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\ltrch\fcs0 \fs28\insrsid3682047\charrsid12679068 Board of Education Regular Meeting \par  
{\rtlch\fcs1 \af2\afs28 \ltrch\fcs0 \fs28\insrsid3682047\charrsid12679068 Monday, November  
9, 2020 7:30 PM \par Conference Room at the Southern Valley Schools Junior/Senior High  
School Building, Oxford, Nebraska  
43739 Hwy 89  
Oxford, NE 68967r\s15\ql  
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## 1. OPENING

- 1.1. Call Meeting to Order
- 1.2. Pledge of Allegiance
- 1.3. Roll Call
- 1.4. Excuse Absent Board Members
- 1.5. Acknowledge Posted Open Meeting Act

## 2. REVIEW THE AGENDA

- 2.1. Publication of Notice Verification
- 2.2. Notes Regarding Agenda/Additions
- 2.3. Approval of Agenda

Motion Passed with a motion by Robert Bergquist and a second by Steve Hunt.

Robert Bergquist: Yea, Todd Brown: Yea, Ryan Hunt: Yea, Steve Hunt: Yea, Stacey Shafer:  
Yea, David Witte: Yea

- 2.4. Approval of Prior Minutes

## 3. RECOGNITION OF VISITORS

3.1. Public Comment

4. DISCUSSION ITEMS

4.1. Treasurer's Report

4.2. Committee Reports

4.3. Science Resources Presentation

4.4. PK-6 Principal's Report

4.5. 7-12 Principal's Report

4.6. AD Report

4.7. Superintendent's Report

5. BUSINESS ITEMS

5.1. Approval of Bills

Motion to approve Passed with a motion by Robert Bergquist and a second by Stacey Shafer.  
Robert Bergquist: Yea, Todd Brown: Yea, Ryan Hunt: Yea, Steve Hunt: Yea, Stacey Shafer:  
Yea, David Witte: Yea

5.2. Approve Board Policies

Motion to approve Passed with a motion by David Witte and a second by Todd Brown.  
Robert Bergquist: Yea, Todd Brown: Yea, Ryan Hunt: Yea, Steve Hunt: Yea, Stacey Shafer:  
Yea, David Witte: Yea

5.3. Band Uniforms

Motion to approve Passed with a motion by Steve Hunt and a second by Stacey Shafer.  
Robert Bergquist: Yea, Todd Brown: Yea, Ryan Hunt: Yea, Steve Hunt: Yea, Stacey Shafer:  
Yea, David Witte: Yea

5.4. Amend School Calendar

Motion to approve Passed with a motion by Robert Bergquist and a second by Stacey Shafer.  
Robert Bergquist: Yea, Todd Brown: Yea, Ryan Hunt: Yea, Steve Hunt: Yea, Stacey Shafer:  
Yea, David Witte: Yea

6. NEXT MEETING

7. EXECUTIVE SESSION

Motion to approve Passed with a motion by Robert Bergquist and a second by Stacey Shafer.

Robert Bergquist: Yea, Todd Brown: Yea, Ryan Hunt: Yea, Steve Hunt: Yea, Stacey Shafer:  
Yea, David Witte: Yea  
8. MOTION TO ADJOURN

Board of Education Meeting  
October 12<sup>th</sup>, 2020 8:00 PM  
Conference Room at the Southern Valley Schools Junior/Senior High School Building,  
Oxford, Nebraska

The regular meeting of the Southern Valley Board of Education was called to order by President Ryan Hunt at 8:00 pm. The roll was called and the following members were present: Bob Bergquist, Todd Brown, Dave Witte, Steve Hunt and Stacey Shafer. Members absent: None. Others present: Superintendent Bryce Jorgenson, Secondary Principal Jeff Linden and Activities Director Brandon Marquez.

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

All members and public recited the Pledge of Allegiance.

Motion to approve the agenda passed with a motion by Bob Bergquist and a second by Todd Brown.

|               |     |
|---------------|-----|
| Stacey Shafer | Yes |
| Bob Bergquist | Yes |
| Todd Brown    | Yes |
| Steve Hunt    | Yes |
| Ryan Hunt     | Yes |
| Dave Witte    | Yes |

September 2020 minutes approved as submitted.

Public Hearing for Policies #5045 Student Fees, #5054 Student Bullying and #5057 District Title I Parent and Family Engagement Policy was opened. Time was allowed for public comment and discussion. No public comment. Hearing closed.

Time was allowed for public comment. No public comment.

The Financial Report and Budget Comparison Reports were reviewed along with current account balances and projected revenue.

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

|               |     |
|---------------|-----|
| Stacey Shafer | Yes |
| Bob Bergquist | Yes |
| Todd Brown    | Yes |
| Steve Hunt    | Yes |
| Ryan Hunt     | Yes |
| Dave Witte    | Yes |

Elementary Principal Mark Grove was absent at the monthly meeting however an update on the Elementary was provided by Superintendent Jorgenson. Upcoming events in the Elementary were discussed as well as revenue from the Elementary Book Fair totaled \$710.59.

Secondary Principal, Jeff Linden, updated members of the board on the teacher evaluation process. All formal evaluations should be completed by the end of October. Homecoming week was a success and Mr. Linden wanted to

thank the HOCO team for providing activities for the students. Denise Brown was hired as an additional para-educator and she has been a great help to the students and teachers.

Activities Director, Brandon Marquez recognized the SV Band for receiving an Excellent rating at McCook Heritage Days Parade, also to the Saints Softball for being C10 Sub district Softball Champions and to Student Council for a great Homecoming Week. Mr. Marquez gave an update on fall sports that are finishing up there season. The first day of Winter Practice will be November 16<sup>th</sup>. Junior High Wrestling will start on Monday, October 19<sup>th</sup>. Mr. Marquez wanted to remind everyone about fan behavior and the Fan Code of Conduct. He will be sending out a reminder to fans this week.

Superintendent Bryce Jorgenson informed the board on the heat pump project as well as gave an update on the new bus. Mr. Jorgenson also discussed the latest information from the health department and the NCRSA document regarding COVID. An update from NDE regarding student hours was discussed with more information to come at a later date. Mr. Jorgenson will begin preparing Negotiations documents for the Negotiations Team and the Board. Veterans Day Program and Fall Fine Arts Festival were also discussed with more information to follow.

Zach Nathan presented the Board with two different options for band uniforms. Different pricing and options were discussed as well as timing to receive the order.

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

|               |     |
|---------------|-----|
| Stacey Shafer | Yes |
| Bob Bergquist | Yes |
| Todd Brown    | Yes |
| Steve Hunt    | Yes |
| Ryan Hunt     | Yes |
| Dave Witte    | Yes |

Motion to go into executive session at 9:42pm, to discuss personnel, necessary for the protection of public interest or for the prevention of needless inquiry to the reputation of an individual, in the compliance of the law, passed with a motion by Bob Bergquist and a second by Steve Hunt.

|               |     |
|---------------|-----|
| Stacey Shafer | Yes |
| Bob Bergquist | Yes |
| Todd Brown    | Yes |
| Steve Hunt    | Yes |
| Ryan Hunt     | Yes |
| Dave Witte    | Yes |

Board came out of executive session at 10:03pm.

