

NOTICE OF MEETING

VILLAGE OF OVERTON  
and  
OVERTON BOARD OF EDUCATION

OVERTON, NE

Notice is hereby given that the Overton Village Board and the Overton Public School Board of Education will meet at 6:00 p.m., January 13, 2025 at the Overton Public School LMC. The meeting shall be open to the public and an agenda for such meeting, kept continuously current, is available for inspection at the office of the Overton Village Clerk or the office of the Superintendent of Schools.

*Interlocal Agency  
Annual Meeting*

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**Members**

**Board of Education**

\*Clayton Jeffries  
Logan Kizer  
Gordon Lassen  
\*Joel Meier  
Jacob Olmstead  
Jared Walahoski

**Overton Village Board**

Chad Beatty  
\*Deb Jehorek  
\*Art Kiger  
Shane Monthey  
Greg Weiland

\*Denotes Interlocal committee members

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**Date:** January 13, 2025  
**Time:** 6:00 p.m.  
**Location:** Overton Public School LMC  
**Dinner:** Dinner Will be Served

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**Agenda Items:**

1. Call meeting to order
2. Approve Agenda
3. Review and Approve Minutes of Last Annual Meeting
4. Review and Approve Financial Report
5. Interlocal Committee Report
6. Family Center
  - a. Network Improvement
  - b. Standard Response Protocol (SRP) Reunification Update
  - c. Village and School Property Update
7. Property
  - a.
  - b. Other
8. Adjourn

# 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*

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

NOTICE OF MEETING  
BOARD OF EDUCATION  
OF OVERTON, NEBRASKA

NOTICE IS HEREBY GIVEN, that a meeting of the Overton Public School Board of Education, of Overton, Nebraska will be held on Monday, January 13, 2025 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 7<sup>th</sup> Street, Overton, Nebraska.

Jared Walahoski  
Secretary of the Board

*Board of Education*  
Clayton Jeffries Logan Kizer Gordon Lassen Joel Meier Jacob Olmstead Jared Walahoski

Overton Public School District 24-0004  
Overton Board of Education  
Board Meeting: January 13, 2025  
401 7<sup>th</sup> 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**  
                  a. Excused Absence  
                  b. Unexcused Absence  
                  c. Motion to Excuse Board Member:
- 7:35           **B. Compliance Statement**
- 7:40           **Adjourn the 2024 Board of Education**  
**Reconvene the 2025 Board of Education**  
**Election of Officers:**  
                  a. President  
                  b. Vice-President  
                  c. Secretary  
                  d. Treasurer
- 7:50           **C. With consent of the Board, receive reports from school personnel, patrons, or community groups**
- 7:55           **D. Read and consider communications**
- 8:00           **E. Approve the agenda**
- 8:05           **F. Approve minutes**
- 8:10           **G. Act on bills for payment**
- H. Matters pending before the board**
- 8:15           1. Approve Committee on American Civics.  
8:20           2. Authorize superintendent to use facsimile signatures for the Board President,  
8:25           Treasurer and Secretary.  
8:30           3. Consider enrollment option limits.  
8:35           4. Review, consider, and take all necessary action to designate a law firm who are authorized to provide the school district with legal counsel.  
8:40           5. Consider approving the NSAA softball cooperative agreement with Lexington Public School.  
8:45           6. Consider recognizing the Overton Education Association as the official bargaining agent for the certificated teaching staff for the 2026-2027 school year.  
8:50           7. Consider approving the teaching contract with Juliana Loudon.
- I. Board Reports and Discussion**
- 8:55           1. **Board Reports:**  
                  a. Meetings Attended  
                  b. Upcoming Meetings

c. Committee Reports

2. **Board Discussion:**

**J. Administrative Reports:**

9:00

1. Principal's Report

9:15

2. Superintendent's Report.

Next regularly scheduled meeting February 10, 2025

**COMMENTS:**

1. Required by Nebraska statute
2. As recommended for business purposes
3. Review the class limits for the Option Enrollment Program
4. Superintendent recommends the board designate KSB Law Firm to provide the school district with legal counsel
5. Administration recommends the board approve the NSAA softball cooperative agreement with Lexington Public Schools for the 2025-2026 and 2026-2027 school years.
6. Administration recommends the board approve the NSAA cooperative agreement in softball with Lexington Public Schools for the 2025-2026 and 2026-2027 school years.
7. Administration recommend the board approve the teaching contract with Juliana Loudon

**DISCUSSION:**

**Board Reports and Discussion:**

1. **Board Reports:**
  - a. Upcoming Meetings: NASB Calendar of Events
2. **Discussion Topics:**
  - a. Board of Education 2025 Committees
  - b. Review Board Policy 2002 Board Organization
  - c. Review Board Policy 2012 Board Code of Ethics
  - d. Review Board Policy 2005 Conflict of Interest
  - e. February Board Meeting Date and Time – Monday February 10, 2025
  - f. 2025 NASB Calendar of Events
  - g. Appoint Title 1 Coordinator (Principal)
  - h. Appoint Title 1 Compliance Coordinator (Superintendent)
  - i. Superintendent recommendation to create a new office assistant position
  - j. The need for a second building principal

**ADMINISTRATIVE REPORTS:**

**Principal's Report**

1. Upcoming Events
2. Enrollment Update
3. Class Schedule

**Superintendent's Report**

1. Option Enrollment
  - Out
    - a.
    - b.
  - In
    - a.
    - b.
  - Status Change
    - a.
2. Financial and Budget Review
3. Projects

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 **January 13, 2025** 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
Jeffries	_____	_____
Kizer	_____	_____
Lassen	_____	_____
Meier	_____	_____
Olmstead	_____	_____
Walahoski	_____	_____

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

	Yes	No
Jeffries	_____	_____
Kizer	_____	_____
Lassen	_____	_____
Meier	_____	_____
Olmstead	_____	_____
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 published in the **January 9, 2025** 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 are board packets provided for the public on the iPads found on the LMC counter.

**Public Comment:** At this time, visitors may address the board. The board welcomes patrons, and we appreciate your attendance at this board meeting. Members of the public are encouraged to share their thoughts and ideas with the board during the agenda item labeled "Public Comment". This is the only time during this meeting when the public may speak. Comments or questions from the audience at any other time during the meeting will be declared out of order. Any person wishing to speak must abide by and adhere to board policies. Everyone wishing to speak must complete a speaker card (cards are located at the table near the entrance of the room). The board will receive public comments in order as printed on the speaker cards received. Everyone who comes forward must state your name, address, the name of any organization being represented, and the topic you are interested before you begin. 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 on the same topic, please designate one spokesperson for the group. The board will not respond to comments or questions. The board will not take action on the comments presented by the speakers, but will direct the comments to appropriate staff members. In the event that any person is considered unruly, abusive, or

otherwise disruptive, the Board President may prohibit the person from speaking further or have the person removed from the meeting. The board will now receive public comment in order as printed on the speaker cards received.

