

Board of Education Regular Meeting  
Tuesday, October 8, 2019 6:00 PM

Board Room  
520 East 9th Street  
Imperial, NE 69033

## **Agenda**

- I. CALL MEETING TO ORDER
- II. APPROVAL OF AGENDA AND CHANGES TO AGENDA
- III. APPROVAL OF MINUTES
- IV. APPROVAL OF FINANCIAL REPORT
- V. INFORMATION AND PROPOSALS
  1. ACTIVITY DIRECTOR'S REPORT
  2. PRINCIPALS' REPORT
  3. SUPERINTENDENT'S REPORT
  4. BOARD COMMITTEE REPORT
- VI. PUBLIC COMMENT
- VII. ACTION ITEMS
  1. Consider, discuss and take necessary action with regard to appointing a Delegate Assembly Representative.
  2. Consider, discuss and take necessary action with regard to the service agreement with Trane.
  3. Consider, discuss and take necessary action with regard to first reading of BP 3130.
- VIII. DISCUSSION ITEMS
  1. Discuss Superintendent Evaluation.
  2. Discussion about collective bargaining regarding teacher negotiations and collective bargaining with recognized bargaining units of compensation and terms and conditions of employment.
- IX. EXECUTIVE SESSION- The Board of Education reserves the right to enter into Closed/Executive Session for 1) the protection of the public interest, or 2) the prevention of needless injury to the reputation of an individual, and/or the individual has not requested a public meeting.
- X. ADJOURN

## **Board of Education Special Meeting**

Monday, September 30, 2019 7:30 PM  
Board Room  
520 East 9<sup>th</sup> Street  
Imperial, Ne 69033

### **I. Call Special Meeting to Order.**

President Olsen called the meeting to order at 7:37 PM

### **II. Approval of Agenda & Changes to Agenda**

Motion to approve agenda as presented passed with a motion made by Dan Reeves and a second by Josh Fries.

### **III. Public Comment**

No Public Comment

**VI. Executive Session-Superintendent Evaluation. The Board reserves the right to enter into Closed/Executive Session for 1) the protection of the public interest, or 2) the prevention of needless injury to the reputation of an individual, and/or the individual has not requested a public meeting.**

Motion to go into Executive Session made at 7:41 PM passed with a motion by Josh Fries and a second by Willy O'Neil

### **V. Adjourn.**

President Olsen adjourned meeting at 10:34 PM.

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Board President

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Board Secretary

**Budget Hearing** Monday, September 16, 2019 7:00 PM Board Room 520 East 9th Street  
Imperial, NE 69033 Attendance Taken at 7:00 PM. Cindy Arterburn: Present, Josh Fries:  
Present, Karl Meeske: Present, Jeff Olsen: Present, Willy O’Neil: Present, Dan Reeves: Present,  
Sheila Stromberger: Present, Carrie Terryberry: Present, Steve Wallin: Present

**I. Call Budget Hearing to order.**

President Olsen called meeting to order at 7:00pm.

**II. The purpose of the Hearing is to review, discuss, consider, and receive input, and or support, opposition, criticism, suggestions or observations of taxpayers relating to the 2019-20 proposed budget.**

**III. Adjourn Budget Hearing**

Meeting was adjourned at 7:04pm

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Board President

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Board Secretary

**Special Hearing to Set Final Tax Request** Monday, September 16, 2019 7:05 PM Board Room 520 East 9th Street Imperial, NE 69033 Attendance Taken at 7:05 PM. Cindy Arterburn: Present, Josh Fries: Present, Karl Meeske: Present, Jeff Olsen: Present, Willy O'Neil: Present, Dan Reeves: Present, Sheila Stromberger: Present, Carrie Terryberry: Present, Steve Wallin: Present

**I. Call Levy Setting Hearing to order**

President Olsen called the meeting to order at 7:05pm

**II. The purpose of the Hearing is to review, discuss, consider, and receive input, and or support, opposition, criticism, suggestions or observations of taxpayers relating to the 2019-20 proposed tax levy.**

**III. Adjourn Levy Setting Hearing**

Meeting adjourned at 7:06pm

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Board President

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Board Secretary

**Board of Education Regular Meeting** Monday, September 16, Conference Room 520 East 9th Street Imperial, NE 69033 Attendance Taken at 7:00 PM. Cindy Arterburn: Present, Josh Fries: Present, Karl Meeske: Present, Jeff Olsen: Present, Willy O'Neil: Present, Dan Reeves: Present, Sheila Stromberger: Present, Carrie Terryberry: Present, Steve Wallin: Present.

