

# Board of Education Regular Meeting

Monday, December 13, 2021 8:00 PM

Board Room, 1301 Centennial Avenue, Utica, NE 68456-0187

Mark Avery: Present  
Bryce Borchers: Present  
Doug Cast: Present  
Jodi Cast: Present  
Jason Richters: Present  
Doug Tonniges: Present

1. <b>MEETING CALL TO ORDER</b>	<b>Speaker (s) :</b> Board President
1. Reading of Public Meeting Notice	<b>Speaker (s) :</b> Board President
1. Open Meetings Act	<b>Speaker (s) :</b> Board President
2. Roll Call	<b>Speaker (s) :</b> President Richters
1. Action to Excuse Board Member(s) if Necessary	<b>Speaker (s) :</b> President Richters
3. Pledge of Allegiance	<b>Speaker (s) :</b> President Richters
4. Consent Agenda <b>Action(s) :</b> motion to approve consent agenda as presented. Passed with a motion by Doug Cast and a second by Bryce Borchers. <b>Voting Detail:</b> Mark Avery: Yea Bryce Borchers: Yea Doug Cast: Yea Jodi Cast: Yea Jason Richters: Yea Doug Tonniges: Yea <b>Voting Summary:</b> Yea: 6, Nay: 0	<b>Speaker (s) :</b> President Richters
1. Additions/Deletions and Agenda Approval	<b>Speaker (s) :</b> President Richters
2. Consider Minutes of Previous Meeting and Their Approval	<b>Speaker (s) :</b> Board President
3. Consider General Fund and Activity Fund Bills and Their Approval	<b>Speaker (s) :</b> Board President
4. Consider Activity Accounts and Treasurer's Report	<b>Speaker (s) :</b> Board President
5. Public Forum	<b>Speaker (s) :</b> Board President
1. Public forum on agenda items: This is an opportunity for members of the public to speak to items on the agenda. If you are not part of the presentation of an agenda item, you need to speak now. Thank you for your participation.	<b>Speaker (s) :</b> Board President

2. Public forum on any topic: This is an opportunity for members of the public to speak to any topic concerning the school district. Since it is not an agenda item, the board cannot discuss or take action at this time on the matter. Thank you for your participation.

**Speaker (s):** Board President

2. **ACTION ITEMS**

**Speaker (s):** Board President

1. CONSIDER ACCEPTANCE OF 2020-2021 AUDIT REPORT

**Speaker (s):** SUPT. FORD

**Action(s):**

Motion to accept audit report as presented Passed with a motion by Mark Avery and a second by Doug Tonniges.

**Voting Detail:**

Mark Avery: Yea  
Bryce Yea  
Borchers:  
Doug Cast: Yea  
Jodi Cast: Yea  
Jason Richters: Yea  
Doug Tonniges: Yea

**Voting Summary:** Yea: 6, Nay: 0

2. CONSIDER APPROVAL OF NEW HIRES

**Speaker (s):** SUPT. FORD

**Action(s):**

Motion to approve the hire of Emma Dannehl as Art Teacher and Christi Ten Benzel as school psychologist for the 2022-2023 school year. Passed with a motion by Jodi Cast and a second by Jason Richters.

**Voting Detail:**

Mark Avery: Yea  
Bryce Yea  
Borchers:  
Doug Cast: Yea  
Jodi Cast: Yea  
Jason Richters: Yea  
Doug Tonniges: Yea

**Voting Summary:** Yea: 6, Nay: 0

3. REVIEW AND CONSIDER REVISING POLICIES 3000-3025

**Speaker (s):** SUPT. FORD

**Action(s):**

Motion to approve policies as presented. Passed with a motion by Doug Tonniges and a second by Mark Avery.

**Voting Detail:**

Mark Avery: Yea  
Bryce Yea  
Borchers:  
Doug Cast: Yea  
Jodi Cast: Yea  
Jason Richters: Yea

Richters:

Doug Tonniges: Yea

**Voting Summary:** Yea: 6, Nay: 0

4. CONSIDER ADDITION/REMOVAL OF SIGNERS FROM ACCOUNTS

**Speaker (s):** SUPT.  
FORD

**Action(s):**

Motion to remove Ron Oswald from Safety Deposit Box at Utica First Bank and add Marge Rhodes and Seth Ford. Remove Tim DeWaard from Depreciation account at Farmers State Bank and add Seth Ford. Passed with a motion by Jodi Cast and a second by Doug Cast.

**Voting Detail:**

Mark Avery: Yea

Bryce: Yea

Borchers: Yea

Doug Cast: Yea

Jodi Cast: Yea

Jason: Yea

Richters: Yea

Doug Tonniges: Yea

**Voting Summary:** Yea: 6, Nay: 0

3. **DISCUSSION ITEMS**

**Speaker (s):** Board  
President

1. SCHOOL WELLNESS REPORT

**Speaker (s):** SUPT.  
FORD

2. MULTICULTURAL EDUCATION REPORT

**Speaker (s):** SUPT.  
FORD

3. BOARD REPORTS

**Speaker (s):** CHR.  
RICHTERS

4. ADMINISTRATIVE REPORTS-STATE TESTING

**Speaker (s):**  
ADMINISTRATORS

5. FOUNDATION UPDATE

**Speaker (s):** SUPT.  
FORD

6. PRESCHOOL UPDATE

**Speaker (s):**  
ADMINISTRATORS

4. **ADJOURN**

**Speaker (s):** Board  
President

**Action(s):**

motion to adjourn. Passed with a motion by Doug Cast and a second by Doug Tonniges.

**Voting Detail:**

Mark Avery: Yea

Bryce: Yea

Borchers: Yea

Doug Cast: Yea

Jodi Cast: Yea

Jason: Yea

Richters: Yea

Doug Tonniges: Yea

**Voting Summary:** Yea: 6, Nay: 0

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Board Secretary

# CENTENNIAL PUBLIC SCHOOL

1301 Centennial Avenue  
P.O. Box 187  
Utica, NE 68456-0187  
402-534-2321  
FAX 402-534-2291

Seth Ford  
Superintendent  
402-534-2291

Colin Bargaen  
Secondary Principal

Jenny Wagner  
AD/Asst. Principal

Ken Booth  
Elementary Principal

Bob Fish  
Counselor

Cara Stoll  
Special Services

## CENTENNIAL BOARD OF EDUCATION REGULAR MEETING November 8, 2021

Notice of meeting was published in York News Times on October 22, 2021.

Meeting was called to order at 8:00 p.m. with all board members present. Administrators present were Mr. Ford, Mr. Bargaen, Mr. Booth, Mrs. Stoll and Mrs. Wagner. Guests were Ms. Podliska, Clinton Turnbull, Jacob Warm, Cora Hoffschneider, Dillion Tonniges, Sharon Powell, Jerry Garcia and Preston Stuhr.

Motion made by D. Cast, seconded by Tonniges, to approve the consent agenda with the exemption of October 11 minutes. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Avery, seconded by Tonniges, to correct the October 11 minutes from consent amended to read consent agenda. Members polled: Avery, for; Borchers, for; D. Cast for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Borchers, seconded by D. Cast, to recognize Micah Richters and Ben Sams for being accepted to Honors Band. Members polled: Avery, for; Borchers for; D.Cast, for; J.Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Tonniges, seconded by Avery, to approve the 2000 level policies as presented. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by D. Cast, seconded by Richters, to approve the nomination of Nancy Cradick to the Centennial Foundation Board. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by J. Cast, seconded by Borchers, to approve the hiring of Rochelle Geiger and Zachary Waller. Members polled: Avery, for; Borchers, for; D. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Tonniges, seconded by D. Cast, to approve the out of state staff development activities as presented. Members polled: Avery, for; Borchers, for; D. Cast, for; J. Cast, for; Richters, for; Tonniges, for. Motion carried 6-0

Heard from Ms. Podliska, Clinton Turnbull, Jacob Warm, Cora Hoffschneider and Dillion Tonniges on FFA National Convention.

Heard Administrators' reports.

Heard update on Foundation.

Heard Audit update.

School Wellness Report was tabled until the December board meeting

Heard discussion on Superintendent Evaluation

NASB State Conference discussion

Meeting adjourned at 9:20 p.m.