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 January 13, 2025 meeting.**

**Discussion:**

Votes:	YES	NO	ABSENT
Jeffries	_____	_____	
Kizer	_____	_____	
Lassen	_____	_____	
Meier	_____	_____	
Olmstead	_____	_____	
Walchoski	_____	_____	

Vote \_\_\_\_\_

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

**to approve the minutes of the December 9, 2024 Parental Involvement Hearing and the December 9, 2024 regular board meeting as presented.**

**Discussion:**

Votes:	YES	NO	ABSENT
Jeffries	_____	_____	
Kizer	_____	_____	
Lassen	_____	_____	
Meier	_____	_____	
Olmstead	_____	_____	



Walahoski \_\_\_\_\_

Vote \_\_\_\_\_

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

to approve the January bill roster in the amount of \$52,811.81 and January payroll salary and benefits in the amount of \$313,631.04.

**Discussion:**

Votes:	YES	NO	ABSENT
Jeffries	_____	_____	
Kizer	_____	_____	
Lassen	_____	_____	
Meier	_____	_____	
Olmstead	_____	_____	
Walahoski	_____	_____	
			Vote _____

**MINUTES OF THE OVERTON PUBLIC SCHOOL BOARD OF EDUCATION  
SPECIAL MEETING  
Parental Involvement Hearing  
December 9, 2024  
7:15 p.m.**

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

Brennan  
Jeffries  
Lassen  
Meier  
Rudeen  
Walahoski

**Notification:** The December 9, 2024 special meeting of the Overton Public School Board of Education was advertised in the December 5, 2024 edition of the Beacon Observer, and was also posted at the Overton Public School, on the Overton Public School web site, Post Office, and the Security First Bank. The meeting was to provide a public hearing for before the board of education in regards to parental involvement board policy 5018.

**Open Meetings Information:** To be in compliance with LB 898, The Nebraska Open Meetings Act, Board President Meier 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

**Other:** None

**Guests Present:** Logan Kizer

**Action Items:**

1. Moved by Walahoski, seconded by Brennan to adjourn at 7:30 p.m. Motion 6-0. Voting Yes (6): Brennan, Jeffries, Lassen, Meier, Rudeen and Walahoski. Voting No (0). Absent (0).

**MINUTES OF THE OVERTON PUBLIC SCHOOL BOARD OF EDUCATION**  
**REGULAR MEETING**  
**December 9, 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  
Clayton Jeffries  
Lassen  
Meier  
Rudeen  
Walahoski

**Notification:** The December 9, 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:** Logan Kizer

**Public Comments:** No Public Comments.

**Reports:** No Reports

**Communications:** Thank you from the FCCLA.

**Other:** Board President Meier presented member Keith Rudeen with a plaque honouring his twenty-eight years of service to the school district. Keith retired at the end of the December meeting. Thank you, Keith.

**Action Items:**

1. **Agenda:** Moved by Jeffries, seconded by Walahoski to approve the agenda of the December 9, 2024 regular monthly board meeting as presented. Discussion: Discussion was limited as there were no changes made to the agenda. Motion carried 6-0. Voting Yes (6): Brennan, Jeffries, Lassen, Meier, Rudeen and Walahoski. Voting No: (0). Absent (0).
2. **Minutes:** Moved by Brennan, seconded by Walahoski to approve the minutes of the November 11, 2025 regular board meeting as presented. Discussion: Discussion was limited as there were no corrections made to the minutes. Motion carried 6-0. Voting Yes (6): Brennan, Jeffries, Lassen, Meier, Rudeen and Walahoski. Voting No: (0). Absent (0).
3. **Claims:** Moved by Brennan, seconded by Jeffries to pay the December General Fund bill roster in the amount \$58,699.39 and the November payroll salary and benefits in the amount of \$324,671.66. Discussion: Superintendent provide additional information on the the bill roster. Motion carried 6-0. Voting Yes (6): Brennan, Jeffries, Lassen, Meier, Rudeen and Walahoski. Voting No: (0). Absent (0).

4. Moved by Meier, seconded by Jeffries to approve the 2025-2026 school calendar. Discussion: Limited discussion as the calendar options were presented and discussed at the November meeting. Motion carried 6-0. Voting Yes (6): Brennan, Jeffries, Lassen, Meier, Rudeen and Walahoski. Voting No: (0). Absent (0).
5. Moved by Lassen, seconded by Brennan to approve the 2023-2024 school audit. Discussion. The board will review the audit report and return it at the January meeting. Motion carried 6-0. Voting Yes (6): Brennan, Jeffries, Lassen, Meier, Rudeen and Walahoski. Voting No: (0). Absent (0).
6. Moved by Brennan, seconded by Jeffries to approve the schoolwide Title 1 Plan. Discussion. The board reviewed program and how the funds are used. Motion carried 6-0. Voting Yes (6): Brennan, Jeffries, Lassen, Meier, Rudeen and Walahoski. Voting No: (0). Absent (0).
7. Moved by Lassen, seconded by Meier to approve the contract renewal with the superintendent. Discussion. No discussion. Motion carried 6-0. Voting Yes (6): Brennan, Jeffries, Lassen, Meier, Rudeen and Walahoski. Voting No: (0). Absent (0).
8. Moved by Meier, seconded by Rudeen to approve the superintendent's evaluation. Discussion. The board completed the evaluation as required by statute. Motion carried 6-0. Voting Yes (6): Brennan, Jeffries, Lassen, Meier, Rudeen and Walahoski. Voting No: (0). Absent (0).
9. Moved by Rudeen, seconded by Walahoski to adjourn the meeting at 8:59 p.m. Discussion. Very little discussion as the board determined it was time to adjourn. Motion carried 6-0. Voting Yes (6): Brennan, Jeffries, Lassen, Meier, Rudeen and Walahoski. Voting No: (0). Absent (0).

#### **Board Reports and Discussion Topics:**

1. **Board Reports:**
  - a. Interlocal: The annual interlocal meeting with the Village of Overton board is scheduled for Monday, January 13, 2025 beginning at 6:00 p.m. in the school LMC.
  - b. Transportation: No Report
  - c. Curriculum: No Report
  - d. Facilities: No Report
  - e. Negotiations: The O.E.A. will call the second negotiations meeting.
2. **Discussion Topics:**
  - a. January board meeting is scheduled for Monday, January 13, 2025 beginning at 7:30 p.m. in the LMC
  - b. Board appointed the superintendent to act as president Pro-Tem for the January 13, 2025 meeting.
  - c. Annual Interlocal meeting is scheduled for January 13, 2025.
  - d. Prepare for the 2025 reorganization of the board.

#### **Administrative Reports:**

##### **Principal's Report:**

- a. No Report

##### **Superintendent's Report:**

1. Enrollment Option Report
2. Option Enrollment -
  - a.

In: a.  
b.  
c.

