

OVERTON EAGLES

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



Mark A. Aten, *Superintendent*
Brian Fleischman, *PreK-4 Principal*
Bill Johnson, *5-12 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 7:10 o'clock p.m. on Monday, July 13, 2026, 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 regard to Parental Involvement.

Jared Walahoski
Secretary of the Board

Board of Education
Heather Brennan Clayton Jeffries Logan Kizer Gordon Lassen Joel Meier Jarad Walahoski

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SPECIAL BOARD MEETING: July 13, 2026
BOARD OF EDUCATION
OVERON PUBLIC SCHOOL 24-0004
OVERTON, NEBRASKA

BOARD OF EDUCATION AGENDA:

- 7:10 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 **July 13, 2026**, Student Fees Public Hearing of the Overton Public School Board of Education is called to order and is now in session. The purpose of this meeting is to provide a public hearing before the Board of Education in regard to Student Fees Board Policy 5045. Roll call.

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

Excuse the absence of board member _____

	Yes	No
Brennan	_____	_____
Jeffries	_____	_____
Kizer	_____	_____
Lassen	_____	_____
Meier	_____	_____
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 **July 7, 2026**, edition of The Lexington Clipper-Herald and 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 in before you begin. The total time allotted for public comments 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 act on the comments presented by the speakers but will direct the comments to appropriate staff members. If 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 comments 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 by _____ and seconded by _____ to adjourn the meeting at _____ p.m.

	Yes	No	ABSENT
Brennan	_____	_____	
Jeffries	_____	_____	
Kizer	_____	_____	
Lassen	_____	_____	
Meier	_____	_____	
Walahoski	_____	_____	

Vote _____

5018

Parent Involvement in Education Practices

For purposes of this policy, “parent” includes a parent, guardian, or educational decisionmaker (a person designated or ordered by a court to make educational decisions on behalf of a student).

The school district recognizes the importance of parental involvement in the education of their children. To the extent practicable, the school district will make a reasonable effort to make any learning materials, including original materials, available for inspection by a parent upon request.

The school district will take the following steps to ensure that the rights of parents to participate in the education of their children are preserved.

1. Parents will be provided access to textbooks, tests, activities information; digital materials; websites or applications used for learning; training materials for teachers, administrators, and staff; procedures for the review and approval of training materials, learning materials, and activities; and other curriculum materials (“curricular materials”) as follows:
 - a. A parental request to review specific curricular materials (written, visual, or audio) should be made to the principal of the building where the curricular materials are used.
 - b. The building principal will assess the request and determine the allowable volume and time frame of the review to prevent disruption to the efficient operations of the district.
 - c. The purpose of this provision is to allow reasonable access to the extent practicable. Individuals who make requests (a) for the purpose of adding staff burden; (b) at an unreasonable frequency or volume; or (c) for purposes inconsistent with the efficient operations of the district may be denied access to materials.
 - d. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.

2. Parents will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents 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 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 may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents may request that their children be excused from testing (except as provided below), classroom instruction, learning materials, activities, guest speaker events, and other school experiences ("school events") that parents find objectionable.
 - a. Parents must submit this request in writing to the building principal for consideration.
 - b. Building principals may excuse a student from any school events at the parent's written request if, in the principal's professional judgment, excusal from the activity would not result in diminution of the student's educational experience.
 - c. When the building principal determines it appropriate, alternative experiences may be provided for the student by the school.
4. Parents 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 will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.

6. Parents 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 of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.

- b. State Assessments

State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot “approve” the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.

- c. National Assessment of Educational Progress

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

The District shall provide parents of eligible students with reasonable notice prior to the exam being administered. Parents 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 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 may restrict their child from participating in any survey.
 - c. If the school administers (1) a survey requesting that students provide sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation, or any other information that the school board deems to be sensitive in nature or (2) a non-anonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use, the school district shall, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers of students that are to receive such survey. The notice will be made through the school's electronic notification system or by physical mail to the address on file for the student. The notice will describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed.
 - d. Parents have the right to: (1) request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, (2) review the survey in person at the school, and (3) exempt their child from participating in the survey.
 - e. Unless required by federal or state law or regulation, school personnel administering any survey shall not disclose personally identifiable information of a child.
 - f. No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.
 - g. The district will also comply with any survey requirements found in the district's policy on Protection of Pupil Rights.
8. The district will make this policy accessible by a prominently displayed link on its public website. Any amended policy will be made accessible within a reasonable time of its amendment.

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

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Secretary of the Board

Board of Education

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BOARD OF EDUCATION
OVERON PUBIC SCHOOL 24-0004
OVERTON, NEBRASKA

BOARD OF EDUCATION AGENDA:

- 7:20 p.m.
- A. Call to meeting to order and take roll, Board President
 - B. Compliance Statement
 - C. Matters Pending Before the Board
 - 1. Provide a public hearing before the Board of Education in regards to Board Policy 5045 Student Fees
 - 2. Adjourn

Overton Public Schools
Overton Board of Education

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

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

The July 13, 2026, Student Fees Public Hearing of the Overton Public School Board of Education is called to order and is now in session. The purpose of this meeting is to provide a public hearing before the Board of Education in regard to Student Fees Board Policy 5045. Roll call.

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

Excuse the absence of board member _____

	Yes	No
Brennan	_____	_____
Jeffries	_____	_____
Kizer	_____	_____
Lassen	_____	_____
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A motion by _____ and seconded by _____ to adjourn the meeting at _____ p.m.

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Jeffries	_____	_____	
Kizer	_____	_____	
Lassen	_____	_____	
Meier	_____	_____	
Walahoski	_____	_____	

Vote _____

5045 Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

A. Definitions.

- 1.** "Students" means students, their parents, guardians or other legal representatives.
- 2.** "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
- 3.** "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$0.00.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The

maximum dollar amount of this insurance coverage facilitated by the district will be \$0.00. The district may also charge a damage deposit which will be returned or may be rolled to cover the damage deposit for the next year if it is not needed to cover the costs of any damage to the device. The maximum dollar amount of this damage deposit will be \$0.00.

Additionally, the district may allow students to purchase technological devices by arranging for the students to purchase these devices through a single, or series of, payments.

6. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student Activity Card: \$50.00
 - Covers admission to all extracurricular events
- Student Participation Fee: \$0
 - Required of all students who participate in athletics and/or other extracurricular activities
- Future Business Leaders of America: \$0
- DECA: \$0
- National Honor Society: \$0
- Cheerleading, Drill Team, Flag Corps: \$0
 - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: \$0
- Football: \$ 0
 - Students must provide their own football shoes, undergarments, and mouthguards
- Golf: \$0

- Students must provide their own golf shoes, undergarments, and clubs
- Softball and Baseball: \$0
 - Students must provide their own shoes, gloves, and undergarments
- Track, Volleyball, and Wrestling: \$0
 - Students must provide their own shoes and undergarments
- Future Farmers of America: \$0
 - Students must purchase their own jackets and pay dues
- Rifle and Trap Teams: \$0
 - Students must provide their own weapons and ammunition
- Science Club: \$0
- FCCLA: \$0
- Spanish Club: \$0

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who choose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. The costs of these items will naturally vary, but the maximum dollar amount of the fee is anticipated to be \$0 per course.

8. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be \$0.

9. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record

fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$.05 per page for reproduction of student records.

10. Participation in Before-and-After-School or Pre-Kindergarten Services.

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$1100.

11. Participation in Summer School or Night School.

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$0.

12. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-8
 - Regular Price \$2.75
 - Reduced Price \$.40
- Breakfast Program – Grades 9-12
 - Regular Price \$2.75

- Reduced Price \$.40
- Lunch Program – Grades K-8
 - Regular Price \$4.00
 - Reduced Price \$.40
- Lunch Program – Grades 9-12
 - Regular Price \$4.25
 - Reduced Price \$.40

13. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. The following list details the maximum dollar amount of all musical extracurricular activities fees and the equipment or attire required for participation in musical extracurricular activities:

- Band: \$0
 - Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers
- Swing Choir: \$0
 - Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$0

14. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$0.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers

provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Adopted on: _____

Revised on: _____

Reviewed on: _____

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BOARD OF EDUCATION
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Jared Walahoski
Secretary of the Board

Board of Education
Heather Brennan Clayton Jeffries Logan Kizer Gordon Lassen Joel Meier Jared Walahoski

Overton Public School District 24-0004
Overton Board of Education
Board Meeting: July 13, 2026
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.*

Thank you for attending the regular meeting of the board. (School Board meetings in Nebraska are meetings held in public, not public meetings). The public comment agenda item is the only opportunity for the public to address the board.

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 and 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 facility rental rates, substitute teacher pay, tuition, activity admission, mileage rate for the 2026-2027 school year, and food program meal prices. |
| 8:10 | 2. | Consider approving local substitute teachers. |
| 8:15 | 3. | Consider approving the increase the district's overall Property Tax Authority up to an additional 7% or other maximum amount as permitted by law. |
| 8:20 | 4. | Consider authorizing the superintendent or his/her designee to dispose of all obsolete equipment, furniture, books, curriculum and materials in the most favourable manner to the district in accordance with all laws, rules, and regulations pertaining to such disposition for the 2026-2027 school year. |
| 8:25 | 5. | Consider approving the 2026-2027 handbooks. |
| 8:30 | 6. | Discuss, consider, and take action to approve board policies: 2008 Board Meeting, 3003 Biddings for Construction, Remodeling, Repair, or Site Improvement, 3003.1 Bidding for Construction, Remodeling Repair or Related Projects Financed with Federal Funds, 3004.1 Fiscal Management for Purchasing and Procurement Using Federal Funds, 3048 Communicable Diseases, 3061 ACH Originator Policy, 4017 Relations with Employee Collective Bargaining Associations, 4019 Workplace Injury Prevention and Safety Committee, 4056 Resignation of Certificated Staff, 4065 Staf Use of AI Tools, 5001 Compulsory Attendance and Excessive Absenteeism, 5003 Admission of Part-Time Students, 5035 Student Discipline, 5048 Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis), 6009 Grade Placement and Academic Credits or Transfer Students, 6038 Student Use of AI Tools, 6046 Right to Access Library Materials. |
| | I. | Board Reports and Discussion |
| 8:35 | | 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

- | | | |
|------|----|---------------------------|
| 8:45 | 1. | PreS-4 Principal's Report |
| 8:50 | 2. | 4-12 Principal's Report |
| 9:05 | 3. | Superintendent's Report. |

Next regularly scheduled meeting is August 10, 2026

Comments:

E.

1. Recommended Prices: Recommended by Food Program Supervisor and Superintendent
 - A. Lunch & Breakfast:
 - a. Elementary Prek-4 Lunch – currently \$3.95 proposed \$4.00
 - b. Secondary 5-12 Lunch – currently \$4.45 proposed \$4.50
 - c. Adult Lunch – currently \$4.95 proposed \$5.00
 - d. Elementary Prek-4 Breakfast – currently \$2.95 proposed \$3.00
 - e. Secondary 5-12 breakfast - currently \$2.95 proposed \$3.00
 - f. Adult Breakfast – currently \$3.45 proposed \$3.50
 - f. Milk – currently \$0.75 proposed \$0.75
 - B. Activities:
 - a. adult –\$6.00 – FKC schools
 - b. children – \$6.00 – FKC schools
 - c. season pass – currently \$50.00 proposed \$50.00
 - d. student pass – currently \$50.00 proposed \$50.00
 - e. activity deposit – eliminate
 - D. Substitute Teacher Pay: currently per day is \$150.00 no change and after 20 substitute days move is \$190.00 no change.
 - E. Mileage Rate: State Rate.
2. The state requires the board to approve local substitute teachers.
3. Recommend the board approve the 7% to the Property Tax Authority while it is still available.
4. Superintendent recommends the board approve the superintendent to dispose of obsolete equipment for the 2026-2027 school year.
5. Administration recommends the board approve the 2026-2027 handbooks.
6. The board has reviewed and now will need to approve the KSB updated board policies.

DISCUSSION:

F.

1. **Board Reports and Discussion:**
 - a. Meetings Attended:
 - a. Upcoming Meetings: Schedule Provided
 - b. Transportation:
 - c. Interlocal:
 - d. Curriculum:
 - e. Negotiations:
 - f. Committee on American Civics:
2. **Discussion Topics:**
 - a. 2026-2027 CHS Propane Contract
 - b. Certificate of Accreditation
 - c.
 - d.
- 3 **Board Policy Review:**
 - a. 3029 Distribution of Flyers Advertising Non-school Organizations
 - b. 3030 Automatic External Defibrillator Program
 - c. 3031 Students Electing to Attend School in Adjoining State
 - d. 3032 Fees for School District Records
 - e. 3033 Lending Textbooks to Children Enrolled in Private Schools
 - f. 3035 Chain of Command
 - g. 3036 Purchasing (Credit) Card Program
 - h. 3037 Petty Cash Policy
 - i. 3039 Threat Assessment and Response
 - j. 3040 School Safety and Security
 - k. 3041Crisis Team Duties

Administrative Reports:

G.

Prek-4 Principal's Report

1. Student and Staff Success
2. 2026-2027 Handbook Updates
3. Calendar Update

5-12 Principal's Report

1. Student and Staff Success
2. 2026-2027 Handbook Updates

Superintendent's Report

1. Option Enrollment- see attached
 - Out –
 - a.
 - b.
 - c.
 - In -
 - a.
 - b.
 - c.
 - Change of status –
 - a. None
2. Projects Update
3. Budget Review
4. Financial Review
5. Certificate of Accreditation
6. Other

Overton Public Schools
Overton Board of Education

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

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

The **July 13, 2026**, the 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	_____	_____
Kizer	_____	_____
Lassen	_____	_____
Meier	_____	_____
Walajoski	_____	_____

Excuse the absence of board member _____

	Yes	No
Brennan	_____	_____
Jeffries	_____	_____
Kizer	_____	_____
Lassen	_____	_____
Meier	_____	_____
Walajoski	_____	_____

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 **July 7, 2026**, edition of The Lexington Clipper-Herald and 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 in before you begin. The total time allotted for public comments 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 act on the comments presented by the speakers but will direct the comments to appropriate staff members. If 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 comments printed on the speaker cards received.

Guests Present: See Attached Document A.

The following reports presented to the Board:

1. _____ - Topic - _____
2. _____ - Topic - _____
3. _____ - Topic - _____

The following communications were read or presented to the Board:

1. _____ - Topic - _____
2. _____ - Topic - _____
3. _____ - Topic - _____

A Motion made by _____ and seconded by _____

to approve the agenda of the July 13, 2026, meeting as presented.

Discussion:

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

Vote _____

A Motion made by _____ and seconded by _____

to approve the minutes of June 8, 2026, as presented.

Discussion:

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

Vote _____

A motion by _____ and seconded by _____

to approve the July bill roster in the amount of \$119,333.05 and July payroll salary and benefits in the amount of \$310,566.97.

Discussion:

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

Vote _____

Minutes of the Overton Public School Board of Education
Regular Meeting
June 8, 2026, at 7:30 p.m.
LMC, Overton Public School
401 7th Street
Overton, NE 68863

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 at 7:30 p.m. Members Present:

Brennan
Jeffries
Kizer
Lassen
Meier
Walahoski

Notification: The June 8, 2026, meeting of the Overton Public School Board of Education was posted at the Overton Public School, on the Overton Public School website, The Lexington Clipper Herald, Overton Post Office, and the Security First Bank.

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

Administration Present: Mark Aten superintendent, Brian Fleischman PreS-4 principal, and Bill Johnson 5-12 principal.

Guests Present: J.D. Ourada.

Public Comments: No Public Comments.

Reports: No Reports.

Communications: None.

Other:

- a. None.

Action Items:

1. **Agenda:** Moved by Lassen, seconded by Jeffries to approve the agenda of the June 8, 2026, 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, Kizer, Lassen, Meier, and Walahoski. Voting No: (0).
2. **Minutes:** Moved by Brennan, seconded by Meier to approve the minutes of the May 11, 2026, as presented. Discussion: Discussion was limited as there were no corrections made to the minutes. Motion carried 6-0. Voting Yes (6): Brennan, Jeffries, Kizer, Lassen, Meier, and Walahoski. Voting No: (0).

