

## **April 8, 2024 Board of Education Meeting**

SEM School Library  
205 E 5th Avenue  
Sumner, NE 68878

Monday, April 8, 2024 8:00 PM

Mrs. Jennifer Anderson: Present

Mr. Kirby Burden: Present

Mrs. Jana Hoos: Present

Mr. Matthew Hothem: Present

Mrs. Rachel Hrasky: Present

Mrs. Laura Robbins: Present

1. Declaration of Intend – Open Meetings Act

2. Call to Order

2.1. Pledge of Allegiance

2.2. Roll Call of Members

2.3. Recognition of Student Achievement

K-3rd student of the month for March is Skyler Horn  
4th - 8th Chaytin Freeman  
9th-12th Chance Daake

3. Consent Agenda

Motion to approve the consent agenda was approved. Passed with a motion by Mrs. Jana Hoos and a second by Mrs. Laura Robbins.

Yea: 6, Nay: 0

3.1. Approval of Minutes

none

3.2. Approval of the Monthly Bills, Claims, and Payroll

3.3. Approval of Treasurer's Report and Budget Report.

4. Administrative Report

4.1. Principal's Report

4.2. Superintendent's Report

5. Board of Education Subcommittee Report(s)

5.1. American Civics

Committee discussed the need for new history books

5.2. Building, Grounds, & Transportation Committee

The committee gave updates on refinishing gym floors , painting, new dripline, dirtwork and new crows nest to be built by Mr Franzen, Mr Williams, and Mr Bosak

6. Business Items

6.1. Presentation of Proposed Vision Statement by SEM's School Improvement Committee

6.2. Consider, Discuss, & Approve the 2024-25 SEM School Year Calendar

none

Consider, Discuss, and Approval 2024-25 SEM School Calendar #1 was approved Passed with a motion by Mrs. Jennifer Anderson and a second by Mrs. Rachel Hrasky.

Yea: 6, Nay: 0

6.3. Consider, Discuss, and Approve Purchase of 110 Chromebooks to replace the current 7-12 Chromebooks for \$29,194.00 (\$269.40 each) using REAP funds

none

Motion to approve the purchase of 110 Chromebooks for 7-12 grade students for \$29,194.00 using REAP funds was approved Passed with a motion by Mrs. Jana Hoos and a second by Mr. Kirby Burden.

Yea: 6, Nay: 0

6.4. Review and Approve the Following Policies:

- 2001 Role of the Board of Education
- 2002 Organization of Board
- 2003 Development and Education of Board Members
- 2004 Oath of Office
- 2005 Conflict of Interest
- 2006 Complaint Procedure
- 2007 Reimbursement and Miscellaneous Expenses
- 2009 Public Participation at Board Meetings
- 2011 Membership in Organizations
- 2012 Board of Code Ethics
- 2013 Violation of Board Ethics
- 2014 Relationship with Legal Council
- 2016 Participation in Insurance Program by Board Members
- 2017 Indemnification and Liability Insurance

none

Motion to approve the review of Policies 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2009, 2011, 2012, 2013, 2014, 2016 & 2017 was approved Passed with a motion by Mrs. Rachel Hrasky and a second by Mrs. Laura Robbins.

Yea: 6, Nay: 0

6.5. Second Reading of Policy #3004.1 Fiscal Management for Purchasing and Procurement Using Federal Funds

none

Motion to approve policy #3004.1 Fiscal Management for purchasing and Procurement Using Federal Funds was approved Passed with a motion by Mrs. Jennifer Anderson and a second by Mrs. Rachel Hrasky.

Yea: 6, Nay: 0

6.6. SEM Graduation Sunday, May 12, 2024 at 2 pm

All Board members will attend except Jana Hoos

6.7. Board Retreat Topics Suggested - Time/Date?

- 1) Timeline of hiring a Superintendent
- 2) Building and Education Goals - 12 months, 3-5 yrs, 5-10 yrs.

7. Recognition of Public Wishing to Address the Board (Policy 2009)

none

8. Adjourn

Motion to adjourn at 8:53p.m approved Passed with a motion by Mrs. Jana Hoos and a second by Mrs. Rachel Hrasky.

Yea: 6, Nay: 0

**NOTICE OF MEETING**  
**BOARD OF EDUCATION OF THE**  
**SCHOOL DISTRICT # 24-0101**  
**SUMNER-EDDYVILLE-MILLER**  
**IN THE COUNTY OF DAWSON,**  
**IN THE STATE OF NEBRASKA**  
**Monday April 8th <sup>2024</sup> @8:00 p.m. Regular Board**  
**Meeting.**

Notice is hereby given that the Regular meeting of the Board of Education of the School District of Sumner Eddyville Miller in the County of Dawson, in the State of Nebraska will be held on Monday April 8th @ 8:00p.m. in the library. The meeting is open to the public. An agenda for such meeting is kept continuously current and is available for public inspection at the office of the Superintendent.

Jana Hoos ,  
SEM School Board Secretary

# Revenue Journal

Fiscal Year: 2024

| Entry Line   | Date Account       | Received From        | Receipt Description                 | Accrue | Description                | Bank ID/Account Receivable | Received              |
|--|--------------------|----------------------|-------------------------------------|--------|----------------------------|----------------------------|-----------------------|
| <b>Journal: 147                      04/04/2024      Revenue Journal</b> |                    |                      |                                     |        |                            |                            |                       |
| <b>Entry</b>   | <b>03/15/2024</b>  | <b>custor co</b>     | <b>24285.84</b>                     |        | <b>Treasurer</b>           | <b>A      GENERAL</b>      | <b>Security State</b> |
| 1  | 01-1-01125-000-000 |                      | Motor Vehicle Taxes                 |        |                            | 0.00                       | 1,309.60              |
| 2  | 01-1-03130-000-000 |                      | Homestead Exemption                 |        |                            | 0.00                       | 272.04                |
| 3  | 01-1-03131-000-000 |                      | property tax credit                 |        |                            | 0.00                       | 22,640.41             |
| 4  | 01-1-03134-000-000 |                      | personal property tax credit-public |        |                            | 0.00                       | 62.75                 |
| 5  | 01-1-02110-000-000 |                      | County Fines And License            |        |                            | 0.00                       | 1.04                  |
| <b>Totals for Entry 15651</b>  |                    |                      |                                     |        |                            | <b>0.00</b>                | <b>24,285.84</b>      |
| <b>Entry</b>   | <b>03/15/2024</b>  | <b>Buffalo Co</b>    | <b>19335.91</b>                     |        | <b>treasurer</b>           | <b>A      GENERAL</b>      | <b>Security State</b> |
| 1  | 01-1-01125-000-000 |                      | Motor Vehicle Taxes                 |        |                            | 0.00                       | 1,229.05              |
| 2  | 01-1-01100-000-000 |                      | Local District Taxes                |        |                            | 0.00                       | 15,349.88             |
| 3  | 01-1-02110-000-000 |                      | County Fines And License            |        |                            | 0.00                       | 1,093.74              |
| 4  | 01-1-03130-000-000 |                      | Homestead Exemption                 |        |                            | 0.00                       | 1,663.24              |
| <b>Totals for Entry 15652</b>  |                    |                      |                                     |        |                            | <b>0.00</b>                | <b>19,335.91</b>      |
| <b>Entry</b>   | <b>03/15/2024</b>  | <b>Dawson Co</b>     | <b>124714.02</b>                    |        | <b>treasurer</b>           | <b>A      GENERAL</b>      | <b>Security State</b> |
| 1  | 01-1-01125-000-000 |                      | Motor Vehicle Taxes                 |        |                            | 0.00                       | 5,463.11              |
| 2  | 01-1-01100-000-000 |                      | Local District Taxes                |        |                            | 0.00                       | 24,685.00             |
| 3  | 01-1-01140-000-000 |                      | penalties and interest on taxes     |        |                            | 0.00                       | 193.83                |
| 4  | 01-1-03130-000-000 |                      | Homestead Exemption                 |        |                            | 0.00                       | 2,244.57              |
| 5  | 01-1-03131-000-000 |                      | property tax credit                 |        |                            | 0.00                       | 91,713.55             |
| 6  | 01-1-02110-000-000 |                      | County Fines And License            |        |                            | 0.00                       | 413.96                |
| <b>Totals for Entry 15653</b>  |                    |                      |                                     |        |                            | <b>0.00</b>                | <b>124,714.02</b>     |
| <b>Entry</b>   | <b>03/15/2024</b>  | <b>state of ne</b>   | <b>165794.22</b>                    |        | <b>mac/mip sped state</b>  | <b>A      GENERAL</b>      | <b>Security State</b> |
| 1  | 01-1-04709-000-000 |                      | MECATEC / NASB Medicaid Consort.    |        |                            | 0.00                       | 1,258.83              |
| 2  | 01-1-04708-000-000 |                      | Medicaid In Public Schools          |        |                            | 0.00                       | 5,299.39              |
| 3  | 01-1-04516-000-000 |                      | IDEA PArt B Payments                |        |                            | 0.00                       | 614.00                |
| 4  | 01-1-04518-000-000 |                      | IDEA PArt B Base Allocation         |        |                            | 0.00                       | 49,193.00             |
| 5  | 01-1-03120-000     |                      | Sped school Age                     |        |                            | 0.00                       | 57,636.00             |
| 6  | 01-1-03110-000-000 |                      | State Aid                           |        |                            | 0.00                       | 51,793.00             |
| <b>Totals for Entry 15654</b>  |                    |                      |                                     |        |                            | <b>0.00</b>                | <b>165,794.22</b>     |
| <b>Entry</b>   | <b>03/15/2024</b>  | <b>lunch fund</b>    | <b>8942.73</b>                      |        | <b>jan and march lunch</b> | <b>A      GENERAL</b>      | <b>Security State</b> |
| 1  | 01-1-09000-002-000 |                      | Non Prog. Receipt Hot Lunch Payroll |        |                            | 0.00                       | 4,354.67              |
| 2  | 01-1-09000-002-000 |                      | Non Prog. Receipt Hot Lunch Payroll |        |                            | 0.00                       | 4,588.06              |
| <b>Totals for Entry 15655</b>  |                    |                      |                                     |        |                            | <b>0.00</b>                | <b>8,942.73</b>       |
| <b>Entry</b>   | <b>03/15/2024</b>  | <b>coke</b>          | <b>10000</b>                        |        | <b>scoreboard donation</b> | <b>A      GENERAL</b>      | <b>Security State</b> |
| 1  | 01-1-05600-000-000 |                      | Other Non-revenue Receipt           |        |                            | 0.00                       | 10,000.00             |
| <b>Entry</b>   | <b>03/15/2024</b>  | <b>laurie smith</b>  | <b>600</b>                          |        | <b>rent</b>                | <b>A      GENERAL</b>      | <b>Security State</b> |
| 1  | 01-1-01910-000-000 |                      | Rent On School Facilities           |        |                            | 0.00                       | 600.00                |
| <b>Entry</b>   | <b>03/15/2024</b>  | <b>lunch w/h</b>     | <b>1262.60</b>                      |        | <b>lunch w/h</b>           | <b>A      GENERAL</b>      | <b>Security State</b> |
| 1  | 01-1-09000-001-000 |                      | Non Programed Receipt Eftps         |        |                            | 0.00                       | 1,155.28              |
| 2  | 01-1-09000-001-000 |                      | Non Programed Receipt Eftps         |        |                            | 0.00                       | 107.32                |
| <b>Totals for Entry 15665</b>  |                    |                      |                                     |        |                            | <b>0.00</b>                | <b>1,262.60</b>       |
| <b>Entry</b>   | <b>03/15/2024</b>  | <b>NE retirement</b> | <b>38143.76</b>                     |        | <b>ne retirement</b>       | <b>A      GENERAL</b>      | <b>Security State</b> |
| 1  | 01-1-09000-900-000 |                      | Retirement to write one check       |        |                            | 0.00                       | 38,143.76             |