Change of Status: a. None

3. Financial Information & Update
4. Project Updates
5. Staffing Update
6. School Audit
7. Staffing Update

	Overton Public School District	
	Bill Roster	
	<b>Month:</b>	January
	<b>Status:</b>	Official
1/13/2025	<b>Total:</b>	\$ 52,811.81
Vendor	Total Amount	New Code Description
Airgas	\$ 1,030.26	Reg. Instruct. Ind. Tech. Supplies
Amazon Business	\$ 149.01	Reg. Instruct. -- LMC Resources
Amazon Business	\$ 95.20	Reg. Instruct. - Indust. Tech. Supplies - Book
Amazon Business	\$ 772.89	Reg. Instruct.- Custodial Supplies
ATC Communications	\$ 162.39	Fiscal Services - Phone Service
Beacon Observer	\$ 286.78	Printing and Publishing Services
Black Hills Energy	\$ 6,070.76	Operations of Buildings - Natural Gas
CenturyLink	\$ 63.81	Operation of Buildings Communications - Long Distance Phone
Conditioned Air Mechanical	\$ 855.00	Building Repairs and Maintenance - HVAC Repairs
Dan's Sanitation	\$ 318.25	Operation of Buildings Cleaning Services - Trash Removal
Dawson County Clerk	\$ 281.64	Board of Education Professional Services - General Election Fee
Dawson Public Power District - Prek	\$ 189.87	Operation of Preschool - Electricity
Dawson Public Power District - School	\$ 3,807.96	Operation of Buildings Electricity
Dawson Public Power District - Trans.	\$ 218.16	Vehicle Servicing and Maintenance - Reg. Ed.- Bus Barn Energy/Propane
East West Books	\$ 141.94	Reg. Instruct. LMC Books & Periodicals
Engineered Controls	\$ 280.00	Building Repairs and Maintenance - HVAC Controls
ESU 10	\$ 500.00	SPED Mental Health Services
ESU 10	\$ 500.00	SPED Mental Health Services
ESU 10	\$ 500.00	Network, Filtering and Software Software Support
ESU 10	\$ 20.00	Title III ESSA - Workshop Fees
ESU 10 - SPED Services	\$ 591.61	SPED Speech Path. & Audiology Ages Birth-2
ESU 10 - SPED Services	\$ 9,159.20	SPED Speech Path. & Audiology - Elementary
ESU 10 - SPED Services	\$ 1,707.86	SPED Speech Path. & Audiology - Age 3-4
ESU 10 - SPED Services	\$ 607.44	SPED P.T. Services - Elementary
ESU 10 - SPED Services	\$ 291.59	SPED Supervision - Birth - 2
ESU 10 - SPED Services	\$ 291.59	SPED Supervision - Ages 3-4
ESU 10 - SPED Services	\$ 607.44	SPED P.T. Services - Secondary
ESU 10 - SPED Services	\$ 1,192.22	SPED O.T. Services - Elementary
ESU 10 - SPED Services	\$ 1,192.22	SPED O.T. Services - Secondary
ESU 10 - SPED Services	\$ 1,294.49	SPED Supervision - Elementary
ESU 10 - SPED Services	\$ 298.05	SPED O.T. Services - Ages 3-4
ESU 10 - SPED Services	\$ 298.05	SPED O.T. Services - Birth - 2
ESU 10 - SPED Services	\$ 151.86	SPED P.T. Services - Ages 3-4
ESU 10 - SPED Services	\$ 151.86	SPED P.T. Services - Birth - 2
ESU 10 - SPED Services	\$ 1,294.49	SPED Supervision - Secondary
ESU 10 - SPED Services	\$ 129.65	SPED Supervision - Vocational Secondary
ESU 10 - SPED Services	\$ 2,684.27	SPED Psychological Services - Secondary
ESU 10 - SPED Services	\$ 2,684.27	SPED Psychological Services - Elementary
ESU 10 - SPED Services	\$ 671.07	SPED Psychological Services - Ages 3-4
ESU 10 - SPED Services	\$ 671.07	SPED Psychological Services - Birth - 2
ESU 10 - SPED Services	\$ 2,352.84	SPED Speech Path. & Audiology - Secondary
Flinn Scientific	\$ 73.32	Reg. Instruct. Science Supplies - Supplies
Foster Lumber, LLC	\$ 115.81	Reg. Instruction - Industrial Tech. Supplies
Foster Lumber, LLC	\$ 53.04	Reg. Instruct. - Custodial Supplies
Great Plains Communication	\$ 101.95	Internet Connection - Family Center
HD Supply (Home Depot Pro)	\$ 375.15	Custodial Supplies
Integrated Security Solution I.S.S.	\$ 455.50	Safety Repairs & Maintenance - Fire Suppression
Jaymore	\$ 130.90	Administrative Office Supplies
JW Pepper	\$ 209.99	Reg. Instruct. Instrum. - Instrumental Music Supplies
Nebraska Safety Center @ UNK	\$ 100.00	Vehicle Expenditures - Bus Driver Training (1)
Plum Creek Market Place	\$ 41.05	Reg. Instruct. Vo Ag. Supplies
Plum Creek Market Place	\$ 240.44	Reg. Instruction - Family Consumer Science Supplies
Plum Creek Market Place	\$ 150.40	Reg. Instruct. - Prek Supplies
Shively Repair	\$ 422.25	Vehicle Servicing and Maintenance - Small Vehicle Inspections and Repairs
Sparqdata Solutions	\$ 1,800.00	Reg. Instruct. Board of Education Negotiations Software
Spartan Commercial Roofing	\$ 447.20	Custodial/Maintenance - Roof Repair and Supplies
TK Elevator Corporation	\$ 562.00	Building Repairs and Maintenance Services - Elevator Maint.
Village of Overton	\$ 294.00	Operation of Buildings - Electricity
Village of Overton - Prek 3	\$ 49.00	Early Childhood Utility Services

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

**2004  
Oath of Office**

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

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

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

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

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

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



## **2012 Board Code of Ethics**

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

Each board member shall:

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

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

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

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

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

## **2005 Conflict of Interest**

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

1. Definitions. For purposes of this policy:

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

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

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

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

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

2. Contracts with the School District.

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

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

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

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

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

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

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

- (5) The board approves the employment or supervisory position.
  - b. The board has not terminated the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.
- 5. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment
  - a. No board member shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:
    - (1) a public official, public employee, or candidate.
    - (2) a member of the immediate family of an individual listed in Subparagraph 'a' above.
    - (3) a business with which an individual listed in Subparagraph (1) or (2) above is associated.
  - b. No board member shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the board member would thereby be influenced.
  - c. A board member shall not use or authorize the use of his or her public office or any confidential information received through the holding of a public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which he or she is associated.
  - d. A board member shall not use personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.
- 6. Conflict of Interest Relating to Campaigning or Political Issues

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

## 7. Conflict of Interest Statement

- a. Any board member who would be required to take any action or make any decision in the discharge of his or her official duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects

of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:

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

#### 8. Recordkeeping

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



shall be available for public inspection during normal working hours of the office in which it is kept.

