

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*
Jody Skallberg, *Counselor*
Brian Fleischman, *Activities Director*

Phone: (308) 987-2424 • Fax: (308) 987-2349 • www.overtoneagles.org

SPECIAL BOARD MEETING: July 11, 2022
BOARD OF EDUCATION
OVERON PUBIC SCHOOL 24-0004
OVERTON, NEBRASKA

BOARD OF EDUCATION AGENDA:

- 7:15 p.m.
- A. Call to meeting to order and take roll, Board President
 - B. Compliance Statement
 - C. Matters Pending Before the Board
 - 1. Provide a public hearing before the Board of Education in regards to Board Policy 5045 Student Fees
 - 2. Adjourn

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 July 11, 2022 Student Fees Public Hearing of the Overton Public School Board of Education is called to order and is now in session. The purpose of this meeting is to provide a public hearing before the Board of Education in regards to Student Fees Board Policy 5045. 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 July 7, 2022 edition of 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 by _____ and seconded by _____ to adjourn the meeting at _____ p.m.

Votes:	YES Yes	NO No	ABSENT
Brennan	_____	_____	_____
Lassen	_____	_____	_____
Luther	_____	_____	_____
Meier	_____	_____	_____
Rudeen	_____	_____	_____
Walhoski	_____	_____	_____

Vote _____

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SPECIAL BOARD OF EDUCATION MEETING
NOTICE OF MEETING
BOARD OF EDUCATION
OF OVERTON, NEBRASKA

NOTICE IS HEREBY GIVEN, that a meeting of the School Board of Overton Public School District 24-0004 will be held at 7:15 o'clock p.m. on Monday, July 11 2022, at the Overton Public School LMC, 401 7th Street, in Overton, Nebraska, which meeting will be open to the public. The purpose of the meeting is: to provide a public hearing before the Board of Education in regards to Student Fees.

Jared Walahoski
Secretary of the Board

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

OVERTON PUBLIC SCHOOL DISTRICT 24-0004
OVERTON BOARD OF EDUCATION
BOARD MEETING: July 11, 2022

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 approving facility rental rates, substitute teacher pay, tuition, activity admission, and mileage rate for the 2022-2023 school year
- 8:05 2. Consider approving local substitute teachers
- 8:10 3. Consider approving the 2022-2023 handbooks
- 8:15 4. Discuss, consider, and take action to approve board policies 2008: Meetings, 2010: Preparations for Board Meetings, 3003.1: Bidding for Construction, Remodeling, Repair or Related Projects, 3004.1: Fiscal Management for Purchasing and Procurement Using Federal Dollars, 3012: School Meal Program and Meal Charges, 3057 Title IX Policy, 4056: Resignation of Certificated Staff, 4064 Transporting Students in Employee Vehicles, 5012: Testing and Assessment Program, 6021: District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations, 6037: Selection and Review of Library Materials.
- 8:20 8:20 4. Discuss, consider, and take action to approve board policies 2008: Meetings, 2010: Preparations for Board Meetings, 3003.1: Bidding for Construction, Remodeling, Repair or Related Projects, 3004.1: Fiscal Management for Purchasing and Procurement Using Federal Dollars, 3012: School Meal Program and Meal Charges, 3057 Title IX Policy, 4056: Resignation of Certificated Staff, 4064 Transporting Students in Employee Vehicles, 5012: Testing and Assessment Program, 6021: District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations, 6037: Selection and Review of Library Materials.
- I. Board Reports and Discussion**
- 8:30 **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
- 9:50 2. Superintendent's Report

Next regularly scheduled meeting is August 8, 2022

Comments:

E.

1. Recommended Prices: Recommended by Food Program Supervisor and Superintendent
 - A. Lunch & Breakfast:
 - a. elementary K-4 – currently \$2.55 proposed \$3.50
 - b. secondary 5-12 – currently \$3.10 proposed \$4.00
 - c. adult – currently \$4.00 proposed \$4.50
 - d. breakfast – currently \$1.65 proposed \$2.50
 - e. breakfast adult - currently \$1.80 proposed \$2.00
 - f. Milk – currently \$0.50 proposed \$0.75
 - B. Activities:
 - a. adult –\$6.00 – FKC schools
 - b. children – \$6.00 – FKC schools
 - c. season pass – currently \$50.00 proposed \$50.00
 - d. student pass – currently \$50.00 proposed \$50.00
 - e. activity deposit – eliminate
 - D. Substitute Teacher Pay: currently per day is \$135.00 proposed \$140.00 and after 20 substitute days move from \$160.00 to \$160.00 per day
 - E. Mileage Rate: State Rate
2. The state requires the board to approve local substitute teachers
3. Administration recommends the board approve the 2022-2023 handbooks
4. The board policies, as updated by KSB School Law, will need approved

Discussion:

- F.
1. **Board Reports and Discussion:**
 - a. Meetings Attended:
 - b. Upcoming Meetings: See attached
 - c. Transportation:
 - d. Interlocal:
 - e. Facilities:
 - f. Curriculum Committee:
 - g. Negotiations: Update
 2. Discussion Topics:
 - a. Summer Projects
 - b. August board meeting
 - c. Other

Administrative Reports:

G.

Principal's Report

1. Calendar of Events
2. Handbook Updates
3. Calendar Update

Superintendent's Report

1. Option Enrollment- see attached
 - Out – a.
 - In - a.
- Change of status – a.
2. Projects Update
3. Budget Review
4. Financial Review
5. Certificate of Accreditation
6. Other

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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, July 11, 2022 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 7th Street, Overton, Nebraska.

Jared Walahoski
Secretary of the Board

Heather Brennan Gordon Lassen Board of Education 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 **July 11, 2022** 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	_____	_____
Walahoski	_____	_____

Excuse the absence of board member _____

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

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 **July 7, 2022** 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 July 11, 2022 meeting.

Discussion:

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

A Motion made by _____ and seconded by _____

to approve the minutes of the June 13, 2022 regular board minutes as presented.

Discussion:

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

A motion by _____ and seconded by _____ to approve the July bill roster in the amount of \$118,192.78

Discussion:

Votes:

	YES	NO	ABSENT
Brennan	_____	_____	_____
Lassen	_____	_____	_____
Luther	_____	_____	_____
Meier	_____	_____	_____
Rudeen	_____	_____	_____
Walhoski	_____	_____	_____

Vote _____

MINUTES OF THE OVERTON PUBLIC SCHOOL BOARD OF EDUCATION
REGULAR MEETING
June 13, 2022
7:30 p.m.

Board President called the meeting to order. Members Present:

Brennan
Lassen
Luther
Meier
Rudeen
Walahoski

Notification: The June 13, 2022 meeting of the Overton Public School Board of Education was posted at the Overton Public School, on the Overton Public School website, Beacon Observer, Overton 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: Aaron McCoy

Public Comments: None

Reports: None

Communications: None

Other: Board Recognized the following:

1. Brian Fleischman on his selection as NSASSP middle school principal of the year.
2. Brian Fleischman on his selection as NCA golf coach of the year.
3. Golf team as the Class D state champion.
4. Girls track team as the third place in Class D team race
5. Mrs. Ehlers on her selection as the Nebraska ACTEN CTE teacher of the year and Family and Consumer Science teacher of the year.

Action Items:

1. **Agenda:** Moved by Brennan, seconded by Rudeen to approve the agenda of the June 13, 2022 regular monthly board meeting as presented. Discussion: Discussion was limited as there were no changes made to the agenda. Motion 6-0. Yes (6) Brennan, Lassen, Luther, Meier, Rudeen, and Walahoski. No (0). Absent (0).
2. **Minutes:** Moved by Lassen, seconded by Brennan to approve the minutes of the May 9, 2022 regular board minutes as presented. Discussion: Discussion was limited as there were no corrections were made to the minutes. 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 June General Fund bill roster in the amount \$178,692.17. Discussion: Superintendent provided additional information on several of the bills and board members requested additional information on three of the bills.

Motion 6-0. Yes (6) Brennan, Lassen, Luther, Meier, Rudeen, and Walahoski. No (0). Absent (0).