Jodi Cast, Secretary  
Centennial Board of Education

JC:mr

**Register Report - Last month  
11/1/2021 through 11/30/2021**

<b>Date</b>	<b>Account</b>	<b>Num</b>	<b>Description</b>	<b>Memo</b>	<b>Category</b>	<b>Tag</b>	<b>Amount</b>
11/1/2021	Checking	AUTO	Teacherspayteachers.com		[General]	DR	-3.85
11/2/2021	Checking	43137	Class Intercom	Content Creators Workshop	[General]	DR	-50.00
11/2/2021	Checking	43138	NBDA	NBDA Membership	[Athletics]		-85.00
11/3/2021	Checking	AUTO	Blizzard Entertainment	overwatch license x1 - Esports	[Athletics]		-16.04
11/4/2021	Checking	AUTO	Parts Town		[General]	DR	-357.67
11/5/2021	Checking	AUTO	GIMKIT PRO - 1 YEAR		[General]	DR	-59.88
11/8/2021	Checking	43139	Country Meats	Inv #330208 - snack sticks	[FFA]		-267.00
11/8/2021	Checking	43140	Nebraska FFA State Association	membership dues - Batches 645040/642867	[FFA]		-630.00
11/8/2021	Checking	43141	Hummert International	Invoice #141111 Berger BM6 All-Purpose 3 Cu Ft x 60	[FFA]		-872.40
11/8/2021	Checking	43142	Jaymar Business Forms, Inc.	Activity Fund Checks for Software Unlimited	[General]		-181.00
11/8/2021	Checking	43143	Capital One Trade Credit	Lumber, wood glue, screws	[Shop-Tech]		-211.18
11/8/2021	Checking	AUTO	Returned Check	Returned Check-Danielle Allen ck for BBB camp	[Boys Basketball]		-25.00
11/8/2021	Checking	AUTO	Teacherspayteachers.com		[General]	DR	-138.60
11/9/2021	Checking	43144	Centennial Lunch Fund	Cinnamon Rolls	[FFA]		-31.40
11/9/2021	Checking	43145	Pac N Save		[FFA]		-42.00
					[Concessions]		-351.36
					[Athletics]		-18.54
11/9/2021	Checking	43146	Cash-Wa Distributing	Inv 13110898/13121403 - concession supplies	[Concessions]		-602.10
11/9/2021	Checking	43147	NE FFA Association	Registration P2C18	[FFA]		-30.00
11/9/2021	Checking	43148	Liz Morenzoni	glove, hat, coat - School Supply (Aug Jean)	[Bronco Store]		-54.88
11/9/2021	Checking	43149	Capital One	laundry baskets	[Athletics]		-39.52
11/9/2021	Checking	43150	Amazon Capital Services	Inv #1CCW-GC31-49PL - athletic supplies	[Athletics]		-184.03
11/9/2021	Checking	43151	Holly Podliska	Food at FFA convention	[FFA]		-258.34
11/9/2021	Checking	43152	Amazon Capital Services	Library Books & flag for decoration	[Library]		-32.76
11/9/2021	Checking	43153	Shickley Public School	Inv 100 - JV VB Tournament Entry Fee	[Athletics]		-50.00
11/9/2021	Checking	43154	Nebraska AMI	JH Quiz Bowl Meet	[Quiz Bowl]	DR	-100.00
11/9/2021	Checking	43155	Naber's Locksmith Service	old schoool gym keys, etc.	[General]		-178.75
11/10/2021	Checking	16715	Kara Fehlhafer	FB games 9/24 & 10/15	[Centennial Choice]		780.00
11/12/2021	Checking	AUTO	Teacherspayteachers.com		[General]	DR	-22.96
11/15/2021	Checking	43156	Dean Davis	JH WR 11-15-21	[Athletics]		-175.00
11/15/2021	Checking	43157	Scott DeLong	JH WR 11-15-21	[Athletics]		-175.00
11/16/2021	Checking	43158	Shari Johnson	SNC One Act Judge 11-16-21	[Dist. Events]		-192.50
11/16/2021	Checking	43159	Kent Millington	SNC One Act Judge 11-16-21	[Dist. Events]		-200.50
11/16/2021	Checking	43160	Clark Kolterman	SNC One Act Judge 11-16-21	[Dist. Events]		-173.50
11/16/2021	Checking	16716	Nikki Klanecky	JH WR 11-15-21 Conc.	[Concessions]		543.25
11/16/2021	Checking	16717	Jenny Wagner	Gate JH WR 11-15-21	[Athletics]		399.00

11/16/2021	Checking	16718	Marge Rhodes		[General]	78,613.96
					[General]	2,234.54
					[General]	376.25
					[General]	402.43
					[One Act]	102.40
					[Show Choir]	250.00
					[Quiz Bowl]	120.00
					[FCCLA]	13.00
11/16/2021	Checking	16719	Kara Fehlhafer	steaks/bought meat	[Centennial Choice]	540.00
11/16/2021	Checking	16720	Jenny Wagner	JH VB Invite	[Athletics]	180.00
11/16/2021	Checking	16721	Evan Klanecky	BSN Sports Check	[Football]	142.00
11/16/2021	Checking	16722	Jenny Wagner		[Dist. Events]	51.87
				CEA	[General]	54.85
					[St. Co.]	34.17
11/16/2021	Checking	16723	Jenny Wagner	FB Playoffs (Ord ck) & VB Sub Dist. (Palmyra ck)	[Athletics]	1,274.21
11/16/2021	Checking	16724	Cam Scholl	Camp	[Boys Basketball]	75.00
11/16/2021	Checking	16725	Dana Yamber	Lost Library Book	[Library]	18.00
11/16/2021	Checking	16726	Craig Barjenbruch	dues	[FBLA]	270.00
11/16/2021	Checking	16727	Holly Podliska	Grant \$ (\$1000 National FFA ck) & Natl. Convention (\$75 ck)	[FFA]	1,075.00
11/16/2021	Checking	16728	Cam Scholl	camp	[Boys Basketball]	150.00
11/17/2021	Checking	43161	Centennial Education Association	Coca-Cola Check	[General]	-54.85
11/17/2021	Checking	43162	Nikki Klanecky	Sandwiches & buns for SNC One Act Concessions	[Concessions]	-220.05
11/17/2021	Checking	43163	Centennial Lunch Fund	Butter & Dinner Rolls for FFA Fall Harvest Dinner	[FFA]	-18.20
11/17/2021	Checking	43164	Cristy Richters	Veteran's Day Cookies	[St. Co.]	-66.00
11/17/2021	Checking	43165	Gipper Media, Inc.	Inv #58FA1648-0001 - Digital Media Content	[Athletics]	-500.00
11/17/2021	Checking	43166	Mark L. Hickson	Inv 110821/CPHS - FB Official Assigner	[Athletics]	-84.00
11/17/2021	Checking	43167	Sam's Club		[Concessions]	-617.74
					[Athletics]	-114.68
11/17/2021	Checking	43168	Nutrition Services, Inc	Inv166023 - guinea pig feed	[FFA]	-28.29
11/17/2021	Checking	43169	Rumery Lawn & Landscape LLC	Inv #29041 - Traeger & Traeger Wood Pellets	[FFA]	-425.00
11/17/2021	Checking	43170	Lichti Oil		[Concessions]	-1,369.59
					[Dance-Cheer]	-117.53
11/17/2021	Checking	43171	Chesterman Company	Pop for Concessions Inside	[Concessions]	-425.79
11/17/2021	Checking	43172	Sarah Ostmeyer	Fall Sports Team Pictures	[Yearbook]	-241.48
11/17/2021	Checking	43173	FBLA-PBL	FBLA Dues	[FBLA]	-280.00
11/17/2021	Checking	AUTO	Teacherspayteachers.com		[General]	DR -3.50
11/22/2021	Checking	43174	Crete Middle School	JH WR Entry Fee	[Athletics]	-65.00
11/22/2021	Checking	43175	David City High School	JH WR Entry Fee	[Athletics]	-75.00
11/22/2021	Checking	43176	Friend High School	JH WR Invite Entry Fee	[Athletics]	-95.00
11/22/2021	Checking	43177	BSN Sports, LLC		[Athletics]	-5,437.63