# Revenue Journal

Fiscal Year: 2024

| Entry<br>Line                 | Date<br>Account | Received From       | Receipt<br>Description | Accrue | Description                | Bank ID/Account<br>Receivable | Received          |                 |
|-------------------------------|-----------------|---------------------|------------------------|--------|----------------------------|-------------------------------|-------------------|-----------------|
| <b>Totals for Journal 147</b> |                 |                     |                        |        |                            | <b>0.00</b>                   | <b>393,079.08</b> |                 |
| <b>Bank Account Totals</b>    |                 |                     |                        |        |                            |                               |                   |                 |
|                               |                 | <b>A</b>            | <b>GENERAL CKING</b>   |        | <b>Security State Bank</b> |                               | <b>393,079.08</b> |                 |
| <b>Fund Summary</b>           |                 |                     |                        |        |                            |                               | <b>Receivable</b> | <b>Received</b> |
| <b>01</b>                     |                 | <b>GENERAL FUND</b> |                        |        |                            | <b>0.00</b>                   | <b>393,079.08</b> |                 |

**TREASURER'S REPORT**

**APRIL 8TH , 2024**

**All balances as of 03/31/2024**

**Five Points Bank**

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|  |                 |       |
|--|-----------------|-------|
| <b><u>Hot Lunch Fund:</u></b>                                | \$ 6,189.13     | ----- |
| -----  |                 |       |
| <b><u>General Fund Account Checking:</u></b>                 | \$ 607,333.17   |       |
| <b><u>General Fund Clearing Account:</u></b>                 | \$ 3,000.00     |       |
| <br>   |                 |       |
| <b><u>General Fund ICS Account</u></b><br><b><u>9582</u></b> |                 |       |
|  | \$ 1,096,928.86 |       |
| *****  |                 |       |
| <b><u>SEM Building Savings Fund: #600407 Int. .1%</u></b>    | \$ 145,491.28   |       |
| <b><u>SEM Building Fund C.D. #95218202</u></b>               | \$ 96,217.65    |       |
| Maturity date of October 14, 2010                            |                 |       |
| <b><u>SEM Building Checking Fund #10162</u></b>              | \$ 200.00       |       |
| *****  |                 |       |
| <b><u>SEM Depreciation ICU #9558</u></b>                     | \$ 579,012.24   |       |
| <b><u>SEM Depreciation Fund C.D. #95130312</u></b>           | \$ 94,998.18    |       |
| Int. @2.3 for 30 months dated 2/22/18 due 8/22/2020          |                 |       |
| <b><u>SEM Depreciation Fund Checking #10154</u></b>          | \$ 200.00       |       |
| *****  |                 |       |
| <b><u>SEM Employee Benefit Fund Savings #600369</u></b>      | \$ 534.25       |       |
| <b><u>SEM Employee Benefit Fund C.D. #95220158</u></b>       | \$ 44,900.31    |       |
| Int. @ 1.15% Maturity October 28, 2020 mo.                   |                 |       |
| *****  |                 |       |
| <b><u>SEM Student Fee Fund: #10378952</u></b>                | \$ 0            |       |
| <br>   |                 |       |
| <b><u>SEM Bond Fund #10505857</u></b>                        | \$ 116,895.23   |       |

# Check and Deposit Slip Register

ALL Data

Cycle Number: 361  
 Period End: 03/31/2024  
 Check Date: 04/08/2024

Arranged by:  
 Check Number

| Bank ID  | Bank Account |           | Bank Name              | Earning   | Deduction | Net      | Fringe   |
|--|--------------|-----------|------------------------|-----------|-----------|----------|----------|
| Email  | Chk Num      | Emp PR ID | Employee Name          |           |           |          |          |
| <b>Deposits</b>  |              |           |                        |           |           |          |          |
| <b>Fund: 01                      GENERAL FUND</b>                                      |              |           |                        |           |           |          |          |
| <b>B                      HOT LUNCH CKING                      Security State Bank</b> |              |           |                        |           |           |          |          |
| 00042020   | BAUER        |           | Edith A Bauer          | 765.00    | -182.43   | 582.57   | 58.52    |
| 00042021   | BEAVERSJA    |           | James D Beavers        | 4,840.82  | -1,648.58 | 3,192.24 | 1,651.29 |
| 00042022   | BENTANN      |           | Ann C Bentley          | 570.00    | -43.61    | 526.39   | 43.61    |
| 00042023   | BERGMARCI    |           | Marcia Berg            | 640.00    | -312.24   | 327.76   | 1,743.28 |
| 00042024   | BOSAKJUSTI   |           | Justin S. Bosak        | 6,291.87  | -2,164.13 | 4,127.74 | 3,274.97 |
| 00042025   | BOSAKMAND    |           | Mandy L Bosak          | 2,984.88  | -769.31   | 2,215.57 | 535.39   |
| 00042026   | BOWIE        |           | Tierra D Bowie         | 5,580.83  | -1,853.58 | 3,727.25 | 3,169.77 |
| 00042027   | BROWNE       |           | Luke Browne            | 3,738.54  | -1,073.65 | 2,664.89 | 2,298.32 |
| 00042028   | BROWNEMM     |           | Emme Brown             | 3,345.41  | -900.84   | 2,444.57 | 1,391.10 |
| 00042029   | BURDENCYR    |           | Crystal L Burden       | 2,656.38  | -623.89   | 2,032.49 | 2,118.52 |
| 00042030   | BURMANCYN    |           | Cynthia Burman         | 2,182.31  | -590.23   | 1,592.08 | 382.50   |
| 00042031   | CARR         |           | Hannah CARR            | 2,175.94  | -648.31   | 1,527.63 | 1,190.82 |
| 00042032   | CASTELLAN    |           | Dilia Castellanos      | 2,869.35  | -887.74   | 1,981.61 | 1,304.85 |
| 00042033   | CLAFINTIF    |           | Tiffany Clafin         | 3,869.58  | -1,295.76 | 2,573.82 | 2,869.83 |
| 00042034   | CONRADT      |           | Candace Conratt        | 11,772.73 | -3,992.91 | 7,779.82 | 2,017.44 |
| 00042035   | EGGLESTON    |           | Micah Eggleston        | 555.00    | -42.46    | 512.54   | 42.46    |
| 00042036   | EGGLESTON    |           | Madiera G Eggleston    | 4,914.76  | -1,563.26 | 3,351.50 | 3,063.21 |
| 00042037   | EYNETICH     |           | Brianna Eynetich       | 3,083.33  | -856.81   | 2,226.52 | 2,183.48 |
| 00042038   | FEESLIND     |           | Linda K Fees           | 125.00    | -9.56     | 115.44   | 9.56     |
| 00042039   | FRANSCOT     |           | Scott L Franzen        | 7,791.67  | -2,507.89 | 5,283.78 | 3,547.68 |
| 00042040   | FREEMANMI    |           | Misty L. Freeman       | 2,842.27  | -763.25   | 2,079.02 | 2,701.39 |
| 00042041   | HARDERANN    |           | Anna Linn Marie Harder | 140.00    | -10.71    | 129.29   | 10.71    |
| 00042042   | HOOSJANA     |           | Jana Hoos              | 1,989.82  | -178.65   | 1,811.17 | 160.36   |
| 00042043   | HOTHEM       |           | Katie Hothem           | 4,786.87  | -1,551.72 | 3,235.15 | 3,026.31 |
| 00042044   | HRASKYRAC    |           | Rachel Hrasky          | 250.00    | -19.13    | 230.87   | 19.13    |
| 00042045   | HUNTMEGAN    |           | Megan Hunt             | 2,020.27  | -491.44   | 1,528.83 | 1,155.25 |
| 00042046   | JOHNCONJ     |           | Connie J Johnson       | 1,917.99  | -242.33   | 1,675.66 | 154.57   |
| 00042047   | JONESDEBO    |           | Deborah A Jones        | 6,083.54  | -2,158.47 | 3,925.07 | 2,700.23 |
| 00042048   | KAPPELERIK   |           | Erika M. Kappel        | 5,648.28  | -1,497.10 | 4,151.18 | 3,181.60 |
| 00042049   | KARLBERGK    |           | Kurt M Karlberg        | 199.86    | -15.29    | 184.57   | 15.29    |
| 00042050   | KENTONTAM    |           | Tammy R Kenton         | 7,011.41  | -2,320.29 | 4,691.12 | 2,851.35 |
| 00042051   | LICHTY       |           | Marissa Lichty         | 3,345.41  | -900.84   | 2,444.57 | 1,386.92 |
| 00042052   | LINEDARBY    |           | Darby Line             | 1,332.00  | -101.89   | 1,230.11 | 101.89   |
| 00042053   | LONGRONA     |           | Ronald R Long          | 2,669.40  | -564.29   | 2,105.11 | 204.21   |
| 00042054   | MARTIN       |           | Colleen R Martin       | 3,476.46  | -1,103.76 | 2,372.70 | 2,804.69 |
| 00042055   | MCARTHURJ    |           | John D McArthur        | 5,876.01  | -1,780.45 | 4,095.56 | 3,221.51 |
| 00042056   | MCKELOIS     |           | Lois E Mc Kenzie       | 5,311.04  | -1,837.74 | 3,473.30 | 1,731.30 |
| 00042057   | MEYERDIET    |           | Dietrich J Meyer       | 1,688.54  | -223.54   | 1,465.00 | 129.17   |
| 00042058   | NICHLORI     |           | Lori R Nichols         | 2,369.89  | -594.45   | 1,775.44 | 1,225.61 |
| 00042059   | OURADA       |           | Angela R Ourada        | 5,696.45  | -1,764.26 | 3,932.19 | 3,185.74 |
| 00042060   | PATTERSON    |           | Dave Patterson         | 149.90    | -11.46    | 138.44   | 11.46    |
| 00042061   | PERDOMO      |           | Rosalinda Perdomo      | 2,004.10  | -470.23   | 1,533.87 | 368.35   |
| 00042062   | PIERCECHRI   |           | Christa D. Pierce      | 70.00     | -5.36     | 64.64    | 5.36     |
| 00042063   | PIERCEJEAN   |           | Jean L. Pierce         | 5,696.45  | -1,518.50 | 4,177.95 | 2,561.10 |
| 00042064   | QUAD         |           | Nicole Quadhamer       | 1,951.22  | -847.97   | 1,103.25 | 1,135.87 |
| 00042065   | REITZ        |           | Emily Reitz            | 3,810.43  | -1,054.91 | 2,755.52 | 1,472.60 |
| 00042066   | ROHDEBREN    |           | Brenda K Rohde         | 2,449.77  | -643.91   | 1,805.86 | 1,239.95 |