4. Moved by Luther, seconded by Lassen to approve the 2023 graduation ceremony date and time. The date will be Saturday May 6, 2023 and will begin at 1:30 p.m. Discussion: Discussion was limited as it is the corresponding date. Motion 6-0. Yes (6) Brennan, Lassen, Luther, Meier, Rudeen, and Walahoski. No (0). Absent (0).
5. Moved by Lassen, seconded by Luther to approve the dairy bid from Hiland Dairy Foods. Discussion: Board agreed with the recommendation of the Food Service Director to accept the Hiland Dairy Food bid. Motion 6-0. Yes (6) Brennan, Lassen, Luther, Meier, Rudeen, and Walahoski. No (0). Absent (0).
6. Moved by Luther, seconded by Walahoski to adjourn the meeting at 9:14 p.m. Discussion: Limited discussion as the board agreed it was time to adjourn. 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. Transportation:
 - b. Facilities and Grounds:
 - c. Negotiations:
 - d. American Civics:
 - e. Interlocal: Update on the Family Center fiber project
2. **Discussion Topics:**
 - a. July Board Meeting scheduled for Monday, July 11, 2022 beginning at 7:30 p.m. in the LMC.
 - b. Student Fees Hearing schedule for Monday, July 11, 2022 beginning at 7:15 p.m.
 - c. Policies Updates (KSB Annual Board Policy Update). Board reviewed and discussed the policies update. The following policies will be on the July agenda for consideration.
 - 2008: Meetings
 - 2010: Preparation for Board Meetings
 - 3003.1: Bidding for Contractors, Remodeling, Repair, or Related Projects
 - 3004.1: Fiscal Management for Purchasing and Procurement Using Federal Dollars
 - 3057: Title IX Policy
 - 4056: Resignation of Certificated Staff
 - 4064: Transporting Students in Employee Vehicles
 - 5012: Testing and Assessment Program
 1. 6021: District Criteria for Selecting Evaluators to be Used for Special Education Evaluation
 - 6037: Selection and Review of Library Materials

Administrative Reports:

Principal's Report:

- a. Calendar Update
- b. Enrollment Update
- c. School Calendar
- d. Class Schedule Update

Superintendent's Report:

1. Enrollment Option Report

2. Option Enrollment -
 - Out a.
 - In a.
b.

Change of Status a.
3. Financial and Budget Update
4. Projects Update – Track and Flooring
5. Valuation Update
6. Upcoming 2022-2023 Budget/Tax Request Hearings and Meetings
7. IDEA Consultation Meeting Update

	Overton Public School District	
	Bill Roster	
	Month:	July
	Status:	Official
7/11/2022	Total:	\$ 118,192.78
Vendor	Total Amount	New Code Description
Airgas	\$ 424.86	Reg. Instruct. Ind. Tech. Supplies
Amazon Business	\$ 296.88	Reg. Instruct. - Prek Supplies
Amazon Business	\$ 79.94	Reg. Instruction - General Supplies
ATC Communications	\$ 159.45	Fiscal Services - Phone Service
Bauer Built	\$ 147.00	Vehicle Servicing and Maintenance - Bus 2015 Tire Rotation
Black Hills Energy	\$ 157.45	Operations of Buildings - Natural Gas
Bound to Stay Bound Books	\$ 141.13	LMC Books & Periodicals
C&S Truck & Salvage	\$ 1,556.69	Vehicle Servicing and Maintenance - Bus Repairs/Inspections
Carson Dellosa Education	\$ 3.49	Reg. Instruct. - Elementary Supplies
CenturyLink	\$ 59.06	Operation of Buildings Communications - Long Distance Phone
CHS	\$ 1,117.77	Regular Instruct. Propane for Buses
D&M Security	\$ 55.50	Safety Repairs & Maintenance - Fire Alarm Alarm Monitoring
Dan's Sanitation	\$ 314.25	Operation of Buildings Cleaning Services - Trash Removal
Dawson Public Power District - Prek	\$ 96.87	Operation of Preschool - Electricity
Dawson Public Power District - School	\$ 3,773.37	Operation of Buildings Electricity
Dawson Public Power District - Trans.	\$ 93.86	Vehicle Servicing and Maintenance - Reg. Ed. - Bus Barn Energy
Demco	\$ 278.04	Regular Instruct. - LMC Supplies
Eagan Supply Co.	\$ 1,643.39	Operation of Buildings Supplies
Eakes Office Solutions	\$ 2,751.77	Reg. Instruction - Copier Supplies
ESU 10	\$ 80.00	Reg. Instruct. Employee Training - Mindfulness Education Training
ESU 10	\$ 79.85	Technology Services
ESU 10 - SPED Services	\$ 1,470.27	SPED Speech Path. & Audiology Ages Birth-2
ESU 10 - SPED Services	\$ 5,279.23	SPED Speech Path. & Audiology - Elementary
ESU 10 - SPED Services	\$ 1,900.13	SPED Speech Path. & Audiology - Age 3-4
ESU 10 - SPED Services	\$ 368.37	SPED P.T. Services - Elementary
ESU 10 - SPED Services	\$ 135.57	SPED Supervision - Birth - 2
ESU 10 - SPED Services	\$ 135.57	SPED Supervision - Ages 3-4
ESU 10 - SPED Services	\$ 368.37	SPED P.T. Services - Secondary
ESU 10 - SPED Services	\$ 640.72	SPED O.T. Services - Elementary
ESU 10 - SPED Services	\$ 640.72	SPED O.T. Services - Secondary
ESU 10 - SPED Services	\$ 623.40	SPED Supervision - Elementary
ESU 10 - SPED Services	\$ 160.19	SPED O.T. Services - Ages 3-4
ESU 10 - SPED Services	\$ 160.17	SPED O.T. Services - Birth - 2
ESU 10 - SPED Services	\$ 92.08	SPED P.T. Services - Ages 3-4
ESU 10 - SPED Services	\$ 92.08	SPED P.T. Services - Birth - 2
ESU 10 - SPED Services	\$ 34.84	SPED Speech Path. & Audiology - Secondary
ESU 10 - SPED Services	\$ 623.40	SPED Supervision - Secondary
ESU 10 - SPED Services	\$ 172.38	SPED Supervision - Secondary - Student Record Sys. Bill Adj.
ESU 11	\$ 1,300.00	SPED Expenditures - Edgenuity Licenses
ESU Coordinating Council	\$ 167.40	Library Media Services Supplies
Filament Essential Services (SOCS)	\$ 1,900.00	Administrative Technology Services - School website
Fisher Tracks, Inc	\$ 4,000.00	Building Improvements - Track Resurfacing
Foster Lumber, LLC	\$ 149.85	Reg. Instruction - Custodial Supplies
Heggerty	\$ 97.00	PreK - Curriculum
HireRight Solutions	\$ 273.75	Vehicle Servicing and Maintenance - Reg. Ed. - DOT Annual Fee
Innovative	\$ 26.50	Reg. Instruct. - Art Supplies
Innovative	\$ 62.51	Reg. Instruct. - K-4 Elementary Supplies
Innovative	\$ 79.30	Reg. Instruct. - Social Science Supplies
Innovative	\$ 13.90	Reg. Instruct. - Custodial Supplies
Innovative	\$ 148.62	Reg. Instruct. - FCS Supplies
Innovative	\$ 48.89	Reg. Instruct. - Principal Supplies
Innovative	\$ 55.55	Reg. Instruct. - Elementary Supplies
Integrated Security Solution I.S.S.	\$ 400.00	Safety Repairs & Maintenance - Fire Suppression
IXL	\$ 1,037.50	Reg. Instruct. - ELA Licenses
IXL Learning	\$ 1,037.50	Reg. Instruct. Math and ELA Licenses
IXL Learning	\$ 500.00	Reg. Instruct. Foreign Language Web Base Software
JW Pepper	\$ 594.41	Reg. Instruct. Instrumental Music Supplies
Kearney Quality Sew & Vac, Inc	\$ 126.94	Reg. Instruct. Custodial Supplies - Bags