11/22/2021	Checking	43178	National FFA Organization	FFA Jackets Jayde G./Bryson H.	[Football]		-378.00
11/22/2021	Checking	43179	Heath Sports & Tees	Inv S21727 - BBB Camp T-Shirts	[FFA]		-122.00
11/22/2021	Checking	43180	Aaron Hirschfeld	Fall Activity help	[Boys Basketball]		-706.26
11/22/2021	Checking	43181	Brooklyn Gierhan	Fall Activities Help	[Athletics]		-80.00
11/22/2021	Checking	43182	Chad Ehlers	Fall Activities Help	[Athletics]		-100.00
11/22/2021	Checking	43183	Dean Davis	Fall Activity Help	[Athletics]		-80.00
11/22/2021	Checking	43184	Greg Haberman	Fall Activity Help	[Athletics]		-300.00
11/22/2021	Checking	43185	Jack Tarr	Fall Activity Help	[Athletics]		-80.00
11/22/2021	Checking	43186	Jan Buss	Fall Activity Help	[Athletics]		-150.00
11/22/2021	Checking	43187	Jason Richters	Fall Activity Help	[Athletics]		-355.00
11/22/2021	Checking	43188	Jeremy Gumaer	Fall Activity Help	[Athletics]		-300.00
11/22/2021	Checking	43188	Jeremy Gumaer	Fall Activity Help	[Athletics]		-20.00
11/22/2021	Checking	43189	Joel Bargaen	Fall Activity Help	[Athletics]		-75.00
11/22/2021	Checking	43190	Mitch Stuhr	Fall Activity Help	[Athletics]		-60.00
11/22/2021	Checking	43191	Todd Ostmeyer	Fall Activity Help	[Athletics]		-65.00
11/22/2021	Checking	43192	Friend High School	HS WR Entry Fee	[Athletics]		-150.00
11/22/2021	Checking	43193	Hummert International	IN 141110 - Berger Stock	[FFA]		-1,181.52
11/22/2021	Checking	43194	Ken Scheel	JH GBB official 11-22-21	[Athletics]		-80.00
11/22/2021	Checking	43195	Dave Ashwege	JH GBB Official 11-22-21	[Athletics]		-80.00
11/22/2021	Checking	ATM	Hilton Hotels		[General]	DR	356.86
11/22/2021	Checking	AUTO	Nintendo *Americaus	Esports	[Athletics]		-37.44
11/22/2021	Checking	AUTO	Nintendo *Americaus	Esports	[Athletics]		-64.19
11/22/2021	Checking	AUTO	Nintendo *Americaus	Esports	[Athletics]		-85.59
11/22/2021	Checking	AUTO	Hilton Hotels		[General]	DR	-356.86
11/23/2021	Checking	AUTO	Nintendo *Americaus	Esports	[Athletics]		-64.19
11/23/2021	Checking	16729	Nikki Klanecky	SNC One Act Concessions	[Concessions]		1,362.26
11/23/2021	Checking	16730	Nikki Klanecky	Conc. JHGBB 11-22-21	[Concessions]		299.25
11/23/2021	Checking	16731	Holly Podliska	Fall Harvest	[FFA]		10,806.00
11/23/2021	Checking	16732	Colin Bargaen	Vending Machine	[Bronco Store]		324.98
11/23/2021	Checking	16733	Susan Dickey	Wt Rm key fob	[Wt. Room]		300.00
11/23/2021	Checking	16734	Cam Scholl	camp	[Boys Basketball]		75.00
11/23/2021	Checking	16735	Holly Podliska	Fall Harvest - meat	[FFA]		70.00
11/23/2021	Checking	16736	Colin Bargaen	Nov jean money - HS	[Bronco Store]		120.00
11/23/2021	Checking	16737	Jenny Wagner	Gate JHGBB 11-22-21	[Athletics]		200.00
11/1/2021 - 11/30/2021							80,593.14
BALANCE 11/30/2021							329,426.17
TOTAL INFLOWS							101,614.28

TOTAL OUTFLOWS

-21,021.14

NET TOTAL

80,593.14

## Board Report for Newspaper

DECEMBER 2021

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
AgEdNet.com	SUBSCRIPTION	465.00
ALL COPY PRODUCTS, INC	SUPPLIES	1,679.95
ALLIED 100	SUPPLIES	181.80
ALPHA REHABILITATION	THERAPY SERVICES	228.19
AMAZON CAPITAL SERVICES	SUPPLIES	242.82
AMERICAN TIME	FACILITY SUPPLIES	896.52
AMGL CPA & ADVISORS	AUDIT	13,450.00
APPLE	COMPUTER HARDWARE	598.00
ARNOLD MOTOR SUPPLY	AUTO PARTS	1,365.64
BARJENBRUCH, JORDAN	REIMBURSEMENT	20.53
BEAVER HARDWARE	PARTS	633.32
BGNE, INC	AUTO PARTS/SUPPLIES	517.08
BLACK HILLS ENERGY	NATURAL GAS	4,881.23
BREAKOUT, INC	SUPPLIES	81.00
BRONCO SPUR	SUPPLIES	96.00
CAPITAL ONE	SUPPLIES	72.57
CAPITOL ONE TRADE CENTER	SUPPLIES	82.46
CENTENNIAL ACTIVITY FUND	DISTRICT REIMBURSEMENT	328.79
CENTENNIAL LUNCH	TRANSFER	311.54
CENTRAL NEBRASKA REHABILITATION SERVICES	PHYSICAL THERAPY	11,407.93
CENTRAL VALLEY AG	FUEL	8,489.48
CHAPTERS BOOKS & GIFTS	BOOKS	138.83
CORNHUSKER INT. TRUCKS INC	EQUIP/MAIN	3,527.86
COSTUME SHOPPE	SUPPLIES	665.00
CULLIGAN OF CRETE	SUPPLIES	187.50
CUSTOM LANYARDS 4 ALL	SUPPLIES	120.00
DAS STATE ACCOUNTING	TELEPHONE	518.98
DICKEY, SUSAN	REIMBURSEMENT	46.13
DIETZE MUSIC HOUSE	SHEET MUSIC/EQUIP	68.76
EASY TIME CLOCK, INC	CLOUD SOFTWARE	42.00
EDUCATIONAL SERVICE UNIT #6	CONTRACTED SERVICES/SUPPLIES	465.00
EGAN SUPPLY CO	CUSTODIAL SUPPLIES	6,343.04
FEHLHAFFER'S INC	PARTS/MAINTENANCE	10.00
FILTER CARE OF NEBRASKA	SUPPLIES	51.00
FREE SPIRIT PUBLISHING		148.34
GENERAL FIRE-SAFETY	ALARM INSPECTION	236.80
GRAHAM TIRE COMPANY	TIRES	484.48
GRAINGER	FACILITY SUPPLIES	1,237.71
GRECKEL CONSTRUCTION CO	ROCK/GRAVEL	481.25
HARRIS, JOSHUA	REIMBURSEMENT	59.99
HERPOLSHEIMERS, INC	AUTO PARTS	28.88
HIRSCHFELD, TRICIA	REIMBURSEMENT	306.40
HOLIDAY INN	STAFF ROOM	219.90
HOME DEPOT PRO, THE	FACILITY SUPPLIES	2,324.58
ILLUMINATE EDUCATION, INC	SOFTWARE	2,125.00

**Board Report for Newspaper**

DECEMBER 2021

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
INSIGHT PUBLIC SECTOR, INC	TECHNOLOGY	2,110.54
J.W. PEPPER & SON, INC	SHEET MUSIC	399.99
JANSEN, RYAN	REIMBURSEMENT	49.38
JAYMAR BUSINESS FORMS INC	SUPPLIES	138.45
KONICA MINOLTA PREMIER FINANCE	COPIER LEASE	468.43
KSB SCHOOL LAW	LEGAL SERVICE	32.00
MATHESON TRI-GAS INC	WELDING SUPPLIES	1,080.55
MCCORMICK'S HEATING & AIR CONDITIONING	HVAC MAINTENANCE	708.44
MCGRAW-HILL SCHOOL EDUCATION	TEXTBOOKS	90.78
MERLE'S FLOWER SHOP	SUPPLIES	80.00
MORENZONI, ELIZABETH	REIMBURSEMENT	7.56
MOSAIC AT AXTELL	TUITION	3,855.60
NABER'S LOCKSMITH SERV	REPAIRS/SUPPLIES	45.95
NAEIR	SUPPLIES	51.83
NATIONWIDE	BOND	100.00
NEBRASKA CENTRAL EQUIPMENT, INC	BUS PARTS/SUPPLIES	194.40
NEBRASKA SAFETY CENTER	DRIVERS ED	600.00
NORRIS PUBLIC POWER DISTRICT	ELECTRICTY	9,197.92
NORTHWEST EVALUATION ASSOCIATION	STAFF DEV	200.00
NOVA FITNESS EQUIPMENT	FURNITURE/EQUIPMENT	299.50
ONE SOURCE BACKGROUND COMPANY	SERVICES	67.00
PAC N SAVE - SEWARD	SUPPLIES	166.24
PAC N SAVE - UTICA	FOOD/SUPPLIES	51.27
PAYFLEX	FEES	142.80
PODLISKA, HOLLY	REIMBURSEMENT	71.52
POSTMASTER	PERMIT FEE	130.00
POTTER REPAIR	AUTO REPAIR	1,301.73
PRESTO-X CO	PEST CONTROL	124.00
PRIME COMMUNICATIONS, INC	TECHNOLOGY	57.50
PRO-ED	SUPPLIES	258.00
PULLIAM, LAURA	REIMBURSEMENT	306.40
QUILL CORPORATION	SUPPLIES	483.68
RAFERT, LINDA	REIMBURSEMENT	306.40
READ NATURALLY	SUBSCRIPTION	297.00
RED COUCH COUNSELING, LLC	COUNSELING	884.34
RIVERSIDE TECHNOLOGIES INC	HARDWARE	14,694.77
RSCHOOL TODAY	SOFTWARE	595.00
SAUNDERS, RACHEL	REIMBURSEMENT	1,275.00
SHI INTERNATIONAL CORP	COMPUTER HARDWARE	479.03
STAPLES BUSINESS ADVANTAGE	SUPPLIES	302.72
STUHR MUSEUM EDUCATION DEPT	FEES	115.00
TEACHER CREATED RESOURCES	SUPPLIES	25.95
TRUCK CENTER COMPANIES	BUS REPAIRS	177.85
UNITE PRIVATE NETWORKS, LLC	WAN FIBER	625.43
VERIZON CONNECT FLEET	COMMUNICATION	265.30
VERIZON WIRELESS	CELL PHONES	176.76
VILLAGE OF UTICA	WATER/SEWER	1,372.38

