

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 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, December 9, 2024 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 Parental Involvement.

Jared Walahoski
Secretary of the Board

Heather Brennan Clayton Jeffries Gordon Lassen Joel Meier Keith Rudeen Jared Walahoski

Board of Education

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SPECIAL BOARD MEETING: December 9, 2024
BOARD OF EDUCATION
OVERON PUBLIC SCHOOL 24-0004
OVERTON, NEBRASKA

BOARD OF EDUCATION AGENDA:

- 7:15 p.m.
- A. Call to meeting to order and take roll, Joel Meier, Board President
 - B. Compliance Statement
 - C. Matters Pending Before the Board
 - 1. Provide a public hearing before the Board of Education in regards to Parental Involvement board policy 5018.
 - 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 **December 9, 2024** Parental Involvement 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 Parental Involvement. Roll call.

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

Excuse the absence of board member _____

	Yes	No
Brennan	_____	_____
Jeffries	_____	_____
Lassen	_____	_____
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 **December 5, 2024** edition of the The Beacon Observer, and also posted on the south doors of the school, Post Office, school's web site and 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	NO	ABSENT
Brennan	_____	_____	_____
Jeffries	_____	_____	_____
Lassen	_____	_____	_____
Meier	_____	_____	_____
Rudeen	_____	_____	_____
Walahoski	_____	_____	_____

Vote _____

5018

Parent and Guardian Involvement In Education Practices

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

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

- b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
- 3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
 - a. Building principals may excuse a student from any single school experience at the parent's written request.
 - b. When appropriate, alternative experiences will be provided for the student by the school.
- 4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
- 5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
- 6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
 - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.

- b. State Assessments

- The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.

- c. National Assessment of Educational Progress

- As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of

students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

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

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

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

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NOTICE OF MEETING
BOARD OF EDUCATION
OF OVERTON, NEBRASKA

NOTICE IS HEREBY GIVEN, that a meeting of the Overton Public School Board of Education, of Overton, Nebraska will be held on Monday, December 9, 2024 at the Overton Public School LMC, 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 Clayton Jeffries Board of Education *Gordon Lassen Joel Meier Keith Rudeen Jared Walahoski*

Overton Public School District 24-0004
Overton Board of Education
Board Meeting: December 9, 2024
401 7th Street, Overton, NE 68863
School LMC

Mission Statement: *The mission of Overton Public School is to provide opportunities for everyone to be Engaged, Enlightened, and Empowered.*

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**
 - 8:05 1. Consider approving the 2025-2026 school calendar
 - 8:10 2. Consider approving the 2023-2024 school audit
 - 8:15 3. Consider approving the schoolwide Title 1 Plan
 - 8:20 4. Consider approving contract renewal for the Superintendent
 - 8:25 5. Consider superintendent's evaluation
- 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**
- 8:40 1. Principal's Report
- 8:55 2. Superintendent's Report

Next regularly scheduled meeting is January 13, 2025

"Learning Today – Leading Tomorrow"

Comments:

1. The board will need to review and approve the 2025-2026 school calendar
2. The board needs to review and approve the schoolwide Title 1 Plan
3. Board will need to review and approve the 2023-2024 school audit
4. Board needs to consider superintendent contract
5. December is the month the board evaluates the Superintendent

Discussion:

1. **Board Reports and Discussion:**
 - a. Meetings Attended:
 - b. Upcoming Meetings: January 13, 2025 Joint Board Meeting
 - c. Interlocal:
 - d. Facilities Committee:
 - e. Curriculum Committee:
 - f. Negotiations Committee: Meetings Update
 - g. Committee on American Civics:
2. Discussion Topics:
 - a. Designate President Pro-Tem for January's meeting
 - b. Projects

Administrative Reports:

Principal's Report

1. 2025-2026 Calendar
2. Enrollment Update
3. Report on Teacher Evaluations

SUPERINTENDENT'S REPORT

1. Option Enrollment:
 - Out
 - a.
 - b.
 - In
 - a.
 - b.
 - c.

Change of Status:

 - a.
2. Board Meeting for January
3. Interlocal Meeting for January
4. Projects
5. Financial Report
6. Other

Board of Education

Heather Brennan Clayton Jeffries Gordon Lassen 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 **December 9, 2024** regular monthly meeting of the Overton Public School Board of Education is called to order at 7:30 p.m. in the school LMC and is now in session. Roll call.

	Present	Absent
Brennan	_____	_____
Jeffries	_____	_____
Lassen	_____	_____
Meier	_____	_____
Rudeen	_____	_____
Walahoski	_____	_____

Excuse the absence of board member _____

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

Vote _____

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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 December 9, 2024 meeting.

Discussion:

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

Vote _____

A Motion made by _____ and seconded by _____

to approve the minutes of the November 11, 2024 regular board meeting as presented.

Discussion:

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

Vote _____

A motion by _____ and seconded by _____

to approve the December bill roster in the amount of \$58,699.39 and December payroll salary and benefits in the amount of \$324,671.66.

Discussion:

Votes:

YES

NO

ABSENT

Brennan

Jeffries

Lassen

Meier

Rudeen

Walahoski

Vote _____

MINUTES OF THE OVERTON PUBLIC SCHOOL BOARD OF EDUCATION
REGULAR MEETING
November 11, 2024
7:30 p.m.

Mission Statement: *The mission of Overton Public School is to provide opportunities for everyone to be Engaged, Enlightened, and Empowered.*

Board President called the meeting to order. Members Present:

Brennan
Lassen
Meier
Rudeen
Walahoski

Notification: The November 11, 2024 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 and Brian Fleischman, Principal.

Guests Present: No Guests.

Public Comments: No Public Comments.

Reports: No Reports

Communications: No Communications

Other: The board excused the absence of board member Jeffries: Motion carried 5-0-1. Voting Yes (5): Brennan, Lassen, Meier, Rudeen and Walahoski. Voting No: (0). Absent (1) Jeffries.

Action Items:

1. **Agenda:** Moved by Lassen, seconded by Rudeen to approve the agenda of the November 11, 2024 regular monthly board meeting as presented. Discussion: Discussion was limited as there were no changes made to the agenda. Motion carried 5-0-1. Voting Yes (5): Brennan, Lassen, Meier, Rudeen and Walahoski. Voting No: (0). Absent (1) Jeffries.
2. **Minutes:** Moved by Brennan, seconded by Meier to approve the minutes of the October 16, 2024 regular board meeting as presented. Discussion: Discussion was limited as there were no corrections made to the minutes. Motion carried 5-0-1. Voting Yes (5): Brennan, Lassen, Meier, Rudeen and Walahoski. Voting No: (0). Absent (1) Jeffries.
3. **Claims:** Moved by Lassen, seconded by Brennan to pay the November General Fund bill roster in the amount \$52,034.13 and the November payroll salary and benefits in the amount of \$335,973.45 Discussion: Superintendent provide additional information on the the bill roster. Motion carried 5-0-1. Voting Yes (5): Brennan, Lassen, Meier, Rudeen and Walahoski. Voting No: (0). Absent (1) Jeffries.

4. Moved by Walahoski, seconded by Brennan to adjourn the meeting at 8:23 p.m. Discussion: Limited discussion as the board agreed it was time to adjourn. Motion carried 5-0-1. Voting Yes (5): Brennan, Lassen, Meier, Rudeen and Walahoski. Voting No: (0). Absent (1) Jeffries.

Board Reports and Discussion Topics:

1. **Board Reports:**

- a. Interlocal: No Report
- b. Transportation: No Report
- c. Curriculum: No Report
- d. Facilities: No Report
- e. Negotiations: The O.E.A. will call the second negotiations meeting.
- f. American Civics: The second of the Committee on American Civics meeting took place prior to the November 11, 2024 regular board meeting.