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

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

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

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

**Matters Pending Before the Board:**

Motion \_\_\_\_\_ Second \_\_\_\_\_

**1. Action Item:** Consider approving the Committee on American Civics.

**Motion: To approve the Committee on American Civics.**

**Discussion:**

Votes:	YES	NO	ABSENT
Jeffries	_____	_____	
Kizer	_____	_____	
Lassen	_____	_____	
Meier	_____	_____	
Olmstead	_____	_____	
Walchoski	_____	_____	
			Vote _____

Motion \_\_\_\_\_ Second \_\_\_\_\_

**2. Action Item:** Consider authorizing the superintendent to use facsimile signatures for Board President, Treasurer, and Secretary.

**Motion: To authorize the superintendent to use facsimile signatures for the Board President, Treasurer and Secretary.**

**Discussion:**

Votes:	YES	NO	ABSENT
Jeffries	_____	_____	
Kizer	_____	_____	
Lassen	_____	_____	
Meier	_____	_____	
Olmstead	_____	_____	
Walchoski	_____	_____	
			Vote _____

Motion \_\_\_\_\_ Second \_\_\_\_\_

**3. Action Item:** Consider enrollment option limits.

**Motion: To approve enrollment option limits.**

**Discussion:**

Votes:	YES	NO	ABSENT
Jeffries	_____	_____	
Kizer	_____	_____	
Lassen	_____	_____	
Meier	_____	_____	

Olmstead \_\_\_\_\_  
 Walahoski \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Vote \_\_\_\_\_

Motion \_\_\_\_\_ Second \_\_\_\_\_

**4. Action Item:** Consider review, consider and take all action necessary to designate a law firm who are authorized to provide the school district with legal counsel.

**Motion: To approve KSB School Law as the legal counsel for the school district.**

**Discussion:**

Votes: YES NO ABSENT

Jeffries \_\_\_\_\_  
 Kizer \_\_\_\_\_  
 Lassen \_\_\_\_\_  
 Meier \_\_\_\_\_  
 Olmstead \_\_\_\_\_  
 Walahoski \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Vote \_\_\_\_\_

Motion \_\_\_\_\_ Second \_\_\_\_\_

**5. Action Item:** Consider approving the NSAA softball cooperative agreement with Lexington Public School District.

**Motion: To approve the NSAA softball cooperative agreement with Lexington Public School District.**

**Discussion:**

Votes: YES NO ABSENT

Jeffries \_\_\_\_\_  
 Kizer \_\_\_\_\_  
 Lassen \_\_\_\_\_  
 Meier \_\_\_\_\_  
 Olmstead \_\_\_\_\_  
 Walahoski \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Vote \_\_\_\_\_

Motion \_\_\_\_\_ Second \_\_\_\_\_

**6. Action Item:** Consider recognizing the Overton Education Association as the official negotiating agent for the certificated teaching staff for the 2026-2027 school year.

**Motion: To approve the Overton Education Association as the official negotiating agent for the certificated teaching staff for the 2026-2027 school year.**

Votes: YES NO ABSENT

Jeffries \_\_\_\_\_  
 Kizer \_\_\_\_\_  
 Lassen \_\_\_\_\_  
 Meier \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Olmstead	_____	_____	
Walchoski	_____	_____	
Motion _____		Second _____	Vote _____

**7. Action Item:** Consider approving the teaching contract with Juliana Loudon.

**Motion: To approve the teaching contract with Juliana Loudon.**

Votes:	YES	NO	ABSENT
Jeffries	_____	_____	
Kizer	_____	_____	
Lassen	_____	_____	
Meier	_____	_____	
Olmstead	_____	_____	
Walchoski	_____	_____	
			Vote _____
Motion _____		Second _____	

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

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

**Discussion:**

Votes:	YES	NO	ABSENT
Jeffries	_____	_____	
Kizer	_____	_____	
Lassen	_____	_____	
Meier	_____	_____	
Olmstead	_____	_____	
Walchoski	_____	_____	
			Vote _____

2024-2025	% Change Total	Official				
		7.308% September	6.049% October	6.665% November	7.014% December	6.147% January
Payroll	\$ -	\$ 327,360.74	\$ 319,816.61	\$ 335,973.45	\$ 324,671.66	\$ 313,631.04
Bill Roster	\$ -	\$ 13,837.33	\$ 77,263.17	\$ 52,013.05	\$ 58,699.39	\$ 52,811.81
Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ 341,198.07	\$ 397,079.78	\$ 387,986.50	\$ 383,371.05	\$ 366,442.85
YTD Total	\$ -	\$ 341,198.07	\$ 738,277.85	\$ 1,126,264.35	\$ 1,509,635.40	\$ 1,876,078.25
Total Receipts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

### Comparison

Payroll	\$ 27,622.50	\$ 20,991.70	\$ 28,796.72	\$ 27,160.02	\$ 19,134.20
Bill Roster	\$ (4,385.84)	\$ (2,114.48)	\$ (538.33)	\$ 1,410.96	\$ (9,434.04)
Monthly Difference	\$ 23,236.66	\$ 42,113.88	\$ 70,372.27	\$ 98,943.25	\$ 108,643.41
Difference YTD	\$ 23,236.66	\$ 42,113.88	\$ 70,372.27	\$ 98,943.25	\$ 108,643.41
Total Receipts					

2023-2024	% Change Total					
		-0.126% September	-0.578% October	-0.30% November	0.42% December	0.52% January
Payroll	\$ -	\$ 299,738.24	\$ 298,824.91	\$ 307,176.73	\$ 297,511.64	\$ 294,496.84
Bill Roster	\$ -	\$ 18,223.17	\$ 79,377.65	\$ 52,551.38	\$ 57,288.43	\$ 62,245.85
Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ 317,961.41	\$ 378,202.56	\$ 359,728.11	\$ 354,800.07	\$ 356,742.69
YTD Total	\$ -	\$ 317,961.41	\$ 696,163.97	\$ 1,055,892.08	\$ 1,410,692.15	\$ 1,767,434.84
Total Receipts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -





			Overton Public School Board Financial Report		
<b><u>Month</u></b>	<b><u>January</u></b>		<b>Unofficial</b>		
<b><u>Year</u></b>	<b><u>2025</u></b>		<b>Three Year Comparison</b>		
<b><u>Account</u></b>	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>\$ Change</u></b>	<b><u>% Change</u></b>
MMA - Reserve	\$ 3,266,045.10	\$ 3,625,383.18	\$ 4,239,087.31	\$ 613,704.13	16.93%
Depreciation Fund	\$ 486,097.41	\$ 491,973.41	\$ 523,172.96	\$ 31,199.55	6.34%
Bond Fund	\$ -	\$ -	\$ -	\$ -	0.00%
Special Building Fund	\$ 230,728.18	\$ 234,472.13	\$ 241,644.07	\$ 7,171.94	3.06%
Food Nutritional Fund	\$ 61,988.72	\$ 74,857.77	\$ 57,299.40	\$ (17,558.37)	-23.46%
Activities Fund	\$ <u>333,986.23</u>	\$ <u>356,461.09</u>	\$ <u>353,515.21</u>	\$ <u>(2,945.88)</u>	<u>-0.83%</u>
<b>Totals</b>	\$ 4,378,845.64	\$ 4,783,147.58	\$ 5,414,718.95	\$ 631,571.37	13.20%
<b>Total Reserve</b>	\$ 3,752,142.51	\$ 4,117,356.59	\$ 4,762,260.27	\$ 644,903.68	15.66%





# Clearing Codes

Dec-24

Ck#	Date	Code	Amount	Vendor
7513	4-Dec	01 2710 626 001	\$ 97.12	Overton 1 Stop
		01 2710 626 002	\$ 97.12	
7514	10-Dec	01 1100 610 001 0059	\$ 138.62	Dana Stelling
7515	10-Dec	01 1100 610 001 0047	\$ 20.98	Shalee McCarter
7516	13-Dec	01 1100 610 001 0050	\$ 5.87	Dana Dea
7517	13-Dec	01 2580 382 001	\$ 146.44	DAS State Acct
		01 2580 382 002	\$ 146.43	
7518	16-Dec	01 2710 626 001	\$ 214.06	Overton 1 Stop
		01 2710 626 002	\$ 214.06	
7519	17-Dec	01 1100 610 001 0050	\$ 111.55	Dana Dea
7520	17-Dec	01 1190 610 002	\$ 65.24	Mackenzie Brand
7521	17-Dec	01 2710 626 001	\$ -	US Bank
		01 2710 626 002	\$ -	
		01 2310 610 001	\$ -	
		01 2310 610 002	\$ -	
		01 1100 610 001	\$ -	
		01 1100 610 002	\$ - \$ -	
7522	18-Dec	01 2710 626 001	\$ 94.19	US Bank
		01 2710 626 002	\$ 94.19	
		01 2310 610 001	\$ 16.89	
		01 2310 610 002	\$ 16.88	
		01 1100 610 001	\$ 135.04	
		01 1100 610 002	\$ 135.04 \$ 492.23	
7523	31-Dec	01 2710 610 001	\$ 118.04	Walmart-Capitol One
		01 2710 610 002	\$ 118.04	
7524	31-Dec	01 2710 626 001	\$ 163.35	Overton 1 Stop
		01 2710 626 002	\$ 163.35	
			\$ 2,312.50	

\$ 4,625.00

**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.	\$ 31,183.92	\$ 19,763.92	\$ (11,420.00)	\$ 353,515.21
Jan.	\$ -	\$ -	\$ -	\$ -
Feb.	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -
July	\$ -	\$ -	\$ -	\$ -
Aug-23	\$ -	\$ -	\$ -	\$ -
Fiscal Year	\$ 115,199.31	\$ 103,515.37	\$ (11,683.94)	
School Year	\$ 139,364.39	\$ 226,857.54	\$ 87,493.15	

Checking Account ID:

Automatic Payment

Check Number	Check Date	Void	Entity ID	Entity Name	Amount
20	12/18/2024		TASC	TASC	3,995.00
Check Type Total:		Automatic Payment	Void Total:	0.00	Total without Voids: 3,995.00

Checking Account ID:

Check

Check Number	Check Date	Void	Entity ID	Entity Name	Amount
18769	12/02/2024		HBDESI846	Heather Brennan	886.50
18770	12/03/2024		JOHNSONF	JOHNSON FITNESS & WELLNESS	489.15
18771	12/03/2024		HARVMAR	MARCUS HARVEY	312.88
18772	12/03/2024		AARONKLIN	AARON KLINGELHOEFER ATC	95.00
18773	12/03/2024		DALEBE2682	DALE BEAN	320.00
18774	12/03/2024		ERICWEI	ERIC WEISDORFER	320.00
18775	12/03/2024	X	RONSMITH	RON SMITH	320.00
18776	12/03/2024		CROWCHA	CHAYTON CROW	320.00
18777	12/03/2024		KALENPFEI	KALEN PFEIFFER	500.00
18778	12/03/2024		AARONLONG	AARON LONG	365.00
18779	12/03/2024		JERRYJ	JERRY JOHNSON	225.00
18780	12/03/2024		SARGEN	SARGENT HIGH SCHOOL	125.00
18781	12/03/2024		SOUTHWEST	SOUTHWEST PUBLIC SCHOOL	60.00
18782	12/03/2024		KEARNEYHS	KEARNEY HIGH SCHOOL	60.00
18783	12/03/2024	X	EUSTISF	EUSTIS FARNAM HIGH SCHOOL	125.00
18784	12/03/2024		MCCASHA	SHALEE MCCARTER	52.07
18785	12/03/2024		KRISTIS	KRISTI SHAFER	190.00
18786	12/04/2024		HILINEB	HI-LINE BULLS	125.00
18787	12/09/2024		DALEBE2682	DALE BEAN	280.00
18788	12/09/2024		WIETBRY	BRYAN WIETJES	280.00
18789	12/09/2024		KEITHKOUN	KEITH KOUNPAL	150.00
18790	12/09/2024		MARSHALLE	MARSHALL EVERITT	150.00
18791	12/09/2024		PATRICKO	PATRICK O'NEILL	150.00
18792	12/09/2024	X	AARONLONG	AARON LONG	140.00
18793	12/09/2024		STAPLETON	STAPLETON PUBLIC SCHOOL	105.00
18794	12/09/2024		SHAMROCK	SHAMROCK NURSERY	965.00
18795	12/09/2024		COPYCAT	COPYCAT PRINTING	201.97
18796	12/09/2024		LITTLEC	LITTLE CAESAR'S	101.06
18797	12/09/2024		LASSALI	ALICIA LASSEN	769.89
18798	12/09/2024		PLUMCR	PLUM CREEK MARKET	98.70
18799	12/09/2024		JENNIFERP	JENNIFER PETZET	19.24
18800	12/09/2024		CAMBRI2487	CAMBRIDGE PUBLIC SCHOOL	78.25
18801	12/09/2024		BERTRAND	BERTRAND COMMUNITY SCHOOL	87.00
18802	12/10/2024		RONSMITH	RON SMITH	160.00
18803	12/10/2024		SCHMZAC	ZACH SCHMIDT	140.00
18804	12/10/2024		FLOSPORS	FLOSPORTS	100.00
18805	12/10/2024		SEM	SUMNER EDDYVILLE MILLER SCHOOLS	91.00
18806	12/10/2024		24HOURTE	24 HOUR TEES	713.00
18807	12/11/2024		MCCASHA	SHALEE MCCARTER	42.91
18808	12/11/2024		CHESTER	CHESTERMAN CO.	226.00
18809	12/12/2024		CAMBRI2487	CAMBRIDGE PUBLIC SCHOOL	225.00
18810	12/12/2024		CHESTER	CHESTERMAN CO.	88.00
18811	12/12/2024		AMAZON	AMAZON CAPITAL SERVICES	38.79
18812	12/12/2024		LITTLEC	LITTLE CAESAR'S	59.90
18813	12/13/2024		BSNSPORTS	BSN SPORTS LLC	2,857.72
18814	12/16/2024		SEM	SUMNER EDDYVILLE MILLER SCHOOLS	100.00
18815	12/16/2024		CHADGILLE	CHAD GILLESPIE	150.00
18816	12/16/2024		COLBYEMAL	COLBY EMAL	150.00
18817	12/16/2024		TARYNB	TARYN BURRELL	150.00
18818	12/16/2024		SCHMZAC	ZACH SCHMIDT	140.00
18819	12/16/2024	X	SHAFER1	Jared Shafer	70.00
18820	12/16/2024	X	HAYDEN3025	HAYDEN CAHOY	70.00
18821	12/16/2024		NATFFA	NATIONAL FFA ORGANIZATION	180.00
18822	12/18/2024		PLEASANT	PLEASANTON PUBLIC SCHOOL	150.00
18823	12/18/2024		PEYTONE	PEYTON EBY	34.14
18824	12/18/2024		DEBJEHORE	DEB JEHOEK	190.00
18825	12/18/2024		CYDNEYKIM	CYDNEY WEISS	190.00
18826	12/18/2024		USBANK	US BANK	10,099.76
18827	12/18/2024		AWARDS	AWARDS UNLIMITED, INC.	2,031.17
18828	12/19/2024		GARDEN	GARDEN COUNTY HIGH SCHOOL	160.00
18829	12/20/2024		SHAMROCK	SHAMROCK NURSERY	164.25
18830	12/20/2024		SAYLER	Sayler Screenprinting	375.57
18831	12/30/2024		FLEIBRA	BRADEN FLEISCHMAN	300.00