Meeting adjourned at 10:04pm.

The next regular meeting is scheduled for November 9<sup>th</sup>, 2020 at 7:30pm.

Dated this 16<sup>th</sup> day of October 2020.

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

ATTEST: Lindin Quinn, Recording Secretary



**SOUTHERN VALLEY SCHOOL Financial Report- November 2020 Meeting**

| <u>ACCOUNT NAME</u>               | <u>CASH BALANCE</u> | <u>BEGIN. CD BAL.</u> | <u>DEPOSIT</u> | <u>INTEREST</u> | <u>TRANSFER</u> | <u>EXPENSE</u> | <u>Current Balances</u> | <u>2019 Balances</u>   |
|-----------------------------------|---------------------|-----------------------|----------------|-----------------|-----------------|----------------|-------------------------|------------------------|
| <i>Bond Fund Checking</i>         | \$ 449,065.25       |                       | \$ 29,009.13   | \$ 118.84       |                 |                | \$ 478,193.22           | \$ 357,823.97          |
| <i>Bond LAF</i>                   | \$ 183,215.09       |                       |                | \$ 3.28         |                 |                | \$ 183,218.37           | \$ 182,087.08          |
| <b>Bond Total</b>                 |                     |                       |                |                 |                 |                | <b>\$ 661,411.59</b>    | <b>\$ 539,911.05</b>   |
| <i>Depreciation Checking</i>      | \$ 280,458.54       |                       |                | \$ 71.46        |                 |                | <b>\$ 280,530.00</b>    | \$ 212,840.32          |
| <i>General Special</i>            |                     | \$ 198,438.70         |                | \$ 25.28        | \$ 0.00         | \$ -           | \$ 198,463.98           | \$ 197,556.90          |
| <i>General Checking</i>           | \$ 1,763,687.92     |                       | \$ 456,576.42  | \$ 464.81       | \$ 0.00         | \$ 551,166.13  | \$ 1,669,563.02         | \$ 2,101,965.67        |
| <b>General Total</b>              |                     |                       |                |                 |                 |                | <b>\$1,868,027.00</b>   | <b>\$ 2,299,522.57</b> |
| <i>General Clearing Checking</i>  | \$ 73,800.26        |                       | \$ 74,434.47   | \$ 5.20         |                 | \$ 68,057.64   | <b>\$ 80,182.29</b>     | \$ 55,801.15           |
| <i>Sinking/BLDG Fund Checking</i> | \$ 965,834.52       |                       | \$ 39,323.83   | \$ 83.90        |                 | \$ 8,661.75    | <b>\$ 996,580.50</b>    | \$ 655,389.82          |
| <i>QCPUF</i>                      | \$ 50,187.52        |                       | \$ 7,876.78    |                 |                 |                | <b>\$ 58,064.30</b>     | \$ 217,828.01          |
| <i>Activities Fund</i>            | \$ 86,053.73        |                       | \$ 13,169.72   | \$ 7.96         |                 | \$ 52,177.52   | <b>\$ 47,053.89</b>     |                        |
| <i>Nutrition Fund</i>             | \$ 215,376.91       |                       | \$ 44,580.30   |                 |                 | \$ 16,438.23   | <b>\$ 243,518.98</b>    |                        |

## Board Meeting for Nov.

8 new students Enrollment now at 172 and 27 for a total of 199

Wednesday will be our Teacher In-Service

The Student Council is taking up collections for the local food banks this week.

Winter MAP testing -First 2 weeks of Dec,

We are doing our Veteran's Day Program Wednesday. We are going to Striv it and also record it so people can watch whenever they choose to do so. We are splitting the students up and bringing them in at different times.

Quiz Bowl Team kicked off their season with our very own Invite. There were 7 teams. Their next competition is tomorrow in Arapahoe.

Christmas Concert - If everything stays the same we are thinking we will split the concert into K-3 and 4-6 on the same night.

7-12 Principal Report  
November 2020

Where do I begin? The past two weeks have definitely been the greatest challenges we have faced throughout this pandemic and the plan in place is working very well.

- 1). On the Secondary side, at one point we were up to 36 students and 3 teachers out due to COVID-related issues in a week span time. Today we are down to only 15 students and 2 teachers out due to COVID-related reasons.
- 2). The teachers and paraprofessionals have been very flexible and understanding during this time and I applaud their willingness to step up and take on more duties when the need had arisen. Thank you to all of them!
- 3). Teacher Formal evaluations are about 94% completed for the 1st semester prior to our uptick in COVID cases hit our school. I will have that complete very soon.
- 4). With the COVID uptick, I pushed back the NWEA winter testing window to hopefully after the Thanksgiving break to allow students and teachers to be back to close to 100% in school before testing students.
- 5). Edgenuity being integrated into tutorial is going well with a few adjustments to ensure student engagement happening.

Right now, we are in an in-between time where there is not a lot going on with extracurricular events, which was a good time to have an uptick, and hopefully, we will continue to see a drop in COVID related absences.

Thank you,

Mr. Jeff Linden

# **November 2020 Activities Director Report**

## **Recognition:**

1. SV Football for their great 5-4 season and appearance in the D1 8-man Football Playoffs
2. SV Volleyball for a great 8-19 season losing in the Sub District Semifinals to top 4 finisher Overton
3. Softball Postseason awards Kynlee Marquez 1st Team Class C Lincoln Journal Star & Omaha World Herald/ Emma Joppa Honorable Mention Class C Lincoln Journal Star and Omaha World Herald
4. SV Music Students for the Fall Concert and Mrs. Stalder and Mrs. Nathan for working together to make it happen.
5. Mrs. K Bose & Mrs. Jorgenson for their hard work on Play Production with all the kids in and out with quarantine. Looking forward to their performances on Tuesday.

## **Activities:**

1. Play Production Tuesday Night 7 & 8 PM show time
2. FFA travels to Curtis on Thursday for in person competition
3. Quiz Bowls in full swing go to Arapahoe tomorrow we hosted K-6 last week
4. Mock Trial has now started practice
5. Unified Bowling starts Friday in Arapahoe vs Cambridge
6. RPAC Play Production at SV on Wednesday Nov 18th

## **Athletics:**

1. Winter Sports conditioning week next week practice following.
2. Parents Meeting on Thursday November 19th
3. Bowling a new sport starting this year 18 signed up
4. Be prepared for tighter fan restrictions and most wrestling events will not even allow or will allow very limited fans. We will allow limited numbers.