3. **Claims:** Moved by Lassen, seconded by Jeffries to pay the June General Fund bill roster in the amount \$101,455.76 and the June payroll salary and benefits in the amount of \$343,890.27. Discussion: Superintendent provided additional information and answered questions on the bill roster. Motion carried 6-0. Voting Yes (6): Brennan, Jeffries, Kizer, Lassen, Meier, and Walahoski. Voting No: (0).
4. Moved by Meier, seconded by Brennan to approve the 2027 graduation ceremony plan, date, and time. Discussion: No discussion as this is the corresponding date and time. Motion carried 6-0. Voting Yes (6): Brennan, Jeffries, Kizer, Lassen, Meier, and Walahoski. Voting No: (0).
5. Moved by Jeffries, seconded by Kizer to approve the bid with Hiland Dairy Foods for the 2026-2027 school year. Discussion: Hiland Dairy Foods was recommended by the Food Program Director. Motion carried 6-0. Voting Yes (6): Brennan, Jeffries, Kizer, Lassen, Meier, and Walahoski. Voting No: (0).
6. Moved by Brennan, seconded by Walahoski to approve all the Board Policies 2000 Series. Discussion: The 2000 series were reviewed during the December 8, 2025, and the January 12, 2026, board meetings. Motion carried 6-0. Voting Yes (6): Brennan, Jeffries, Kizer, Lassen, Meier, and Walahoski. Voting No: (0).
7. Moved by Brennan, seconded by Kizer to approve the NASB and NRCSA annual fees for the 2026-2027 school year. Discussion: The approval is required by Nebraska Law. Motion carried 6-0. Voting Yes (6): Brennan, Jeffries, Kizer, Lassen, Meier, and Walahoski. Voting No: (0).
8. Moved by Brennan, seconded by Walahoski to adjourn the meeting at 9:10 p.m. Discussion: Very little discussion as the board determined it was time to adjourn. Motion carried 6-0. Voting Yes (6): Brennan, Jeffries, Kizer, Lassen, Meier, and Walahoski. Voting No: (0).

Board Reports and Discussion Topics:

1. Board Reports:

- a. Transportation: No Report
- b. Curriculum: No Report
- c. Facilities: No Report
- d. Negotiations: No Report
- e. Interlocal Committee: No Report
- f. Committee on American Civics: No Report

2. Discussion Topics:

- a. July Board Meeting Date and Time: Monday, July 13, 2026, beginning at 7:30 p.m. in the LMC.
- b. Student Fees Hearing Date and Time: Monday, July 13, 2026, beginning at 7:20 p.m. in the LMC.
- c. Notice of Notice: Implementation of requirements to allow the board meeting notices to be placed on the school website without being published in the local newspaper.
- d. Olsson facility inspection of the 1924 building report.
- e. Rule 10 Non-compliance and Approved Action Plan Report.
- f. 2026-2027 ESU 10 Network and Technology Services Contract.
- g. ALICAP Insurance Report.

3. Board Policy Review Schedule: KSB School Law Updated Board Policies:

1. 2008 - Meetings
2. 3003 – Bidding for Construction, Remodeling, Repair, or Site Improvement

3. 3003.1 – Bidding for Construction Remodeling Repair or Related Projects Financed with Federal Funds
4. 3004.1 – Fiscal Management for Purchasing and Procurement Using Federal Funds
5. 3048 – Communicable Disease
6. 3057 – Will Keep Current Version
7. 3061 – ACH Originator
8. 4017 – Relations With Employee Collective Bargaining Associations
9. 4019 – Workplace Injury Prevention and Safety Committee
10. 4056 – Resignation of Certificated Staff
11. 4056 – Staf Use of AI Tools
12. 5001 – Compulsory Attendance and Excessive Absenteeism
13. 5003 – Admission of Part-Time Students
14. 5004 – Keep our Current Policy
15. 5035 – Student Discipline
16. 5048 – Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions
17. 6009 – Grade Replacement and Academic Credits or Transfer Students
18. 6038 – Student Use of AI
19. 6046 – Access to School Library Materials

Administrative Reports:

Prek-4 Principal Report:

- a. Rule 10 Report
- b. Recognition of Student/Staff Success
- c. 2026-2027 Extra-Curricular Assignments

Grades 5-12 Principal Report:

- a. Student/Staff Recognition Success
- b. Activities Update
- c. Rule 10 Report

Superintendent's Report:

1. Enrollment Option Report

Option Enrollment:

Out:

- a.
- b.

In:

- c.
- d.

Change of Status:

- a. None

2. Financial Update
3. Budget Review
4. Staffing Update

5. Legislative Update

	Overton Public School District	
	Bill Roster	
	Month:	July
	Status:	Official
7/13/2026	Total:	\$ 119,333.05
Vendor	Total Amount	New Code Description
Airgas	\$ 223.11	Reg. Instruct. Ind. Tech. Supplies
Amazon Business	\$ 456.82	Custodial Supplies
Amazon Business	\$ 485.92	Reg. Instruct. - Elementary Supplies
Amazon Business	\$ 14.99	Reg. Instruct. - Grade K Supplies
Amazon Business	\$ 167.05	Reg. Instruct. - Secondary Science Supplies
Apple Inc	\$ 17,290.00	REAP/Title Account. - Technology (REAP Grant Funds)
ATC Communications	\$ 164.35	Fiscal Services - Phone Service
Black Hills Energy	\$ 228.63	Operations of Buildings - Natural Gas
Blick Art Materials	\$ 4.12	Reg. Instruct. Language Arts Supplies
Blick Art Materials	\$ 28.82	Reg. Instruct. - Industrial Technology Supplies
CenturyLink	\$ 65.32	Operation of Buildings Communications - Long Distance Phone
Column - Lexington Clipper Herald	\$ 149.34	Printing and Publishing Services
Conditioned Air Mechanical	\$ 1,335.68	Building Repairs and Maintenance - Quarterly Service Agreement
Converse Flooring	\$ 29,459.00	Building Improvements Construction Services
Craftmaster Hardware	\$ 121.06	Custodial Supplies
Dan's Sanitation	\$ 320.25	Operation of Buildings Cleaning Services - Trash Removal
DAS State ACCTG - Central Finance	\$ 317.87	Reg. Instruct. Network Services
Dawson Public Power District - Prek	\$ 118.02	Operation of Preschool - Electricity
Dawson Public Power District - School	\$ 3,935.33	Operation of Buildings Electricity
Dawson Public Power District - Trans.	\$ 199.17	Vehicle Servicing and Maintenance - Reg. Ed.- Bus Barn Energy/Propane
Eakes Office Solutions	\$ 201.00	Reg. Instruction - Copier Suplies
Ecolab	\$ 109.55	Operation of Buildings Pest Control
ESU 10	\$ 950.91	Network, Filtering and Software Software Support
ESU 10	\$ 625.00	SPED Mental Health Services
ESU 10	\$ 625.00	SPED Mental Health Services
ESU 10 - SPED Services	\$ 14.76	SPED Speech Path. & Audiology Ages Birth-2
ESU 10 - SPED Services	\$ 5,180.97	SPED Speech Path. & Audiology - Elementary
ESU 10 - SPED Services	\$ 3,432.37	SPED Speech Path. & Audiology - Age 3-4
ESU 10 - SPED Services	\$ 508.75	SPED P.T. Services - Elementary
ESU 10 - SPED Services	\$ 155.47	SPED Supervision - Birth - 2
ESU 10 - SPED Services	\$ 155.47	SPED Supervision - Ages 3-4
ESU 10 - SPED Services	\$ 508.75	SPED P.T. Services - Secondary
ESU 10 - SPED Services	\$ 920.53	SPED O.T. Services - Elementary
ESU 10 - SPED Services	\$ 920.53	SPED O.T. Services - Secondary
ESU 10 - SPED Services	\$ 675.20	SPED Supervision - Elementary
ESU 10 - SPED Services	\$ 230.13	SPED O.T. Services - Ages 3-4
ESU 10 - SPED Services	\$ 230.13	SPED O.T. Services - Birth - 2
ESU 10 - SPED Services	\$ 127.19	SPED P.T. Services - Ages 3-4
ESU 10 - SPED Services	\$ 127.19	SPED P.T. Services - Birth - 2
ESU 10 - SPED Services	\$ 86.03	SPED Supervision - Vocational Secondary
ESU 10 - SPED Services	\$ 1,539.14	SPED Psychological Services - Secondary
ESU 10 - SPED Services	\$ 1,539.14	SPED Psychological Services - Elementary
ESU 10 - SPED Services	\$ 384.78	SPED Psychological Services - Ages 3-4
ESU 10 - SPED Services	\$ 384.78	SPED Psychological Services - Birth - 2
ESU 10 - SPED Services	\$ 489.60	SPED Speech Path. & Audiology - Secondary
ESU 10 - SPED Services	\$ 675.20	SPED Supervision - Secondary
ESU 10 - SPED Services	\$ 420.29	SPED - Vision Secondary
ESU 10 - SPED Services	\$ 993.00	SPED Supervision - Secondary - Student Record Sys. Bill Adj.
Flinn Scientific	\$ 1,125.31	Reg. Instruct. Science Supplies - Supplies
Foster Lumber, LLC	\$ 129.72	Reg. Instruction - Custodial Supplies
Gallopede International	\$ 19.99	Reg. Instruct. - Elementary Supplies - Grade 4
Gopher Performance	\$ 415.78	Reg. Instruct. P.E. Supplies
GraceNotes	\$ 45.00	Reg. Instruct. - Vocal Music Supplies
Great Plains Communication	\$ 101.95	Internet Connection - Family Center
HireRight Solutions	\$ 437.05	Vehicle Servicing and Maintenance - DOT Drug Testing
HMH	\$ 7,654.50	Reg. Instruct. Social Science Digital Textbook Licenses
Integrated Security Solution I.S.S.	\$ 944.00	Safety Repairs & Maintenance - Fire Suppression
Intercom	\$ 1,495.00	Principal Office - Social Media Platform
Kids Discover	\$ 144.00	Regular Instruction - Social Science Supplies
Lakeshore Learning Materials	\$ 84.53	Reg. Instruct. K-4 Supplies
Loup Valley Lighting, Inc	\$ 1,632.15	Operation of Buildings Supplies - Lighting Supplies
Matheson	\$ 260.40	Reg. Instruct. Ind. Tech. Supplies
Mead Lumber Co.	\$ 182.97	Operation of Buildings Supplies
Menards	\$ 905.32	Regular Instruction - Custodial Supplies
Menards	\$ 124.60	Grounds Supplies
Midwest Technology Products	\$ 354.80	Reg. Instruct. Ind. Tech. Supplies
Midwest Technology Products	\$ 425.82	Reg. Instruction - Science Supplies
NCSA	\$ 300.00	Reg. Instruct. - FCS Expenses - Perkins Grant
NCSA	\$ 300.00	Reg. Instruct. - Ag. Conference Registration
NCSA	\$ 300.00	Reg. Instruct. - Voc. Business - NCE Conference - Perkins
NRCSA	\$ 850.00	Board of Education Dues & Fees
Olsson	\$ 4,700.00	Architecture and Engineering
Oriental Trading	\$ 16.98	Reg. Instruct. Fourth Grade Supplies
Pitsco Education	\$ 169.00	Reg. Instruct. Ind. Tech. Supplies
Platte Valley Communications	\$ 515.29	Safety and Security - fobs
Pyramid School Products	\$ 57.69	Reg. Instruct. FCS Supplies

Pyramid School Products	\$	67.08	Reg. Instruct. Art Supplies
Pyramid School Products	\$	38.98	Reg. Instruct. Language Arts Supplies
Pyramid School Products	\$	210.55	Operation of Buildings Supplies
Pyramid School Products	\$	10.58	Reg. Instruct. - Fourth Grade Supplies
QuaverEd, Inc	\$	1,800.00	Reg. Instruct. Vocal Music Resource
Quill.com	\$	20.37	Reg. Instruct. -Industrial Technology Supplies
Really Good Stuff	\$	284.93	Reg. Instruct. Elementary Supplies - K-4 Supplies
Rochester 100 Inc	\$	189.84	Reg. Instruct. K-4 Supplies
School Mate	\$	276.50	Reg. Instruct. Elementary Planners
School Mate	\$	296.25	Reg. Instruct. Secondary Planners
School Specialty	\$	73.75	Reg. Instruct. Art Supplies
School Specialty	\$	37.24	Reg. Instruct. Vo. Ag. Supplies
School Specialty	\$	7.81	Reg. Instruct. Grade K Supplies
School Specialty	\$	85.30	Reg. Instruct. -Industrial Technology Supplies
Shively Repair	\$	330.90	Vehicle Servicing and Maintenance - Small Vehicle Inspections and Repairs
Software Unlimited	\$	7,400.00	Administrative Technology Services - Accounting Software Fee
Staples	\$	145.88	Reg. Instruct. - Industrial Technology Supplies
Supreme School Supply	\$	66.05	Reg. Instruct. Principal Supplies
The Lockmobile	\$	105.00	Operation of Buildings Supplies - School Keys
TK Elevator Corporation	\$	4,967.80	Building Repairs and Maintenance Services - Elevator Maint.
Village of Overton	\$	278.00	Reg. Instruct. - Utility Services
Village of Overton - PreS	\$	59.00	Early Childhood Utility Services
Village Uniform	\$	484.67	Operation of Building - Uniform Cleaning
Zaner-Bloser Educational Publishers	\$	327.80	Reg. Instruct. Second Grade Resources
Zaner-Bloser Educational Publishers	\$	409.75	Reg. Instruct. First Grade Supplies
Zaner-Bloser Educational Publishers	\$	210.54	Reg. Instruct. PreK Supplies

Matters Pending Before the Board:

Motion _____ Second _____

1. **Action Item:** Discuss, Consider, and Take All Necessary Action to approve facility rental rates, substitute teacher pay, tuition, activity admission, mileage rate for the 2026-2027 school year, and food program meal prices.

Motion: To approve facility rental rates, substitute teacher pay, tuition, activity admission Mileage rate for the 2026-2027 school year, and food program meal prices.

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

Motion _____ Second _____

2. **Action Item:** Discuss, Consider, and Take All Necessary Action to approve local substitute teachers.

Motion: To approve local substitute teachers.

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

Motion _____ Second _____

3. **Action Item:** Discuss, Consider, and Take All Necessary Action to increase the district's overall Property Tax Authority up to an additional 7% or other maximum amount as permitted by law.

Motion: To increase the district's overall Property Tax Authority up to an additional 7% or other maximum amount as permitted by law.

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

Motion _____ Second _____

4. **Action Item:** Discuss, Consider, and Take All Necessary Action to authorizing the superintendent or his/her designee to dispose of all obsolete equipment, furniture, books, curriculum and materials in the most favourable manner to the district in accordance with all laws, rules and regulations pertaining to such disposition for the 2026-2027 school year.

Motion: To authorize the superintendent or his/her designee to dispose of all obsolete equipment, furniture, books, curriculum and materials in the most favourable manner to the district in accordance with all laws, rules, and regulations pertaining to such disposition for the 2026-2027 school year.

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

Motion _____ Second _____

5. **Action Item:** Discuss, Consider, and Take All Necessary Action to approve the 2026-2027 handbooks.

Motion: To approve the 2026-2027 handbooks.

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

Motion _____ Second _____

6. **Action Item:** Discuss, Consider, and Take All Necessary Action to approve 2008 Board Meeting, 3003 Biddings for Construction, Remodeling, Repair, or Site Improvement, 3003.1 Bidding for Construction, Remodeling Repair or Related Projects Financed with Federal Funds, 3004.1 Fiscal Management for Purchasing and Procurement Using Federal Funds, 3048 Communicable Diseases, 3061 ACH Originator Policy, 4017 Relations with Employee Collective Bargaining Associations, 4019 Workplace Injury Prevention and Safety Committee, 4056 Resignation of Certificated Staff, 4065 Staff Use of AI Tools, 5001 Compulsory Attendance and Excessive Absenteeism, 5003 Admission of Part-Time Students, 5035 Student Discipline, 5048 Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis), 6009 Grade Placement and Academic Credits or Transfer Students, 6038 Student Use of AI Tools, 6046 Right to Access Library Materials.