**Board Report for Newspaper**

DECEMBER 2021

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>	
WASTE CONNECTIONS OF NE	TRASH REMOVAL	628.59	
WILLIAMS, MYA	CHOREOGRAPHY	1,900.00	
WINDSTREAM	TELEPHONE/INTERNET	627.95	
ZITO BUSINESS	INTERNET SERVICE	41.70	
ZORO.COM	FACILITY SUPPLIES	538.38	
	<b>Fund Total:</b>		<b>114,068.29</b>
	<b>Checking Account Total:</b>		<b>114,068.29</b>

**SPECIAL BUILDING FUND**

CENTENNIAL PUBLIC SCHOOL	REIMBURSEMENT	630.34	
MCCORMICK'S HEATING & AIR CONDITIONING	HVAC MAINTENANCE	4,085.00	
TINIUS PLUMBING, INC	MAINTENANCE	750.00	
WEATHERCRAFT CO OF LINCOLN	ROOF REPAIR	2,738.16	
	<b>Fund Total:</b>		<b>8,203.50</b>
	<b>Checking Account Total:</b>		<b>8,203.50</b>

Register Report - Last month

11/1/2021 through 11/30/2021

Date	Account	Num	Description	Memo	Category	Tag	Tax ...	Clr	Amount
<b>BALANCE 10/31/2021</b>									<b>37,970.56</b>
11/1/2021	Elementary	6898	Thayer Cen... Registrati...	General Fund	Quiz Bowl			R-60.00	
11/3/2021	Elementary	6899	Class Interc... Registrati...	General Fund	Social M...			R-50.00	
11/8/2021	Elementary	6900	Centennial ... Cafeteria ...	General Fund	Family F...			R-301.39	
11/8/2021	Elementary	6901	Dana Chris... Supplies	[General]	Family F...			R-46.81	
11/8/2021	Elementary	6902	Food Bank ... Food for B...	[BACKPACK]	Backpac...			R-3,748.50	
11/8/2021	Elementary	6903	Scholastic ... Book Order	[Books]	Scholastic			R-48.00	
11/8/2021	Elementary	884438	Ashley War... Book Order	[Books]	Scholastic			R48.00	
11/8/2021	Elementary	6904	Scholastic ... Book Order	[Books]	Scholastic			R-23.00	
11/8/2021	Elementary	884435	Jordan Barj... Book Order	[Books]	Scholastic			R23.00	
11/8/2021	Elementary	884436	Kristi Scheele	Backpack ...	[BACKPACK]	donation		R25.00	
11/8/2021	Elementary	884437	Kevin Sche...	Backpack ...	[BACKPACK]	donation		R20.00	
11/10/2021	Elementary	6905	Scholastic ... Book Order	[Books]	Scholastic			R-27.43	
11/10/2021	Elementary	884439	Molly Warm	Book Order	[Books]	Scholastic		R27.43	
11/10/2021	Elementary	6906	Kaylee Han... Supplies f...	General Fund	PBIS fund			R-223.37	
11/11/2021	Elementary	6907	Bronco Spur	Food for P...	[General]	Pre-K		R-66.16	
11/11/2021	Elementary	6908	Centennial ... food & su...	[General]	Pre-K			R-35.09	
11/17/2021	Elementary	6909	Ken Booth	Lunch	[General]	Social M...		-209.31	
11/17/2021	Elementary	6910	Molly Prach... Supplies f...	[General]	PBIS fund			R-91.16	
11/17/2021	Elementary	884441	Centennial ... Field Trip ...	[General]	reimburs...			R420.00	
11/17/2021	Elementary	884440	Kristi Scheele	Backpack ...	[BACKPACK]	donation		R25.00	
11/18/2021	Elementary	884442	Julie Dey	Book Order	[Books]	Scholastic		R2.00	
11/18/2021	Elementary	6911	Scholastic ... Book Order	[Books]	Scholastic			R-2.00	
11/23/2021	Elementary	6912	Centennial ... Yard Sign ...	[General]	Family F...			-79.00	
11/23/2021	Elementary	6913	Rod's Woo... Apples for...	General Fund	teacher a...			R-70.00	
<b>11/1/2021 - 11/30/2021</b>									<b>-4,490.79</b>
<b>BALANCE 11/30/2021</b>									<b>33,479.77</b>
<b>TOTAL INFLOWS</b>									<b>590.43</b>
<b>TOTAL OUTFLOWS</b>									<b>-5,081.22</b>
<b>NET TOTAL</b>									<b>-4,490.79</b>

December 2021  
November 2021 Bank Statement

**CENTENNIAL PUBLIC SCHOOL INVESTMENTS**

FUND	BANK	TYPE OF INVESTMENT	INT. RATE	AMOUNT	INT.REC
Lunch Fund	First Bank of Utica	Checking 180000		<u>\$42,403.76</u>	
			Total	\$42,403.76	
Depreciation Fund	Farmers & Merchants	MMA 436 949		<u>\$21,698.78</u>	\$0.95
			Total	\$21,698.78	
Unemployment Ins.	Cornerstone Bank	CD# 90917		\$58,485.81	\$0.00
	Cornerstone Bank	MMA 81190		<u>\$10,008.02</u>	\$0.37
			Total	\$68,493.83	\$0.00
Building Fund	First Bank of Utica	Checking 18 064 6		\$185,853.70	\$0.00
		Qualified Cap Bond 180554		\$228.07	\$0.39
		Bond Fund 180034		<u>\$174,437.14</u>	<u>\$23.08</u>
			Total	\$360,518.91	\$23.47
General Account	York State, Gresham	CD 5204		\$185,062.82	\$0.00
	First Bank of Utica	PayFlex Acct		<u>\$19,387.22</u>	
			Total	\$204,450.04	\$0.00
	First Bank of Utica	Checking 180505		<u>\$620,755.78</u>	\$44.92
		General Fund Total		\$825,205.82	
		Total Invested All Accounts Combined		<u>\$1,318,321.10</u>	

Total amount invested at Farmers & Merchants ..... \$21,698.78  
 Total amount invested at First Bank of Utica ..... \$1,043,065.67  
 Total amount invested at Cornerstone Bank, Waco ..... \$68,493.83  
 Total amount invested at York State, Gresham ..... \$185,062.82  
 Total Invested \$1,318,321.10

November 30, 2021

	Nov. 1 Balance	Received	Expenditures	Dec. 1 Balance
ART	\$4.09			\$4.09
ATHLETICS	\$7,480.75	\$2,053.21	\$9,340.85	\$193.11
BAND TRIP	\$11,333.72			\$11,333.72
BOOSTER CLUB	\$0.00			\$0.00
BOYS BASKETBALL	\$2,787.87	\$300.00	\$731.26	\$2,356.61
BRONCO STORE	\$2,672.76	\$444.98	\$54.88	\$3,062.86
CENTENNIAL CHOICE	\$2,365.36	\$1,320.00		\$3,685.36
CHROMEBOOK ASSURANCE	\$5,974.59			\$5,974.59
CLASS '21	\$1,497.60			\$1,497.60
CLASS '22	\$2,384.22			\$2,384.22
CLASS '23	\$3,700.55			\$3,700.55
CLASS '24	\$0.00	\$110.40		\$110.40
CONC. MAN.	\$0.00	\$1,713.84		\$1,713.84
CONCESSIONS	\$37,881.60	\$2,204.76	\$7,786.45	\$32,299.91
CROSS COUNTRY	\$312.03			\$312.03
DANCE-CHEER	-\$2,567.22	\$549.76	\$117.53	-\$2,134.99
DIST. EVENTS	\$16,857.54	\$596.11	\$566.50	\$16,887.15
DRAMA	\$9,250.99			\$9,250.99
FBLA	\$4,983.67	\$270.00	\$280.00	\$4,973.67
FCA	\$0.00			\$0.00
FCCLA	\$1,542.69	\$232.16		\$1,774.85
FFA	\$23,943.62	\$12,247.43	\$3,906.15	\$32,284.90
FOOTBALL	\$3,902.16	\$142.00	\$378.00	\$3,666.16
GENERAL	\$100,161.19	\$82,038.89	\$3,433.60	\$178,766.48
GIRLS BASKETBALL	\$1,520.15			\$1,520.15
GOLF	\$51.76			\$51.76
INSTR.	-\$3,778.40	\$132.48		-\$3,645.92
JH BOYS BASKETBALL	\$0.00			\$0.00
JH GIRLS B-BALL	\$1,588.82			\$1,588.82
JH TRACK	\$0.00			\$0.00
JH VOLLEYBALL	\$0.00			\$0.00
JH YEARBOOK	\$0.00			\$0.00
LIBRARY	\$755.80	\$18.00	\$32.76	\$741.04
NHS	\$40.10			\$40.10
ONE ACT	\$415.83	\$102.40		\$518.23
QUIZ BOWL	\$709.77	\$120.00	\$100.00	\$729.77
SCIENCE	\$890.81			\$890.81
SHOP/TECH	\$0.00	\$2,025.68	\$211.18	\$1,814.50
SHOW CHOIR	-\$1,609.07	\$639.51		-\$969.56
SOFTBALL	\$225.04			\$225.04
SPANISH CLUB	\$0.00			\$0.00
SPEECH	\$488.65			\$488.65
ST. COUN.	\$1,962.31	\$34.17	\$66.00	\$1,930.48
TRACK	\$334.31			\$334.31
UNIFIED	\$155.90			\$155.90
VOCAL	-\$2,519.94			-\$2,519.94
VOLLEYBALL	\$2,838.14	\$244.00		\$3,082.14
WRESTLING	\$2,346.51			\$2,346.51
WT. ROOM	\$9,463.56	\$300.00		\$9,763.56
YEARBOOK	-\$3,516.80		\$241.48	-\$3,758.28
	\$248,833.03	\$107,839.78	\$27,246.64	\$329,426.17
CENTENNIAL BANK BALANCE				\$338,447.65
OUTSTANDING CHECKS				\$9,021.48
		Total		\$329,426.17

Year To Date

	Sept. 1, 2020 Balance	Received	Expenditures	YTD Balance
ART	\$4.09	\$0.00	\$0.00	\$4.09
ATHLETICS	\$6,422.58	\$37,191.00	\$43,420.47	\$193.11
BAND TRIP	\$11,333.72	\$0.00	\$0.00	\$11,333.72
BOOSTER CLUB	\$0.18	\$9,950.00	\$9,950.18	\$0.00
BOYS BASKETBALL	\$1,639.07	\$1,448.80	\$731.26	\$2,356.61
BRONCO STORE	\$2,865.45	\$1,570.73	\$1,373.32	\$3,062.86
CENTENNIAL CHOICE	\$1,741.46	\$1,943.90	\$0.00	\$3,685.36
CHROMEBOOK ASSURANCE	\$5,554.59	\$420.00	\$0.00	\$5,974.59
CLASS '21	\$1,497.60	\$0.00	\$0.00	\$1,497.60
CLASS '22	\$2,384.22	\$0.00	\$0.00	\$2,384.22
CLASS '23	\$3,700.55	\$0.00	\$0.00	\$3,700.55
CLASS '24	\$3,700.55	\$110.40	\$0.00	\$3,810.95
CONC. MAN,	\$0.00	\$1,713.84	\$0.00	\$1,713.84
CONCESSIONS	\$34,917.27	\$16,939.59	\$19,556.95	\$32,299.91
CROSS COUNTRY	\$222.03	\$90.00	\$0.00	\$312.03
DANCE-CHEER	-\$3,189.37	\$5,284.76	\$4,210.38	-\$2,134.99
DIST. EVENTS	\$17,327.60	\$742.97	\$1,183.42	\$16,887.15
MUSICAL	\$9,250.99	\$0.00	\$0.00	\$9,250.99
FBLA	\$4,983.67	\$270.00	\$280.00	\$4,973.67
FCA	\$0.00	\$0.00	\$0.00	\$0.00
FCCLA	\$1,476.41	\$712.16	\$413.72	\$1,774.85
FFA	\$28,526.33	\$19,475.14	\$15,716.57	\$32,284.90
FOOTBALL	\$8,302.88	\$597.64	\$5,234.36	\$3,666.16
GENERAL	\$11,780.98	\$251,261.09	\$84,275.59	\$178,766.48
GIRLS BASKETBALL	\$1,520.15	\$0.00	\$0.00	\$1,520.15
GOLF	\$51.76	\$0.00	\$0.00	\$51.76
INSTR.	-\$3,509.30	\$958.48	\$1,095.10	-\$3,645.92
JH BOYS BASKETBALL	\$0.00	\$0.00	\$0.00	\$0.00
JH GIRLS BASKETBALL	\$1,588.82	\$0.00	\$0.00	\$1,588.82
JH TRACK	\$0.00	\$0.00	\$0.00	\$0.00
JH VOLLEYBALL	\$20.00	\$25.00	\$45.00	\$0.00
JH YEARBOOK	\$0.00	\$0.00	\$0.00	\$0.00
LIBRARY	\$754.79	\$33.00	\$46.75	\$741.04
NHS	\$40.10	\$0.00	\$0.00	\$40.10
ONE ACT	\$518.23	\$252.40	\$252.40	\$518.23
QUIZ BOWL	\$829.77	\$620.00	\$720.00	\$729.77
SCIENCE	\$890.81	\$0.00	\$0.00	\$890.81
SHOP/TECH	\$0.00	\$2,025.68	\$211.18	\$1,814.50
SHOW CHOIR	-\$1,554.44	\$1,026.87	\$441.99	-\$969.56
SOFTBALL	\$282.30	\$216.00	\$273.26	\$225.04
SPANISH CLUB	\$0.00	\$0.00	\$0.00	\$0.00
SPEECH	\$488.65	\$0.00	\$0.00	\$488.65
ST. COUN.	\$1,773.23	\$602.88	\$445.63	\$1,930.48
TRACK	\$334.31	\$0.00	\$0.00	\$334.31
UNIFIED	\$155.90	\$0.00	\$0.00	\$155.90
VOCAL	-\$2,519.94	\$0.00	\$0.00	-\$2,519.94
VOLLEYBALL	\$2,857.79	\$1,047.63	\$823.28	\$3,082.14
WRESTLING	\$2,346.51	\$0.00	\$0.00	\$2,346.51
WT. ROOM	\$9,138.56	\$625.00	\$0.00	\$9,763.56
YEARBOOK	-\$4,861.80	\$1,345.00	\$241.48	-\$3,758.28
	\$165,589.05	\$358,479.96	\$190,942.29	\$333,126.72
			Total	\$333,126.72

## Account Balances - As of 11/30/2021

Account	11/30/2021 Balance
<b>Bank Accounts</b>	
Elementary	33,479.77
Reading Classic	0.00
Savings	2,986.74
<b>TOTAL Bank Accounts</b>	<b>36,466.51</b>
<b>Liability Accounts</b>	
BACKPACK	-19,759.73
Books	-319.60
Boxtops	-2,634.44
General	-7,022.25
Pictures	-1,461.67
Polk Grant	-4,021.40
<b>TOTAL Liability Accounts</b>	<b>-35,219.09</b>
<b>OVERALL TOTAL</b>	<b>1,247.42</b>

KAREN A. HAASE  
STEVE WILLIAMS  
BOBBY TRUHE



COADY H. PRUETT  
JORDAN JOHNSON  
SHARI RUSSELL, Paralegal

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## M E M O R A N D U M

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We have attached the 3000 series policies that deal with Business Operations.

**Policy 3001. Budgets.** This policy deals specifically with creating budget and related requirements. It notes that the Superintendent is responsible for developing the budget.

**Policy 3002. Deposits.** This policy sets out general guidelines for how to handle money collected by the district. Note that the procedures outlined in this policy apply to anyone acting on behalf of the district, which includes employees, students and volunteers. Your board should determine the amount of cash that it is comfortable in keeping in the building overnight.

**Policy 3003. Bidding for Construction, Remodeling, Repair, or Site Improvements.** This policy sets out the process that the board will follow when it is going to solicit bids for construction and related projects.

The second section sets out the process that the District will follow when it is undertaking a construction project that has an anticipated cost of less than \$100,000. Under state law, school districts are only required to engage in the formal solicitation of bids when they are undertaking construction with a cost of more than \$100,000, but most districts want to follow some structured process for obtaining quotes or estimates before they begin smaller projects. This section also includes the ability for the district to use the ESUCC Coop for these non-bid projects.

The third section sets out the formal requirements of Nebraska's bidding statutes.

**Policy 3003.1. Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds.** This policy sets out the requirements that you must follow when you use federal funds for construction. Please note that this policy will apply to any construction financed with federal funds, regardless of how much the anticipated project

will cost. If the construction project has an anticipated cost of more than \$100,000, then you will have to comply with both policy 3003 and 3003.1.

**Policy 3004. General Purchasing and Procurement.** This policy sets out general guidelines for purchasing equipment and supplies which are not purchased with federal funds. Please review it carefully to be sure that it accurately describes your process in a general way. Note that there is a provision in this policy which states that use of statewide cooperative purchasing programs for school districts, such as ESUCC's Coop Purchasing, satisfies any requirement under this policy or state law to the extent such a bid or quote is not otherwise independently required by law.

The board must make a decision about two parts of the fourth section of this policy. You must tell staff how many days prior to a board meeting they have to submit receipts for reimbursement. You must also set the amount at which you will require staff to secure written quotes and/or estimates. Due to the way the federal regulations work, we strongly urge you to set that limit at **\$10,000**. As you will see, the EDGAR regulations have one set of rules for purchases under \$10,000, another set of rules for purchases between \$10,000 and \$250,000, and a third set of rules for purchase over \$250,000. We think it will be confusing for the district to adopt a fourth set of rules for purchases below \$10,000 but above some other limit set by the board. Having said all that, the board is certainly entitled to adopt a lower threshold than \$10,000 in this policy because it applies to purchases not made with federal funds.

**Policy 3004.1: Fiscal Management for Purchasing and Procurement Using Federal Funds.** This policy sets out all of the elements that are required by the Education Department General Administrative Regulations (EDGAR). These regulations apply to all federal grants that are made by the US Department of Education to local school districts directly and to all funds that pass from the federal government through state departments of education to local schools. That means you will need to follow this policy for purchases for your food program, special education, Title I and any other federal program. The first section recites that this policy will only apply to purchases made with federal dollars. This keeps your staff from having to jump through the hoops in this policy if they are spending state or local funds. All of your staff who work in areas where federal funds are spent (cooks, special ed and Title I paraeducators, etc.) should be trained on this policy.

**Policy 3005. School Activities Fund.** This policy governs school activity funds and it provides that funds remaining after graduation may be transferred to any district account. Notice that this policy attempts to address

the problem of unspent senior class funds by permitting the funds to be transferred at the board's discretion or kept in that class's fund. If your board follows a different practice, contact us or your regular school attorney to be sure that your practice is lawful.

**Policy 3006. [Intentionally Left Blank]**

**Policy 3007. Review of Bills.** This policy provides a good set of checks and balances which is always a subject of focus for the State Auditor.

**Policy 3008. Grants, Gifts and Bequests.** Although it is generally a good thing when people want to give the school district donations, boards need to have control over what is donated and how it is used. This policy allows the superintendent to accept the donation of personal items (like coats for a winter closet drive) and of cash donations up to a limit set by your board. All other donations must be approved by the board.

**Policy 3009. Audits.** This policy states that you will obtain an annual audit as required by law. It also states that the district does not use generally accepted accounting principles. Most schools do not have the staff or other resources to comply with GAAP and state statute specifically provides that schools do not have to follow GAAP. Nonetheless, the state auditor will frequently criticize schools for not following GAAP. This policy will help schools defend against that sort of criticism.

**Policy 3010. Insurance.** This policy addresses insurance as it relates to protecting the school district, the board as a corporate body, individual board members, appointed officers, employees, and volunteers from financial loss arising from any claim, demand, suit or judgment. The school district's insurance should be reviewed annually or as the need arises.

**Policy 3011. Transportation.** This policy addresses transportation. Please review it to make sure it is consistent with your transportation plan. If you have adopted a different plan, substitute yours for our form plan. If you would like us to review it, please e-mail it to us.

**Policy 3012. School Meal Program.** This policy addresses the provision of a meal program for students and the meal charge policy. The Meal Program section outlines the district's responsibilities to create a program, set costs, and/or contract with a private company to manage the program. It also states that the district will notify families of the costs and the procedure for signing up for free or reduced-price meals. The Meal Charge Policy outlines the district's duty under federal regulations to establish procedures and provide notice for how the school will handle student meals

when a student's meal account is delinquent. We have provided four options for boards to choose from.

**Policy 3013. Emergency Closings.** This policy on emergency closing states that school will be held on each day of the school calendar unless the superintendent determines that school should not be in session. Note that the policy uses the "impossible or impracticable" wording from the mandatory attendance statute, which should support the district if a parent ever claims bad weather as a defense to a truancy charge.

**Policy 3014. Use of School Property.** Over the last several years, schools and ESUs in Nebraska have seen an increase in the variety and frequency of groups wanting to utilize district facilities. Districts in Nebraska and throughout the country have been involved in significant litigation regarding facility use, and many others have been forced to resolve facility use questions with entities like the ACLU. In response, our policy takes a comprehensive look at these issues. We will highlight the main provisions for your board to focus on, below:

***Accounting for "Regular Uses."*** Many districts permit patrons to use facilities such as the weight room and track on a regular basis. Some districts have designated hours, and others permit patrons to keep keys or fobs to access the facilities. Most districts use some sort of application and agreement for these uses separate from their general facility use application. The first section of the policy is an attempt to capture these regular, individual uses and permit them with only one application. We have also included an Application, Release, Waiver, and Agreement document. Rather than requiring patrons to apply for a facility use permission every time, we hope this one-time application process protects the district to the maximum extent possible and eases the administrative burden when patrons use the facilities regularly.

***Prohibiting Commercial Use.*** This is a very tricky area for many districts. Most districts do not want to turn the school and school activities into shopping malls. However, most schools do want to permit booster clubs and student groups to raise funds which support school students and activities. From a purely legal perspective, the district is almost always better off prohibiting others from profiting by using district facilities. One recent example is an athletic trainer who wanted to host a workout class in the school weight room and charge money for patrons to attend. The trainer sought to take advantage of the facility being open to

community use and planned to use the district's equipment and facilities rent-free to host the class. As a result of requests like this, we have written the policy to prohibit commercial uses which result in personal financial gain. If your district has a practice of permitting commercial uses, such as fitness classes, for-profit craft fairs, and other such events, you should contact us directly to assist you in preparing a policy provision which best protects the district.

***Redefined Groupings.*** The policy breaks out groups using facilities into four separate categories: curriculum-related student groups, extracurricular student groups, non-curriculum related student groups, and non-student groups. This grouping system closely tracks the Supreme Court cases and assists in drawing clearer lines for requirements of various groups depending upon their alignment with district curriculum and activity offerings. For example, the policy says that all student groups are given priority over other outside groups.

***Charging Fees for Admission.*** The last section of the policy prohibits groups which use school facilities from charging admissions fees. This is a *major* question in many districts, and our provision may not be consistent with your district's practices and preferences for supporting your community groups. **Please read this section carefully and be sure to discuss it fully with your entire board.**

The Political Subdivision Tort Claims Act exempts schools from liability when their facilities are used for "recreational" purposes, but only if the group using facilities does not charge a fee to participate in or spectate the event. Likewise, if the district maintains control over the event/facilities, such as providing supervision or custodial services, the protection from liability may not apply.

These protections came about as a result of court cases where political subdivisions were sued because someone attending an event held in public facilities was injured. In one case, for example, a patron suffered an ankle injury stepping in an animal burrow on a courthouse lawn during a town celebration. The public policy behind these protections says that schools should be encouraged to permit others to use their facilities. As an incentive to permit the recreational use of district facilities, school districts should not be held liable for damages suffered

when patrons are participating or spectating "recreational" activities on school grounds. The definitions in the statutes are quite broad, providing protection to schools in many cases.

However, in order to maintain the protections of this law, schools cannot permit outside groups to charge a fee to attend the facility and cannot maintain control over the facility. If someone has to pay a fee to attend an activity, and if the district maintains control over the facility, then the patron(s) has a greater expectation of protection from possible dangers. But if the school does not maintain control and the entity using the facility does not charge an admission fee, the district is only liable for its "gross negligence" rather than standard negligence.

As you can see, this is one of the more complex policies in our service. Please feel free to call us and work through these issues one-by-one whenever it is convenient for you.

**Policy 3015. Time Away From School Activities.** This policy states that school activities will not be held on Wednesday nights or Sundays. This policy intentionally considers these days "time away from activities" and specifically and intentionally does not contemplate the types of activities in which students may be engaged on those days. **If you have other days designated for time away from school activities, modify the policy accordingly.**

**Policy 3016. Smoking.** Many districts are struggling with effective policy solutions to electronic cigarettes, vapor pens, and similar technology. In 2014 the Unicameral made it a criminal violation for any minor under the age of 18 to use "vapor products or alternative nicotine products." Accordingly, we recommend that your general tobacco use policy to include an option which prohibits the use of vape pens, electronic cigarettes, and the like. While this policy applies to all students and staff, it applies generally to all district patrons and visitors. This policy has 3 options. You should select one or a combination of these policies.

**Policy 3017 Press Releases.** This policy requires administrative approval of press releases regarding school-related activities and events.

**Policy 3018. Denial of Access to School Premises.** This policy provides a method for denying access to school activities or school premises. It permits an administrator to limit or deny access to certain school activities or school premises for various reasons.

**Policy 3019. Sale or Disposal of School Property.** This policy states that the sale of school property must be made with the best interests of the school and taxpayers in mind. It sets forth the statutory requirement that the sale of school property be approved by a two-thirds vote of the board of education at a regular board meeting.