**Educators Health Alliance**  
**Renewal Rates for Health, Dental, and Dual Choice Options**  
**Effective September 1, 2021**  
**5% Discount Rates Only**

| Health Coverage - Active Employees                        | Renewal Rates -- 5% Discount |                 |             |                         |
|---|------------------------------|-----------------|-------------|-------------------------|
|   | Employee                     | Ee & Child(ren) | Ee & Spouse | Ee, Spouse & Child(ren) |
| <b>\$650 Deductible</b>                                   | \$706.40                     | \$1,306.86      | \$1,483.44  | \$1,991.88              |
| <b>\$850 Deductible</b>                                   | \$687.33                     | \$1,271.57      | \$1,443.39  | \$1,938.10              |
| <b>\$1,050 Deductible</b>                                 | \$669.80                     | \$1,239.14      | \$1,406.58  | \$1,888.68              |
| <b>\$1,200 Deductible</b>                                 | \$658.43                     | \$1,218.07      | \$1,382.67  | \$1,856.58              |
| <b>\$1,450 Deductible</b>                                 | \$647.21                     | \$1,197.38      | \$1,359.15  | \$1,825.00              |
| <b>\$1,900 Deductible</b>                                 | \$620.01                     | \$1,147.05      | \$1,302.02  | \$1,748.29              |
| <b>\$4,000 Deductible HSA-Eligible</b>                    | \$502.33                     | \$929.36        | \$1,054.94  | \$1,416.49              |
| <b>\$2,500 Deductible (Dual Choice Only)</b>              | n/a                          | n/a             | n/a         | n/a                     |
| <b>\$3,600 Deductible HSA-Eligible (Dual Choice Only)</b> | \$565.12                     | \$1,045.50      | \$1,186.77  | \$1,593.52              |

| Health Coverage - Retirees             | Renewal Rates |                 |             |                         |
|--|---------------|-----------------|-------------|-------------------------|
|  | Employee      | Ee & Child(ren) | Ee & Spouse | Ee, Spouse & Child(ren) |
| <b>\$1,050 Deductible</b>              | \$789.77      | \$1,400.04      | \$1,658.50  | \$2,096.48              |
| <b>\$4,000 Deductible HSA-Eligible</b> | \$592.34      | \$1,050.04      | \$1,243.90  | \$1,572.35              |
| <b>\$2,500 Deductible</b>              | \$666.37      | \$1,181.24      | \$1,399.33  | \$1,768.84              |
| <b>\$3,600 Deductible HSA-Eligible</b> | \$666.37      | \$1,181.24      | \$1,399.33  | \$1,768.84              |

| Dental Coverage  | Renewal Rates |                 |             |                         |
|--|---------------|-----------------|-------------|-------------------------|
|  | Employee      | Ee & Child(ren) | Ee & Spouse | Ee, Spouse & Child(ren) |
| <b>100% A, 75% B Coverage - Option 1</b>                     | \$27.42       | \$50.71         | \$57.55     | \$77.31                 |
| <b>100% A, 80% B, 70% C Coverage - Option 3</b>              | \$58.22       | \$107.74        | \$122.27    | \$164.19                |
| <b>PPO - 100% A, 75% B, 50% C Coverage - Option 2</b>        | \$29.54       | \$54.61         | \$62.00     | \$83.29                 |
| <b>PPO - 100% A, 80% B, 80% C, 50% D Coverage - Option 4</b> | \$53.01       | \$98.07         | \$111.34    | \$149.53                |
| <b>PPO - 100% A, B, &amp; C Coverage - Option 5</b>          | \$58.01       | \$107.33        | \$121.85    | \$163.64                |

Superintendent Report  
November 9, 2020

1. Current Covid Numbers
2. New DHM for Wednesday, November 11, 2020
3. Auditors
4. Negotiations Season has begun
5. Fuel tank on Bus
6. Switching companies for Skid Steer
7. Christmas Party moved to end of the year activity
8. Board work/planning day.

| Vendor Name                                    | Invoice Number  | Description                        | Amount          |
|--|-----------------|------------------------------------|-----------------|
| Checking Account ID 1                          | Fund Number 01  | GENERAL FUND                       |                 |
| Acco Brands USA LLC                            | 4713255428      | Teaching Supplies                  | 169.70          |
| Acco Brands USA LLC                            | 4713292628      | Secondary Teaching Supplies        | 14.88           |
| Total Acco Brands USA LLC                      |                 |                                    | <u>184.58</u>   |
| Ag Valley Coop                                 | 162780 10/25/20 | Bus Gas                            | 2,093.24        |
| Total Ag Valley Coop                           |                 |                                    | <u>2,093.24</u> |
| Alma Auto Parts                                | 148155          | Bus Maintenance                    | 16.40           |
| Alma Auto Parts                                | 148448          | Custodial Supplies                 | 79.45           |
| Alma Auto Parts                                | 148449          | Bus Maintenance                    | 103.92          |
| Total Alma Auto Parts                          |                 |                                    | <u>199.77</u>   |
| Amazon Capital Services                        | 16Y4-4944P-TK4F | Library Books                      | 9.89            |
| Amazon Capital Services                        | 1DWH-VYNJ-QWXW  | Secondary Teaching Supplies        | 20.09           |
| Amazon Capital Services                        | 1Q7L-4TKV-D9LP  | Computer Supplies                  | 317.24          |
| Amazon Capital Services                        | 1QNN-D4VG-KMDH  | Computer Supplies                  | 107.28          |
| Amazon Capital Services                        | 1QVL-H4MG-VCTY  | Computer Supplies                  | 95.00           |
| Amazon Capital Services                        | 1VGJ-FFWQ-QHHR  | Library Books                      | 68.97           |
| Amazon Capital Services                        | 1VHY-NKPT-RFMF  | SPED Teaching Supplies             | 75.99           |
| Total Amazon Capital Services                  |                 |                                    | <u>694.46</u>   |
| American Time & Signal Co.                     | 837844          | Custodial Supplies                 | 609.60          |
| Total American Time & Signal Co.               |                 |                                    | <u>609.60</u>   |
| Beaver City Municipal Plant                    | 421000 11/10    | Bus Barn- Electricity              | 23.63           |
| Total Beaver City Municipal Plant              |                 |                                    | <u>23.63</u>    |
| Blick Art Materials                            | 4737992         | Secondary Teaching Supplies        | 23.83           |
| Total Blick Art Materials                      |                 |                                    | <u>23.83</u>    |
| Bluffs Sanitary Supply                         | 416565          | Custodial Supplies                 | 813.96          |
| Total Bluffs Sanitary Supply                   |                 |                                    | <u>813.96</u>   |
| Cobra Midwest                                  | 1026            | Custodial Supplies                 | 581.20          |
| Cobra Midwest                                  | 1028            | Custodial Supplies                 | 132.86          |
| Cobra Midwest                                  | 1029            | Custodial Supplies                 | 1,800.00        |
| Total Cobra Midwest                            |                 |                                    | <u>2,514.06</u> |
| Cornhusker International Trucks- Lincoln       | 3354737         | Bus Maintenance                    | 15.08           |
| Total Cornhusker International Trucks- Lincoln |                 |                                    | <u>15.08</u>    |
| Dana F. Cole & Company, LLP                    | 031874          | Audit Expense                      | 3,550.00        |
| Total Dana F. Cole & Company, LLP              |                 |                                    | <u>3,550.00</u> |
| Dannehl, Linda                                 | 11/6/20         | Secondary Teaching Supplies        | 40.00           |
| Total Dannehl, Linda                           |                 |                                    | <u>40.00</u>    |
| DGP PublishingInc                              | 25418           | Teaching Supplies- Elementary      | 39.80           |
| Total DGP PublishingInc                        |                 |                                    | <u>39.80</u>    |
| Eakes Office Products Gi                       | 8118065         | Copier Supplies- Elementary Office | 160.00          |
| Total Eakes Office Products Gi                 |                 |                                    | <u>160.00</u>   |