2. **Discussion Topics:**

- a. December board meeting is scheduled for Monday, December 9, 2024 beginning at 7:30 p.m. in the LMC
- b. Village of Overton and School District proposed property plans
- c. Superintendent Evaluation at the December board meeting

Administrative Reports:

Principal's Report:

- a. Upcoming School Calendar Events
- b. 2025-2026 School Calendar Options
- c. NSAA Softball Coop with Lexington Public School

Superintendent's Report:

1. Enrollment Option Report
2. Option Enrollment -
 - Out: a.
 - In: a.
b.
c.
 - Change of Status: a. None
3. Financial Information & Update
4. Budget Review
5. Project Updates
6. Staffing Update
7. NPERS Update
8. Fisher Track Inspection Report
9. Football Field Light Estimate

	Overton Public School District	
	Bill Roster	
	Month:	December
	Status:	Official
12/9/2024	Total:	\$ 58,699.39
Vendor	Total Amount	New Code Description
Airgas	\$ 522.15	Reg. Instruct. Ind. Tech. Supplies
Amazon Business	\$ 33.96	Reg. Instruct. Technology Supplies
Amazon Business	\$ 25.49	Reg. Instruct. - Foreign Language Supplies
Amazon Business	\$ 28.98	Reg. Instruct. - Safety Supplies
Anderson Brothers Electric, Plbg. & Htg.	\$ 3,748.44	Building Repairs and Maintenance - Tested Backflow Preventers
ATC Communications	\$ 161.97	Fiscal Services - Phone Service
Beacon Observer	\$ 149.07	Printing and Publishing Services
Black Hills Energy	\$ 2,269.16	Operations of Buildings - Natural Gas
Bowie Fertilizer	\$ 1,658.04	Care & Upkeep of Grounds - Fertilizer
CenturyLink	\$ 62.18	Operation of Buildings Communications - Long Distance Phone
Dana F. Cole & Company, LLP	\$ 3,100.00	Board of Education Professional Services
Dan's Sanitation	\$ 318.25	Operation of Buildings Cleaning Services - Trash Removal
Dawson Public Power District - Prek	\$ 103.20	Operation of Preschool - Electricity
Dawson Public Power District - School	\$ 3,429.97	Operation of Buildings Electricity
Dawson Public Power District - Trans.	\$ 187.89	Vehicle Servicing and Maintenance - Reg. Ed.- Bus Barn Energy/Propane
Demco	\$ 192.87	Regular Instruct. - LMC Supplies
Ecolab	\$ 136.62	Operation of Buildings Pest Control
Eilers Machine & Welding	\$ 145.59	Reg. Instruct. Ind. Tech. Supplies - Metal
Electrical Engineering & Equipment	\$ 144.16	Operation of Buildings Supplies - Light Bulbs
ESU 10	\$ 80.00	Preschool Workshop
ESU 10	\$ 500.00	SPED Mental Health Services
ESU 10	\$ 500.00	SPED Mental Health Services
ESU 10	\$ 40.00	Reg. Instruct. Employee Training - Science
ESU 10	\$ 20.00	Reg. Instruct. Art Supplies
ESU 10 - SPED Services	\$ 590.82	SPED Speech Path. & Audiology Ages Birth-2
ESU 10 - SPED Services	\$ 9,156.05	SPED Speech Path. & Audiology - Elementary
ESU 10 - SPED Services	\$ 1,707.07	SPED Speech Path. & Audiology - Age 3-4
ESU 10 - SPED Services	\$ 590.24	SPED P.T. Services - Elementary
ESU 10 - SPED Services	\$ 284.81	SPED Supervision - Birth - 2
ESU 10 - SPED Services	\$ 284.81	SPED Supervision - Ages 3-4
ESU 10 - SPED Services	\$ 590.24	SPED P.T. Services - Secondary
ESU 10 - SPED Services	\$ 1,155.07	SPED O.T. Services - Elementary
ESU 10 - SPED Services	\$ 1,155.07	SPED O.T. Services - Secondary
ESU 10 - SPED Services	\$ 1,250.83	SPED Supervision - Elementary
ESU 10 - SPED Services	\$ 288.77	SPED O.T. Services - Ages 3-4
ESU 10 - SPED Services	\$ 288.77	SPED O.T. Services - Birth - 2
ESU 10 - SPED Services	\$ 147.56	SPED P.T. Services - Ages 3-4
ESU 10 - SPED Services	\$ 147.56	SPED P.T. Services - Birth - 2
ESU 10 - SPED Services	\$ 1,250.83	SPED Supervision - Secondary
ESU 10 - SPED Services	\$ 125.02	SPED Supervision - Vocational Secondary
ESU 10 - SPED Services	\$ 2,593.31	SPED Psychological Services - Secondary
ESU 10 - SPED Services	\$ 2,593.31	SPED Psychological Services - Elementary
ESU 10 - SPED Services	\$ 648.33	SPED Psychological Services - Ages 3-4
ESU 10 - SPED Services	\$ 648.33	SPED Psychological Services - Birth - 2
ESU 10 - SPED Services	\$ 2,349.69	SPED Speech Path. & Audiology - Secondary
Flinn Scientific	\$ 277.34	Reg. Instruct. Science Supplies - Supplies
Foster Lumber Company	\$ 52.22	Reg. Instruct. Ind. Tech. Supplies
Great Plains Communication	\$ 101.95	Internet Connection - Family Center
HireRight Solutions	\$ 38.55	Vehicle Servicing and Maintenance - DOT Drug Testing
Jones Plumbing & Heating	\$ 300.24	Building Repairs and Maintenance - Plumbing Supplies
Jostens	\$ 51.60	Executive Administration Supplies - Graduation Supplies
JW Pepper	\$ 28.60	Reg. Instruct. Vocal Music Supplies
Loup Valley Lighting, Inc	\$ 623.89	Operation of Buildings Supplies - Lighting Supplies
MARC	\$ 308.39	Operation of Buildings Supplies
Mike's Sprinkler Service	\$ 2,599.79	Care & Upkeep of Grounds - Sprinkler System Repair/Grass Seeding
My Central Supply	\$ 135.00	Reg. Instruction - Supplies
Phelps County Clerk	\$ 100.00	Board of Education -LB 644 Hearing Fees
Plum Creek Market Place	\$ 30.31	Reg. Instruct. Vo Ag. Supplies
Plum Creek Market Place	\$ 83.64	Reg. Instruction - Family Consumer Science Supplies

Matters Pending Before the Board:

Motion _____ Second _____

1. Action Item: Consider approving the 2025-2026 school calendar

Motion: To approve the 2025-2026 school calendar

Discussion:

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

Motion _____ Second _____

2. Action Item: Consider approving the 2023-2024 school audit

Motion: To approve the 2023-2024 school audit

Discussion:

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

Motion _____ Second _____

3. Action Item: Consider approving the schoolwide Title 1 Plan

Motion: To approve the schoolwide Title 1 Plan

Discussion:

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

Motion _____ Second _____

4. Action Item: Consider approving contract renewal for the superintendent

Motion: To approve the contract renewal for the superintendent

Discussion:

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

Motion _____ Second _____

5. Action Item: Consider superintendent's evaluation

Motion: To approve the superintendent's evaluation

Discussion:

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

Motion _____ Second _____

6. Action Item: Consider adjourning the meeting.

Motion: To approve adjourning the meeting at _____ : _____ p.m.

Discussion:

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



Overton Public School

2025-2026

Academic Year Calendar



#1

AUGUST

- 5 Teacher In-Service (1)
- 6 Teacher In-Service (2)
- 7 1st Day of School
2:30 Dismissal
- 19 1st Day of Pre-School

August 25						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SEPTEMBER

- 1 No School - Labor Day
- 17 P/T Conferences
(12:30-6:30PM)
(11:30 Dismissal)
- 18 Teacher In-Service (3)
- 19 No School

OCTOBER

- 10 End of Q1 (44 days)
- 16-17 No School

October 25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

NOVEMBER

- 14 Teacher In-Service (4)
- 26 - 28 No School
Thanksgiving Break

DECEMBER

- 19 Last Day of 1st Sem.
(44/88 Days)
- 22-31 No School
- 24-28 NSAA Moratorium

December 25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 26						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY

- 1-2 No School
- 5 1st Day of 2nd Sem.
- 19 Teacher In-Service (5)

FEBRUARY

- 11 P/T Conferences
(12:30-6:30PM)
(11:30 Dismissal)
- 12-13 No School

February 26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MARCH

- 11 End of 3rd Quarter
(45 days)
- 12 Teacher In-Service (6)
- 13 No School

APRIL

- 3 No School
- 6 No School
- 21 No School - TR Invite

April 26						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 26						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MAY