Lakeshore Learning Materials	\$	298.99	SPED Supplies - Supplies
Loup Valley Lighting, Inc	\$	882.00	Operation of Buildings Supplies - Lighting Supplies
McGraw-Hill Schol Education Holdings LLC	\$	49,108.00	Reg. Instruct. - ELA Elementary Resources
Mead Lumber Co.	\$	95.98	Operation of Buildings Supplies
Menards	\$	1,362.29	Operation of Buildings Supplies - Supplies
Midwest Floor Specialists	\$	1,663.00	Building Improvements Construction Services
Midwest Floor Specialists	\$	663.40	Maintenance - Flooring Supplies
NCSA	\$	335.00	Reg. Instruct. - FCS Expenses
NCSA	\$	300.00	Reg. Instruct. - Ag. Expenses
Nebraskaland Tire	\$	94.55	Vehicle Servicing and Maintenance - Reg. Ed.
NoodleTools	\$	150.00	Reg. Instruct. LMC Subscription
Paper101	\$	3,747.42	Reg. Instruction - Annual Paper Purchase
Platte Valley Communications	\$	598.30	Safety and Security - Rewritten Doors
Platte Valley Glass	\$	858.00	Reg. Instruct. - Elementary Door Repair
PowerSchool Group LLC	\$	4,170.00	Administrative Technology Services - PowerSchool Fees
Realy Good Stuff	\$	72.12	Reg. Instruct. - Elementary Supplies - Grade 1
Renaissance Learning	\$	2,871.75	LMC Web Based Software - Products and Services
School Mate	\$	707.00	Reg. Instruct. Elementary Planners
Steve Weiss Music	\$	211.39	Reg. Instruct. Instrum. - Instrumental Music Supplies
Teacher Created Resources	\$	6.42	Reg. Instruct. Third Grade Supplies
Teaching Strategies	\$	492.00	Early Childhood Web Based Software
The Home Depot Pro	\$	784.96	Reg. Instruct. - Custodial Supplies
The Lockmobile	\$	29.40	Operation of Buildings Supplies - Elementary Door Key
Village of Overton	\$	297.00	Reg. Instruct. - Utility Services
Village of Overton - Prek 3	\$	52.00	Early Childhood Utility Services
Village Uniform	\$	477.90	Operation of Building - Uniform Cleaning
Virco	\$	912.48	Reg. Instruct. - Furniture Desks
Yanda's Music and Pro Audio	\$	240.00	Reg. Instruct. Instrum. Music - Instruments
Clearing Account	\$	8,483.70	Supplies

Matters Pending Before the Board:

A motion by _____ and seconded by _____

1. Action Item: Consider approving the facility rental rates, substitute teacher pay, tuition, activity admission, and mileage rate for the 2022-2023 school year.

Motion: To approving the facility rental rates, substitute teacher pay, tuition, activity admission, and mileage rate for the 2022-2023 school year.

Discussion:

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

Vote _____

A motion by _____ and seconded by _____

2. Action Item: Consider approving local substitute teachers.

Motion: To approve local substitute teachers.

Discussion:

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

Vote _____

A motion by _____ and seconded by _____

3. Action Item: Consider approving the 2022-2023 handbooks.

Motion: To approve the 2022-2023 handbooks

Discussion:

Votes:	YES	NO	ABSENT
--------	-----	----	--------

Brennan	_____	_____	_____
Lassen	_____	_____	_____
Luther	_____	_____	_____
Meier	_____	_____	_____
Rudeen	_____	_____	_____
Walahoski	_____	_____	_____

Vote _____

A motion by _____ and seconded by _____

4. Action Item: Discuss, consider, and take action to approve board policies 2008: Meetings, 2010: Preparations for Board Meetings, 3003.1: Bidding for Construction, Remodeling, Repair or Related Projects, 3004.1: Fiscal Management for Purchasing and Procurement Using Federal Dollars, 3012: School Meal Program and Meal Charges, 3057 Title IX Policy, 4056: Resignation of Certificated Staff, 4064 Transporting Students in Employee Vehicles, 5012: Testing and Assessment Program, 6021: District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations, 6037: Selection and Review of Library Materials.

Motion: To approve board policies 2008: Meetings, 2010: Preparations for Board Meetings, 3003.1: Bidding for Construction, Remodeling, Repair or Related Projects, 3004.1: Fiscal Management for Purchasing and Procurement Using Federal Dollars, 3012: School Meal Program and Meal Charges, 3057 Title IX Policy, 4056: Resignation of Certificated Staff, 4064 Transporting Students in Employee Vehicles, 5012: Testing and Assessment Program, 6021: District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations, 6037: Selection and Review of Library Materials.

Discussion:

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

Vote _____

5. Action Item: Consider adjourning the meeting.

Motion: To adjourn the meeting at _____ p.m.

Discussion:

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

Meier
Rudeen
Walchoski

Vote _____

Middle & High School Handbook Changes for 2022-2023

- Added School Wellness Policy (5052) to State and Federal Programs Section.
- Updated Title IX Policy (3057) in State and Federal Programs Section.

Elementary Handbook Changes for 2022-2023

- Added School Wellness Policy (5052) to State and Federal Programs Section.
- Updated Title IX Policy (3057) in State and Federal Programs Section.

Certificated Staff Handbook Changes for 2022-2023

- Added School Wellness Policy (5052) to State and Federal Programs Section.
- Updated Title IX Policy (3057) in State and Federal Programs Section.

iPad Handbook Changes for 2022-2023

No changes.

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. 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 shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

Adopted on: _____
Revised on: _____
Reviewed on: _____

2010
Preparation for Board Meetings

The superintendent will create the agenda and board packet in consultation with the board president. The materials will be sent or delivered to each board member in advance of the meeting. Members of the public have no entitlement to place an item on the board's agenda, but may address the board during the next meeting at which the board receives public comment. The agenda shall be placed on the district's website at least 24 hours before the school board meeting and shall remain available on the website for at least six months.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects
Financed with Federal Funds

I. Applicability of the Policy

This policy applies only to construction and contracts 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.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$109,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In addition, all procurement and construction shall comply with the rules and requirements of 2 CFR part 200.317 through 200.326 and 34 CFR sections 75.601 through 75.615. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

- A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with

a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under \$250,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of 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.

2. Construction with an Anticipated Cost of between \$10,000 and \$250,000 (Small Purchase Procedures)

For construction projects subject to this policy, 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.

- B. Construction Projects with an estimated cost of between \$109,000 and \$249,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an anticipated aggregate cost of \$109,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$109,000 and \$250,000.

IV. Construction Projects with an Anticipated Cost Over \$250,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$250,000 or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publicly advertised;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. Sealed bids will be publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
4. The contract will be awarded to the lowest responsive and responsible bidder.
 - a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
 - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
 - c) Any or all bids may be rejected if there is a sound documented reason.
5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on

the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.

2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the

bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

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 and consistent with state law.

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

C. Full and Open Competition

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

D. 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.

E. Settlements of Issues Arising Out of Contract

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.

F. 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 construction projects for a minimum of five (5) years after the sale or demolition of the building. 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 Construction Records for Projects Financed with Federal Funds

- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, 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 construction records shall be in accordance with applicable law and Board policy.

VI. 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. Contracts 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, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

VII. Financial Management

A. Identification.

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

B. Financial Reporting

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

C. Accounting Records

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

D. Internal Controls

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

E. Budget Control

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

F. Payment Methods

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

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

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or

variations from the state-approved budget and grant application need prior approval.