# Check and Deposit Slip Register

ALL Data

Cycle Number: 361  
 Period End: 03/31/2024  
 Check Date: 04/08/2024

Arranged by:  
 Check Number

| Bank ID<br>Email           | Bank Account<br>Chk Num                    | Bank Name<br>Emp PR ID Employee Name       | Earning    | Deduction  | Net        | Fringe    |
|----------------------------|--|--|------------|------------|------------|-----------|
|                            | 00042067                                   | ROHDEJOHN John A Rohde                     | 5,341.87   | -2,084.40  | 3,257.47   | 2,382.38  |
|                            | 00042068                                   | ROSENJAKE Jake Rosentreader                | 2,034.24   | -306.43    | 1,727.81   | 163.94    |
|                            | 00042069                                   | SCHROEDER Lana Schroeder                   | 4,524.79   | -1,376.05  | 3,148.74   | 2,980.39  |
|                            | 00042070                                   | SHOEMAKER Kristi Shoemaker                 | 5,550.00   | -1,568.13  | 3,981.87   | 2,441.56  |
|                            | 00042071                                   | SIMMONSAR Aaron Simmons                    | 3,384.93   | -1,133.88  | 2,251.05   | 2,243.98  |
|                            | 00042072                                   | SINDTHOLLY Holly Sindt                     | 195.00     | -14.92     | 180.08     | 14.92     |
|                            | 00042073                                   | SMITHCALEB Caleb Smith                     | 250.00     | -19.13     | 230.87     | 19.13     |
|                            | 00042074                                   | SMITHLAURI Laurie L Smith                  | 5,802.89   | -2,292.03  | 3,510.86   | 3,204.88  |
|                            | 00042075                                   | STEVENSLE LeRoy K. Stevens                 | 1,159.08   | -607.60    | 551.48     | 1,841.82  |
|                            | 00042076                                   | STEVENSPE Peggy J Stevens                  | 2,314.46   | -630.21    | 1,684.25   | 408.60    |
|                            | 00042077                                   | TRAMPETIFF Tiffany Trampe                  | 5,044.99   | -1,497.36  | 3,547.63   | 3,071.68  |
|                            | 00042078                                   | UNICKMCKE Mckenna Unick                    | 3,544.23   | -976.65    | 2,567.58   | 1,425.93  |
|                            | 00042079                                   | WILLIAMS Scott A. Williams                 | 6,020.41   | -2,347.49  | 3,672.92   | 3,243.00  |
|                            | 00042080                                   | WISEMANHA Haley S. Wiseman-Kociemba        | 4,617.29   | -1,410.31  | 3,206.98   | 1,596.37  |
| <b>Fund Totals:</b>        |  |  | 201,324.96 | -60,903.72 | 140,421.24 | 94,697.10 |
| <b>Fund: 06</b>            | <b>LUNCH FUND</b>                          |  |            |            |            |           |
|                            |  | BURMANCYN Cynthia Burman                   | 0.00       | 0.00       | 0.00       | 813.64    |
| <b>B</b>                   | <b>HOT LUNCH CKING Security State Bank</b> |  |            |            |            |           |
|                            | 00042081                                   | ARNOLD Betty arnold                        | 49.65      | -3.80      | 45.85      | 3.80      |
|                            | 00042082                                   | CLEMENTAU Audrey Christine Clement         | 1,277.76   | -257.00    | 1,020.76   | 229.20    |
|                            | 00042083                                   | GURNEY Brenna Gurney                       | 2,248.00   | -541.83    | 1,706.17   | 1,207.93  |
|                            | 00042084                                   | SCOVILLE Sarah Scoville                    | 2,685.00   | -751.83    | 1,933.17   | 2,673.18  |
| <b>Fund Totals:</b>        |  |  | 6,260.41   | -1,554.46  | 4,705.95   | 4,927.75  |
| <b>Totals:</b>             |  |  | 207,585.37 | -62,458.18 | 145,127.19 | 99,624.85 |
| <b>Report Totals:</b>      |  |  | 207,585.37 | -62,458.18 | 145,127.19 | 99,624.85 |
| <b>Bank Account Totals</b> |  |  |            |            |            |           |
| <b>Fund:</b>               | <b>B</b>                                   | <b>HOT LUNCH CKING Security State Bank</b> |            |            | 145,127.19 |           |

# Consolidated Check Listing

| Direct<br>Dep.                   | Check    | Check Date | Payable To                            | Amount            |
|----------------------------------|----------|------------|---------------------------------------|-------------------|
| <b>01 - GENERAL FUND</b>         |          |            |                                       |                   |
|                                  | 00042023 | 04/04/2024 | Aflac Administrative Services         | 1,994.92          |
|                                  | 00042024 | 04/04/2024 | Amazon Capital Services               | 361.01            |
|                                  | 00042025 | 04/04/2024 | Ameritas Life Insurance Corp          | 750.44            |
|                                  | 00042026 | 04/04/2024 | ASK SUPPLY COMPANY                    | 170.00            |
|                                  | 00042027 | 04/04/2024 | Beacon Observer                       | 66.26             |
|                                  | 00042028 | 04/04/2024 | Blue Cross Blue Shield                | 61,634.49         |
|                                  | 00042029 | 04/04/2024 | BTU Services, Inc.                    | 1,365.67          |
|                                  | 00042030 | 04/04/2024 | Courtyard Marriott                    | 8,760.00          |
|                                  | 00042031 | 04/04/2024 | CREDIT MANAGEMENT SERVICE INC.        | 238.30            |
|                                  | 00042032 | 04/04/2024 | Dearborn National                     | 114.72            |
|                                  | 00042033 | 04/04/2024 | Ed's Body Shop                        | 182.51            |
|                                  | 00042034 | 04/04/2024 | Educational Service Unit 10           | 19,540.88         |
|                                  | 00042035 | 04/04/2024 | FIVE POINTS BANK                      | 6,412.30          |
|                                  | 00042036 | 04/04/2024 | Frontier                              | 1,542.72          |
|                                  | 00042037 | 04/04/2024 | Harris School Solutions               | 442.26            |
|                                  | 00042038 | 04/04/2024 | Home Town Bank                        | 37,398.88         |
|                                  | 00042039 | 04/04/2024 | Kappel Electric                       | 1,335.51          |
|                                  | 00042040 | 04/04/2024 | KSB School Law                        | 228.50            |
|                                  | 00042041 | 04/04/2024 | Madison National Life Ins. Co., Inc.  | 681.53            |
|                                  | 00042042 | 04/04/2024 | Menards -- Kearney                    | 554.51            |
|                                  | 00042043 | 04/04/2024 | MG Trust Company                      | 350.00            |
|                                  | 00042044 | 04/04/2024 | Morris Press And Office Suppl         | 1,197.91          |
|                                  | 00042045 | 04/04/2024 | NCS Pearson, Inc.                     | 9.30              |
|                                  | 00042046 | 04/04/2024 | Nebraska Child Support Payment Center | 592.00            |
|                                  | 00042047 | 04/04/2024 | NEBRASKA ASSOCIATION OF SCHOOL BOARDS | 3,441.00          |
|                                  | 00042048 | 04/04/2024 | Paper Tiger Shredding                 | 50.00             |
|                                  | 00042049 | 04/04/2024 | PestoX                                | 101.29            |
|                                  | 00042050 | 04/04/2024 | Quill LLC                             | 67.50             |
|                                  | 00042051 | 04/04/2024 | Security State Bank                   | 44,223.24         |
|                                  | 00042052 | 04/04/2024 | Sem Hot Lunch Fund                    | 610.00            |
|                                  | 00042053 | 04/04/2024 | Sem Public School 24-0101             | 600.00            |
|                                  | 00042054 | 04/04/2024 | Sign Center Inc.                      | 27,500.00         |
|                                  | 00042055 | 04/04/2024 | Stevens Welding Shop                  | 118.58            |
|                                  | 00042056 | 04/04/2024 | Student Assurance Services, I         | 512.00            |
|                                  | 00042057 | 04/04/2024 | TK Elevator Corp                      | 310.03            |
|                                  | 00042058 | 04/04/2024 | Twin Valley Automotive                | 330.00            |
|                                  | 00042059 | 04/04/2024 | US Bank                               | 6,857.62          |
|                                  | 00042060 | 04/04/2024 | Village Uniform                       | 393.36            |
|                                  | 00042061 | 04/04/2024 | Village Of Sumner                     | 738.00            |
|                                  | 00042062 | 04/04/2024 | Yanda's Music And Pro Audio           | 157.00            |
| <b>01 - GENERAL FUND Totals:</b> |          |            |                                       | <b>231,934.24</b> |

# Consolidated Check Listing

| Direct<br>Dep.         | Check    | Check Date | Payable To                           | Amount            |
|------------------------|----------|------------|--------------------------------------|-------------------|
| <b>06 - LUNCH FUND</b> |          |            |                                      |                   |
|                        | 00008450 | 04/04/2024 | Ameritas Life Insurance Corp         | 43.48             |
|                        | 00008451 | 04/04/2024 | Blue Cross Blue Shield               | 3,815.57          |
|                        | 00008452 | 04/04/2024 | Cash-wa Distributing                 | 12,899.80         |
|                        | 00008453 | 04/04/2024 | Dearborn National                    | 12.54             |
|                        | 00008454 | 04/04/2024 | FIVE POINTS BANK                     | 110.55            |
|                        | 00008455 | 04/04/2024 | Home Town Bank                       | 1,220.89          |
|                        | 00008456 | 04/04/2024 | Madison National Life Ins. Co., Inc. | 34.33             |
|                        | 00008457 | 04/04/2024 | Security State Bank                  | 1,194.85          |
|                        | 00008458 | 04/04/2024 | Sem Hot Lunch Fund                   | 50.00             |
|                        |          |            | <b>06 - LUNCH FUND Totals:</b>       | <b>19,382.01</b>  |
|                        |          |            | <b>Report Total:</b>                 | <b>251,316.25</b> |