- 1 No School - FKC TR
- 9 Graduation 1:30PM
- 11 Pre-K Graduation 10AM
- 19 Last Day of School
(44/89 Days)
- 20-27 +5 Weather Days
- 25 Memorial Day

JUNE

June 26						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 26						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JULY

NO SCHOOL - Teacher In-Service Days
 First Day of Semester
 NO SCHOOL

End of Quarters/Semester
 Parent/Teacher Conferences



**DANA F. COLE
& COMPANY** LLP
CERTIFIED PUBLIC ACCOUNTANTS

503 WEST THIRD STREET
GRAND ISLAND, NEBRASKA 68801
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DANACOLE.COM

November 4, 2024

To the Board of Education
Overton Public Schools District No. 4
P.O. Box 310
Overton, NE 68863

Dear Members of the Board:

Our audit for Overton Public Schools District No. 4, Overton, Nebraska, for the year ended August 31, 2024, included tests of compliance necessary to conform to current Auditing Standards Generally Accepted in the United States of America and *Government Auditing Standards*. The audit also included tests for compliance with the calculation of Average Daily Membership reported on the Annual Statistical Summary Report as specified in 92 NAC 2, requirements of the Nebraska Budget Act (commencing with Section 13-501 R.R.S.), and the Tax Equity and Educational Opportunities Support Act (commencing with Section 79-1001 R.R.S.).

Our audit included testing of membership and attendance documentation that we determined necessary to conduct our audit in accordance with GAS, GAAS, and NDE Rule 1 requirements. In addition, we considered the District's controls over such reporting to determine appropriate audit procedures. Providing an opinion on compliance with the requirements related to the above reporting or on internal controls over such reporting were not objectives of our audit and, accordingly, we do not express any such opinions.

As a result of the above tests of compliance over Overton Public Schools District No. 4, Overton, Nebraska's student membership and attendance reporting we state the following:

1. We documented the District's policies and procedures for collecting student membership and attendance data.
2. We determined that the District was following its policies and procedures for collecting student census data.
3. We determined that attendance at the District is collected at least daily and calculated to the nearest hundredth of a day.
4. We determined that the District maintains a cumulative attendance and membership record for each student.
5. We determined that the cumulative attendance and membership records contain the date of enrollment, number of days or partial days in attendance and absent during each school year enrolled, and the date of withdrawal or graduation.

Overton Public Schools District No. 4

November 4, 2024

Page two

6. We selected a sample of students reported in the Nebraska Department of Education's ADVISER data collection system for the year ended August 31, 2024, and traced the students to students' enrollment files to verify that the sample of students were enrolled as students of the District for the dates claimed in the attendance records.
7. We traced the totals reported in the ADVISER data collection system to the District's census recordkeeping system for the fiscal year ended August 31, 2024.

Our audit also included testing a sample of General Fund disbursements for appropriate allocation to the school building level. All items tested were allocated on a reasonable basis.

This letter is intended solely for the information and use of the Board of Education, management, others within the District, and the Nebraska Department of Education and is not intended to be, and should not be, used by anyone other than these specified parties.

Yours truly,

Dana F. Cole & Company, LLP

DANA F. COLE & COMPANY, LLP

Overton Public School's
School Wide Plan

The Overton Public School Title 1 School Wide Plan is integrated into the jointly developed Overton Public School Improvement Plan through the collaborative efforts of school administrators, staff, parents, and community members and reflects the ongoing improvement process. This process along with our mission statement and goals were developed with the core planning team. This plan was then presented to our certified staff, which voted 100% on November 17, 2023 to support this School Wide Plan. This School Wide Plan, as well as mission and goals, are continually updated to go along with our action plans and needs of our district. Technical assistance in planning, implementing, and evaluating the School Wide School Improvement Plan was provided by Educational Service Unit 10 Staff Development team and consortiums, the Title 1 Cooperative, Nebraska Department of Education, and other professional consultants as needed.

Comprehensive needs assessment data are linked to the school improvement target area objectives and state standards so that all students can reach a high level of achievement. Data has been continually collected, disaggregated by gender, grade level, and ethnicity when a subgroup of 10 is represented in the district, and analyzed since 1997 and tracked over time to study impact on student achievement. This information is collected from, but not limited to, the following sources: student achievement data from classroom grades, Nebraska Students Centered Assessment System (NSCAS), national achievement tests such as Measures of Academic Progress (MAPS) and American College Test (ACT), Renaissance Reading diagnostic reports, IXL Math, and IXL Reading, Moby Max, AIMS testing (K-8) and progress monitoring in grades K-4, and STAR Reading diagnostic reports. This information along with surveys of parents, students, post-graduate students, drop out and mobility data and staff needs is analyzed to determine the greatest concerns in our targeted areas. Data continues to be collected on staff experience, attendance, and participation in professional development activities related to the school's identified needs and strategies in the plan. At least annually, the staff will meet to update our plan based on the data we continue to collect, this will in turn be shared with our parents and community for their input.

The instructional strategies that form the basis of School wide reform are linked to the school improvement target area objectives and state standards for all students. These areas will include, but are not limited to: reading and math. Our professional development plan is in place to reflect the targeted needs of all students and teachers through the identified strategies. Supported by on-going professional development activities, all teachers will employ a variety of effective, research-based instructional strategies/programs over the coming years to include, but not be limited to: poverty topics, APL training for all staff members, vocabulary development,

Accelerated Reader, Heggerty, Sound Partners, Stepping Stones to Literacy, Road to the Code, special education, Wonderworks Reading, XtraMath, Moby Max, Sound Partners, Corrective Reading, technology programs, Odyssey Ware, guided reading, 6 Trait writing along with Write Tools, Schoology, and UPAL Problem Solving Strategies. This school year we also got a new math curriculum called Eureka Squared. The junior and seniors are given a twelve session ACT John Baylor Test Prep course, which also offers online support. Based on information from data digs, Overton Public Schools decided to implement Eureka Math in the K-6 starting in the Fall of 2023.

A mentoring program is in place to train new staff members through an in-service that Overton holds one day prior to the beginning of school and then continues at various times throughout the year. Our professional development plan is in place to reflect the targeted needs of all students and teachers through identified strategies. Curriculum will be implemented, revised, and refined to maintain challenging content standards for all students at Overton Public School. Teachers and administrators will help design, assess, and evaluate classroom assessment tools used to determine if all students are achieving state standards through NSCAS testing. The juniors will be assessed in the spring using their ACT scores.

Teachers will be coached in their use of these tools and learn how they can use disaggregated data to make their instructional practices more effective. In order to fully use this information, we will then share student achievement on these assessments with parents via Power School and reports at parent-teacher conferences. At these conferences, parents are provided opportunities to learn about the standards and assessments used by the district. Parental involvement in their student's progress is continually promoted.

The strategies and activities designed to meet the needs of students most at risk of failing to meet and continue to make progress on challenging content standards will include, but not be limited to Multi-Tier System of Supports (MTSS), continuation of a pre-school and in 2014 Overton Public School received a NDE grant to expand the pre-school program with the addition of three-year old, peer models, guided reading, Sound Partners, Stepping Stones to Literacy, Road to the Code, Multi-Syllabic Routine, Corrective Reading, IRIP (NE Reads), homeroom, missing work plan (counselor does this for students missing a lot of homework), and access period (after school tutoring). A summer school program has been in place since 2007 for K-4 students who are referred by their classroom teacher. The Overton Public School Staff and personnel, along with the community, work together as partners to support high achievement for all students through this plan.

Besides Title 1, other federal, state, and local programs involved on the school wide project will include, but are not limited to: Overton Public School budget, NDE grant, participation in ESU 10 consortiums, vocational training, Title III(EL), Title IIA, and Student Assistance and Multi-disciplinary Teams when appropriate. Overton Public School contracts with ESU 10 for these additional services: Speech and Occupational Therapy and other Special Education services as needed. Overton Public school employs a school psychologist. These resources will also help to fund/carry out professional development for all staff in the areas of reading and math.

Overton Public School continues to hire highly qualified staff. Our current average shows 9.83 years of experience. All staff will also participate in the on-going professional development activities that are based on the needs of our students and teachers shall include, but are not limited to poverty strategies, content reading and vocabulary development, Accelerated Reader, 6-Trait Writing and Write Tools, assessment and data collection training, technology integration, and APL Strategies.