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

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

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

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

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

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

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

J. Documentation of Personnel Expenses

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

VIII. 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: _____

3004.1

Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

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

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

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

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

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

B. Methods of Purchasing

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

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

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

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

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

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

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

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

b) Contract/Price Analysis

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

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

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

5. **Competitive Proposals.**

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

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

C. Use of Purchase (Debit & Credit) Cards

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

D. Federal Procurement System Standards

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

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

E. Debarment and Suspension

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

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

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

F. Settlements of Issues Arising Out of Procurements

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

III. Conflict of Interest and Code of Conduct

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

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

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

C. Favors and Gifts

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

D. Enforcement

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

IV. Property Management Systems

A. Property Classifications

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

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

B. Inventory Procedure

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

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

C. Inventory Records

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

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

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

D. Physical Inventory

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

E. Maintenance

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

F. Lost or Stolen Items

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

G. Use of Equipment

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

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

H. Disposal of Equipment

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

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

I. Equipment and Capital Expenditures

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

J. Depreciation

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

V. Financial Management

A. Identification

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

B. Financial Reporting

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

C. Accounting Records

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

D. Internal Controls

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

E. Budget Control

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

F. Payment Methods

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

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

G. Allowability of Costs

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

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

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

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

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

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

I. Cost Sharing or Matching

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

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

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

J. Documentation of Personnel Expenses

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

VI. Written Compensation Policies

A. Time and Effort Standards

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

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

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

B. Time and Effort Procedures

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

C. Fringe Benefits

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

D. Leave

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

E. Unexpected or Extraordinary Circumstances

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

F. Documentation for Personnel Expenses

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

VII. Other Contract Matters.

A. Required Terms

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

B. Contracting with Certain Vendors

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

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

C. Record Keeping

1. Record Retention

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

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

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

2. Maintenance of Procurement Records

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

D. Privacy

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

3012

School Meal Program and Meal Charges

Meal Program. The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent. Families may apply for free or reduced-price school meals at any time during the school year.

Payment Options. Families may pay for school lunches using cash or check.

Meal Charge Policy. The district will notify students and their families of the policy for charged meals, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

The district's policy on charged meals is: Student food accounts need to be kept in good standing. If a student's account becomes forty dollars (\$40.00) or more overdue, they will receive a sack lunch that meets nutritional service guide-lines for two weeks or until the account is brought up to date. Students may not eat breakfast during this time until the account is brought up to date. Thereafter, if a student has no funds available to pay for a meal, no food will be provided. This will continue until the student's food balance is paid in full or appropriate payment arrangements have been made with the principal. Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items

if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3057
Title IX Policy

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. Designation. The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator.**" The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. Definitions. As used in this policy, the following terms are defined as follows:

2.1. Actual knowledge means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

- 2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
- 2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it

effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a), which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—

2.6.5.1. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;

2.6.5.2. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;

2.6.5.3. shares a child in common with the victim; or

2.6.5.4. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. **Discrimination Not Involving Sexual Harassment.**

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be

subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. Specific Prohibitions. Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

- 3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
- 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- 3.2.3. Deny any person any such aid, benefit, or service;
- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. Complaint Procedure. All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006.

4. Response to Sexual Harassment

4.1. Reporting Sexual Harassment. Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the

District's Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. General Response to Sexual Harassment. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. Emergency Removal. Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. Administrative Leave. Nothing in this policy precludes the district from placing a non-student employee respondent on

administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. General Response Not Conditioned on Formal Complaint. With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. **Grievance Process for Formal Complaints of Sexual Harassment.**

5.1. **General Requirements.**

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive

training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

- 5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.
- 5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:
 - 5.1.4.2.1. The definition of sexual harassment in subsection 2.6;
 - 5.1.4.2.2. The scope of the district's education program or activity;
 - 5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and
 - 5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- 5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection **Error! Reference source not found.**
- 5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

- 5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- 5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- 5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- 5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

- 5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

- 5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;
- 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative

interviews, or other meetings, with sufficient time for the party to prepare to participate;

- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Determination Regarding Responsibility**

- 5.6.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).
- 5.6.2. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone

other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.6.3. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.6.3.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.6.3.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.6.3.3. Findings of fact supporting the determination;

5.6.3.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.6.3.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.6.3.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.6.4. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the

district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.6.5. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.7. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.7.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.7.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.7.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.7.2.1. Procedural irregularity that affected the outcome of the matter;

5.7.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.7.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the

individual complainant or respondent that affected the outcome of the matter.

5.7.3. As to all appeals, the district will:

5.7.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.7.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.7.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.7.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.7.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.7.3.6. Provide the written decision simultaneously to both parties.

5.8. Informal Resolution. The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.8.1. Provides to the parties a written notice disclosing:

5.8.1.1. The allegations;

- 5.8.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
- 5.8.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
- 5.8.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- 5.8.2. Obtains the parties' voluntary, written consent to the informal resolution process; and
- 5.8.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.9. **Recordkeeping.**

- 5.9.1. The district will maintain for a period of seven years records of:
 - 5.9.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
 - 5.9.1.2. Any appeal and the result therefrom;
 - 5.9.1.3. Any informal resolution and the result therefrom; and
 - 5.9.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not

maintain a website then the district will make these materials available upon request for inspection by members of the public.

- 5.9.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools.**

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical

education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R.

part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. Specific Circumstances.

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title,

office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

Adopted on: _____

Reviewed on: _____

Revised on: _____

4056
Resignation of Certificated Staff

Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible, to enable the board to find suitable replacements. Unless otherwise required by law or contract, the following resignation requirements apply.

Staff members who submit their resignations to the board of education by the earlier of (a) March 15th or (b) the date designated in a written request of the school board or the administrators to accept employment for the next school year pursuant to section 79-829 (provided that such acceptance date may not be earlier than March 15th of each year) will be released from the next school year's contract. Staff members who refuse to fulfill their contractual obligations will be reported to the Professional Practices Committee of the Nebraska Department of Education.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4064

Transporting Students in Employee Vehicles

With the permission of the superintendent, school employees may transport students in the employee's personal vehicle even if those students do not live within the employee's household. School employees who transport students in their personal vehicles and those children do not live within the employee's household must comply with the board's policies on pupil transportation and school vehicle use, including Pupil Transportation Driver Qualification Criteria.

5012
Testing and Assessment Program

I. Basic Testing and Assessment Program

The school district will use a basic testing and assessment program to evaluate the outcome of the educational program and to provide information needed in working with individuals. The program will be supplemented by such individual and supplementary tests as the needs of the educational program and the district indicate. The superintendent and designees will coordinate the program from Kindergarten through twelfth grade to provide continuity. Teachers are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. Teachers should consult with relevant board policies and district protocols assessment administration and security.

II. Accountability Reporting

At the board of education's regular July meeting, or as soon after as a report can be completed, the superintendent of schools shall provide an annual written report as required by NDE Rule 10. The report shall be presented to the board and made available to the public. The report must contain the elements required by Rule 10, including but not limited to: student academic performance as reported to NDE (demographics, achievement, educational input characteristics, as defined in section 005.02 of Rule 10); school system demographics; school improvement goals and progress; and financial information about the school district. Building level results will be reported only to appropriate staff for review, goal setting, and intervention as needed.

This report shall not include any individual test scores or assessment, but individual student test scores or assessment results will be reported to the student's parents or legal guardian(s). If the school has fewer than ten students in the grades being reported, or if reporting would allow for the identification of students because they all had comparable scores, no public reports of student performance are provided for those grades.

A comprehensive evaluation of the district shall be conducted at least once every five years using instruments and guides approved by NDE.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6021

District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations

The following criteria shall be used for selecting evaluators according to 92 Nebraska Administrative Code 51-006.07B:

1. Those in-state service agencies that have approved rates for the current year established by the Nebraska Department of Education. A list of service agencies with approved rates, including state agencies, individual providers, and in-state providers may be found at <https://www.education.ne.gov/sped/service-agencies/>.
2. Those Nebraska providers located within 200 miles of the building of the district where the child attends when driving by ordinary public roadways.
3. Evaluations must consider the educational, health, or other student records of the student provided by the district. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
4. Evaluations must be provided to the district, including all educational, health, student, or other records created as part of or relied upon to complete the evaluation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
5. Evaluations must be conducted by a provider that is authorized, available, and willing to discuss, confer, or otherwise cooperate with the district regarding the evaluation, its results, or any other information related to the evaluation. Such cooperation may include reasonable participation in, or the submission of additional reports or information to, an IEP, MDT, or SAT team. Evaluators must make available to the district any documents or records created in relation to the evaluation, including evaluation and assessment protocols and responses, when the district determines in its sole discretion that such documentation is necessary in order to permit meaningful parental participation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records or information unless disclosure is already authorized by state and federal law.