Motion: to approve 2008 Board Meeting, 3003 Biddings for Construction, Remodeling, Repair, or Site Improvement, 3003.1 Bidding for Construction, Remodeling Repair or Related Projects Financed with Federal Funds, 3004.1 Fiscal Management for Purchasing and Procurement Using Federal Funds, 3048 Communicable Diseases, 3061 ACH Originator Policy, 4017 Relations with Employee Collective Bargaining Associations, 4019 Workplace Injury Prevention and Safety Committee, 4056 Resignation of Certificated Staff, 4065 Staf Use of AI Tools, 5001 Compulsory Attendance and Excessive Absenteeism, 5003 Admission of Part-Time Students, 5035 Student Discipline, 5048 Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis), 6009 Grade Placement and Academic Credits or Transfer Students, 6038 Student Use of AI Tools, 6046 Right to Access Library Materials.

Votes:	YES	NO	ABSENT
Brennan	_____	_____	
Jeffries	_____	_____	
Kizer	_____	_____	
Lassen	_____	_____	
Meier	_____	_____	
Walahoski	_____	_____	
			Vote _____
Motion _____		Second _____	

7. Action Item: Consider adjourning the meeting.

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

Discussion:

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

		Overton Public School Rate and Fee Schedule 2026-2027			
Board Review:	7/13/2026				
Board Approved:	7/13/2026				
Breakfast Prices	2024-2025	2025-2026	2026-2027	% Increase	
Prek-4	\$ 2.70	\$ 2.95	\$ 3.00	1.69%	
Grades 5-12	\$ 2.70	\$ 2.95	\$ 3.00	1.69%	
Adult/Guest	\$ 3.20	\$ 3.45	\$ 3.50	1.45%	
Lunch Prices					
Prek-4	\$ 3.70	\$ 3.95	\$ 4.00	1.27%	
Grades 5-12	\$ 4.20	\$ 4.45	\$ 4.50	1.12%	
Adult/Guest	\$ 4.70	\$ 4.95	\$ 5.00	1.01%	
Summer Price/Adults	\$ 4.20	\$ 4.50	\$ 4.55	1.11%	
Milk	\$ 0.75	\$ 0.75	\$ 0.75	0.00%	
Substitute Teacher Pay					
Daily Rate - Up to 20 Days	\$ 150.00	\$ 150.00	\$ 150.00	0.00%	
Daily Rate - Greater Than 20 Days	\$ 190.00	\$ 190.00	\$ 190.00	0.00%	
Daily Rate - Greater Than 10 Consecutive Days	Salary Schedule	Salary Schedule	Salary Schedule		
Covering Class During Planning Period	\$ 18.75	\$ 18.75	\$ 18.75	0.00%	
Mileage Rate					
Personal Vehicle - Set by the State of Nebraska - Per Mile	\$ 0.70	\$ 0.70	\$ 0.725	3.57%	
Activity Admission Prices					
Adult - Set by the FKC	\$ 6.00	\$ 6.00	\$ 6.00	0.00%	
Student - Set by the FKC	\$ 6.00	\$ 6.00	\$ 6.00	0.00%	
Home Activity Pass - No Admission to Tournaments	\$ 50.00	\$ 50.00	\$ 50.00	0.00%	
Athletic and Activities Help					
Summer Weight Room Supervision	\$ 20.00	\$ 20.00	\$ 20.00	0.00%	
Ticket Takers - FB, VB & Track	\$15 Per Game	\$15 Per Game	\$15 Per Game		
Clock/Score/30 Clock - VB and BB - Per Game	\$15 Per Game	\$15 Per Game	\$15 Per Game		
VB Lines - Per Set	\$15 Per Game	\$15 Per Game	\$15 Per Game		
Libero Tracker - Per Set	\$15 Per Game	\$15 Per Game	\$15 Per Game		
Outside Contract Day					
Pay Per Hour	\$ 20.00	\$ 20.00	\$ 20.00	0.00%	
Summer Technology Help	\$ 30.00	\$ 30.00	\$ 30.00	0.00%	
Faculty Per Diem					
Breakfast	School Pays	School Pays	School Pays		
Lunch	School Pays	School Pays	School Pays		
Dinner	School Pays	School Pays	School Pays		
Paper Copies					
Black and White Copies - Per Copy	\$ 0.05	\$ 0.05	\$ 0.05	0.00%	
Color Copies - Per Copy	\$ 0.10	\$ 0.10	\$ 0.10	0.00%	
Faxes					
Sending	\$ 1.00	\$ 1.00	\$ 1.00	0.00%	
Receiving	No Charge	No Charge	No Charge		

Middle & High School Handbook Changes for 2026-2027

1. Section 2 Attendance
 - a. Make-Up Absences were altered per KSB recommendations
 - b. Clarified Saturday School “may” be assigned not will be assigned for unexcused absence.
 - c. Added a section for Unexcused Absences.
2. Section 5- Discipline
 - a. Added: In this section “Parent” means parent, guardian, or educational decisionmaker of the student. “Educational decisionmaker” means a person designated or ordered by a court to make educational decisions on behalf of a child.
 - b. Updated Cell phone policy
 - c. Student Use of AI Tools (Board Policy 6038)

Elementary Handbook Changes for 2026-2027

1. Attendance Updates
 - a. Addition of Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation
 - b. Update to Excused Absences
 - c. Updates on Excessive Absenteeism
2. Student Discipline Updates
 - a. Parent Definition in Student Discipline Section: In this section “Parent” means parent, guardian, or educational decisionmaker of the student. “Educational decisionmaker” means a person designated or ordered by a court to make educational decisions on behalf of a child.
 - b. Removed Saturday School
 - c. Updated Processes that apply to short term suspension
 - d. Updated short term suspension for PreK-2nd Grade Students
 - e. Added Emergency Exclusion as an option for student removal
 - f. Additional Due Process Items for Long Term & Expulsion
 - g. Added Student Use of AI Tools (Board Policy 6038)

Certificated Staff Handbook Changes for 2026-2027

1. Updated PTO Policy
2. Added Staff Use of AI Tools (Board Policy 4065)

Attendance Updates

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation: Upon notice from the Department of Health and Human Services, the District shall not facilitate the transfer or disenrollment of a student whose parent, guardian, or educational decisionmaker is subject to an active investigation by the Department for fourteen days or until further notice from the Department, whichever occurs first.

Excused and Unexcused Absences: Absences are either excused or unexcused. Excused absences for physical or mental illness - absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester. The following additional absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)

1. Severe Weather
2. Medical appointments for the student or for a child whom the student is parenting (bring Dr. note back from appointment)
3. Death or serious illness of the student's family member
4. Attending a funeral, wedding, or graduation
5. Appearance at court or for other legal matters
6. Observance of religious holidays of the student's own faith
7. College planning visits
8. Personal or family vacations

Excessive Absenteeism

A student who engages in excessive absenteeism or unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of trancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer may send written notification of the student's total absences to the student's parent or guardian. When a student receives 10 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives 15 unexcused absences or the hourly equivalent in any school year, the

Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the appropriate county attorney. When a student's absences are excused or due to documented illness that makes attendance impossible or impracticable, the Attendance Officer may file a report with the county attorney of the county in which the student resides. "Documented illness" shall mean a health condition that prevents the student from safely attending school that has been confirmed by a written statement by the student's health care provider. Students will have the option to attend Saturday School to make up the missed class time for unexcused absences.

~~When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.~~

~~When a student is absent more 15 days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 20 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney. When a student's absences are excused or due to documented illness that makes attendance impossible or impracticable, the Attendance Officer may file a report with the county attorney of the county in which the student resides. "Documented illness" shall mean a health condition that prevents the student from safely attending school that has been confirmed by a written statement by the student's health care provider. Students will have the option to attend Saturday School to make up the missed class time for unexcused absences.~~

Student Discipline

The following process will apply to short-term suspensions:

- 1.____ The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- 2.____ After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the Parent will be given oral and written notice of the charges against the student. They will be advised of what the student is accused of

having done, an explanation of the evidence the authorities have, and an opportunity to present evidence of the student's version of the facts.

3. ____ Within 24 hours or such additional time as is reasonably necessary following the suspension (not to exceed an additional 48 hours), the Principal will send a written statement to the student and the student's Parent, describing: the student's conduct, misconduct, or violation of the rule or standard; the reasons for the action taken; the actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension; resources the school is able to provide or recommend to assist the student; and how the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.

4. ____ An opportunity will be given to the student, and the student's Parent, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition to the Parent, is to attend the conference. If no conference has been held, a Parent may submit a written request to the suspending principal before the student returns to school.

5. ____ Students who are short-term suspended will be given the opportunity to complete all classwork while suspended. All assignments and assessments during the suspension period, will be graded at 70% accuracy.

Pre-Kindergarten through Second Grade Students

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student:

1. Brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event; or
2. Engages in violent behavior capable of causing physical harm to another student or school employee

D. Emergency Exclusion: Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

- c. Resources the school is able to provide or recommend to assist the student;
- d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;

Student Use of AI Tools (Board Policy 6038)

As used in this section, artificial intelligence tools (“AI Tools”) mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude and similar programs.

AI Tools may be useful to student learning. However, students and staff must ensure that student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Individual staff members will decide for each individual assignment the extent to which students may use AI Tools.
2. If a student uses any AI Tools in connection with a school assignment, the student must:
 - a. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
 - b. Never copy and paste the output from the AI Tool into the student’s work as if the student wrote such section himself or herself.
3. Students may never use AI Tools to:
 - a. Cheat on any assignment, test, or quiz;
 - b. Help answer questions on a test or quiz without staff member permission;
 - c. Make or share deepfakes or fake images, audio, or video of any real person;
 - d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
 - e. Bully, harass, threaten, intimidate or impersonate any person;
 - f. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;
 - g. Use AI Tools to bypass accommodations, content filters, or school security.
4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.
5. A student’s failure to meet the requirements stated in this policy will constitute a violation of the district’s prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.

The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Staff use of AI Tools (Board Policy 4065)

As used in this section, artificial intelligence tools (“AI Tools”) means machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude, and similar technologies. The board wants to encourage staff to use AI tools to support student learning in safe and lawful ways.

This policy works together with the district’s policies on Student Use of AI Tools, Staff Internet and Computer Use, and Staff and District Social Media Use.

Tool Approval. Staff may not use an AI Tool with students or with student information unless a member of the district’s administration has approved it. To use a new tool, staff must request approval from his/her supervising administrator first. Before approving a tool, the district will review the vendor’s privacy and security practices, the kind of student information the tool would use, and whether a written data-sharing agreement with the vendor is required. The district will keep a list of approved AI Tools and the allowed uses for each.

Staff Expectations for Use of AI Tools in Education

A. Acceptable Use of AI Tools. Staff members must use their own professional oversight for any task they use AI Tools to complete and must carefully review the outputs of all AI Tools. Staff may use approved AI Tools to help with things like:

1. Drafting lesson plans, learning goals, and activities;
2. Assisting in initial review and feedback of student work;
3. Making reading passages or practice problems at different levels;
4. Drafting general messages like newsletters or announcements;
5. Finding resources or summarizing public information;
6. Drafting routine communications.

B. Protecting Student Information. Staff may upload student information into an AI Tool only when (a) the tool is district-approved, and (b) the vendor is bound by a written data-sharing agreement with terms that meet FERPA, COPPA, PPRA, and applicable state student data privacy laws. For this purpose, student information includes student names, ID numbers, education records, IEPs, Section 504 plans, evaluations, health records, and discipline records. This rule applies whether the staff member uses a district account, a personal account, a free version, or a paid version.

C. Recording and Transcription Tools. *Staff may use AI recording or transcription tools only if:*

1. The transcription tool has been approved by an administrator for use in the school context; and

2. All participants to the meeting are informed that the staff member is recording or transcribing the meeting.

The resulting recording or transcript may be subject to the district's retention and confidentiality policies.

D. Unacceptable Use of AI Tools in Education. *Staff may never use AI tools to:*

1. Upload FERPA-protected information about students without the express, written authorization from administrators who have assured themselves that such disclosure is lawful;

2. Relying solely on an AI Tool to grade student work that counts toward a grade or transcript or otherwise evaluate student academic progress;

3. Make or share deepfakes or fake images, audio, or video of any real person.

4. Make or share sexual or intimate images of any real person—even if the image is AI-generated;

5. Use AI to harass, bully, threaten, or impersonate any student, staff member, parent, board member, or community member;

6. Use AI to watch, track, or scan faces of students or staff outside of systems the board has approved;

7. Upload materials to AI if the copyright or license does not allow it;

8. Share district AI accounts or passwords with students or others;

9. Use district AI accounts for personal or business reasons; or

10. Use AI to bypass district network security, content filters, or device controls.

If any staff member is uncertain about the application of this policy to any AI Tool use, the staff member will check with a supervising administrator before use.

2008 Meetings

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

1. Types of Meetings

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

2. Notice

Method of Publishing Notice of Meetings. The board will publish reasonable advanced notice of all meetings on its website. The notice will contain a statement that the current agenda is available for inspection at the Superintendent's office during normal business hours. The Superintendent or designee may but is not required to provide information about meetings in other ways, such as social media or posting notices in physical locations in the district.

Publication of Notice Method and Regular Meeting Schedule. Four times per year, in a newspaper of general circulation, the board will publish its regular meeting schedule, location of regular meetings, and the designated method of publishing meeting notices.

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

3. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. The meeting minutes shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

The Superintendent will make a copy of the Open Meetings Act available at all meetings.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3003

Bidding for Construction, Remodeling, Repair, or Site Improvement

I. Applicability of this policy.

Construction and contracts undertaken with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Construction with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases and contracts made by the school district for construction, remodeling, repair and other site improvements.

II. Projects with an Estimated Cost of Less than \$136,000

- A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than \$136,000.
- B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
- C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
- D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.
- E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than \$136,000 they must follow the formal procedures outlined in this policy.

III. Formal Bidding for Major Purchases and Construction

- A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project

exceeds \$136,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

- B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds \$144,000.

C. Advertising for Bids

1. The superintendent or designee will arrange to advertise for bids under this section by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
2. Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

D. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.
2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.
3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
6. Sealed bids will be opened in a place and at the specific time

stated in the bid form. Bidders shall be notified of the opening and invited to be present.

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

E. Any or all bids may be rejected if there is a sound documented reason

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

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

I. Applicability of the Policy

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

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$136,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In addition, all procurement and construction shall comply with the rules and requirements of 2 CFR part 200.317 through 200.327 and 34 CFR sections 75.601 through 75.615. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

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

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

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

III. Construction Projects with an Anticipated Cost of Under \$350,000

A. Methods of Bidding/Soliciting Quotations or Estimates

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

1. Construction with an Anticipated Cost of up to \$15,000 (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$15,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

2. Construction with an Anticipated Cost of between \$15,000 and \$350,000 (Simplified Acquisition Procedures)

For construction projects subject to this policy, simplified acquisitions are purchases that, in the aggregate amount, is more than \$15,000 and less than \$350,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts.

B. Construction Projects with an estimated cost of between \$136,000 and \$349,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an

anticipated aggregate cost of \$136,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$136,000 and \$350,000.

IV. Construction Projects with an Anticipated Cost Over \$350,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$350,000 or more will be publicly solicited using the sealed bid method

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

business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

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

B. Advertising for Bids.

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

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

C. Bid Documents

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

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

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

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

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

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

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

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

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

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

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.327 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. This includes a "Buy American" provision that provides that as appropriate and to the extent consistent with law, the District and contractor should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of the Buy American provision must be included in all subawards including all contracts and purchase orders for work or products under this award.

B. Contracting with Certain Vendors

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

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

C. Full and Open Competition

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

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

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

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

E. Settlements of Issues Arising Out of Contract

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

F. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and

§§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.334.
 - c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.
2. Maintenance of Construction Records for Projects Financed with Federal Funds
- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
 - b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

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

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

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

VII. Financial Management

A. Identification.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and

number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

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

C. Accounting Records

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

D. Internal Controls

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

E. Budget Control

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

F. Payment Methods

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

to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

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

G. Allowability of Costs

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

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E. The Superintendent or his/her designee must consider these factors when making an allowability determination.

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

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

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

While the deduction method is the default method, the District always refers

to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

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

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

J. Documentation of Personnel Expenses

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

VIII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.327 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus

area firms are used when possible consistent with state law.