Overton Public School Wide Plan works to increase parental involvement. Parents are involved in designing and signing the Parent Compact and Parent Policy. Teachers and parents work together to review and update the Parent Policy and Involvement Plan yearly. Other ways the school reaches out to parents to encourage involvement includes having pre-school home visits, Title I Parent involvement nights, open house, parent access to the school website and Power School, parent-teacher conferences, district and classroom newsletters, winter and spring programs, Veterans Day program, senior citizen Thanksgiving lunch, book fair, ABC/PTO reading events, Read Across America week, Red Cross blood drives, game night, 504 plans, monthly parent tips newsletters, volunteering in the classrooms, phone calls/emails, and as individual concerns arise. Parent meetings are held at various times during the school year to ensure that all parties are fulfilling their roles and responsibilities. The school board also holds annual parental involvement board hearings.

Overton Public School Wide Plan has a transition plan for upcoming pre-Kindergarteners, fourth and eighth graders. Contacts and activities include, but are not limited to, Pre-School Orientation, Speech and Language services, and a spring orientation for future fifth and ninth graders and their parents. There is also an orientation program used to introduce new students and family members to the school district's programs and community educational resources. This is also done on an individual basis throughout the year when new students and families move into the community. We provide all important school information in the parents primary language and schedule additional time if cultural differences create a need for additional assistance. An integral part of the transition plan is to continually meet State Standards and achievement that will prepare all students academically for their next program of study. These plans are implemented and evaluated to determine effectiveness by the following, but not limited to, parent meetings and surveys, MTSS meetings, MAP, ACT, and NSCAS data collection, and professional learning communities to discuss curriculum needs.

Superintendent Contract

IT IS HEREBY AGREED by and between the Board of Education of the Overton School, District 24-0004, located in Dawson County, in the State of Nebraska, hereinafter referred to as "Board" and Mark A. Aten, hereinafter referred to as "Superintendent", that the said Board, in accordance with its actions as of the minutes of the meeting held on the **9th day of December, 2024**, has and does hereby employ Mark A. Aten as Superintendent.

Whereas the Board of Education desires to employ the Superintendent to lead the District and the Superintendent desires to accept such employment;

Whereas the Board of Education and the Superintendent are aware of the close working relationship they must maintain in order to effectively govern and lead the school;

Whereas the Board of Education and its Superintendent recognize that there are potential areas of overlapping roles and responsibilities between their positions and desire to minimize the conflicts which may arise from such;

Now therefore it is agreed by and between the parties as follows:

1.0 Offer and Acceptance

- 1.1 The Board of Education offers to employ the Superintendent to be its chief Administrative officer pursuant to the terms and conditions of this contract.
- 1.2 The Superintendent accepts such offer of employment and agrees and affirms as follows:
 - 1.2.1 That he/she agrees, during the period of this contract, to perform his/her duties and obligations pursuant to Federal and State laws, board policies and rules, and this contract.
 - 1.2.2 That he/she will hold throughout the term of this contract a valid Nebraska Professional Administrative and Supervisory Certificate.
 - 1.2.3 The Superintendent hereby agrees to devote his time, skill, labor and attention to said employment.

2.0 Terms of Contract

- 2.1 This contract shall be for a period of three years commencing on **July 1, 2025** and expiring on **June 30, 2028** All attachments to this contract shall be considered binding and part of this agreement.
- 2.2 The Board shall devote a portion, at least annually, to a discussion of contractual arrangements between the Superintendent and the District. The official meeting for renewing the Superintendent's contract will be the official Board meeting during the month of December. The salary and compensation for the Superintendent will be negotiated prior to the regular June Board meeting. The

failure to notify the Superintendent in writing on or before the regular January Board meeting prior to the expiration of the current contract of the Board's intent not to renew the contract, will automatically result in a one-year extension of the exiting contract.

2.3 Throughout the term of this contract, the Superintendent shall be subject to discharge for good and just cause. The reason for such dismissal shall be given in writing to the Superintendent, with approval of the majority of the Board. The Superintendent shall have the right to notice of hearing and due process. If the Superintendent chooses to be accompanied by legal counsel at the hearing, said legal expenses will be incurred at the expense of the Superintendent.

2.4 Should the Superintendent be unable to perform any or all of his/her duties by reason of illness, accident or other disability than his/her accumulated sick leave during the year, the Board may, at its discretion, make proportionate deduction for the salary stipulated herein. If, after a medical examination, it is determined that such disability is permanent, irrefutable, or of such nature as will make the performance of the Superintendent's duties impossible, the Board may, at its discretion, terminate this Agreement where-upon the respective duties, rights, and obligations of both parties shall be terminated.

2.5 The Superintendent does hereby agree to have a medical examination annually, that a statement certifying to the physical competency of the Superintendent and treated as confidential information by the Board. This physical shall be given by the Superintendent's personal physician and the cost shall be borne by the District.

2.6 The Superintendent shall fulfill all aspects of this contract, any exceptions thereto being a mutual written consent of the Board and the Superintendent. Failure to fulfill the obligations agreed to in this contract will be viewed as a violation of the Administrator's Code of Ethics, will be good and just cause for discharge as noted above, and will be reported by the Board, after due process, to the appropriate State educational authorities and National Associations of School Administrators.

3.0 Resignation of Year End

3.1 The Superintendent shall have the right to unilaterally resign from this contract effective June 30th of any given year if he/she submits his/her written resignation to the president of the Board on or before March 31st of that year.

3.2 If the Superintendent desires to resign on a date other than June 30th or if his/her resignation is received by the president of the Board after March 31st, the resignation must be mutually agreed by the Board.

3.3 There shall be no penalty for release or resignation of the Superintendent from this contract.

4.0 Compensation

4.1 The District shall pay the Superintendent \$xxx,xxx.xx and of the further agreements and considerations herein stated. Such amount shall be paid in twelve equal installments in accordance with policies of the Board, governing payment of other professional staff in the District.

4.2 The Superintendent will receive all personal benefits accorded to other

professional staff members.

- 4.3 The District shall provide the Superintendent with eligible health and family dental on the same plan as the certified staff.
- 4.4 The District shall provide the Superintendent with Disability Insurance on the same plan as the certified staff.

5.0 Holidays, Vacation, & Sick Leave

- 5.1 The Superintendent shall be granted the following holidays without loss of pay: Winter School Break Days, Spring School Break Days, Easter School Break Days, Thanksgiving School Break Days, Memorial Day, Independence Day, and Labor Day.
- 5.2 On days of inclement weather when classes are not conducted and teaching staff are not required to report to work, the Superintendent shall not be required to report to work. The Superintendent shall not be required to report to work except to the extent necessary to address emergency issues related to such inclement weather.
- 5.3 The Superintendent shall be allowed fifteen (15) working days vacation leave annually, exclusive of legal holidays, and shall be entitled to the same accumulation of sick leave as prescribed by Board policies for other professional staff members. Any extended vacation period while school is in session will require advanced approval by the Board, and the parties will cooperate in arranging vacation time so as to cause the least inconvenience to the normal operation of the District. In each subsequent contract year, the Board shall give the Superintendent the number of days necessary to restore the total to fifteen days. For example, if 8 days of vacation one year, the board will provide 7 days the following year to bring his total to 15 days. The Superintendent shall develop a system for recording his use of vacation days and shall keep such records current and on file in the District's central office. At least annually, at the Board's regularly scheduled meetings, and at other times upon the Board's request, the Superintendent shall report to the Board on the number of vacation days used. The Board may require vacation days to used and shall compensate for unused vacation days upon the conclusion of employment..
- 5.4 The Superintendent shall be allowed three (3) personal days as allowed to other professional staff members. These days are non-accumulative.
- 5.5 The Superintendent shall be allowed three (3) bereavement days as allowed to other professional staff members. These days are non-accumulative.

6.0 Professional Activities/Professional Growth

- 6.1 The Board requires the Superintendent to continue his professional development and to participate in relevant learning experiences. The Superintendent shall, therefore, attend appropriate professional meetings at the local, state, regional and national levels.
- 6.2 The expenses of such attendance shall be borne by the District. The Superintendent shall file itemized expense statements monthly, as required by the Board.

