physician with the consent of the student's parent or guardian.

Seclusion refers to the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.

Use of Restraint and Seclusion

The use of chemical restraint is strictly prohibited. The use of any seclusion or restraint intervention for punitive or disciplinary purposes is strictly prohibited. Similarly, the use of any technique that constitutes corporal punishment, which is the infliction of bodily pain as a penalty for disapproved behavior, is strictly prohibited. Seclusion and/or restraint shall not be used for the convenience of staff or as a substitute for an educational program. When restraint or seclusion is used to respond to the danger of harm posed by a student's behavior, the intervention shall be discontinued as soon as the danger of harm has dissipated.

The use of physical restraint, mechanical restraint, and seclusion is permitted in a manner consistent with this policy:

- as reasonably necessary where the student's behavior risks causing physical harm to self, others, and property;
- In accordance with the student's IEP, Section 504, or behavior intervention plan; or
- as otherwise prescribed, recommended, or suggested by a medical or related services provider.

Procedures

No technique shall restrict a student's breathing, deprive a student of basic needs, or unnecessarily expose a student to physical pain or discomfort.

Seclusion shall not be used for students who are severely self-injurious or suicidal. When seclusion is utilized as permitted by this policy, the following procedures shall be followed:

- The student shall be monitored by an adult in close proximity who is able to regularly observe the student;
- The confining space shall be approved for such use, unless the use of such a space is impossible or impracticable under the circumstances;

- The confining space shall be appropriately lighted, ventilated, and heated or cooled; *and*
- The confining space shall be free from objects that unreasonably expose the student or others to harm.

If a pattern of behavior emerges that requires or is anticipated to require the use of restraint and/or seclusion for the student, the appropriate educators and/or team members shall review what assessments, evaluations, supports, services, programs, or placements are appropriate in light of the student's needs and circumstances.

Recording and Reporting

Each incident of restraint or seclusion must be recorded and reported as required by the building administrators.

Training

All staff members shall be provided notice of this policy and will be trained on its contents. The Superintendent or his or her designee will identify school staff members likely to implement the restraint or seclusion interventions authorized by this policy and arrange for those individuals to receive appropriate training on the appropriate implementation of such interventions and the use of other behavioral supports and interventions.

Adopted on: 2-17-21
Revised on: _____
Reviewed on: _____

6034
Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

- a. Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:
 - Heads UP Concussions in Youth Sports
 - Concussion in Sports—What You Need to Know
 - Sports Safety International
 - ConcussionWise
 - ACTIVE™ Athletic Concussion Training for Coaches; and
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - 1 The signs and symptoms of a concussion;
 - 2 The risks posed by sustaining a concussion; and
 - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and

- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall be the guidance provided by the Nebraska Department of Education entitled "Bridging the Gap from Concussion to the Classroom," and accompanying materials and future supplements. Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

Adopted on: 2-17-21
Revised on: _____
Reviewed on: _____

6035

Athletic Contest Participation by Sixth Graders

If there are fewer than 12 boys or 12 girls in the combined enrollment of the seventh and eighth grades when those grades are part of the elementary school system, sixth grade students may participate in athletic contests between schools, within a school system, or between school systems if the school administration judges that it is appropriate after taking into consideration the competition's nature and value to the students, its physical requirements and dangers, and the sixth grade students' ages, physical and mental abilities, maturity, skills, and preparation for the competition. Otherwise, pupils in kindergarten through the sixth grade may not participate in any kinds of athletic contests between schools, within a school system, or between school systems except as provided in this policy or as otherwise allowed by law. This prohibition does not apply to annual field or play days.

Adopted on: 2-17-21
Revised on: _____
Reviewed on: _____

6036

Reading Instruction and Intervention Services

The purpose of this policy is to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. It is the school district's goal that each student be able to read at or above grade level by third grade.

Effective Reading Teachers. It is the intent of the school district to employ teachers for kindergarten through third grade who are effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement.