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

C. Record Keeping

1. Record Retention

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

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

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

2. Maintenance of Procurement Records

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

b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

3004.1

Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

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

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

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

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

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

B. Methods of Purchasing

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

1. Purchases up to \$15,000 (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$15,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

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

2. Purchases between \$15,000 and \$350,000 (Simplified Acquisition Procedures)

Simplified acquisitions are purchases that, in the aggregate amount, are more than \$15,000 and less than \$350,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over \$350,000

a) Sealed Bids (Formal Advertising)

For purchases over \$350,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement. If sealed bids are not accepted for a purchase of over \$350,000, the district will retain an explanation for that decision.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of \$350,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. Noncompetitive Proposals (Sole Sourcing)

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - 1) The procurement transaction can only be fulfilled by a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes written approval of noncompetitive proposals in response to a written request from the District; or
 - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$350,000.

5. Competitive Proposals.

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

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

C. Use of Purchase (Debit & Credit) Cards

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

D. Federal Procurement System Standards

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

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

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

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

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

F. Settlements of Issues Arising Out of Procurements

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

III. Conflict of Interest and Code of Conduct

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

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

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

C. Favors and Gifts

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

D. Enforcement

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

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$10,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the

capitalization level established by the District for financial statement purposes or \$10,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

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

B. Inventory Procedure

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

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

C. Inventory Records

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

1. Serial number;
2. District identification number;
3. Manufacturer;

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

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

D. Physical Inventory

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

E. Maintenance

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

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the

property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

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

If the item has a current fair market value of \$10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity. The Superintendent or his/her designee will utilize sales procedures which ensure the highest possible return on the disposal of the equipment.

I. Equipment Retention

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

J. Equipment and Capital Expenditures

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

K. Depreciation

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

L. Reporting and Recording Federal Property Interest

The district will comply with federal interest reporting and submit annual reports, if required, regarding a real property interest due to a renovation, major remodeling, construction, or real property project funded by federal grant funds.

V. Financial Management

A. Identification

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

B. Financial Reporting

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

C. Accounting Records

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

D. Internal Controls

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

E. Budget Control

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

F. Payment Methods

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

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

G. Allowability of Costs

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

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E. The Superintendent or his/her designee must consider these factors when making an allowability determination.

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

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

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior

approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

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

I. Cost Sharing or Matching

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

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

J. Documentation of Personnel Expenses

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

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local

funds but is used to meet a required “match” in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee’s salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

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

C. Fringe Benefits

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

D. Leave

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

E. Unexpected or Extraordinary Circumstances

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

F. Documentation for Personnel Expenses

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

VII. Other Contract Matters.

A. Required Terms

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

B. Contracting with Certain Vendors

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

Buy American. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A “domestic commodity or product” is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d). The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show

compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

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

2. Maintenance of Procurement Records

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

- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

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

E. Travel Costs

All travel expenses paid with federal grant funds shall meet the federal requirements such as:

- (1) All travel costs must be reasonable and necessary;
- (2) All travel costs must be consistent with District policy; and
- (3) All travel costs must be directly related to the grant award.

In addition, all travel expenses funded with federal grant funds must be preapproved by the Superintendent or designee. The state per diem rates for lodging shall be used to determine that maximum amount charged to a federal grant. For reimbursement of meals, the per diem rate and rules set by the State of Nebraska through the Nebraska Department of Administrative Service's Expense Reimbursement Document "ERD" Guidelines will apply. There will be no reimbursement for breakfast if the staff member's lodging provides continental breakfast at no cost. For reimbursement for mileage or fuel, the State of Nebraska mileage rate will apply. If a District-owned vehicle is available for travel, the District-owned vehicle must be utilized unless preapproved by the Superintendent or designee. All expenditures claimed by staff must include receipts and a completed voucher.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3048

Communicable Disease

The district strives to provide a safe environment for both students and staff while safeguarding the rights of all students and employees, including those with communicable diseases. The district complies with Neb. Rev. Stat. §§ 79-217 to 79-223 and Title 173 Nebraska Administrative Code, Chapter 3.

Definitions. Terms used in this policy have the meanings given in 173 NAC 3-002. A “reportable communicable disease” means a disease that must be reported under 173 NAC, Chapter 1.

Signs and Symptoms; Sending Students Home. Staff will watch for signs and symptoms of contagious or infectious disease. These signs and symptoms include fever, flushed face, headache, body aches, unexplained tiredness, loss of appetite, stomachache, nausea, vomiting, diarrhea, convulsions, sore throat, nasal congestion or discharge, unexplained skin eruption, and sore or inflamed eyes. The district will notify the parent or guardian of the student’s signs or symptoms. Upon notice, the parent or guardian must immediately cooperate with the district to arrange safe transportation home or another appropriate caregiver for the student. The district will report any failure to reasonably cooperate with the district to the Department of Health and Human Services or local law enforcement as appropriate.

Notice to School Authority. When the district sends a student home for a suspected contagious or infectious disease, the principal or school nurse will notify the superintendent or designee without delay.

Reports to Public Health. The school nurse, or a person acting in the capacity of a school nurse, will report each case or suspected case of a reportable communicable disease. The report must go to the local public health department or the Nebraska DHHS Division of Public Health as provided in 173 NAC 1-007.04.

Exclusion From School. The district will exclude a student with a confirmed communicable disease for at least the minimum isolation period in Attachment 1 to 173 NAC, Chapter 3. The student must be free of acute signs and symptoms. The student must be fever-free for 24 hours without fever-reducing medication before returning to school.

School Attendance and Participation in School Sponsored Activities. The district will provide educational services to a student diagnosed with a

communicable disease as required by law. The district will restrict the student as needed to prevent the spread of disease, to protect the student's health and privacy, and to protect others. Participation in Nebraska School Activities Association (NSAA) events is subject to NSAA rules and the provisions of the district activity handbook.

Infection and Exposure Control Procedures/Universal Precautions.

The district will monitor the information available through the Federal Centers for Disease Control, the Nebraska Department of Health and Human Services, and the Occupational Safety and Health Administration. This policy and any procedures, universal precautions, or exposure control plans will be modified, if appropriate, based upon the best new medical information provided by the above sources.

Outbreaks. In an outbreak or epidemic of a communicable disease, the superintendent may exclude students, reassign students, or close one or more schools. The superintendent will coordinate with the local health department and the Nebraska Department of Health and Human Services as needed.

Confidentiality. The district will keep information about a person's communicable disease confidential. The district will share information only with staff on a need-to-know basis. When the district must inform a person about another person's condition, the district will inform that person of the duty to keep the information confidential. The district will communicate about a student's communicable disease consistent with the student's IEP or Section 504 Plan, if any.

Staff Training. Staff will receive training regarding communicable diseases and the requirements of this policy and any adopted procedures as part of the training received under the Workplace Injury Prevention and Safety Committee policy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3061

ACH Originator

The District sends electronic payments through the ACH (Automated Clearing House) Network such as payroll direct deposits and/or vendor payments. Because of these payments, the District is classified as an ACH Originator. As an ACH Originator, the District complies with the National Automated Clearing House Association (NACHA) Operating Rules which govern the ACH Network. The District's bank requires compliance with the Rules as a condition of the District's ability to send ACH Payments.

Responsibilities. The District follows all terms of its Originating Depository Financial Institution/Originator Agreement with its bank. The District obtains a written authorization before sending any ACH payment. The District meets all processing deadlines set by the bank and NACHA. The District gives authorization records to the bank upon request within NACHA's required timeframes. The District keeps all sensitive banking information secure. When the District receives a Notification of Change, it updates the payment record before the next ACH transaction. When the District receives a return due to an error or unauthorized activity, it stops all related subsequent payments until instructions are received from the Bank. The District keeps its computer systems and network secure in line with its bank agreement. The District uses procedures to spot unauthorized payments. All employees with ACH duties will complete training, if required by the Bank or NACHA, and respond to audit requests. The District will implement internal controls and procedures to mitigate errors and risk of unauthorized ACH entries.

Fraud Monitoring. The District reviews ACH transactions for unusual patterns or amounts before submitting each file. If the District suspects an error or unauthorized ACH transaction, the District will: determine whether the problem is fraud, a scam, or an internal error; notify the bank right away; contact law enforcement if needed; and stop all related future ACH transactions.

Employee Training. All employees with ACH duties will complete any ACH origination training required by the District's designated bank(s).

Adopted on: _____

Revised on: _____

Reviewed on: _____

4017

Relations with Employee Collective Bargaining Associations

The board of education recognizes the right of staff members to belong to professional employee organizations. The board will negotiate with organizations that have been certified or recognized in accordance with public employee bargaining statutes. The board or administration will coordinate with certified or recognized organizations for purposes of collective bargaining.

The district will allow professional employee organizations to make reasonable use of district facilities for meetings outside the district's and the employees' work hours. With administrative approval, organizations may use district resources, post notices of meetings, and provide other information on bulletin boards designated for this purpose, and use district email and mailboxes for delivery of information specific to the organization. Organizations must pay for all supplies used, damage caused, or the loss or theft of borrowed property.

For purposes of recruiting new members, organizations may host or attend certain meetings of certificated staff outside the district's and the employees' work hours. Attendance at any staff meetings does not include all-staff, building-level, committee, or other meetings called by the district, unless those meetings are open to other organizations or if required by law.

Unless otherwise specified in this policy or permitted law, organizations will be treated equally, and the district will not designate any day or break by reference to any specific organization.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4019

Workplace Injury Prevention and Safety Committee

The school district is committed to providing and maintaining a safe work environment, and to taking reasonable precautions for the safety of the students, employees, visitors, and all others having business with this school district. Every employee should show concern for the safety of fellow employees, students, and members of the public. The district shall have a safety committee as required by Nebraska law. Members of the safety committee may be established through the collective bargaining process.

The committee will adopt and maintain a written injury prevention program. The committee will participate in the development of safety education, training, and the establishment of safety rules, policies and procedures pursuant to this policy, the district's written injury prevention program, or as otherwise provided by law. Training for employees will be conducted annually.

The workplace injury prevention and safety committee will maintain minutes of all meetings and file them in the district office. The committee will implement accident investigation, record keeping procedures, safety rules, safety and health training, and policies. The district will maintain records for at least three years, or longer if directed by the Department of Labor.

The committee will meet at least once every three months or more frequently in the event of an employee complaint or of a job-related injury or death. The workplace injury prevention and safety committee will keep written minutes of all meetings and provide a copy to the superintendent or designee who will maintain the minutes in the district's administrative offices for a period of at least three years, unless otherwise instructed by the Department of Labor.

The workplace injury prevention and safety committee will develop an injury prevention plan and present it to the board. The plan should be developed and presented in the spirit of employees working together in a cooperative, non-adversarial effort to promote safety at the work sites within the district.

The superintendent or designee will assure that the safety training for employees is reviewed annually or more frequently, if needed. He or she will provide the following, as set forth in the initial written Employer's Injury Prevention Plan:

1. Initial safety orientation on rules, policies, and job specific procedures for new employees or employees who are assuming new and different duties within the school district, if appropriate.
2. Job specific training for employees before they perform potential hazardous work.
3. Periodic refresher training and dissemination of information on an annual basis, or more frequently if so designated by the administrator, for employees regarding the injury prevention plan of the unit and safety rules, policies, and procedures pertaining to safety within the school district.

In the event of a death in the workplace, the workplace injury prevention and safety committee will forward to the Department of Labor within 15 working days a copy of any review of the matter made by the workplace injury prevention and safety committee.

The superintendent or designee will establish or cause to be established record-keeping procedures to control and maintain all accident and injury records pertaining to accidents and injuries within the district or activities under the control of the district. Such records will be kept for at least three years, or longer if so advised by the Department of Labor.

The workplace injury prevention and safety committee will confer with the district's crisis team and will review the district's All-Hazard School Safety Plan upon its adoption by the crisis team.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4056
Resignation of Certificated Staff

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

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

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

4065 Staff Use of AI Tools

As used in this policy, artificial intelligence tools (“AI Tools”) means machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude, and similar technologies. The board wants to encourage staff to use AI tools to support student learning in safe and lawful ways.

This policy works together with the district’s policies on Student Use of AI Tools, Staff Internet and Computer Use, and Staff and District Social Media Use.

Tool Approval. Staff may not use an AI Tool with students or with student information unless a member of the district’s administration has approved it. To use a new tool, staff must request approval from his/her supervising administrator first. Before approving a tool, the district will review the vendor’s privacy and security practices, the kind of student information the tool would use, and whether a written data-sharing agreement with the vendor is required. The district will keep a list of approved AI Tools and the allowed uses for each.

I. Staff Expectations for Use of AI Tools in Education

A. Acceptable Use of AI Tools. Staff members must use their own professional oversight for any task they use AI Tools to complete and must carefully review the outputs of all AI Tools. Staff may use approved AI Tools to help with things like:

1. Drafting lesson plans, learning goals, and activities;
2. Assisting in initial review and feedback of student work;
3. Making reading passages or practice problems at different levels;
4. Drafting general messages like newsletters or announcements;
5. Finding resources or summarizing public information;
6. Drafting routine communications.

B. Protecting Student Information. Staff may upload student information into an AI Tool only when (a) the tool is district-approved, and (b) the vendor is bound by a written data-sharing agreement with terms that meet FERPA, COPPA, PPRA, and applicable state student data privacy laws. For this purpose, student information includes student names, ID numbers, education records, IEPs, Section 504 plans, evaluations, health records, and discipline records. This rule applies whether the staff member uses a district account, a personal account, a free version, or a paid version.

C. Recording and Transcription Tools. Staff may use AI recording or transcription tools only if:

1. The transcription tool has been approved by an administrator for use in the school context; and
2. All participants to the meeting are informed that the staff member is recording or transcribing the meeting.

The resulting recording or transcript may be subject to the district's retention and confidentiality policies.

D. Unacceptable Use of AI Tools in Education. Staff may never use AI tools to:

1. Upload FERPA-protected information about students without the express, written authorization from administrators who have assured themselves that such disclosure is lawful;
2. Relying solely on an AI Tool to grade student work that counts toward a grade or transcript or otherwise evaluate student academic progress;
3. Make or share deepfakes or fake images, audio, or video of any real person.
4. Make or share sexual or intimate images of any real person—even if the image is AI-generated;
5. Use AI to harass, bully, threaten, or impersonate any student, staff member, parent, board member, or community member;
6. Use AI to watch, track, or scan faces of students or staff outside of systems the board has approved;
7. Upload materials to AI if the copyright or license does not allow it;

8. Share district AI accounts or passwords with students or others;
9. Use district AI accounts for personal or business reasons; or
10. Use AI to bypass district network security, content filters, or device controls.

If any staff member is uncertain about the application of this policy to any AI Tool use, the staff member will check with a supervising administrator before use.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5001 Compulsory Attendance and Excessive Absenteeism

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend an exempt school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending exempt schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation

Upon notice from the Department of Health and Human Services, the District shall not facilitate the transfer or disenrollment of a student whose parent, guardian, or educational decisionmaker is subject to an active investigation by the Department for fourteen days or until further notice from the Department, whichever occurs first.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excused Absences – Physical or Mental Illness

Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the

documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester.

Excused Absences – Others

The following additional absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Severe weather
2. Medical appointments for the student
3. Death or serious illness of the student's family member
4. Attending a funeral, wedding or graduation
5. Appearance at court or for other legal matters
6. Observance of religious holidays of the student's own faith
7. College planning visits
8. Personal or family vacations

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer may send written notification of the student's total absences to the student's parent or guardian. When a student receives 10 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives 15 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.

When a student has accrued 20 days of unexcused absences, or the hourly equivalent, the district may report the matter to the county attorney in the county where the student resides.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5003

Admission of Part-Time Students

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable curricular practices when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a primary basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

Eligibility and Application for Enrollment. A student may be eligible for part-time enrollment if the student:

1. is of appropriate age to attend school;
2. is a resident of this school district;
3. is a resident of another school district attending a private, denominational, parochial, or exempt school, but only if
 - a. this school district is the closest to the student's residence that offers the extracurricular sport or activity they desire to participate in, and their resident school district does not offer that sport or activity; or
 - b. the school building the student would attend if accepted for part-time enrollment is closer than the school building the student attends or would attend at the resident district;
4. has not graduated from high school; and
5. has not received a graduate equivalency diploma.