Grand Total: Void Total: ## Total without Voids: 31,183.92

Fund: 05 ACTIVITY FUND

Chart of Account Nur	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance
	ATHLETICS FUND BALANCE	134,770.22	16,865.56	4,671.98	122,576.64
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	8,664.79	753.89	0.00	7,910.90
05 704 3010	YEARBOOK	1,616.93	0.00	0.00	1,616.93
05 704 3011	BBB CLUB	3,812.66	2,907.21	104.16	1,009.61
05 704 3020	CHEERLEADING	(3,134.40)	569.95	2,023.25	(1,681.10)
05 704 3025	DANCE TEAM	2,370.48	1,113.01	1,277.20	2,534.67
05 704 3030	CONCESSIONS	(3,339.91)	(714.25)	346.75	(2,279.91)
05 704 3041	FB CLUB	1,764.66	201.97	0.00	1,562.69
05 704 3042	PEE WEE FOOTBALL CLUB	305.52	0.00	0.00	305.52
05 704 3043	PEE WEE WR CLUB	1,475.72	375.57	180.00	1,280.15
05 704 3048	FFA CLUB	515.10	278.70	1,011.00	1,247.40
05 704 3049	FBLA	550.46	0.00	0.00	550.46
05 704 3050	FCCLA	4,871.15	676.38	3,470.00	7,664.77
05 704 3051	GBB CLUB	1,830.93	1,224.31	0.00	606.62
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	2,221.34	0.00	0.00	2,221.34
05 704 3110	STAFF LOUNGE	4,986.44	0.00	116.80	5,103.24
05 704 3120	STUDENT COUNCIL	1,129.16	135.74	0.00	993.42
05 704 3121	VB CLUB	5,238.67	250.72	0.00	4,987.95
05 704 3122	WR CLUB	996.13	82.00	690.00	1,604.13
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	1,168.04	811.00	1,947.27
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	73,225.71	4,314.24	5,014.78	73,926.25
05 704 4015	EHA	4,023.68	980.88	47.00	3,089.80
05 704 4020	SITE	2,403.33	0.00	0.00	2,403.33
05 704 4025	SUMMER READING PROGRAM	565.52	0.00	0.00	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	5,729.49	0.00	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:	364,935.21	31,183.92	19,763.92	353,515.21

## Hot Lunch Financial Report

Balance :

12/1/2024 \$ 61,889.03

### Reiepts:

Meal Sales		\$	5,011.20
Summer Food Program		\$	-
Fed. Reimbursement	Nov	\$	7,308.50
State Reimbursement	Nov	\$	-
Loans to Program		\$	-
Other Local Misc		\$	944.69
Transfer from General		\$	-

Total receipts \$ 13,264.39

Balance & Receipts \$ 75,153.42

### Disbursements

Food		\$	8,434.30
Salaries	Dec	\$	6,103.79
Benefits	Dec	\$	2,757.63
Other Expenses		\$	97.67
Pre K, Ala Carte, Juice, Catering		\$	460.63
Loan Repayment			

Total Disbursements: \$ 17,854.02

Balance

12/31/2024 \$ 57,299.40

**Checking Account ID: 6**

<u>Check Number</u>	<u>Check Date</u>	<u>! Void</u>	<u>Check Ty</u>	<u>Check Entity ID</u>	<u>Entity Name</u>	<u>Amount</u>	
5261	12/03/2024			USFOOD	US FOODS	2,269.12	
5262	12/03/2024			BIMBO	BIMBO BAKERY	207.00	
5263	12/03/2024			CASHWA	CASH-WA DISTRIBUTING	4,834.27	
5264	12/03/2024			PLUMCR	PLUM CREEK MARKET	65.94	
5265	12/09/2024			HILAND	HILAND DAIRY	1,478.60	
5266	12/11/2024			CHESTER	CHESTERMAN CO.	40.00	
Grand Total:					Void Total:	## Total	8,894.93

	9/1/2009A	B	C	D	E	F	G	H	I
779									
780	<b>Food Program 2024-2025</b>								
781	<b>Date</b>	<b>Lunch Meals</b>	<b>Breakfast Meals</b>	<b>Summer Food</b>	<b>Disbursements</b>	<b>Receipts</b>	<b>Profit/Loss</b>	<b>Days Served</b>	<b>Balance</b>
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.	2358	553	0	\$ 17,854.02	\$ 13,264.39	\$ (4,589.63)	15	\$ 587,299.40
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		\$ 88,136.75	\$ 66,507.42	\$ (10,962.53)	0	\$ -
796	School Year				\$ 106,107.58	\$ 95,145.05	\$ (10,962.53)	0	\$ -
797	Totals	14409	3285	0				86.00	
798	All Meals	17694							
799									