## **I. CALL MEETING TO ORDER**

## **II. APPROVAL OF AGENDA AND CHANGES TO AGENDA**

Motion to approve the agenda Passed with a motion by Karl Meeske and a second by Josh Fries.  
Cindy Arterburn: Yea, Josh Fries: Yea, Karl Meeske: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Dan Reeves: Yea, Sheila Stromberger: Yea, Carrie Terryberry: Yea, Steve Wallin: Yea

## **III. APPROVAL OF MINUTES**

Motion to approve the minutes as presented Passed with a motion by Carrie Terryberry and a second by Karl Meeske. Cindy Arterburn: Yea, Josh Fries: Yea, Karl Meeske: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Dan Reeves: Yea, Sheila Stromberger: Yea, Carrie Terryberry: Yea, Steve Wallin: Yea

## **IV. APPROVAL OF FINANCIAL REPORT**

Motion to approve the financial report as presented in the amount of \$710,372.16 Passed with a motion by Karl Meeske and a second by Willy O'Neil. Cindy Arterburn: Yea, Josh Fries: Yea, Karl Meeske: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Dan Reeves: Yea, Sheila Stromberger: Yea, Carrie Terryberry: Yea, Steve Wallin: Yea

## **V. INFORMATION AND PROPOSALS**

### **V.1. ACTIVITY DIRECTOR'S REPORT**

AD Hauxwell's report was reviewed as an online document.

### **V.2. PRINCIPALS' REPORT**

Principal Odens reported that the 2019-2020 school year is off to a good start. Elementary teachers worked on Pearson Math curriculum and ELL strategies during a portion of the In-Service on Monday. Principals and PBIS team along with several other staff members were in Kearney recently for continued training. Several elementary field trips will be coming up this fall. Principal Odens noted numerous intervention and reading improvement plans were discussed and MAPS testing should be complete in the elementary grades by Friday. Principal Odens ended her report noting the latest enrollment numbers with the board.

Principal Lechtenberg reported that the 9-12 students once again designed class t-shirts. They have been printed and will be handed out to students in the near future. He thanked the sponsors for this project: Farm Credit Services of America, Pinnacle Bank, WayPoint Bank, Holyoke Community Federal Credit Union and Adams Bank and Trust. There have been many changes to the high school schedule this year and Mr. Lechtenberg thanked the staff and students for helping make things run as smooth as possible. Grades 7-12 MAPS testing is complete other than a few areas where students were absent on the test date. During the In-Service, it was discussed how to evaluate and utilize the MAPS data and the trainer for Pearson's math curriculum gave a final program on implementation. There will be a Financial Literacy Concert at CCS for grades 7-12 on September 23rd in the auditorium. Wauneta Palisade School will also be bringing some students to attend the concert. Mr. Lechtenberg gave the board enrollment numbers and discussed the benefits of working with Mid Plains Community College on dual credit courses.

### **V.3. SUPERINTENDENT'S REPORT**

Supt. Klooz reported on the progress of Portrait of a Graduate and that the new entry doors are here and installation should begin in the next week or so. Supt. Klooz mentioned he is working on implementing several items to help with communication with staff, students, parents and patrons. He thanked Mrs. Odens and Mrs. Dickey for all the time they put in to the ESSA Grant. Updates to the bell system and the time clock system were discussed. Transition to the new accounting software is still being worked on. Mr. Klooz thanked the POM POM's for donating the mobile mic system for the auditorium.

### **V.4. BOARD COMMITTEE REPORT**

The Transportation Committee discussed safety training and driver certification requirements

## **VI. PUBLIC COMMENT**

No Public Comments

## **VII. ACTION ITEMS**

**VII.1.** Consider, discuss and take necessary action with regard to the 2019-20 budget.

Motion to approve the 2019-20 budget as presented. Passed with a motion by Karl Meeske and a second by Steve Wallin. Cindy Arterburn: Yea, Josh Fries: Yea, Karl Meeske: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Dan Reeves: Yea, Sheila Stromberger: Yea, Carrie Terryberry: Yea, Steve Wallin: Yea

**VII.2.** Consider, discuss and take necessary action with regard to the 2019-20 fiscal year Tax Request/Levy Resolution. Motion to approve the 2019-20 fiscal year Tax Request/Levy Resolution as presented. Passed with a motion by Karl Meeske and a second by Willy O'Neil.

Cindy Arterburn: Yea, Josh Fries: Yea, Karl Meeske: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Dan Reeves: Yea, Sheila Stromberger: Yea, Carrie Terryberry: Yea, Steve Wallin: Yea

**VII.3.** Consider, discuss and take necessary action with regard to inter-fund transfers for the 2019-2020 school year. Motion to approve inter-fund transfers for the 2019-2020 school year. Passed with a motion by Willy O'Neil and a second by Steve Wallin.