The parent or guardian must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district by March 15 prior to the year of enrollment. For second semester high school courses, the application must be filed by September 1. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one school year to the next, and the parent or guardian must apply for enrollment each school year.

Limitations Based on Resources. The part-time enrollment of students is subject to limitations for grades, classes, courses, and programs based on the

limited resources available to the school district. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

Placement of Students. Students accepted for part-time enrollment shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

Grades and Academic Honors. Students accepted for part-time enrollment shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district requirements including earning a sufficient number of credit hours and semesters of attendance.

Applicability of School Rules. Students accepted for part-time enrollment are subject to all rules and standards of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and staff. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course, course-related activity, or an extracurricular activity or sport, unless the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

Extracurricular Sports and Activities. Students who are enrolled in a private, denominational, or parochial school may not participate in extracurricular sports and activities sponsored by the school district if they participate in extracurricular sports and activities at any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities at the school district must enroll in the following number of credit hours from the school district:

1. For extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member: 5 credit hours.
2. For extracurricular sports and activities governed by a national or state organization other than an athletics or activities association, such as FFA: the minimum number of credit hours offered by the school district as required by that national or state organization.
3. For extracurricular sports and activities not regulated or governed by any such entity: 5 credit hours.

Exempt school students may only participate in extracurricular sports and activities if they are enrolled in at least 20 total credit hours per semester, when combining the exempt school credit hours and credit hours taken on a part-time basis at the school district. Exempt school students are not eligible to participate in extracurricular sports and activities sponsored by the school district if they participate in any sport or activity sponsored by any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities at the school district must enroll in the following number of credit hours from the school district:

1. For extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member: 5 credit hours.
2. For extracurricular sports and activities governed by a national or state organization other than an athletics or activities association, such as FFA: the minimum number of credit hours offered by the school district as required by that national or state organization.
3. For extracurricular sports and activities not regulated or governed by any such entity: 5 credit hours.

All students permitted to participate in extracurricular sports and activities under this policy must also meet all other eligibility requirements set by the board, administration, and coach/sponsor prior to participating and for continued participation in the sport or activity. This includes but is not limited to rules for completing courses; up/down lists for deficient grades and/or incompletes; and all eligibility and other requirements of the Nebraska School Activities Association and any other governing bodies for the activity or sport.

Transportation. Part-time school students are not entitled to transportation or reimbursement for transportation to and from the school for class attendance purposes, unless required by law. Eligible part-time students are entitled to transportation to and from practices and extracurricular events to the same extent as the school district's full-time students, but part-time students must arrange their own transportation and arrive timely to the designated pick-up point for such transportation.

Option Enrollment. Students may not enroll on a part-time basis pursuant to the school's option enrollment program.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5035

Student Discipline

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a Parent to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

Any disciplinary action taken by staff must be consistent with the requirements of other applicable laws, including but not limited to the IDEA, Section 504, and Title IX.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

"Parent" means parent, guardian, or educational decisionmaker of the student. "Educational decisionmaker" means a person designated or ordered by a court to make educational decisions on behalf of a child.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her Parent.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Pre-Kindergarten through Second Grade Students

Notwithstanding any other provision of this policy, an elementary school shall not suspend a student in pre-kindergarten through second grade unless the student:

1. Brings a deadly weapon as defined in section 28-109 onto school grounds, into a vehicle owned, leased, or contracted by a school being used for a school purpose or into a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event; or
2. Engages in violent behavior capable of causing physical harm to another student or school employee.

As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Makeup Work for Suspended Students

Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations ("makeup work"). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a Parent at the time of suspension. Suspended students may not be required to attend the school's alternative program for expelled students in order to complete classwork or homework.

Short-Term Suspension

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a

determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

2. After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the Parent will be given oral and written notice of the charges against the student. They will be advised of what the student is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to present evidence of the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal will send a written statement to the student, and the student's Parent, describing:
 - a. The student's conduct, misconduct or violation of the rule or standard;
 - b. The reasons for the action taken;
 - c. The actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension;
 - d. Resources the school is able to provide or recommend to assist the student; and
 - e. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.
4. An opportunity will be given to the student, and the student's Parent, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition to the Parent, is to attend the conference. If no conference has been held, a Parent may submit a written request to the suspending principal before the student returns to school.
5. Students who are short-term suspended must be given the opportunity to complete classwork and homework missed during the period of suspension, including but not limited to examinations, as provided herein.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Weapons and/or Firearms

Weapons. No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term “weapon” means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term “firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms and Weapons. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Consequences – Weapon. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

Confiscation of Firearms and Weapons. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm or weapon possessed in violation of this policy. Any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm to school.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's Parent. This review shall be limited to newly discovered evidence or evidence of

changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students, or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.
5. **Conclusion of Expulsion.** At the conclusion of an expulsion, the school district will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by

- accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
 5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
 6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
 7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
 8. Engaging in bullying as defined in section 79-2,137 and in these policies;
 9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
 10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
 11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended

- to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
- b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
 - h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
 - i. Bullying which shall include cyberbullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing

to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

- j. Violations of the district's acceptable computer use policy;
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon;
- m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation;
- n. Violation of the school's audio and video recording policy; and
- o. Any other violation of any board policy, handbook provision, or rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's Parent with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:

- a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. Resources the school is able to provide or recommend to assist the student;
 - d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;
 - e. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
 - f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - g. A statement that the principal, legal counsel for the school, the student, the student's Parent, or the student's representative has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - h. A form on which the student, the student's Parent may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a

- personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, the student's Parent, or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
 5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's Parent may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's Parent must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
 6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's Parent of the time and place for the hearing.
 7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's Parent, except with the consent of all the parties.
 8. The principal or legal counsel for the school, the student, the student's Parent, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
 9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5048
Emergency Response to Life Threatening Asthma or
Systemic Allergic Reactions (Anaphylaxis)

School employees will comply with the requirements of the NDE Rule 59 protocol entitled, "Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" (Protocol) to address incidents of anaphylaxis involving students at school when those students do not have existing response plans. For students with individual self-management plans, Section 504 plans, or Individualized Education Programs (IEP) addressing asthma or anaphylaxis responses, school employees will comply with those plans. The district shall procure and maintain the equipment and medication necessary to implement the Protocol.

The superintendent shall obtain the required signature(s) of one or more Prescribing Health Care Practitioners on the Protocol form. The superintendent shall publish this policy and Protocol in each student and employee handbook.

The superintendent shall arrange to have a qualified medical professional train employees, and for training updates as necessary. This may be a medical doctor, qualified school nurse, or other person qualified to train staff on the medication of students.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6009

Grade Placement and Academic Credits of Transfer Students

The district will use the criteria outlined below to determine both the grade-level placement and the academic credit awarded to transfer students. The administration is the final decision-maker and decisions made pursuant to this policy may not be appealed to the board of education.

Transfer from an Accredited School District

A student transferring from an accredited school generally will be placed at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement.

The student's building principal may place a student into a grade level that is different from the accredited school from which the student is transferring after considering the following information:

- Student's chronological age
- Previous school experience
- Academic transcript received from the accredited school of origin
- Testing data from the accredited school of origin, including but not limited to, standardized achievement test data, criterion-referenced test data, classroom testing data, and diagnostic test data
- Testing data from any tests or assessments conducted by the school district

All credits awarded to a student by an accredited institution will be counted towards applicable graduation requirements for the transferring student.

Transfer From a Non-Accredited School

A student or a parent/guardian of a student who is transferring into the district from a non-accredited school must provide the district with copies of all materials that have been used to provide instruction to the student that the family would like the district to consider in determining the appropriate grade level at which to place the student and credits to be awarded to the student. The student's building principal will then consider those materials and the following factors in determining the grade level placement for the student:

- Student's chronological age
- Previous school experience
- Materials submitted by the student or family pursuant to this policy

- Testing data from any tests or assessments conducted by the school district

The district will only award credit toward graduation from courses while the student was in a non-accredited school if the student can demonstrate mastery of the concepts required for completion of that course. Mastery will be assessed by standard and nonstandardized testing, at the discretion of the administration.

Multiple Enrollments and Re-enrollments In the Same Semester

Students from non-accredited schools who disenroll and then re-enroll in the district multiple times during the same semester will be permitted to resume the grade placement that the student was in at the time of the prior enrollment. However, students who fail to attend the total number of days per semester required of enrolled students will not be eligible to receive credit for the partial semester of enrollment.

The district will not retroactively award credit for time spent in exempt or non-accredited status.

A student's eligibility to participate in extracurricular activities upon re-entry is subject to all eligibility rules and the district's policies governing extracurricular eligibility.

Placement of International Students.

The district administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a country other than the US.

Graduation Requirements

Regardless of the school(s) previously attended, a student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirements to be awarded a diploma from the district.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6038

Student Use of AI Tools

As used in this policy, artificial intelligence tools (“AI Tools”) mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude and similar programs.

AI Tools may be useful to student learning. However, students and staff must ensure that student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Individual staff members will decide for each individual assignment the extent to which students may use AI Tools.
2. If a student uses any AI Tools in connection with a school assignment, the student must:
 - a. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
 - b. Never copy and paste the output from the AI Tool into the student’s work as if the student wrote such section himself or herself.
3. Students may never use AI Tools to:
 - a. Cheat on any assignment, test, or quiz;
 - b. Help answer questions on a test or quiz without staff member permission;
 - c. Make or share deepfakes or fake images, audio, or video of any real person;

- d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
 - e. Bully, harass, threaten, intimidate or impersonate any person;
 - f. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;
 - g. Use AI Tools to bypass accommodations, content filters, or school security.
4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.
5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.
6. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6046
Right to Access to School Library Materials

Definitions. As used in this policy,

- “Parent” means the parent, guardian, or educational decisionmaker of any student currently attending the school district; and
- “Educational decisionmaker” means a person designated or ordered by a court to make educational decisions on behalf of a child.

Catalog of Library Books. The superintendent or designee shall create and maintain a catalog of all books in the school district’s library, categorized by school building, that shall be accessible by a Parent.

Opportunity for Notification. A Parent shall have the opportunity to be notified when the Parent’s student checks out a book from the school library, which notification shall include the title of the book, the author(s) of the book, and the date the book is due to be returned to the school library. The administration may elect to allow a Parent to exercise the opportunity to receive such notifications by means of a website, application notification, or by opting into email notifications.

Nothing in this policy shall be construed to create any rights of access or rights to notification in favor of any person that does not meet the definition of Parent stated above.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3029
Distribution of Flyers Advertising Non-School Organization
Activities

As students can derive social and educational benefits from activities sponsored by non-school organizations, groups or individuals, the district will distribute flyers advertising activities of non-school organizations that meet the requirements set forth below:

1. The flyer may not contain statements that are obscene, lewd, vulgar, profane; violate federal, state or local laws or regulations; violate board policy; advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health or welfare of students, such as tobacco, alcohol or illegal drugs; incite violence; advocate use of force or urge violation of federal, state or municipal law, district policy or regulations; interfere with or advocate interference with the rights of any individual or the orderly operation of the schools and their programs.
2. The non-school organization must contact the district office to (a) inform the district that it wishes to have flyers distributed to students and (b) obtain a date from the office on which the flyers will be delivered.
3. The non-school organization must provide a sufficient number of copies of the flyer and must deliver them to the district at least three days before the date the flyers are to be distributed.
4. The flyer may not advertise any activity which will take place during instructional time or during school-sponsored activities.
5. The flyer must include a statement explaining that the organization is not affiliated with or endorsed by the district.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3030

Automatic External Defibrillator (AED) Program

An automatic external defibrillator (AED) is a portable device used to induce electrical stimulation to the heart muscle in the event of a potential cardiac arrest. The school district has a limited number of AEDs in its facilities. The location of the AEDs will be determined by the AED Program Coordinator in consultation with members of the school district administration and the local fire/EMS department. The presence of AEDs in certain locations in selected district buildings does not imply that AEDs will generally be available in all locations or in all district buildings. Likewise, the district does not make any promise, express or implied, that a trained staff member will be available to operate the AED in the event of a potential cardiac arrest.

1. Equipment

Equipment shall be an automated external defibrillator in working condition that meets standards established by the Federal Food and Drug Administration and is in compliance with the manufacturer's maintenance schedule. Gifts, grants and donations, including in-kind donations, designated for obtaining an automated external defibrillator, or for inspection, maintenance or training in the use of an automated external defibrillator will be accepted and placed into a special district account to assist in obtaining and maintaining AEDs.

When the school acquires an AED it will notify the local emergency medical service of the existence, location, and type of the AED, and will notify EMS of any change in the location of such defibrillator. If an AED is located in a bus or other school vehicle, only the primary site where the vehicle or object is located will be reported to EMS.

2. Program Coordinator

a. The School District's AED Program Coordinator is School Nurse. (Insert the name of the position: i.e. the superintendent of schools, the school nurse, etc.)

b. The Program Coordinator shall:

i. Consult with the school's administration and the medical advisor to develop a written protocol for the use of AEDs, and post such protocol near each AED

ii. Select employees for AED training

- iii. Arrange for appropriate training of anticipated users at least annually
- iv. Maintain a training schedule that includes the names of those trained and dates both of current training and dates for recertification.
- v. Check equipment according to the manufacturer's guidelines and take appropriate action in the event of any variance or need
- vi. Maintain on file a specification sheet on each approved AED model
- vii. Monitor the effectiveness of this system
- viii. Communicate with medical director on issues related to medical emergency response program including post-event reviews
- ix. Coordinate with the local fire department and police department
- x. Take appropriate steps after an AED event, including sharing of data with appropriate medical and EMS personnel, cleaning, replacing or recharging components of the AED as appropriate.

3. Medical Oversight

- a. The medical advisor of the AED program is _____, MD.
- b. The medical advisor has ongoing responsibility for:
 - i. Providing medical direction for use of AEDs
 - ii. Writing a prescription for AEDs
 - iii. Reviewing and approving guidelines for emergency procedures related to use of AEDs and cardio pulmonary resuscitation

- iv. Evaluation of post-event review forms and digital files downloaded from the AED

4. Volunteer Responders

Anyone may, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience, and may include CPR, AED or medical first aid.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3032

Fees for School District Records

Requests for school district records shall be subject to applicable fees. No fee shall be charged for providing a copy of a student or public record if a specific law or regulation requires the copy to be provided without charge.

Student Records. Students and their parents or guardians shall not be charged any fee to inspect and review the student's files or records. Students and their parents or guardians who desire a copy of the student's files or records shall pay the reasonable cost of reproduction as follows:

- Black and white letter or legal-sized photocopies: No charge for the first 10 copies; 50 cents for each copied page thereafter.
- Computer data printouts: No charge for the first 10 pages; 50 cents for each page thereafter.
- Other medium: Actual cost of reproduction.
- Postage fees: Actual cost

Students and their parents or guardians **shall not be charged any fee:**

- To search for or retrieve any student's files or records.
- For a copy of a student's Individualized Education Plan (IEP).
- For copy of the special education evaluation report and the documentation of determination of eligibility for special education services upon completion of the administration of assessments and other evaluation measures.
- If the fee effectively prevents the parents from exercising their right to inspect and review student records.

Student Records – Transfer School. A copy of the student's files or records, including academic material and any disciplinary material relating to any suspension or expulsion shall be provided at no charge, upon request, to any public or private school to which the student transfers.

Public Records. Individuals requesting copies of public records shall pay the actual added cost of making the copies available.

- For photocopies, actual added costs may include a reasonably apportioned cost of the supplies, such as paper, toner, other equipment used in preparing the copies, and any additional payment obligation for the time of contractors necessarily incurred to comply with the copy request.

- For printouts of computerized data on paper, actual added cost may include computer run time and the cost of materials for making the copy.
- For electronic data, the actual added cost may include the reasonably calculated actual added cost of the computer run time, any necessary analysis and programming, and production of a report in the form furnished to the requester.
- For residents of Nebraska, the actual added cost shall not include any charge for the existing salary or pay obligation to public officer or employees for the first eight hours of searching, identifying, physically redacting, or copying records, but fees may be charged after the first eight hours. The fee for records shall not include any charge for the services of an attorney or any other person to review the requested public records seeking a legal basis to withhold the public records from the public. No special service charge or fee shall be charged for copies of blank forms or pages that have all meaningful information redacted.
- For nonresidents of Nebraska, the actual added cost used as the basis for the calculation of a fee for records may include a charge for the proportion of the existing salary or pay obligation to the public officers or employees, including a proportional charge for the services of an attorney to review the requested public records, for the time spent searching, identifying, physically redacting, copying, or reviewing such records.
- The district shall not charge any fee for copies of public records that is prohibited by law but reserves the right to charge any other fee allowed by law.

