

## **Board of Education Regular Meeting**

Monday, January 11, 2021 7:00 PM

Media Center at the Palmyra District OR-1 Public Schools

425 F Street

Palmyra, NE 68418

### **District Mission:**

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

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

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

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

Attendance Taken at 7:05 PM.

Jaimi Calfee: Present

Doug Church: Present

Brandon Desh: Present

Clayton Maahs: Present

Josh Penterman: Present

Lisa Wilen: Present

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

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

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

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

### 3. Newly Elected Board Members: Oaths of Office

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

### 4. Organization of the Board

#### 1. Election of Superintendent: Temporary Chair for Board President Nominations

motion to accept Passed with a motion by Clayton Maahs and a second by Brandon Desh.

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

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

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

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

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

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

**Additional Information:**

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

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

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

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

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

5. Approval of Committees, Positions, and Designations

1. Discuss, consider and take action to appoint the Board Treasurer for 2022.

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

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

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

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

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

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

- Motion was presented to accept the superintendent as the board secretary.
  - Motion passed 6-0.
3. Discuss, consider and take action to elect committees as determined by the Board of Education
- Discuss, consider and take action to appoint Board Committee assignments Passed with a motion by Clayton Maahs and a second by Doug Church.
- Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Clayton Maahs: Yea, Josh Penterman: Yea, Lisa Wilen: Yea

**A motion was made to accept the**

**Updated 2021 Committee Assignments:** As of January 11, 2021

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

**Proposed Adjunct Committees:** As needed

- **School Improvement Steering Committee:**
    - **Purpose:** *Assist in the SIP goal-setting process.*
    - **Meetings:** *As needed during the school accreditation and goal setting process.*
    - **Need:** *2 members: Wilen and Calfee*
  - **Government Relations Committee:**
    - **Purpose:** Participates in government relations activities, such as attending NASB meetings, visiting with State Senators, and testifying before the legislature if needed.
    - **Meetings:** Varies as needed during the legislative session (January - May)
    - **Need:** 2 members: Penterman and Desh
  - **Strategic Planning Committee:**
    - **Purpose:** Serve on the district strategic planning committee (when in the SP process) and report meeting progress back to the full board.
    - **Meetings:** As needed during the strategic planning process
    - **Need:** 2 members: Desh and Wilen
  - The Board President appointed committees and the updated information was sent to board members after the meeting.
  - The names have been added to the committees on this item to be reflected in the board minutes.
4. Discuss, consider and take action to select the district's legal counsel  
 Motion to approve Perry Law as the district's legal counsel. Passed with a motion by Doug Church and a second by Clayton Maahs.  
 Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Clayton Maahs: Yea, Josh Penterman: Yea, Lisa Wilen: Yea
- Discussion centered around the comparison of various legal firms, policy update services, and availability of services.
  - Perry Law was accepted as our district legal counsel.
5. Discuss, consider and take action to select depository banks  
 Motion to accept Union Bank, Farmers & Merchants of Palmyra, and First Nebraska Bank (Bennet) as the district's depository banks. Passed with a motion by Clayton Maahs and a second by Lisa Wilen.  
 Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Clayton Maahs: Yea, Josh Penterman: Yea, Lisa Wilen: Yea
- Resolution is attached.
  - Board member Wilen read the official resolution.
  - Board President Desh signed the resolution.
6. Discuss, consider and take action to approve the district's newspaper of record  
 motion to accept Passed with a motion by Jaimi Calfee and a second by Lisa Wilen.  
 Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Clayton Maahs: Yea, Josh Penterman: Yea, Lisa Wilen: Yea
- The Voice News was approved as the district newspaper of record.
7. Dissemination of conflict of interest documents

- Conflict of Interest documents were distributed to the board members.
  - Board members will disclose possible conflicts of interest and abstain from voting on these identified items.
8. Designate date for the internal evaluation of the Board of Education: Policy #8170
- Select a place and time to go over the board self-evaluation.
  - Discuss various available self-evaluation instruments.
  - Discuss possible Board retreat date (March)
  - The discussion centered around examining various board self-evaluation documents (NASB, Gallup, etc.) and options to consider for the next board meeting (February 2021).
9. Designate date for the annual review of board policies.
- Policy review schedule was approved.
  - Some committees do have specific policies attached to them.
  - 8000's and 9000's of the board policy document will be up for review in February 2021.
  - Policy Committee will share input on policy changes, etc.
6. Public Comment
- Susan Royal provided public comment on board of education service and communication.
7. Staff and Student Presentations
- There were no staff or student presentations this month.
  - *Please note:* Elementary technology will be the focus of the Staff and Student Presentation section at the February 8th regular board meeting.
8. Certificated/Classified Hire(s)/Reassignment(s)/Resignation(s)  
 Motion to approve Passed with a motion by Jaimi Calfee and a second by Lisa Wilen.  
 Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Clayton Maahs: Yea, Josh Penterman: Yea, Lisa Wilen: Yea
- Motion passed 6-0 to accept voluntary resignations from the following certified staff members: Char Church, Becky Hall, and Nichole Ourada.
  - These staff members will continue their employment throughout the rest of the 2020-2021 school year.
  - On behalf of the Board of Education and District OR-1, we would like to thank these outstanding educators for their service and commitment to our students and families.
  - We will work diligently to find the best possible replacements for these staff members.
9. Consent Agenda  
 Motion to approve Passed with a motion by Doug Church and a second by Clayton Maahs.  
 Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Clayton Maahs: Yea, Josh Penterman: Yea, Lisa Wilen: Yea
1. Approval of minutes of previous meetings
- Official Board of Education minutes are available on the district web site at [www.districtor1.org](http://www.districtor1.org)
2. Approval of Claims/Payment of Bills and Payroll

### 3. Financial Report

#### 10. Administrative Reports

Administrative reports are available in their entirety at:

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

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

#### 1. Superintendent's Report

#### 2. Administrative Team Report

#### 11. Discussion Items- Committee Reports

**The following dates were set for upcoming committee meetings:**

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

#### 1. Olson Progress Report

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

#### 12. Action Items

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

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

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

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

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

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

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

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

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

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

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

- The proposed 2021-2022 Calendar is attached.
  - The calendar meets NDE Rule 10 accreditation requirements for instructional time and teacher contract days.
4. Presentation, discussion and or official action with regard to the Olson Foundation Project for the construction of certain improvements on property of the School District and Village for athletic and recreational facilities to benefit the Palmyra, Nebraska Community (Project) to approve the Applications for Payment and billing statements related to the Project, including, but not limited to the cost of the legal services, architectural design and planning, and site preparation costs.
- No Olson Complex bills were submitted this month so no action was needed on this topic.
5. Proposal for Extension of FFRCA (COVID-19 emergency leave)  
Motion to approve FFRCA leave extension to March 31st. Passed with a motion by Doug Church and a second by Lisa Wilen.  
Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Clayton Maahs: Yea, Josh Penterman: Yea, Lisa Wilen: Yea

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

- Proof of a confirmed positive COVID-19 test from a certified testing facility.
  - The employee has been advised to quarantine by school officials.
6. Strategic Planning Update / Discussion and Next Steps  
Motion to select strategic planning proposal. Tabled with a motion by Doug Church and a second by Clayton Maahs.  
Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Clayton Maahs: Yea, Josh Penterman: Yea, Lisa Wilen: Yea
- The discussion centered around the positives for each organization and proposal.
  - Determining factors for making a final selection include cost, experience, knowledge of the district, diverse perspectives, the proximity of the entity to our district, and follow up after the process has been implemented.
  - The board decided to table the motion until February.
  - The Strategic Planning Committee will schedule interviews with both organizations to gain additional insight into each proposal.
  - The committee will make a recommendation to the full board in February.
13. Board of Education Development
1. "Return to School" Plan Update for Second Semester 2020- 2021.
- The discussion centered around the following topics:
    - **Remote Learners: Numbers at the HS/ Elementary:** The numbers of remote learners have decreased for the second semester. More students are back for in-person learning.

- **"Return to School" Plan Update:** The plan will be updated in the near future (Version 2.0) and the updated version will be posted on the district website when it is complete.
  - **Vaccine Update:** Vaccines for educators could be delayed until sometime in February,
  - **"Cares 2 Act" Information:** There may be some additional "Cares Act" reimbursements to assist in defraying COVID related expenses. More information should be forthcoming prior to our next regular meeting.
  - **PPE resupply / Mitigation Strategies:** Our district continues to utilize and resupply PPE (Personal Protective Equipment) resources as needed and we continue to promote best practice mitigation strategies (social distancing, hygiene expectations, and mandatory wearing of masks) to minimize the transmission of the virus.
  - **Temperature Checks:** We will continue to utilize the daily temperature checks across the district, but we will also monitor the effectiveness of this strategy to ensure it remains effective moving forward.
2. New Member Board Member Orientation and NASB Board Leadership Opportunities
- We will need to reschedule a "new board member" orientation meeting for sometime later in January. This meeting was scheduled for Monday, January 18th.
  - Board members will summarize these leadership opportunities at the next board meeting in February.
3. Board Annual Calendar from NASB
14. Topics for Next Month's Agenda
- The date and time of the next board meeting is Monday, February 8th, 2021 beginning at 7:00 p.m.
  - Please note: The meeting location for February will be changed.
  - The February regular board meeting will be held at: TCA (The Career Academy) located at 8800 O street in Lincoln.
  - This building is located on the campus of Southeast Community College.
15. Closed Session
- There was no closed session.
16. Adjournment
- The meeting was adjourned by Board President Desh at 9:34 p.m.

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Chairperson

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Superintendent



STATE *of* NEBRASKA  
OFFICE OF THE GOVERNOR  
LINCOLN

**EXECUTIVE ORDER No. 20-36**

**CORONA VIRUS – PUBLIC MEETINGS REQUIREMENT LIMITED WAIVER**

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

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

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

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

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

Pursuant to this declaration, I hereby order the following:

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

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

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

**ATTEST:**



\_\_\_\_\_  
Pete Ricketts, Governor



\_\_\_\_\_  
Robert B. Evnen, Secretary of State









Internal Board Policies - OrganizationAnnual Organizational Meeting

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

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

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

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

Date of Adoption: June 12, 2017

Internal Board Policies - Organization

Standing Committees

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

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

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

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

Date of Adoption: January 17, 2017

Date of Revision: June 10, 2019

Internal Board Policies

Standing Committee on Negotiations

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

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

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

Date of Adoption: January 17, 2017

Internal Board Policies - OrganizationStanding Committee on American Civics

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

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

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

Date of Adoption:    January 17, 2017

Date of Revision:   June 10, 2019

**RESOLUTION**

**RESOLVED**, that the official depositories of school funds for this School District is hereby designated to be: **Union Bank, Farmers & Merchants of Palmyra, and First Nebraska Bank (Bennet)** and that the designation of any other institutions as the depositories of school funds is hereby withdrawn.

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

\_\_\_\_\_.  
The following members voted against the same: \_\_\_\_\_

\_\_\_\_\_.  
The following members were absent or not voting: \_\_\_\_\_

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

**DATED** this 11th day of January, 2021.

District OR-1 Public Schools

**BY:** \_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

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

Date of Adoption: June 12, 2017

Internal Board Policies - Board MembersConflict of Interest/Contracts

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

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

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

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

Date of Adoption: January 17, 2017

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

1. A member of the Board of Education or an administrator or other employee with supervisory responsibilities may employ or recommend or supervise the employment of an immediate family member if:

- a. He or she does not abuse his or her official position (for this purpose, "abuse" means employing an immediate family member: who is not qualified for and able to perform the duties of the position; at an unreasonably high salary; or who is not required to perform the duties of the position);
- b. He or she makes a full disclosure on the record to the Board of Education and a written disclosure to the Superintendent and/or Secretary of the Board; and,
- c. The Board of Education approves the employment or supervisory position.

2. No immediate family member of a Board of Education or an administrator or other employee with supervisory responsibilities shall be employed by the School District:

- a. Without first having made a reasonable solicitation and consideration of applications for such employment.
- b. Who is not qualified for and able to perform the duties of the position.
- c. For any unreasonably high salary.
- d. Who is not required to perform the duties of the position.

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

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

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

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

Date of Adoption: January 17, 2017

Internal Board PoliciesConflict of Interest—Other Than Contracts or Employment

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

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

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

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

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

4. The Superintendent, or the Superintendent's designee, shall provide:

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

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

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

Date of Adoption: January 17, 2017

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

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

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

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

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

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

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

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

*Source: Laws 1986, LB 548, § 4.*

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

Internal Board Policies - OrganizationBoard Self-Evaluation

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

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

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

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

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

Date of Adoption: January 17, 2017

## **Board of Education Regular Meeting**

Monday, December 14, 2020 7:00 PM

Media Center at the Palmyra District OR-1 Public Schools

425 F Street

Palmyra, NE 68418

Jaimi Calfee: Present

Doug Church: Present

Brandon Desh: Present

Clayton Maahs: Present

Josh Penterman: Present

Lisa Wilen: Present

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

- The meeting was called to order by Board of Education President Maahs at 7:00 p.m.

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

- A copy of the new updated Executive Order for Open Meetings is attached for reference.

### 3. Staff and Student Presentations

- No presentations occurred this month.

### 4. Consent Agenda

Motion to approve the consent agenda as presented Passed with a motion by Doug Church and a second by Brandon Desh.

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

#### 4.1. Approval of minutes of previous meetings

Official Board of Education minutes are available on the district web site at [www.districtor1.org](http://www.districtor1.org)

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

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

- There are no resignations or hiring of new certificated staff this month.

#### 4.4. Financial Report

#### 4.5. Appointment of New Board Member

- The board appointed Josh Penterman to fill the vacant seat of Susan Royal.

- The attached document includes board action and voting documentation.

#### 5. New Board Member: Oath of Office

- Superintendent Hart will read the Oath of Office to Josh Penterman.
- Mr. Penterman will recite the Oath of Office and document his Oath of Office.
- A copy of the signed Oath of Office document is attached.

#### 6. Administrative Reports

Administrative reports are available in their entirety at:  
<https://meeting.sparqdata.com/Public/Organization/174>

##### 6.1. Superintendent's Report

- Discussion centered around science curriculum and NSCAS (state testing) changes.
- The science curriculum committee will meet again in January to discuss options for curriculum and they hope to make a final decision in February. The final selection of materials should have a good balance of text and digital resources to support state and local standards and provide enrichment and remediation for students.
- The discussion also centered around student remote learning and the challenges and successes associated with remote learning.

##### 6.2. Administrative Team Report

- Discussion centered around the work of staff on Wednesday, December 9th. The collaboration amongst teachers has been very beneficial and staff greatly appreciate the COVID-19 Response workdays.
- Updated NSAA activity guidelines now include grandparents as well as household guests for spectators.
- Capacity for indoor activity events remains at 25%.
- The district youth activities plan (for grades PK-6) was approved by the Lancaster County Health Department.

#### 7. Discussion Items- Committee Reports

- There were no scheduled committee meetings this past month.
- New committee assignments will be discussed and voted on at our January meeting.

##### 7.1. Olson Project Complex Update

- The discussion centered around projects and tasks still to be completed. The most recent Olson Complex meeting was summarized as well.

- Questions revolved around seeding and reseeding deadlines, adequate irrigation to ensure proper tree and turf growth, and Olson Complex warranty parameters.

## 7.2. 2021-2022 School District Calendar Draft

- The discussion centered around developing a district calendar that provides additional flexibility for staff collaboration and extended time (full or half days) for staff to engage in staff development aligned with the district's mission and vision.
- A final calendar proposal will be presented for approval at the January board meeting.

## 8. Action Items

### 8.1. Policy Update # 4025: Professional Boundaries

Motion to adopt Policy # 4025 Professional Boundaries Passed with a motion by Doug Church and a second by Lisa Wilen.

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

- This policy update adds language that prohibits staff sexual conduct or romantic relationships with former students for one year after graduation or leaving the district.

### 8.2. Policy # 4031: Injury Leave for Employees

Motion to adopt Policy #4031: Injury Leave for Employees Passed with a motion by Doug Church and a second by Brandon Desh.

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

- This policy requires school districts to provide up to one week of paid "injury" leave to an employee assaulted at school.

### 8.3. Policy # 4270: Staff Payment During School Closure

Motion to approve Policy 4270: Staff Payments during school closures. Passed with a motion by Doug Church and a second by Brandon Desh.

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

- Policy # 4270 provides guidance for districts to be able to make determinations about staff compensation during school closures related to a pandemic.

### 8.4. Policy Update # 5008: Student Attendance

Motion to adopt Board Policy 5008 Student Attendance Passed with a motion by Doug Church and a second by Lisa Wilen.

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

- This policy update adds mental health to the list for coding of attendance.

#### 8.5. Policy Update # 8342: Designated Method of Giving Notice

Motion to approve Board Policy 8342: Methods of Giving Notice Passed with a motion by Jaimi Calfee and a second by Lisa Wilen.

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

- This policy update specifies additional requirements for posting of public notices for board meetings.

District OR-1 public notices are currently posted in the following locations:

- The Voice News
- Farmers' Merchant Bank
- Palmyra Post Office
- Palmyra High School
- Bennet Post Office
- Bennet Elementary School
- District OR1 Website

#### 8.6. Covid Response Staff Development Day Proposal: Second Semester: 2020-2021

Motion to approve the Covid -19 Response Day Proposal for Second Semester 2020-2021. Passed with a motion by Doug Church and a second by Brandon Desh.

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

- Our staff greatly appreciates the opportunities for collaboration these days provide.

#### 8.7. Discuss, consider, and take all necessary action to finalize paperwork authorizing the early redemption of the Series 2015 Bonds.

Motion to authorize financing parameters for the refinancing of Series 15 bonds. Passed with a motion by Brandon Desh and a second by Jaimi Calfee.

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

- Superintendent Hart will work with representatives from Piper Sandler to determine the optimal market time to refinance the bonds.
- The strength of the current market, combined with lower overall interest rates, will result in an expected savings of anywhere from \$95,000 - \$105,000 over the course of the refinancing.

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

Motion to Approve the Applications for Payment and billing statements related to the Olson Foundation Project for the construction of certain improvements on property of the School District and Village for athletic and recreational facilities to benefit the Palmyra, Nebraska Community (Project) as presented Passed with a motion by Doug Church and a second by Jaimi Calfee.

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

- Out of an abundance of caution, Board member Desh abstained from the vote.

8.9. Presentation, discussion and or official action to receive the Annual Rule 10 Report. Motion to receive the Annual Rule 10 Report Passed with a motion by Brandon Desh and a second by Jaimi Calfee.

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

- The discussion centered around remaining inclusive of all District OR-1 communities, the success (and future expansion) of the district SENCAP and "dual credit" offerings, and the impact of the report on future strategic planning.
- Questions centered around the number of credits students need to accrue to finish high school.

8.10. Presentation, discussion and or official action to receive the 2020 Audit Report Motion to receive the 2020 Audit Report Passed with a motion by Jaimi Calfee and a second by Brandon Desh.

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

## 9. Board of Education Development

### 9.1. Superintendent Evaluation

- Superintendent Hart gave a presentation self -reflecting on the progress of the superintendent goals so far this year.
- Board members were provided paper copies of the superintendent evaluation document and directed to provide information back to the board president no later than the end of the day on December 31st, 2020.
- The board president will use the board feedback to complete the evaluation instrument.
- The evaluation document will be reviewed with the superintendent at the January board meeting.

## 9.2. NASB Board Development Opportunities Debrief:

- Board members shared summaries from various NASB training and leadership development opportunities.
- Discussion included the "Fridays at Northeast" presentation at the state conference, student and community engagement, Title IX policies and compliance, NSAA "developing" activities (girls wrestling, Unified Bowling, etc. ), State Report Cards, Legal Updates, COVID-19 challenges, and Student Advisory groups.

## 9.3. Strategic Planning Update / Discussion and Next Steps

- Board members were able to examine two different strategic planning proposals. No action took place as this was a discussion item only.
- The board will revisit this topic at the January board meeting.
- The discussion revolved around strategic planning being directly linked to future results (Olson Complex example).

## 9.4. Sparq Data Paperless Meeting Information

- The discussion centered around using this Sparq software to more efficiently organize and reference board policies and district documents. An example from another district was used for reference.

## 10. Return to School Update

- Superintendent Hart discussed revising the "Return to School" plan over the winter break to update current procedures and further align with local health department guidelines.
- The community updates containing COVID -19 data will continue second semester.
- Additional discussion centered around the successes and challenges of "remote learning" for students. We will continue to look at our remote learner data second semester and make adjustments as needed to meet the needs of all learners.

## 11. Closed Session

- No closed session occurred at the meeting.

## 12. Topics for Next Month's Agenda

### **Topics next month will include:**

- "Swearing in" of Board Members
- Strategic Planning and Master Facilities Planning Update

- Designate Depositories for Funds
- Election of officers and reorganization of the Board (committee assignments, Federal Authorized Representative, Legal Firm and Auditor)
- Superintendent evaluation
- Budget report
- Board self-evaluation
- 2021-2022 School Calendar

### 13. Adjournment

- The meeting was adjourned at 9:39 p.m.

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Chairperson

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Superintendent

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Posted - All; Fund Number 01; Processing Month 01/2021

User ID: KFH

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID	1	Fund Number 01	GENERAL FUND	
	422771	ABC TERMITE & PEST CONTROL	01/11/2021	90.00
01 2610 431 003		Elem Upkeep of Building		90.00
	422782	ABC TERMITE & PEST CONTROL	01/11/2021	119.00
01 2610 431 001		HS Upkeep of Building		119.00
Total		ABC TERMITE & PEST CONTROL		209.00
	28434770	Access Systems Leasing	01/11/2021	4,338.41
01 1100 440 001		HS Copier Lease		2,169.21
01 1100 440 003		Elem Copier Lease		2,169.20
Total		Access Systems Leasing		4,338.41
	QRT 2 2020 SPED BEST SERV		01/11/2021	22,036.86
01 1200 320 001		Sped HS Contracted Service		22,036.86
Total		BEST		22,036.86
	DN046 - DEC2020	CASEY'S BUSINESS MASTERCARD	01/11/2021	2,994.10
01 2650 626 000		Vehicle Gasoline		333.44
01 2710 890 000		Bus Misc. Expenses		26.65
01 2710 626 000		Bus Gas and Oil		2,634.01
Total		CASEY'S BUSINESS MASTERCARD		2,994.10
	4	CLARK ENERSEN PARTNERS, THE	01/11/2021	602.25
01 2211 320 000		Strategic Planning		602.25
Total		CLARK ENERSEN PARTNERS, THE		602.25
	INV0341565	DakTech Inc.	01/11/2021	913.00
01 2310 890 000		BOE Misc. Expenses		913.00
Total		DakTech Inc.		913.00
	1246740	DAS State ACCTG-Central Finance	01/11/2021	232.49
01 2224 530 000		Internet Service		232.49
Total		DAS State ACCTG-Central Finance		232.49
	354946A - SHIPPING	DECKER EQUIPMENT	01/11/2021	14.95
01 2610 610 003		Elem Custodian Supplies		14.95
Total		DECKER EQUIPMENT		14.95
	660501 - DEC2020	EDUCATIONAL SERVICE UNIT #4	01/11/2021	4,627.08
01 6408 591 000		EARLY CHILDHOOD SERVICES ESU/DISTRICT		333.25
01 1291 591 003		Sped Director ages 3-5 Elem		166.62
01 6408 591 000		EARLY CHILDHOOD SERVICES ESU/DISTRICT		55.56
01 6406 591 003		AD/ECH SERVICES FROM ESU/DISTRICT		55.57
01 6408 591 000		EARLY CHILDHOOD SERVICES ESU/DISTRICT		91.67
01 6406 591 003		AD/ECH SERVICES FROM ESU/DISTRICT		91.66
01 1200 591 003		ELEM SPED DIRECTOR		1,499.63
01 1200 591 001		HS SPED DIRECTOR		1,333.00

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2620 431 003		Elem Repairs & Maintenance		1,407.75
	30043	HAMILTON SERVICE CO	01/11/2021	221.65
01 2620 431 003		Elem Repairs & Maintenance		221.65
	30045	HAMILTON SERVICE CO	01/11/2021	237.50
01 2620 431 001		HS Repairs & Maintenance		237.50
	30141	HAMILTON SERVICE CO	01/11/2021	1,834.90
01 2620 431 003		Elem Repairs & Maintenance		1,834.90
	30164	HAMILTON SERVICE CO	01/11/2021	332.50
01 2620 431 001		HS Repairs & Maintenance		332.50
Total	HAMILTON SERVICE CO			5,262.30
	590173993	HOME DEPOT PRO, THE	01/11/2021	422.40
01 6996 610 003		COVID19 ELEM GENERAL SUPPLIES		422.40
	592084065	HOME DEPOT PRO, THE	01/11/2021	182.75
01 2610 610 003		Elem Custodian Supplies		182.75
Total	HOME DEPOT PRO, THE			605.15
	363061616	J.W. PEPPER & SON INC.	01/11/2021	422.09
01 1100 610 001 2 102		HS INSTRUMENTAL SUPPLIES		422.09
Total	J.W. PEPPER & SON INC.			422.09
	059308	JAYMAR Business Forms, Inc.	01/11/2021	165.30
01 2510 610 000		Superintendent Secretary Office Supplies		165.30
Total	JAYMAR Business Forms, Inc.			165.30
	DOANE 2020 FALL CED	JOHNSON, HEATH	01/11/2021	984.00
01 2410 330 001		HS Principal Professional Development		984.00
Total	JOHNSON, HEATH			984.00
	169949	Kidwell Inc	01/11/2021	25.00
01 2620 431 001		HS Repairs & Maintenance		25.00
Total	Kidwell Inc			25.00
	DEC2020 MILEAGE	Knutson, Denise	01/11/2021	25.88
01 1100 333 003		Elem Mileage		25.88
Total	Knutson, Denise			25.88
	INV56660	KURITA AMERICA INC	01/11/2021	340.00
01 2610 431 003		Elem Upkeep of Building		340.00
Total	KURITA AMERICA INC			340.00
	51733103	MATHESON-TRI-GAS INC	01/11/2021	40.24
01 1100 610 001		HS General Supplies		40.24
Total	MATHESON-TRI-GAS INC			40.24
	6291	MATTICE LOCK & SAFE	01/11/2021	165.86
01 2610 610 001		HS Custodian Supplies		165.86
Total	MATTICE LOCK & SAFE			165.86
	QR2 2020 MILEAGE BM	McCreight, Beth	01/11/2021	196.65
01 1100 333 001		HS Mileage		196.65

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	McCreight, Beth			196.65
01 2610 610 001	51765	MENARDS HS Custodian Supplies	01/11/2021	167.03
01 2610 610 001	52513	MENARDS HS Custodian Supplies	01/11/2021	17.17
Total	MENARDS			184.20
01 2610 431 003	8342	Midwest Walls & Landscape, Inc. Elem Upkeep of Building	01/11/2021	300.00
01 2610 431 003	8429	Midwest Walls & Landscape, Inc. Elem Upkeep of Building	01/11/2021	300.00
Total	Midwest Walls & Landscape, Inc.			600.00
01 1100 333 003	QR2 2020 MILEAGE SMR	Murphy-Robb, Sandra Elem Mileage	01/11/2021	155.25
Total	Murphy-Robb, Sandra			155.25
01 2181 591 001	O-625	NCECBVI HS VISUALLY IMPAIRED SERVICES	01/11/2021	328.80
Total	NCECBVI			328.80
01 2310 890 000	45948	NE ASSOCIATION OF SCHOOL BOARDS BOE Misc. Expenses	01/11/2021	42.00
01 2310 890 000	INV-06973- Y6Y2Z3	NE ASSOCIATION OF SCHOOL BOARDS BOE Misc. Expenses	01/11/2021	150.00
01 2320 330 000	INV-07036- M1J1Q4	NE ASSOCIATION OF SCHOOL BOARDS Superintendent Professional Development	01/11/2021	55.00
Total	NE ASSOCIATION OF SCHOOL BOARDS			247.00
01 2610 621 001	1546-1 -11/9- 12/9/20	NEBRASKA CITY UTILITIES HS Utilities	01/11/2021	75.38
01 2610 621 003	3273-0 -11/9- 12/9/20	NEBRASKA CITY UTILITIES Elem Utilities	01/11/2021	3,458.75
01 2610 621 001	3321-7 -11/9- 12/9/20	NEBRASKA CITY UTILITIES HS Utilities	01/11/2021	4,098.78
01 2610 621 001	39368-6 11/9- 12/9/20	NEBRASKA CITY UTILITIES HS Utilities	01/11/2021	28.35
01 2610 621 001	43577-6 11/9- 12/9/20	NEBRASKA CITY UTILITIES HS Utilities	01/11/2021	25.32
01 2610 621 001	43679-0 11/9- 12/9/20	NEBRASKA CITY UTILITIES HS Utilities	01/11/2021	40.05
01 2610 621 001	44277-2 11/9- 12/9/20	NEBRASKA CITY UTILITIES HS Utilities	01/11/2021	101.87
01 2610 621 001	44718-5 11/9- 12/9/20	NEBRASKA CITY UTILITIES HS Utilities	01/11/2021	321.05
01 2610 621 001		HS Utilities		321.05

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	NEBRASKA CITY UTILITIES			8,149.55
	118739	NEBRASKA STATE FIRE MARSHAL	01/11/2021	36.00
01 2610 431 003		Elem Upkeep of Building		36.00
Total	NEBRASKA STATE FIRE MARSHAL			36.00
	00523971	O'KEEFE ELEVATOR CO, INC	01/11/2021	232.62
01 2620 431 001		HS Repairs & Maintenance		232.62
Total	O'KEEFE ELEVATOR CO, INC			232.62
	JO PT DEC2020	O'Neil, Jan	01/11/2021	3,684.36
01 6408 320 000		IDEA Part B Birth-4 Pre-diagnosis		537.73
01 6406 320 003		IDEA Preschool Professional Service		667.53
01 2171 320 003		Physical Therapy Elem Contracted Service		2,376.04
01 2171 320 001		Physical Therapy HS Contracted Service		103.06
Total	O'Neil, Jan			3,684.36
	1502-20201231	ONE SOURCE THE BACKGROUND CHECK COMPANY	01/11/2021	54.00
01 2310 890 000		BOE Misc. Expenses		54.00
Total	ONE SOURCE THE BACKGROUND CHECK COMPANY			54.00
	2021 REIMBURSEMENT	PALMYRA ACTIVITY FUND	01/11/2021	276.86
01 2510 890 000		Superintendent Secretary Misc. Expenses		276.86
Total	PALMYRA ACTIVITY FUND			276.86
	67	Perry, Guthery, Hasse & Gessford, P.C., L.L.O.	01/11/2021	867.00
01 2330 317 000		District Legal Services		867.00
Total	Perry, Guthery, Hasse & Gessford, P.C., L.L.O.			867.00
	QRT2 2020 MILEAGE LP	POHLEN, ELIZABETH	01/11/2021	98.90
01 2161 333 001		SPED HS OT MILEAGE		98.90
Total	POHLEN, ELIZABETH			98.90
	1430036658	POMP'S TIRE SERVICE, INC	01/11/2021	1,521.80
01 2730 431 000		BUS & VEHICLE SERVICING & MAINTENANCE		1,521.80
Total	POMP'S TIRE SERVICE, INC			1,521.80
	PHS - 1/23/2021	RECYCLING ENTERPRISES OF NE, INC.	01/11/2021	90.00
01 2610 431 001		HS Upkeep of Building		90.00
Total	RECYCLING ENTERPRISES OF NE, INC.			90.00
	2079	SKYLER ENTERPRISES LLC	01/11/2021	1,322.00
01 2620 420 003		Elem Cleaning Service		972.00
01 6996 420 003		COVID19 ELEM CLEANING SERVICES		350.00
	2083	SKYLER ENTERPRISES LLC	01/11/2021	2,335.00
01 2620 420 001		HS Cleaning Service		1,685.00
01 6996 420 001		COVID19 HS CLEANING SERVICES		650.00
Total	SKYLER ENTERPRISES LLC			3,657.00

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		
	154758	Southwest Auto	01/11/2021	465.22
01 2730 431 000		BUS & VEHICLE SERVICING & MAINTENANCE		465.22
	154786	Southwest Auto	01/11/2021	1,141.02
01 2730 431 000		BUS & VEHICLE SERVICING & MAINTENANCE		1,141.02
	154802	Southwest Auto	01/11/2021	265.50
01 2730 431 000		BUS & VEHICLE SERVICING & MAINTENANCE		265.50
	154822	Southwest Auto	01/11/2021	530.45
01 2730 431 000		BUS & VEHICLE SERVICING & MAINTENANCE		530.45
	154897	Southwest Auto	01/11/2021	1,279.86
01 2730 431 000		BUS & VEHICLE SERVICING & MAINTENANCE		1,279.86
	154916	Southwest Auto	01/11/2021	1,809.50
01 2730 431 000		BUS & VEHICLE SERVICING & MAINTENANCE		1,809.50
<b>Total Southwest Auto</b>				<b>5,491.55</b>
	2162	SPARQDATA Solutions	01/11/2021	3,920.00
01 2310 890 000		BOE Misc. Expenses		3,920.00
<b>Total SPARQDATA Solutions</b>				<b>3,920.00</b>
	2020 - REC REIMBUR	THOMPSON, TIM & MYCHELLE	01/11/2021	630.80
01 3300 890 003		Rec Program Misc. Expenses		630.80
<b>Total THOMPSON, TIM &amp; MYCHELLE</b>				<b>630.80</b>
	08155 - AG CLASS	TRUAX, SHAYLEE	01/11/2021	27.25
01 1100 610 001		HS General Supplies		27.25
<b>Total TRUAX, SHAYLEE</b>				<b>27.25</b>
	60781	VILLAGE OF BENNET	01/11/2021	333.03
01 2610 410 003		Elem Water & Sewer		323.89
01 2610 621 003		Elem Utilities		9.14
<b>Total VILLAGE OF BENNET</b>				<b>333.03</b>
	107003 - 11/26-12/23	VILLAGE OF PALMYRA	01/11/2021	31.95
01 2610 410 001		HS Water & Sewer		31.95
	230001 - 11/26-12/23	VILLAGE OF PALMYRA	01/11/2021	26.00
01 2610 410 001		HS Water & Sewer		26.00
	257001 - 11/26-12/23	VILLAGE OF PALMYRA	01/11/2021	217.50
01 2610 410 001		HS Water & Sewer		217.50
	274001 - 11/26-12/23	VILLAGE OF PALMYRA	01/11/2021	26.00
01 2610 410 001		HS Water & Sewer		26.00
	286002 - 11/26-12/23	VILLAGE OF PALMYRA	01/11/2021	6,929.41
01 2610 410 001		HS Water & Sewer		6,929.41
<b>Total VILLAGE OF PALMYRA</b>				<b>7,230.86</b>
	228805	VOICE NEWS	01/11/2021	6.73

01/08/2021 08:42 AM

Posted - All; Fund Number 01; Processing Month 01/2021

User ID: KFH

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2310 540 000		BOE Advertising		6.73
	228949	VOICE NEWS	01/11/2021	92.16
01 2310 540 000		BOE Advertising		92.16
	228950	VOICE NEWS	01/11/2021	63.96
01 2310 540 000		BOE Advertising		63.96
	228951	VOICE NEWS	01/11/2021	36.61
01 2310 540 000		BOE Advertising		36.61
	3000191	VOICE NEWS	01/11/2021	158.22
01 2310 540 000		BOE Advertising		158.22
Total	VOICE NEWS			357.68
	00455583	VOLLI COMMUNICATIONS, INC	01/11/2021	113.63
01 2510 382 001		HS Telephone		56.81
01 2510 382 003		Elem Telephone		56.82
Total	VOLLI COMMUNICATIONS, INC			113.63
	1720063	WASTE CONNECTIONS OF NEBRASKA	01/11/2021	810.21
01 2610 431 001		HS Upkeep of Building		810.21
Total	WASTE CONNECTIONS OF NEBRASKA			810.21
	091969071 - DEC2020	WINDSTREAM	01/11/2021	91.10
01 2510 382 001		HS Telephone		91.10
Total	WINDSTREAM			91.10
Fund Number	01			87,592.79
Checking Account ID	1			87,592.79

Payroll December 2020 \$505407.35

January 11, 2021 Bills \$87592.79

Total \$593000.14

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

**Date:** January 11<sup>th</sup> 2021

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

**From:** Michael Hart

**Re:** BOE meeting notes for January 2021

- Next month's regular meeting is scheduled for **Monday, February 8<sup>th</sup> 2021 at 7:00 p.m.**

**A. Consent Agenda Expenditures**

**Depreciation Fund Claims:** None this month

**Bond Fund:** none this month

**Special Building Claims:** Total Claims: **\$2,210.87**

- **Lincoln Winwater Works Co. \$1,010.87** – water hydrant installation: south lot: HS
- **Lovell Excavating: \$1,200.00:** – Install meter pit at high school

**General Fund Claims:** Total claims: **\$87,592.79**

- **Pomp's Tire Service: \$1,521.80** - tire repair and service
- **Casey's: \$2,994.10** – Fuel expenses / misc.
- **Southwest Auto: \$5,491.55** - Vehicle repair and maintenance
- **Hamilton Service: \$5,262.30** – Electrical and HVAC repair at the high school and elementary
- **Ekstrum Auto: \$1,654.80:** Vehicle maintenance and repair
- **Clark Enersen Partners: \$602.25** – Strategic planning expense
- **ESU#6: \$398.36** – Technology services
- **ESU # 4: \$4,627.08** Contracted student services
- **Perry Law: \$867.00** – Legal services
- **Sparq Data Solutions: \$3,920.00:** Sparq Meetings and North Star Negotiations Software
- **Village of Palmyra: \$7,230.86** – water and sewer cumulative costs spring–present
- **Best: \$22,036.86** – Special education high school services

**Revenue Summary Report**  
Processing Month: 12/2020  
Regular; Processing Month 12/2020

Fund: 01 GENERAL FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	LOCAL PROPERTY TAXES	5,018,990.00	36,013.25	974,179.32	19.41	4,044,810.68
01 1115	CARLINE TAX	0.00	0.00	0.00	0.00	0.00
01 1120	In-Lieu 1957 Levy Tax	0.00	0.00	0.00	0.00	0.00
01 1125	MOTOR VEHICLE TAXES	283,952.00	27,196.15	110,962.78	39.08	172,989.22
01 1140	Interest Levied Tax	0.00	0.00	0.00	0.00	0.00
01 1190	OTHER TAXES	0.00	0.00	0.00	0.00	0.00
01 1312	SUMMER SCHOOL TUITION	10,000.00	0.00	0.00	0.00	10,000.00
01 1312 1001	DRIVERS EDUCATION - SUMMER FEES	0.00	0.00	0.00	0.00	0.00
01 1315	TUITION FROM DISTRICTS - SENCAP	0.00	0.00	50.00	0.00	(50.00)
01 1370	PRESCHOOL TUITION & FEES	10,000.00	550.00	10,325.00	103.25	(325.00)
01 1421	TRANSPORTATION OTHER DISTRICTS	0.00	0.00	0.00	0.00	0.00
01 1510	INTEREST ON INVESTMENTS	0.00	73.76	356.28	0.00	(356.28)
01 1800	REC PROGRAM - COMMUNITY SERVICES	25,000.00	1,793.63	9,238.08	36.95	15,761.92
01 1910	RENTAL OF SCHOOL FACILITY	200.00	0.00	100.00	50.00	100.00
01 1911	LOCAL LICENSE FEES	0.00	0.00	1,734.78	0.00	(1,734.78)
01 1920	EDUCATION QUEST FOUNDATION	0.00	0.00	900.00	0.00	(900.00)
01 1990	OTHER LOCAL RECEIPTS	0.00	0.00	0.00	0.00	0.00
Subtotal: LOCAL RECEIPTS		5,348,142.00	65,626.79	1,107,846.24	20.71	4,240,295.76
01 2110	COUNTY FINES & LICENSE FEES	20,000.00	2,273.43	6,827.06	34.14	13,172.94
01 2130	OTHER COUNTY RECEIPTS	0.00	0.00	0.00	0.00	0.00
01 2150 0002	SAFETY & SECURITY	0.00	0.00	0.00	0.00	0.00
01 2210	ESU RECEIPTS	5,000.00	0.00	421.20	8.42	4,578.80
Subtotal: COUNTY AND ESU RECEIPTS		25,000.00	2,273.43	7,248.26	28.99	17,751.74
01 3110	STATE AID	1,303,507.00	129,817.00	524,610.00	40.25	778,897.00
01 3120	SPED SCHOOL AGE	200,000.00	61,306.00	61,306.00	30.65	138,694.00
01 3125	SPED TRANSPORTATION	1,500.00	0.00	0.00	0.00	1,500.00
01 3130	HOMESTEAD EXEMPTION	20,000.00	0.00	0.00	0.00	20,000.00
01 3131	PROPERTY TAX CREDIT	0.00	0.00	0.00	0.00	0.00
01 3132	Personal Property Tax Credit	0.00	0.00	0.00	0.00	0.00
01 3180	PRO-RATE MOTOR VEHICLE	7,000.00	0.00	0.00	0.00	7,000.00
01 3400	STATE APPORTIONMENT	52,000.00	0.00	0.00	0.00	52,000.00
01 3500	QUALITY ED INCENTIVE GRANT	0.00	0.00	0.00	0.00	0.00
01 3512	DISTANCE EDUCATION INCENTIVE PAYMENTS	0.00	0.00	0.00	0.00	0.00
01 3535	PAYMENTS FOR HIGH ABILITY LEARNERS	3,500.00	0.00	6,079.00	173.69	(2,579.00)
01 3540	STATE EARLY CHILDHOOD	60,000.00	0.00	42,348.00	70.58	17,652.00
01 3570	TEACHER DEVELOPMENT GRANT	0.00	0.00	0.00	0.00	0.00
01 3575	NEBRASKA INNOVATION GRANT PROGRAM	0.00	0.00	0.00	0.00	0.00
01 3800	REVENUE IN LIEU OF SCHOOL LAND TAX	0.00	0.00	0.00	0.00	0.00
01 3990	OTHER STATE RECEIPTS	25,000.00	0.00	0.00	0.00	25,000.00
Subtotal: STATE RECEIPTS		1,672,507.00	191,123.00	634,343.00	37.93	1,038,164.00
01 4300	RESTRICTED GRANTS-IN-AID FROM FED GOV	5,000.00	0.00	0.00	0.00	5,000.00
01 4310	REAP	35,000.00	0.00	0.00	0.00	35,000.00
01 4500	GRANTS FROM THE FED GOV THROUGH STATE	0.00	0.00	0.00	0.00	0.00
01 4505	TITLE 1 PART A - CARRY OVER	0.00	0.00	0.00	0.00	0.00
01 4506	TITLE 1 PART A - CURRENT YEAR	32,000.00	0.00	0.00	0.00	32,000.00
01 4507	TITLE 1 SCHOOL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
01 4509	Title II, Part A ESSA Princ & Teach	0.00	0.00	0.00	0.00	0.00
01 4511	TITLE V, REAP RURAL LOW INCOME SCH GRANT	0.00	0.00	0.00	0.00	0.00
01 4512	IDEA PART B BASE ALLOCATIONS	0.00	0.00	0.00	0.00	0.00
01 4516	IDEA PRESCHOOL BASE/IDEA ENROL POVERTY	0.00	0.00	0.00	0.00	0.00
01 4519	IDEA ENROLLMENT/POVERTY	85,000.00	0.00	0.00	0.00	85,000.00

**Revenue Summary Report**  
 Processing Month: 12/2020  
 Regular; Processing Month 12/2020

Fund: 01 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 4521	IDEA PART B PROPORTIONATE	0.00	0.00	0.00	0.00	0.00
01 4524	OTHER FEDERAL NON-CATEGORICAL RECEIPTS	0.00	0.00	0.00	0.00	0.00
01 4525	FEDERAL VOCATIONAL & APPLIED TECH EDUC	0.00	0.00	0.00	0.00	0.00
01 4531	Title IV	0.00	0.00	0.00	0.00	0.00
01 4580	Ed Jobs	0.00	0.00	0.00	0.00	0.00
01 4599	Fed State Fiscal Stabilization ARRA	0.00	0.00	0.00	0.00	0.00
01 4610	ARRA: Idea Part B Enrollment /Pover	0.00	0.00	0.00	0.00	0.00
01 4630	ARRA idea	0.00	0.00	0.00	0.00	0.00
01 4708	MEDICAID REIMBURSEMENT SPED	7,500.00	0.00	0.00	0.00	7,500.00
01 4709	MEDICAID ADMIN ACTIVITIES (MAAPS)	5,500.00	0.00	0.00	0.00	5,500.00
01 4750	School to Work	0.00	0.00	0.00	0.00	0.00
01 4810	ARRA TITLE 1	0.00	0.00	0.00	0.00	0.00
01 4900	OTHER FEDERAL RECEIPTS	0.00	0.00	0.00	0.00	0.00
01 4965	Goals 2000	0.00	0.00	0.00	0.00	0.00
01 4967	TITLE IV, PART A SSAE GRANT	0.00	0.00	0.00	0.00	0.00
01 4985	NCLB Title II Part D (Technology)	0.00	0.00	0.00	0.00	0.00
01 4994	SCIP	0.00	0.00	0.00	0.00	0.00
	<b>Subtotal: FEDERAL RECEIPTS</b>	<b>170,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>170,000.00</b>
01 5200	FUND TRANSFERS	0.00	0.00	45,630.16	0.00	(45,630.16)
01 5300	SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00
01 5301	INSURANCE ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00
01 5400	LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00
01 5610	Art Class Receipts	0.00	0.00	0.00	0.00	0.00
01 5620	Industrial Arts Receipts	0.00	0.00	0.00	0.00	0.00
01 5690	OTHER NON-REVENUE RECEIPTS	1,000.00	125,833.39	125,833.39	12,583.34	(124,833.39)
	<b>Subtotal: NON-REVENUE RECEIPTS</b>	<b>1,000.00</b>	<b>125,833.39</b>	<b>171,463.55</b>	<b>17,146.36</b>	<b>(170,463.55)</b>
01 9000	NON-PROGRAMMED RECEIPTS	0.00	0.00	0.00	0.00	0.00
	<b>Subtotal: NON-PROGRAM RECEIPTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Fund Total:</b>	<b>7,216,649.00</b>	<b>384,856.61</b>	<b>1,920,901.05</b>	<b>26.62</b>	<b>5,295,747.95</b>

**Revenue Summary Report**  
Processing Month: 12/2020  
Regular; Processing Month 12/2020

Fund: 02 Depreciation

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
02 1510	INTEREST ON INVESTMENTS	0.00	78.09	168.88	0.00	(168.88)
	Subtotal: LOCAL RECIEPTS	0.00	78.09	168.88	0.00	(168.88)
02 5200	FUND TRANSFERS	0.00	0.00	0.00	0.00	0.00
02 5690	OTHER NON-REVENUE RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-REVENUE RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Fund Total:	0.00	78.09	168.88	0.00	(168.88)

**Revenue Summary Report**  
Processing Month: 12/2020  
Regular; Processing Month 12/2020

Fund: 03      Unemployment

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
03 1510	INTEREST ON INVESTMENTS	0.00	16.33	31.60	0.00	(31.60)
	Subtotal: LOCAL RECIEPTS	0.00	16.33	31.60	0.00	(31.60)
	Fund Total:	0.00	16.33	31.60	0.00	(31.60)

**Revenue Summary Report**  
Processing Month: 12/2020  
Regular; Processing Month 12/2020

Fund: 05 Activity Fund						
<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
05 1710 0001	ATHLETIC ADMISSIONS REVENUE	0.00	1,365.00	9,134.00	0.00	(9,134.00)
05 1710 0028	MUSICAL/DRAMA ADMISSIONS REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0001	OTHER ACTIVITY REVENUE	0.00	430.50	10,737.39	0.00	(10,737.39)
05 1790 0002	ANNUAL REVENUE	0.00	400.00	450.00	0.00	(450.00)
05 1790 0003	MUSIC REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0004	ELEMENTARY PRINCIPAL REVENUE	0.00	1,634.20	1,784.20	0.00	(1,784.20)
05 1790 0005	STUDENT COUNCIL REVENUE	0.00	132.00	332.00	0.00	(332.00)
05 1790 0006	FFA REVENUE	0.00	500.00	1,734.00	0.00	(1,734.00)
05 1790 0007	HIGH SCHOOL PRINCIPAL REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0008	LIFE SKILLS REVENUE	0.00	20.00	146.00	0.00	(146.00)
05 1790 0009	FCCLA REVENUE	0.00	647.50	1,851.50	0.00	(1,851.50)
05 1790 0010	MISC ACCOUNT REVENUE	0.00	0.00	2,005.00	0.00	(2,005.00)
05 1790 0011	ART CLUB REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0012	NATIONAL HONOR SOCIETY REVENUE	0.00	122.00	122.00	0.00	(122.00)
05 1790 0013	SPEECH REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0014	FIRST GRADE REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0015	BOYS BASKETBALL HS REVENUE	0.00	0.00	173.20	0.00	(173.20)
05 1790 0016	CONCESSIONS REVENUE	0.00	1,218.02	7,361.17	0.00	(7,361.17)
05 1790 0017	GIRLS BASKETBALL HS REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0018	BONDS REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0019	INTEREST REVENUE	0.00	6.21	26.08	0.00	(26.08)
05 1790 0020	UNION BANK REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0021	PALMYRA SPORTS APPAREL REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0022	FIELDS SCHOLARSHIP REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0023	CROSS COUNTRY REVENUE	0.00	0.00	1,235.00	0.00	(1,235.00)
05 1790 0024	INDUSTRIAL ARTS SHOP REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0025	LIBRARY REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0026	PARTY GROUP REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0027	CLASS OF 2021 REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0028	MUSICAL/DRAMA REVENUE	0.00	521.00	521.00	0.00	(521.00)
05 1790 0029	WRESTLING REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0030	GENERAL FUND REIMBURSEMENT REVENUE	0.00	299.49	2,509.05	0.00	(2,509.05)
05 1790 0031	6TH GRADE REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0032	WEIGHTS REVENUE	0.00	0.00	2,192.50	0.00	(2,192.50)
05 1790 0033	VOLLEYBALL REVENUE	0.00	132.02	2,264.02	0.00	(2,264.02)
05 1790 0034	IMPREST FUND REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0035	BENNET BOOSTERS REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0036	CHEERLEADING REVENUE	0.00	0.00	218.44	0.00	(218.44)
05 1790 0037	BENNET BACK-PACK PROGRAM REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0038	CLASS OF 2020 REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0039	FAMILY PASSES REVENUE	0.00	0.00	4,830.00	0.00	(4,830.00)
05 1790 0040	STUDENT FEES REVENUE	0.00	0.00	4,620.00	0.00	(4,620.00)
05 1790 0041	QUIZ BOWL REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0042	JR HIGH BASKETBALL REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0043	8TH GRADE CAMPUS VISIT GRANT REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0044	SPANISH REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0045	ENGLISH/PSYCHOLOGY	0.00	0.00	0.00	0.00	0.00
05 1790 0046	NEW BAND UNIFORMS REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0047	NATIONAL BREAST CANCER FOUNDATION REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0048	CLASS OF 2018 REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0049	SHOW CHOIR REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0050	CHROMEBOOK INSURANCE REVENUE	0.00	35.00	6,466.77	0.00	(6,466.77)
05 1790 0051	GOLF REVENUE	0.00	0.00	0.00	0.00	0.00
05 1790 0052	CIRCLE OF FRIENDS REVENUE	0.00	0.00	0.00	0.00	0.00

**Revenue Summary Report**  
 Processing Month: 12/2020  
 Regular; Processing Month 12/2020

Fund: 05      Activity Fund						
<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
05 1790 0053	CLASS OF 2019 REVENUE	0.00	0.00	0.00	0.00	0.00
	Subtotal: LOCAL RECIEPTS	0.00	7,462.94	60,713.32	0.00	(60,713.32)
05 5200 0001	FUND TRANSFERS ATHLETICS	0.00	0.00	0.00	0.00	0.00
05 5200 0002	FUND TRANSFERS ANNUAL	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-REVENUE RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Fund Total:	0.00	7,462.94	60,713.32	0.00	(60,713.32)

**Revenue Summary Report**  
 Processing Month: 12/2020  
 Regular; Processing Month 12/2020

Fund: 06 Hot Lunch

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
06 1510	INTEREST ON INVESTMENTS	0.00	3.62	11.77	0.00	(11.77)
06 1620	DAILY SALES OF BREAK/LUNCH/MILK	0.00	439.20	11,801.78	0.00	(11,801.78)
	Subtotal: LOCAL RECIEPTS	0.00	442.82	11,813.55	0.00	(11,813.55)
06 3150	STATE REIMBURSEMENT(OF NUTRITION PROG)	0.00	35,852.13	143,082.95	0.00	(143,082.95)
	Subtotal: STATE RECEIPTS	0.00	35,852.13	143,082.95	0.00	(143,082.95)
06 4210	FEDERAL REIMBURSEMENT OF NUTR PROGRAM	0.00	0.00	0.00	0.00	0.00
	Subtotal: FEDERAL RECEIPTS	0.00	0.00	0.00	0.00	0.00
06 5200	TRANSFER OF FUNDS	0.00	0.00	1,835.00	0.00	(1,835.00)
	Subtotal: NON-REVENUE RECEIPTS	0.00	0.00	1,835.00	0.00	(1,835.00)
	Fund Total:	0.00	36,294.95	156,731.50	0.00	(156,731.50)

**Revenue Summary Report**  
 Processing Month: 12/2020  
 Regular; Processing Month 12/2020

Fund: 07 Bond

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
07 1100	LOCAL PROPERTY TAXES	0.00	4,438.13	239,813.36	0.00	(239,813.36)
07 1140	Interest Levied Tax	0.00	0.00	0.00	0.00	0.00
07 1510	INTEREST	0.00	9.64	51.77	0.00	(51.77)
Subtotal: LOCAL RECIEPTS		0.00	4,447.77	239,865.13	0.00	(239,865.13)
07 3130	HOMESTEAD EXEMPTION	0.00	0.00	0.00	0.00	0.00
07 3131	PROPERTY TAX CREDIT	0.00	0.00	0.00	0.00	0.00
07 3132	Personal Property Tax Credit	0.00	0.00	0.00	0.00	0.00
07 3180	PRO-RATE MOTOR VEHICLE	0.00	0.00	0.00	0.00	0.00
Subtotal: STATE RECEIPTS		0.00	0.00	0.00	0.00	0.00
07 5200	FUND TRANSFERS	0.00	5,000.00	5,000.00	0.00	(5,000.00)
Subtotal: NON-REVENUE RECEIPTS		0.00	5,000.00	5,000.00	0.00	(5,000.00)
Fund Total:		0.00	9,447.77	244,865.13	0.00	(244,865.13)

**Revenue Summary Report**  
 Processing Month: 12/2020  
 Regular; Processing Month 12/2020

**Fund: 08 Special Building Fund**

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
08 1100	LOCAL PROPERTY TAXES	0.00	825.14	60,035.87	0.00	(60,035.87)
08 1140	Interest Levied Tax	0.00	0.00	0.00	0.00	0.00
08 1510	INTEREST on CD	0.00	1,492.56	1,599.73	0.00	(1,599.73)
08 1910	RENTAL OF SCHOOL EQUIPMENT & FACILITIES	0.00	0.00	0.00	0.00	0.00
Subtotal: LOCAL RECIEPTS		0.00	2,317.70	61,635.60	0.00	(61,635.60)
08 3130	HOMESTEAD EXEMPTION	0.00	0.00	0.00	0.00	0.00
08 3131	PROPERTY TAX CREDIT	0.00	0.00	0.00	0.00	0.00
08 3132	Personal Property Tax Credit	0.00	0.00	0.00	0.00	0.00
08 3180	PRO-RATE MOTOR VEHICLE	0.00	0.00	0.00	0.00	0.00
Subtotal: STATE RECEIPTS		0.00	0.00	0.00	0.00	0.00
08 5690	OTHER NON-REVENUE RECIEPTS	0.00	5,000.00	5,000.00	0.00	(5,000.00)
Subtotal: NON-REVENUE RECEIPTS		0.00	5,000.00	5,000.00	0.00	(5,000.00)
Fund Total:		0.00	7,317.70	66,635.60	0.00	(66,635.60)

**Revenue Summary Report**  
 Processing Month: 12/2020  
 Regular; Processing Month 12/2020

Fund: 09 Qualified Capital Purpose Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
09 1100	LOCAL PROPERTY TAXES	0.00	1,200.04	32,169.99	0.00	(32,169.99)
09 1140	Interest Levied Tax	0.00	0.00	0.00	0.00	0.00
09 1510	INTEREST ON INVESTMENTS	0.00	2.06	17.76	0.00	(17.76)
Subtotal: LOCAL RECIEPTS		0.00	1,202.10	32,187.75	0.00	(32,187.75)
09 3130	HOMESTEAD EXEMPTION	0.00	0.00	0.00	0.00	0.00
09 3131	PROPERTY TAX CREDIT	0.00	0.00	0.00	0.00	0.00
09 3132	Personal Property Tax Credit	0.00	0.00	0.00	0.00	0.00
09 3180	PRO-RATE MOTOR VEHICLE	0.00	0.00	0.00	0.00	0.00
Subtotal: STATE RECEIPTS		0.00	0.00	0.00	0.00	0.00
09 5100	ISSUANCE OF BONDS	0.00	0.00	0.00	0.00	0.00
09 5120	PREMIUM ON THE ISSUANCE OF BONDS	0.00	0.00	0.00	0.00	0.00
09 5690	OTHER NON-REVENUE RECEIPTS	0.00	0.00	0.00	0.00	0.00
Subtotal: NON-REVENUE RECEIPTS		0.00	0.00	0.00	0.00	0.00
Fund Total:		0.00	1,202.10	32,187.75	0.00	(32,187.75)

**Revenue Summary Report**  
Processing Month: 12/2020  
Regular; Processing Month 12/2020

**Fund: 12      Student Fee Fund**

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
12 1510	INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0.00
12 1741	EXTRACURRICULAR ACTIVITY FEES	0.00	0.00	0.00	0.00	0.00
	Subtotal: LOCAL RECIEPTS	0.00	0.00	0.00	0.00	0.00
12 5100	ISSUANCE OF BONDS	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-REVENUE RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Fund Total:	0.00	0.00	0.00	0.00	0.00

**Revenue Summary Report**  
Processing Month: 12/2020  
Regular; Processing Month 12/2020

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	7,216,649.00	446,676.49	2,482,234.83	34.40	4,734,414.17

**Balance Sheet**

Period Ending: December 2020

Monthly; Processing Month 12/2020; Accounts to Include Accounts with Activity

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 01 GENERAL FUND</b>				
<u>Current Assets</u>				
01 101	CASH IN BANK	1,855,981.19	(237,777.84)	1,618,203.35
01 900	Cash County Treasurer	848,892.22	0.00	848,892.22
	Current Assets Subtotal:	<u>2,704,873.41</u>	<u>(237,777.84)</u>	<u>2,467,095.57</u>
<u>Other Assets</u>				
01 390	Budgeted Revenue	7,216,649.00	0.00	7,216,649.00
01 392	Less: Revenue Received	(1,536,044.44)	(384,856.61)	(1,920,901.05)
	Other Assets Subtotal:	<u>5,680,604.56</u>	<u>(384,856.61)</u>	<u>5,295,747.95</u>
	<b>Total Assets and Deferred Outflows of Resources:</b>	<u><u>8,385,477.97</u></u>	<u><u>(622,634.45)</u></u>	<u><u>7,762,843.52</u></u>
<u>Current Liabilities</u>				
01 450	PAYROLL DEDUCTION PAYABLE	0.00	0.00	0.00
01 451	FICA PAYABLE	0.00	0.00	0.00
01 452	FIT PAYABLE	0.00	0.00	0.00
01 453	INSURANCE PAYABLE	(1,390.43)	0.00	(1,390.43)
01 454	RETIREMENT PAYABLE	0.00	0.00	0.00
01 455	SIT PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	<u>(1,390.43)</u>	<u>0.00</u>	<u>(1,390.43)</u>
<u>Other Liabilities</u>				
01 690	Budgeted Expenditures	7,796,694.52	0.00	7,796,694.52
01 692	Less: Expenditures to Date	(1,994,451.57)	(622,634.45)	(2,617,086.02)
	Other Liabilities Subtotal:	<u>5,802,242.95</u>	<u>(622,634.45)</u>	<u>5,179,608.50</u>
<u>Fund Balance</u>				
01 704	Fund Balance - Regular Unspent	3,164,670.97	0.00	3,164,670.97
01 705	Budgeted Fund Balance	(580,045.52)	0.00	(580,045.52)
	Fund Balance Subtotal:	<u>2,584,625.45</u>	<u>0.00</u>	<u>2,584,625.45</u>
	<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>	<u><u>8,385,477.97</u></u>	<u><u>(622,634.45)</u></u>	<u><u>7,762,843.52</u></u>

Monthly; Processing Month 12/2020; Accounts to Include Accounts with Activity

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 02 Depreciation</b>				
<u>Current Assets</u>				
02 101	CASH	246,887.15	(9,901.91)	236,985.24
	Current Assets Subtotal:	<u>246,887.15</u>	<u>(9,901.91)</u>	<u>236,985.24</u>
<u>Other Assets</u>				
02 392	LESS: REVENUE RECEIVED	(90.79)	(78.09)	(168.88)
	Other Assets Subtotal:	<u>(90.79)</u>	<u>(78.09)</u>	<u>(168.88)</u>
	<b>Total Assets and Deferred Outflows of Resources:</b>	<u>246,796.36</u>	<u>(9,980.00)</u>	<u>236,816.36</u>
<u>Other Liabilities</u>				
02 692	LESS: EXPENDITURES TO DATE	(31,133.96)	(9,980.00)	(41,113.96)
	Other Liabilities Subtotal:	<u>(31,133.96)</u>	<u>(9,980.00)</u>	<u>(41,113.96)</u>
<u>Fund Balance</u>				
02 704	FUND BALANCE	277,930.32	0.00	277,930.32
	Fund Balance Subtotal:	<u>277,930.32</u>	<u>0.00</u>	<u>277,930.32</u>
	<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>	<u>246,796.36</u>	<u>(9,980.00)</u>	<u>236,816.36</u>

**Balance Sheet**

Period Ending: December 2020

Monthly; Processing Month 12/2020; Accounts to Include Accounts with Activity

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 03 Unemployment</b>				
<u>Current Assets</u>				
03 101	CASH	19,012.70	16.33	19,029.03
03 106	SAVINGS CERTIFICATES	20,000.00	0.00	20,000.00
	Current Assets Subtotal:	<u>39,012.70</u>	<u>16.33</u>	<u>39,029.03</u>
<u>Other Assets</u>				
03 392	LESS: REVENUE RECEIVED	(15.27)	(16.33)	(31.60)
	Other Assets Subtotal:	<u>(15.27)</u>	<u>(16.33)</u>	<u>(31.60)</u>
<b>Total Assets and Deferred Outflows of Resources:</b>		<u>38,997.43</u>	<u>0.00</u>	<u>38,997.43</u>
<u>Fund Balance</u>				
03 704	FUND BALANCE	38,997.43	0.00	38,997.43
	Fund Balance Subtotal:	<u>38,997.43</u>	<u>0.00</u>	<u>38,997.43</u>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<u>38,997.43</u>	<u>0.00</u>	<u>38,997.43</u>

Balance Sheet

Period Ending: December 2020

Monthly; Processing Month 12/2020; Accounts to Include Accounts with Activity

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 05	Activity Fund			
<u>Current Assets</u>				
05 101	CASH	158,363.45	(24,160.85)	134,202.60
	Current Assets Subtotal:	<u>158,363.45</u>	<u>(24,160.85)</u>	<u>134,202.60</u>
<u>Other Assets</u>				
05 392	LESS: REVENUE RECEIVED	(53,250.38)	(7,462.94)	(60,713.32)
	Other Assets Subtotal:	<u>(53,250.38)</u>	<u>(7,462.94)</u>	<u>(60,713.32)</u>
<b>Total Assets and Deferred Outflows of Resources:</b>		<u>105,113.07</u>	<u>(31,623.79)</u>	<u>73,489.28</u>

Annual; Processing Month 12/2020; Accounts to Include Accounts with Activity; Fund Number 05

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 05	Activity Fund			
<u>Current Assets</u>				
05 101	CASH	158,363.45	(24,160.85)	134,202.60
	Current Assets Subtotal:	158,363.45	(24,160.85)	134,202.60
<b>Total Assets and Deferred Outflows of Resources:</b>		<b>158,363.45</b>	<b>(24,160.85)</b>	<b>134,202.60</b>

<u>Fund Balance</u>				
05 704 0001	ATHLETICS	20,713.93	(2,698.90)	18,015.03
05 704 0002	ANNUAL	11,286.60	(6,103.52)	5,183.08
05 704 0003	MUSIC	1,240.80	0.00	1,240.80
05 704 0004	ELEMENTARY UNIT	8,608.60	1,362.45	9,971.05
05 704 0005	STUDENT COUNCIL	1,801.99	(179.39)	1,622.60
05 704 0006	FFA	7,568.11	389.84	7,957.95
05 704 0007	HIGH SCHOOL UNIT	4,579.01	(161.74)	4,417.27
05 704 0008	LIFE SKILLS	604.61	(15.70)	588.91
05 704 0009	FCCLA	3,131.96	(698.00)	2,433.96
05 704 0010	MISC ACCOUNT	1,565.73	0.00	1,565.73
05 704 0011	ART CLUB	464.47	0.00	464.47
05 704 0012	NATIONAL HONOR SOCIETY	899.54	122.00	1,021.54
05 704 0013	SPEECH	503.28	0.00	503.28
05 704 0014	1ST GRADE	621.48	0.00	621.48
05 704 0015	BOYS BASKETBALL	2,599.11	0.00	2,599.11
05 704 0016	CONCESSIONS	3,529.90	231.33	3,761.23
05 704 0017	GIRLS BASKETBALL	979.20	0.00	979.20
05 704 0019	INTEREST	477.44	6.21	483.65
05 704 0020	UNION BANK	3,067.38	0.00	3,067.38
05 704 0022	FIELDS SCHOLARSHIP	4,263.80	0.00	4,263.80
05 704 0023	CROSS COUNTRY	1,681.60	0.00	1,681.60
05 704 0024	INDUSTRIAL ARTS SHOP	534.69	0.00	534.69
05 704 0025	LIBRARY	1,475.35	0.00	1,475.35
05 704 0026	PARTY GROUP	1,132.31	0.00	1,132.31
05 704 0027	CLASS OF 2021	1,215.72	0.00	1,215.72
05 704 0028	MUSICAL/DRAMA	3,045.88	(1,013.16)	2,032.72
05 704 0029	WRESTLING	196.11	0.00	196.11
05 704 0030	GENERAL FUND REIMBURSEMENT	(299.49)	22.63	(276.86)
05 704 0031	6TH GRADE	734.13	0.00	734.13
05 704 0032	WEIGHTS	5,747.54	0.00	5,747.54
05 704 0033	VOLLEYBALL ACCOUNT	1,783.32	132.02	1,915.34
05 704 0034	IMPREST FUND	2,000.00	0.00	2,000.00
05 704 0035	BENNET BOOSTERS	1,589.67	0.00	1,589.67
05 704 0036	CHEERLEADING	2,245.07	(265.52)	1,979.55
05 704 0037	BENNET BACK-PACK PROGRAM	333.21	0.00	333.21
05 704 0038	CLASS OF 2020	904.49	0.00	904.49

**Balance Sheet**

Period Ending: December 2020

Annual; Processing Month 12/2020; Accounts to Include Accounts with Activity; Fund Number 05

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
05 704 0039	FAMILY PASSES	4,830.00	0.00	4,830.00
05 704 0040	STUDENT FEES	4,620.00	0.00	4,620.00
05 704 0041	QUIZ BOWL	600.08	0.00	600.08
05 704 0042	JR HIGH BASKETBALL	20.50	0.00	20.50
05 704 0044	SPANISH	44.55	0.00	44.55
05 704 0045	ENGLISH/PSYCHOLOGY	62.01	0.00	62.01
05 704 0046	NEW BAND UNIFORMS	11,896.40	(11,896.40)	0.00
05 704 0047	NATIONAL BREAST CANCER FOUNDATION	0.01	0.00	0.01
05 704 0049	SHOW CHOIR	1,064.93	0.00	1,064.93
05 704 0050	CHROMEBOOK INSURANCE	31,533.85	(3,395.00)	28,138.85
05 704 0052	CIRCLE OF FRIENDS	864.58	0.00	864.58
	Fund Balance Subtotal:	158,363.45	(24,160.85)	134,202.60
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<b>158,363.45</b>	<b>(24,160.85)</b>	<b>134,202.60</b>

**Balance Sheet**

Period Ending: December 2020

Monthly; Processing Month 12/2020; Accounts to Include Accounts with Activity

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 06 Hot Lunch</b>				
<u>Current Assets</u>				
06 101	CASH	102,593.43	7,950.19	110,543.62
	Current Assets Subtotal:	<u>102,593.43</u>	<u>7,950.19</u>	<u>110,543.62</u>
<u>Other Assets</u>				
06 392	LESS: REVENUE RECEIVED	(120,436.55)	(36,294.95)	(156,731.50)
	Other Assets Subtotal:	<u>(120,436.55)</u>	<u>(36,294.95)</u>	<u>(156,731.50)</u>
<b>Total Assets and Deferred Outflows of Resources:</b>		<u>(17,843.12)</u>	<u>(28,344.76)</u>	<u>(46,187.88)</u>
<u>Other Liabilities</u>				
06 692	LESS: EXPENDITURES TO DATE	(101,072.89)	(28,344.76)	(129,417.65)
	Other Liabilities Subtotal:	<u>(101,072.89)</u>	<u>(28,344.76)</u>	<u>(129,417.65)</u>
<u>Fund Balance</u>				
06 704	FUND BALANCE	83,229.77	0.00	83,229.77
	Fund Balance Subtotal:	<u>83,229.77</u>	<u>0.00</u>	<u>83,229.77</u>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<u>(17,843.12)</u>	<u>(28,344.76)</u>	<u>(46,187.88)</u>

Monthly; Processing Month 12/2020; Accounts to Include Accounts with Activity

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 07 Bond</b>				
<u>Current Assets</u>				
07 101	CASH	612,454.65	(610,164.73)	2,289.92
07 900	Cash County Treasurer	131,855.65	0.00	131,855.65
	Current Assets Subtotal:	744,310.30	(610,164.73)	134,145.57
<u>Other Assets</u>				
07 392	LESS: REVENUE RECEIVED	(235,417.36)	(9,447.77)	(244,865.13)
	Other Assets Subtotal:	(235,417.36)	(9,447.77)	(244,865.13)
<b>Total Assets and Deferred Outflows of Resources:</b>		<b>508,892.94</b>	<b>(619,612.50)</b>	<b>(110,719.56)</b>
<u>Other Liabilities</u>				
07 692	LESS: EXPENDITURES TO DATE	0.00	(619,612.50)	(619,612.50)
	Other Liabilities Subtotal:	0.00	(619,612.50)	(619,612.50)
<u>Fund Balance</u>				
07 704	FUND BALANCE	508,892.94	0.00	508,892.94
	Fund Balance Subtotal:	508,892.94	0.00	508,892.94
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<b>508,892.94</b>	<b>(619,612.50)</b>	<b>(110,719.56)</b>

Monthly; Processing Month 12/2020; Accounts to Include Accounts with Activity

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 08 Special Building Fund</b>				
<u>Current Assets</u>				
08 101	CASH	617,012.52	(602.30)	616,410.22
08 106	SAVINGS CERTIFICATES	50,000.00	0.00	50,000.00
08 900	Cash County Treasurer	51,637.03	0.00	51,637.03
	Current Assets Subtotal:	<u>718,649.55</u>	<u>(602.30)</u>	<u>718,047.25</u>
<u>Other Assets</u>				
08 392	LESS: REVENUE RECEIVED	(59,317.90)	(7,317.70)	(66,635.60)
	Other Assets Subtotal:	<u>(59,317.90)</u>	<u>(7,317.70)</u>	<u>(66,635.60)</u>
<b>Total Assets and Deferred Outflows of Resources:</b>		<u>659,331.65</u>	<u>(7,920.00)</u>	<u>651,411.65</u>
<u>Other Liabilities</u>				
08 692	LESS: EXPENDITURES TO DATE	0.00	(7,920.00)	(7,920.00)
	Other Liabilities Subtotal:	<u>0.00</u>	<u>(7,920.00)</u>	<u>(7,920.00)</u>
<u>Fund Balance</u>				
08 704	FUND BALANCE	659,331.65	0.00	659,331.65
	Fund Balance Subtotal:	<u>659,331.65</u>	<u>0.00</u>	<u>659,331.65</u>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<u>659,331.65</u>	<u>(7,920.00)</u>	<u>651,411.65</u>

**Balance Sheet**

Period Ending: December 2020

Monthly; Processing Month 12/2020; Accounts to Include Accounts with Activity

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 09 Qualified Capital Purpose Fund</b>				
<u>Current Assets</u>				
09 101	CASH	134,754.45	(126,799.15)	7,955.30
	Current Assets Subtotal:	134,754.45	(126,799.15)	7,955.30
<u>Other Assets</u>				
09 392	LESS: REVENUE RECEIVED	(30,985.65)	(1,202.10)	(32,187.75)
09 900	Cash County Treasurer	27,013.01	0.00	27,013.01
	Other Assets Subtotal:	(3,972.64)	(1,202.10)	(5,174.74)
<b>Total Assets and Deferred Outflows of Resources:</b>		<b>130,781.81</b>	<b>(128,001.25)</b>	<b>2,780.56</b>
<u>Other Liabilities</u>				
09 692	LESS: EXPENDITURES TO DATE	0.00	(128,001.25)	(128,001.25)
	Other Liabilities Subtotal:	0.00	(128,001.25)	(128,001.25)
<u>Fund Balance</u>				
09 704	FUND BALANCE	130,781.81	0.00	130,781.81
	Fund Balance Subtotal:	130,781.81	0.00	130,781.81
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<b>130,781.81</b>	<b>(128,001.25)</b>	<b>2,780.56</b>

**Balance Sheet**

Period Ending: December 2020

Monthly; Processing Month 12/2020; Accounts to Include Accounts with Activity

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



01/08/2021 08:45 AM

Regular, Processing Month 12/2020; Fund Number 01

User ID: KFH

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
4610	ARRA: IDEA PART B(611) ENROLL/POV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4630	ARRA: IDEA PRESCHOOL(619) ENROLL/POV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4690	OTHER FED NON-CAT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4700	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4730	PERKINS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4955	ARRA ESEA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4960	TITLE IV, PRT A NCLB -SAFE & DRUG FREE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4985	TITLE II, PART D NCLB TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4994	SPED CONTINUOUS IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5000	DEBT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6200	TITLE 1 IMPROVING PROGRAMS FEDERAL SERVI	69,173.65	20,553.93	29.71	48,619.92	0.00	0.00	48,619.92
6310	NCLB TITLE II PART A	45,008.00	0.00	0.00	45,008.00	0.00	0.00	45,008.00
6330	REAP GRANT	40,000.00	0.00	0.00	40,000.00	0.00	0.00	40,000.00
6405	IDEA PRESCHOOL	22,395.00	8,337.00	37.23	14,058.00	0.00	0.00	14,058.00
6408	IDEA ENROLLMENT/POVERTY	152,317.95	49,539.94	32.52	102,778.01	0.00	0.00	102,778.01
6411	IDEA EARLY INTERVENING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6412	IDEA PART B PORPORTIONATE SHARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6810	TITLE 1, ESSA ACCOUNTABILITY IMPROVING	10,090.85	0.00	0.00	10,090.85	0.00	0.00	10,090.85
6969	TITLE IV PART A	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6992	REAP	45,001.00	648.99	1.44	44,352.01	0.00	0.00	44,352.01
6996	COVID-19	0.00	1,907.07	0.00	(39,150.96)	0.00	0.00	(39,150.96)
8000	TRANSFERS (OUTGOING)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01	GENERAL FUND	7,796,694.52	2,617,086.02	33.57	5,179,608.50	0.00	0.00	5,179,608.50

01/08/2021 08:45 AM

Function Number

Regular; Processing Month 12/2020; Fund Number 01

User ID: KFH

Expenditure Report by Function/Object - Summary

Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
7,196,694.52	622,634.45	2,617,086.02	33.57	5,179,608.50	0.00	0.00	5,179,608.50
<b>Grand Total:</b>							

## SUPERINTENDENT'S NARRATIVE REPORT

### REGULAR BOARD MEETING:

#### Information Items

**Date:** January 11, 2021

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

**From:** Michael Hart

#### **Bond Refinancing Follow Up:**

- The "Series 2015" general obligation bonds were "called" on 12/27/2020.
- The total savings for our district by refinancing our "Series 2015" bonds is **\$105,827.16**
- More specific cost savings are attached to the board agenda.
- *FYI:* We have another series of bonds (2016) that will be available to refinance early this next summer if the market remains strong and if conditions exist that would make refinancing a viable and cost-effective option. This series is quite a bit larger and could result in some very significant savings for our district.

#### **Strategic Planning Update:**

- As we discussed at last month's meeting, I have secured two proposals regarding Strategic Planning for our district. One of the firms is Emilsson LLC and the other firm is NASB.
- We will revisit these two options later in tonight's meeting.
- I would like to schedule a meeting with the Strategic Planning Committee prior to the February board meeting.

#### **Kitchen Update at Bennet Elementary:**

- One of the things we have worked on over the past month is to improve some of the kitchen facilities over at Bennet Elementary. Among the items updated:
  - Adding gas line to the kitchen area.
  - Purchasing a new gas range for the kitchen area.
  - Adding a new "hot box" to assist with food preparation and serving
- *This kitchen area at Bennet will continue to be an area of focus as we look to immediately improve our food service capabilities at that building.*

#### **Possible Board Meeting Location Change: February 8, 2021**

- In alignment with **Goal Area # 3** in the Superintendent Evaluation document that states: *Seek out career experiences with SCC and dual credit opportunities for students, I would like to propose that we move our regular February 8<sup>th</sup> board meeting to TCA (The Career Academy) at SECC on that day.*
- This building tour would provide some insights into some additional curriculum and work experience options for our high school students. If it works out, I would propose we have a 5:30 p.m. tour of the facility and then have our regular board meeting on-site at the CTE center following the tour.
- I will provide more details in the next board update.

**Transportation Station:**

- Fuel Tank Usage and Operations
- Water Hydrant

**Backpack Program:**

- The Bennet BackPack Program. We have 16 families participating, totaling 53 children!!
- Special thanks to Mrs. Hall for assisting in providing to these families each weekend!!

**Updated Legislation: Legislative Preview**

- The 107<sup>th</sup> Nebraska Legislature returns to action on **Wednesday, January 6<sup>th</sup>**.
- Expected educational related topics of discussion this year are: teacher pay and benefits, property tax relief, school privatization, school safety and security, and coronavirus relief.
- Stay tuned next month for updates on legislative issues.
- The new chair of the education committee is Lynn Walz



# Palmyra

January, 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Winter Break- 1	Winter Break- 2
Winter Break- 3	Winter Break- 4	Winter Break- 4:30pm Basketball-B/JV Sterling @ Palmyra High School Auxiliary Gym 4:30pm Basketball-G/JV Sterling @ Palmyra High School 5:45pm Basketball-G/Varsity Sterling @ Palmyra High School Main Gym 7:30pm Basketball-B/Varsity Sterling @ Palmyra High School Main Gym 5	Start of 3rd Quarter- 6	4:30pm Basketball-G/JV Malcolm @ Palmyra High School 4:30pm Basketball-B/JV Malcolm @ Palmyra High School Auxiliary Gym 5:45pm Basketball-G/Varsity Malcolm @ Palmyra High School Main Gym 7:30pm Basketball-B/Varsity Malcolm @ Palmyra High School 7		8:00am Wrestling-Varsity Malcolm @ Malcolm High School 9:00am-3:00pm Youth Basketball Tournament- @ Multiple Locations 8
	TBD Basketball-G/Varsity TBA @ TBA 10	TBD Basketball-B/Varsity TBA @ TBA 11		TBD Basketball-B/Varsity TBA @ TBA TBD Basketball-G/Varsity TBA @ TBA 13	TBD Basketball-G/Varsity TBA @ TBA TBD Basketball-B/Varsity TBA @ TBA 2:00pm Wrestling-Varsity Weeping Water @ Weeping Water High School 15	TBD Basketball-B/Varsity TBA @ TBA 16
	FFA Leadership Skills Contest- @ Norris High School 17	4:30pm Basketball-G/JV Conestoga Cougars @ Palmyra High School 4:30pm Basketball-B/JV Conestoga Cougars @ Palmyra High School Auxiliary Gym 5:45pm Basketball-G/Varsity Conestoga Cougars @ Palmyra High School Main Gym 7:30pm Basketball-B/Varsity Conestoga Cougars @ Palmyra High School 18		4:00pm Basketball-G/JH Elmwood-Murdock @ Palmyra High School Auxiliary Gym 6:00pm Basketball-G/C Team Syracuse @ Palmyra High School Main Gym 7:15pm Basketball-B/C Team Syracuse @ Palmyra High School Main Gym 20	2:30pm Wrestling-Varsity Louisville @ Louisville High School 4:30pm Basketball-B/JV Yutan @ Yutan Elem. gym 4:30pm Basketball-G/JV Yutan @ Yutan HS gym 5:45pm Basketball-G/Varsity Yutan @ Yutan High School 7:30pm Basketball-B/Varsity Yutan @ Yutan High School 22	TBD Wrestling-Varsity Weeping Water @ Weeping Water High School 9:00am-3:00pm Youth Basketball Tournament- @ Multiple Locations 23
9:00am-3:00pm Youth Basketball Tournament- @ Multiple Locations 24	4:00pm Basketball-G/JH Nebraska City Lourdes (Lourdes Central Catholic School) @ Lourdes Central Catholic High School 6:00pm Basketball-G/C Team Elmwood-Murdock @ Palmyra High School Main Gym 7:15pm Basketball-B/C Team Elmwood-Murdock @ Palmyra High School 25	4:30pm Basketball-B/JV Wilber-Clatonia @ Palmyra High School Auxiliary Gym 4:30pm Basketball-G/JV Wilber-Clatonia @ Palmyra High School 5:45pm Basketball-G/Varsity Wilber-Clatonia @ Palmyra High School Main Gym 7:30pm Basketball-B/Varsity Wilber-Clatonia @ Palmyra High School 26		2:30pm Wrestling-Varsity Freeman @ Freeman High School 4:30pm Basketball-G/JV Elmwood-Murdock @ Palmyra High School 4:30pm Basketball-B/JV Elmwood-Murdock @ Palmyra High School 5:45pm Basketball-G/Varsity Elmwood-Murdock @ Palmyra High School Main Gym 7:30pm Basketball-B/Varsity Elmwood-Murdock @ Palmyra High School 28	TBD Wrestling-Varsity York @ York High School 4:00pm Wrestling-Varsity (Date & Time Changed from 02-05-21) Malcolm vs. Multiple Schools @ Malcolm High School 29	TBD Wrestling-Varsity York @ York High School TBD Basketball-B/Varsity TBA @ TBA TBD Basketball-G/Varsity TBA vs. TBA @ TBA 9:00am MUDECAS Speech- @ Humboldt Table Rock Steinauer 30

31						
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## Administrative Team Board Report for January 11, 2020

### **Bennet Elementary and PHS:**

1. Second semester is underway. The students and staff all came back from break rested and ready to learn.
2. Report cards for the second quarter were sent out after the holiday break. We are now looking ahead to Parent teacher conferences on Tuesday, February 9<sup>th</sup>.
3. Wednesday, February 3<sup>rd</sup> will be a COVID work day for staff which will consist of preparation for parent teacher conferences, deep cleaning of classrooms, and continued Canvas/Chromebook implementation.
4. Bennet Elementary will be celebrating the 100<sup>th</sup> Day of school on Thursday, January 28<sup>th</sup>. Bennet Boosters will provide students with a 100 Day Snack.
5. NSCAS testing will be administered in April for students in grades 3-11.

### Activities:

- MUDECAS BB (Girls 7<sup>th</sup> seed in B bracket, Boys 6<sup>th</sup> seed in B bracket) Jan 11<sup>th</sup>-16<sup>th</sup>
- ECNC BB week Jan. 30<sup>th</sup>-Feb. 6<sup>th</sup>
- Calendar:
- Sent in separate email.



## **DISTRICT OR-1**

**PALMYRA JUNIOR-SENIOR HIGH SCHOOL--BENNET ELEMENTARY**

402-780-5327 [www.districtor1.org](http://www.districtor1.org)

**Michael Hart**  
Superintendent

**Heath Johnson**  
Secondary Principal

**Linde Walter**  
Elementary Principal

**Aaron Hoeft**  
Activities Director

**TO:** All extracurricular youth groups using District OR-1 facilities @ Bennet & Palmyra

**RE:** Covid Protocols

Youth coaches:

As you were aware, all youth sports within Lancaster County up until December 7<sup>th</sup> were postponed due to the Mayor's implemented protocols. As a district, we followed those directives at both the Bennet and Palmyra location under the guidance of Lancaster County and our Superintendent. We have submitted and received approval for the resumption of these activities at both locations. With that being said, under the plan we submitted, we must also follow strict protocols/guidelines when using these facilities. Outlined below are the protocols that must be followed by all individuals, coaches and players in side our facilities. Please note that these are not optional.

### **\*Temperature checks**

- must be performed prior to entrance into the facility on both coaches and players
- temperature reading must be documented/recorded
- any temperature at or over 100.4 will not be allowed into the facility

### **\*Masks**

- are required in the building at all times for players and coaches
- exception is for players who are involved in the actual practice
- masks are to be worn by players and coaches who are on the sideline

### **\*Social Distancing**

- 6ft apart when on the sideline or bench

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



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Superintendent

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Secondary Principal

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Elementary Principal

**Aaron Hoeft**  
Activities Director

### **\*Attendance**

- only players and coaches allowed in the building, no one else is allowed in the building
- parents must drop off players at the door and leave
- parents must pick up outside of the facility when done
- a weekly log must be kept and emailed to the building administrator (HS Aaron Hoeft, Elem Linde Walter) of who was in attendance during your scheduled session. This will include players, coaches and the temperature check information of those individuals.

### **\*Cleaning/Disinfecting**

- sanitizing spray will be available for the sanitation of: equipment, chairs/bleachers, basketballs, and door handles used
- door handles and bleachers must be sprayed prior to exiting the building

\*In the event a coach and/or player tests positive for Covid-19, it must be reported. Below is the process for reporting the positive case.

1. The parent of the athlete will notify the coach
2. The coach will notify the school (Aaron Hoeft or Linde Walter)
3. The notified administrator will notify the Superintendent
4. The Superintendent will notify the local health department
5. The school will follow the guidance from the health department and their school protocols

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Elementary Principal

**Aaron Hoeft**  
Activities Director

\*Teams utilizing the building will need to wait until the team before them is completely out of the building. This also means that teams will need to end their practice about 5-10 mins early so that they can sanitize the benches and door handles prior to leaving. Please adjust your times to allow for this so that you are out of the building on the hour so the next team can enter and start.

\*Please note that cameras are in use at both locations 24/7. These will be monitored to help ensure the above guidelines/protocols are being followed. It is ultimately the responsibility of the coach in charge of opening up the building to make sure they are followed. If you have issues or need assistance please contact Aaron Hoeft ([hoeft.aar@districtor1.net](mailto:hoeft.aar@districtor1.net)) or Linde Walter ([walter.lin@districtor1.net](mailto:walter.lin@districtor1.net))

Your signature below indicates you will follow the protocols set forth above by the Extracurricular Practice Plan approved by Lancaster County.

**Coach Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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



## **NSAA Winter Season Guidelines**

**UPDATED December 31, 2020**

**Effective January 4, 2021**

Circumstances related to the COVID-19 pandemic are constantly changing and vary from community to community. Difficult decisions will have to be made from week to week or even day to day. The health and safety of students, staff, and local communities remain the priority of the NSAA as we provide opportunities to participate in the winter sports season.

Each school has the authority to determine if it will continue to participate in the 2020-21 Winter Season. During the season it will be the responsibility of the host school to provide administrative oversight and compliance with established COVID-19 guidelines in accordance with their local health departments and facilities.

### **FOR ALL WINTER ACTIVITIES:**

The NSAA is requiring the following of schools, officials and spectators for all winter season contests:

- Active participants are permitted, but not required, to wear face coverings during competition/performance.
- Coaches and non-active participants (those not currently on the court, mat or stage) are required to wear face coverings at all times.
- Spectators are required to wear face coverings at all times while attending indoor events.
- Face coverings must cover the nose and mouth.
- **Attendance is restricted to 50% of occupancy. (Yellow DHM)**
- The host school may establish additional requirements in consultation with local health departments. Additional requirements implemented by the host school must be the same for all schools, officials, judges, and spectators.

### **Recommended protocols for winter contest hosts:**

- **6 feet of physical distance between household groups in stands and spectator areas.**
- Create separate points of entry and seating for home and visitor teams/spectators
- Provide no concession stands or separate/multiple concession stands for home and visitor spectators
- Provide separate/multiple restrooms for home and visitor spectators
- Use signage, stanchions or floor markings to ensure physical distancing of 6 feet at concession stands and restrooms
- Communicate availability of locker room space for the opposing team and officials to maintain 6 feet of physical distance
- Implement diligent and effective cleaning and disinfecting of frequently touched objects and surfaces

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

**August 2021**

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

**September 2021**

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

**October 2021**

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

**November 2021**

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

**December 2021**

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

**August 2021**

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

**September 2021**

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

**October 2021**

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

**November 2021**

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

**December 2021**

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

**January 2022**

- 3-5-Jan Winter Vacation
- 5-Jan Collab. PD/WD -No school for students
- 6-Jan School Resumes, Start 3rd Quarter

**February 2022**

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

**March 2022**

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

**April 2022**

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

**May 2022**

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

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

**177 Student Days (88-1st, 89-2nd)**

**185 Teacher Days (92-1st, 93-2nd)**

**January 2022**

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

**February 2022**

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

**March 2022**

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

**April 2022**

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

**May 2022**

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

Teacher Days

Vacation Days

Parent Teacher Conferences

1:30 p.m. dismissal High School Only

Full Day: Elementary/ HS: ECNC Host

James B. Gessford  
Daniel F. Kaplan  
Gregory H. Perry  
Joseph F. Bachmann\*  
R. J. Shortridge\*  
Joshua J. Schauer\*  
Derek A. Aldridge\*\*  
Justin J. Knight\*\*\*  
Charles Kaplan  
Haleigh B. Carlson  
Daniel K. Kaplan



**PERRY, GUTHERY, HAASE & GESSFORD, P.C., L.L.O.**

Of Counsel  
Thomas M. Haase  
Rex R. Schultze

\*Also admitted in Iowa  
\*\* Also admitted in Kansas  
\*\*\*Also admitted in Colorado

Ernest B. Perry (1876-1962)  
Arthur E. Perry (1910-1982)  
R.R. Perry (1917-1999)  
Edwin C. Perry (1931-2012)

## **COVID-19 VACCINATIONS – EEOC FAQ’S – December 16, 2020**

Today (December 16, 2020), the U.S. Equal Employment Opportunity Commission released new FAQ’s regarding employers and mandatory COVID-19 vaccinations. A few key takeaways include:

- Employers may decide that a COVID-19 vaccination is required for all employees under the “direct threat” provisions of the ADA. For public school districts, this might need to be a board-approved decision. Schools should also consider whether a requirement would violate any provisions of a negotiated agreement.
- If an employer requires all employees to receive a COVID-19 vaccination, the employer must consider “opt out” requests from employees who have a disability or sincerely held religious reason not to receive the COVID-19 vaccine.
- For employees who have a disability or sincerely held religious belief and do not want to receive the vaccine, an employer must conduct a “reasonable accommodation” analysis for that employee. If there is no “reasonable accommodation,” then the employer may have to terminate the employee’s employment.
- The EEOC does not consider asking an employee for proof of receipt of a COVID-19 vaccination to be a “disability-related inquiry” under the ADA.

Some schools have already started thinking of ways to incentivize employees (such as with a monetary bonus or an additional paid day off) to receive the vaccine, rather than requiring that every employee receive the vaccine. Each district will need to consider its own situation to determine what it wants to do (or not do).

Please let us know if you have any questions.

You can read the entire FAQ’s here: [https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws?utm\\_content=&utm\\_medium=email&utm\\_name=&utm\\_source=govdelivery&utm\\_term=](https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=) or below:

### ***ADA and Vaccinations***

**K.1. For any COVID-19 vaccine that has been approved or authorized by the Food and Drug Administration (FDA), is the administration of a COVID-19 vaccine to an employee by an employer (or by a third party with whom the employer contracts to administer a vaccine) a “medical examination” for purposes of the ADA? (12/16/20)**

No. The vaccination itself is not a medical examination. As the Commission explained in [guidance on disability-related inquiries and medical examinations](#), a medical examination is “a procedure or test usually given by a health care professional or in a medical setting that seeks information about an individual’s physical or mental impairments or health.” Examples include “vision tests; blood, urine, and breath analyses; blood pressure screening and cholesterol testing; and diagnostic procedures, such as x-rays, CAT scans, and MRIs.” If a vaccine is administered to an employee by an employer for protection against contracting COVID-19, the employer is not seeking information about an individual’s impairments or current health status and, therefore, it is not a medical examination.

Although the administration of a vaccination is not a medical examination, pre-screening vaccination questions may implicate the ADA’s provision on disability-related inquiries, which are inquiries likely to elicit information about a disability. If the employer administers the vaccine, it must show that such pre-screening questions it asks employees are “job-related and consistent with business necessity.” [See Question K.2.](#)

**K.2. According to the CDC, health care providers should ask certain questions before administering a vaccine to ensure that there is no medical reason that would prevent the person from receiving the vaccination. If the employer requires an employee to receive the vaccination from the employer (or a third party with whom the employer contracts to administer a vaccine) and asks these screening questions, are these questions subject to the ADA standards for disability-related inquiries? (12/16/20)**

Yes. Pre-vaccination medical screening questions are likely to elicit information about a disability. This means that such questions, if asked by the employer or a contractor on the employer’s behalf, are “disability-related” under the ADA. Thus, if the employer requires an employee to receive the vaccination, administered by the employer, the employer must show that these disability-related screening inquiries are “job-related and consistent with business necessity.” To meet this standard, an employer would need to have a reasonable belief, based on objective evidence, that an employee who does not answer the questions and, therefore, does not receive a vaccination, will pose a direct threat to the health or safety of her or himself or others. [See Question K.5.](#) below for a discussion of direct threat.

By contrast, there are two circumstances in which disability-related screening questions can be asked without needing to satisfy the “job-related and consistent with business necessity” requirement. First, if an employer has offered a vaccination to employees on a voluntary basis (i.e. employees choose whether to be vaccinated), the ADA requires that the employee’s decision to answer pre-screening, disability-related questions also must be voluntary. [42 U.S.C. 12112\(d\)\(4\)\(B\)](#); [29 C.F.R. 1630.14\(d\)](#). If an employee chooses not to answer these questions, the employer may decline to administer the vaccine but may not retaliate against, intimidate, or

threaten the employee for refusing to answer any questions. Second, if an employee receives an employer-required vaccination from a third party that does not have a contract with the employer, such as a pharmacy or other health care provider, the ADA "job-related and consistent with business necessity" restrictions on disability-related inquiries would not apply to the pre-vaccination medical screening questions.

The ADA requires employers to keep any employee medical information obtained in the course of the vaccination program [confidential](#).

**K.3. Is asking or requiring an employee to show proof of receipt of a COVID-19 vaccination a disability-related inquiry? (12/16/20)**

No. There are many reasons that may explain why an employee has not been vaccinated, which may or may not be disability-related. Simply requesting proof of receipt of a COVID-19 vaccination is not likely to elicit information about a disability and, therefore, is not a disability-related inquiry. However, subsequent employer questions, such as asking why an individual did not receive a vaccination, may elicit information about a disability and would be subject to the pertinent ADA standard that they be "job-related and consistent with business necessity." If an employer requires employees to provide proof that they have received a COVID-19 vaccination from a pharmacy or their own health care provider, the employer may want to warn the employee not to provide any medical information as part of the proof in order to avoid implicating the ADA.

***ADA and Title VII Issues Regarding Mandatory Vaccinations***

**K.4. Where can employers learn more about Emergency Use Authorizations (EUA) of COVID-19 vaccines? (12/16/20)**

Some COVID-19 vaccines may only be available to the public for the foreseeable future under EUA granted by the FDA, which is different than approval under FDA vaccine licensure. The [FDA has an obligation](#) to:

[E]nsure that recipients of the vaccine under an EUA are informed, to the extent practicable under the applicable circumstances, that FDA has authorized the emergency use of the vaccine, of the known and potential benefits and risks, the extent to which such benefits and risks are unknown, that they have the option to accept or refuse the vaccine, and of any available alternatives to the product.

The FDA says that this information is typically conveyed in a patient fact sheet that is provided at the time of the vaccine administration and that it posts the fact sheets on its website. More information about EUA vaccines is available on the [FDA's EUA page](#).

**K.5. If an employer requires vaccinations when they are available, how should it respond to an employee who indicates that he or she is unable to receive a COVID-19 vaccination because of a disability? (12/16/20)**

The ADA allows an employer to have a [qualification standard](#) that includes "a requirement that an individual shall not pose a direct threat to the health or safety of individuals in the

workplace.” However, if a safety-based qualification standard, such as a vaccination requirement, screens out or tends to screen out an individual with a disability, the employer must show that an unvaccinated employee would pose a direct threat due to a “significant risk of substantial harm to the health or safety of the individual or others that cannot be eliminated or reduced by reasonable accommodation.” [29 C.F.R. 1630.2\(r\)](#). Employers should conduct an individualized assessment of four factors in determining whether a direct threat exists: the duration of the risk; the nature and severity of the potential harm; the likelihood that the potential harm will occur; and the imminence of the potential harm. A conclusion that there is a direct threat would include a determination that an unvaccinated individual will expose others to the virus at the worksite. If an employer determines that an individual who cannot be vaccinated due to disability poses a direct threat at the worksite, the employer cannot exclude the employee from the workplace—or take any other action—unless there is no way to provide a reasonable accommodation (absent [undue hardship](#)) that would eliminate or reduce this risk so the unvaccinated employee does not pose a direct threat.

If there is a direct threat that cannot be reduced to an acceptable level, the employer can exclude the employee from physically entering the workplace, but this does not mean the employer may automatically terminate the worker. Employers will need to determine if any other rights apply under the EEO laws or other federal, state, and local authorities. For example, if an employer excludes an employee based on an inability to accommodate a request to be exempt from a vaccination requirement, the employee may be entitled to accommodations such as performing the current position remotely. This is the same step that employers take when physically excluding employees from a worksite due to a current COVID-19 diagnosis or symptoms; some workers may be entitled to telework or, if not, may be eligible to take leave under the Families First Coronavirus Response Act, under the FMLA, or under the employer’s policies. See also [Section J, EEO rights relating to pregnancy](#).

Managers and supervisors responsible for communicating with employees about compliance with the employer’s vaccination requirement should know how to recognize an accommodation request from an employee with a disability and know to whom the request should be referred for consideration. Employers and employees should engage in a flexible, interactive process to identify workplace accommodation options that do not constitute an undue hardship (significant difficulty or expense). This process should include determining whether it is necessary to obtain supporting documentation about the employee’s disability and considering the possible options for accommodation given the nature of the workforce and the employee’s position. The prevalence in the workplace of employees who already have received a COVID-19 vaccination and the amount of contact with others, whose vaccination status could be unknown, may impact the undue hardship consideration. In discussing accommodation requests, employers and employees also may find it helpful to consult the Job Accommodation Network (JAN) website as a resource for different types of accommodations, [www.askjan.org](http://www.askjan.org). JAN’s materials specific to COVID-19 are at <https://askjan.org/topics/COVID-19.cfm>.

Employers may rely on CDC recommendations when deciding whether an effective accommodation that would not pose an undue hardship is available, but as explained further in [Question K.7.](#), there may be situations where an accommodation is not possible. When an employer makes this decision, the facts about particular job duties and workplaces may be relevant. Employers also should consult applicable Occupational Safety and Health

Administration standards and guidance. Employers can find OSHA COVID-specific resources at: [www.osha.gov/SLTC/covid-19/](http://www.osha.gov/SLTC/covid-19/).

Managers and supervisors are reminded that it is unlawful to disclose that an employee is receiving a reasonable accommodation or retaliate against an employee for [requesting an accommodation](#).

**K.6. If an employer requires vaccinations when they are available, how should it respond to an employee who indicates that he or she is unable to receive a COVID-19 vaccination because of a sincerely held religious practice or belief? (12/16/20)**

Once an employer is on notice that an employee's sincerely held religious belief, practice, or observance prevents the employee from receiving the vaccination, the employer must provide a reasonable accommodation for the religious belief, practice, or observance unless it would pose an undue hardship under Title VII of the Civil Rights Act. Courts have defined "undue hardship" under [Title VII](#) as having more than a *de minimis* cost or burden on the employer. EEOC guidance explains that because the definition of religion is broad and protects beliefs, practices, and observances with which the employer may be unfamiliar, the employer should ordinarily assume that an employee's request for religious accommodation is based on a sincerely held religious belief. If, however, an employee requests a religious accommodation, and an employer has an objective basis for questioning either the religious nature or the sincerity of a particular belief, practice, or observance, the employer would be justified in requesting additional supporting information.

**K.7. What happens if an employer cannot exempt or provide a reasonable accommodation to an employee who cannot comply with a mandatory vaccine policy because of a disability or sincerely held religious practice or belief? (12/16/20)**

If an employee cannot get vaccinated for COVID-19 because of a disability or sincerely held religious belief, practice, or observance, and there is no reasonable accommodation possible, then it would be lawful for the employer to [exclude](#) the employee from the workplace. This does not mean the employer may automatically terminate the worker. Employers will need to determine if any other rights apply under the EEO laws or other federal, state, and local authorities.

***Title II of the Genetic Information Nondiscrimination Act (GINA) and Vaccinations***

**K.8. Is Title II of GINA implicated when an employer administers a COVID-19 vaccine to employees or requires employees to provide proof that they have received a COVID-19 vaccination? (12/16/20)**

No. Administering a COVID-19 vaccination to employees or requiring employees to provide proof that they have received a COVID-19 vaccination does not implicate Title II of GINA because it does not involve the use of genetic information to make employment decisions, or the acquisition or disclosure of "genetic information" as defined by the statute. This includes vaccinations that use messenger RNA (mRNA) technology, which will be discussed more below. As noted in Question K.9. however, if administration of the vaccine requires pre-screening questions that ask

about genetic information, the inquiries seeking genetic information, such as family members' medical histories, may violate GINA.

Under Title II of GINA, employers may not (1) use genetic information to make decisions related to the terms, conditions, and privileges of employment, (2) acquire genetic information except in six narrow circumstances, or (3) disclose genetic information except in six narrow circumstances.

Certain COVID-19 vaccines use mRNA technology. This raises questions about genetics and, specifically, about whether such vaccines modify a recipient's genetic makeup and, therefore, whether requiring an employee to get the vaccine as a condition of employment is an unlawful use of genetic information. The CDC has explained that the mRNA COVID-19 vaccines "do not interact with our DNA in any way" and "mRNA never enters the nucleus of the cell, which is where our DNA (genetic material) is kept." (See <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/different-vaccines/mrna.html> for a detailed discussion about how mRNA vaccines work). Thus, requiring employees to get the vaccine, whether it uses mRNA technology or not, does not violate GINA's prohibitions on using, acquiring, or disclosing genetic information.

**K.9. Does asking an employee the pre-vaccination screening questions before administering a COVID-19 vaccine implicate Title II of GINA? (12/16/20)**

Pre-vaccination medical screening questions are likely to elicit information about disability, as discussed in [Question K.2.](#), and may elicit information about genetic information, such as questions regarding the immune systems of family members. It is not yet clear what screening checklists for contraindications will be provided with COVID-19 vaccinations.

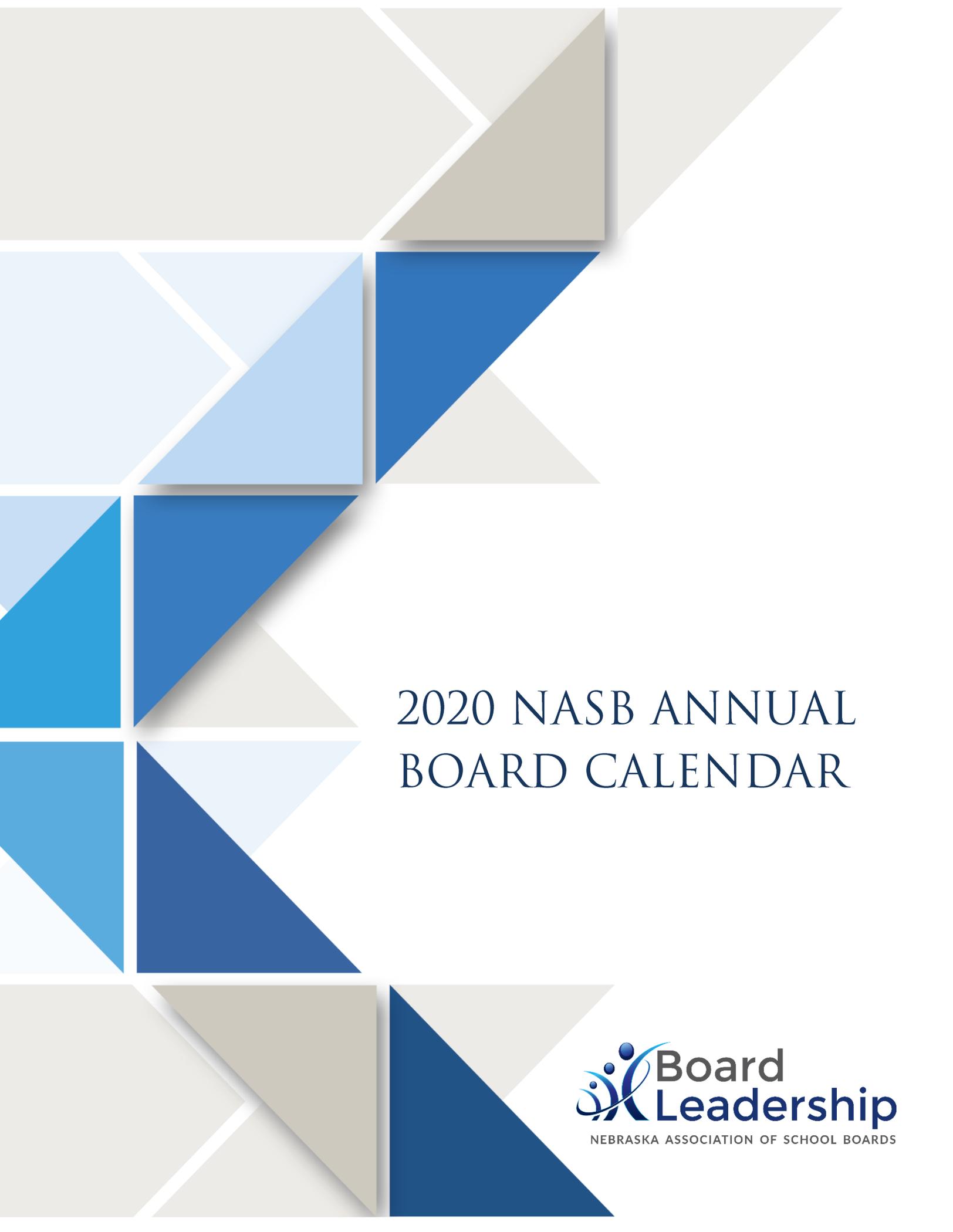
GINA defines "genetic information" to mean:

- Information about an individual's genetic tests;
- Information about the genetic tests of a family member;
- Information about the manifestation of disease or disorder in a family member (i.e., family medical history);
- Information about requests for, or receipt of, genetic services or the participation in clinical research that includes genetic services by the an individual or a family member of the individual; and
- Genetic information about a fetus carried by an individual or family member or of an embryo legally held by an individual or family member using assisted reproductive technology.

29 C.F.R. § 1635.3(c). If the pre-vaccination questions do *not* include any questions about genetic information (including family medical history), then asking them does not implicate GINA. However, if the pre-vaccination questions *do* include questions about genetic information, then employers who want to ensure that employees have been vaccinated may want to request proof of vaccination instead of administering the vaccine themselves.

GINA does not prohibit an individual employee's own health care provider from asking questions about genetic information, but it does prohibit an employer or a doctor working for the employer

from asking questions about genetic information. If an employer requires employees to provide proof that they have received a COVID-19 vaccination from their own health care provider, the employer may want to warn the employee not to provide genetic information as part of the proof. As long as this warning is provided, any genetic information the employer receives in response to its request for proof of vaccination will be considered inadvertent and therefore not unlawful under GINA. See 29 CFR 1635.8(b)(1)(i) for model language that can be used for this warning.



2020 NASB ANNUAL  
BOARD CALENDAR

# 2020 NASB ANNUAL BOARD CALENDAR

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The Annual Board Calendar is a dynamic document to assist school boards regarding important conference dates, report deadlines, suggested work sessions, and planning reminders. The calendar is constantly evolving as issues and interests unfold. The board president and superintendent collectively should review and update the calendar monthly and include it in the board packet. Please note, this calendar does not include all items a board needs to be aware of, but should serve as a starting point which includes some primary planning and policy functions. NASB is not responsible for any missing information or dates. The user is responsible for reading and understanding the requirements of each statute and deadline. Neither this document nor any of the information in this document is to be used as a formal legal opinion nor is it intended to be used as a substitute for the advice of the user's attorney. NASB recommends the user contact their own attorney for formal legal advice.

Other general monthly activities not included on the attached calendar may include, but are not limited to:

- Committee Reports
- Advisory Committee Activities/Reports
- Curriculum/Instruction Review
- Technology Updates
- Training Requirements
- NASB Member Services

To operate with a comprehensive Annual Board Calendar, the Association encourages you to review the below sites for additional deadlines your district may be required to follow:

Nebraska Department of Education Master Calendar - Identifies all state mandated deadlines to ensure board/administrative accountability. <https://www.education.ne.gov/ndecalendar/>

Superintendent Reports – Please note there are various reports superintendents must file that are not all included on this report. The Association suggests that the board work collaboratively with the superintendents to add any required superintendent reporting to this calendar, as needed. Many of these reports can be found in § 79-528 Federal – There are various federal laws and regulations, which require school districts to adopt certain policies, written procedures, and/or notices. To access a more extensive list of federal policies, please visit: <https://www2.ed.gov/policy/landing.jhtml?src=ft>

The information on the above link is provided by the National School Board Association. NASB does not verify the accuracy or update the federal policies on the above link, and users should check for updates, or consult the school district's attorney.

		General Monthly Activities			
		Activity	Statute	Timeframe	Summary
January	<b>NASB Events</b> <ul style="list-style-type: none"> <li>NSBA Advocacy Institute</li> </ul>				
	<b>Planning</b> <ul style="list-style-type: none"> <li>Annual Leadership Team Planning Retreat</li> </ul>				
	<b>Curriculum</b> <ul style="list-style-type: none"> <li>District Report Card</li> </ul>				
	<b>Committee Reports</b>				
	<b>Personnel</b> <ul style="list-style-type: none"> <li>Approve superintendent contract. Note: For current superintendents or ESU Administrators, before approval of contract/amendment, board must publish a copy of the proposed contract/amendment three days before approval along with estimate and description of all costs. Neb. Rev. Stat. § 79-2402(1). For new superintendents or ESU Administrators, the board must publish a copy of the contract two days after the meeting at which the contract was approved, along with estimate and description of all costs. Neb .Rev. Stat. § 79-2402(2).</li> <li>Review and revise superintendent evaluation instrument</li> <li>Develop new superintendent goals</li> <li>Appoint superintendent as the district’s Non-discrimination Compliance Coordinator</li> <li>Negotiations mandatory mediation if no agreement; Due February 8 – § 48-818.01</li> </ul>				
<b>Policy</b> <ul style="list-style-type: none"> <li>Review Board Code of Conduct</li> <li>Sign and file Conflict of Interest form with Board Secretary</li> </ul>					
<b>Other</b> <ul style="list-style-type: none"> <li>Board must notify the Secretary of State, County Clerk/Election Commissioner of the number of officers to be elected, the length of terms of office, the vacancies to be filled by election and length of remaining term, and the number of votes to be cast by a registered voter for each office in the statewide primary election  <a href="https://nebraskalegislature.gov/laws/statutes.php?statute=32-404">https://nebraskalegislature.gov/laws/statutes.php?statute=32-404</a> </li> <li>Elect board officers</li> </ul>					
		Activity	Statute	Timeframe	Summary
		Election Notice	<a href="#">§ 32-404</a> <a href="#">§ 32-601</a>	On or before January 5	Board must notify County Clerk of Election Commissioner of member seats open for the upcoming election.
		Annual Financial Report	<a href="#">§ 79-1229</a>	On or before January 31	Requires an administrator of each ESU to submit to the Commissioner an annual financial report.
		Negotiations	<a href="#">§ 48-818.01</a>	On or before February 8	If an agreement is not reached by February 8, the parties shall submit to mandatory mediation or fact-finding as ordered by the commission, unless the parties mutually agree, in writing, to forgo mandatory mediation or fact finding. NOTE: The negotiations process begins in August – see below.
		General Monthly Activities			
		<b>NASB Events</b> <ul style="list-style-type: none"> <li>NASB Legislative Issues Conference</li> </ul>			
		Activity	Statute	Timeframe	Summary
February		Learning Community	<a href="#">§ 79-2110</a>	On or before March 1	School board shall provide notice to parent whose student is currently attending a school outside of the attendance area stating what school the student shall be allowed to attend as a continuing student.
		Negotiations	<a href="#">§ 48-818.01</a>	On or before March 25 (or within 25 days after certification of amounts, whichever occurs last in time)	Negotiations, mediation, and fact-finding shall end. If no agreement is reached by this date, either party may, within fourteen days after such date, file a petition with the commission.

<b>March</b>	<p><b>NASB Events</b></p> <ul style="list-style-type: none"> <li>▪ NAEP State Convention</li> <li>▪ NASB Membership Renewal</li> </ul> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>▪ Monitor progress of district goals, link goals to discussion and action items</li> <li>▪ Strategic Plan Progress Report</li> </ul> <p><b>Budget</b></p> <ul style="list-style-type: none"> <li>▪ Board/Administrators Budget Work Session</li> </ul> <p><b>Committee Reports</b></p> <p><b>Curriculum</b></p> <ul style="list-style-type: none"> <li>▪ Review School Improvement Plan</li> <li>▪ Review Alternative Education Program</li> </ul> <p><b>Policy</b></p> <ul style="list-style-type: none"> <li>▪ Review Student Attendance Policy</li> </ul>			
	<b>April</b>	<p><b>NSBA Event</b></p> <ul style="list-style-type: none"> <li>▪ NSBA National Conference</li> </ul> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>▪ Monitor progress of district goals, link goals to discussion and action items</li> <li>▪ Strategic Plan Progress Report</li> </ul> <p><b>Curriculum</b></p> <ul style="list-style-type: none"> <li>▪ Review ELL Program</li> </ul> <p><b>Committee Reports</b></p> <p><b>Learning Community</b></p> <ul style="list-style-type: none"> <li>▪ Learning Community attendance; Due April 1 <a href="#">§ 79-232 through § 79-246</a></li> </ul> <p><b>Personnel</b></p> <ul style="list-style-type: none"> <li>▪ Teacher Non-Renewal, RIF, and Termination Notices; Due April 15 <a href="#">§ 79-831</a></li> </ul> <p><b>Policy</b></p> <ul style="list-style-type: none"> <li>▪ Review Student Handbooks and relative policies</li> </ul> <p><b>Educational Service Unit</b></p> <ul style="list-style-type: none"> <li>▪ Certificated Employee of ESU Non-Renewal, Termination, Amendment Notices; Due April 15 - <a href="#">§ 79-1236</a></li> </ul>		
<b>Activity</b>		<b>Statute</b>	<b>Timeframe</b>	<b>Summary</b>
Learning Community attendance application		<a href="#">§ 79-232 through § 79-246</a>	On or before April 1	School district must accept or reject any applications made by a parent or guardian requesting to attend a school that is not in an attendance area where the applicant resides.
ESU		<a href="#">§ 79-1236</a>	On or April 15 of year action is taken on the contract	For any certificated employee whose contract of employment may be amended, terminated or not renewed for the following school year, shall be noticed in writing on or before April 15.
Certificated employee contract notice		<a href="#">§ 79-831</a>	On or before April 15 of each year action is taken on the contract	For any probationary or permanent certificated employee, written notice must be given if the district plans on amending, terminating, or not renewing the employee's contract for the next school year. Final action on this contract must be taken on or before May 15.

<b>May</b>	<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>▪ Monitor progress of district goals, link goals to discussion and action items</li> <li>▪ Strategic Plan Progress Report</li> </ul> <p><b>Budget</b></p> <ul style="list-style-type: none"> <li>▪ State Aid Certification and Distribution (May 1, 2020/LB 79-1022)</li> <li>▪ Board/Administrators Budget Work Session</li> </ul> <p><b>Committee Reports</b></p> <p><b>Curriculum</b></p> <ul style="list-style-type: none"> <li>▪ Review Statewide Assessment Results</li> </ul> <p><b>Policy</b></p> <p><b>79-262.</b> rules and standards concerning student conduct adopted by the school board and the provisions of section 79-267 to define conduct which the principal or designee is required to report to law enforcement under section 79-293.</p> <p>School board or board of education; rules and standards; establish; distribute and post; review with county attorney.</p> <p>(1) The school board or board of education shall establish and promulgate rules and standards concerning student conduct which are reasonably necessary to carry out or to prevent interference with carrying out any educational function, if such rules and standards are clear and definite so as to provide clear notice to the student and his or her parent or guardian as to the conduct prescribed, prohibited, or required under the rules and standards. Notwithstanding any other provisions contained in the Student Discipline Act, the school board or board of education may by rule specify a particular action as a sanction for particular conduct. Any such action must be otherwise authorized by section <a href="#">79-258</a>, <a href="#">79-265</a>, or <a href="#">79-267</a>. Any such rule shall be binding on all students, school officials, board members, and hearing examiners. Expulsion may be specified as a sanction for particular conduct only if the school board or board of education finds that the type of conduct for which expulsion is specified has the potential to seriously affect the health, safety, or welfare of the student, other students, staff members, or any other person or to otherwise seriously interfere with the educational process. On or before August 1 of each year, all school boards shall annually review in collaboration with the county attorney of the county in which the principal office of the school district is located the rules and standards concerning student conduct adopted by the school board and the provisions of section <a href="#">79-267</a> to define conduct which the principal or designee is required to report to law enforcement under section <a href="#">79-293</a>.</p> <ul style="list-style-type: none"> <li>▪</li> </ul>
<b>June</b>	<p><b>NASB Events</b></p> <ul style="list-style-type: none"> <li>▪ New Board Member Follow-Up</li> <li>▪ School Law Seminar</li> </ul> <p><b>Advocacy</b></p> <ul style="list-style-type: none"> <li>▪ Submit Legislative Resolution or Standing Position to NASB Legislation Committee</li> </ul> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>▪ Monitor progress of district goals, link goals to discussion and action items</li> <li>▪ Board Self-Assessment and Goal Planning</li> <li>▪ Strategic Plan Progress Report</li> </ul> <p><b>Budget</b></p> <ul style="list-style-type: none"> <li>▪ Board/Administrators Budget Work Session</li> </ul> <p><b>Committee Reports</b></p> <p><b>Curriculum</b></p> <ul style="list-style-type: none"> <li>▪ Year End Assessment and Curriculum Review</li> <li>▪ Review School Improvement Plan</li> </ul>

	<b>Policy</b>		
	<ul style="list-style-type: none"> <li>Annual Review Bullying Prevention Policy; Due July 1 - <a href="#">§ 79-2,137</a></li> </ul>		
	<b>Other</b>		
<ul style="list-style-type: none"> <li>ESUs holding elections in conjunction with the statewide general election must notify the Secretary of State, County Clerks or Election Commissioners of offices to be filled, terms, vacancies, votes to cast, and filing deadlines for each office. <a href="#">§ 32-404</a>, <a href="#">§ 32-601</a></li> </ul>			
Activity	Statute	Timeframe	Summary
ESU	<a href="#">§ 32-404</a> <a href="#">§ 32-601</a>	On or before June 15	ESUs must notify County Clerk or Election Commissioners of member seats to be filled at general election.
Bully Prevention Policy	<a href="#">§ 79-2,137</a>	On or before July 1	School district must review their bullying prevention and education policy annually; update as needed.