EDUCATIONAL SERVICE UNIT 10

PO BOX 850  
 KEARNEY NE 68848-0850  
 Phone: 308-237-5927

**IMPORTANT!**  
 PLEASE RETURN REMITTANCE  
 COPY WITH YOUR PAYMENT  
 AND INDICATE WHICH CHARGES  
 ARE BEING PAID

SEM PUBLIC SCHOOLS  
 PO BOX 126  
 SUMNER NE 68878

ACCT NO 192200  
 DATE 04/01/2024

| DESC CODE | DESCRIPTION                   | PREVIOUS BALANCE | CURRENT CHARGES | PAYMENTS | PRESENT BALANCE |
|-----------|-------------------------------|------------------|-----------------|----------|-----------------|
| SPED      | SPECIAL EDUCATION             | 18,018.18        |                 |          |                 |
| 8500      | MAR 2024 AUDIOLOGY BELOW 5    |                  | 8.88            |          |                 |
| 8500      | MAR 2024 AUDIOLOGY BELOW 5    |                  | 8.88            |          |                 |
| 8505      | MAR 2024 AUDIOLOGY SCHOOL     |                  | 35.52           |          |                 |
| 8505      | MAR 2024 AUDIOLOGY SCHOOL     |                  | 35.52           |          |                 |
| 8605      | MAR 2024 LICENSED MENTAL      |                  | 1,000.00        |          |                 |
| 8605      | MAR 2024 LICENSED MENTAL      |                  | 1,125.00        |          |                 |
| 8100      | MAR 2024 OT BELOW 5           |                  | 141.33          |          |                 |
| 8100      | MAR 2024 OT BELOW 5           |                  | 141.34          |          |                 |
| 8105      | MAR 2024 OT SCHOOL AGE        |                  | 565.34          |          |                 |
| 8105      | MAR 2024 OT SCHOOL AGE        |                  | 565.34          |          |                 |
| 8400      | MAR 2024 PSYCH SERV BELOW 5   |                  | 275.07          |          |                 |
| 8400      | MAR 2024 PSYCH SERV BELOW 5   |                  | 275.07          |          |                 |
| 8405      | MAR 2024 PSYCH SERV SCHOOL    |                  | 1,100.29        |          |                 |
| 8405      | MAR 2024 PSYCH SERV SCHOOL    |                  | 1,100.29        |          |                 |
| 7900      | MAR 2024 PT BELOW 5           |                  | 86.33           |          |                 |
| 7900      | MAR 2024 PT BELOW 5           |                  | 86.33           |          |                 |
| 7905      | MAR 2024 PT SCHOOL AGE        |                  | 345.31          |          |                 |
| 7905      | MAR 2024 PT SCHOOL AGE        |                  | 345.31          |          |                 |
| 8000      | MAR 2024 SPED SUPER BELOW 5   |                  | 139.33          |          |                 |
| 8000      | MAR 2024 SPED SUPER BELOW 5   |                  | 139.33          |          |                 |
| 8005      | MAR 2024 SPED SUPER SCHOOL    |                  | 602.58          |          |                 |
| 8005      | MAR 2024 SPED SUPER SCHOOL    |                  | 602.58          |          |                 |
| 8200      | MAR 2024 SPEECH PATH BELOW 5  |                  | 2,431.63        |          |                 |
| 8205      | MAR 2024 SPEECH PATH SCHOOL   |                  | 1,460.83        |          |                 |
| 8205      | MAR 2024 SPEECH PATH SCHOOL   |                  | 5,353.29        |          |                 |
| 8300      | MAR 2024 VISION SERVICE BELOW |                  | 349.37          |          |                 |
| 1240      | MAR 2024 VOC EVALUATIONS      |                  | 93.52           |          |                 |
| 8500      | MARCH Payment - Thank you     |                  |                 | 17.46    |                 |
| 8505      | MARCH Payment - Thank you     |                  |                 | 69.82    |                 |
| 1240      | MARCH Payment - Thank you     |                  |                 | 88.16    |                 |
| 7900      | MARCH Payment - Thank you     |                  |                 | 178.02   |                 |
| 8100      | MARCH Payment - Thank you     |                  |                 | 283.20   |                 |
| 8000      | MARCH Payment - Thank you     |                  |                 | 284.01   |                 |
| 8300      | MARCH Payment - Thank you     |                  |                 | 371.90   |                 |
| 8400      | MARCH Payment - Thank you     |                  |                 | 534.12   |                 |
| 7905      | MARCH Payment - Thank you     |                  |                 | 712.10   |                 |
| 8105      | MARCH Payment - Thank you     |                  |                 | 1,132.80 |                 |
| 8005      | MARCH Payment - Thank you     |                  |                 | 1,250.30 |                 |
| 8605      | MARCH Payment - Thank you     |                  |                 | 2,000.00 |                 |



EDUCATIONAL SERVICE UNIT 10

PO BOX 850  
 KEARNEY NE 68848-0850  
 Phone: 308-237-5927

**IMPORTANT!**  
 PLEASE RETURN REMITTANCE  
 COPY WITH YOUR PAYMENT  
 AND INDICATE WHICH CHARGES  
 ARE BEING PAID

SEM PUBLIC SCHOOLS  
 PO BOX 126  
 SUMNER NE 68878

ACCT NO 192200  
 DATE 04/01/2024

| DESC CODE | DESCRIPTION                  | PREVIOUS BALANCE | CURRENT CHARGES | PAYMENTS | PRESENT BALANCE |
|-----------|------------------------------|------------------|-----------------|----------|-----------------|
| 8405      | MARCH Payment - Thank you    |                  |                 | 2,136.48 |                 |
| 8200      | MARCH Payment - Thank you    |                  |                 | 2,356.43 |                 |
| 8205      | MARCH Payment - Thank you    |                  |                 | 6,603.38 |                 |
|           |                              |                  |                 |          | 18,413.61       |
| TL        | TEACHING & LEARNING          | 40.00            |                 |          |                 |
| 1280      | 24504-1 ACADEMIC QUIZ BOWLS  |                  | 127.27          |          |                 |
| 1210      | 24504-1 HIGH ABILITY LEARNER |                  | 1,000.00        |          |                 |
| 1170      | MARCH Payment - Thank you    |                  |                 | 40.00    |                 |
|           |                              |                  |                 |          | 1,127.27        |

YOUR CANCELLED CHECK WILL SERVE AS YOUR RECEIPT

|               |               |               |               |
|---------------|---------------|---------------|---------------|
| TOTAL PREVBAL | TOTAL CHARGES | TOTAL PAYMENT | TOTAL BAL DUE |
| \$18,058.18   | \$19,540.88   | \$18,058.18   | \$19,540.88   |



U.S. BANK  
P.O. BOX 6343  
FARGO ND 58125-6343

ACCOUNT NUMBER 4485 5945 5557 4175  
STATEMENT DATE 03-25-2024  
AMOUNT DUE \$6,857.62  
NEW BALANCE \$6,857.62  
PAYMENT DUE ON RECEIPT



000024476 01 SP 106481995565708 P

AMOUNT ENCLOSED  
\$

Please make check payable to  
U.S. BANK

U.S. BANK  
P.O. BOX 790428  
ST. LOUIS, MO 63179-0428

4485594555574175 000685762 000685762

Please tear payment coupon at perforation.

| CORPORATE ACCOUNT SUMMARY                  |                     |                                     |                    |                           |                            |           |            |                  |
|--|---------------------|-------------------------------------|--------------------|---------------------------|----------------------------|-----------|------------|------------------|
| S-E-M PUBLIC SCHOOL<br>4485 5945 5557 4175 | Previous<br>Balance | Purchases<br>And Other<br>+ Charges | Cash<br>Advances + | Cash<br>Advance<br>Fees + | Late<br>Payment<br>Charges | - Credits | - Payments | New<br>= Balance |
| Company Total                              | \$5,124.42          | \$6,857.62                          | \$0.00             | \$0.00                    | \$0.00                     | \$0.00    | \$5,124.42 | \$6,857.62       |

| CORPORATE ACCOUNT ACTIVITY                 |              |                        |                             |             |
|--|--------------|------------------------|-----------------------------|-------------|
| S-E-M PUBLIC SCHOOL<br>4485-5945-5557-4175 |              |                        | TOTAL CORPORATE ACTIVITY    |             |
|  |              |                        | \$5,124.42 CR               |             |
| Post<br>Date                               | Tran<br>Date | Reference Number       | Transaction Description     | Amount      |
| 03-18                                      | 03-16        | 7479826407800000001164 | PAYMENT - THANK YOU 00000 C | 5,124.42 PY |

| NEW ACTIVITY                            |              |                         |  |                  |
|---|--------------|-------------------------|--|------------------|
| CANDANCE CONRADT<br>4485-5900-0683-2212 | CREDITS      | PURCHASES               | CASH ADV                                 | TOTAL ACTIVITY   |
|   | \$0.00       | \$53.21                 | \$0.00                                   | \$53.21          |
| Post<br>Date                            | Tran<br>Date | Reference Number        | Transaction Description                  | Amount           |
| 03-20                                   | 03-19        | 24692164080102792271698 | TST* CELLAR SPORTS BAR & KEARNEY NE      | meeting - 20.24  |
| 03-25                                   | 03-23        | 24137464084001365059063 | HY-VEE GRAND ISLAND 1221 GRAND ISLAND NE | supplies - 32.97 |

|  |                                       |                        |                              |          |
|--|---------------------------------------|------------------------|------------------------------|----------|
| CUSTOMER SERVICE CALL<br><br>800-344-5696  | ACCOUNT NUMBER<br>4485-5945-5557-4175 |                        | ACCOUNT SUMMARY              |          |
|  | STATEMENT DATE<br>03/25/24            | DISPUTED AMOUNT<br>.00 | PREVIOUS BALANCE             | 5,124.42 |
| SEND BILLING INQUIRIES TO:<br><br>U.S. BANK<br>P.O. Box 6335<br>Fargo, ND 58125-6335 | AMOUNT DUE<br><br>6,857.62            |                        | PURCHASES &<br>OTHER CHARGES | 6,857.62 |
|  |                                       |                        | CASH ADVANCES                | .00      |
|  |                                       |                        | CASH ADVANCE FEES            | .00      |
|  |                                       |                        | LATE PAYMENT<br>CHARGES      | .00      |
|  |                                       |                        | CREDITS                      | .00      |
|  |                                       |                        | PAYMENTS                     | 5,124.42 |
|  |                                       |                        | ACCOUNT BALANCE              | 6,857.62 |



|   |
|---|
| Company Name: S-E-M PUBLIC SCHOOL             |
| Corporate Account Number: 4485 5945 5557 4175 |
| Statement Date: 03-25-2024                    |

**NEW ACTIVITY**

4485-5910-0171-3316      CREDITS      PURCHASES      CASH ADV      TOTAL ACTIVITY  
    \$0.00                    \$72.65                    \$0.00                    \$72.65

| Post Date | Tran Date | Reference Number        | Transaction Description                  | Amount |
|-----------|-----------|-------------------------|--|--------|
| 02-27     | 02-27     | 24204294058000413118088 | MICROSOFT*FORTNITE CREW - 425-6816830 WA | 12.65  |
| 03-12     | 03-11     | 24492154071715567926461 | GRAMMARLY CO9AKWEWE GRAMMARLY.COM CA     | 60.00  |

SEM SCHOOL      CREDITS      PURCHASES      CASH ADV      TOTAL ACTIVITY  
 4485-5910-0317-3386      \$0.00                    \$5,728.01                    \$0.00                    \$5,728.01

| Post Date | Tran Date | Reference Number         | Transaction Description                 | Amount |
|-----------|-----------|--------------------------|---|--------|
| 02-28     | 02-27     | 24492164058000051176899  | MOONLIGHT * SEM BOYS S MOONLIGHTEMB. NE | 290.12 |
| 03-01     | 02-29     | 24137464060200210020902  | USPS PO 3086700878 SUMNER NE            | 9.21   |
| 03-01     | 02-29     | 24492164060000042059978  | MOONLIGHT * SEM BOYS S MOONLIGHTEMB. NE | 22.58  |
| 03-04     | 03-01     | 24269794062500891334201  | JIMMY JOHNS - 2940 - E 308-236-7337 NE  | 241.16 |
| 03-05     | 03-04     | 24492154064717339995617  | EB EDUCATIONQUEST SYM 801-413-7200 CA   | 25.00  |
| 03-07     | 03-06     | 24011344067000004998505  | GOFAN - NSAA (NEBRASKA 167-86797676 GA  | 67.80  |
| 03-07     | 03-06     | 24116414067091103000116  | WINGSTOP 1904 LINCOLN NE                | 314.14 |
| 03-08     | 03-06     | 24226384067360274668890  | WAL-MART #1943 LINCOLN NE               | 100.01 |
| 03-08     | 03-07     | 24226384068400005551004  | WAL-MART #0885 SEWARD NE                | 103.75 |
| 03-08     | 03-07     | 24231684068400000300031  | TEXAS ROADHOUSE #2330 LINCOLN NE        | 993.61 |
| 03-08     | 03-06     | 24692164067102420763667  | TST* BIG RED RESTAURANT A LINCOLN NE    | 619.97 |
| 03-08     | 03-07     | 24692164067102775826242  | SQ *COOKS CAFE LINCOLN NE               | 519.65 |
| 03-11     | 03-08     | 24011344069000000029394  | GOFAN HIGH SCHOOL TIX 167-86797676 GA   | 67.80  |
| 03-11     | 03-08     | 240133940690000997299664 | TOPPERS PIZZA LINCOLN LINCOLN NE        | 238.62 |
| 03-11     | 03-10     | 24427334070720248437168  | MCDONALD'S F5815 YORK NE                | 217.39 |
| 03-11     | 03-09     | 24431064069400509243668  | OLIVE GARDEN ZK 0021432 LINCOLN NE      | 777.81 |
| 03-11     | 03-10     | 24492154070719341678613  | DD DOORDASH MCDONALDS 855-973-1040 CA   | 213.37 |
| 03-11     | 03-09     | 24692164070104956012142  | TST* BIG RED RESTAURANT A LINCOLN NE    | 475.00 |
| 03-13     | 03-12     | 24717054073130737240737  | UNK EMARKET 308-8658524 NE              | 90.00  |
| 03-13     | 03-12     | 24717054073130737240745  | UNK EMARKET 308-8658524 NE              | 10.00  |
| 03-15     | 03-14     | 24692164074900012671646  | ACROPRINT TECH INC 800-5188925 CA       | 115.00 |
| 03-18     | 03-15     | 24137464075200226336535  | USPS PO 3086700878 SUMNER NE            | 8.20   |
| 03-21     | 03-19     | 24325454080900015705248  | JOHNSON FIT & WELL 021 999-9999999 MN   | 161.57 |
| 03-22     | 03-21     | 24137464081200222515639  | USPS PO 3086700878 SUMNER NE            | 3.50   |
| 03-22     | 03-21     | 24137464082001516267021  | HY-VEE KEARNEY 1323 KEARNEY NE          | 38.00  |
| 03-22     | 03-21     | 24692164081103951231175  | SQ *EILEEN'S COOKIES KEAR KEARNEY NE    | 4.75   |

KRIS SHOEMAKER      CREDITS      PURCHASES      CASH ADV      TOTAL ACTIVITY  
 4485-5900-0663-5391      \$0.00                    \$1,003.75                    \$0.00                    \$1,003.75

| Post Date | Tran Date | Reference Number        | Transaction Description                              | Amount |
|-----------|-----------|-------------------------|--|--------|
| 03-01     | 02-29     | 24055244060796664452081 | BUFFALO WILD WNGS 0859 LINCOLN NE                    | 29.06  |
| 03-01     | 02-29     | 24137464061001469771115 | TST* BREWSKY'S HAYMARKET LINCOLN NE                  | 18.03  |
| 03-01     | 02-29     | 24275394060900015344354 | VINCENZOS LINCOLN NE                                 | 34.64  |
| 03-04     | 03-02     | 24137464062100502673673 | TST* GREY WHALE SUSHI AND LINCOLN NE                 | 38.00  |
| 03-04     | 03-02     | 24692164063109254346711 | ARBY'S 309 AURORA NE                                 | 14.29  |
| 03-04     | 03-02     | 24755424063160635023554 | LINCOLN EMBASSY SUITES LINCOLN NE                    | 762.96 |
| 03-04     | 03-02     | 24943004063972057358851 | ARRIVAL: 02-28-24 COUNTRY PARTNERS COOPERA SUMNER NE | 61.77  |
| 03-21     | 03-19     | 74350154081001169928415 | NOVISIGN LTD HERZELIYYA                              | 40.00  |
| 03-25     | 03-22     | 24492514082900017350684 | ALFRED PUBLISHING-PERMISS 800-6281528 CO             | 5.00   |

## March Regular Meeting

SEM School Library  
205 E 5th Avenue  
Sumner, NE 68878

Monday, March 11, 2024 8:00 PM

|                         |         |
|-------------------------|---------|
| Mrs. Jennifer Anderson: | Present |
| Mr. Kirby Burden:       | Absent  |
| Mrs. Jana Hoos:         | Present |
| Mr. Matthew Hothem:     | Present |
| Mrs. Rachel Hrasky:     | Present |
| Mrs. Laura Robbins:     | Present |

### 1. Declaration of Intend – Open Meetings Act

#### 2. Call to Order

##### 2.1. Pledge of Allegiance

##### 2.2. Roll Call of Members

Kirby Burden was excused due to work related event

Motion approved for Kirby Burden to be excused Passed with a motion by Mrs. Jennifer Anderson and a second by Mrs. Laura Robbins.

Yea: 5, Nay: 0

##### 2.3. Recognition of Student Achievement

March students of the month are: Rexton Myers 1st-3rd  
Paslie Cumpston 4th -8th  
Colt Schroeder 9th -12th

### 3. Consent Agenda

Motion was approved Passed with a motion by Mrs. Jana Hoos and a second by Mrs. Laura Robbins.

Yea: 5, Nay: 0

#### 3.1. Approval of Minutes

3.2. Approval of the Monthly bills, Claims and Payroll

3.3. Approval of Treasurer's Report and Budget Report.

4. Administrative Reports

4.1. Principal's Report

4.2. Superintendent's Report

5. Board of Education Subcommittee Report(s)

5.1. Finance Meeting

6. Business Items

6.1. Presentation of Proposed Vision Statement by SEM's School Improvement Committee

Moved to April meeting

6.2. Review Policy #5057 Title I Parental involvement Policy

Motion to approve reviewed Policy #5057 Title I Parental Involvement was approved Passed with a motion by Mrs. Jennifer Anderson and a second by Mrs. Rachel Hrasky.

Yea: 5, Nay: 0

6.3. Review Policy #3040 School Safety and Security

Motion to approve reviewed Policy #3040 Safety and Security Committee was sent back to policy committee Passed with a motion by Mrs. Jennifer Anderson and a second by Mrs. Rachel Hrasky.

Yea: 5, Nay: 0

6.4. Review Policy #3004.1 Fiscal Management for Purchasing and Procurement Using Federal funds

Motion to approve reviewed Policy #3004.1 1st reading Passed with a motion by Mrs. Rachel Hrasky and a second by Mrs. Jana Hoos.

Yea: 5, Nay: 0

6.5. Review Policy #5001 Compulsory Attendance and Excessive Absenteeism

Motion to approve reviewed Policy # 5001 was approved Passed with a motion by Mrs. Rachel Hrasky and a second by Mrs. Jennifer Anderson.

Yea: 5, Nay: 0

6.6. Review Policy #4030 Evaluation of Certificated Employees

Motion to approve reviewed Policy # 4030 was approved Passed with a motion by Mrs. Jana Hoos and a second by Mrs. Laura Robbins.  
Yea: 5, Nay: 0

#### 6.7. Review of Policy #4031 Evaluation of Probationary Certified Employees

Motion to approve reviewed Policy #4031 was approved Passed with a motion by Mrs. Rachel Hrasky and a second by Mrs. Laura Robbins.  
Yea: 5, Nay: 0

#### 7. Adjourn

Motion to adjourn at 8:26 p.m. Passed with a motion by Mrs. Jana Hoos and a second by Mrs. Rachel Hrasky.  
Yea: 5, Nay: 0

# March Board Meeting

## **March Students of the Month**

### **Pre K - 3rd Grade: Skyler Horn**

Skyler has made huge improvements both socially and academically. She is counting, saying the alphabet and following directions better. She always has a smile and makes us smile too.

### **4th - 8th Grade: Chayten Freeman**

Chayten has made a lot of positive changes this school year in all areas! I have seen him take ownership in not only his academics, by wanting to improve in all content areas, but I have also seen him mature and grow in his behaviors in a way that he has become one of the positive leaders in the classroom and on the playground. What truly has impressed me the most is how Chayten has shown great respect to not only his friendships, but also to the adults in the building. An example I would like to share happened just in the last two weeks. My father-in-law passed away and when I returned to the classroom, Chayten walked in and saw me and immediately said, "Mrs. Smith, I am sorry for your loss." This instantly gave me "sweaty" eyes and such an overwhelming sense of peace that a student would acknowledge my hurt in that way. Chayten is a great kid that is going to do great things for SEM!

### **9th - 12th Grade: Chance Daake**

Chance is a great student, role model, athlete, and so on. Chance is self driven and works bell to bell. He does a good job in class, keeping up with work and contributing to discussions. He helps keep the class quiet and focused on the task at hand.

NSAA officially passed that score clocks will be used in all classes next year. With that being said Scoreboard and score clocks have been ordered. Should be here close to the end of school beginning of June.

Equipment, Jersey's and sports needs will be ordered this week

Winter sports banquet was tonight

Honors night will be May 2nd. This will include all academic awards, music, speech, one act, quiz bowl, science olympiad, cheerleading, and spring sports.

Seniors last day will be May 3rd. Graduation practice will be on May 10th with Graduation on May 12th.

NCAS testing for 7th and 8th grade will be on April 18th and 19th. MAPS testing will be on 1st and 2nd.

FFA banquet will be on April 25th  
High School FKC track meet will be on April 26th  
Jr. High FKC track meet will be on April 30th  
Secondary Music Concert will be on May 7th  
High School District Track will be on May 8th  
Elementary Track Meet will be on May 9th  
Elementary Music Concert will be on May 13th  
Last day of school will be on May 16th  
State Track will be on May 17th and 18th.

SUMNER-EDDYVILLE-MILLER PUBLIC SCHOOLS DISTRICT NO. 101  
SUMNER, NEBRASKA  
SCHEDULE OF FINDINGS AND RESPONSES  
YEAR ENDED AUGUST 31, 2023

2023-001 SEGREGATION OF DUTIES

Criteria

Internal controls should be in place to ensure proper segregation of duties.

Condition

Due to the size of the District, there is limited segregation of duties over accounting functions. The same individual routinely reconciles the bank statements, makes journal entries, and manages the general ledger functions. There is a lack of segregation of duties within the cash receipts and cash disbursements functions. Administrative personnel have access to cash receipts, preparing checks, recording the transactions, and making deposits.

Cause

The District has a limited number of personnel involved in the accounting functions.

Potential Effect

Inadequate segregation of duties could lead to the misappropriation of assets, unauthorized transactions, or improper reporting.

Recommendations

We recommend that the District continue to monitor and evaluate its internal controls with the use of limited personnel and to provide as much segregation of duties as determined to be feasible within its operations.

District's Response

The District, within the constraints of existing time and cost considerations, will continue to review the situation and make improvements as deemed appropriate.

2023-002 ESTABLISH INTERNAL CONTROL OVER FINANCIAL STATEMENT PREPARATION AND REVIEW

Criteria

As described in our engagement letter, management is responsible for establishing and maintaining internal controls, including monitoring, and for the fair presentation of financial statements, including the notes to the financial statements, in conformity with the modified cash basis of accounting.

SUMNER-EDDYVILLE-MILLER PUBLIC SCHOOLS DISTRICT NO. 101  
SUMNER, NEBRASKA  
SCHEDULE OF FINDINGS AND RESPONSES  
YEAR ENDED AUGUST 31, 2023

2023-002 ESTABLISH INTERNAL CONTROL OVER FINANCIAL STATEMENT PREPARATION AND REVIEW (Continued)

Condition

The District does not have a system of internal control that would provide management with reasonable assurance that the District's financial statements and related disclosures are complete and presented in accordance with the modified cash basis of accounting. As such, management requested us to compile the trial balance from the general ledger and prepare a draft of the financial statements, including the related note disclosures.

Cause

Management does not prepare the financial statements in accordance with the modified cash basis of accounting.

Potential Effect

Errors in the financial statements or disclosures could occur and not be detected by management.

Recommendations

Management should carefully review financial statements including disclosures and understand the relationship to the underlying data. All proposed adjustments should be understood and approved.

District's Response

The District relies on the auditor to propose the adjustments necessary to prepare the financial statements including the related disclosures and supplementary schedules. The District reviews such financial statements, disclosures, and schedules.

**Activities/Meetings Attended**

|                     |                       |
|---------------------|-----------------------|
| Wednesday, March 13 | MTSS Meeting          |
| Tuesday, April 2    | IEP                   |
| Monday, April 8     | Winter Sports Banquet |

**Board Retreat Topics**

I am addressing several of the topics that were presented – Dr. Conradt

**1) Checks & balances mentioned in audit report and procedures currently practiced**

I am attaching the 2 pages that were attached to our audit this year. The same 2 pages have been used every year since 2014. Internal control and checks and balances have been mentioned in audits previous to 2014 but it wasn't the exact same wording since SEM we used a different auditing firm.

Gene Ulmer, Dana Cole LLC is submitting a statement about this subject. He has been the Auditor at SEM since at least 2014.

**2) Miscellaneous petty cash account that is not reviewed by the board**

Every account SEM school has is posted every month on our SPARQ Board Meeting. The Miscellaneous account is listed as General Fund Clearing Account for \$3,000 every month. Items spent in that account are under my spending authority and usually go for postage, reimbursement, mileage for a teacher etc. SEM financials are fully audited yearly!

**3) Solutions to negative SEM image social media posts.**

This is not a board-district issue. Mr. Franzen and I have been fully aware of the negative effects that many types of social media can have on the image of SEM. Less attention to social media by anyone, especially board members is always in the best interest of everyone. We know that it is easy to hide behind a post rather than to have a face-to-face conversation with the person you have a difference of opinion or do not agree with. As a board member you need to stay in your lane and not get involved. Whenever someone does decide to become wrapped up in the drama of an inappropriate social media post or picture it seems to fuel the fire.

We are also aware that negative talk about the school, teachers, classes, programs, and students leaves a very negative image and negative impact and all members of our SEM community. Talking badly behind a person or a group of people's backs can be harmful in several ways. It can damage relationships, trust, and reputation, and it can also contribute to a negative and toxic social environment. It's important to practice empathy and understanding, and to address any issues directly with the people involved, rather than engaging in negative gossip or backstabbing.

I go back to the adage "If you can't say something nice about someone, don't say anything at all."

**Monday, April 8**

Students will be dismissed with teacher supervision to the football field to observe the Eclipse from 1:35 pm to 2:00 pm. Parents are encouraged to attend if they wish.

**Tuesday, April 9**

Mary Carmoney, Federal Grant Reviewer. This is a 5 year review. There are several items they may ask for that were not done or cannot be found from the before the time I started at SEM. An

example is meetings and surveys required to determine use of ESSER monies did not occur and Items that should be in the paper files or computer files are nonexistent. I am going to be honest and hope that they are understanding with us.

### **NSCAS Testing Elementary**

5th Science: April 9 & 10

3, 4, 5,6 Reading: April 17 & 18

3, 4, 5, 6 Math: April 23 & 24

### **May Committee Meeting**

Policy @ 7:00 pm

### **SEM Summer School**

Back by popular demand! Once again we will be holding summer school from June 3-27<sup>th</sup> 9-11:30 am.

### **Cell Phones**

Many teachers have brought up concerns about cell phone use in school. I will have a group of teachers research the pros and cons and I will present their findings to the board if we decide to pursue to a No Cell Phone Policy at SEM school.

### **Technology Position**

I am very interested in adding a technology position at SEM. This person would take care of our computers, power school, etc. I will know more after the Legislature finishes this session and I have a good handle on state aid, tax relief, etc.

## **Board Subcommittees**

### **Budget & Finance**

Jennifer Andersen, Jana Hoos, & Laura Robbins

### **Negotiations**

Jennifer Andersen, Jana Hoos, & Laura Robbins

### **Building, Grounds, & Transportation**

Kirby Burden, Matt Hothem, & Rachel Hrasky

### **Americanism Committee & Curriculum**

Jennifer Anderson, Jana Hoos, & Matt Hothem

### **Policy & Handbook**

Kirby Burden, Matt Hothem, & Rachel Hrasky

# Sumner-Eddyville-Miller Schools

## 2024-2025 School Calendar

Choice #1

| August    |    |    |    |    | Student Days | Teacher Days |
|-----------|----|----|----|----|--------------|--------------|
| M         | T  | W  | TH | F  |              |              |
| 5         | 6  | 7  | 8  | 9  |              |              |
| 12        | 13 | 14 | 15 | 16 | 3            | 5            |
| 19        | 20 | 21 | 22 | 23 | 8            | 10           |
| 26        | 27 | 28 | 29 | 30 | 13           | 15           |
| September |    |    |    |    |              |              |
| 2         | 3  | 4  | 5  | 6  | 16           | 18           |
| 9         | 10 | 11 | 12 | 13 | 21           | 23           |
| 16        | 17 | 18 | 19 | 20 | 24           | 27.5         |
| 23        | 24 | 25 | 26 | 27 | 29           | 32.5         |
| 30        |    |    |    |    | 30           | 33.5         |
| October   |    |    |    |    |              |              |
| 7         | 8  | 9  | 10 | 11 | 39           | 42.5         |
| 14        | 15 | 16 | 17 | 18 | 44           | 47.5         |
| 21        | 22 | 23 | 24 | 25 | 48           | 51.5         |
| 28        | 29 | 30 | 31 |    | 52           | 55.5         |
| November  |    |    |    |    |              |              |
|           |    |    |    | 1  | 53           | 56.5         |
| 4         | 5  | 6  | 7  | 8  | 58           | 65.5         |
| 11        | 12 | 13 | 14 | 15 | 63           | 66.5         |
| 18        | 19 | 20 | 21 | 22 | 68           | 71.5         |
| 25        | 26 | 27 | 28 | 29 | 70           | 73.5         |
| December  |    |    |    |    |              |              |
| 2         | 3  | 4  | 5  | 6  | 75           | 78.5         |
| 9         | 10 | 11 | 12 | 13 | 80           | 83.5         |
| 16        | 17 | 18 | 19 | 20 | 85           | 88.5         |
| 23        | 24 | 25 | 26 | 27 |              |              |
| 30        | 31 |    |    |    |              |              |
| January   |    |    |    |    |              |              |
|           |    | 1  | 2  | 3  |              |              |
| 6         | 7  | 8  | 9  | 10 | 89           | 93.5         |
| 13        | 14 | 15 | 16 | 17 | 93           | 98.5         |
| 20        | 21 | 22 | 23 | 24 | 98           | 103.5        |
| 27        | 28 | 29 | 30 | 31 | 103          | 108.5        |
| February  |    |    |    |    |              |              |
| 3         | 4  | 5  | 6  | 7  | 108          | 114.5        |
| 10        | 11 | 12 | 13 | 14 | 111          | 118          |
| 17        | 18 | 19 | 20 | 21 | 116          | 123          |
| 24        | 25 | 26 | 27 | 28 | 121          | 128          |
| March     |    |    |    |    |              |              |
| 3         | 4  | 5  | 6  | 7  | 125          | 132          |
| 10        | 11 | 12 | 13 | 14 | 130          | 137          |
| 17        | 18 | 19 | 20 | 21 | 135          | 142          |
| 24        | 25 | 26 | 27 | 28 | 140          | 147          |
| 31        |    |    |    |    | 141          | 148          |
| April     |    |    |    |    |              |              |
|           | 1  | 2  | 3  | 4  | 145          | 152          |
| 7         | 8  | 9  | 10 | 11 | 150          | 157          |
| 14        | 15 | 16 | 17 | 18 | 154          | 161          |
| 21        | 22 | 23 | 24 | 25 | 158          | 165          |
| 28        | 29 | 30 |    |    | 161          | 168          |
| May       |    |    |    |    |              |              |
|           |    |    | 1  | 2  | 163          | 170          |
| 5         | 6  | 7  | 8  | 9  | 168          | 175          |
| 12        | 13 | 14 | 15 | 16 | 173          | 180          |
| 19        | 20 | 21 | 22 | 23 | 176          | 184          |
| 26        | 27 | 28 | 29 | 30 |              |              |

Aug 7 & 8 New Teachers Inservice  
 Aug 12 & 13 Tchr. Inservice - No Students  
 Aug 14, 15, & 16 First Days of School (1:45 pm Dismissal)

Sept 2 Labor Day (No School)  
 Sept 6 No School - Students/Faculty Football Game  
 Sept 19 Tchr. Inservice - No Students  
 Sept 19 P/T Conferences 1pm-7:30 pm  
 Sept 20 No School - Students/Faculty

Oct 25 No School - Students/Faculty State Cross Country

Nov 27-29 Thanksgiving Holiday (No School)

Dec 23-Dec 31 Winter Break (No School)

Jan 1, 2, & 3 Winter Break (No School)  
 Jan 6 Teacher Inservice  
 Jan 17 Teacher Inservice/ SEM Wrestling Tournament

Feb 13 P/T Conferences 1pm-7:30 pm  
 Feb 14 No School - Students/Faculty

March 7 No School - Students/Faculty Break

April 18 No School - Students/Faculty Easter Break  
 April 21 No School - Students/Faculty Easter Break

May 11 Graduation 2 pm  
 May 11 Mothers Day  
 May 21 Last Day of School - Student  
 May 23 Last Day of School - Teachers

| Calendar Legend               |   |
|-------------------------------|---|
| Parent/Teacher Conferences    | ^ |
| Early Dismissal 1:45 pm       | / |
| Tchr. Inservice - No Students | ■ |
| No School - Students/Faculty  | ■ |
| New Teachers Inservice        | ■ |
| No School - K-6 Only          | ■ |
| PK & 7-12 will have School    | ■ |

176 Student Days  
 184 Teacher Days

## **2001 Role of the Board of Education**

The board of education (board) is charged by the Legislature with the duty of providing public elementary and secondary education to the citizens of the district. The Legislature has also created the State Board of Education and the State Department of Education, and has delegated certain regulatory and advisory functions to them. The board is responsible to these agencies as specified by law.

The board's primary duties are: (1) to establish a mission, goals, and policies; (2) to establish and maintain school facilities; (3) to select a superintendent; (4) to adopt a fiscally responsible budget; and (5) to evaluate programs.

### **1. Establishment of Mission, Goals and Policies**

The board shall concern itself with broad questions of mission, goals and policy, rather than administrative details. The application of policies is an administrative task to be performed by the superintendent of schools and his or her administrative staff, who shall be held responsible for the effective administration and supervision of the entire school district.

### **2. Establishment and Maintenance of School Facilities and Other Resources**

The board is the legal agency through which the community works to provide the physical facilities, curriculum, instructional supplies and staff to enable the district's mission and objectives to be carried out. The board will establish and maintain school facilities necessary to educate the students of the district.

### **3. Selection of the Superintendent of Schools**

The board will employ a superintendent of schools as the chief executive to whom it will delegate the administration of the school program. As the chief administrator for the board, the superintendent will implement board policies and supervise the day-to-day operation of the school system. The superintendent will keep the board informed of the implementation of the plans and policies, and will recommend changes to policies as necessary. The superintendent will furnish educational leadership to the board, the school staff, and the community.