The fee schedule for public records copies is as follows:

- Black and white letter or legal-sized photocopies: No charge for the first 10 copies; 50 cents for each copied page thereafter.
- Computer data printouts: No charge for the first 10 pages; 50 cents for each page thereafter.
- Other medium: Actual cost of reproduction.
- Postage fees: Actual cost

Deposit. The school district may require a deposit before providing copies of student or public records if the estimated cost to fulfill the request exceeds fifty dollars.

Waiver. Documents may be furnished without charge or at a reduced charge where the district determines that waiver or reduction is in the public interest.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3031

Students Electing to Attend School in Adjoining State

The board shall deny applications of students seeking to attend school in an adjoining state. The board shall make an exceptions to this policy only upon a showing by the student's family that (1) the student will suffer extreme and unusual harm if not allowed to attend school in an adjoining state; or (2) the district's financial circumstances will be unaffected by the out-of-state transfer.

This policy shall not apply to out-of-state placements of students with verified disabilities by their Individualized Education Plan Teams.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3033

Lending Textbooks to Children Enrolled in Private Schools

Through June 30, 2024, the school district shall make textbooks available to private school children who reside within the district or are otherwise entitled to borrow them pursuant to statute and 92 Nebraska Administrative Code, section 4. The district is obligated to purchase and lend textbooks only to the extent that the Legislature appropriates funds to the Nebraska Department of Education to be distributed for this purpose. As used in this policy, "textbooks" shall have the definition adopted by the Nebraska State Board of Education in Rule 4.

The district shall make a request for funds by filing an application on the form prescribed by the Department of Education no later than February 15th prior to the school year for which the application is made. The application shall include: the number of applications received; the number of textbooks requested; the number of textbooks needed to be purchased to fill the requests; the purchase price of the textbooks needed to be purchased which may include up to 5% of the cost to defray administrative expense; the title, purchase price, and number requested of each textbook including any shipping or handling charges; and if applicable the amount of carryover funds remaining from the previous year, amount of funds on hand from sale of unused textbooks, and amount of funds on hand from reimbursements for damaged textbook.

Textbooks which have not been requested for three consecutive years may be classified as unused and disposed of by sale or otherwise.

On or before November 15th, the district shall prepare a list of textbooks that are designated for use in the district during the current year and a list of new textbooks designated for use the following school year. The lists shall be kept current and in a place where they may be viewed during regular business hours. The district shall maintain a separate inventory of textbooks purchased for the use of private school children residing in the district.

Any parent or legal guardian who wishes to borrow textbooks shall submit an application on the form prescribed by the Department of Education to the district's administration offices on or before January 15th prior to the school year for which the application is made. The district shall maintain a supply of blank application forms and receipt forms. It shall keep the forms that have been signed by parents and guardians in a separate file for at least 5 years. It shall notify the parents and guardians at least 10 days prior to the start of

school when and where the textbooks will be available. It shall make textbooks available to parents or guardians on or before August 15th. If the number of textbooks for a particular subject or grade level is insufficient to fill all of the requests, the textbooks shall be distributed to parents and guardians based on a random drawing.

Parents and guardians shall sign a receipt on the form prescribed by the Department of Education when they pick up the textbooks and shall return the textbooks that can be returned no later than 15 days after the district's last day of class. The district shall assess the returned textbooks for damage beyond normal wear and tear. The parent or guardian who signed the receipt is responsible for paying the reasonable cost of the repair or replacement of any book that is damaged, lost, stolen, or not returned.

The school district shall limit the loan each year to ten textbooks per student for students in grades K-6 and to eight textbooks per student for students in grades 7-12.

This policy shall terminate July 1, 2024.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3035

Chain of Command – District Administration

The superintendent shall be in control of all school district operations except as provided by another policy or as otherwise provided by law. Following is the administrative chain of command working from the lowest level on the chain upward.

Student Discipline:	1. Classroom Teacher 2. Principal/Assistant Principal 3. Superintendent
Instruction or Curriculum:	1. Teacher 2. Principal/Curriculum Director 3. Superintendent
Transportation:	1. Bus Driver 2. Principal/Assistant Principal 3. Superintendent
Facilities, Grounds, or Maintenance:	1. Custodial staff 2. Head custodian 3. Principal 4. Superintendent
Policy or Handbook:	1. Principal 2. Superintendent
Athletics:	1. Coach 2. Athletic/Activities Director 3. Principal 4. Superintendent
Personnel:	1. Employee in question 2. Principal 3. Superintendent
All Other Matters	1. Building Principal 2. Superintendent

Absent extraordinary circumstances, each matter must be addressed at whatever level the initial action occurred. If the matter is not resolved, the individual may raise it with the next person on the chain of command. This

policy does not supersede any individual's right to contact Board members directly. However, whenever a matter is brought directly to the Board as a whole or to a Board member as an individual, it will be referred to the appropriate individual in the chain of command for study and resolution. The most effective means of initial communication is a personal conference, e-mail, or telephone conversation. E-mail addresses and phone numbers can be found on the school district's website at www.overtoneagles.org.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3036

Purchasing (Credit) Card Program

The board approves the use of a purchasing card (credit card) program for the purchase of goods and services for and on behalf of the school district. The board will determine the type of purchasing card or cards to be used in the program and may contract with a third-party provider as provided by law.

Authorized Purchases. Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses and other approved expenditures. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee.

Unauthorized Purchases. In no event shall the purchasing card be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

Authorized Users. The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes. The school may also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent.

Documentation. Employees seeking reimbursement for a purchasing card purchase must submit an itemized receipt and a purchasing card receipt to the school district. The itemized receipt must include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. **A non-itemized credit card receipt alone is not sufficient.** Designated school personnel shall maintain the documentation for at least 7 years or as otherwise required by Schedule 10 – Local School Districts or Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees must maintain copies of any documentation submitted to the school district.

Suspension or Termination of Privileges. The board or the superintendent (or his or her designee) (1) shall temporarily or permanently suspend the purchasing card privileges of any individual that does not submit an itemized

receipt for each purchasing card purchase, and (2) **may** temporarily or permanently suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account must be immediately closed and he or she must return the purchasing card to the superintendent or board. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the individual making the purchase must reimburse the district within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

Reward Points or Rebates. Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of the school district.

Purchase Review Procedures. The superintendent, or his or her designee, will conduct independent reviews of credit card expenses, or a sample thereof, on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy will be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee will provide the board at each regular meeting with the documentation submitted pursuant to this policy or a summary of that documentation with a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase must be addressed as provided in this policy or as otherwise allowed by law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3037

Petty Cash

The elementary school, middle school, high school, and school district office each shall have a petty cash fund for the purchase of materials, supplies, services, or other school related goods and services in circumstances requiring immediate payment.

Fund Custodians. The amount of each fund will not exceed \$500. The individuals holding the following employment positions shall be the custodians of each petty cash fund and shall administer and be responsible for them:

Elementary School:	_____
Middle School:	_____
High School:	_____
District Office:	_____

Petty fund disbursements may only be made with the authorization of the petty cash fund custodian or the superintendent.

Documentation. All petty cash fund disbursements are to be supported by an itemized receipt or other sufficient evidence that documents the expenditure. The itemized receipt or supporting documentation shall include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. Designated school personnel shall maintain the documentation for at least 10 years or as otherwise required by Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees shall maintain copies of any documentation submitted to the school district. Expenses will be assigned to the proper budget account.

Unauthorized Purchases. In no event shall the petty cash fund be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

Purchase Review Procedures. The superintendent, or his or her designee, and the school district treasurer shall conduct independent reviews of petty cash fund expenditures on a monthly basis. Any unlawful or

unauthorized expenditure or other discrepancy shall be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee shall provide the board at each regular meeting with petty cash fund documentation that includes a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase shall be addressed as provided by board policy or as otherwise allowed by law.

Reconciliation and Closeout. Each petty cash fund will be reconciled by the school district treasurer and closed out at the end of the fiscal year (June 30th). The petty cash fund will be reestablished by the board of education at its July meeting or at such other meeting as determined by the board.

Adopted on: _____

Revised on: _____

Reviewed on: _____

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

- ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of superintendent, principal, guidance counselor and local law enforcement. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3040

School Safety and Security

In order to fulfill its obligation to provide a safe and secure learning environment, the Board of Education has adopted this School Safety and Security Policy. Although the district will take reasonable steps to protect students and staff, no entity can provide complete safety and security at all times. This policy does not make the district a guarantor of the safety of students, staff or patrons.

I. General Safety and Security

a. NDE Rubric

The District will meet at least the minimum requirement for each school safety and security standard indicator adopted by the Nebraska Department of Education.

b. School Hours

- i. During a crisis situation, the administration will maintain established school hours and proceed with all co-curricular activities as scheduled whenever possible.
- ii. If, during a crisis situation, the parent(s) or guardian of a student decide that the student needs to be absent, this absence will be excused.

c. Access to School Facilities

- i. The school's facilities may not be used for funeral or memorial services during the school day.
- ii. This policy does not discourage the presentation of traditional American Legion memorial services which promote patriotism.

d. Memorials

- i. Memorials often create a visual reminder of a particular crisis that may reintroduce feelings of grief for students. Therefore, memorials may not be

displayed anywhere on the school premises without board approval.

- ii. This policy is not intended to discourage the acceptance of memorial funds or specific items.

II. Superintendent's Duties Related to Safety and Security

a. Appointment of Crisis Team

The Superintendent shall appoint members to serve on the school district's crisis team. The superintendent may, but is not required, to include representatives from the following groups on the crisis team:

- Administrators
- Teachers
- Health/mental health
- Facilities staff
- Transportation staff
- Food service staff member
- Students
- Parents
- Staff member with expertise on the needs of students with disabilities
- Organizations that serve the disabled
- Organizations that serve the needs of minority populations (ELL, race, etc.)
- Representatives from local early responders (law enforcement, fire and rescue personnel, railroad, factories, etc.)

b. Compliance with Fire and Safety Codes

The Superintendent will ensure that the school district meets all current fire and life safety codes or is in the process of coming into compliance.

c. Annual Safety Audits

The Superintendent will arrange for the performance of an annual safety audits using an external consultants utilizing the standardized audit protocol adopted by the Nebraska Department of Education.

7. Consultation with Threat Assessment Team

The crisis team will consult with members of the threat assessment team to determine if the district's All-Hazard School Safety Plan has been appropriately implemented and if it should be modified or updated.

8. Review of Training

The crisis team shall review the training which the school system provides for specified employees in required areas to comply with local, state, and federal regulations.

The crisis team shall also review any non-required training which could be provided to appropriate staff to increase the safety and security of the school district and its students, staff and patrons. If the team believes such non-required training would be beneficial, it shall recommend to the superintendent that the training be provided to the identified staff member at district expense.

9. Communication with School Community and Stakeholders

The crisis team will work continuously to improve communication with the school community and relevant stakeholders. This communication shall include, but not be limited to, the communication strategies and protocols identified in the district's All-Hazard School Safety Plan.

10. Communication with the Board of Education

The crisis team will report to the board at least annually on its activities. This report may be included as part of the superintendent's report at a regular board meeting.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4. All-Hazard School Safety Plan

The crisis team will create an All-Hazard School Safety Plan. The plan must be customized to the needs of each of the school district's buildings. The plan must include all of the components required by the School Safety and Security Standards adopted by the Nebraska Department of Education, and shall meet at least the minimum indicators set by those Standards.

The crisis team shall share a copy of the district's All-Hazard School Safety Plan with local authorities and first responders.

The chair of the crisis team shall provide a copy of the district's All-Hazard School Safety Plan to the NDE Security Assessor at least one-week prior to the assessor's scheduled visit to the district.

5. Standard Response Protocol (SRP)

Crisis team shall be knowledgeable about the Standard Response Protocol promoted by the "I love u guys" Foundation.

The crisis team will coordinate with members of the administrative team to arrange for all students, employees and other individuals who routinely use the district's facilities to receive SRP training and guidance.

The crisis team will assess the need for SRP to be implemented at off campus locations where students may be present for school activities.

The crisis team will confer with individuals knowledgeable about students, staff or patrons who may have special needs in order for those individuals to be able to understand and implement the SRP.

6. Consultation With Building Principals

The crisis team shall confer with the principal of each building within the district to ensure that visible signage is present in each building which meets the needs of local emergency responders

The crisis team will review the utility of non-required drills in light of the needs and unique circumstances present within each building within the district. Non-required drills recommended by NDE include lock-down, lock out, evacuation, shelter and reunification process. The crisis team will consult with building principals to review both required and non-required drills.

3041

Crisis Team Duties

The crisis team is responsible for planning for the safety and security of the school, staff, and students. The teams will respond to and manage any safety or security incident that occurs in the school setting or which has the potential to disrupt the orderly operation of the school system.

1. Membership on and Chair of Team

The superintendent will appoint members to serve on the crisis team.

If the superintendent does not serve on the crisis team personally, he/she shall appoint an individual to serve as the chair of the crisis team. The chair of the crisis team shall have the responsibility of scheduling crisis team meetings, documenting crisis team actions and reporting to the board at least annually on the district's All-Hazard School Safety Plan and other activities of the crisis team.

2. Meetings of the Crisis Team

The crisis team will meet at least twice annually with representatives from local law enforcement and local fire and rescue personnel. At these meetings, the team will coordinate with local agencies to prepare for and communicate about a variety of real world scenarios.

The crisis team will meet at such additional times as necessary to fulfill the duties given to it pursuant to this policy.

3. School Self-Assessment

The crisis team shall conduct the self-assessment created by the Nebraska Department of Education as part of its School Safety and Security Standards. This assessment shall be conducted for each school building. The team shall report the results of this self-assessment to the superintendent and to the board of education.

Either the superintendent or the chair of the safety committee will also report the results of the self-assessment to the Nebraska Department of Education.

d. Mutual Aid Agreements

The Superintendent will enter into mutual aid agreements to address the academic, physical, operational, psychological, and emotional recovery areas when possible with appropriate local entities.

III. Building Principals' Duties Related to Safety and Security

a. Positive and Safe Learning Environment

Each building principal shall implement a school-wide behavior process to create a positive and safe learning environment.

Each building principal shall conduct training on and require enforcement of the district's anti-bullying and dating violence policies.

Each building principal shall ensure that staff complete the required suicide prevention training as required by board policy.

Each building principal shall require staff to engage in active supervision of students at all times

b. Visitor Protocol.

Each building principal shall adopt a protocol for visitors to his/her school building to sign in upon arrival and departure and to be identified as a visitor while they are in the building during the school day. The protocol must also address visitors in specialized areas of the school such as playgrounds, gyms, cafeterias and the like.

This protocol may be written or unwritten but must be clearly communicated to and enforced by all staff.

The building principal will report individuals who repeatedly violate the visitor protocol to the superintendent for possible exclusion from school facilities pursuant to board policy.

c. Emergency Drills

Each building principal must ensure that the following drills are conducted in his/her building:

- i. Fire drills (evacuation): One fire drill conducted monthly with one additional drill being conducted during the first 30 days of school.
- ii. Tornado drills (shelter): One drill during the first two weeks of school and the second drill during the month of March.
- iii. Bus evacuation drills: Two drills during the school year involving all students and appropriate staff. Recommended that one drill occur during the first month of school.

Each building principal must also conduct any non-required drills recommended by crisis team.

Each building principal shall conduct a performance review of each of the drills conducted pursuant to this policy. This review does not have to be in writing.