**NASB Events**

- NASB Board Member Candidate Webinar (even-numbered years only)
- NAEP Summer Workshops
- NASB Orientation (New Superintendents, Board President, and District Administrative Assistant)
- Review NASB Board Awards of Achievement (Deadline for updating points earned.)

**Planning**

- Monitor progress of district goals, link goals to discussion and action items, adopt board goals
- Strategic Plan Progress Report

**Budget**

- Board/Administrator Budget Work Session
- Budget Authority and Allowable Reserve Percentage Certification

**Committee Reports**

**Curriculum**

- Review Special Education Program
- Review Multi-Cultural Education Program

**Policy**

- Annual Review Parental and Family Engagement Policy (*public hearing and adoption only if changes*) - [§ 79-531](#) and [§ 79-533](#)
- Student Fees Policy; Due August 1 [§ 79-2,134](#)  
*The written Meal Charge Policy and guidelines shall be in place and ready to be communicated to staff and households. Under the Student Discipline Policies, the board shall annually review, in collaboration with the County Attorney, the definition of student conduct which the principal or designee is required to report to law enforcement.*

**Personnel**

- Superintendent evaluation and goal planning
- File copy of approved superintendent/ESU administrator contract or any amendments with the Department of Education by August 1 [§ 79-2403](#)

**Other**

- Distance Education Incentives Application; Due August 1 (through 2020) [§ 79-1337](#)
- Pupils Instruction in Another District Contracts: Due August 15 [§ 79-598](#)

Activity	Statute	Timeframe	Summary
Student Fees	<a href="#">§ 79-2,134</a>	On or before August 1	Requires every school board to hold a public hearing proposing a student fee policy. In the meeting, the board shall review the amount of money collected from student fees (per policy) the prior year. They shall then propose and adopt the upcoming school year policy and publish in the student handbook.
Distance Education Incentives	<a href="#">§ 79-1337</a>	On or before August 1 (through 2020)	Districts and ESUs shall apply for incentives annually, through 2020, to the Department of Education on or before August 1.
Superintendent Contract	<a href="#">§ 79-2403</a>	On or before August 1	After approval of a contract, or any amendments, for superintendent/ESU administrator services, file a copy of such contract or amendment with the State Department of Education on or before the next succeeding August 1.
Instruction in another District	<a href="#">§ 79-598</a>	On or before August 15	If contracting with a neighboring district(s) for instruction of all or any part of the pupils residing in the district, written contracts shall be filed in the office of the superintendent of the primary high school district.

# August

**NASB Events**

- NASB Area Membership Meetings: York, Valentine, Gering, and North Platte

**Planning**

- Monitor progress of district goals, link goals to discussion and action items
- Strategic Plan Progress Report

**Budget**

- Board/Administrators Budget Work Session
- Certification of District’s Assessed Valuation
- Public Budget Hearing / Adopt Budget; Due on or before September 20 [§ 13-508](#) [§ 79-1084](#), [§ 79-1085](#), [§ 79-1086](#), [§ 13-506](#), [§13-518](#)

**Committee Reports**

**Curriculum**

- Review Alternative Education Program

**Learning Community**

- Learning Community attendance reports; Due September 1 [§ 79-201](#)
- Learning Community Budget; Due September 1 [§ 13-508](#)

**Personnel**

- Board/All Staff Gathering
- Negotiations employee’s agent request recognition; Due September 1(year preceding contract year) [§ 48-818.01](#)

**Policy**

**Other**

- Committee on American civics; Due beginning of school year [§ 79-724](#)
- State school safety director is required to complete an assessment of the security of each school building no later than August 31, 2020. Neb. Rev. Stat. § 79-2,144.

Activity	Statute	Timeframe	Summary
Negotiations	<a href="#">§ 48-811, 816, and 818</a>	On or before Sept 1 (year preceding the contract year in question)	The certificated and instructional employees’ collective bargaining agent must request recognition as bargaining agent. Boards may enter into collective bargaining agreements for periods not to exceed four years.
Committee on American civics	<a href="#">§ 79-724</a>	Beginning of school year	Requires every school board to appoint a committee of three to be known as the committee on American civics. Hold no fewer than two public meetings annually, at least one when public testimony is accepted. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section 79-760.01.
Learning Community attendance reports	<a href="#">§ 79- 201</a>	On or before September 1	Each district that is a member of a learning community needs to report to the leaning community coordinating council attendance reports including violations of attendance, results of attendance investigations, policies on excessive absenteeism and records of notices and reports.
Learning Community Budget	<a href="#">§ 13-508</a>	On or before September 1	Learning communities shall file a copy of their adopted budget statement with member school districts.
Negotiations	<a href="#">§ 48-811, 816, and 818</a>	On or before September 15	Negotiations contract dispute decision; Boards may enter into collective bargaining agreements for periods not to exceed four years.

August	Activity	Statute	Timeframe	Summary
	General Budget Adoption	<a href="#">§ 13-508</a>	On or before September 20	School board shall file with, certify to the levying board, and file with the auditor a copy of the adopted budget statement together with the amount of the tax required to fund the adopted budget.
	Class III Budget	<a href="#">§ 79-1084</a>	On or before September 20	Requires school boards of Class III districts to report to the county board and the learning community coordinating council (if applicable) the entire revenue raised by taxation and all other sources for the previous fiscal year and a budget for the ensuing fiscal year.
	Class IV Budget	<a href="#">§ 79-1085</a>	On or before September 20	Requires school boards of a Class IV district to report to the county board an estimate of the amount of funds required for the next school fiscal year.
	Class V Budget	<a href="#">§ 79-1086</a>	On or before September 20	Requires school board of a Class V district that is a member of a learning community to report to the county board and the learning community coordinating council the entire revenue raised by taxation and all other sources for the previous school fiscal year and a budget for the ensuing school fiscal year.
	ESEA Notices	Federal		Elementary and Secondary Education Act (ESEA) – Requires school districts and individual schools to provide numerous notices to parents the public and others under the No Child Left Behind Act. A complete list, description and sample notices can be found at: <a href="http://www.ed.gov/programs/titleiparta/parentinvguid.doc">http://www.ed.gov/programs/titleiparta/parentinvguid.doc</a>
	FERPA Annual Notice	Federal		Family Educational Rights and Privacy Act (FERPA) - Annual notice provided to parents/guardians and eligible students of their rights to inspect and review educational records, amend education records, consent to disclose personally identifiable information in education records and file a complaint with the U.S. Department of Education. Sample Notice: <a href="http://www2.ed.gov/policy/gen/guid/fpco/ferpa/lea-officials.html">http://www2.ed.gov/policy/gen/guid/fpco/ferpa/lea-officials.html</a>
	PPRA Annual Notice	Federal		Protection of Pupil Rights Amendment – (PPRA) – Annual notice provided to parents of the policies regarding surveys of students, instructional materials, physical examinations, personal information used for marketing.
Child Nutrition Annual Notice	Federal		Child Nutrition Programs – If school districts participate in National School Lunch Programs the School Breakfast Program or the Special Milk Program, they must provide parents and the public information about fee and reduced price meals and/or free milk and must provide parents with an application form.	

	Activity	Statute	Timeframe	Summary
<b>August</b>	AHERA Annual Notice	Federal		Asbestos Hazard Emergency Response Act (AHERA) – requires school districts to have an asbestos management plan for each school building in the district (whether lease or own). Annually, school districts must notify parents, teachers, and employee organizations of the availability of the asbestos management plan. All members of the custodial staff who work in a building containing asbestos must have awareness training and all new custodial staff must be training within the first 60 days of hiring. Sample Notice: <a href="http://yosemite.epa.gov/R10/OWCM.NSF/d14dabb756dc1fb3882565000062f164/c18ad083691dc38825672f0058649d!OpenDocument">http://yosemite.epa.gov/R10/OWCM.NSF/d14dabb756dc1fb3882565000062f164/c18ad083691dc38825672f0058649d!OpenDocument</a>
	McKinney-Vento Notice	Federal		McKinney-Vento Homeless Assistance Act – Requires public notice of the education rights of homeless students. The notice must be disseminated in places where homeless students receive services including schools, family shelters, and soup kitchens. They must be understandable to homeless students and their parents and when necessary in their native language. Downloadable poster: <a href="http://center.serve.org/nche/pr/er_poster.php#youth">http://center.serve.org/nche/pr/er_poster.php#youth</a> .
	Non-discrimination Notice	Federal		Non- Discrimination - requires all recipients of federal funds to notify their students, parents and others that they do not discriminate on the basis of race, color, national origin, sex, disability, and age, and, if applicable, that they provide equal access to the Boy Scouts of America and other designated youth groups.
	IDEA Annual Notice	Federal		Individuals with Disabilities Education Act (IDEA) – Annual notice to parents of a child with a disability of the district’s procedural safeguards. A notice must also be placed on the district’s website. The notice must be easily understandable and in the native language of the parents. Sample Notice: <a href="http://idea.ed.gov/download/modelform_Procedural_Safeguards_June_2009.pdf">http://idea.ed.gov/download/modelform_Procedural_Safeguards_June_2009.pdf</a>

# September

## NASB Events

- NASB Area Membership Meetings: Nebraska City, Norfolk, La Vista, Fremont, and Kearney
- NASB Board Member Candidate Webinar (even-numbered years only)

## Planning

- Monitor progress of district goals, link goals to discussion and action items
- Strategic Plan Progress Report

## Committee Reports

### Curriculum

- Review Summer School Programs
- Review ACT Results
- Review School Improvement Plan

### Learning Community

- Learning Community Coordinating Council Only – learning community levies and total assessed valuation; Due October 15 [§ 79-528](#)

### Personnel

- Negotiations contract dispute decision (year of contract, if needed); Due September 15 [§ 48-818.01](#)
- Personnel Report to the Department of Education; Due September 15 [§ 79-804](#)
- Negotiations board must respond to agent request; Due October 1 [§ 48-818.01](#)

### Policy

### Other

- Annual Emergency Safety Plan – Annual Adoption
- Annual District Report
- Tax Request Hearing for Fund Levies; Due October 13 [§ 77-1601.02](#)
- Poverty Plan; Due October 15 [§ 79-1013](#)
- Superintendent file Membership Report; Due October 15 [§ 79-528](#)
- Limited English Proficiency Plan; Due October 15 [§ 79-1014](#)
- Elementary Site Allowance; Due October 15 [§ 79-1007.15](#)
- Distance Education Incentives Denial Appeal (through 2020); Due October 1 [§ 79-1337](#)

Activity	Statute	Timeframe	Summary
Negotiations	<a href="#">§ 48-818.01</a>	On or before September 15	The commission will render a decision on any contract dispute in regards to a non-agreed upon agreement that was due March 25.
Personnel Report	<a href="#">§ 79-804</a>	On or before September 15	All schools shall file with the Department of Education a fall personnel report, specifies the names of all individuals employed by the school who are certificated.
Negotiations	<a href="#">§ 48-811, 816, and 818</a>	On or before Oct 1	The board of directors must respond to an agent’s request for recognition as bargaining agent. Note: Timeframe – Year preceding the contract year in question.
Tax Request Hearing	<a href="#">§ 77-1601.02</a>	On or before Oct13 and a special public hearing and proper notice to be held prior to this date.	Requires a school board, ESU, learning community board, who is setting the tax request at a different amount than the prior year, to hold a special public hearing, provide proper notice at least five days prior to the hearing, pass by a majority vote a resolution or ordinance increasing the tax amount and to certify and submit the resolution to the county clerk on or before October 13.

September	Activity	Statute	Timeframe	Summary
	Distance Education Incentives	<a href="#">§ 79-1337</a>	On or before Oct 1 (thru 2020)	District or ESU may appeal the denial of incentives for any course by the Department of Education to the State Board of Education.
	Membership Report	<a href="#">§ 79-528</a>	On or before October 15	All superintendents must file with the Commissioner of Education the fall school district membership report.
	Poverty Plan	<a href="#">§ 79-1013</a>	On or before October 15	Requires each school district designate a maximum poverty allowance greater than zero dollars to submit a poverty plan for the next school fiscal year to the NDE and to the learning community coordinator council (if applicable).
	Limited English Proficiency Plan	<a href="#">§ 79-1014</a>	On or before October 15	Requires each school district designate a maximum limited English proficiency allowance greater than zero dollars to submit a limited English proficiency plan for the next school fiscal year to the NDE and to the learning community council (if applicable).
	Elementary Site Allowance	<a href="#">§ 79-1007.15</a>	On or before October 15	Requires each school district who qualifies for an elementary site allowance to submit the applicable form to the NDE.
October	<b>NASB Events</b> <ul style="list-style-type: none"> <li>NASB Board Member Candidate Webinar (even-numbered years only)</li> <li>Labor Relations Conference</li> </ul> <b>Planning</b> <ul style="list-style-type: none"> <li>Monitor progress of district goals, link goals to discussion and action items</li> <li>Strategic Plan Progress Report</li> </ul> <b>Budget</b> <ul style="list-style-type: none"> <li>Fall district enrollment figures</li> </ul> <b>Committee Reports</b> <b>Curriculum</b> <ul style="list-style-type: none"> <li>Review Statewide Assessment Results</li> <li>AQuESTT Classification Review</li> </ul> <b>Educational Service Unit</b> <ul style="list-style-type: none"> <li>Publish Report of Yearly Activities of the ESU Board; Due November 1 <a href="#">§ 79-1228</a></li> </ul> <b>Personnel</b> <ul style="list-style-type: none"> <li>Negotiations shall begin; Due November 1 <a href="#">§ 48-818.01</a></li> </ul> <b>Policy</b> <b>Other</b> <ul style="list-style-type: none"> <li>Appoint Delegate Assembly Representative</li> <li>Review Annual Emergency Safety Plan</li> <li>Superintendents file Financial Report; Due November 1 <a href="#">§ 79-528</a></li> </ul>			
	Activity	Statute	Timeframe	Summary
	Negotiations	<a href="#">§ 48-818.01</a>	On or before November 1 (year preceding the contract year in question)	Negotiations shall begin. No fewer than four negotiations meetings between the certificated and instructional employees' collective-bargaining agent and the board's bargaining agent.

	Activity	Statute	Timeframe	Summary
<b>October</b>	Financial Report	<a href="#">§ 79-528</a>	On or before November 1	All superintendents must submit to the Commissioner of Education an annual financial report.
	ESU	<a href="#">§ 79-1228</a>	November 1	Board of the ESU must publish a brief report of the yearly activities of the board.
<b>November</b>	<p><b>NASB Events</b></p> <ul style="list-style-type: none"> <li>▪ NASA/NASB State Education Conference</li> <li>▪ NASB Delegate Assembly</li> </ul> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>▪ Monitor progress of district goals, link goals to discussion and action items</li> <li>▪ Strategic Plan Progress Report</li> </ul> <p><b>Committee Reports</b></p> <p><b>Personnel</b></p> <ul style="list-style-type: none"> <li>▪ Distribute superintendent evaluation</li> </ul> <p><b>Policy</b></p> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>▪ District Audit Report</li> </ul>			
<b>December</b>	<p><b>NASB Events</b></p> <ul style="list-style-type: none"> <li>▪ New Board Member Workshops (Gering, North Platte, York, Broken Bow, West Point, and La Vista)</li> </ul> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>▪ Monitor progress of district goals, link goals to discussion and action items</li> <li>▪ Strategic Plan Progress Report</li> </ul> <p><b>Personnel</b></p> <ul style="list-style-type: none"> <li>▪ Superintendent evaluation</li> </ul> <p><b>Budget</b></p> <ul style="list-style-type: none"> <li>▪ Fiscal Year Audit Report</li> </ul> <p><b>Committee Reports</b></p> <p><b>Curriculum</b></p> <ul style="list-style-type: none"> <li>▪ NDE State of the Schools Report</li> <li>▪ Review School Improvement Plan</li> </ul> <p><b>Learning Community</b></p> <ul style="list-style-type: none"> <li>▪ Report Evaluation and Research Results of Funds Distributed per § 79-1241.03; Due January 1 - <a href="#">§ 79-2104.02</a></li> </ul> <p><b>Educational Service Unit</b></p> <ul style="list-style-type: none"> <li>▪ ESU Annual Financial Report; Due January 31 <a href="#">§ 79-1229</a></li> </ul> <p><b>Policy</b></p>			
	Activity	Statute	Timeframe	Summary
	Learning Community	<a href="#">§ 79-2104.02</a>	On or before January 1	Each learning community shall report evaluation and research results regarding funds distributed per <a href="#">§ 79-1241.03</a>
	ESU	<a href="#">§ 79-1229</a>	On or before January 31	Administrator of ESU shall submit to the Commission of Education the annual financial report.



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