Reading Assessment. Beginning in 2019-20, the school district will administer a reading assessment approved by the Nebraska Department of Education three times during the school year to all students in kindergarten through third grade. Exceptions to this requirement include:

- Any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years;
- Any student receiving special education services for whom such assessment would conflict with the individualized education plan; and
- Any student receiving services under a plan pursuant to the requirements of section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794, or Title II of the federal Americans with Disabilities Act of 1990, 42 U.S.C. 12131 to 12165, as such acts and sections existed on January 1, 2018, for whom such assessment would conflict with such section 504 or Title II plan.

The first assessment must occur within the first 30 days of the school year.

Diagnostic assessments used within a supplemental reading intervention program do not require Nebraska Department of Education approval.

Deficiency Identification. Any student in kindergarten through third grade performing below the threshold level as determined by the Nebraska Department of Education shall be identified as having a reading deficiency for purposes of the Nebraska Reading Improvement Act and this policy. A student who is identified as having a reading deficiency shall remain identified as having a reading deficiency until the student performs at or above the threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act or this policy shall prohibit a school district from identifying any other student as having a reading deficiency.

Supplemental Reading Intervention Program. The school district will provide a supplemental reading intervention program to ensure that students can read at or above grade level at the end of third grade. The school district may work collaboratively with a reading specialist at the Nebraska Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program must:

- Be provided to any student identified as having a reading deficiency;
- Be implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- Make available a summer reading program each summer for any student who has been enrolled in grade one or higher and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. The summer reading program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or may be offered online.

The supplemental reading intervention program may also include:

- Reading intervention techniques that are based on scientific research and best practices;
- Diagnostic assessments to frequently monitor student progress throughout the school year and adjust instruction accordingly;
- Intensive intervention using strategies selected from the following list to match the weaknesses identified in the diagnostic assessment:
 - Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
 - Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
 - Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;
- Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
- Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

Parent/Guardian Notification. The school will give notice in writing or by electronic communication to the parent(s) or guardian(s) of any student identified as having a reading deficiency within 15 working days of such identification that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

Reading Improvement Plan. Any student who is identified as having a reading deficiency will receive an individual reading improvement plan no later than 30 days after the identification of the reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program to remedy the reading deficiency. The student must receive reading intervention services through the supplemental reading intervention program until the student is no longer identified as having a reading deficiency.

Reading Progress. Each student in kindergarten through third grade and his or her parent(s) or guardian(s) will be informed of the student's reading progress within a reasonable time after the school district receives the results from the student's approved reading assessment.

Adopted on: 2-17-21
Revised on: 8-9-21
Reviewed on: _____

6038 Artificial Intelligence

As used in this policy, artificial intelligence tools (“AI Tools”) mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChaptGPT, Google Bard, and other chatbots.

The board recognizes that among other resources, when properly used, AI Tools may provide valuable source information to students and teachers in relation to the district’s academic curriculum and assignments. Student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, then AI Tools may not be used. Individual teachers will decide for each individual assignment the extent to which students may use AI Tools for such assignment. Teachers are encouraged to make such a decision in advance of students being given the individual assignment in question.
2. Teachers will communicate to all students responsible for completing an assignment the extent to which such students may use AI Tools in connection with such assignment. Teachers will endeavor to include in such communications examples of permissible and impermissible uses of AI Tools.
3. If a student uses any AI Tools in connection with a school assignment, the student must comply with the following:
 - a. The student must explicitly disclose to the teacher in writing that the student used an AI Tool and the specific AI Tool used.
 - b. In any student work (whether hard copy, electronic, digital, or otherwise), the student shall give proper attribution to the AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not

necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.

- c. In no instance may the output from one or more AI Tools be copied and placed within a student's work as if the student wrote such section himself or herself. For example and not limitation, students may not outsource the organization or the writing of any written work to any AI Tool.
4. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.
 5. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Adopted on: 10-9-2023

Revised on:

Reviewed on: