

OVERTON PUBLIC SCHOOL DISTRICT 24-0004  
OVERTON BOARD OF EDUCATION  
BOARD MEETING: November 9, 2020

BOARD OF EDUCATION AGENDA:

- 7:30           A.       **Call meeting to order**
- 7:35           B.       **Compliance Statement**
- 7:40           C.       **With consent of the Board, receive reports from School Personnel, Patrons. or Community Groups.**
- 7:45           D.       **Read and consider communications**
- 7:50           E.       **Approve the agenda**
- 7:55           F.       **Approve minutes**
- 8:00           G.       **Act on bills for payment**
- H.       **Matters pending before the Board**
1.       Consider recognizing the Overton Education Association as the official bargaining agent for the certificated staff 2022-2023 school year
- 8:05           2.       Review, consider, and take all necessary action to approve board policies: 2008 Meetings, 3001 Budget, 3004.1 Fiscal Management for Purchasing and Procurement Using Federal Funds, 4043 Professional Boundaries and Appropriate Relationships Between Employees and Students, 5018 Parent And Guardian Involvement in Education Practices, 5067 Student Assistance Team or Comparable Problem-Solving Team
- 8:15           2.       Review, consider, and take all necessary action to approve board policies: 2008 Meetings, 3001 Budget, 3004.1 Fiscal Management for Purchasing and Procurement Using Federal Funds, 4043 Professional Boundaries and Appropriate Relationships Between Employees and Students, 5018 Parent And Guardian Involvement in Education Practices, 5067 Student Assistance Team or Comparable Problem-Solving Team
- I.       **Board Reports and Discussion**
- 8:20           **Board Reports**
- a.       Meetings Attended:
- b.       Upcoming Meetings:
- c.       Transportation Committee Report:
- d.       Interlocal Committee Report:
- e.       Facilities Committee Report:
- f.       Curriculum Committee Report:
- g.       Negotiations:
- Discussion**
- J.       **Administrative Reports**
- 8:35           1.       Principal's Report
- 8:55           2.       Superintendent's Report

Next regularly scheduled meeting is December 14, 2020

*"Learning Today – Leading Tomorrow"*

**COMMENTS:**

- E.
  - 1. The board is required to recognize the LEA for the 2022-2023 school year
  - 2. The board reviewed and discussed the board policies at the October board meeting and now will consider approving

**DISCUSSION:**

- F.
  - 1. **Board Reports and Discussion:**
    - a. Meetings Attended:
    - b. Upcoming Meetings: NASB State Conference
    - c. Transportation Committee:
    - d. Interlocal Committee:
    - e. Facilities Committee:
    - f. Curriculum Committee Report:
    - g. Negotiations Committee: Update
  - 2. Discussion Topics:
    - a. December Board Meeting
    - b. Committee on American Civics
    - c. Cross Country Coop Agreement with Elm Creek Public School
    - d. Softball Coop Agreement with Lexington Public School

**G. Administrative Reports:**

**Principal's Report**

- 1. Calendar
- 2. Enrollment Update

**SUPERINTENDENT'S REPORT**

- 1. Option Enrollment-  
Out -
  - a.In –
  - a.
  - b.Change of Status –
  - a.
- 2. Financial and Budget Review
- 3. Veteran's Program
- 4. Thanksgiving Lunch
- 5. Projects
- 6. State of the Schools Report
- 7. Other

# OVERTON EAGLES

Overton Public School 24-0004  
P.O. Box 310 401 7th Street  
Overton, NE 68863-0310



Mark A. Aten, *Superintendent*  
Brian Fleischman, *Principal*  
Calli McCoy, *Counselor*  
Brian Fleischman, *Activities Director*

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Phone: (308) 987-2424 • Fax: (308) 987-2349 • [www.overtoneagles.org](http://www.overtoneagles.org)

NOTICE OF MEETING  
BOARD OF EDUCATION  
OF OVERTON, NEBRASKA

NOTICE IS HEREBY GIVEN, that a meeting of the Board of Education at School District 24-0004, of Overton, Nebraska will be held at 7:30 p.m. on Monday, November 9, 2020 at the Overton Public School, which meeting is open to the public. An agenda for such meeting kept continuously current, is available for public inspection at the office of the Superintendent, in the Overton Public School Building, 401 7<sup>th</sup> Street, Overton, Nebraska.

Jared Walahoski  
Secretary of the Board

*Board of Education*  
Heather Brennan   Gordon Lassen   Doug Luther   Joel Meier   Keith Rudeen   Jared Walahoski

Overton Public Schools  
Overton Board of Education

Minutes of the Regular Board of Education Meeting  
Overton Public School District 24-0004

**Board President or Presiding Officer: Meeting to Order and Roll Call.**

The **November 9, 2020** regular monthly meeting of the Overton Public School Board of Education is called to order and is now in session. Roll call.

	Present	Absent
Brennan	_____	_____
Lassen	_____	_____
Luther	_____	_____
Meier	_____	_____
Rudeen	_____	_____
Walchoski	_____	_____

**Excuse the absence of board member** \_\_\_\_\_

	Yes	No
Brennan	_____	_____
Lassen	_____	_____
Luther	_____	_____
Meier	_____	_____
Rudeen	_____	_____
Walchoski	_____	_____

**Vote** \_\_\_\_\_

**Compliance Statement:** To be in compliance with LB 898, the Nebraska Open Meetings Law, I would like to inform the public that a copy of the Open Meetings Law is posted near the LMC check-out counter. This meeting has been advertised in the **November 5, 2020** edition of the The Beacon Observer, and also posted on the south doors of the school, Post Office, school's web site and the Security First Bank. There is packet provided for the public.

**Comment Section:** At this time, visitors may address the board. If it is regarding an agenda item, please state your name and refer to the agenda item. This is the only time you will be able to comment on the item. If it is regarding a topic not on the agenda, and not a personnel item, we will hear your comments but will not add the item to the action list, we may add it to the discussion list next month. If it is a personnel issue, you must follow steps outlined in Board Policy regarding personnel concerns. The total time allotted for the public comment will not exceed thirty minutes and each member of the public will be allotted not more than five minutes to address the Board. If a group wishes to speak, please designate one spokesperson for the group.

Guests Present: See Attached Document A.

**The following presented reports to the Board:**

1. \_\_\_\_\_ - Topic - \_\_\_\_\_
2. \_\_\_\_\_ - Topic - \_\_\_\_\_

3. \_\_\_\_\_ - Topic - \_\_\_\_\_

**The following communications were read or presented to the Board:**

1. \_\_\_\_\_ - Topic - \_\_\_\_\_

2. \_\_\_\_\_ - Topic - \_\_\_\_\_

3. \_\_\_\_\_ - Topic - \_\_\_\_\_

**A Motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_**

**to approve the agenda of the November 9, 2020 meeting.**

Votes:	YES	NO	ABSENT
Brennan	_____	_____	_____
Lassen	_____	_____	_____
Luther	_____	_____	_____
Meier	_____	_____	_____
Rudeen	_____	_____	_____
Walchoski	_____	_____	_____
			Vote _____

**A Motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_**

**to approve the minutes of the October 14, 2020 regular board minutes as presented.**

Votes:	YES	NO	ABSENT
Brennan	_____	_____	_____
Lassen	_____	_____	_____
Luther	_____	_____	_____
Meier	_____	_____	_____
Rudeen	_____	_____	_____
Walchoski	_____	_____	_____
			Vote _____

**A motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the October bill roster in the amount of \$46,934.32.**

Votes:	YES	NO	ABSENT
Brennan	_____	_____	_____
Lassen	_____	_____	_____
Luther	_____	_____	_____

Meier  
Rudeen  
Walahoski

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vote \_\_\_\_\_

**MINUTES OF THE OVERTON PUBLIC SCHOOL BOARD OF EDUCATION  
REGULAR MEETING  
October 14, 2020  
7:30 p.m.**

**Board President called the meeting to order. Members Present:**

Brennan  
Lassen  
Luther  
Meier  
Rudeen  
Walahoski

**Notification:** The October 14, 2020 meeting of the Overton Public School Board of Education was posted at the Overton Public School, on the Overton Public School website, Beacon Observer, Post Office, and the Security First Bank.

**Open Meetings Information:** To be in compliance with LB 898, The Nebraska Open Meetings Act, Board President informed the public that a copy of the Open Meetings Law is posted near the LMC check-out counter.

**Administration Present:** Mark Aten, Superintendent, Brian Fleischman, Principal

**Guests Present:** Alisha Remmenga and Mandi Wallace

**Public Comments:** None

**Reports:** None

**Communications:** None

**Other:** Board recognized and thanked the Pfister family for the Beef Booster Club donation.

**Action Items:**

1. **Agenda:** Moved by Luther, seconded by Walahoski to approve the agenda of the October 14, 2020 regular month board meeting as presented. Motion 6-0. Yes (6) Brennan, Lassen, Luther, Meier, Rudeen, and Walahoski. No (0). Absent (0).
2. **Minutes:** Moved by Lassen, seconded by Meier to approve the minutes of the September 14, 2020 Budget of Expenditures Hearing, Tax Request Hearing, and regular board minutes as presented. Motion 6-0. Yes (6) Brennan, Lassen, Luther, Meier, Rudeen and Walahoski. No (0). Absent (0).
3. **Claims:** Moved by Luther, seconded by Brennan to pay the October General Fund bill roster in the amount \$68,173.20. Motion 6-0. Yes (6) Brennan, Lassen, Luther, Meier, Rudeen and Walahoski. No (0). Absent (0).
4. Moved by Lassen, seconded by Luther to adjourn the meeting at 8:28 p.m. Motion 6-0. Yes (6) Brennan, Lassen, Luther, Meier, Rudeen and Walahoski. No (0). Absent (0).

**Board Reports and Discussion Topics:**

1. **Board Reports:**
  - a. Negotiations: Set Negotiations Meeting Date and Time
  - b. American Civics: Set Meeting Date and Time of November 9, 2020
  
2. **Discussion Topics:**
  - a. October Board Meeting scheduled for Monday, November 9, 2020 beginning at 7:30 p.m.
  - b. Reviewed Updated Board Policies: 2008, 3001, 3004.1, 4043, 5018, and 5067.
  - c. State Education Conference.
  - d. Veterans Day Program.

**Administrative Reports:**

**Principal's Report:**

- a. Enrollment and Calendar Update.
- b. Parent Teacher Conference Report.

**Superintendent's Report:**

1. Enrollment Option Report
  
2. Option Enrollment -
  - Out a.
  
  - In a.
  
  - Change of Status a.
  
3. Financial Update
4. Budget Review
5. Staffing Update
6. ALICAP Inspection Report
7. Adjusted Valuation Summary



	Overton Public School District	
	Bill Roster	
	Month:	November
	Status:	Official
11/9/2020	Total:	\$ 46,934.32
Vendor	Total Amount	New Code Description
Airgas	\$ 355.16	Reg. Instruct. Ind. Tech. Supplies
Amazon Business	\$ 177.80	Reg. Instruct. - Indust. Tech. Supplies
Amazon Business	\$ 293.30	Reg. Instruct. - Play Production Supplies
ATC Communications	\$ 157.34	Fiscal Services - Phone Service
Black Hills Energy	\$ 853.66	Operations of Buildings - Natural Gas
Blick Art Materials	\$ 9.97	Reg. Instruct. - Art Supplies
BSN Sports	\$ 106.70	Reg. Instruct. - K-4 Supplies
C&S Truck & Salvage	\$ 543.77	Vehicle Servicing and Maintenance - Bus Repairs
Cash-Wa Distributing	\$ 215.12	Reg. Instruct. Custodial Supplies
CDW-G	\$ 193.03	REAP - Technology - Engineering Computer
CenturyLink	\$ 56.63	Operation of Buildings Communications - Long Distance Phone
Chemsearch	\$ 220.00	Operation of Buildings Supplies
Dan's Sanitation	\$ 311.00	Operation of Buildings Cleaning Services - Trash Removal
Davis Propane, Inc	\$ 518.20	Regular Instruct. Propane for Bus 2021
Dawson Public Power District - Prek	\$ 76.91	Operation of Preschool - Electricity
Dawson Public Power District - School	\$ 3,681.39	Operation of Buildings Electricity
Dawson Public Power District - Trans.	\$ 64.82	Vehicle Servicing and Maintenance - Reg. Ed. - Bus Barn Energy
Eakes Office Solutions	\$ 3,079.03	Reg. Instruction - Copier Supplies
Ecolab	\$ 97.50	Operation of Buildings Pest Control
Elm Creek Public School	\$ 562.50	SPED - School Psychological Services - Salary
Elm Creek Public School	\$ 2,250.00	SPED - School Psychological Services - Salary
Elm Creek Public School	\$ 195.85	SPED - School Psychological Services - Insurance
Elm Creek Public School	\$ 783.46	SPED - School Psychological Services - Insurance
Elm Creek Public School	\$ 43.03	SPED - School Psychological Services - FICA
Elm Creek Public School	\$ 172.12	SPED - School Psychological Services - FICA
Elm Creek Public School	\$ 55.55	SPED - School Psychological Services - Retirement
Elm Creek Public School	\$ 222.26	SPED - School Psychological Services - Retirement
Elm Creek Public School	\$ 2.35	SPED - School Psychological Services - Mileage
Elm Creek Public School	\$ 9.43	SPED - School Psychological Services - Mileage
ESU 10 - SPED Services	\$ 9,960.25	SPED Speech Path. & Audiology - Elementary
ESU 10 - SPED Services	\$ 15.70	SPED Speech Path. & Audiology Ages Birth-2
ESU 10 - SPED Services	\$ 1,327.41	SPED Speech Path. & Audiology - Age 3-4
ESU 10 - SPED Services	\$ 357.43	SPED P.T. Services - Elementary
ESU 10 - SPED Services	\$ 217.29	SPED Supervision - Birth - 2
ESU 10 - SPED Services	\$ 217.29	SPED Supervision - Ages 3-4
ESU 10 - SPED Services	\$ 357.43	SPED P.T. Services - Secondary
ESU 10 - SPED Services	\$ 973.03	SPED O.T. Services - Elementary
ESU 10 - SPED Services	\$ 973.03	SPED O.T. Services - Secondary
ESU 10 - SPED Services	\$ 1,011.91	SPED Supervision - Elementary
ESU 10 - SPED Services	\$ 418.97	SPED Supervision - Vocational Secondary
ESU 10 - SPED Services	\$ 243.26	SPED O.T. Services - Ages 3-4
ESU 10 - SPED Services	\$ 243.26	SPED O.T. Services - Birth - 2
ESU 10 - SPED Services	\$ 89.36	SPED P.T. Services - Ages 3-4
ESU 10 - SPED Services	\$ 89.36	SPED P.T. Services - Birth - 2
ESU 10 - SPED Services	\$ 1,011.91	SPED Supervision - Secondary - Student Record Sys. Bill Adj.
ESU 10 - SPED Services	\$ 778.29	SPED Speech Path. & Audiology - Secondary
Foster Lumber, LLC	\$ 42.96	Reg. Instruction - Industrial Tech. Supplies
Foster Lumber, LLC	\$ 11.98	Reg. Instruction - Custodial Supplies
Hand2mind	\$ 152.94	Reg. Instruct. - Masks
Heggerty	\$ 67.99	SPED Supplies
Holmes Plumbing and Heating	\$ 196.90	Operation of Buildings Supplies - Plumbing Supplies
Johnstone Supply	\$ 65.76	Operation of Buildings Supplies
Jones Plumbing & Heating	\$ 16.45	Building Repairs and Maintenance - Plumbing Supplies
Kathleen Roos	\$ 341.75	Vehicle Servicing and Maintenance - Mileage
KSB School Law	\$ 693.00	District Legal Services - SPED Questions
Lexington Chiropractic Center	\$ 390.00	Reg. Transportation - DOT Physicals
Lookout Books	\$ 132.65	LMC Books & Periodicals
Loup Valley Lighting, Inc	\$ 286.70	Operation of Buildings Supplies - Lighting Supplies
MARC	\$ 126.24	Operation of Buildings Supplies
Menards	\$ 268.84	Regular Instruction - Custodial Supplies
Midamerica Books	\$ 303.20	LMC Books & Periodicals
Midwest Floor Specialists	\$ 98.70	Maintenance of Buildings Supplies - Flooring Supplies
MNJ Technologies	\$ 167.09	Reg. Instruct. Guidance Counselor Printer Ink
Platte Valley Communications	\$ 382.19	Safety and Security - Door Controller Issues
Plum Creek Market Place	\$ 125.19	Reg. Instruction - Family Consumer Science Supplies
Pyramid School Products	\$ 68.85	Operation of Buildings Supplies
Pyramid School Products	\$ 12.80	Reg. Instruct. FCS Supplies
Pyramid School Products	\$ 11.37	Reg. Instruct. K-4 Supplies
Reading with TLC	\$ 163.92	Reg. Instruct. Elementary Supplies
Scholastic	\$ 145.48	Reg. Instruct. First Grade Textbooks & Periodicals
Scholastic	\$ 126.50	Reg. Instruct. Kindergarten Textbooks & Periodicals

Scholastic	\$	420.26	Reg. Instruct. Social Science Textbooks & Resources
Scholastic	\$	281.85	Reg. Instruct. Science Textbooks & Periodicals
Scholastic	\$	139.15	Reg. Instruct. Second Grade Textbooks & Periodicals
Scholastic	\$	156.59	Reg. Instruct. FCS Subscription
Scholastic	\$	193.60	Reg. Instruct. Prek Subscription
Scholastic	\$	75.90	Reg. Instruct. Math Subscription
Scholastic, Inc	\$	366.51	Reg. Instruct. - Language Arts Resources
School Specialty	\$	121.91	Reg. Instruct. Art Supplies
School Specialty	\$	9.81	Reg. Instruct. K-4 Elementary Supplies
Staples	\$	9.74	Reg. Instruct. Superintendent Office Supplies
The Home Depot Pro	\$	1,181.18	Reg. Instruct. - Custodial Supplies
US Foods - The Thompson Co.	\$	775.48	Reg. Instruction - Custodial Supplies
Village of Overton	\$	404.00	Operation of Buildings - Family Center Energy 19-20
Village of Overton - Prek 3	\$	52.00	Early Childhood Utility Services
Village Uniform	\$	463.52	Operation of Building - Uniform Cleaning
Clearing Account	\$	4,290.31	Supplies

**Matters Pending Before the Board:**

A motion by \_\_\_\_\_ and seconded by \_\_\_\_\_

**1. Action Item:** Consider recognizing the Overton Education Association (O.E.A.) as the official bargaining agent for the certificated teaching staff for the 2022-2023 school year.

**Motion: To recognize the Overton Education Association (O.E.A.) as the official bargaining agent for the certificated teaching staff for the 2022-2023 school year.**

Votes:	YES	NO	ABSENT
Brennan	_____	_____	_____
Lassen	_____	_____	_____
Luther	_____	_____	_____
Meier	_____	_____	_____
Rudeen	_____	_____	_____
Walahoski	_____	_____	_____

Vote \_\_\_\_\_

A motion by \_\_\_\_\_ and seconded by \_\_\_\_\_

**2. Action Item:** To review, Review, consider, and take all necessary action to approve board policies: 2008 Meetings, 3001 Budget, 3004.1 Fiscal Management for Purchasing and Procurement Using Federal Funds, 4043 Professional Boundaries and Appropriate Relationships Between Employees and Students, 5018 Parent and Guardian Involvement in Education Practices, 5067 Student Assistance Team or Comparable Problem-Solving Team.

**Motion: To approve board policies: 2008 Meetings, 3001 Budget, 3004.1 Fiscal Management for Purchasing and Procurement Using Federal Funds, 4043 Professional Boundaries and Appropriate Relationships Between Employees and Students, 5018 Parent and Guardian Involvement in Education Practices, 5067 Student Assistance Team or Comparable Problem-Solving Team.**

Votes:	YES	NO	ABSENT
Brennan	_____	_____	_____
Lassen	_____	_____	_____
Luther	_____	_____	_____
Meier	_____	_____	_____
Rudeen	_____	_____	_____
Walahoski	_____	_____	_____

Vote \_\_\_\_\_

A motion by \_\_\_\_\_ and seconded by \_\_\_\_\_

**3. Action Item:** Consider adjourning the meeting.

**Motion: To adjourn the meeting at \_\_\_\_\_ p.m.**

Votes:	YES	NO	ABSENT
Brennan	_____	_____	_____
Lassen	_____	_____	_____
Luther	_____	_____	_____
Meier	_____	_____	_____
Rudeen	_____	_____	_____
Walahoski	_____	_____	_____

Vote \_\_\_\_\_

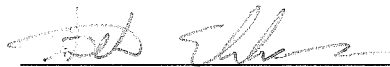
November 2, 2020

Overton Board of Education  
P.O. Box 310  
Overton, NE 68863

Overton Board of Education,

The Overton Education Association (O.E.A.) represents the majority of the non-supervisory certificated staff (teachers) employed by the Overton Public School District 24-004. The O.E.A requests the Overton Public School district to recognize the association as the negotiations representative of the teachers for the 2022-2023 school year.

Please direct your response to the undersigned.

A handwritten signature in cursive script, appearing to read "Seth Ehlers", is written above a horizontal line.

Seth Ehlers  
Overton Education Association President

## **2008 Meetings**

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

### 1. Types of Meetings

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

### 2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public. Notice of regular and special meetings shall be published in a newspaper of general circulation within the district and, if available, on the newspaper's website. Newspapers of general circulation in the district include, but are not necessarily limited to, the Beacon Observer, Lexington Clipper Herald, or the Omaha World-Herald. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

### 3. Weather Delays

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

### 4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and may be published on the school district's website.

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

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

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

## **3001 Budget**

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

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

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

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

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

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



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

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

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

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

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**3004.1**  
**Fiscal Management for Purchasing and Procurement Using Federal Funds**

**I. Applicability of Policy**

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

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

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

**II. Procurement System**

The District maintains the following purchasing procedures.

**A. Responsibility for Purchasing**

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

## **B. Methods of Purchasing**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **E. Debarment and Suspension**

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

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

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

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

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

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

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

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

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

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

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

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

### **D. Enforcement**

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

## **IV. Property Management Systems**

### **A. Property Classifications**

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

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

## **B. Inventory Procedure**

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

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

## **C. Inventory Records**

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

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

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

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

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

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

#### **E. Maintenance**

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

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

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

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

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

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

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



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

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

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

### **A. Required Terms**

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

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

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

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

### **C. Record Keeping**

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

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

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

## 2. Maintenance of Procurement Records

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

## D. Privacy

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

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

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

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

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

## 4043

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

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

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

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

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

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

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

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

**Communication Between Employees and Students.** The preferred methods for employees to communicate with students are school email accounts, and other preferred modes of communication as approved by the administration. Employees may use the following personal communication

systems to communicate with students: school e-mail accounts, SeeSaw, Google classroom, and other forms of communication as approved by the administration. A personal communication system is a device or software that provides for communication between two or more parties and is capable of receiving, displaying, or transmitting communication. Personal communication system includes, but is not limited to, a mobile or cellular telephone, an email service, or a social media platform.

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

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

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

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

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

Law Enforcement. Reports may be made to the county sheriff at (308) 324-3011, or the Nebraska State Patrol at (800) 525-5555.

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

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

the Title IX coordinator, or other school employee with whom she or he feels comfortable.

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

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

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

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

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

## 5018

### Parent and Guardian Involvement In Education Practices

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

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



- b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
- 3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
  - a. Building principals may excuse a student from any single school experience at the parent's written request.
  - b. When appropriate, alternative experiences will be provided for the student by the school.
- 4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
- 5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
- 6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
  - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
  - b. State Assessments  
  
State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents or guardians to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot "approve" the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.

c. National Assessment of Educational Progress

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

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

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

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

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

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

**5067**

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

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

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

All teaching staff must:

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

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

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

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

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

2020-2021	% Change	Official			
		Total	September	October	November
		7.483%		0.820%	-2.023%
Payroll	\$ 877,815.75	\$ 284,422.56	\$ 299,284.35	\$ 294,108.84	
Bill Roster	\$ 141,311.88	\$ 26,204.36	\$ 68,173.20	\$ 46,934.32	
Adjustments	\$ -	\$ -	\$ -	\$ -	
Total Expenditures	\$ 1,019,127.63	\$ 310,626.92	\$ 367,457.55	\$ 341,043.16	
YTD Total	\$ -	\$ 310,626.92	\$ 678,084.47	\$ 1,019,127.63	
Total Receipts	\$ -	\$ -	\$ -	\$ -	

#### Comparison

Payroll	\$ (2,504,153.53)	\$ 5,931.62	\$ 8,323.98	\$ (6,145.78)
Bill Roster	\$ (969,628.30)	\$ 15,694.29	\$ (24,436.75)	\$ (20,408.10)
Monthly Difference	\$ (3,473,781.83)	\$ 21,625.91	\$ (16,112.77)	\$ (26,553.88)
Difference YTD	\$ (19,169,349.28)	\$ 21,625.91	\$ 5,513.14	\$ (21,040.74)
Total Receipts	\$ (2,887,263.06)	\$ (781,087.40)	\$ (289,815.14)	\$ (108,509.31)

#### 2019-2020

	% Change				
		Total	September	October	November
Payroll	\$ 3,381,969.28	\$ 278,490.94	\$ 290,960.37	\$ 300,254.62	
Bill Roster	\$ 1,110,940.18	\$ 10,510.07	\$ 92,609.95	\$ 67,342.42	
Adjustments	\$ -	\$ -	\$ -	\$ -	
Total Expenditures	\$ 4,492,909.46	\$ 289,001.01	\$ 383,570.32	\$ 367,597.04	
YTD Total	\$ -	\$ 289,001.01	\$ 672,571.33	\$ 1,040,168.37	
Total Receipts	\$ 4,084,425.14	\$ 781,087.40	\$ 289,815.14	\$ 108,509.31	

			Overton Public School Board Financial Report Official		
<b>Month</b>	<i>November</i>				
<b>Year</b>	<i>2020</i>				
<b>Account</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>\$ Change</b>	<b>% Change</b>
MMA - Reserve	\$ 3,001,887.46	\$ 3,045,066.86	\$ 3,351,590.93	\$ 306,524.07	10.07%
Depreciation Fund	\$ 602,021.07	\$ 617,598.31	\$ 613,196.27	\$ (4,402.04)	-0.71%
Bond Fund	\$ 110.00	\$ -	\$ -	\$ -	0.00%
Special Building Fund	\$ 225,524.91	\$ 228,070.34	\$ 229,161.19	\$ 1,090.85	0.48%
Food Nutritional Fund	\$ 66,108.09	\$ 60,097.10	\$ 42,908.76	\$ (17,188.34)	-28.60%
Activities Fund	\$ 342,086.96	\$ 335,251.30	\$ 347,633.10	\$ 12,381.80	3.69%
<b>Totals</b>	\$ 4,237,738.49	\$ 4,286,083.91	\$ 4,584,490.25	\$ 298,406.34	6.96%
<b>Total Reserve</b>	\$ 3,603,908.53	\$ 3,662,665.17	\$ 3,964,787.20	\$ 302,122.03	8.25%

Overton Public School Board Financial Report					
Updated:	10/31/2020				
	<b>2019-2020</b>			<b>2020-2021</b>	
<b>Date</b>	1-Nov-19		<b>Difference</b>	<b>Date</b>	10/31/2020
<b>Depreciation</b>	\$ 617,598.31		\$ (4,402.04)	<b>Depreciation</b>	\$ 613,196.27
<b>MMA/CD</b>	\$ 3,045,066.86		\$ 306,524.07	<b>MMA/CD</b>	\$ 3,351,590.93
<b>Checking</b>	\$ 308,438.70		\$ (122,389.59)	<b>Checking</b>	\$ 186,049.11
<b>Total</b>	\$ 3,971,103.87		\$ 179,732.44	<b>Total</b>	\$ 4,150,836.31
				<b>Current Date</b>	10/31/2020
				<b>MMA</b>	\$ 3,059,869.90
				<b>OHS C.D.</b>	\$ 291,721.03
				<b>Total</b>	\$ 3,351,590.93
				<b>Current Date</b>	10/31/2020
				<b>Depreciation</b>	\$ 44,067.98
				<b>Depreciation</b>	\$ 151,097.00
				<b>Depreciation</b>	\$ 270,193.68
				<b>Depreciation</b>	\$ 147,837.61
				<b>Total</b>	\$ 613,196.27

Overton Public School					
Financial Information					
Fund Securities					
<u>Accounts</u>	<u>Funds Available</u>	<u>Securities</u>	<u>Coverage</u>	<u>Date</u>	
Non-Interest Bearing	\$ 588,668.28	N.A.	\$ (338,668.28)	31-Oct-20	
Interest Bearing	\$ 4,213,504.65	\$ 4,748,102.22	\$ 784,597.57		
Total Funds	\$ 4,802,172.93	\$ 4,748,102.22	\$ 445,929.29		
Total Funds Available	\$ 4,802,172.93				
Securities/Insurance	\$ 5,248,102.22				
Collateralization	\$ 445,929.29				
	<b>Interest Bearing</b>			<b>Non-Interest Bearing</b>	
<u>Account Name</u>	<u>Account Number</u>		<u>Account Name</u>	<u>Account Number</u>	<u>Funds</u>
Depreciation Fund	600443255	\$ 44,073.30	Bond Fund	600443204	\$ -
Clearing Account	600029572	\$ 11,968.74	Booster Checking	600024880	\$ 6,693.55
Reserve Fund	600443700	\$ 3,059,869.90	Activity Fund	600025836	\$ 352,328.48
Building Fund	600731064	\$ 123,391.14	Lunch Fund	600026360	\$ 43,097.14
Booster Club	600006539	\$ 2,540.47	General Fund	600029580	\$ 186,049.11
Depreciation Fund #5	126887	\$ 151,097.00	Site & Building	600029602	\$ 500.00
Depreciation Fund #3	126888	\$ 270,193.68			
Depreciation Fund #4	126889	\$ 147,837.61			
Building Fund	126886	\$ 105,770.05			
Booster Club	600006498	\$ 5,041.73			
OHS C.D.	600006873	\$ 291,721.03			





Clearing  
9/22/2020  
Official  
October

Vendor	CHECK #	Amount	Description
Tri-Basin NRD	6894	\$12.00	Entry Fee
Flatwater Food and Automotive	6895	\$270.71	Gas/ Fuel
Chase Christensen	6896	\$40.00	Music Fees
Todd Hoyt	6897	\$96.06	Ind. Tech. Supplies
Flatwater Food and Automotive	6898	\$178.32	Gas/ Fuel
US Bank	6899	\$333.63	Supplies
Flatwater Food and Automotive	6900	\$236.25	Fuel/ Gas
Village of Overton	6901	\$150.00	Building Permit
Village of Overton	6902	\$365.00	Water/Sewer
Orion Matthies	6903	\$2,425.56	FB Coaching
Flatwater Food and Automotive	6904	\$182.78	Gas/ Fuel
	TOTAL	\$4,290.31	

699	9/1/2009A	B	C	D	E	F	G	H	I
700				Food Program 2020-2021					
701	<b>Date</b>	<b>Lunch Meals</b>	<b>Breakfast Meals</b>	<b>Summer Food</b>	<b>Disbursements</b>	<b>Receipts</b>	<b>Profit/Loss</b>	<b>Days Served</b>	<b>Balance</b>
702	Aug-20	2843	711	0	\$ 15,139.44	\$ 64,179.94	\$ 49,040.50	14	\$ 75,181.41
703	Sept.	4398	1687	0	\$ 24,395.78	\$ 12,054.74	\$ (12,341.04)	21	\$ 62,840.37
704	Oct.	4437	1767	0	\$ 21,475.34	\$ 1,543.73	\$ (19,931.61)	20	\$ 42,908.76
705	Nov.	0	0	0	\$ -	\$ -	\$ -	0	\$ -
706	Dec.	0	0	0	\$ -	\$ -	\$ -	0	\$ -
707	Jan.	0	0	0	\$ -	\$ -	\$ -	0	\$ -
708	Feb.	0	0	0	\$ -	\$ -	\$ -	0	\$ -
709	March	0	0	0	\$ -	\$ -	\$ -	0	\$ -
710	April	0	0	0	\$ -	\$ -	\$ -	0	\$ -
711	May	0	0	0	\$ -	\$ -	\$ -	0	\$ -
712	June	0	0	0	\$ -	\$ -	\$ -	0	\$ -
713	July	0	0	0	\$ -	\$ -	\$ -	0	\$ -
714	Aug-20				\$ -	\$ -	\$ -	0	\$ -
715	Fiscal Year				\$ 61,010.56	\$ 77,778.41	\$ 16,767.85		
716	School Year				\$ 61,010.56	\$ 77,778.41	\$ 16,767.85		
717	Totals	11678	4165	0				55.00	
718	All Meals	15843							

Hot Lunch  
9/22/2020  
Official  
October

Vendor	CHECK #	Amount	Description
School District #4	4787	\$2,717.80	EE Insurance
School District #4	4788	\$9,188.63	Payroll
Cash-Wa Distributing	4789	\$3,879.37	BK, HL, FV, Ala Carte, HL Cate, Fuel S
US Foods	4790	\$2,638.54	BK, HL, FV, Ala Carte
Plum Creek Market Place	4791	\$8.64	FV
Chesterman Company	4792	\$62.00	Ala Carte
Hiland Dairy	4793	\$2,489.58	BK, HL, Ala Carte
Bimbo Bakery	4794	\$272.40	HL
Lexington Regional Health Center	4795	\$30.00	Co pay
US Bank	4796	\$28.38	HL FV
Void	4797	\$0.00	
Void	4798	\$0.00	
Little Caesars	4799	\$160.00	HL

TOTAL \$21,475.34

**ACTIVITY ACCOUNT 2020-2021**

<u>Date</u>	<u>Disbursements</u>	<u>Receipts</u>	<u>Profit/Loss</u>	<u>Ending Balance</u>
Aug. 2020	\$ 15,700.01	\$ 66,536.71	\$ 50,836.70	\$ 345,780.29
Sept.	\$ 22,546.74	\$ 23,541.76	\$ 995.02	\$ 346,755.03
Oct.	\$ 17,591.14	\$ 18,469.21	\$ 878.07	\$ 347,633.10
Nov.	\$ -	\$ -	\$ -	\$ -
Dec.	\$ -	\$ -	\$ -	\$ -
Jan.	\$ -	\$ -	\$ -	\$ -
Feb.	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -
July	\$ -	\$ -	\$ -	\$ -
Aug-19	\$ -	\$ -	\$ -	\$ -
Fiscal Year	\$ 40,137.88	\$ 42,010.97	\$ 1,873.09	
School Year	\$ 55,837.89	\$ 108,547.68	\$ 52,709.79	

## Overton Public School

## Activity Account

9/22/2020

Official

October

<u>Vendor</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>	<u>Account</u>
Flatwater Food and Automotive	16203	\$52.50	Concessions	FCCLA
Central Valley Public Schools	16204	\$70.00	JV VB Tournament	Athletics
Flatwater Food and Automotive	16205	\$35.00	Concessions	FCCLA
Ansley Public School	16206	\$35.00	JV JH VB Tournament	Athletics
Divas Floral	16207	\$92.50	Parents Night Roses	VB Club
Divas Floral	16208	\$25.00	Parents Night Roses	Cross Country
Divas Floral	16209	\$125.00	Parents Night Roses	FB Club
Cydney Weiss	16210	\$100.00	EHA Wellness	General
Tory Gilson	16211	\$13.99	Meeting	FBLA
Chesterman Company	16212	\$46.00	Pop Machine	Student Council
Hauff Mid America Sports	16213	\$92.00	Coaches Shirts	FB Club
X-Grain Sportswear	16214	\$405.00	Team Clothing	FB Club
Cash-Wa Distributing	16215	\$556.17	Supplies	Concession
US Foods	16216	\$47.02	Supplies	Concession
Chesterman Company	16217	\$818.80	Supplies	Concessions
District 10	16218	\$180.00	District Dues	FCCLA
District 10	16219	\$444.00	District Dues	FCCLA
FCCLA	16220	\$339.00	National /State Dues	FCCLA
Concessions	16221	\$1,364.04	Concessions	7th Grade
Alicia Lassen	16222	\$177.94	Concession Supplies	7th Grade
Varsity Spirit Fashion	16223	\$93.50	Uniforms	Dance
Steve Griffis	16224	\$150.00	Pre K Field Trip	General
Cheryl Saathoff	16225	\$170.00	VB Official	Athletics
Jayne Kring	16226	\$170.00	VB Official	Athletics
Heather Brennan	16227	\$28.50	FB Tshirts	FB Club
Foster Lumber	16228	\$77.54	GV Project	Shop
Amazon Capital Services	16229	\$129.77	Sweatshirts	Circle of Friends
Concessions	16230	\$169.28	Concessions Supplies	Cross Country
Riddell All American Sports Corp	16231	\$85.08	FB Helmet	Athletics
Amazon Capital Services	16232	\$215.97	FB Face Shields	Athletics
Amazon Capital Services	16233	\$50.92	Supplies	Circle of Friends
Concessions	16234	\$985.90	Concession Supplies	FCCLA
Casey Vrbka	16235	\$300.00	FB Official	Athletics
Steve Johnson	16236	\$300.00	FB Official	Athletics
Chesterman Company	16237	\$32.40	Pop Machine	Staff Lounge
US Bank	16238	\$107.00	Homecoming Flowers	Student Council
Angie Ehlers	16239	\$60.00	DLC Lunch	FCCLA
Grafton & Associates, PC	16240	\$378.00	Food	VB Club
US Bank	16241	\$174.94	Food	VB Club

Blue Cross Blue Shield of NE	16242	\$436.44	EE Insurance	General
Woodwind Brasswind	16243	\$73.77	Supplies	Music
Lou's Sporting Goods	16244	\$327.19	FB Helmet	Athletics
Rob Simpson	16245	\$50.00	JH FB Official	Athletics
Robert Ditson	16246	\$50.00	JH FB Official	Athletics
Greg Bacon	16247	\$50.00	JH FB Official	Athletics
Alison Robinson	16248	\$280.00	JH JV VB Official	Athletics
Angie Elgren	16249	\$340.00	HS VB Official	Athletics
UNK Athletics	16250	\$200.00	CC Invite Fee	Athletics
Overton Food Program	16251	\$63.36	Career Day	FBLA
Tory Gilson	16252	\$13.50	Yearbook Weekly Supplies	Yearbook
Flatwater Food and Automotive	16253	\$43.75	Concessions	FBLA
Pure Platinum	16254	\$200.00	Prom DJ	Junior Class
Amazon Capital Services	16255	\$18.98	Travel Garment Bag	Athletics
Fort Kearney Conference	16256	\$449.01	FKC VB	Athletics
Food Program	16257	\$34.99	FKC VB Hospitality Room	Athletics
Cash	16258	\$390.00	Gate Cash	Athletics
Dave Oman	16259	\$237.00	VB Official Sub-Districts	Athletics
Julie Schnitzler	16260	\$165.00	VB Official Sub-Districts	Athletics
Dave Oman	16261	\$127.00	VB Official Sub-Districts	Athletics
Traci Winscot	16262	\$55.00	VB Official Sub-Districts	Athletics
Little Caesars	16263	\$30.00	Concessions	Cross Country
TSM Cleaning	16264	\$35.00	FB Game Cleaning 10/19	Athletics
Varsity Spirit Fashion	16265	\$697.85	Uniforms	Dance
Flatwater Food and Automotive	16266	\$105.00	Concessions	FCCLA
NSAA	16267	\$763.00	VB Sub-Districts	Athletics
Wood River Public Schools	16268	\$42.21	VB Sub-Districts	Athletics
Southern Valley Public Schools	16269	\$39.10	VB Sub-Districts	Athletics
Elm Creek Public Schools	16270	\$14.52	VB Sub-Districts	Athletics
Blue Hill Public Schools	16271	\$67.17	VB Sub-Districts	Athletics
TASC	1	\$3,375.00	125 Plan	General
Returned Check	2	\$77.54	Returned Check G.V.	Shop
Returned Check Fee	3	\$3.00	Returned Check Fee	Shop
Returned Check Fee	4	\$3.00	Returned Check Fee	Shop
Ogallala Public School	16272	\$36.00	VB District Admission	Athletics

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Matthew L. Blomstedt, Ph.D., Commissioner

[www.education.ne.gov](http://www.education.ne.gov)  
301 Centennial Mall South  
P.O. Box 94987  
Lincoln, NE 68509-4987  
Tel: 402.471.2295  
Fax: 402.471.0117



# NEBRASKA

## DEPARTMENT OF EDUCATION

October 29, 2020

Dear Mark Aten:

The Department has received your request for additional days for local substitute permit holders working at Overton Public Schools. Your request has been approved based on circumstances related to the pandemic. This authorization allows local substitute permit holders, as requested, to teach more than 90 days in your school system for the 2020-2021 academic year.

If you have any questions or concerns about this authorization, please contact me at [brad.dirksen@nebraska.gov](mailto:brad.dirksen@nebraska.gov).

Respectfully,

Brad Dirksen  
Administrator  
Office of Accountability, Accreditation and Program Approval