Cindy Arterburn: Yea, Josh Fries: Yea, Karl Meeske: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Dan Reeves: Yea, Sheila Stromberger: Yea, Carrie Terryberry: Yea, Steve Wallin: Yea

## **VIII. DISCUSSION ITEMS**

**VIII.1. Discuss First Reading of Board Policy 3130.**

Discussion was held on Board Policy 3130 Purchasing Policies. Changes were proposed. Changes will be made by the Administration and presented to the board at the October meeting for first reading.

**VIII.2. Discuss Superintendent Evaluation.**

**IX. EXECUTIVE SESSION** The Board of Education reserves the right to enter into Closed/Executive Session for 1) the protection of the public interest, or 2) the prevention of needless injury to the reputation of an individual, and/or the individual has not requested a public meeting.

Motion to enter into Executive Session for the purpose of negotiations and Superintendent evaluation Passed with a motion by Karl Meeske and a second by Cindy Arterburn. Cindy Arterburn: Yea, Josh Fries: Yea, Karl Meeske: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Dan Reeves: Yea, Sheila Stromberger: Yea, Carrie Terryberry: Yea, Steve Wallin: Yea

## **X. ADJOURN**

The board came out of executive session at 10:42pm. President Olsen declared the meeting adjourned at 10:42pm.

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Board President

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Board Secretary

<b>US Bank Expenses Report 10-8-2019</b>	
Activity Expenses	\$ 6,044.57
Amazon-Books elementary	\$ 103.45
Amazon-cable	\$ 25.55
Amazon-Central office supplies	\$ 27.60
Amazon-Central Office supplies	\$ 146.48
Amazon-Central Office supplies	\$ 170.30
Amazon-Central office/classroom supplies	\$ 50.64
Amazon-Classroom supplies	\$ 21.66
Amazon-credit card holders for fuel cards on buses	\$ 17.58
Amazon-credit for lamp for projector	\$ (26.31)
Amazon-credit for wrong item ordered	\$ (38.88)
Amazon-Library supplies	\$ 155.27
Amazon-putty for hanging up posters	\$ 8.80
Amazon-sanders for woods class	\$ 716.78
Amazon-Tripod ishot part-library	\$ 9.56
Amazon-tripod part for library	\$ 10.64
Amazon-Turf soil	\$ 91.58
Amazon-Whistles for playground	\$ 17.04
Casey`s-Labor Relations fuel	\$ 37.63
EBAY--Textbooks	\$ 47.40
El AGAVE Mexican Restaurant-MTSS meal	\$ 153.26
Gutterz Fun Center-MTSS	\$ 54.09
Halfprice HPB-(Food for Today books)	\$ 45.79
Halfpricebooks-HPB- (FCS text books)	\$ 32.37
Hills Family Foods-groceries FCS	\$ 6.27
Hills Family Foods-groceries for FCS	\$ 8.56
Hills Family Foods-Groceries for FCS	\$ 25.74
Hills Family Foods-Groceries for FCS class	\$ 82.19
Imperial Superfoods-groceries FCS	\$ 49.17
Kyoto Steakhouse-Science Conf meal	\$ 43.31
Leadbelly-Labor Relations meal	\$ 49.07
LEDsupply-powerplugs,strip connectors (woods class	\$ 820.67
Marriott Cornhusker-Hotel rooms Labor Relations	\$ 485.73
McDonalds-MTSS meal	\$ 21.14
Mendez Foundation-Too Good For Drugs books	\$ 66.89
Microtel-Hotel for Guidance Counselor Conf	\$ 70.88
MillerTime-Labor Relations meal	\$ 13.73
MillerTime-Labor Relations meal	\$ 35.56
Music In Motion-beanbags for music	\$ 65.80
NE Council of School Admn-Dues for principal	\$ 585.00
Ne Music Education-2019Allstate Reg	\$ 42.00
Opusevvent-Music ensemble fee	\$ 60.00
Phillips 66- MTSS fuel	\$ 56.32
Phillips 66-MTSS fuel	\$ 63.18
Raising Canes-MTSS meal	\$ 25.17
Runza-Science Conf meal	\$ 11.43

The Cellar-Meal for MTSS	\$ 98.64
TPT-Elem Textbooks	\$ 26.82
TPT-SPED textbooks	\$ 64.86
TPT-SPED textbooks	\$ 87.97
TPT-textbooks	\$ 147.61
TPT-textbooks (Elem)	\$ 95.43
USPO-envelopes	\$ 983.35
USPO-envelopes	\$ 990.10
XYZ Textbooks-College Algebra textbook	\$ 247.95
<b>US Bank Total Oct. Expenses</b>	<b>\$ 13,353.39</b>