**Policy 3020. Copyright Compliance.** This policy addresses copyright compliance and discusses the steps district administrators must take or may take when an infringement occurs. It states that teachers and students may not use any media in a manner that is in violation of applicable copyright laws. If staff or students subject the district to payment for copyright violations, the district may require the offending student or staff member to make the district whole. **Please note: even if there is a technical infraction which occurs because of a staff member or student, one protection for educational institutions against copyright liability is to distribute materials and provide training to staff and students about the importance of copyright compliance. This policy requires you to distribute materials to students and staff for the purpose of preserving that defense.**

**Policy 3021. Operation of School Business Office** This policy describes the days and hours that the business office will be open. Some boards prefer that the district's business office be open during regular business hours. **You should revise the policy to describe the district's practice.**

**Policy 3022. Volunteers.** This policy addresses the use of volunteers. We recommend having most volunteers sign a volunteer services agreement, though we recognize that in some instances the volunteer's involvement will be insubstantial. The policy also prohibits people from volunteering if they refuse to comply with a requested background check. If you need assistance in creating or updating your volunteer services agreement, we would be happy to help

**Policy 3023. Record Management and Retention.** School districts must comply with two sets of laws governing the retention and deletion of records. The Federal Rules of Civil Procedure require government entities to retain some electronic records with metadata intact and to state with specificity when they will delete electronic records. Nebraska's Records Management Act and the record retention schedules adopted by the Nebraska Secretary of State's Record Management Division outline when schools may delete both physical and digital records. The schedules which apply to school districts are Schedule 10 and Schedule 24. This policy outlines how the school district will comply with all of these various laws and regulations.

This policy has several options for you to adopt, depending on whether you use a cloud-based productivity suite and, if so, which suite you use. If you use a cloud-based service such as Google Apps for Education or Office 365, you will need to select the retention level you have selected from your service provider. If you still use internal servers to host your e-mail, you will need to consult with your technology coordinator to determine how long the district stores e-mail and other electronic data. There is no obligation to retain all of your e-mail in their original format, but you must identify your retention schedule for these records.

Under Schedule 24, "short term communications" must be maintained for at least 6 months, which is why we have included that retention period for school-affiliated social media posts. Please note that all this means is that staff using school-affiliated social media posts cannot delete their posts for at least 6 months. If you use Twitter, for example, to announce sports scores, you just cannot go back and delete old Tweets at the end of the school year. You do not have to print these posts -- leaving them on the social media application counts as "maintaining" under the schedules.

Your retention obligations for security video is covered by Schedule 24. After consulting with the Secretary of State's office, we have categorized security video as "working papers" which can be destroyed as soon as the school determined that there is no need to keep it. Schools will have to complete an annual disposition report regarding this footage. The Secretary of State's Office was gracious enough to provide us with a sample disposition report on security video footage, which we have included as an example with the forms for the 3000 series.

**Policy 3024. Booster Clubs and Parent Teacher Organizations.**

This policy addresses booster clubs and parent-teacher organizations. There are two variations that can be used. In both cases, we suggest that the district: (1) take complete control over the organization's finances or (2) keep the school's finances and the organization's finances completely separate. Regardless of which approach is used, the key is to make the relationship clear in the policy. We have attached policies which address both situations.

**Policy 3025. Returned and Outstanding Checks.** This policy deals with insufficient fund checks. It states that a person who wrote a bad check must pay the school the amount of the check in cash plus an additional \$30 (the board should choose the amount) to cover costs to the district. It also gives the district the authority to refuse to accept checks from people whose checks are repeatedly returned for insufficient funds. The policy also addresses checks which are outstanding and authorizes the superintendent to review them and resolve any issues related to outstanding checks, including

stopping payment and reissuing the checks. **These terms are not statutorily required and the board may set its own standards.**

**Policy 3026. Handbooks.** This policy covers handbooks. It states that handbooks are intended to convey information and explain school regulations and procedures. It points out that the handbooks are not contracts and that the administration has the authority to change handbook provisions during the year so long as the changes are consistent with board policy. It also makes clear that the handbooks are trumped, when inconsistent, by board policy and state law.

**Policy 3027. Resolution of Conflicts Between Parents Over School Issues.** This policy addresses the resolution of conflicts between parents over school issues. It explains that the school will not become involved in disputes between parents regarding such issues as court orders, student records, and picking up children at school.

**Policy 3028. Sex Offenders.** This policy deals with sex offenders and emphasizes the importance of students' safety at school. It states that the school will notify staff members, parents, and students (1) of any registered sex offenders residing in the school district and (2) of the availability of information about sex offenders on the State Patrol's web page. If your district does not distribute this list to staff, parents, and students, you should.

**Policy 3029. Distribution of Flyers Advertising Non-School Issues.** This policy addresses the distribution of flyers advertising activities of non-school organizations. The first numbered paragraph sets forth prohibitions against flyers with statements that are inappropriate for a school setting. The remaining paragraphs set forth procedures and requirements for flyers.

**Policy 3030. Automatic External Defibrillator Program.** This policy deals with automatic external defibrillators (AED). Some organizations offer to donate both the AED and the cost of its upkeep. The attached policy is designed to limit the school district's potential liability while incorporating the policy elements recommended by the American Medical Association and the American Heart Association. You will have to identify a medical advisor and should be sure that the person designated as the AED Program Coordinator understands his/her obligations under the policy and is willing to fulfill those responsibilities. **Note that you will have to identify a Program Coordinator and Medical Advisor.**

**Policy 3031. Students Electing to Attend School in Adjoining State.** This policy addresses requests for students to attend schools in an

adjoining state. It restricts approval of out-of-state enrollment except when (1) the student will suffer extreme and unusual harm if not allowed to attend school in an adjoining state; or (2) the district's financial circumstances will be unaffected by the out-of-state transfer.

**Policy 3032. Copyrighting Fees for School District Records.** addresses the copying fees for School District Records should they be requested. You will have to identify what amount you will charge for each request.

**Policy 3033. Lending Textbooks to Children Enrolled in Private Schools.** This policy complies with Rule 4 of the Nebraska Department of Education. It addresses lending textbooks to children enrolled in private schools and the process for individuals to fill out an application for the textbooks. The procedures and timelines laid out in the policy are required by NDE.

Rule 4 has a very broad definition of the term "textbook." Although we do not recite that definition in the policy itself, administrators and boards should understand that "textbook" includes digital resources and subscriptions:

Textbook shall mean any instructional material that is designated for use by individual students in classroom instruction as the principal source of study material, in any of grades kindergarten through grade 12 in the public school(s) of each school district. The following, if designated for use by individual students as the principal source of study material, are likewise to be considered textbooks for purposes of this chapter: multiple texts; electronic and digital subscriptions; and hard-copy, write-in work texts if accessible by students pursuant to a multi-year subscription entered into by the school district. Instructional material that is in a non-tangible, electronic or digital format, e.g. web-based (on-line) material, accessible by students through a subscription or license agreement entered into by the school district, is a textbook if the individual student's access ceases within the timeframe described in Section 003.01 of this chapter. The following are not to be considered textbooks: library books, teacher's editions, hard-copy supplemental workbooks and any book or material designated for classroom, and not individual use (e.g. "Big Books" and the like).

For many years, when homeschool parents have asked to borrow textbooks from the school district, it has merely been a matter of loaning out an extra book, which did not impose any additional cost on the school. With this much

broader definition of “textbook” homeschool and private school parents could seek to access digital textbooks or other electronic resources. If the school pays a per-user subscription for these resources, the district is not required to pay that cost for the homeschool or private school student. Instead, the district requests funds from NDE to pay for the requested resource. You may also add up to 5% of the cost to defray administrative expense. Then the department will respond to the request by informing the schools whether there are sufficient funds to pay for the requested resource. Schools are only obligated to purchase and lend textbooks only to the extent that the Legislature appropriates funds to the Nebraska Department of Education to be distributed for this purpose.

### **Policy 3034. [Intentionally Left Blank]**

**Policy 3035. Chain of Command.** This policy was created in response to requests from several of our school district clients to provide more effective and efficient assistance to patrons and employees with questions or concerns. You should review this carefully to be sure it accurately describes how your district's chain of command operates.

**Policy 3036. Purchasing (Credit) Card Program.** Many school districts in Nebraska use credit cards to purchase goods and services for school purposes. However, many schools are unaware that, though state law authorizes the use of such credit cards, it also imposes certain obligations upon the district. In addition, the Nebraska Auditor of Public Accounts has chastised some schools in their audits because school personnel failed to maintain adequate supporting documentation for credit card expenses in violation of state law and school district policy. This policy includes everything required by state law and incorporates recommendations made by the State Auditor in previous school district audits. It also tracks changes to federal purchasing and procurement and allows continuity of your purchasing system. After you adopt the policy, we strongly encourage you to provide a copy of it to all employees and require them to acknowledge that they have received and read it.

**Policy 3037. Petty Cash.** The Nebraska State Auditor expressed concern during a recent audit that a school district maintained a petty cash fund without adopting any policy or procedures governing its use. The auditor was particularly concerned about the lack of monitoring and oversight of the fund. If you do not use petty cash, you do not need a policy. However, if you do utilize such a fund, we strongly encourage you to adopt a policy that spells out its amount, who controls it, when it may be used, monitoring procedures, etc. You should review this policy with the administration and the board to make sure that it conforms to your actual practice.