	<b>2024-2025</b>						
	<u>Free Lunch</u>	<u>Reduced Lunch</u>	<u>Full Pay Lunch</u>	<u>Free Breakfast</u>	<u>Reduced Breakfast</u>	<u>Full Pay Breakfast</u>	<u>Totals</u>
July	0	0	0	0	0	0	0
June	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0
April	0	0	0	0	0	0	0
March	0	0	0	0	0	0	0
February	0	0	0	0	0	0	0
January	0	0	0	0	0	0	0
December	699	446	1213	250	170	133	2911
November	748	494	1351	235	193	117	3138
October	1004	714	1852	323	265	141	4299
September	851	591	1477	278	236	233	3666
August	989	571	1409	293	199	219	<u>3680</u>
Totals	4291	2816	7302	1379	1063	843	17694

	<b>2023-2024</b>					<b>Summer</b>	
	<u>Free Lunch</u>	<u>Reduced Lunch</u>	<u>Full Pay Lunch</u>	<u>Free Breakfast</u>	<u>Reduced Breakfast</u>	<u>Full Pay Breakfast</u>	<u>Totals</u>
July		1088	0	1050	0	0	2138
June	1290	0	0	1490	0	0	2780
May	836	242	912	255	82	111	2438
April	1446	492	1725	570	213	420	4866
March	1265	421	1560	518	185	390	4339
February	1308	420	1610	514	196	374	4422
January	1378	420	1596	517	184	352	4447
December	1185	347	1450	465	156	290	3893
November	1224	50	1455	486	218	401	3834
October	1657	478	1903	731	268	472	5509
September	1451	533	1881	790	249	569	5473
August	<u>1251</u>	<u>384</u>	<u>1440</u>	<u>470</u>	<u>153</u>	<u>264</u>	<u>3962</u>
Totals	6768	1792	8129	2942	1044	1996	22671

## Overton Public School District

### Administrative Assistant

#### Job Descriptions and Responsibilities

**Purpose:** Purpose of this document is to provide information and guidance on the administrative assistant position and responsibilities. As with any job description, the list is not complete and additional duties and responsibilities will be added as needed.

Office Assistant position is to work alongside the Administrative Assistant. The job will include duties once performed by the principal secretary but will also include the following. A more detailed list of the responsibilities is part of this document.

#### Software Knowledge:

1. Software Unlimited.
2. Contacting SUI helpdesk for support questions on software or accounting practices
3. Microsoft spreadsheet (excel) development and use
4. Microsoft word development and use
5. Microsoft publisher development and use
6. Familiar using website locations and upload and download procedures including Nebraska Department of Education, SUI, Security First Bank and other websites as needed
7. Powerschool  
Attendance  
Enroll new students  
Update student demographics  
Create student discipline attendance letters

#### Payroll:

1. Entering timesheet hours into SUI
2. Coding employee information (ESSA Coding Structure) into SUI
3. Updating employee salaries and benefits
4. Running payroll through SUI and producing required reports
5. Creating payroll ACH direct deposit file

#### Benefits:

1. Maintaining employee sick, vacation and personal days and entering information into SUI
2. Maintaining and balancing employee BCBS Health and Dental information with EHA BCBS premium billing
3. LTD: entering data into SUI and sending checks

4. AFLAC: billing and entering data into SUI and sending check
5. HSA: entering data into SUI and sending check to proper bank
6. NPERS: ensuring employees who are eligible for retirement and coded correctly
7. NPERS: maintain up to date records of employee
8. 403B: updating and entering employee data into SUI
9. Creating NPERS file - superintendent will upload file
10. Other Premiums: working with other benefits as needed

Taxes:

1. Uploading tax information into SUI
2. Producing annual employee and district W-2 and W-4 tax information and reports
3. Creating quarterly State, Federal and Unemployment files
4. Produce 1099 and tracking of 1099 vendors

General Fund:

1. Reconcile and balance bank statements
2. Create checks from clearing account with proper documentation
3. Record and code all revenue
4. Balance Clearing Account with bank statements and create report for superintendent
5. Create reports as needed

School Nutrition:

1. Reconcile and balance bank statements
2. Create checks from School Nutrition SUI with proper authorization and documentation
3. Record all revenue
4. Separate food program expenditures from ale cart expenditures
5. Create Reports as needed
6. Deposit checks
7. Monitor student accounts
8. Contact Parents when balance is negative
9. Monthly reports to Supt. office
10. Direct Certification updates
11. Free and Reduced forms
12. Help with the school year and summer applications

Billing and Accounts Payable:

1. Enter invoices and billing information into SUI
2. Work with superintendent on coding bills and create reports as needed
3. Create checks
4. Mail checks

#### Auditors:

1. Create reports and financial information as requested by the school auditors
2. Help create the AFR file to be upload by the superintendent

#### School Board Meetings:

1. Create reports as requested for the monthly school board meetings
2. Post notice and agenda at approved locations throughout the community
3. Publish board minutes in newsletter

#### Requisitions:

1. Work with the superintendent in developing and sending out requisition information
2. Create purchase orders to match invoices
3. Documenting and records requisitions as they arrive
4. Working with vendors to verify orders and invoices
5. Check in supplies

#### School Newsletter:

1. Develop monthly newsletter
2. Use Microsoft Publisher to create the newsletter
3. Encourage staff to send articles, pictures etc... for the newsletter
4. Emailing the newsletter to the superintendent for publishing on school website
5. Email newsletter to email list

#### Safety and Security:

1. Responsible for allowing entry into the south entrance of school
2. Ensure all guests use the safety plan when requesting to move into the facility
3. Provide the form needed to apply for a FOB
4. Provide the superintendent with the completed FOB application form for access to school
5. Work with administrators on

#### General Office:

1. Taking mail to the post office and making deposits at the local bank
2. Provide option enrollment documents and record information
3. Will need to apply, receive and maintain a Notary license
4. Attend BCBS, NPERS and SUI workshops and conferences
5. Complete annual census information

Principal Office:

1. Answer the phone and doors
2. Student Attendance
  - a. morning attendance and tardies
  - b. Check attendance
  - c. Contact Parents
  - d. Maintain doctor notes
  - e. Attendance Letters
  - f. Advanced make-up slips
  - g. Monthly attendance reports
3. Daily Announcements
4. Eagle Weekly
5. Monthly Calendar
6. Event Programs
7. Create safety class lists for reunification (Miss Skallberg)
8. Update school website – schedules, calendars
9. Update Powerschool contacts
10. Update Student Demographics
11. Enroll new students
12. Send or request student records from other schools

Activities Director:

1. Type athletic programs
2. Prepare gate and concessions

Overton Public School

Strategic Plan

Administrative Structure

**Recommendation**

It is the recommendation of the superintendent that the board consider a strategic plan that involves the hiring of a second principal. Given the increasing workload and responsibilities of the administrative staff, the hiring of a second principal would provide the needed personnel to more effectively support and provide leadership to the staff and students of Overton Public School. The goal is to have an administrative staff that is flexible and team orientated in order to change to meet the needs and demands of the students and teachers. Team concept, not the titles of the principals (Prek-4 and 5-12) is the goal. Balancing the responsibilities and tasks to ensure that the classroom engagement and instructional leadership is the top priority.