Adopted on: _____

Revised on: _____

Reviewed on: _____

[illegible]

2025-2026			% Change				5.634%				8.195%				7.593%				6.941%				7.999%				6.711%				6.999%				7.057%				7.010%				5.718%		Official		6.253%	
				Total		September		October		November		December		January		February		March		April		May		June		July																						
Payroll	\$	-			\$	347,478.53	\$	351,977.90	\$	358,445.62	\$	346,814.13	\$	345,515.81	\$	364,805.71	\$	345,615.08	\$	350,156.79	\$	346,816.20	\$	343,890.27	\$	310,562.97																						
Bill Roster	\$	-			\$	12,943.05	\$	86,378.39	\$	54,558.95	\$	55,825.61	\$	66,208.67	\$	47,352.52	\$	56,251.86	\$	55,942.14	\$	74,705.70	\$	101,455.76	\$	119,333.05																						
Adjustments	\$	-			\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-																						
Total Expenditures	\$	-			\$	360,421.58	\$	438,356.29	\$	413,004.57	\$	402,639.74	\$	411,724.48	\$	411,958.23	\$	401,866.94	\$	406,098.93	\$	421,521.90	\$	445,346.03	\$	429,906.02																						
YTD Total	\$	-			\$	360,421.58	\$	798,777.87	\$	1,211,782.44	\$	1,614,422.18	\$	2,026,146.66	\$	2,438,104.89	\$	2,839,971.83	\$	3,246,070.76	\$	3,667,592.66	\$	4,112,938.69	\$	4,542,834.71																						
Comparison																																																
Payroll	\$	-			\$	20,117.79	\$	32,161.29	\$	22,472.17	\$	22,142.47	\$	31,884.77	\$	37,659.98	\$	19,807.65	\$	32,465.50	\$	27,514.60	\$	19,995.41	\$	10,411.39																						
Bill Roster	\$	-			\$	(894.28)	\$	9,115.22	\$	2,545.90	\$	(2,873.78)	\$	13,396.86	\$	(34,389.95)	\$	12,609.79	\$	(4,255.08)	\$	(1,220.84)	\$	(37,809.35)	\$	34,484.93																						
Monthly Difference	\$	-			\$	19,223.51	\$	41,276.51	\$		\$		\$	(366,442.85)	\$	(408,688.20)	\$	(369,449.50)	\$	28,210.48	\$	(395,228.14)	\$	(463,159.97)	\$	(384,999.70)																						
Difference YTD	\$	-			\$	19,223.51	\$	60,500.02	\$	85,519.09	\$	104,786.78	\$	150,068.41	\$	153,338.44	\$	185,755.88	\$	213,966.30	\$	240,260.06	\$	222,446.12	\$	267,342.44																						
Total Receipts																																																
2024-2025			% Change				7.308%				6.049%				6.665%				7.014%				6.147%				7.824%				7.234%				7.752%				6.896%				3.797%		3.885%			
				Total		September		October		November		December		January		February		March		April		May		June		July																						
Payroll	\$	-			\$	327,360.74	\$	319,816.61	\$	335,973.45	\$	324,671.66	\$	313,631.04	\$	326,945.73	\$	325,807.43	\$	317,691.29	\$	319,301.60	\$	323,894.86	\$	300,151.58																						
Bill Roster	\$	-			\$	19,837.33	\$	77,263.17	\$	52,013.05	\$	58,699.39	\$	52,811.81	\$	81,742.47	\$	43,642.07	\$	60,197.22	\$	75,926.54	\$	139,265.11	\$	84,848.12																						
Adjustments	\$	-			\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-																						
Total Expenditures	\$	-			\$	341,198.07	\$	397,079.78	\$	387,986.50	\$	383,371.05	\$	366,442.85	\$	408,688.20	\$	369,449.50	\$	377,888.51	\$	395,228.14	\$	463,159.97	\$	384,999.70																						
YTD Total	\$	-			\$	341,198.07	\$	738,277.85	\$	1,126,264.35	\$	1,509,635.40	\$	1,876,078.25	\$	2,284,766.45	\$	2,654,215.95	\$	3,032,104.46	\$	3,427,332.60	\$	3,890,492.57	\$	4,275,492.27																						
Total Receipts	\$	-			\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-																						

[illegible]

7/7/2026

Security First Bank & FirstTier Bank

<u>Fund Summary</u>	<u>Amount</u>
Depreciation Fund	\$ 499,771.92
Site & Building	\$ 125,473.68
General Fund (CEDARS)	\$ 1,214,509.19
Total	\$ 1,839,754.79

<u>Certificate Number</u>	<u>Fund</u>	<u>Time</u>	<u>Interest Rate</u>	<u>Last Maturity</u>	<u>Maturity Date</u>	<u>Current Amount</u>
3861	Site & Building Fund	12 Month	3.8000%	5/27/2026	4/27/2026	\$ 125,473.68
3873	Depreciation Fund	12 Month	3.8000%	5/27/2026	4/27/2026	\$ 179,244.52
3867	Depreciation Fund	12 Month	3.8000%	5/27/2026	4/27/2026	\$ 320,527.40
1030893979 (CEDARS)	General Fund	7 Month	4.0600%	10/1/2026	10/1/2026	\$ 348,246.75
1030891917 (CEDARS)	General Fund	7 Month	4.0600%	10/1/2026	10/1/2026	\$ 866,262.44
Total						\$ 1,839,754.79

Activity Account Financial Summary 2025--2026

<u>Date</u>	<u>Disbursements</u>	<u>Receipts</u>	<u>Profit/Loss</u>	<u>Ending Balance</u>
Aug. 2025	\$ 13,669.06	\$ 108,042.10	\$ 94,373.04	\$ 375,126.55
Sept.	\$ 20,560.16	\$ 27,702.97	\$ 7,142.81	\$ 382,269.36
Oct.	\$ 17,990.65	\$ 19,453.42	\$ 1,462.77	\$ 383,732.13
Nov.	\$ 16,117.25	\$ 12,109.95	\$ (4,007.30)	\$ 379,724.73
Dec.	\$ 23,684.39	\$ 19,775.26	\$ (3,909.13)	\$ 375,815.60
Jan.	\$ 24,112.79	\$ 12,653.89	\$ (11,458.90)	\$ 364,356.70
Feb.	\$ 17,561.70	\$ 23,784.77	\$ 6,223.07	\$ 370,579.77
March	\$ 30,409.72	\$ 14,675.03	\$ (15,734.69)	\$ 370,579.77
April	\$ 16,616.22	\$ 7,414.87	\$ (9,201.35)	\$ 346,143.73
May	\$ 26,361.93	\$ 13,676.23	\$ (12,685.70)	\$ 333,458.03
June	\$ 28,665.76	\$ 25,086.67	\$ (3,579.09)	\$ 329,878.94
July	\$ -	\$ -	\$ -	\$ -
Aug-26	\$ -	\$ -	\$ -	\$ -
Fiscal Year	\$ 222,080.57	\$ 176,333.06	\$ (45,747.51)	
School Year	\$ 235,749.63	\$ 284,375.16	\$ 48,625.53	

Fund: 05 ACTIVITY FUND

<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	107,036.64	14,529.50	5,042.92	97,550.06
05 704 2111	GRAD CLASS OF 2026	473.60	0.00	0.00	473.60
05 704 2112	GRAD CLASS OF 2027	2,606.58	0.00	0.00	2,606.58
05 704 2113	GRAD CLASS OF 2028	3,985.81	0.00	0.00	3,985.81
05 704 2114	GRAD CLASS OF 2029	6,360.40	0.00	0.00	6,360.40
05 704 2115	GRAD CLASS OF 2030	7,910.90	0.00	0.00	7,910.90
05 704 2116	GRAD CLASS OF 2031	5,422.62	0.00	0.00	5,422.62
05 704 3010	YEARBOOK	1,616.93	0.00	0.00	1,616.93
05 704 3011	BBB CLUB	991.09	500.00	870.00	1,361.09
05 704 3020	CHEERLEADING	(5,922.56)	3,569.20	5,845.15	(3,646.61)
05 704 3025	DANCE TEAM	4,976.44	0.00	0.00	4,976.44
05 704 3030	CONCESSIONS	(2,963.55)	192.90	842.62	(2,313.83)
05 704 3041	FB CLUB	938.84	195.98	1,900.00	2,642.86
05 704 3042	PEE WEE FOOTBALL CLUB	305.52	0.00	0.00	305.52
05 704 3043	PEE WEE WR CLUB	1,751.38	0.00	0.00	1,751.38
05 704 3048	FFA CLUB	(88.08)	1,096.23	2,300.36	1,116.05
05 704 3049	FBLA	550.46	0.00	0.00	550.46
05 704 3050	FCCLA	3,416.81	0.00	2,900.00	6,316.81
05 704 3051	GBB CLUB	247.24	0.00	0.00	247.24
05 704 3060	HONOR SOCIETY	874.07	0.00	0.00	874.07
05 704 3070	MUSIC	(67.78)	0.00	0.00	(67.78)
05 704 3090	SCHOOL PLAY	1,118.95	0.00	0.00	1,118.95
05 704 3100	SHOP	2,253.39	0.00	0.00	2,253.39
05 704 3110	STAFF LOUNGE	5,066.65	28.00	0.00	5,038.65
05 704 3120	STUDENT COUNCIL	772.38	0.00	0.00	772.38
05 704 3121	VB CLUB	1,886.04	0.00	0.00	1,886.04
05 704 3122	WR CLUB	3,251.91	1,236.00	100.00	2,115.91
05 704 3123	TRACK CLUB	1,589.72	0.00	203.57	1,793.29
05 704 3124	CROSS COUNTRY	883.23	0.00	0.00	883.23
05 704 3125	GREENHOUSE PROJECT	3,055.03	499.19	199.00	2,754.84
05 704 3126	GOLF CLUB	333.41	0.00	1,086.55	1,419.96
05 704 4000	MISC/ACT. DEPOSITS	6,200.00	0.00	0.00	6,200.00
05 704 4010	GENERAL/125 PLAN	78,290.52	5,498.70	3,796.50	76,588.32
05 704 4015	EHA	1,276.06	421.56	0.00	854.50
05 704 4020	SITE	2,403.33	0.00	0.00	2,403.33
05 704 4025	SUMMER READING PROGRAM	1,144.03	898.50	0.00	245.53
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	13,723.08	0.00	0.00	13,723.08
05 704 4040	GRANT \$	445.58	0.00	0.00	445.58
05 704 4070	FELLOWSHIP OF CHRISTIAN ATHLETES	5,461.67	0.00	0.00	5,461.67
05 704 4080	CIRCLE OF FRIENDS (1) ELEMENTARY	223.29	0.00	0.00	223.29
05 704 4081	CIRCLE OF FRIENDS (2) SECONDARY	22.78	0.00	0.00	22.78
05 704 4090	SCHOOL STORE	561.76	0.00	0.00	561.76
Fund Total:		333,458.03	28,665.76	25,086.67	329,878.94

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Activity

User ID: DKJ

Checking Account ID: 5

Check Type: Automatic Payment

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
37	06/23/2026				TASC	TASC	3,690.00
Check Type Total:		Automatic Payment		Void Total:		0.00	Total without Voids: 3,690.00

Checking Account ID: 5

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
19556	06/03/2026				AMAZON	AMAZON CAPITAL SERVICES	104.97
19557	06/03/2026				SCHOOLHEAL	SCHOOL HEALTH CORP.	1,073.73
19558	06/05/2026				NSAA	NSAA	1,085.00
19559	06/05/2026				NCA3679	NEBRASKA COACHES ASSOCIATION	1,705.00
19560	06/05/2026				KCBBB	KC BOYS BASKETBALL	300.00
19561	06/10/2026				BSNSPORTS	BSN SPORTS LLC	296.15
19562	06/10/2026				SCHOOLHEAL	SCHOOL HEALTH CORP.	36.00
19563	06/11/2026				CASH	CASH	55.00
19564	06/12/2026				CHESTER	CHESTERMAN CO.	220.90
19565	06/17/2026				ASPI SOLUT	ASPI SOLUTIONS, INC.	500.00
19566	06/17/2026				VALLEYA	VALLEY ATHLETICS	1,790.08
19567	06/19/2026				KEARPUB	KEARNEY PUBLIC SCHOOLS	200.00
19568	06/19/2026				AMAZON	AMAZON CAPITAL SERVICES	151.89
19569	06/19/2026				USBANK	US BANK	9,800.02
19570	06/19/2026				VARSIITY	VARSIITY SPIRIT, LLC	3,293.90
19571	06/23/2026				ROAMING	ROAMING GREENS MINI-GOLF CO	418.50
19572	06/23/2026				NCFARMS	NORTH CAROLINA FARMS	444.19
19574	06/23/2026				SPORTBOARD	SPORTBOARDZ	13.75
19575	06/23/2026				NCA3679	NEBRASKA COACHES ASSOCIATION	240.00
19576	06/30/2026				CENTRALPL	CENTRAL PLAINS LIBRARY SYSTEM	480.00
19577	06/30/2026				BSNSPORTS	BSN SPORTS LLC	195.98
19578	06/30/2026				PYRA	PYRAMID SCHOOL PRODUCTS	762.00
Check Type Total:		Check		Void Total:		0.00	Total without Voids: 23,167.06
Checking Account Total:		5		Void Total:		0.00	Total without Voids: 26,857.06
		Grand Total:		Void Total:		0.00	Total without Voids: 26,857.06

7/1/2026

Overton Public School
Certificate of Deposits
Security First Bank & FirstTier Bank

<u>Fund Summary</u>	<u>Amount</u>
Depreciation Fund	\$ 499,771.92
Site & Building	\$ 125,473.68
General Fund (CEDARS)	<u>\$ 1,202,278.37</u>
Total	\$ 1,827,523.97

<u>Certificate Number</u>	<u>Fund</u>	<u>Time</u>	<u>Interest Rate</u>	<u>Last Maturity</u>	<u>Maturity Date</u>	<u>Current Amount</u>
3861	Site & Building Fund	12 Month	3.8000%	5/27/2026	4/27/2026	\$ 125,473.68
3873	Depreciation Fund	12 Month	3.8000%	5/27/2026	4/27/2026	\$ 179,244.52
3867	Depreciation Fund	12 Month	3.8000%	5/27/2026	4/27/2026	\$ 320,527.40
1030893979 (CEDARS)	General Fund	7 Month	4.0600%	10/1/2026	10/1/2026	\$ 344,739.70

Check Register by Checking Account

Clearing-General

Checking Account ID: 1

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount		
3114	06/25/2026				AMYBAR2267	AMY BARNES	153.00		
31086	06/03/2026				OVERTON1	OVERTON 1 STOP	477.14		
31111	06/10/2026				DASSTATE	DAS STATE ACCOUNTING - CENTRAL FINANCE	635.74		
31112	06/16/2026				VILLAGEO	VILLAGE OF OVERTON	28.00		
31113	06/19/2026				USBANK	US BANK	2,720.06		
31115	06/25/2026				JORDANRU	JORDAN STUTHEIT	20.00		
31116	06/30/2026				REMMALI	ALISHA REMMENGGA	48.00		
Check Type Total:		Check			Void Total:		0.00	Total without Voids:	4,081.94
Checking Account Total:		1			Void Total:		0.00	Total without Voids:	4,081.94
		Grand Total:			Void Total:		0.00	Total without Voids:	4,081.94

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Food Program

User ID: DKJ

Checking Account ID: 6

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
5370	06/03/2026				STAPLES	STAPLES BUSINESS ADVANTAGE	152.32
5371	06/04/2026				ALTWINIK	NIKI ALTWINE	1.35
5372	06/04/2026				FRITMATT	MATTHEW FRITSON	135.55
5373	06/04/2026				SHAFJESS	JESSICA SHAFER	31.10
5374	06/04/2026				KENNLISA	LISA KENNICUTT	116.25
5375	06/04/2026				KRAMDAV	DAVID KRAMER	10.20
5376	06/04/2026				SHUBJEN	JENNIFER SHUBERT	18.40
5377	06/04/2026				BECKYWITM	BECKY WITMER	6.85
5378	06/12/2026				HILAND	HILAND DAIRY	1,099.66
5379	06/12/2026				CASHWA	CASH-WA DISTRIBUTING	1,502.44
5380	06/12/2026				BIMBO	BIMBO BAKERY	220.80
5381	06/12/2026				USFOOD	US FOODS	1,869.46
5382	06/12/2026				OVERTO3777	OVERTON PUBLIC SCHOOL	290.00
5383	06/30/2026				PYRA	PYRAMID SCHOOL PRODUCTS	384.16
Check Type Total:		Check		Void Total:		0.00	Total without Voids: 5,838.54
Checking Account Total:		6		Void Total:		0.00	Total without Voids: 5,838.54
		Grand Total:		Void Total:		0.00	Total without Voids: 5,838.54