- 6.3 The District shall reimburse the Superintendent for all reasonable expenses incurred in the performance of his/her duties as Superintendent.
- 6.4 The Overton Board of Education annually requires a minimum of three (3) hours of college credits or its Professional Growth point equivalent.
- 6.5 The District shall pay for the Superintendent's professional dues to state and national associations including, but not necessarily limited to, NCSA.

7.0 Job Performance Evaluation

- 7.1 During the first year of this contract (pursuant to *Neb. Rev. Stat. 79-828*), the District's Board of Education shall evaluate the job performance of the Superintendent twice. The first evaluation be conducted on or before December 31st. The second shall be conducted on or before March 31st, unless otherwise mutually agreed to by the parties.
- 7.2 After the first year of the contract, the Board shall evaluate the Superintendent on an annual basis.

8.0 Memorandum of Understanding

- 8.1 In the materials submitted to board members prior to a board meeting, the Superintendent shall present all relevant information (including both the Information that supports his/her recommendations and that which does not).
- 8.2 With regard to action items on the agenda, the Superintendent shall inform the Board of viable options or alternatives, if any, which may exist.
- 8.3 Neither the Superintendent nor any of the Board members engage in any of the following tactics at board meetings:
 - 8.3.1 Disclosing "surprise" information that could have been shared with others prior to the meeting.
 - 8.3.2 Asking "surprise" questions designed to "catch someone off-guard" or embarrass them rather than to seek clarification or additional information.
 - 8.3.3 Bringing up "surprise" items (other than emergency items) for discussion when such items are not on the agenda.
- 8.4 A list of bills will be included in the materials sent to the board members prior to the meeting. The board members will review those bills and call or conference with the Superintendent with any questions they may have prior to arriving for the board meeting.
- 8.5 When complaints are brought to board members, the board members will listen to the complaint, but, will direct the complainant to the appropriate level in the chain of authority in the school system. If the complainant exhausts his/her administrative remedies (including having presented his/her complaint to the Superintendent), the board member shall direct the complainant to reduce his/her complaint to writing and submit it to the president of the Board. The president of the board shall provide a copy of the written complaint to the Superintendent and review it with him/her. After conferencing with the

Superintendent, the president shall decide whether or not the complaint is a matter that warrants board consideration. If so, he/she shall place the matter on an upcoming board agenda. If not, he/she shall so notify the complainant.

- 8.6 The Superintendent shall be responsible for recruiting, screening, and interviewing processes for all employment vacancies in the district. He/she shall recommend candidates for employment in the District. The board of education shall decide whether or not to accept the recommendation. If the board of education, does not accept the recommendation of the Superintendent, the Superintendent shall submit a different recommendation at a subsequent meeting of the board.
- 8.7 The Superintendent shall have the responsibility of operating the school system within the overall limits of the approved budget. Once the budget is approved, the Superintendent shall have the authority and discretion to approve all purchases of goods, materials, and services which he/she believes are necessary or desirable for the operation of the school district.
- 8.8 The primary responsibility of the Board shall be to formulate and adopt policies. The primary responsibility of the Superintendent shall be to implement and enforce such policies and to administer the day-to-day operations of the District.
- 8.9 The Superintendent shall assist the Board with reviewing and revising its policies on a regular basis.
 - 8.9.1 When situations arise which are not covered by Board policy, the Superintendent shall have the authority to take whatever action he/she believes to be best under the circumstances.

9.0 Respective Roles of Board & Superintendent

- 9.1 The parties agree that the primary role of the Board shall be formulating and adopting policies for the District, while the Superintendent's primary role (as the chief administrative officer for the District) shall be implementing and enforcing such policies and administering the day-to-day operations of the district.

10.0 Superintendent Indemnification

- 10.1 The District shall include the Superintendent as a named insured in its liability and errors omission insurance policies.
- 10.2 The District shall, to the full extent permitted by law, defend, hold harmless, and indemnify the Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against him/her in his/her individual capacity or his/her official capacity as an agent and/or employee of the District, provided that the incident arose while the Superintendent was acting on matters related to his/her employment with the District.

11.0 Breach of Contract

- 11.1 In event of a material break of this contract by the Superintendent, the the Board of Education may proceed with cancellation of this contract pursuant to *Neb. Rev. Stat. 79-827*.

12.0 Miscellaneous Provisions

- 12.1 The Superintendent shall attend all meetings of the Board of Education and shall be seated at the left of the person conducting the meeting.
- 12.2 Notwithstanding the preceding provision, the Superintendent shall not, unless invited by the Board, attend any closed session where his/her job performance is being considered.
- 12.3 This contract shall be interpreted under the laws of the State of Nebraska.
- 12.4 If any portion of this contract is declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforceability of the remaining provisions of this contract.
- 12.5 This contract may be modified or amended by the parties. Such modifications shall be in writing and duly authorized and executed by the Board and the Superintendent.
- 12.6 At the time of each contract renewal and/or amendment, the Superintendent shall be responsible for taking all necessary steps to ensure that the district has complied with the Superintendent Pay Transparency Act.

Dated this 9th day of **December, 2024**

Superintendent: _____

Attest:

President - Board of Education Date Secretary - Board of Education Date

SUPERINTENDENT EVALUATION
FOR
Mark Aten
2024-2025 School Year

Give a numerical rating on the space preceding each statement, based on your perception of Mark Aten's performance for each of the 15 items that are on his job description. Comments must be made on any rating of 2 or below.

5 = Excellent - possesses qualities considered unique.
4 = Above Average - performing strongly, positively.
3 = Average - overall satisfactory accomplishment.
2 = Below Average - performance should be improved.
1 = Needs Improvement - area needs definite attention.
0 = There was limited or no opportunity to observe skill.

- _____ 1. Models appropriate moral and ethical behavior.
- _____ 2. Models appropriate personal appearance.
- _____ 3. Demonstrates good judgement, common sense and perception.
- _____ 4. Accepts suggestions in a positive manner.
- _____ 5. Acts as the chief executive officer of the school, preparing agendas for board meetings and attends board meetings.
- _____ 6. Administers the school in conformity with the adopted board of education policies.

- _____ 7. Develops administrative principles and procedures for implementing board policies focusing on the primary mission of the school.
- _____ 8. Assists the board in reaching sound judgements and establishing policies.
- _____ 9. Assists the board by providing helpful facts by means of informative reports to aid the board in reaching a decision on various topics.

- _____ 10. Provides the board with information on the status of the school system, its personnel and pupils.

- _____ 11. Maintains open lines of communications between the board, staff and public.

- _____ 12. Directs the hiring and termination of certified and support staff personnel.

- _____ 13. Recommends changes when needed in curricular programs and administrative procedures which will ensure a quality and current educational program.

- _____ 14. Attends professional meetings to be able to manage the school effectively and to stay current with educational issues.

- _____ 15. Oversees and lives within the adopted budget.

Other Comments:

2024-2025	% Change	Official			
		Total	7.308%	6.049%	6.665%
		September	October	November	December
Payroll	\$ -	\$ 327,360.74	\$ 319,816.61	\$ 335,973.45	\$ 324,671.66
Bill Roster	\$ -	\$ 13,837.33	\$ 77,263.17	\$ 52,013.05	\$ 58,699.39
Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ 341,198.07	\$ 397,079.78	\$ 387,986.50	\$ 383,371.05
YTD Total	\$ -	\$ 341,198.07	\$ 738,277.85	\$ 1,126,264.35	\$ 1,509,635.40
Total Receipts	\$ -	\$ -	\$ -	\$ -	\$ -

Comparison

Payroll	\$ 27,622.50	\$ 20,991.70	\$ 28,796.72	\$ 27,160.02
Bill Roster	\$ (4,385.84)	\$ (2,114.48)	\$ (538.33)	\$ 1,410.96
Monthly Difference	\$ 23,236.66	\$ 42,113.88	\$ 70,372.27	\$ 98,943.25
Difference YTD	\$ 23,236.66	\$ 42,113.88	\$ 70,372.27	\$ 98,943.25
Total Receipts				