4. Fiscally Responsible Budget

The board will annually adopt a fiscally responsible budget that will permit the district to accomplish its goals and objectives. The management of the financial program and the development of the proposed budget for the district is delegated to the superintendent.

The board will work for adequate and dependable financial support of the public schools, promotion of effective and efficient organization, and administration of the district.

5. Evaluation of Program

The board will evaluate, or cause to be evaluated, the progress and results of the educational program on a continuous basis. In making these evaluations, the board will seek and give appropriate weight to the superintendent's analysis and recommendations.

Adopted on: October 12, 2020 Regular BOE Meeting

Revised on: \_\_\_\_\_

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

**2002**  
**Organization of the Board, Board Officers, Check Signing, and**  
**Committees**

1. Membership, Term and Election

- a. The Board of Education shall be comprised of six members who will be elected at large.
- b. Those who wish to serve on the board shall file, be elected, and serve terms of office on the board according to law.

2. Internal Organization and Officers

a. President

- i. At the regular January meeting, the board shall elect from among its members a president who shall serve in that capacity for one year.
- ii. The president shall preside at all board meetings, and shall perform such other duties as may be prescribed by law or by action of the board.

b. Vice President

- i. At the regular January meeting, the board shall elect from among its members a vice president who shall serve in that capacity for one year.
- ii. The vice president shall preside in the absence of the president, and shall perform such other duties as are assigned by the board.

c. Secretary

- i. At the regular January meeting, the board shall elect a secretary who need not be a member of the board. The secretary shall serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.

- ii. The secretary shall see that an accurate record of the proceedings of the board is kept, that a copy of the proceedings is provided to each board member and to the superintendent, and that a concise summary of each month's meeting is published along with a list of all approved claims. The secretary shall perform such other duties as are prescribed by law and assigned by the board.

d. Treasurer

- i. At the regular January meeting, the board shall elect, employ, or appoint a treasurer who need not be a member of the board if permitted by law. The treasurer shall serve in that capacity for one year, unless the board designates a longer term for the treasurer.
- ii. The treasurer may be designated to sign checks and certain other documents. The treasurer is the custodian of the monies of the district.
- iii. The treasurer shall give bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.
- iv. The treasurer shall issue no warrant of payment of claim against the district until such claim has been duly authorized.

3. Signing and Authorizing Checks, Warrants, and other Instruments.

- a. Unless otherwise delegated by the board, the president and secretary of the board shall sign checks, warrants, and other instruments of the district.
- b. The board may delegate another person to sign and validate any checks, warrants, and other instruments. Facsimile signatures of board members may be used.
- c. The board delegates that the vice president or treasurer may sign any warrant in the absence of either the president or the secretary.

#### 4. Board Officer Voting and Tie Breakers

- a. The vote to elect board officers may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.
- b. In the event any officer cannot be elected by a majority after 10 votes; no votes occur after ten motions fail for lack of a "second,"; or no member volunteers to serve as an officer for a particular position, the tie will be broken by the applicable method:
  - i. If the board is split between two members, the officer will be determined by coin flip. The winning member will be the officer for the upcoming year unless the position changes by action of the board.
  - ii. If the board is split between more than two members who wish to serve as the officer, any member wanting to serve as the officer will put his or her name into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.
  - iii. If no member is willing to serve as an officer for a position which is required to be a member of the board, all non-officers' names will be put into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

#### 5. Committees

- a. The board shall authorize such special committees as it deems necessary. The board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work.
- b. On or before the beginning of each calendar year, the board shall appoint three members to form a Committee on American Civics. The committee's duties shall be those prescribed by Nebraska statutes, which include:
  - i. Hold no fewer than two public meetings annually, at least one when public testimony is accepted;

- ii. Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;
- iii. 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 and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;
- iv. Review and approve the social studies curriculum to ensure that it stresses the services of the men and women who played a crucial role in the achievement of national independence, establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education as set forth in sections 79-719 to 79-723 in order to instill a pride and respect for the nation's institutions and not be merely a recital of events and dates;
- v. Ensure that any curriculum recommended or approved by the committee on American civics is made readily accessible to the public and contains a reference to this section;
- vi. Ensure that the district develops and utilizes formative, interim, and summative assessments to measure student mastery of the social studies standards adopted pursuant to section 79-760.01;
- vii. Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:
  - 1. Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or
  - 2. Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body as defined by section 84-1409 followed by the completion of a

project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or

3. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by a holiday listed in section 79-724(6) or on a topic related to such person or persons or event;
- viii. Take all such other steps as will assure the carrying out of the provisions of this section and provide a report to the school board regarding the committee's findings and recommendations.

## 6. Vacancies

- a. A vacancy on the board of education shall exist when any one of the following occurs:
  - i. A member submits his or her formal resignation from the board.
  - ii. A member removes himself or herself from the district or is absent from the district for a continuous period of sixty days.
  - iii. A member misses more than two consecutive regular board meetings unless excused by a majority of the remaining members.
  - iv. Such other reasons as are set forth in Nebraska statutes.
- b. The board shall make note the vacancy in its minutes and shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term to (1) the election commissioner or county clerk, and (2) the public by published notice in a newspaper of general circulation in the district.
- c. Vacancies shall be filled in the manner set forth in Nebraska statutes.

Adopted on: October 12, 2020 Regular BOE Meeting

Revised on: \_\_\_\_\_

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



**2003**  
**Development and Education of Board Members**

1. New Board Member Orientation
  - a. All new board members are strongly encouraged to attend new board member training and workshops.
  - b. Sitting board members and the superintendent will assist each new member-elect to understand the board's functions, policies, and procedures before he or she takes office.
  
2. Ongoing Development and Education
  - a. Board members provide the most effective service to the district when they are continuously updated on educational and legal issues. Attendance at meetings directly or indirectly related to education or school matters is encouraged for the value they have to the school system and the professional growth of board members.
  
  - b. Board members are encouraged to engage in continuing education such as:
    - i. Participation in local, regional and state conferences and workshops such as meetings of the Nebraska Association of School Boards, the Nebraska Rural Community Schools Association, and the Nebraska Council of School Administrators.
  
    - ii. Participation in legislative sessions and related activities.
  
    - iii. Participation in national conventions such as the National School Boards Association and/or the American Association of School Administrators on a rotating basis among the members.
  
    - iv. Examination of other school facilities and their programs.

The superintendent shall notify board members of all relevant conferences and workshops, other local and regional meetings, and/or in-service activities.

Board members should refer to Policy 2007 for information on reimbursement for attendance at continuing education and training.

Adopted on: 10/12/20  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**2004  
Oath of Office**

No board member is required to take an oath of office pursuant to Nebraska law. However, new board members may voluntarily take the following oath before entering into their official duties:

I, ....., do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation or for purpose of evasion; and that I will faithfully and impartially perform the duties of the office of member of the board of education, according to law, and to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am in this position I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence. So help me God.

Board members may affirm the oath orally or in writing. Copies of written oaths will be retained as official records of the school district in the main administrative office and such other places as may be required by law. Board members who give the oath orally will be noted in the minutes.

Adopted on: October 12, 2020 Regular BOE Meeting

Revised on: \_\_\_\_\_

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

## **2005 Conflict of Interest**

Any member of the board of education who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

1. Definitions. For purposes of this policy:

a. Business with which a board member is associated shall include the following:

(1) A business in which the board member or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.

(2) A business in which the board member or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or the board member or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the board member reports the name and address of the company and stockbroker.

b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, or a business in which the individual or member of the immediate family is a stockholder.

c. Immediate family member or member of the immediate family shall mean a child residing in an individual's household, a spouse of an individual, or an individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes.

2. Contracts with the School District.

a. No board member or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in

any one year, with this school district unless the contract is awarded through an open and public process that (1) includes prior public notice and (2) allows the public to inspect during the school district's regular office hours the proposals considered and the contract awarded. Board members who enter into employment contracts with the school district must also comply with the board's policy on the employment of board members.

- b. The existence of any conflict of interest in any contract in which the board member has an interest and in which the school district is a party, or the failure to make public the board member's interest known, may render a contract null and void.
- c. The prohibition of a conflict of interest or requirement for the board member to make public notice shall apply when the board member, or his or her parent, spouse, or child has a business association with the business involved in the contract or will receive a payment, fee, or commission as a result of the contract.
- d. The prohibition in this section does not apply if the contract is an agenda item approved at a board meeting and the board member:
  - (1) Makes a declaration on the record to the school board regarding the nature and extent of his or her interest prior to official consideration of the contract;
  - (2) Does not vote on the matters of granting the contract, making payments pursuant to the contract, or accepting performance of work under the contract, or similar matters relating to the contract, except that if the number of members of the school board declaring an interest in the contract would prevent the board with all members present from securing a quorum on the issue, then all members may vote on the matters; and
  - (3) Does not act for the school board as to inspection or performance under the contract in which he or she has an interest.

### 3. Contracts with Board Member's Immediate Family.

- a. If a person in a board member's immediate family is an employee of this school district, the board member may vote on all issues of a contract which are generally applicable to:
  - (1) All district employees.
  - (2) All employees within a specific classification but which does not single out the member of his or her immediate family.

### 4. Employing Members of the Immediate Family.

- a. A board member may recommend for employment or supervise the employment of an immediate family member if:
  - (1) The board member does not abuse his or her position.
  - (2) Abuse of official position shall include, but not be limited to, employing an immediate family member:
    - (i) who is not qualified for and able to perform the duties of the position;
    - (ii) for any unreasonably high salary;
    - (iii) who is not required to perform the duties of the position.
  - (3) The board makes a reasonable solicitation and consideration of applications for employment.
  - (4) The board member makes a full disclosure on the record to the governing body of the school district and to the secretary of the board. If the secretary of the board of education would be the individual filing the disclosure statement, the statement shall be filed with the president of the board of education.
  - (5) The board approves the employment or supervisory position.

b. The board has not terminated the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.

5. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment

a. No board member shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:

(1) a public official, public employee, or candidate.

(2) a member of the immediate family of an individual listed in Subparagraph 'a' above.

(3) a business with which an individual listed in Subparagraph (1) or (2) above is associated.

b. No board member shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the board member would thereby be influenced.

c. A board member shall not use or authorize the use of his or her public office or any confidential information received through the holding of a public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which he or she is associated.

d. A board member shall not use personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.

6. Conflict of Interest Relating to Campaigning or Political Issues

a. Except as provided below, the board shall not authorize the use of personnel, property, resources, or funds under its jurisdiction for the purpose of campaigning for or against the nomination or

election of a candidate or the qualification, passage, or defeat of a ballot question.

- b. This does not prohibit the board from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.
- c. This does not prohibit the board from discussing and voting upon a resolution supporting or opposing a ballot question.
- d. This does not prohibit the board, while legally seated as a body, from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.
  - (1) The board may designate one or more members of its body, or one or more of its school administrators, to speak on behalf of the board on specific occasions such as public meetings or legislative hearings.
  - (2) Any member of the board may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the board. However, this shall not be done during a time that the individual is engaged in his or her official duties.

## 7. Conflict of Interest Statement

- a. Any board member who would be required to take any action or make any decision in the discharge of his or her official 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:

- (1) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict;
  - (2) Deliver a copy of the statement to the school board secretary who shall enter the statement onto the school district's public records; and
  - (3) Abstain from participating or voting on the matter in which he or she has a conflict of interest.
- b. If the board member would like a formal opinion from the NADC as to whether there is an actual conflict of interest, he/she shall deliver a copy of the statement to the NADC.