| Vendor Name                              | Invoice Number  | Description                       | Amount          |
|--|-----------------|-----------------------------------|-----------------|
| Electrical Engineering & Equipment       | 6938973-00      | Custodial Supplies                | 72.82           |
| Electrical Engineering & Equipment       | 6939879-00      | Custodial Supplies                | 24.73           |
| Total Electrical Engineering & Equipment |                 |                                   | <u>97.55</u>    |
| Esu #10                                  | 191695 11/1     | Deaf Education Services 3-5       | 22.35           |
| Total Esu #10                            |                 |                                   | <u>22.35</u>    |
| Esu #11                                  | 3844            | ESU Services                      | 300.00          |
| Total Esu #11                            |                 |                                   | <u>300.00</u>   |
| Fastenal Company                         | NEMCC98979      | Custodial Supplies                | 405.25          |
| Total Fastenal Company                   |                 |                                   | <u>405.25</u>   |
| Frontier Communications                  | 308868222 11/2  | Telephone                         | 463.16          |
| Frontier Communications                  | 3088689966 11/2 | Telephone                         | 209.97          |
| Total Frontier Communications            |                 |                                   | <u>673.13</u>   |
| GOPHER - NW 5634                         | 9747093         | Teaching Supplies- Elementary     | 809.10          |
| GOPHER - NW 5634                         | 9752860         | Teaching Supplies                 | 1,612.83        |
| GOPHER - NW 5634                         | 9798475         | Teaching Supplies- Elementary     | 364.65          |
| Total GOPHER - NW 5634                   |                 |                                   | <u>2,786.58</u> |
| Graphic Edge                             | 1444339         | Teaching Supplies- Secondary      | 467.81          |
| Graphic Edge                             | 1455830         | Teaching Supplies- Secondary      | 418.76          |
| Total Graphic Edge                       |                 |                                   | <u>886.57</u>   |
| Harlan County Journal                    | 53179           | Legal Notice                      | 49.50           |
| Harlan County Journal                    | 53180           | Legal Notice                      | 46.20           |
| Harlan County Journal                    | 53255           | Legal Notice                      | 6.25            |
| Total Harlan County Journal              |                 |                                   | <u>101.95</u>   |
| Higgins, Casey                           | SPED Mileage    | Reimbursement- Mileage            | 9.16            |
| Total Higgins, Casey                     |                 |                                   | <u>9.16</u>     |
| Home Depot Pro                           | 577668973       | Custodial Supplies                | 120.59          |
| Home Depot Pro                           | 580900868       | Custodial Supplies                | 38.41           |
| Total Home Depot Pro                     |                 |                                   | <u>159.00</u>   |
| Hometown Leasing                         | NOV PYMT        | NOV PYMT                          | 3,354.16        |
| Total Hometown Leasing                   |                 |                                   | <u>3,354.16</u> |
| Houghton Mifflin Company                 | 954955482       | Teaching Supplies- Secondary      | 761.40          |
| Total Houghton Mifflin Company           |                 |                                   | <u>761.40</u>   |
| Inspire Rehabilitation                   | 01715           | SPED Physical Therapy- Birth-2    | 33.00           |
| Inspire Rehabilitation                   | 01716           | SPED Physical Therapy- 3-5        | 109.61          |
| Inspire Rehabilitation                   | 01717           | SPED Physical Therapy- Elementary | 258.81          |
| Total Inspire Rehabilitation             |                 |                                   | <u>401.42</u>   |
| Integrated Security Solutions            | 20202446        | Fire Extinguisher Inpections      | 649.00          |
| Total Integrated Security Solutions      |                 |                                   | <u>649.00</u>   |
| J & J Repair                             | 6810            | Bus Maintenance                   | 105.16          |