6. Evaluations must be sufficiently comprehensive for the evaluator to submit to the district a report that specifically details whether the student should be considered eligible for special education and related services, the nature of special education and related services recommended to accommodate the student's suspected disability, and the particular facts or findings underlying the evaluator's conclusions. This report must be submitted to the district within 45 days after the conclusion of the evaluation.
7. Evaluations must meet the then-current state standards for reliability, research-based processes, and educational or professional best practices.
8. Reimbursement to any evaluator chosen in conformance with this policy shall not exceed the cost that would be charged by the school district's contracted providers for the same or substantially similar evaluation.

All special education evaluations, including those independently obtained at the district's expense, must be obtained in a manner consistent with the criteria set forth above, unless state or federal law requires waiver of one or more criteria in order to accommodate unique circumstances.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6037

Selection and Review of Library Media

The board approves curriculum and curriculum-related materials for the district with input from administrators and staff. Those processes are covered in other board policies. Staff members seeking to procure materials for use during instruction must follow board policy, practices, and directives. Those items are not covered by this policy.

The district procures library books and other media available to students that are not part of a specific class or curriculum. For purposes of this policy, those will be called library materials. This policy addresses the selection and review of library materials, regardless of their source. This policy applies regardless of whether library materials are purchased using district funds, donated, or shared at no cost to the district.

No Right to Materials. The board supports having excellent educational opportunities for students, including availability of library materials used to enrich the educational experience. However, the board and administration are responsible for considering materials based on a variety of factors and legal obligations. There is no right to force any material to be included or excluded. Staff requesting library materials do so only within the course and scope of their employment with the district.

Selection Process. The selection and approval of new library materials must comply with the district's general requisition, donation, and budgeting requirements. To ensure materials selected are appropriate for the district's students and consistent with the district's legal obligations, the following process applies to selection of library materials.

The school librarian, media specialist, or any individual requesting library materials is responsible for submitting the request in writing to the building principal or to superintendent if there is no principal assigned to the building. The request must include the following

1. Name of the book, material, or resource;
2. The author, publisher, and supplier of the material;
3. The physical medium (*i.e.*, book, magazine, video, game, digital subscription, etc.);
4. The cost of the material;
5. A summary of the content of the material, including how it supports age-appropriate learning objectives, enriches the curriculum, and/or supports student development and learning;

6. The material's accolades, such as presence on best seller lists, awards won, and recommendations from professional library journals and organizations with a focus on K-12 school library materials; and
7. Whether any of the content in the material represents a perspective that may not be universal, such as a political, religious, or social perspective for which disagreement or differences of opinion exist. The summary should include a description of these items.

The building principal or superintendent will review the library material request and inform the requester whether the material will be accepted or denied. Materials which require expenditure of district funds will be processed consistently with the district's purchasing and procurement policies and practices. There is no appeal from this determination.

Requested Review of Library Materials. A concerned parent of a current student or patron living within the school district boundaries may request the review of a specific library material (*i.e.*, a specific book, magazine, etc.) or portion of a specific library material. The parent or patron must first discuss their concern with the building principal and explain their concern regarding the library material. If there is no principal assigned to that building, the parent or patron should discuss their concern with the superintendent. The board believes most concerns will be resolved in this manner.

If the parent or patron is dissatisfied after the informal review and discussion with the relevant administrator, they may request a review in writing. To request a review, the individual must complete the Library Material Review Request form and submit it to the superintendent.

The superintendent will review the request within a reasonable time after receiving it. The superintendent may consult with the school's librarian or media specialist, staff, and legal counsel at his or her discretion. The superintendent may decide to remove the material, keep the material, restrict access to the material to students based on age or grade level, or make any other determination the superintendent deems appropriate. The superintendent's decision regarding the review will be communicated to the requester in writing.

The decision of the superintendent is final, and the board will not hear any appeal regarding the review of library material.

The superintendent will review the request with the board curriculum committee within a reasonable time after receiving it. The committee may consult with or seek input from the school's librarian or media specialist, staff, and legal counsel at its discretion. The committee will make a

recommendation to the board to remove the material, keep the material, restrict access to the material to students based on age or grade level, or make any other determination or recommendation the committee deems appropriate. The board will review the request, consider the committee's recommendation, and make a determination regarding the requested review. The decision regarding the review will be communicated to the requester in writing by the superintendent.

The decision of the board is final, and there is no appeal regarding the review of library material.

Additional Rules for Library Media Review. Unless the superintendent decides otherwise, the library material will remain in circulation while a review is pending. Unless otherwise required by law, no library material will be reviewed again within 4 years after a requested review is completed. Any parent or patron requesting review of multiple library materials may only request a maximum of 5 materials to be reviewed at one time, and a new request cannot be submitted until the prior review is completed and notice of the determination is provided to the requesting party. Nothing in this policy prohibits the superintendent or their designee from reviewing library material outside of the review process contained in this policy and taking any action the superintendent or their designee deems appropriate.

Adopted on: _____

Revised on: _____

Reviewed on: _____

Overton Public School Financial Information Fund Securities					
<u>Accounts</u>	<u>Funds Available</u>	<u>FDIC Coverage</u>	<u>Securities</u>	<u>Coverage</u>	<u>Date</u>
Non-Interest Bearing	\$ 702,729.85	\$ 250,000.00	\$ 452,729.85	\$ 702,729.85	1-Jul-22
Interest Bearing	\$ 4,731,524.07	\$ 250,000.00	\$ 4,481,524.07	\$ 4,731,524.07	
Total Funds	\$ 5,434,253.92	\$ 500,000.00	\$ 4,934,253.92	\$ 5,434,253.92	
Total Funds Available	\$ 5,434,253.92				
Securities/Insurance	\$ 5,434,253.92				
Collateralization	\$ -				
	Interest Bearing				Non-Interest Bearing
<u>Account Name</u>	<u>Account Number</u>	<u>Funds</u>	<u>Account Name</u>	<u>Account Number</u>	<u>Funds</u>
Depreciation Fund	600443255	\$ 55,195.01	Bond Fund	600443204	\$ -
Clearing Account	600012733.5	\$ 8,833.26	Booster Checking	600024880	\$ 10,943.11
Reserve Fund	600443700	\$ 3,704,192.71	Activity Fund	600025836	\$ 259,734.50
Building Fund	600731064	\$ 125,037.29	Lunch Fund	600026360	\$ 83,406.22
Booster Club	600006539	\$ 2,546.94	General Fund	600029580	\$ 348,136.02
Depreciation Fund #5	126887	\$ 153,824.88	Site & Building	600029602	\$ 510.00
Depreciation Fund #3	126888	\$ 275,071.71			
Depreciation Fund #4	126889	\$ -		\$ 4,355,244.07	General Fund
Building Fund	126886	\$ 107,679.60		\$ 484,091.60	Depreciation
Booster Club	600006498	\$ 5,060.59		\$ 232,716.89	S & B
OHS C.D.	600006873	\$ 294,082.08		\$ 259,734.50	Activity
				\$ 83,406.22	Food Nutritional

			Overton Public School Board Financial Report Official		
Month	<i>July</i>				
Year	<i>2022</i>				
Account	2019-2020	2020-2021	2021-2022	\$ Change	% Change
MMA - Reserve	\$ 3,508,249.70	\$ 3,839,448.01	\$ 3,998,274.79	\$ 158,826.78	4.14%
Depreciation Fund	\$ 593,192.19	\$ 604,765.52	\$ 484,091.60	\$ (120,673.92)	-19.95%
Bond Fund	\$ -	\$ -	\$ -	\$ -	0.00%
Special Building Fund	\$ 229,645.64	\$ 230,486.39	\$ 232,716.89	\$ 2,230.50	0.97%
Food Nutritional Fund	\$ 25,291.07	\$ 66,550.36	\$ 83,402.67	\$ 16,852.31	25.32%
Activities Fund	\$ 299,381.29	\$ 327,105.32	\$ 255,548.22	\$ (71,557.10)	-21.88%
Totals	\$ 4,655,759.89	\$ 5,068,355.60	\$ 5,054,034.17	\$ (14,321.43)	-0.28%
Total Reserve	\$ 4,101,441.89	\$ 4,444,213.53	\$ 4,482,366.39	\$ 38,152.86	0.86%