#### 8. Recordkeeping

- a. The board secretary shall maintain a separate record of the following information for every contract entered into by the school board in which a board member has an interest and for which disclosure was made pursuant to section 2d of this policy:
  - (1) The names of the contracting parties.
  - (2) The nature of the interest of the board member in question.
  - (3) The date that the contract was approved.
  - (4) The amount of the contract.
  - (5) The basic terms of the contract.
- b. The information supplied relative to the contract shall be provided no later than ten (10) days after the contract has been signed by both parties. The ledger kept by the board secretary shall be available for public inspection during normal working hours of the office in which it is kept.

9. Conflict. To the extent that there is a conflict between this policy and the Nebraska Political Accountability and Disclosure Act ("Act"), the Act shall control.

Adopted on: October 12, 2020

Revised on: \_\_\_\_\_

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

## **2006 Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below. Students and employees who believe they have been subjected to sex harassment in violation of Title IX should refer to the board's policy titled "Title IX."

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

### **Complaint and Appeal Process.**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

- c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;

- 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) calendar days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

- c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 calendar days after it received complainant's written appeal.
  - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president or designee will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

**No Retaliation.** The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

**Special Rules Regarding Educational Services and Related Services to Students with Disabilities.** Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

**Bad Faith or Serial Filings.** The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent

without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Adopted on: October 12, 2020

Revised on: \_\_\_\_\_

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

**2007**  
**Reimbursement and Miscellaneous Expenditures**

1. Board members, employees, and volunteers of the school district are expected to maintain and enhance their effectiveness by being well-informed on issues affecting education. They are encouraged to attend education workshops, conferences, training programs, official functions, hearings, and meetings sponsored by the school district or state and national educational organizations which are helpful to them in performing their duties or which are in the best interests of the school district.
  
2. This board hereby gives prior approval for board members to attend meetings described in the preceding paragraph. Upon approval by the board president, or the superintendent or designee when the board president is unavailable, such board members may attend authorized meetings without further action or approval by the board, and shall be paid or reimbursed for registration costs, tuition costs, fees or charges, travel expenses, and costs of meals and lodging as permitted by law.
  - a. The superintendent or the superintendent's designee may authorize employees and volunteers to attend meetings described in the first paragraph and may authorize the payment of such registration costs, tuition costs, fees, charges, travel expenses, costs of meals, and/or costs of lodging as he or she deems appropriate and as permitted by law.
  
  - b. Expenses for attendance at any of the above activities shall be paid by the school district as allowed by law. The Board shall pay or reimburse attendees for expenses that are actually, necessarily, and reasonably incurred in attending educational seminars, conventions, and workshops; conferences; training programs; official school functions, hearings or meetings, provided that such reimbursement is permitted by law.
  
  - c. The board authorizes the expenditure of funds for non-alcoholic beverages for individuals attending public meetings of the board and non-alcoholic beverages and meals for individuals while performing or immediately after performing relief, assistance, or support activities in emergency situations, and for any volunteers during or

immediately following their participation in any activity approved by the board.

- d. It is in the best interest of this school district to recognize service by board members, employees, and volunteers. The board authorizes the president, superintendent or the superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted, provided that no such plaque, certificate, flowers or other item of value shall cost more than \$100.00.
- e. Funds may be spent for one recognition dinner each year for elected and appointed officials, employees or volunteers of the school district. The maximum cost per person for such a dinner shall not exceed \$50.00.

Adopted on: October 12, 2020 Regular BOE Meeting

Revised on: \_\_\_\_\_

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

**2009**  
**Public Participation at Board Meetings**

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

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

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

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

Adopted on: October 12, 2020 Regular BOE Meeting

Revised on: \_\_\_\_\_

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

**2011**  
**Membership in Organizations**

The board may hold membership in organizations approved by the board.

Adopted on: October 12, 2020 Regular BOE Meeting

Revised on: \_\_\_\_\_

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

## **2012 Board Code of Ethics**

The board recognizes that collectively and individually, all members of the board must adhere to an accepted code of ethics in order to improve public education. Board members must conduct themselves professionally and in a manner fitting of their position.

Each board member shall:

1. Attend all regularly scheduled board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
2. Endeavor to make policy decisions only after full discussion at publicly held board meetings;
3. Render all decisions based on the available facts and his or her independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. Encourage the free expression of opinion by all board members, and seek systematic communication between the board and students, staff and all elements of the community;
5. Work with other board members to establish effective board policies and to delegate authority to the superintendent to administer the school district;
6. Communicate expressions of public reaction to the board policies and school program to other board members and the superintendent;
7. Learn about current educational issues by individual study and through participation in seminars and programs, such as those sponsored by the state and national school board associations;
8. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
9. Avoid being placed in a position of conflict of interest, and refrain from using the board member's position on the board for personal or political gain;

10. Refrain from discussing the confidential business of the board in any setting except a board meeting;
11. Refrain from micro-managing the affairs of the school district;
12. Recognize the superintendent as the executive officer of the board;
13. Work constructively and collegially with the other members of the board, students, staff and patrons.
14. Refer complaints to the superintendent or building principal, as appropriate;
15. Always be mindful of his/her fiduciary obligation to the school district, including duties of loyalty and care, by placing the interests of the district above the board member's personal interests.
16. Remember that a board member's first and greatest concern must be the educational welfare of the students attending this district's schools.

Adopted on: October 12, 2020 Regular BOE Meeting

Revised on: \_\_\_\_\_

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

**2013**  
**Violation of Board Ethics**

The board of education is responsible for enforcing the code of ethics of its members. If any member of the board commits a serious or repeated violation of the code, the board may take any of the following steps:

1. The board president may confer with the board member who has violated the code of ethics in order to:
  - a. Identify the provision of the code that the member has violated;
  - b. Propose how the member can remedy the violation;
  - c. If the board member who violated the code is the board president, the vice president is empowered to confer with the president about the violation.
2. The board may discuss the violation as an agenda item at a meeting to confront the offending board member. However, the board will not enter closed session to hold the discussion of the ethics violation unless the Open Meetings Act authorizes a closed session.
3. The board may vote to publicly censure any board member who commits a serious or repeated violation of the code. The board will pass a censure motion to inform the community that an individual member of the board is not fulfilling the responsibilities for which he or she was elected.

Adopted on: October 12, 2020 Regular BOE Meeting

Revised on: \_\_\_\_\_

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

**2014**  
**Relationship with District Legal Counsel**

The board will engage legal counsel to assist it and the administration in dealing with legal issues. When the district faces circumstances in which legal counsel may be needed between board meetings, the board president or superintendent may engage legal counsel on the board's behalf.

The superintendent and the board president shall have the authority to contact the school's legal counsel on behalf of the district. The superintendent may give other members of the administration permission to contact the district's legal counsel on an as-needed basis. Individual board members other than the president may not contact the district's legal counsel on behalf of the board without the approval of the board president or a majority of the board.

Any board member who contacts the district's legal counsel without board approval may be personally responsible for any legal fees incurred as a result of the unapproved contact.

The superintendent will, to the extent permitted by law, keep the board informed of matters in which the district's legal counsel is involved.

Adopted on: October 12, 2020 Regular BOE Meeting

Revised on: \_\_\_\_\_

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

**2016**  
**Participation in Insurance Program by Board Members**

Members of board of education may participate in the school district's health and life insurance plans which are provided to school district employees. A board member electing to participate in the insurance program of the school district shall pay both the employee and the employer portions of the premiums to the district in advance of any payments being due from the district to the insurance carrier.

Every three months, the board will place on its agenda a report identifying the board members who have elected to purchase insurance coverage through the district. This report will shall be made available in the school district office for review by the public upon request.

Adopted on: October 12, 2020 Regular BOE Meeting

Revised on: \_\_\_\_\_

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

**2017**  
**Indemnification and Liability Insurance**

In addition to circumstances where it is obligated to provide indemnity or procure insurance, the school board has broad authority to purchase insurance or otherwise indemnify school board members, officers, employees, or agents of the school district. The school board will purchase liability insurance and provide indemnification at its discretion and review its current coverages and indemnification obligations when it deems appropriate.

In the event the school district's current insurance, indemnification agreements, contract obligations, or other promises to indemnify do not cover a situation which the school board can agree to cover, the school board may authorize indemnification. The school board may elect to indemnify any board member, officer, agent, or employee if he or she is a party or is threatened to be made a party in any pending or completed suit, proceeding, or any other action, whether criminal, civil, administrative, or investigative, if the individual is involved because of current or past service on the board, employment, or agency relationship with the school district. However, the indemnification and defense will only be considered if such person acted in good faith and in a manner he or she reasonably believed to be in the best interests or not opposed to the best interests of the school district, including in a criminal proceeding if he or she had no reasonable cause to believe the conduct was unlawful.

In circumstances involving employees, the board delegates to the Superintendent the authority to provide the indemnification to the extent the Superintendent is authorized to procure legal services, as long as the indemnification is otherwise consistent with the authority granted under the law.

Adopted on: October 12, 2020

Revised on: \_\_\_\_\_

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

## **3004.1**

### **Fiscal Management for Purchasing and Procurement Using Federal Funds**

#### **I. Applicability of Policy**

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

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

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

#### **II. Procurement System**

The District maintains the following purchasing procedures.

##### **A. Responsibility for Purchasing**

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

## **B. Methods of Purchasing**

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

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

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

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

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

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

### **3. Purchases Over \$250,000**

#### **a) Sealed Bids (Formal Advertising)**

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

#### **b) Contract/Price Analysis**

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

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

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

**5. Competitive Proposals.**

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

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

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

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

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

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

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

## **E. Debarment and Suspension**

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

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

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

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

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

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

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

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

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

**C. Favors and Gifts**

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

**D. Enforcement**

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

**IV. Property Management Systems**

**A. Property Classifications**

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.

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

## **B. Inventory Procedure**

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

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

## **C. Inventory Records**

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

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

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

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

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

#### **E. Maintenance**

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

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

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

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

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be

supported by the federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

## **H. Disposal of Equipment**

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

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

## **I. Equipment and Capital Expenditures**

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

## **J. Depreciation**

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

## **V. Financial Management**

### **A. Identification**

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

### **B. Financial Reporting**

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

### **C. Accounting Records**

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

### **D. Internal Controls**

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

### **E. Budget Control**

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

### **F. Payment Methods**

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

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

## **G. Allowability of Costs**

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

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

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

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

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

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

## **I. Cost Sharing or Matching**

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be

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

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

## **J. Documentation of Personnel Expenses**

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

## **VI. Written Compensation Policies**

### **A. Time and Effort Standards**

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

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;

- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee's salary or wages among specific activities or costs objectives.

#### **B. Time and Effort Procedures**

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

#### **C. Fringe Benefits**

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

#### **D. Leave**

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

#### **E. Unexpected or Extraordinary Circumstances**

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

#### **F. Documentation for Personnel Expenses**

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

### **VII. Other Contract Matters.**

#### **A. Required Terms**

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

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

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

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

## **C. Record Keeping**

### **1. Record Retention**

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.
  
- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before

the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

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

2. Maintenance of Procurement Records

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

**D. Privacy**

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

Adopted on: November 14, 2022

Revised on: \_\_\_\_\_

Reviewed on: March 11, 2024

**2009**  
**Public Participation at Board Meetings**

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

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

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

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

Adopted on: October 12, 2020 Regular BOE Meeting

Revised on: \_\_\_\_\_

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