| Vendor Name                            | Invoice Number       | Description                         | Amount          |
|--|----------------------|-------------------------------------|-----------------|
| J & J Repair                           | 6826                 | Bus Maintenance                     | 321.37          |
| J & J Repair                           | 6834                 | Bus Maintenance                     | 210.00          |
| J & J Repair                           | 6839                 | Bus Maintenance                     | 58.00           |
| J & J Repair                           | 6844                 | Bus Maintenance                     | 554.11          |
| <b>Total J &amp; J Repair</b>          |                      |                                     | <b>1,248.64</b> |
| J W Pepper & Son Inc.                  | 362928625            | Teaching Supplies- Secondary        | 29.25           |
| J W Pepper & Son Inc.                  | 362958926            | Teaching Supplies- Secondary        | 134.99          |
| J W Pepper & Son Inc.                  | 363008522            | Teaching Supplies- Secondary        | 38.35           |
| <b>Total J W Pepper &amp; Son Inc.</b> |                      |                                     | <b>202.59</b>   |
| Jeff Lange Counseling LLC              | 2 11/5/20            | Counseling Services                 | 3,400.60        |
| <b>Total Jeff Lange Counseling LLC</b> |                      |                                     | <b>3,400.60</b> |
| Jeff Spaulding                         | 11/9/20              | Reimbursement- Teaching Supplies    | 15.33           |
| <b>Total Jeff Spaulding</b>            |                      |                                     | <b>15.33</b>    |
| JENNIFER SCHUTZ,OTR/L                  | OCT- 3-5             | SPED Occupation Therapy- 3-5        | 928.56          |
| JENNIFER SCHUTZ,OTR/L                  | OCT- Birth-2         | SPED Occupation Therapy- Birth-2    | 288.14          |
| JENNIFER SCHUTZ,OTR/L                  | OCT- Elementary      | SPED Occupation Therapy- Elementary | 3,974.46        |
| JENNIFER SCHUTZ,OTR/L                  | OCT- HS              | SPED Occupation Therapy- Secondary  | 890.92          |
| <b>Total JENNIFER SCHUTZ,OTR/L</b>     |                      |                                     | <b>6,082.08</b> |
| JJ&ZAK                                 | Power of ICU Renweal | Power of ICU Renewal                | 1,399.00        |
| <b>Total JJ&amp;ZAK</b>                |                      |                                     | <b>1,399.00</b> |
| Kelley's Super Market Inc              | 22221 11/2/20        | FCS Supplies                        | 74.19           |
| <b>Total Kelley's Super Market Inc</b> |                      |                                     | <b>74.19</b>    |
| Leighton Schmidt                       | 11/9/20              | Reimbursement- Cell Phone           | 116.05          |
| <b>Total Leighton Schmidt</b>          |                      |                                     | <b>116.05</b>   |
| Linden, Jeff                           | 11/9/20              | Reimbursement- Cell phone           | 82.40           |
| <b>Total Linden, Jeff</b>              |                      |                                     | <b>82.40</b>    |
| Loup Valley Lighting Inc.              | 20-14555             | Custodial Supplies                  | 340.24          |
| <b>Total Loup Valley Lighting Inc.</b> |                      |                                     | <b>340.24</b>   |
| M & J Signs                            | 4032                 | General Repairs                     | 1,480.50        |
| <b>Total M &amp; J Signs</b>           |                      |                                     | <b>1,480.50</b> |
| Marquez, Brandon                       | 11/9/20              | Reimbursement- Cell Phone 5 months  | 383.58          |
| <b>Total Marquez, Brandon</b>          |                      |                                     | <b>383.58</b>   |
| MCI                                    | 08683584723 11/9     | Telephone                           | 275.31          |
| <b>Total MCI</b>                       |                      |                                     | <b>275.31</b>   |
| Menards                                | 10075                | Custodial Supplies                  | 22.47           |
| Menards                                | 9579                 | Custodial Supplies                  | 169.56          |
| <b>Total Menards</b>                   |                      |                                     | <b>192.03</b>   |
| Midwest School Services                | 336                  | 2012-21 School Calendars            | 4,280.00        |
| <b>Total Midwest School Services</b>   |                      |                                     | <b>4,280.00</b> |

| Vendor Name                                  | Invoice Number | Description                   | Amount            |
|--|----------------|-------------------------------|-------------------|
| NASB ALICAP                                  | 2020-21 ALICAP | 2020-21 ALICAP PREMIUM        | 101,088.00        |
| Total NASB ALICAP                            |                |                               | <u>101,088.00</u> |
| National Art & School Supplies Inc.          | 6966           | Teaching Supplies- Secondary  | 32.76             |
| Total National Art & School Supplies Inc.    |                |                               | <u>32.76</u>      |
| NCS Pearson                                  | 12031276       | SPED Teaching Supplies        | 73.50             |
| NCS Pearson                                  | 12048789       | SPED Teaching Supplies        | 19.50             |
| NCS Pearson                                  | 12074071       | SPED Teaching Supplies        | 42.75             |
| Total NCS Pearson                            |                |                               | <u>135.75</u>     |
| NCSA   | 65510          | Secondary Principal Dues      | 585.00            |
| Total NCSA                                   |                |                               | <u>585.00</u>     |
| Nebraska Air Filter, Inc.                    | 0383884        | Custodial Supplies            | 862.69            |
| Nebraska Air Filter, Inc.                    | 0383885        | Custodial Supplies            | 375.25            |
| Total Nebraska Air Filter, Inc.              |                |                               | <u>1,237.94</u>   |
| Nebraska Safety & Fire Equipment, Inc.       | 14906          | Contracted Services           | 360.00            |
| Total Nebraska Safety & Fire Equipment, Inc. |                |                               | <u>360.00</u>     |
| Norton Ice                                   | 83021          | General Supplies              | 78.00             |
| Norton Ice                                   | 83107          | General Supplies              | 54.00             |
| Norton Ice                                   | 83189          | General Supplies              | 54.00             |
| Total Norton Ice                             |                |                               | <u>186.00</u>     |
| One Call Concepts, Inc.                      | 0100665        | Line Locate                   | 4.23              |
| Total One Call Concepts, Inc.                |                |                               | <u>4.23</u>       |
| One Source                                   | 43212008       | Background Screening          | 25.00             |
| Total One Source                             |                |                               | <u>25.00</u>      |
| Oxford Utilities                             | 7704 11/15/20  | Trash Haul                    | 660.00            |
| Oxford Utilities                             | 7914 11/15     | Electricity                   | 39.85             |
| Total Oxford Utilities                       |                |                               | <u>699.85</u>     |
| Pyramid School Products                      | S1412435.002   | General Supplies              | 299.22            |
| Total Pyramid School Products                |                |                               | <u>299.22</u>     |
| Quill Corporation                            | 11623356       | General Supplies              | 294.95            |
| Total Quill Corporation                      |                |                               | <u>294.95</u>     |
| Rasmussen Mechanical Service                 | SRV077683      | Contracted Service            | 1,091.50          |
| Total Rasmussen Mechanical Service           |                |                               | <u>1,091.50</u>   |
| Reliable Pest Control                        | 31547          | Pest Control                  | 125.00            |
| Total Reliable Pest Control                  |                |                               | <u>125.00</u>     |
| S & W Auto Parts                             | 3515 10/28/20  | Bus Maintenance               | 200.92            |
| Total S & W Auto Parts                       |                |                               | <u>200.92</u>     |
| Scholastic, Inc.                             | M6952478 3     | Teaching Supplies- Elementary | 157.08            |