2023-2024	% Change				
		Total	-0.126%	-0.578%	-0.30%
		September	October	November	December
Payroll	\$ -	\$ 299,738.24	\$ 298,824.91	\$ 307,176.73	\$ 297,511.64
Bill Roster	\$ -	\$ 18,223.17	\$ 79,377.65	\$ 52,551.38	\$ 57,288.43
Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ 317,961.41	\$ 378,202.56	\$ 359,728.11	\$ 354,800.07
YTD Total	\$ -	\$ 317,961.41	\$ 696,163.97	\$ 1,055,892.08	\$ 1,410,692.15
Total Receipts	\$ -	\$ -	\$ -	\$ -	\$ -

			Overton Public School		
			Board Financial Report		
<u>Month</u>	<u>December</u>		Official		
<u>Year</u>	<u>2024</u>		Three Year Comparison		
<u>Account</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>\$ Change</u>	<u>% Change</u>
MMA - Reserve	\$ 3,456,472.33	\$ 3,646,211.43	\$ 3,995,221.98	\$ 349,010.55	9.57%
Depreciation Fund	\$ 485,923.28	\$ 491,744.79	\$ 522,977.38	\$ 31,232.59	6.35%
Bond Fund	\$ -	\$ -	\$ -	\$ -	0.00%
Special Building Fund	\$ 233,122.55	\$ 234,472.13	\$ 241,644.07	\$ 7,171.94	3.06%
Food Nutritional Fund	\$ 65,910.19	\$ 75,712.90	\$ 61,239.06	\$ (14,473.84)	-19.12%
Activities Fund	\$ 335,888.75	\$ 360,423.56	\$ 364,935.21	\$ 4,511.65	1.25%
Totals	\$ 4,577,317.10	\$ 4,808,564.81	\$ 5,186,017.70	\$ 377,452.89	7.85%
Total Reserve	\$ 3,942,395.61	\$ 4,137,956.22	\$ 4,518,199.36	\$ 380,243.14	9.19%

Checking Account ID:

102 Check Type: Check

<u>Check Number</u>	<u>Check Date</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Amount</u>
7504	11/05/2024		WALMARTC	CAPITOL ONE	45.72
7505	11/05/2024		EMILYBROO	EMILY BROOKS	17.58
7506	11/11/2024		ELMCRE2845	ELM CREEK PUBLIC SCHOOL	25.00
7507	11/05/2024		STELLDAN	DANA STELLING	362.02
7508	11/15/2024		LITCHFIELD	LITCHFIELD PUBLIC SCHOOL	57.00
7509	11/15/2024		PLATINUMA	PLATINUM AWARDS AND GIFTS	99.20
7510	11/19/2024		BRANMAC	MACKENZIE BRAND	95.54
7511	11/19/2024		USBANK	US BANK	925.54
7512	11/22/2024		OVERTON1	OVERTON 1 STOP	619.28

Grand Total:

Void Total:

Total without Voids:

2,246.88

ACTIVITY ACCOUNT 2024-2025

<u>Date</u>	<u>Disbursements</u>	<u>Receipts</u>	<u>Profit/Loss</u>	<u>Ending Balance</u>
Aug. 2024	\$ 24,165.08	\$ 123,342.17	\$ 99,177.09	\$ 365,149.65
Sept.	\$ 18,677.19	\$ 27,360.44	\$ 8,683.25	\$ 373,882.40
Oct.	\$ 36,920.15	\$ 36,082.59	\$ (837.56)	\$ 372,004.84
Nov.	\$ 28,418.05	\$ 20,308.42	\$ (8,109.63)	\$ 364,935.21
Dec.	\$ -	\$ -	\$ -	\$ -
Jan.	\$ -	\$ -	\$ -	\$ -
Feb.	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -
July	\$ -	\$ -	\$ -	\$ -
Aug-23	\$ -	\$ -	\$ -	\$ -
Fiscal Year	\$ 84,015.39	\$ 83,751.45	\$ (263.94)	
School Year	\$ 108,180.47	\$ 207,093.62	\$ 98,913.15	

Checking Account ID:

5 Check Type: Automatic Payment

Check Number	Check Date	Void Date	Entity ID	Entity Name	Amount
18	11/19/2024		TASC	TASC	3,995.00
19	11/25/2024		DELUXE	DELUXE CHECKS	148.07
18719	11/05/2024		MOONLI	MOONLIGHT CUSTOM SCREENPRINT & EMBROIDERY	229.00
18720	11/05/2024		EFEDUCATI	EF EDUCATION TOURS	3,090.00
18721	11/05/2024		NATFFA	NATIONAL FFA ORGANIZATION	45.00
18722	11/05/2024		HBDESI846	Heather Brennan	168.50
18723	11/05/2024		MISKOS	MISKO SPORTS	1,799.40
18724	11/05/2024		XGRAIN	X-GRAIN SPORTSWEAR	650.00
18725	11/05/2024		FAMILYCA	FAMILY, CAREER & COMMUNITY LEADERS OF AMERICA	14.00
18726	11/05/2024		NSAA	NSAA	442.05
18727	11/05/2024		MEADHS	MEAD HIGH SCHOOL	268.20
18728	11/06/2024		BRUNING	BRUNING-DAVENPORT PUBLIC SCHOOL	50.00
18729	11/07/2024		FIRSTBOO	FIRST BOOK	75.87
18730	11/11/2024		SCHOLA4018	SCHOLASTIC BOOK FAIR	1,322.38
18731	11/11/2024		HIGHPLAINS	HIGH PLAINS COMMUNITY SCHOOLS	577.46
18732	11/11/2024		NSAA	NSAA	1,363.63
18733	11/12/2024		NEFCCLA	NEBRASKA FCCLA	125.00
18734	11/12/2024		GIBBON	GIBBON PUBLIC SCHOOL	75.00
18735	11/12/2024		ALMAPUB	ALMA PUBLIC SCHOOL	60.00
18736	11/12/2024	#	AMAZON	AMAZON CAPITAL SERVICES	125.69
18737	11/14/2024		MATTJEF	JEFFREY MATTHEWS	324.59
18738	11/12/2024		NCA3679	NEBRASKA COACHES ASSOCIATION	120.00
18739	11/12/2024		BSNSPORTS	BSN SPORTS LLC	1,759.78
18740	11/12/2024		NEFCCLA	NEBRASKA FCCLA	40.00
18741	11/12/2024		MCCASHA	SHALEE MCCARTER	75.68
18742	11/12/2024		BRANMAC	MACKENZIE BRAND	108.03
18743	11/12/2024		PEYTON	PEYTON EBY	32.27
18744	11/14/2024		HARVMAR	MARCUS HARVEY	190.00
18745	11/14/2024		SWIFKEI	KEITH SWIFT	180.00
18746	11/14/2024		BRANMAC	MACKENZIE BRAND	190.00
18747	11/14/2024		EILEMEL	MELISSA EILERS	190.00
18748	11/14/2024		CALLAM	CALLAM SPORTS PHOTOGRAPHY	75.00
18749	11/14/2024		OLMSJAC	JACOB OLMSTEAD	115.00
18750	11/15/2024		NEFCA3698	NEBRASKA FCA	135.00
18751	11/15/2024		BSNSPORTS	BSN SPORTS LLC	34.20
18752	11/18/2024		USFOOD	US FOODS	124.32
18753	11/18/2024		CASHWA	CASH-WA DISTRIBUTING	1,234.36
18754	11/18/2024		MICHAELPH	MICHAEL PHELPS	190.00
18755	11/18/2024		SKALLJOD	JODY SKALLBERG	190.00
18756	11/18/2024		CYDNEYKIM	CYDNEY WEISS	1,000.00
18757	11/18/2024		BRANMAC	MACKENZIE BRAND	22.23
18758	11/18/2024		USBANK	US BANK	4,946.00
18759	11/18/2024		CHESTER	CHESTERMAN CO.	76.50
18760	11/18/2024		CHESTER	CHESTERMAN CO.	1,445.00
18761	11/19/2024		OVERTONBEE	Overton Beef Boosters	275.00
18762	11/19/2024		OLMSJAC	JACOB OLMSTEAD	65.00
18763	11/19/2024		AMAZON	AMAZON CAPITAL SERVICES	119.85
18764	11/19/2024		MCCAKAR	KARSTEN MCCARTER	115.00
18765	11/19/2024		JENNIFERP	JENNIFER PETZET	126.68
18766	11/22/2024		DAVEDRA	DRAKE DAVENPORT	180.00
18767	11/22/2024		PLATINUMA	PLATINUM AWARDS AND GIFTS	50.00
18768	11/22/2024		WOLFKIM	KIMI WOLFE	190.00
1875901	11/18/2024	#	CHESTER	CHESTERMAN CO.	76.50