Overton Public School Board Financial Report						
Updated:	7/1/2022					
	2020-2021			2021-2022		
Date	1-Jul-21		Difference	Date	7/1/2022	
Depreciation	\$	604,765.52	\$	(120,673.92)	Depreciation	\$ 484,091.60
MMA/CD	\$	3,839,448.01	\$	158,826.78	MMA/CD	\$ 3,998,274.79
Checking	\$	416,346.36	\$	(68,210.34)	Checking	\$ 348,136.02
Total	\$	4,860,559.89	\$	(30,057.48)	Total	\$ 4,830,502.41
				Current Date	7/1/2022	
				MMA	\$ 3,704,192.71	
				OHS C.D.	\$ 294,082.08	
				Total	\$ 3,998,274.79	
			Special Building	Current Date	7/1/2022	
		600731064	\$ 125,037.29	Depreciation	\$ 55,195.01	
		126886	\$ 107,679.60	Depreciation	\$ 153,824.88	
		Total	\$ 232,716.89	Depreciation	\$ 275,071.71	
				Depreciation	\$ -	
				Total	\$ 484,091.60	

	9/1/2009A	B	C	D	E	F	G	H	I
719	Food Program 2021-2022								
720									
721	<u>Date</u>	<u>Lunch Meals</u>	<u>Breakfast Meals</u>	<u>Summer Food</u>	<u>Disbursements</u>	<u>Receipts</u>	<u>Profit/Loss</u>	<u>Days Served</u>	<u>Balance</u>
722	Aug-21	3299	1767	0	\$ 24,432.66	\$ 36,190.63	\$ 11,757.97	15	\$ 76,769.89
723	Sept.	4624	2424	0	\$ 27,809.96	\$ 4,279.88	\$ (23,530.08)	19	\$ 53,239.81
724	Oct.	4776	2494	0	\$ 25,841.79	\$ 45,770.85	\$ 19,929.06	20	\$ 73,168.87
725	Nov.	3658	2178	0	\$ 26,077.51	\$ 26,452.16	\$ 374.65	17	\$ 73,543.52
726	Dec.	3103	1944	0	\$ 27,133.64	\$ 44,105.14	\$ 16,971.50	13	\$ 90,515.02
727	Jan.	4432	2068	0	\$ 15,111.01	\$ 837.65	\$ (14,273.36)	19	\$ 76,241.66
728	Feb.	4310	2665	0	\$ 26,604.90	\$ 27,264.03	\$ 659.13	18	\$ 76,900.79
729	March	4853	3473	0	\$ 22,084.02	\$ 27,699.60	\$ 5,615.58	20	\$ 82,516.37
730	April	3872	1946	0	\$ 25,265.58	\$ 32,507.04	\$ 7,241.46	18	\$ 89,757.83
731	May	2211	1006	0	\$ 27,913.63	\$ 23,733.52	\$ (4,180.11)	12	\$ 85,577.72
732	June	341	151	0	\$ 14,954.96	\$ 12,779.91	\$ (2,175.05)	18	\$ 83,402.67
733	July	0	0	0	\$ -	\$ -	\$ -	0	\$ -
734	Aug-20				\$ -	\$ -	\$ -	0	\$ -
735	Fiscal Year				\$ 263,229.66	\$ 281,620.41	\$ 18,390.75		
736	School Year				\$ 238,797.00	\$ 281,620.41	\$ 18,390.75		
737	Totals	39479	22116	0				189.00	
738	All Meals	61595							
739									

	<u>Free Lunch</u>	<u>Reduced Lunch</u>	2021-2022			Summer			<u>Totals</u>
			<u>Full Pay Lunch</u>	<u>Free Breakfast</u>	<u>Reduced Breakfast</u>	<u>Full Pay Breakfast</u>	<u>Coivd Free Breakfast</u>	<u>Covid Free Lunch</u>	
July	0	0	0	0	0	0	0	0	0
June	341	0	0	151	0	0	0	0	492
May	2211	0	0	1006	0	0	0	0	3217
April	3872	0	0	1946	0	0	0	0	5818
March	4853	0	0	3473	0	0	0	0	8326
February	4310	0	0	2665	0	0	0	0	6975
January	4432	0	0	2068	0	0	0	0	6500
December	3103	0	0	1944	0	0	0	0	5047
November	3658	0	0	2178	0	0	0	0	5836
October	4776	0	0	2494	0	0	0	0	7270
September	4624	0	0	2424	0	0	0	0	7048
August	3299	0	0	1767	0	0	0	0	<u>5066</u>
Totals	39479	0	0	22116	0	0	0	0	61595

	<u>Free Lunch</u>	<u>Reduced Lunch</u>	2020-2021			Summer			<u>Totals</u>
			<u>Full Pay Lunch</u>	<u>Free Breakfast</u>	<u>Reduced Breakfast</u>	<u>Full Pay Breakfast</u>	<u>Coivd Free Breakfast</u>	<u>Covid Free Lunch</u>	
July	1236	0	0	1792	0	0	0	0	3028
June	1906	0	0	1022	0	0	0	0	2928
May	2954	0	0	1295	0	0	0	0	4249
April	3797	0	0	1698	0	0	0	0	5495
March	4253	0	0	1926	0	0	0	0	6179
February	3425	0	0	1451	0	0	0	0	4876
January	3761	0	0	1480	0	0	0	0	5241
December	2649	0	0	1029	0	0	0	0	3678
November	3719	0	0	1499	0	0	0	0	5218
October	4437	0	0	1767	0	0	0	0	6204
September	4398	0	0	1687	0	0	0	0	6085
August	2843	0	0	711	0	0	0	0	<u>3554</u>
Totals	36236	0	0	14543	0	0	0	0	50779

Hot Lunch
9/22/2020
Official
June

Expenditures

<u>Vendor</u>	<u>CHECK #</u>	<u>Amount</u>	<u>Description</u>
Cah-Wa Distributing	5014	\$ 1,018.39	BK, FV, FS, HLC, HL
Bimbo Bakery	5015	\$ 184.47	HL
Chesterman Co.	5016	\$ 74.00	Milk Machine
Hiland Dairy	5017	\$ 1,192.59	Ala C, Summer, HL
US Foods	5018	\$ 3,132.17	Ala C, FS, Sum, FV, HL
Plum Creek Market Pla	5019	\$ 11.88	BK
University of NE-Lincol	5020	\$ 125.00	ServSafe Food Training
Payroll	DD	\$ 9,216.46	Payroll

TOTAL \$ 14,954.96

Clearing

Official

Expenditures

<u>Vendor</u>	<u>CHECK #</u>	<u>Amount</u>	<u>Description</u>
FCCLA	7126	\$ 285.00	National Leadership Conf
Betty Isaacson	7127	\$ 372.96	Mileage
Flatwater Food & Automotive	7128	\$ 152.22	Gas
Flatwater Food & Automotive	7129	\$ 359.73	Gas
Platinum Awards & Gifts	7130	\$ 117.60	Engraving Awards
US Bank	7131	\$ 302.02	Supplies
US Bank	7132	\$ 4,588.07	Supplies
Flatwater Food & Automotive	7133	\$ 278.78	Gas
Cash	7134	\$ 250.00	Meals
Cash	7135	\$ 340.00	Meals
O'Neill FCCLA	7136	\$ 686.25	FCCLA Hotel
Department of Motor Vehicle	7137	\$ 37.50	Driver License record
Mike Phelps	7138	\$ 101.19	Gas
Aaron McCoy	7139	\$ 220.00	Supplies
Flatwater Food & Automotive	7140	\$ 392.38	Gas