| Vendor Name                         | Invoice Number       | Description                   | Amount           |
|-------------------------------------|----------------------|-------------------------------|------------------|
| Scholastic, Inc.                    | M6952479 1           | Teaching Supplies- Elementary | 157.08           |
| Total Scholastic, Inc.              |                      |                               | <u>314.16</u>    |
| School Outfitters                   | 13489902             | Teaching Supplies- Elementary | 786.66           |
| Total School Outfitters             |                      |                               | <u>786.66</u>    |
| Sinclair Oil Corporation            | 7375058 11/22/20     | Bus Gas                       | 1,575.28         |
| Total Sinclair Oil Corporation      |                      |                               | <u>1,575.28</u>  |
| Southwest Ne Physical Therapy       | 02946                | SPED Physical Therapy- HS     | 245.00           |
| Total Southwest Ne Physical Therapy |                      |                               | <u>245.00</u>    |
| SPORTS SAFE Testing Service         | 11244                | Drug Testing- Sept 2020       | 861.00           |
| Total SPORTS SAFE Testing Service   |                      |                               | <u>861.00</u>    |
| Stamford Service LLC                | 2004                 | Bus Gas                       | 66.90            |
| Total Stamford Service LLC          |                      |                               | <u>66.90</u>     |
| Stark Data & Networking             | 40                   | Camera Repair                 | 200.00           |
| Total Stark Data & Networking       |                      |                               | <u>200.00</u>    |
| Striv, Inc.                         | 3048                 | STRIV Upgrade                 | 149.25           |
| Total Striv, Inc.                   |                      |                               | <u>149.25</u>    |
| Svoboda's, Inc.                     | 3148                 | Custodial Supplies            | 30.45            |
| Total Svoboda's, Inc.               |                      |                               | <u>30.45</u>     |
| TAESE/USU                           | TriSt 83             | TriState Law Conference       | 400.00           |
| Total TAESE/USU                     |                      |                               | <u>400.00</u>    |
| Teacher Synergy LLC                 | 133369215            | Teaching Supplies- Secondary  | 52.99            |
| Total Teacher Synergy LLC           |                      |                               | <u>52.99</u>     |
| Twin Valleys Public Power           | 729 11/6/20          | Electricity                   | 15,427.73        |
| Total Twin Valleys Public Power     |                      |                               | <u>15,427.73</u> |
| TwoPturf, LLC                       | 2588                 | Grounds Upkeep                | 2,270.42         |
| TwoPturf, LLC                       | 3209                 | Grounds Upkeep                | 873.66           |
| Total TwoPturf, LLC                 |                      |                               | <u>3,144.08</u>  |
| US Postal Service                   | Bulk Mailing Fee2020 | Bulk Mailing Fee              | 240.00           |
| Total US Postal Service             |                      |                               | <u>240.00</u>    |
| Verizon Wireless                    | 9865001024           | Verizon                       | 80.02            |
| Total Verizon Wireless              |                      |                               | <u>80.02</u>     |
| Viaero Wireless                     | 595461               | 1:1 Expense                   | 88.50            |
| Total Viaero Wireless               |                      |                               | <u>88.50</u>     |
| Village of Stamford                 | 0-1-5 11/3           | Water                         | 648.11           |
| Village of Stamford                 | 1151-1-1150 10/1     | Water                         | 113.96           |
| Village of Stamford                 | 1152-1-1151 11/3     | Stamford Sprinklers           | 135.05           |
| Total Village of Stamford           |                      |                               | <u>897.12</u>    |

**Board Report - Board**

| Vendor Name                             | Invoice Number | Description       | Amount            |
|---|----------------|-------------------|-------------------|
| VVS Inc                                 | 36001748865    | General Supplies  | 339.00            |
| Total VVS Inc                           |                |                   | <u>339.00</u>     |
| WHITE AUTO GLASS                        | 7089-33288     | Bus Maintenance   | 48.00             |
| Total WHITE AUTO GLASS                  |                |                   | <u>48.00</u>      |
| Woodward's Disposal Service, Inc.       | 8957-2688      | Shredding Service | 35.00             |
| Total Woodward's Disposal Service, Inc. |                |                   | <u>35.00</u>      |
| Yanda's Music And Pro Audio             | 2423 11/2/20   | Teaching Supplies | 1,201.96          |
| Total Yanda's Music And Pro Audio       |                |                   | <u>1,201.96</u>   |
| Fund Number 01                          |                |                   | <u>173,691.29</u> |
| Checking Account ID 1                   |                |                   | <u>173,691.29</u> |

## **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 Harlan County Journal, Valley Voice, or the Omaha World-Herald. Notice will also be posted at the federal post office in Orleans, Oxford, and Beaver City. 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.

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 may be published on the school district's website.

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

Revised on: November 9, 2020

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

## **3001 Budget**

The board of education shall adopt a budget each year to support the school district's programs and services for the ensuing fiscal year. The superintendent of schools shall be responsible for developing the budget subject to the direction and decisions of the board. The budget document shall be under continuous development, based upon the requirements of the adopted educational program.

**Proposed Budget.** The superintendent shall prepare the proposed budget in accordance with board policies and goals, state statutes, and regulations. As the district's spending plan, the budget will be based on up-to-date revenue estimates, and will reflect the assessed needs and programs approved by the board.

**Budget Hearing Notice.** Notice of place and time of the hearing, together with a summary of the proposed budget statement, must be published at least four calendar days prior to the date set for hearing in a newspaper of general circulation within the school district. The four calendar days shall include the day of publication but not the day of hearing.

**Budget Hearing.** The board must conduct a hearing prior to adopting the budget. The hearing must be held separately from any regularly scheduled meeting and may not be limited by time. The board must make a presentation outlining key provisions of the proposed budget statement, including, but not limited to, a comparison with the prior year's budget. Any member of the public desiring to speak on the proposed budget statement shall be allowed to address the board at the hearing and must be given a reasonable amount of time to do so. Five minutes shall generally be considered a reasonable amount of time.

**Budget Hearing Documents.** The board must make at least three copies of the proposed budget statement and at least one copy of all other reproducible written material to be discussed at the hearing available to the public at the hearing.

**Budget Adoption.** After the budget hearing, the proposed budget statement shall be adopted or amended and adopted as amended. If the adopted budget statement reflects a change from that shown in the published proposed budget statement, a summary of the changes (including the items changed and the reasons for such changes) must be published in a newspaper of general

circulation within the school district within twenty calendar days after its adoption without further hearing.

**Certification and Filing.** The amount to be received from personal and real property taxation shall be certified to the appropriate levying board as provided by law. The budget shall also be filed with the state auditor.

**Purchase Authorization.** Except for bids required under the section "Bid Letting and Contracts," the board's adoption of the budget shall authorize the purchases without further board action.

**Monthly Report.** At each monthly board meeting, the superintendent will provide a report on the current status of the major sections of the budget.

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

Revised on: November 9, 2020

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 a 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 Procedures)**

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

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

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

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

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

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

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

## **E. Debarment and Suspension**

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

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

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

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

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

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

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

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

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

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

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

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, 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, 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 which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
  - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
  - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

## **B. Inventory Procedure**

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

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

## **C. Inventory Records**

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

1. Serial number;
2. District identification number;
3. Manufacturer;
4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;

9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

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

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

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

#### **E. Maintenance**

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

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

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

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

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

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

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for

other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

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

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

### **A. Required Terms**

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

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

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

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

### **C. Record Keeping**

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

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

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

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

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

## **D. Privacy**

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

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

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

Revised on: November 9, 2020

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

## 4043

### **Professional Boundaries and Appropriate Relationships Between Employees and Students**

School district employees and student teachers or interns (“employees”) are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. Employees are required to establish and maintain professional boundaries with students and must have appropriate relationships with students. They may be friendly with students, but they are the students’ teachers, not their friends, and they must take care to see that this line does not become blurred. This applies to employees’ conduct and interactions with students and to material they post on personal web sites and other social networking sites including, but not limited to, Instagram, Facebook, and Twitter. The posting or publication of messages or pictures or other images that diminish an employee’s professionalism or ability to maintain the respect of students and parents may impair his or her ability to be an effective employee. Employees are expected to behave at all times in a manner supportive of the best interests of students.