Grand Total: Void Total: ## Total without Voids: 28,418.05

Fund: 05 ACTIVITY FUND
Chart of Account Number

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance</u>
	ATHLETICS FUND BALANCE	135,644.48	5,489.26	4,615.00	134,770.22
05 704 2110	SENIOR CLASS OF 2025	1,585.52	0.00	0.00	1,585.52
05 704 2111	JUNIOR CLASS OF 2025	3,614.79	0.00	0.00	3,614.79
05 704 2112	SOPHMORE GRADE CLASS OF 2025	4,684.42	0.00	0.00	4,684.42
05 704 2113	FRESHMAN CLASS OF 2025	4,285.81	0.00	0.00	4,285.81
05 704 2114	8TH GRADE CLASS 2025	6,360.40	0.00	0.00	6,360.40
05 704 2115	7TH GRADE CLASS 2025	6,825.71	421.42	2,260.50	8,664.79
05 704 3010	YEARBOOK	1,616.93	0.00	0.00	1,616.93
05 704 3011	BBB CLUB	2,852.66	0.00	960.00	3,812.66
05 704 3020	CHEERLEADING	(3,359.03)	890.54	1,115.17	(3,134.40)
05 704 3025	DANCE TEAM	2,083.28	0.00	287.20	2,370.48
05 704 3030	CONCESSIONS	(2,136.26)	1,487.33	283.68	(3,339.91)
05 704 3041	FB CLUB	2,534.51	769.85	0.00	1,764.66
05 704 3042	PEE WEE FOOTBALL CLUB	305.52	0.00	0.00	305.52
05 704 3043	PEE WEE WR CLUB	2,450.12	1,799.40	825.00	1,475.72
05 704 3048	FFA CLUB	6,148.30	5,709.73	76.53	515.10
05 704 3049	FBLA	550.46	0.00	0.00	550.46
05 704 3050	FCCLA	5,286.81	415.66	0.00	4,871.15
05 704 3051	GBB CLUB	1,765.93	0.00	65.00	1,830.93
05 704 3060	HONOR SOCIETY	185.90	0.00	0.00	185.90
05 704 3070	MUSIC	(84.93)	0.00	0.00	(84.93)
05 704 3090	SCHOOL PLAY	1,118.95	0.00	0.00	1,118.95
05 704 3100	SHOP	2,146.34	0.00	75.00	2,221.34
05 704 3110	STAFF LOUNGE	5,062.94	76.50	0.00	4,986.44
05 704 3120	STUDENT COUNCIL	296.11	278.60	1,111.65	1,129.16
05 704 3121	VB CLUB	4,904.19	584.05	918.53	5,238.67
05 704 3122	WR CLUB	596.13	0.00	400.00	996.13
05 704 3123	TRACK CLUB	583.71	0.00	0.00	583.71
05 704 3124	CROSS COUNTRY	(50.98)	0.00	0.00	(50.98)
05 704 3125	GREENHOUSE PROJECT	2,304.31	0.00	0.00	2,304.31
05 704 3126	GOLF CLUB	139.76	0.00	0.00	139.76
05 704 4000	MISC/ACT. DEPOSITS	6,200.00	0.00	0.00	6,200.00
05 704 4010	GENERAL/125 PLAN	72,495.90	4,818.97	5,548.78	73,225.71
05 704 4015	EHA	8,073.17	4,143.49	94.00	4,023.68
05 704 4020	SITE	2,403.33	0.00	0.00	2,403.33
05 704 4025	SUMMER READING PROGRAM	291.39	1,398.25	1,672.38	565.52
05 704 4030	REVOLVING/COCA COLA SCHOLARSHIP	364.34	0.00	0.00	364.34
05 704 4035	ACTIVITY SPECIAL FUNDS ACCOUNT	62,707.52	0.00	0.00	62,707.52
05 704 4037	IPADS	13,096.08	0.00	0.00	13,096.08
05 704 4040	GRANT \$	445.58	0.00	0.00	445.58
05 704 4070	FELLOWSHIP OF CHRISTIAN ATHLETES	5,864.49	135.00	0.00	5,729.49
05 704 4080	CIRCLE OF FRIENDS (1) ELEMENTARY	255.29	0.00	0.00	255.29
05 704 4081	CIRCLE OF FRIENDS (2) SECONDARY	22.78	0.00	0.00	22.78
05 704 4090	SCHOOL STORE	522.18	0.00	0.00	522.18
	Fund Total: 05	373,044.84	28,418.05	20,308.42	364,935.21

Hot Lunch Financial Report

Balance :

11/1/2024 \$ 57,072.75

Reiepts:

Meal Sales		\$ 6,748.25
Summer Food Program		\$ -
Fed. Reimbursement	Oct	\$ 18,584.23
State Reimbursement	Oct	\$ -
Loans to Program		\$ -
Other Local Misc		\$ 722.86
Transfer from General		\$ -

Total receipts \$ 26,055.34

Balance & Receipts \$ 83,128.09

Disbursements

Food		\$ 9,663.26
Salaries	Nov	\$ 7,809.52
Benefits	Nov	\$ 3,049.33
Other Expenses		\$ 388.05
Pre K, Ala Carte, Juice, Catering		\$ 328.90
Loan Repayment		

Total Disbursements: \$ 21,239.06

Balance

11/30/2024 \$ 61,889.03

Checking Account ID:

6 Check Type: Check

<u>Check Number</u>	<u>Check Date</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Amount</u>
5256	11/18/2024			USFOOD	US FOODS	4,004.75
5258	11/18/2024			HILAND	HILAND DAIRY	1,954.65
5259	11/18/2024			USBANK	US BANK	11.10
5260	11/22/2024			FRAE	FRAE, INC	388.05
7257	11/18/2024			CASHWA	CASH-WA DISTRIBUTING	<u>4,021.66</u>
Grand Total:					Void Total:	## 10,380.21

	9/1/2009A	B	C	D	E	F	G	H	I
779									
780	Food Program 2024-2025								
781	Date	Lunch Meals	Breakfast Meals	Summer Food	Disbursements	Receipts	Profit/Loss	Days Served	Balance
782	Aug-24	2969	711	0	\$ 17,970.83	\$ 28,637.63	\$ 10,666.80	17	\$ 77,416.83
783	Sept.	2919	747	0	\$ 27,360.44	\$ 18,677.69	\$ (8,682.75)	18	\$ 70,360.44
784	Oct.	3570	729	0	\$ 21,683.23	\$ 8,510.00	\$ (13,173.23)	21	\$ 57,022.75
785	Nov.	2593	545	0	\$ 21,239.06	\$ 26,055.34	\$ 4,816.28	15	\$ 61,239.06
786	Dec.	0	0	0	\$ -	\$ -	\$ -	0	\$ -
787	Jan.	0	0	0	\$ -	\$ -	\$ -	0	\$ -
788	Feb.	0	0	0	\$ -	\$ -	\$ -	0	\$ -
789	March	0	0	0	\$ -	\$ -	\$ -	0	\$ -
790	April	0	0	0	\$ -	\$ -	\$ -	0	\$ -
791	May	0	0	0	\$ -	\$ -	\$ -	0	\$ -
792	June	0	0	0	\$ -	\$ -	\$ -	0	\$ -
793	July	0	0	0	\$ -	\$ -	\$ -	0	\$ -
794	Aug-20	0	0		\$ -	\$ -	\$ -	0	\$ -
795	Fiscal Year	0	0		\$ 70,282.73	\$ 53,243.03	\$ (6,372.90)	0	\$ -
796	School Year				\$ 88,253.56	\$ 81,880.66	\$ (6,372.90)	0	\$ -
797	Totals	12051	2732	0				71.00	
798	All Meals	14783							
799									

Board of Education Committees

2024

2024

Transportation

1. Gordon Lassen
2. Jared Walahoski
3. Keith Rudeen

Interlocal:

1. Clayton Jeffries
2. Joel Meier

Curriculum:

1. Heather Brennan
2. Gordon Lassen
3. Joel Meier

American Civics:

1. Heather Brennan
2. Jared Walahoski
3. Clayton Jeffries

Negotiations:

1. Gordon Lassen
2. Joel Meier
3. Jared Walahoski

Facilities & Property:

1. Keith Rudeen
2. Jared Walahoski
3. Joel Meier

State of Nebraska County of Dawson

To: School District #04-Overton School Board

I, the undersigned, being the County Clerk of Dawson County, Nebraska, do hereby certify the following is a true and complete extract or copy of the abstract of the votes cast at the election held November 5, 2024, in this county, as canvassed by the canvassing board of this county, with respect to the candidates, measures, propositions, and issues therein listed; and do further certify that to the best of my knowledge such ballots, including early voting and provisional have been voted, counted and canvassed in the manner provided by law.