TOTAL \$ 8,483.70

ACTIVITY ACCOUNT 2021-2022

<u>Date</u>	<u>Disbursements</u>	<u>Receipts</u>	<u>Profit/Loss</u>	<u>Ending Balance</u>
Aug. 2020	\$ 3,480.15	\$ 12,618.21	\$ 9,138.06	\$ 303,341.40
Sept.	\$ 27,309.03	\$ 27,656.20	\$ 347.17	\$ 303,688.57
Oct.	\$ 20,217.64	\$ 21,879.25	\$ 1,661.61	\$ 305,350.18
Nov.	\$ 23,476.28	\$ 19,865.93	\$ (3,610.35)	\$ 301,739.83
Dec.	\$ 16,440.37	\$ 18,224.47	\$ 1,784.10	\$ 303,523.93
Jan.	\$ 19,088.50	\$ 11,680.97	\$ (7,407.53)	\$ 296,116.40
Feb.	\$ 28,872.66	\$ 30,760.32	\$ 1,887.66	\$ 298,004.06
March	\$ 24,683.11	\$ 7,541.96	\$ (17,141.15)	\$ 280,862.91
April	\$ 35,764.00	\$ 10,637.88	\$ (25,126.12)	\$ 255,736.79
May	\$ 37,211.74	\$ 35,811.31	\$ (1,400.43)	\$ 254,336.36
June	\$ 17,498.69	\$ 18,710.55	\$ 1,211.86	\$ 2,555,548.22
July	\$ -	\$ -	\$ -	\$ -
Aug-22	\$ -	\$ -	\$ -	\$ -
Fiscal Year	\$ 250,562.02	\$ 202,768.84	\$ (47,793.18)	
School Year	\$ 254,042.17	\$ 215,387.05	\$ (38,655.12)	

Activity Checks

May

<u>Amount</u>	<u>Ck#</u>	<u>Whom Paid</u>	<u>Account</u>	<u>Reason</u>
\$ 3,135.00	1000	TASC	General	125 Plan
\$ 35.65	17254	Amazon	General	Summer Reading Supplies
\$ 60.00	17255	Callam Sports Photography	Athletics	Golf State Pictures
\$ 783.00	17256	HB Designs	FB Club	Liftathon Shirts
\$ 200.00	17257	Minden Girls Basketball	GBB Club	GBB Team Camp
\$ 14.00	17258	NSAA	Athletics	Golf State Medals
\$ 450.00	17259	Paula Osborne	General	C4K Contract & Consulting
\$ 250.00	17260	Wilcox Hildreth Public School	GBB Club	GBB Summer League
\$ 3,720.00	17261	UNK Football	FB Club	FB Team Camp
	17262	Void	FB Club	FB Team Camp
\$ 105.00	17263	Becky Witmer	GBB Club	GBB Camp Refund
\$ 48.00	17264	Chesterman Company	Staff Lounge	Pop Machine
\$ 250.00	17265	Loomis Public School	BBB Club	BBB Summer League
\$ 25.00	17266	NCA	Athletics	Golf Coaches Meal
\$ 1,087.60	17267	Brooke Puffer	General	C4K Other/Supplies
\$ 151.88	17268	Paula Osborne	General	C4K Supplies
\$ 87.92	17269	Brooke Puffer	General	C4K Supplies
\$ 165.00	17270	Kearney Catholic Team Camp	GBB Club	GBB Team Camp
\$ 159.43	17271	Kevin Luther	General	C4K Supplies
\$ 746.40	17272	Midwest Grads	Seniors	Senior Gowns/Tassels
\$ 150.00	17273	Pure Platinum	Student Council	Homecoming DJ
\$ 565.50	17274	Diva's at Kearney Floral	Seniors	Graduation Flowers
\$ 645.75	17275	Little Eagle Learning Center	General	C4K Other
\$ 316.21	17276	Credit Management Services	General	Ganishment-Weiss
	17277	Void		
\$ 275.00	17278	Top 10	VB Club	VB Team Camp
\$ 330.18	17279	US Bank	TR Club	Supplies
\$ 316.82	17279	US Bank	General	EHA Meals
\$ 245.67	17279	US Bank	VB Club	VB Skills Camp Shirts
\$ 1,000.00	17280	Midwest Elite Basketball	GBB Club	GBB Camp
\$ 60.90	17281	Brooke Puffer	General	C4K Training & Outreach-Food
\$ 451.00	17282	Edgewater Insurance	General	C4K Other
\$ 64.18	17283	Kevin Luther	General	C4K Supplies
\$ 1,372.50	17284	O'Neill FCCLA	FCCLA	FCCLA Nationals Hotel
\$ 203.10	17285	Varsity	Cheer	Cheer Bows
\$ 163.00	17286	HB Designs	FB Club	FB Club Liftathon Shirts
\$ (135.00)		Void Ck#17154	Athletics	
\$ 17,498.69				

ACTIVITY FINANCIAL REPORT				
Budgeted Expenditures	\$ 295,000.00			
Bal June 1, 2022	\$ 254,336.36			
Receipts:		\$ 18,710.55		
Disbursements:			\$ 17,498.69	
Bal June 30, 2022				\$ 255,548.22
Coca Cola Scholarship	\$ 364.34	\$ -	\$ -	\$ 364.34
General/125 Plan	\$ 68,700.51	\$ 9,343.47	\$ 6,962.34	\$ 71,081.64
Athletic	\$ 23,945.70	\$ -	\$ (36.00)	\$ 23,981.70
Cheerleaders	\$ 3,854.12	\$ 4,895.06	\$ 203.10	\$ 8,546.08
Dance	\$ 610.67	\$ -	\$ -	\$ 610.67
2021-2022 Seniors	\$ 3,019.32	\$ -	\$ 1,311.90	\$ 1,707.42
2021-2022 Juniors	\$ 1,156.82	\$ -	\$ -	\$ 1,156.82
2021-2022 Sophomores	\$ 5,274.82	\$ -	\$ -	\$ 5,274.82
2021-2022 Freshmen	\$ 6,738.40	\$ -	\$ -	\$ 6,738.40
Shop	\$ 2,143.80	\$ -	\$ -	\$ 2,143.80
Yearbook	\$ 1,498.18	\$ -	\$ -	\$ 1,498.18
Concessions	\$ (1,369.97)	\$ 247.94	\$ -	\$ (1,122.03)
Student Council	\$ 1,356.86	\$ -	\$ 150.00	\$ 1,206.86
Music	\$ (31.04)	\$ -	\$ -	\$ (31.04)
FCCLA	\$ 3,641.52	\$ 805.58	\$ 1,372.50	\$ 3,074.60
Misc/Act. Deposits	\$ 7,680.00	\$ -	\$ -	\$ 7,680.00
Honor Society	\$ 409.46	\$ -	\$ -	\$ 409.46
Staff Lounge	\$ 5,145.25	\$ -	\$ 48.00	\$ 5,097.25
School Play	\$ 1,118.95	\$ -	\$ -	\$ 1,118.95
Site	\$ 2,403.33	\$ -	\$ -	\$ 2,403.33
Grant	\$ 445.58	\$ -	\$ -	\$ 445.58
2021-2022 8th Grade	\$ 3,714.79	\$ -	\$ -	\$ 3,714.79
2021-2022 7th Grade	\$ 4,684.42	\$ -	\$ -	\$ 4,684.42
2021-2022 6th Grade	\$ -	\$ -	\$ -	\$ -
School Store	\$ 444.88	\$ -	\$ -	\$ 444.88
BBB Club	\$ 406.47	\$ 500.00	\$ 250.00	\$ 656.47
FB Club	\$ 9,220.57	\$ 2,375.00	\$ 4,666.00	\$ 6,929.57
GBB Club	\$ 2,873.95	\$ 385.50	\$ 1,720.00	\$ 1,539.45
VB CLUB	\$ 3,149.63		\$ 520.67	\$ 2,628.96
WR Club	\$ 1,777.37	\$ -	\$ -	\$ 1,777.37
TR Club	\$ 690.64	\$ -	\$ 330.18	\$ 360.46
FCA	\$ 2,163.09	\$ -	\$ -	\$ 2,163.09
Pee Wee Football Club	\$ 305.52	\$ -	\$ -	\$ 305.52
Pee Wee Wrestling	\$ 2,468.73	\$ -	\$ -	\$ 2,468.73
FBLA	\$ 550.46	\$ -	\$ -	\$ 550.46
Activity Special Account	\$ 62,707.52	\$ -	\$ -	\$ 62,707.52
iPads	\$ 11,726.08	\$ -	\$ -	\$ 11,726.08
FFA	\$ 1,891.88	\$ -	\$ -	\$ 1,891.88
Cross Country	\$ 775.96	\$ -	\$ -	\$ 775.96
Circle of Friends Elementary	\$ 454.52	\$ -	\$ -	\$ 454.52
Circle of Friends Secondary	\$ 167.47	\$ -	\$ -	\$ 167.47
Green House	\$ 6,055.79	\$ 158.00	\$ -	\$ 6,213.79
	\$ 254,336.36	\$ 18,710.55	\$ 17,498.69	
				\$ 255,548.22