# Cash Report - For the Year

Printed: 10/07/2019 11:15:05AM

Chase County Schools - Activity Accounting

Activities 1								
Group	1	Academic Clubs						
Account Number	Description		Balance Forward	Cash In (Receipts)	Cash Out (Payments)	Adjustments	Balance	
<b>Academic Clubs</b>								
300	Show Choir		(6,043.88)	0.00	(125.00)	0.00	(6,168.88)	
302	Musical		3,913.95	0.00	(150.00)	0.00	3,763.95	
303	CCEs Music Resale		419.00	0.00	0.00	0.00	419.00	
304	Band Instrument Rental		248.00	275.00	0.00	0.00	523.00	
305	Band Resale		4,502.63	0.00	(1,350.00)	0.00	3,152.63	
308	Drama		810.11	0.00	(246.84)	0.00	563.27	
309	Fine Arts		5,493.10	0.00	0.00	0.00	5,493.10	
310	Young Americans		270.00	0.00	0.00	0.00	270.00	
311	Tri-M		1,216.50	0.00	0.00	0.00	1,216.50	
400	Alumni Clearing		700.99	0.00	0.00	0.00	700.99	
402	CCEs Activity Fund		(2,193.60)	64.00	(185.00)	0.00	(2,314.60)	
<b>1</b>	<b>Academic Clubs</b>		<b>9,336.80</b>	<b>339.00</b>	<b>(2,056.84)</b>	<b>0.00</b>	<b>7,618.96</b>	* Group
<b>Athletics</b>								
001	CCHS Athletics		(14,907.98)	288.00	0.00	0.00	(14,619.98)	
05-1-09804	CCHS Athletics		0.00	0.00	0.00	0.00	0.00	
1-2-001	CCHS Athletics		0.00	0.00	0.00	0.00	0.00	
002	CCHS Softball		(3,843.54)	0.00	(2,154.63)	0.00	(5,998.17)	
003	CCHS Football		(5,744.83)	2,409.00	(2,697.00)	0.00	(6,032.83)	
004	CCHS Volleyball		1,047.27	981.00	(762.00)	0.00	1,266.27	
005	CCHS X-Country		(162.69)	940.00	(860.54)	0.00	(83.23)	
006	CCHS Basketball - Girls		(5,226.57)	0.00	0.00	0.00	(5,226.57)	
007	CCHS Basketball - Boys		(1,665.71)	0.00	0.00	0.00	(1,665.71)	
008	CCHS Wrestling		(3,638.07)	0.00	0.00	0.00	(3,638.07)	
009	CCHS Track - Girls		(12,339.24)	0.00	0.00	0.00	(12,339.24)	
010	CCHS Track - Boys		(13,515.34)	0.00	0.00	0.00	(13,515.34)	
011	CCHS Golf		(1,003.37)	0.00	0.00	0.00	(1,003.37)	
013	JH Football		(549.90)	0.00	(475.00)	0.00	(1,024.90)	
014	JH Volleyball		(1,308.46)	0.00	(200.00)	0.00	(1,508.46)	
015	JH Basketball - Girls		(886.22)	0.00	(321.42)	0.00	(1,207.64)	
016	JH Basketball - Boys		(1,040.74)	0.00	(321.42)	0.00	(1,362.16)	
017	JH Wrestling		(175.00)	0.00	0.00	0.00	(175.00)	
018	JH Girls Track		(6,062.14)	0.00	0.00	0.00	(6,062.14)	
019	JH Boys Track		(5,879.52)	0.00	0.00	0.00	(5,879.52)	
020	PE Uniform Resale		(527.76)	144.00	0.00	0.00	(383.76)	
021	HS Milner Benefit Fund		250.00	0.00	0.00	0.00	250.00	
023	AD Savings		57,795.35	0.00	0.00	0.00	57,795.35	
100	Cheerleaders		2,729.18	905.00	(1,488.75)	0.00	2,145.43	
<b>2</b>	<b>Athletics</b>		<b>(16,655.28)</b>	<b>5,667.00</b>	<b>(9,280.76)</b>	<b>0.00</b>	<b>(20,269.04)</b>	* Group

**Classes**

# Cash Report - For the Year

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Chase County Schools - Activity Accounting