### **Policy 3038. [Intentionally Left Blank]**

**Policy 3039. Threat Assessment and Response.** Schools are required to have a “threat assessment” procedure which they are supposed to use any time someone reports a threat made by a student, staff member, or patron. The idea is that the school can use a data-driven approach to determine what to do in response to such a threat rather than a knee-jerk reaction. There are three options in this policy - one in which a “threat assessment team” investigates and responds to threats; one in which the superintendent performs these tasks alone; and one in which a school district law enforcement unit conducts the investigation. You should select the option that best reflects your district’s practices. However, you cannot use the “law enforcement unit” option unless you have adopted Policy 5054, designating a “law enforcement unit” for your district.

**Policy 3040. School Safety and Security.** We have designed this policy so that it complies with the Safety and Security Protocols. The first section states that the board wants to meet the minimum safety requirements. If your board wants to go beyond the minimum to meet the “exceeds” or “outstanding” level of the rubric, please let us know and we will revise these policies accordingly.

In the next two sections of this policy, we have tried to separate out the obligations for safety and security measures between the superintendent, principals, and the crisis team. You may revise **who** must perform each of the duties identified, but you may not **eliminate** any of these duties and still comply with the Safety and Security Protocols.

Your board should carefully review the section of the policy dealing with memorials and select which option will best fit your district’s needs. We have made two changes to the policy. When a school community experiences the death of a student or a similar tragedy, there is often the very human tendency to want to do something in memory of the deceased student. These memorials can range from spontaneous tributes piled at lockers or parking spaces to more permanent, lasting tributes like placing plaques in halls or planting trees or gardens in the student’s name. There may also be ceremonies or assemblies that bring together members of the school community to share memories and grieve together. While this is a very understandable impulse, the most current psychological research indicates that these sorts of memorials are not good for kids and they create tremendous potential legal issues. The best legal and psychological agrees that it is best practice to disallow student memorials. While we defer to the research, we also know that there can be tremendous political pressure to allow a memorial. So, we

have included two options for memorials. The first is to flatly prohibit them. The second option sets up a process whereby the school's crisis team can consider a request for a memorial and make a recommendation to the board. It is important that you discuss this issue as a board **now** before a crisis event has occurred.

**Policy 3041. Crisis Team Duties.** This policy places the majority of the responsibility for complying with the Safety and Security Protocols on the crisis team. Note that the superintendent names people to serve on the crisis team using the considerations set out in policy 3040 above. The way this is set up, it will be the crisis team that conducts the self-assessment required by NDE. All of you currently have an All-Hazard School Security Plan. It is likely that the Safety and Security Protocols will require substantial revisions to that plan, and this policy places the responsibility for those revisions on the crisis team. Again, we have not included anything in this policy which is not required for minimum compliance with the Safety and Security Protocols.

**Policy 3042. Construction Management at Risk Contracts and Policy 3043. Design-Build Contracts.** The Political Subdivisions Construction Alternatives Act requires a school to have policies in place before it can use the construction management at risk and design-build methods of construction. These policies comply with the requirements of the Act.

**Policy 3044. Incidental or De Minimis Use of Public Resources.** The general rule is that personal uses of "public resources" are not permitted. However, the Nebraska Political Accountability and Disclosure Act allows boards or public entities, such as schools and ESUs, to pass a policy which authorizes board members and employees to use public resources for personal purposes when those uses are "incidental or de minimis." As long as the personal use is accounted for on the board member's or employee's personal taxes, as required by law, the board can authorize these uses to avoid complaints and allegations of misuse. This policy is designed to account for the most common uses we come across, and your board is free to remove or add additional uses consistent with your practices.

**Policy 3045. Use of Sniffer Dogs.** Many schools have decided to use trained drug dogs to conduct "sniff searches" of vehicles on school grounds, school lockers used by students, and other items or areas at the school. Schools have the authority to use drug dogs to conduct "sniff searches" in many, if not most, circumstances. One exception is the use of a dog to sniff a student or staff member. **We strongly discourage school districts from allowing dogs to sniff people.** The tougher questions are whether the school *should* implement use drug sniffing dogs and, if so, how

the program should be implemented. This policy includes our recommended procedures in the event that school decides to use drug dogs.

**Policy 3046. Animals at School.** This policy addresses animals on school grounds from all relevant legal perspectives: class pets, therapy animals, and service dogs. The requirements for each are different, with the key being the disability-related considerations for therapy animals (which can include nearly any animal) to service dogs (which include only specially trained dogs and miniature horses). The policy also requires that requests for service animals and requests for therapy animals (where you allow them) that are made by or on behalf of a student with an IEP or a 504 plan be referred to the respective IEP or 504 Team for consideration. There are two options for therapy animals, and you will need to pick one.

**Policy 3047. Data Breach Response.** School districts that are required to provide reasonable security to personal information handled by the district. This policy states the district will implement the appropriate security, and if the district experiences a data breach it will investigate the breach, provide notice to those affected, and notice to the Attorney General. We have also included a section that provides for data governance protocols to be put in place to map the flow of data between software, hardware, and personnel in order to maintain good data hygiene and make sure data breach responses will run smoothly and efficiently.

**Policy 3048. Communicable Diseases.** This policy sets forth steps to take if it is determined that a staff member or student has a high risk communicable disease. Because we get this question all the time, we did want to highlight that, yes, Hepatitis "E" is a real thing included in the DHHS regulations.

**Policy 3049. Drones and Unmanned Aircraft.** With the increasing use of drones and other unmanned aircraft by schools and by private individuals, this policy contemplates some general use restrictions while also factoring in differences for district uses versus personal or private use on school grounds. The policy generally defers to the superintendent or his or her designee to provide permission, designate authorized areas, and impose other restrictions on the use of drones on school property.

**Policy 3050. Technology in the Classroom.** This policy addresses the use of electronic devices and software applications in the classroom that are not selected or purchased by the district. If a teacher brings in a Google Home, Amazon Echo, or similar device; or wants to use a specific application; this policy requires that the teacher notify the administration of the device or application's use, and provides guidance on how the device should be setup.

The policy also restricts the use of assistive technology to prohibit the recording and transmitting of the classroom activities of other students.

**Policy 3051. Opioid Overdose Prevention and Response.** Naloxone, also known by its brand name Narcan, has been used by emergency responders and health care professionals for many years as an opioid antagonist to reduce deaths and negative consequences of individuals experiencing opioid overdose. Although Nebraska has a naloxone statute allowing for dispensing naloxone without a prescription, the Department of Health and Human Services, Division of Public Health, has also issued a standing order to facilitate the availability of naloxone. This policy allows the district to take advantage of those laws and have naloxone available to administer by appropriately trained staff. Much like the policy on AED's, it is permissive and you should consult with your school nurse and local authorities if you want to have a naloxone program.

**Policy 3052. Leasing Personal Property.** This policy provides the authority for authorized personnel to lease personal property (e.g., equipment, goods, etc.) from vendors for school district use. A decision will need to be made as to the total lease amount above which written quotes/estimates will be required to be obtained from multiple vendors.

This policy also provides the authority for the Superintendent to lease out district-owned personal property that is not needed for school purposes. Decisions will have to be made concerning (1) the threshold (dollar amount) of the fair market value of the personal property in question under which the Superintendent may lease out such property without board authorization, and (2) the maximum number of days that the Superintendent can agree to lease out district-owned personal property.

**Policy 3053. Nondiscrimination.** This policy satisfies the requirement that a school district have a policy which forbids discrimination for unlawful reasons.

School districts with 50 or more employees are required to appoint a responsible person to coordinate the administrative requirements of ADA compliance and to respond to complaints filed by the public. In this policy, the 504 coordinator is the same person as the ADA coordinator. If you do not want your 504 coordinator to serve as your ADA coordinator let us know and we can work with you to customize this policy.

**Policy 3054. Law Enforcement Unit.** This policy allows the board to designate a law enforcement unit for the district. The district is permitted to designate any individual or group as it's law enforcement unit. The disclosure

of records created and maintained by a law enforcement unit for a law enforcement purpose is not restricted by state and federal student record laws, so this policy further outlines how law enforcement unit records should be maintained and how they may be disclosed. Designating a law enforcement unit implicates complex legal and privacy considerations, and we encourage you to reach out for advice on these issues before adopting this policy.

**Policy 3055. School Resource Officers.** On and after January 1, 2021, school must have a memorandum of understanding in effect with any law enforcement agency that provides school resource officers and any security agency which provides security guards to schools in a school district. Each MOU must include policies that address six specific issues. We have developed this policy to ensure that every policy provision required by the new SRO statutes exists and can be incorporated into any MOU.

**Policy 3056. Guest Speakers.** Some schools have invited guest speakers into school with little to no knowledge of the guest speaker's message, experience, or intent. Not surprisingly, not all guest speaker appearances went as smoothly as one would hope when there is little research done about the guest speaker. This policy includes a process and procedure to research guest speakers so that everyone involved has a clear understanding of the guest speaker's purpose and message. This will help the school determine if the proposed message complies with school district policies and its fundamental values and to avoid unwanted surprises for everyone involved.

**Policy 3057. Title IX.** This policy went into effect on August 14, 2020.