Hot Lunch Financial Report

Balance :
6/1/2022 \$ 85,577.72

Reiepts:

Student Payments/ALA Carte		\$	-
Adult		\$	71.60
Summer Food Program		\$	-
Parents		\$	-
Fed. Reimbursement	May	\$	12,708.31
State Reimbursement	May	\$	-
Loans to Program		\$	-
Other income/ Juice / HL/Conc		\$	-
Transfer from General		\$	-

Total receipts \$ 12,779.91

Balance & Receipts \$ 98,357.63

Disbursements

Food		\$	5,252.45
Salaries	June	\$	6,419.10
Insurance	June	\$	2,797.36
Other Expenses		\$	167.00
Pre K, Ala Carte, Juice, Catering		\$	319.05
Loan Repayment			

Total Disbursements: \$ 14,954.96

Balance
6/30/2022 \$ 83,402.67

Clearing Account Financial Report

Balance:
6/1/2022 \$ 14,186.84

Reciepts:

District #4 Transfers	May	\$	1,933.32
Interest	June	\$	0.57

Total Receipts \$ 1,933.89

Balance & Receipts \$ 16,120.73

Total Disbursements \$ 8,483.70

Balance
6/30/2022 \$ 7,637.03



--YOUR ANNUAL MEMBERSHIP PROVIDES SUPPORT FOR --
Nebraska Rural Community Schools Association

STATE LEGISLATIVE ADVOCACY

NRCSA is active in representing rural public schools in the Unicameral. The Executive Director is the main spokesperson for NRCSA, but is also represented by the lobbying firm of Nowka and Edwards. NRCSA's Legislative Committee includes 20 Superintendents from member schools and helps to direct the legislative efforts of the organization. NRCSA is also represented in the "Nebraskans United for Property Tax Reform and Education" and the "Education Association Coalition", both of which serve as coalitions that work to speak on behalf of public education interests.

RURAL ADVOCACY

NRCSA is the only organization that speaks solely on behalf of public rural schools in the State of Nebraska.

SUPERINTENDENT SEARCHES

NRCSA's Superintendent Search Service is conducted by veteran Superintendents whose professional lives were involved in rural education in Nebraska. The service is available to all Nebraska school districts, with member districts paying a lower rate than non-member districts. A professional cost effective proposal and fee structure is available upon request.

PLANNING WORKSHOPS

The NRCSA Planning Support Service is an elective service that assists districts in planning and goal-setting. The service is conducted by veteran Superintendents whose professional lives were involved in rural education in Nebraska.

NATIONAL ADVOCACY

NRCSA is a member of the National Rural Education Advocacy Consortium (NREAC), which represents the interests of rural public schools in national forums where education issues are decided.

LEGISLATIVE FORUM

During each legislative session NRCSA offers a forum for Board members and administrators. The forum provides the opportunity to hear from Senators as to what is happening in the Unicameral, as well as to provide input to Senators. The forum is held in Lincoln.

COMMUNICATIONS

NRCSA provides regular updates from the Executive Director to member schools. A more in-depth update is provided to all members just prior to monthly Board of Education meetings. The NRCSA webpage is www.nrcsa.net. NRCSA also has a social media presence on Twitter (@NRCSA1980) and on Facebook (www.facebook.com/nrcsahome).

SPRING CONFERENCE

NRCSA offers an annual conference in Kearney in March. The conference targets issues and interests of rural schools. An opportunity is created to network with other rural school districts and to interact directly with policymakers and NRCSA leaders.

GARY FISHER FINE ARTS

SCHOLARSHIPS

NRCSA awards two \$2,000 scholarships to high school seniors from NRCSA-member schools who are entering college with the plan to major in a fine arts field.

TRICT MEETINGS

Each fall NRCSA conducts a meeting in each of the six membership districts. These meetings provide an opportunity for rural schools to connect with NRCSA leadership on a face-to-face basis.

US BANK ONE CARD PROGRAM

NRCSA has partnered with US Bank to provide this unique purchase card program for school districts. Individual school districts decide which staff members receive purchase cards. The district has control over where purchases can be made and for what amounts. This can be especially helpful when sending sponsors out with student groups.

NRCSA AWARDS

NRCSA annually recognizes individuals who are outstanding at serving member districts. At the Spring Conference each year NRCSA recognizes an Outstanding Elementary Teacher, Secondary Teacher, Classified Staff Member, ESU Staff Member, Music Teacher, Principal, Board of Education Member, and Superintendent/ESU Administrator.

NRCSA EXECUTIVE BOARD

The 10-member Executive Board provides leadership and direction for the organization. Each of the six NRCSA districts is represented by at least one Superintendent from a district within the district.

NRCSA SCHOLARSHIPS

NRCSA annually awards 14 \$2,000 scholarships to high school seniors from NRCSA-member schools who are entering college with the goal of becoming school teachers.

GLOBAL TELETHERAPY

Global Teletherapy is a partner with NRCSA that provides elective services such as Speech, Behavioral, and Occupational Therapies. Global provides services that are sometimes difficult to fill.

NEBRASKANS UNITED

NRCSA is a strong member of this group which includes most education and ag-related organizations in the State. The purpose is to work to provide property tax relief, as well as to protect and promote funding to public education.

CORONAVIRUS ISSUES

Over 100 NRCSA member Superintendents and ESU Administrators worked together to produce NRCSA's Reopening Document to help districts develop their own plans for reopening school in the fall.

LEADERSHIP OPPORTUNITIES

Each year there are over 50 leadership positions on the Executive Committee or other NRCSA committees that provide opportunities for member Superintendents.

EDUCATION ASSOCIATIONS COALITION

NRCSA is an active member of this group that is comprised of all of the major education associations in the state. The purpose of the group is to work together on legislative issues facing public education.

NATIONAL RURAL EDUCATION ASSOCIATION

NRCSA is a strong member of the NREA. The NREA provides leadership on issues facing rural education on the national level. Dr. Jon Habben, former NRCSA Executive Director of NRCSA, will serve as Past President of NREA in the coming year.

RURAL TEACHER SHORTAGE

NRCSA has started a Rural Teacher Committee that was established to find ways to address the shortage of teachers in rural schools. Twelve member Superintendents work with representatives from Chadron State College, Wayne State College and Peru State College in this work.

"QUALITY RURAL SCHOOLS"

Nebraska Rural Community Schools Association 455 S. 11th St, Suite B, Lincoln, NE 68508



Certificate of Accreditation

The Nebraska Department of Education

Recognizes

Overton Public Schools

AS AN ACCREDITED SCHOOL
FOR THE SCHOOL YEAR 2022-2023

BY THE OFFICIAL ACTION OF THE STATE BOARD OF EDUCATION

A handwritten signature in black ink, appearing to read "Matthew L. Blomstedt", written over a horizontal line.

Matthew L. Blomstedt, Ph.D.
Commissioner of Education

A handwritten signature in black ink, appearing to read "Deborah A. Frison", written over a horizontal line.

Deborah A. Frison, Ed.D.
Deputy Commissioner of Education