Hot Lunch Financial Report

Balance :

6/1/2026 \$ 34,934.06

Reiepts:

Meal Sales		\$ 684.05
Summer Food Program		
Fed. Reimbursement	May	\$ 5,263.36
State Reimbursement	May	\$ -
Loans to Program		
Other Local Misc		\$ 306.47
Transfer from General		\$ -
Other Non Revenue		\$ 290.00
 Total receipts		 \$ 6,543.88
 Balance & Receipts		 \$ 41,477.94

Disbursements

Food		\$ 4,673.64
Salaries	June	\$ 5,088.89
Benefits	June	\$ 2,550.47
Other Expenses		\$ 856.18
Pre K, Ala Carte, Juice, Catering		\$ 18.72
Loan Repayment		\$ -
 Total Disbursements:		 \$ 13,187.90

Balance

6/30/2026 \$ 28,290.04

799	9/1/2009	B	C	D	E	F	G	H	I
800	Food Program 2025-2026								
801	<u>Date</u>	<u>Lunch Meals</u>	<u>Breakfast Meals</u>	<u>Summer Food</u>	<u>Disbursements</u>	<u>Receipts</u>	<u>Profit/Loss</u>	<u>Days Served</u>	<u>Balance</u>
802	Aug-25	2514	477	0	\$ 8,749.75	\$ 59,521.07	\$ 50,771.32	17	\$ 77,421.97
803	Sept.	2720	549	0	\$ 23,870.21	\$ 17,788.91	\$ (6,081.30)	18	\$ 71,340.67
804	Oct.	3378	585	0	\$ 20,613.53	\$ 1,843.13	\$ (18,770.40)	21	\$ 66,713.31
805	Nov.	2154	404	0	\$ 20,491.14	\$ 16,931.10	\$ (3,560.04)	14	\$ 63,153.27
806	Dec.	2365	367	0	\$ 16,812.26	\$ 10,621.17	\$ (6,191.09)	15	\$ 56,962.18
807	Jan.	3147	556	0	\$ 14,842.46	\$ 14,873.09	\$ 30.63	19	\$ 56,828.73
808	Feb.	2696	478	0	\$ 23,063.19	\$ 15,914.70	\$ (7,148.49)	18	\$ 49,680.24
809	March	3221	529	0	\$ 19,610.60	\$ 15,735.55	\$ (3,875.05)	20	\$ 45,823.39
810	April	2878	506	0	\$ 21,905.16	\$ 15,983.42	\$ (5,921.74)	19	\$ 39,901.65
811	May	1738	357	0	\$ 19,908.23	\$ 14,940.64	\$ (4,967.59)	12	\$ 34,934.06
812	June	1140	1140		\$ 1,187.90	\$ 6,543.88	\$ 5,355.98	22	\$ 28,290.04
813	July					\$ -	\$ -	0	\$ -
814	Aug-25				\$ -	\$ -	\$ -	0	\$ -
815	Fiscal Year				\$ 182,304.68	\$ 131,175.59	\$ (357.77)	0	\$ -
816	School Year				\$ 191,054.43	\$ 190,696.66	\$ (357.77)	0	\$ -
817	Totals	27951	5948	0				195.00	
818	All Meals	33899							
819									

	2025-2026						
	<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	1140	0	0	1140	0	0	2280
May	581	276	881	205	100	52	2095
April	936	454	1488	292	146	68	3384
March	1033	494	1694	297	161	71	3750
February	857	447	1392	265	144	69	3174
January	1059	516	1572	333	155	68	3703
December	756	360	1249	215	104	48	2732
November	715	336	1103	250	93	61	2558
October	1092	502	1784	323	145	117	3963
September	912	413	1395	315	144	90	3269
August	931	363	1220	278	104	95	<u>2991</u>
Totals	10012	4161	13778	3913	1296	739	33899
							-8.06%

	2024-2025						
	<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	943	0	0	943	0	0	1886
June	1009	0	0	1009	0	0	2018
May	702	304	1080	274	93	111	2564
April	1056	461	1638	368	138	165	3826
March	950	436	1575	364	116	174	3615
February	905	439	1422	286	116	148	3316
January	987	545	1650	334	167	153	3836
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	9900	5001	14667	4014	1693	1594	36869



June 8, 2026

Administrator
Overton Public Schools
PO Box 310
Overton, NE 68863

RE: Accreditation for 2026-2027 School Year

Dear Administrator,

On June 5, 2026, the State Board of Education voted to grant accreditation to Overton Public Schools for the 2026–2027 school year.

This action is based upon records indicating that Overton Public Schools operated in compliance with Title 92, *Nebraska Administrative Code*, Chapter 10 (Rule 10), *Regulations and Procedures for the Accreditation of Schools*.

This grants Overton Public Schools the legal authority to satisfy the provisions of the compulsory education law. The approval period is effective from July 1, 2026, through June 30, 2027.

Thank you for your ongoing commitment to educational excellence and the students you serve.

Sincerely,

Decua Jean-Baptiste Ed. D.
Director of Accreditation
Office of Accreditation, Certification, & Approval
Nebraska Department of Education



Certificate of Accreditation

The Nebraska Department of Education

Recognizes

Overton Public Schools

AS AN ACCREDITED SCHOOL
FOR THE SCHOOL YEAR 2026-2027

BY THE OFFICIAL ACTION OF THE STATE BOARD OF EDUCATION

A handwritten signature in blue ink, reading "Brian L. Maher", is written over a horizontal line.

Brian L. Maher, Ed.D.
Commissioner of Education

A handwritten signature in blue ink, reading "Jane Stavem", is written over a horizontal line.

Jane Stavem, Ed.D.
Deputy Commissioner of Education



310 Logan Street
Holdrege, NE 68949

Creating connections to
empower agriculture

PROPANE CONTRACT INFORMATION ENCLOSED

(Overton Public School)
(PO Box 310)
(401 7th St.)
(Overton, NE 68863)

June 18, 2026

Dear Valued Propane Customer:

It is with great pleasure that we bring you this contract information. Please review and consider our Propane Contracting Program for the 2026-2027 winter heating season. Please note changes to our contract dates.

Prepay and Economy contracts will cover deliveries between August 1, 2026 through May 31, 2027.

This year's contracting procedure will include two parts.

1. Enclosed with this letter is a selection form that includes a recap of your usage along with our current contract options, pricing, and payment amounts. Please choose from the options listed and mark your choice on the enclosed form.
2. Once we receive your choice, we will generate a propane contract and mail it to you to sign and return to us.

For your convenience we are offering three methods of returning the contract selection form to CHS.

Use the enclosed addressed envelope to mail the selection form to our Holdrege office, email the completed selection form to Marisa.McNall@chsinc.com or drop off the selection form at any of our CHS Locations.

CHS is committed to our ongoing contract programs that provide fair pricing and guaranteed supply, regardless of weather conditions. In an effort to continue to bring value to our customers, the following contracts are offered for 2026-2027:

1. 100% Prepaid Propane Contract: this program allows you to prepay a set number of gallons at one Program Price.
2. Fixed Price Contract: this program allows you to lock in a Program Volume and Program Price for your propane needs but allows you to pay at the time of delivery (per normal credit terms).

All of the above contracts include the following:

1. Route Program. CHS will anticipate your propane needs using a remote tank monitor or a degree day routing system which assures that you will never run out of propane.
2. A Service Guarantee. If you're a contract customer and your tank runs out of propane, not only will we fill your tank, perform a leak check and get all your appliances going, we will give you the first \$50 of propane free.
3. REST ASSURED. YOU'RE DOING BUSINESS WITH THE SAFEST SUPPLIER OF PROPANE IN CENTRAL NEBRASKA.

Sincerely,

Jeff Ernstmeyer
Energy Operations Manager - Holdrege

2026-2027 PROPANE CONTRACT SELECTION FORM

Enclosed volumes are based on your historical usage between August 1 and May 31

If you have any questions or concerns regarding your selections, please give us a call at
308-995-8626 and we will be happy to assist you!

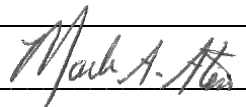
*****PLEASE CAREFULLY REVIEW AVERAGE USAGE FOR ACCURACY*****

Usage Information: 2025-2026 Bus Operation Gallons Used: (4,632)	
☐	2026-2027 Prepay Contract: 2026-27 Bus Operation Gallons: 5,500 Program Price Per Gallon for 2025-2026 Season: \$ 1.856 Total Amount: \$ 10,208.00 Last year's carryover amount - \$1,616.14 Total Amount Due** \$8,591.86 ** Payment is due with this form.
☐	2026-2027 Fixed Price Contract: 2025-2026 Bus Operation contract Gallons): _____ Program Price Per Gallon for 2024-25 Season: \$ <u>1.896</u>
☐	2026-2027 Max Price Contract 2025-2026 Bus Operation Contract Gallons): _____ Program Price Per Gallon for 2025-26 Season: \$ _____ A fee of \$.15 per gallon contracted is due with this form

Please return this form by August 2026

This form can be dropped off at any CHS Location, mailed in the enclosed envelope,
or emailed to Karen.Wallace@chsinc.com

**YOUR PROPANE CONTRACT WITH THE TERMS AND CONDITIONS WILL BE
MAILED AFTER THIS FORM IS RECEIVED, PLEASE INDICATE YOUR
CONTRACT PREFERENCE, ENTER GALLONS, SIGN & RETURN**

	June 22, 2026
Signature	Date
Account Name : (Overton Public School)	



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

STATE LEGISLATIVE ADVOCACY

NRCSA is active in representing rural public schools in the Unicameral. The Executive Director is the main spokesperson for NRCSA, but is also represented by the lobbying firm of Nowka and Edwards. NRCSA's Legislative Committee includes 20 Superintendents/ESU Administrators and 6 Board of Education members from member schools/ESUs. Former NRCSA Presidents serve as ex officio members.

RURAL ADVOCACY

NRCSA is the only organization that speaks solely on behalf of public rural schools in the State of Nebraska. Other groups do a great job of representing their members, but at times cannot take a stand as they represent both very large and smaller districts. NRCSA is not necessarily tied down along those lines.

SUPERINTENDENT / PRINCIPAL SEARCHES

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

PLANNING WORKSHOPS

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

NATIONAL ADVOCACY

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

DISTRICT MEETINGS

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

COMMUNICATIONS

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

SPRING CONFERENCE

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

TEACHER SCHOLARSHIPS

NRCSA provides six \$1,000 scholarship to employees of member districts/ESUs who are working to attain teacher certification either through a recognized "para to teacher" program such as offered by the state colleges or a transitional program such as offered by UNK.

DIGITAL CITIZENSHIP

NRCSA recently partnered with a-plum creative to provide an opportunity for rural districts to provide monthly digital citizenship materials to their students, parents, and staff. This is a purchased service.

US BANK ONE CARD PROGRAM

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

NRCSA AWARDS

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

NRCSA EXECUTIVE BOARD

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

NRCSA SCHOLARSHIPS

NRCSA annually awards 23 \$2,000 scholarships to high school seniors from NRCSA-member schools who are entering college with the goal of becoming school teachers. NRCSA also presents two \$2,000 Gary Fisher Scholarships to high school seniors going into the fine arts.

EXCESS EQUIPMENT CLEARINGHOUSE

A free service to member districts and ESUs is the opportunity to post items for sale to all other members. Items such as vehicles, scoreboards, weight equipment, school furniture, and text books have been posted on behalf of members.

NEBRASKANS UNITED

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

NEW LEAF TELETHERAPY

Beginning with the 2023-24 school year, NRCSA has partnered with New Leaf to provide another tool in helping to provide cost effective Mental Health teletherapy services for their staff and students.

LEADERSHIP OPPORTUNITIES

Each year there are over 70 leadership positions on the Executive Committee or other NRCSA committees that provide opportunities for member Superintendents/ESU Administrators.

EDUCATION ASSOCIATIONS COALITION

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

NATIONAL RURAL EDUCATION ASSOCIATION

NNRCSA is a strong member of the NREA. The NREA provides leadership on issues facing rural education on the national level.

RURAL TEACHER SHORTAGE

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

"QUALITY RURAL SCHOOLS"

Nebraska Rural Community Schools Association 440 S. 13th St, Suite B, Lincoln, NE 68508
Paul Sheffield, Executive Director
Phone: (402) 759-1609
email: psheffield@nrca.net

 @NRCSA1980

 www.facebook.com/nrcsa

2025-2026 Budget Document LC-2 Worksheet					
<u>Sections A</u>					
Certified Budget Authority	\$	5,372,517.00			
<u>Section B</u>					
2024-2025 General Fund Budget of Disbursements & Transfers	\$	6,217,179.00	<u>Special Grants</u>		
2024-2025 Special Grants	\$	154,000.00	IDEA	\$	65,000.00
2024-2025 SPED Budet of Disbursements and Transfers	\$	620,000.00	Title 1	\$	50,000.00
2024-2025 General Fund Lid Exclusions	\$	70,662.00	REAP	\$	35,000.00
2024-2025 Total Adjusted General Fund Budet of Disbursements & Transfers	\$	5,372,517.00	MIPS	\$	<u>4,000.00</u>
2024-2025 Unused Budget Authority	\$	-	Total	\$	154,000.00
<u>Section C</u>					
2024-2025 Applicable Allowable Reserve Percentage		45%			
2024-2025 Total Allowable Reserve	\$	2,797,730.55			
2024-2025 General Fund Necessary Cash Reserve	\$	2,249,873.55			
2024-2025 Depreciation Fund Total Requirements	\$	547,857.00			
Total Reserves	\$	2,797,730.55			
<u>Section D</u>					
2024/25 Property Tax Request Authority	\$	3,589,573.00			
Did 70% of the school board approve to exceed the Certified Property Tax Request Authority?		Yes or No			
Maximum Amount Allow	\$	330,862.00			
Enter Amount Approved by the School Board	\$	330,862.00			
Total Property Tax Authority Allowed	\$	3,920,435.00			
2024-2025 Property Tax Request General Fund	\$	-			
2024-2025 Property Tax Request Special Building Fund	\$	-			
2024-20258 Total Property Tax Request	\$	-			
2024-2025 Unused Property Tax Authority	\$	3,920,435.00			
Total Property Tax Request Reduced as a result of increased SPED and Foundation Aid	\$	120,000.00			
<u>Certified Assessed Valuation</u>					
Phelps County	\$	43,478,511.00			
Dawson County	\$	<u>374,643,639.00</u>			
Total	\$	418,122,150.00			

NASB

2026 Calendar of Events

JANUARY

THE GOVERNOR'S SCHOOL FINANCE COMMISSION MEETINGS & RESOURCES

[LEARN MORE NOW](#)

1st Day of the 2026 Legislative Session

Wednesday, January 7, 2026

School Board Member Week in Nebraska

January 25-31, 2026

Legislative Issues Conference

January 25-26, 2026 - Lincoln

[LEARN MORE NOW](#)

FEBRUARY

President's Retreat

Monday, February 16, 2026 - Kearney

[LEARN MORE NOW](#)

MARCH

Budget & Finance Workshop

Tuesday, March 10 - Seward

[LEARN MORE NOW](#)

COSSBA Annual Conference

March 12-15 - Louisville, KY

[LEARN MORE NOW](#)

Budget & Finance Workshop

Tuesday, March 24 - West Point

[LEARN MORE NOW](#)

NAEP State Convention

March 24-25 - Kearney

APRIL

Budget & Finance Workshop

Tuesday, April 7 - Ogallala

[LEARN MORE NOW](#)

Amplified Budget & Finance Workshop

Wednesday, April 8 - Kearney

[LEARN MORE NOW](#)

NSBA Annual Conference

April 10-12 - San Antonio

[LEARN MORE NOW](#)

2026 NASB Federal Advocacy Fly-In

April 26-29 - Washington, DC

MAY

Statewide Primary Election - Tuesday, May 12

JUNE

NASB Member Golf Outing

Wednesday, June 10 - Kearney Country Club

School Law Seminar

June 10-11 - Kearney

SUMMER

ALICAP Summer Workshops

Candidate Workshops

FALL/WINTER

Area Membership Meetings - August through September

Statewide General Election - Tuesday, November 3

State Education Conference - November

New Board Member Workshops - December