**Sexual Relationships Prohibited.** Employees are prohibited from engaging in any relationship that involves sexual contact or sexual penetration with a student while the student is a current student and for a minimum of one year after the date of the student's graduation or the date the student otherwise ceases enrollment. Sexual contact has the same meaning as in section 28-318, and sexual penetration has the same meaning as in section 28-318.

**Grooming Prohibited.** Employees are prohibited from engaging in grooming with students. Grooming means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student’s life the sexual contact or sexual penetration would take place.

Unless an employee can clearly and convincingly demonstrate a legitimate educational purpose, grooming behaviors and related conduct that are a violation of this policy include, but are not limited to:

- Communicating about sex when the discussion is not required by a specific aspect of the curriculum.
- Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.

- Displaying sexually inappropriate material or objects.
- Making any sexual advance, whether written, verbal, or physical or engaging in any activity of a sexual or romantic nature.
- Kissing of any kind.
- Dating a student or a former student within one year of the student graduating or otherwise leaving the district.
- Intruding on a student's personal space (e.g. by touching unnecessarily, moving too close, staring at a portion of the student's body, or engaging in other behavior that makes the student uncomfortable).
- Initiating unwanted physical contact with a student.
- Communicating electronically (e.g. by e-mail, text messaging, or through social media) on a matter that does not pertain to school.
- Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students.
- Discussing the employee's personal issues or problems that should normally be discussed with adults.
- Giving a student a gift of a personal nature.
- Giving a student a ride in the employee's vehicle without first obtaining the express permission of the student's parents or a school administrator.
- Taking a student on an outing without first obtaining the express permission of the student's parents or a school administrator.
- Inviting a student to the employee's residence without first obtaining the express permission of the student's parents and a school administrator.
- Going to a student's home when the student's parent or a proper chaperone is not present.
- Repeatedly seeking to be alone with a student.
- Being alone in a room with an individual student at school with the door closed.
- Any after-school hours activity with only one student.
- Any other behavior which exploits the special position of trust and authority between an employee and student.

This list is not exhaustive. Any behavior which exploits a student is unacceptable. If in doubt, ask yourself, "Would I be doing this if my family or colleagues were standing next to me?"

**Communication Between Employees and Students.** The preferred methods for employees to communicate with students are email and through the designated communication platform approved by the district. A personal communication system is a device or software that provides for

communication between two or more parties and is capable of receiving, displaying, or transmitting communication. Personal communication system includes, but is not limited to, a mobile or cellular telephone, an email service, or a social media platform.

Employee communications with students through a communication system generally are to be sent simultaneously to multiple recipients and not just to one student. Texting students one on one is highly discouraged. The burden to demonstrate the appropriateness of a communication with a student only shall rest with the employee.

**Reporting a Policy Violation.** Anyone may report suspected grooming, other unacceptable employee conduct, or any violation of this policy as follows:

School District. Reports may be made to a principal, the superintendent, or the Title IX Coordinator in person, by mail, by telephone, or email.

Nebraska Department of Education. Reports may be made at: Nebraska Department of Education, Attn: Certification Investigations' Office, P.O. Box 94933, Lincoln NE 68509 or [Nde.investigations@nebraska.gov](mailto:Nde.investigations@nebraska.gov).

Nebraska Department of Health and Human Services. Reports may be made by calling the Child Abuse and Neglect Hotline at (800) 652-1999.

Law Enforcement. Reports may be made to the county sheriff at (308) 268-2245, or the Nebraska State Patrol at (308) 535-8047.

An employee is required to make a report to a principal or the superintendent if the employee reasonably believes that another employee has violated or may have violated this policy. Minor concerns or violations shall be reported within 24 hours. Major concerns or violations shall be reported immediately. Violations committed by or concerns about the superintendent shall be reported to the school board president.

A student who feels his or her boundaries have been violated should directly inform the offender that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offender or if direct communication has been ineffective, the student should report the conduct or communication to a teacher, administrator, counselor, the Title IX coordinator, or other school employee with whom she or he feels comfortable.

**Retaliation Prohibited.** Retaliation for good faith reports or complaints made as a result of this policy is prohibited. Individuals who knowingly and intentionally make a false report shall be subject to discipline as provided by district policy and state law.

**Policy Violations.** Any violation of this policy by an employee may result in disciplinary action up to and including dismissal from employment and/or referral to the Nebraska Department of Education, which may result in the suspension or revocation of the employee's certificate. Any violation involving sexual or other abuse will result in referral to the Nebraska Department of Health and Human Services, law enforcement, or both.

**Policy Verification.** Employees shall verify that they have received, reviewed, and understood this policy by signing an acknowledgment document indicating the same.

**No Limits on Reports to NDE.** Nothing in this policy shall be construed to limit any certificated employee's duty to report any known violation of the standards of professional practices (Title 92, Nebraska Administrative Code, Chapter 27, commonly known as Rule 27) adopted by the Nebraska Board of Education.

Adopted on: \_\_\_\_\_  
Revised on: November 9, 2020  
Reviewed on: \_\_\_\_\_

## 5018

### Parent and Guardian Involvement In Education Practices

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

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

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

- b. State Assessments

State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents or guardians to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot "approve" the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.

c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

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

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

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

Revised on: November 9, 2020

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

## **5067**

### **Student Assistance Team or Comparable Problem Solving Team**

Pursuant to the Rules of the Nebraska Department of Education, the school district uses a general education student assistance team ("SAT") or a comparable problem solving team ("Team"). The SAT or Team will use and document problem-solving and intervention strategies to assist teachers in the provision of general education and to meet the needs of students who may be struggling in the general curriculum or who are struggling to comply with the student code of conduct or to meet acceptable behavioral and social norms.

If the SAT or Team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. The referral shall comply with the requirements of the Rules of the Nebraska Department of Education.

All teaching staff must:

- 1) Support the SAT or Team process by appropriately referring students who may benefit from the SAT or Team process; and
- 2) Faithfully and consistently implementing the intervention strategies recommended by the SAT or Team.

The failure to support the SAT or Team process is a serious matter and may constitute just cause for terminating or canceling a teacher's employment.

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

Revised on: November 9, 2020

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

Fruhauf Uniforms, Inc. • 800 E. Gilbert • Wichita, KS 67211 • 316-263-7500 • FAX Sales:316-263-5550 Purchasing:316-263-4111 • sales@fruhauf.com

**Quote**

ORDER TYPE

Sales Order Number: 20-S53590

Quote Number:

By: Mr. Rex Barker

Cust. Phone: (308) 868-2222

Cust.FAX:

**Original Family Owned and Operated  
Manufacturers of Band Uniforms for Over 100  
Years**

**Sold To:** Cust. Lookup: **19B-17807**  
Zach Nathan  
Southern Valley HS  
43739 Highway 89  
Oxford, NE 68967

**Ship To:**  
Zach Nathan  
Southern Valley HS  
43739 Highway 89  
Oxford, NE 68967

Special Notes: Quote based on Coat #2, Bibbers #2 (No Logo), Shako #2. Delivery will be up to 180 days. Due to Covid-19 and its effect on our suppliers, delivery is contingent on our ability to acquire the supplies to manufacture your custom garment in a timely fashion.