Position	Candidate	Votes Cast
School Board	Joel M. Meier	363
	Logan Kizer	328
	Jacob Olmstead	209
	Heather Brennan	190
	Brooke (Luther) Puffer	175
	Dylan Smith	155

The above numbers also include Phelps County votes.

Witness my hand and official seal this 20th day of November, 2024.

(Seal)



Michaela Arndt
Michaela Arndt, Dawson County Clerk

KAREN A. HAASE ^{NE, SD, IA, WY}
STEVE WILLIAMS ^{NE, SD}
BOBBY TRUHE ^{NE, SD}
COADY H. PRUETT ^{NE, SD, CO}
JORDAN JOHNSON ^{NE, SD, WY}



TYLER COVERDALE ^{SD}
SARA HENTO ^{SD, NE}
AMANDA DABNEY ^{NE}
SHARI RUSSELL, Paralegal

Updated Legal Representation Agreement

You are receiving this updated engagement agreement from KSB if you have already signed an engagement letter or have received training or services from KSB, such as digital citizenship or staff training. This document will update the terms of our representation, whether we work with your school, service agency, or entity regularly or on a limited basis. Our practice is to provide all clients who receive any type of services from KSB with a written engagement letter so that you have a clear understanding of the terms of our representation and KSB School Law's policy for billing you for legal services.

Services. We think of KSB School Law as a "full service" school law firm. When we founded KSB, we knew we only wanted to focus our practice on representing schools and related entities like cooperatives, associations, and service agencies that serve schools. As we like to say, it's literally in our name. If one of our clients has a legal issue or question, we've probably seen it. There are a few limits to the kinds of legal services we provide. We do not give tax advice, and we do not represent any individual board members, officials, or employees, unless we are ethically permitted to do so and arrange it in advance. For example, with the board's permission and when lawful, we have represented individual board members or employees when they are named in lawsuits or professional complaints. If we cannot represent an individual due to a conflict or cannot provide advice because it is outside our areas of expertise, we are always happy to help you find an attorney who can.

Billing Practices. We charge hourly rates for most of the day-to-day work performed for our clients. For hourly work, we record time in increments of one-tenth of an hour. We offer many services on a flat fee basis. We use flat fees for things like presentations, forms, and contracts. We also offer unique services and products on a flat fee basis on occasion. You always have the choice to decide whether you want to purchase them. Flat fees will

206 SOUTH 13TH STREET, SUITE 1100
LINCOLN, NEBRASKA 68508

KSB SCHOOL LAW, PC, LLO
KSBSCHOOLLAW.COM
(402) 804-8000

300 NORTH DAKOTA AVENUE, SUITE 609
P.O. Box 2281
SIOUX FALLS, SOUTH DAKOTA 57104

ATTORNEYS LICENSED IN STATES INDICATED

appear on your invoice as a single “hour” billed, but the invoice will specify that the service was billed on a flat fee basis and will list the flat fee amount.

Work Sharing. We often share work among all of our attorneys, based on expertise, cost, and availability. This helps us be most responsive, keeps costs down, and allows you to call any of us at any time. On any project or matter, you may see that another attorney worked on it. For example, an attorney with a lower rate or quicker availability may draft a document you requested in collaboration with the attorney you called for the advice. You will never be billed for duplicative work, but we do share work for these reasons.

Use of Generative AI. Another one of our founding principles is being innovative. We see artificial intelligence and other generative technology (AI) as a growing aspect of most professions, including the work of attorneys. We may leverage AI to better serve you. We also understand the current limitations of this technology. We will use it only when consistent with our ethical obligations and in light of the confidentiality obligations on KSB and our clients. We will always exercise independent professional judgment and supervision over the use of these tools, including ongoing training and collaboration amongst KSB attorneys and staff.

Rates. Our current hourly rates are as follows: Karen Haase, \$430.00; Steve Williams, \$400.00; Bobby Truhe, \$385.00; Coady Pruett, \$335.00; Jordan Johnson, \$290.00; Tyler Coverdale, \$290.00; Sara Hento, \$250.00; and Amanda Dabney, \$210.00. Shari Russell is our paralegal and her current hourly rate is \$230.00. Shari’s rate for comparability will be billed at \$250.00 per hour. Any work completed by our law clerks will be billed at the hourly rate of \$150.00. Our hourly rates may be adjusted periodically, and we will provide you with reasonable advanced notice if we adjust our rates.

Expenses. We bill certain expenses, such as mileage, larger copying costs, and court reporter services needed for things like student discipline or personnel hearings. These will appear on your invoice designated as expenses.

Invoices. We send invoices electronically each month for services rendered that month. We send the invoices to the superintendent, director, or head administrator, or to anyone else that person designates. For example, some clients request that the statements be sent to their business officials. Our statements are due and payable each month. We send invoices out as close as possible to the end of each month so you have plenty of time to include them in your board claims at your next meeting.

We also encourage you to call or email us if you ever have any questions or concerns about your bill. Our most important founding principle is being client-centered. Sure, we like getting paid, and all we have to sell is our time. But we value our relationships with our clients most. Please never hesitate to reach out with any questions or concerns about our invoices.

Ongoing Representation. We serve at the pleasure of your board, and we value long-term relationships we develop with our clients. We like to learn about your staff, students you serve, and community. We hear from some clients daily and others less frequently. This agreement is designed to allow us to provide ongoing services to you at your request, hopefully for years to come. There is no legal obligation for any school or other entity to work with only one lawyer or law firm, and there are no minimum use requirements from us. You will not need to sign a new letter like this one each year even if your board designates law firms each year. We consider our agreement to serve you as ongoing and as-needed, until you terminate our representation or we withdraw from representing you.

Terminating Representation. You may terminate our representation at any time and for any reason. Once you notify us of the identity of your new attorney, we will forward your files to that person. However, terminating our representation does not relieve you of payment for any outstanding fees and expenses. Likewise, we reserve the right to withdraw from representation when doing so is permitted by our ethical rules.

Records. We retain your legal files for a period of 7 years after we close our files. At the expiration of the 7-year period, we may destroy these files unless you confirm in writing that you wish to take possession of them. We try to digitize older files when possible, but we reserve the right to charge administrative fees and costs associated with researching, retrieving, copying, and delivering your files.

NSAA Representation. KSB provides legal services to the Nebraska School Activities Association (NSAA). In order to avoid any possible conflicts, we cannot assist any Nebraska school or other client with questions or situations which may create a conflict with the NSAA. The next section describes conflicts and our practice for notifying you in the event of an actual or possible future conflict, whether with the NSAA or another entity.

Conflicts. Unless we have spoken with you directly, there are no current conflicts of interest in our representation. However, it is possible new circumstances that arise could present a conflict of interest. For example, there are cases where one client asks us for advice that would be adverse to another client. If we can answer the question without creating a conflict, we

will do so. If we become aware of a conflict, we will let you know right away and explain how the attorney ethics rules apply to the situation. In some cases, such a conflict could prohibit us from representing you, another entity, or anyone involved. In other cases, both you and the other entity could waive the conflict in writing if you desire to do so. When these situations arise, one of our attorneys will explain the process and your options to you.

Please give one of us a call or drop us an e-mail at ksb@ksbschoollaw.com if you have any questions about this engagement agreement, any bill for services, or any other matter pertaining to our representation of you.

We consider it a privilege to advocate for members of the education community. Thank you for giving us the opportunity to serve you.

Yours Very Truly,
KSB School Law, PC, LLO

Karen, Steve, Bobby, Coady, Jordan, Tyler, Sara, and Amanda