**Implementation and Timeline**

2025-2026 School Year

**Classroom and Program Responsibilities**

- |  |
|--|
| 1. Discipline: reactive and proactive  |
| 2. Teacher Evaluation: Formal and informal evaluations and walk throughs. Work with teachers to improve teaching and student learning.       |
| 3. Student Achievement:  |
| a. Data: Review and analyze  |
| b. Scores: Improvement   |
| 4. Instructional Leadership: Principal engaging with the teachers and students in the classroom to improve instruction and student learning. |

**Grade Level and Program Structure**

The grade level or classroom responsibilities will be balanced and will evolve as the demands change year to year. In order to balance the responsibilities, supervision of the following is yet to be determined. P.E. (Harvey), Art (Brooks), Music (Neben and Bruntz), Counselor (Skallberg, Middle School Science (Swift), Middle School Social Science (Kathman), Middle School L/A - Media (Lassen), Middle School Math (Remmenga).

**Principal 1**

**Principal 2**

Pre-School	Cordes	L/A	Wyatt
PreK	Brand	Social Studies	Phelps
Grade K	Brugh	Math	Pulliam
Grade 1	Rush	Ag.	Loudon
Grade 2	B. McCarter	FCS	S. McCarter
Grade 3	Fruhling	Business	Matthews
Grade 4	Eilers	Ind. Tech.	Dea
Title 1	Wallace	SPED 7-12	Renderos
SPED Prek-6	Ryan	L/A	Stelling
Teacher	Weiss	Spanish	Luther
		Science	Stecklein

### **Cost Estimate**

Year 1

Salary - \$80,000

Benefits - \$40,000

### **Activities Director (A.D.) and Continuing Improvement Process (CIP)**

The A.D. duties and responsibilities will be shared in year one through year two. At that point in time one principal will assume most of the duties of the position. The other principal will be available to provide assistance as needed.

Administrative team will share supervising school activities and events.

CIP will be the responsibility of one of the principals with assistance from the remaining administrative team and teacher leadership.

### **Principal Tasks and Responsibilities**

Tasks and responsibilities summary are provided in the board packet. Thank you to Mr. Fleischman for creating the summary.

Current Principal / AD Duties	PS-4 Principal	5-12 Principal
PS-12 Student Discipline	PS-4 Discipline	5-12 Discipline
PS-12 Staff Evaluation	PS-4 Staff Evaluation	5-12 Staff Evaluation
Parental Concerns/Complaints	PS-4	5-12
Teacher Hiring	PS-4	5-12
DAC / Adviser Data / CRDC	DAC / Adviser Data / CRDC	
PowerSchool Admin	PowerSchool Admin	
Curriculum Director	Curriculum Director PS-4	Curriculum Director 5-12
Handbook Updates	PS-4 Handbook / Certified Staff Handbook	5-12/EC Handbook
Lunchroom Supervision	PS-4	5-12
Principal Supply Ordering	PS-4 Supplies	5-12 Supplies
In-Service PD	In-Service PD	In-Service PD
CIP	Data Assistance	CIP
Assessment Coordinator	PS-4 Assessment	5-12 Assessments (5-8 & 11)
SPED LEA	PS-4 SPED LEA ????	5-12 SPED LEA ????
504 LEA	504 PS-4 LEA	504 5-12 LEA
MTSS Team	PS-4 MTSS Team	5-12 MTSS Team
Teacher Absences / Sub Assignment	Teacher Absences / Sub Assignments	
Master Calendar	Calendar Creation	
School/Activity Calendar		School/Activity Calendar
Scheduling Outside Group Facility Usage		Scheduling Facility Usage
Class Schedule / Bell Schedule	Assist	Class Schedule / Bell Schedule
Athletic Director	AD Consultant	Athletic Director
Athletic Supervision	Athletic Supervision Assist	Athletic Supervision



Athletic Contracts - Contests & Officials	Athletic Contracts	Transition after a year or two
Coach Supervision / Evaluation		Coach Supervision / Evaluation
Athletic Ordering	Athletic Ordering - Assist	Athletic Ordering
Athletic Contest Set-Up		Athletic Contest Set-Up
Athletic Programs		Athletic Programs
Athletic Discipline		Athletic Discipline
Extra-Curricular Administration/Discipline	Assist	Extra-Curricular Administration/Discipline
Concession / Kitchen Scheduling		Concessions / Kitchen Scheduling
Ticket-Taking Scheduling		Ticket-Taking Scheduling
Student Council Sponsor		Student Council Sponsor
Golf Coach	Golf Coach	
Title IX	Title IX Investigator ???	Title IX Coordinator ???
School Website Updates	Update Staff Pages	Update Athletic Pages

# 2025

## JANUARY

### LEGISLATIVE ISSUES CONFERENCE

January 26-27, 2025 - Lincoln

[Learn More Now](#)

## FEBRUARY

### SCHOOL BOARD MEMBER WEEK IN NEBRASKA

January 26 to February 1, 2025

### PRESIDENT'S RETREAT

February 16-17, 2025 - Kearney

## MARCH

### NAEP STATE CONVENTION

March 19-20, 2025 - Kearney

### OPEN MEETINGS LAW WORKSHOPS

March 25 - Gering

March 26 - Kearney

March 31 - Norfolk

April 1 - Lincoln

## APRIL

### OPEN MEETINGS LAW WORKSHOPS

April 1 - Lincoln

## JUNE

### NASB MEMBER GOLF OUTING

June 11, 2025 - Kearney Country Club

### SCHOOL LEADERS & LAW CONFERENCE

June 11-12, 2025 - Kearney

## JULY

### LEADERSHIP WORKSHOPS

July 28 - Gering

July 29 - Kearney

July 30 - Omaha

### ALICAP SUMMER WORKSHOPS

TBD

## AUGUST & SEPTEMBER

### AREA MEMBERSHIP MEETINGS

August 19 - Valentine

August 20 - Gering

August 21 - Kearney

August 26 - York

August 27 - Norfolk

September 3 - North Platte

September 9 - Omaha

September 10 - Nebraska City

September 24 - Fremont

## OCTOBER

### LABOR RELATIONS CONFERENCE

October 1-2, 2025 - Lincoln

## NOVEMBER

### 2025 STATE EDUCATION CONFERENCE

November 19-21, 2025 - Omaha

## DECEMBER

### NEW BOARD MEMBER WORKSHOP

December 3, 2025 - Kearney