**This Quote is good for 60 days from the date above**

| DATE      | TERMS           | F.O.B.     | P.O. Number | SHIP VIA                   | WEIGHT     |          |             |
|-----------|-----------------|------------|-------------|----------------------------|------------|----------|-------------|
| 10/5/2020 | NET 30 Days     | Oxford, NE |             | Ground                     | 0 lbs 0 oz |          |             |
| QTY       | ITEM            | Size       | Color       | DESCRIPTION                | ETA        | PRICE    | AMOUNT      |
| 70        | 19B/17807REGCT/ |            |             | REG BAND COAT 19B/17807    |            | \$234.08 | \$16,385.60 |
| 70        | 19B/17807REGBIB |            |             | REG BAND BIBBERS 19B/17807 |            | \$98.65  | \$6,905.50  |
| 70        | 19B/17807REGSH  |            |             | REG BAND SHAKO 19B/17807   |            | \$66.77  | \$4,673.90  |
| 70        | BOX/TUFTOTE     | Accessor   | A           | TUF-TOTE                   |            | \$10.50  | \$735.00    |
| 70        | PL/12/F/U/C/DM  |            | A           | 12 FRCH UP GREY W/DOUBLE   |            | \$37.35  | \$2,614.50  |
| 70        | HNGR/BAR/17IN   |            | A           | 17 IN HANGER W/ TRS BAR    |            | \$1.95   | \$136.50    |
| 70        | 19B/17807GBAG/  |            | A           | GARMENT BAG 19B/17807      |            | \$14.70  | \$1,029.00  |
| 2         | PL/12/F/U/BW/DM |            | A           | 12 FRCH UP WHT W/ DOUBLE   |            | \$34.15  | \$68.30     |

**Delivery is . Days after receipt of Purchase Order or Deposit, Measurements, Sample, On a new set of uniforms a Sample Approval is also Required.**

A 4% convenience fee will be added to all credit card and purchasing card orders. If taxes are applicable, add to total.

*Thank you for your order! We appreciate your business, and hope you will tell others about our company.  
Customer Service*

**Thank You!**

**Subtotal: \$32,548.30**

**Sales Tax: \$0.00**

**Total: \$32,548.30**

**PrePayments Received**

**Balance Due \$32,548.30**

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**Confidential  
 Preliminary Pricing**

Your Area Representative:  
 Chris McCurdy - 5450dk  
 809 Wheeler Street Suite 110 #336  
 Ames, Iowa 50010  
 888-586-8086 x591 Toll Free  
 618-664-1647 fax  
 cmccurdy@demoulin.com

Bill To: **Southern Valley High School**  
**Zach Nathan, Director of Bands**  
 43739 NE-89  
 Oxford, NE 68967

Ship To: **Southern Valley High School**  
**Zach Nathan, Director of Bands**  
 43739 NE-89  
 Oxford, NE 68967

Telephone: **308-868-2222**

Email: **zach.nathan@sveagles.org**

**CASH Discount:** If at the time you order, you pay in full, we will discount the custom products by 3%.  
**Government Entities:** Net 30 Days with School Purchase Order.\*  
**Boosters and All Others:** 1/3 Payment with Order, then Balance on/or before delivery.\*  
**Terms:** *MasterCard*®, *VISA*® or *DISCOVER*®: Cash Discount will not apply to Credit Card Purchases.

**Delivery  
 Schedule:**

Estimated to ship: **135 DAYS AFTER OUR RECEIPT IN GREENVILLE, ILLINOIS OF:**

1. A signed Agreement with down payment.
2. Sample Uniform for duplication.
3. Written approval of sample uniform with all changes.
4. Sizes - Both measurements and/or Stock Size approval.

*If all details were at our factory today, 10/9/2020,  
 you could anticipate your uniforms shipping from our factory after 2/21/2021.*

| QUANTITY     | STYLE          | ITEM DESCRIPTION                       | UNIT PRICE          | EXTENSION           |
|--------------|----------------|--|---------------------|---------------------|
| 70           | 436CS          | Hybrid Uniform Jacket 11oz             | \$174.46            | \$12,212.20         |
| 70           | 566            | Bib Trousers - Snap Hem 11oz           | \$79.38             | \$5,556.60          |
| 70           | 30-1           | Flat Top Shako w/case                  | \$61.10             | \$4,277.00          |
| 70           | Fr Up          | French Upright Plumes                  | \$23.14             | \$1,619.80          |
| 1            | Set-up         | Logo Embroidery Digitizing             | \$100.00            | \$100.00            |
| 70           | Vivace         | 47 Inch Nylon Garment Bag w/Imprint    | \$10.50             | \$735.00            |
| <del>6</del> | <del>566</del> | <del>Lined White Drum Major Bibs</del> | <del>\$136.74</del> | <del>\$820.44</del> |
| 2            | FrUp           | White Drum Major Plumes                | \$33.72             | \$67.44             |
| 70           |                | Hangers                                |                     |                     |
| 2            |                | Dozen Extra Buttons                    |                     |                     |
| 1            |                | Cloud Based Uniform Management         |                     |                     |
| 1            | DSI            | 63 Capacity Plume Case - 15"           | \$81.00             | \$81.00             |

Shipping Terms: **F.O.B. SCHOOL**

\*Lease/Purchase Option may be available.

|                       |                    |
|-----------------------|--------------------|
| Subtotal              | \$25,469.48        |
| Less Prepayment       | \$0.00             |
| Shipping & Handling   | \$455.00           |
| <b>Subtotal</b>       | <b>\$25,924.48</b> |
| Sales Tax             |                    |
| <b>Contract Total</b> | <b>\$25,924.48</b> |
| Down Payment          | \$0.00             |
| <b>Balance Due</b>    | <b>\$25,924.48</b> |

**Total Savings for Full Payment with Order <\$764.08>**

**This is not a contract.**

**This document is for your information only.**

**It is not to be construed as binding to DeMOULIN Bros & Co nor you.**

**Confidential**

10/9/2020

Date

Prices Firm for 60 days

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←  
 LESS

Proposed calendar changes:

1. Wednesday, November 25th, change from a 12:30 dismissal, to no students, teacher inservice till 12:30
2. Move Thursday, February 18th to Thursday, February 11th, change from a 12:30 dismissal, to no students, teacher inservice till 12:30
3. Move Friday, February 19th, Spring Break, to February 12th.
4. Monday, May 10th, change from a 12:30 dismissal, to no students, teacher inservice till 12:30