Activities 1							
Group	3	Classes					
Account Number	Description		Balance Forward	Cash In (Receipts)	Cash Out (Payments)	Adjustments	Balance
804		Alta Heir Scholarship	(1,000.00)	0.00	0.00	0.00	(1,000.00)
508		Class of 2019	4,497.43	0.00	0.00	0.00	4,497.43
509		Class of 2020	5,510.86	0.00	(102.10)	0.00	5,408.76
510		Class of 2021	2,417.60	0.00	0.00	0.00	2,417.60
511		Class of 2022	2,103.66	0.00	0.00	0.00	2,103.66
802		Gladys B & Les Smith Scholarship	(1,200.00)	0.00	0.00	0.00	(1,200.00)
<b>3 Classes</b>			<b>12,329.55</b>	<b>0.00</b>	<b>(102.10)</b>	<b>0.00</b>	<b>12,227.45</b>
							* Group
<b>Clubs and Organizations</b>							
202		FBLA Bank	(145.16)	0.00	0.00	0.00	(145.16)
101		CCHS Annual	40,710.92	0.00	0.00	0.00	40,710.92
102		CCES Yearbook	7,139.95	80.00	0.00	0.00	7,219.95
103		Thespians - Speech	(1,098.59)	0.00	42.00	0.00	(1,056.59)
104		Student Council	(1,553.91)	0.00	(295.80)	0.00	(1,849.71)
106		CCS Flower Fund	542.51	0.00	0.00	0.00	542.51
107		Technology	40,713.55	15.00	0.00	0.00	40,728.55
108		Electric Car Project	568.76	0.00	0.00	0.00	568.76
109		Inter Acct	500.00	0.00	0.00	0.00	500.00
200		FBLA	18,367.78	0.00	(269.96)	0.00	18,097.82
201		FBLA - Sponsor	(372.00)	0.00	0.00	0.00	(372.00)
205		FCCLA	(207.12)	0.00	(120.00)	0.00	(327.12)
206		FCCLA - Sponsor	(972.00)	0.00	0.00	0.00	(972.00)
210		FFA	26,702.29	2,490.00	(35.00)	0.00	29,157.29
211		FFA - Sponsor	(1,283.77)	0.00	(1,235.00)	0.00	(2,518.77)
212		FFA-Farm Account	332.61	0.00	0.00	0.00	332.61
213		FFA-Memorial	3,242.00	0.00	0.00	0.00	3,242.00
<b>4 Clubs and Organizations</b>			<b>133,187.82</b>	<b>2,585.00</b>	<b>(1,913.76)</b>	<b>0.00</b>	<b>133,859.06</b>
							* Group
<b>Miscellaneous</b>							
214		I.A Resale	1,828.06	300.00	(2,981.17)	0.00	(853.11)
215		Building Construction	4,200.58	0.00	(2,158.87)	0.00	2,041.71
405		Art Resale	3,294.00	0.00	0.00	0.00	3,294.00
408		Library Book Sales	929.25	0.00	0.00	0.00	929.25
409		Defib Training/Flu Vac Fund	895.00	0.00	0.00	0.00	895.00
412		Special Projects	24,813.48	0.00	0.00	0.00	24,813.48
414		Staff/Student Appreciation	78.00	0.00	0.00	0.00	78.00
415		Monthly Interest	1,002.66	72.66	0.00	0.00	1,075.32
<b>9 Miscellaneous</b>			<b>37,041.03</b>	<b>372.66</b>	<b>(5,140.04)</b>	<b>0.00</b>	<b>32,273.65</b>
							* Group
<b>1 Activities</b>			<b>175,239.92</b>	<b>8,963.66</b>	<b>(18,493.50)</b>	<b>0.00</b>	<b>165,710.08</b>
							Location
<b>Report Total:</b>			<b>175,239.92</b>	<b>8,963.66</b>	<b>(18,493.50)</b>	<b>0.00</b>	<b>165,710.08</b>

Description	Amount	Vendor_Name
battery cable	\$ 55.88	21st Century Equipment
Long distance usage 8-13-9-12	\$ 106.22	A T & T
Credit for stem supplies	\$ (20.00)	Adams Lumber Co
Sheet rock/fiberglass screens/plexiglass	\$ 144.72	Adams Lumber Co
Stem supplies	\$ 143.20	Adams Lumber Co
FSA/Benny Card/HRA fees	\$ 505.20	Affiliated Benefits
Gas service 505 E 9th 8/9-9/6	\$ 1,039.52	Black Hills Energy
Art supplies	\$ 23.84	Blick Art Materials
Wheel, fence barricade,fasteners,paint,	\$ 145.07	Bomgaars
regular monthly service	\$ 50.00	Brico Pest Control
Food Service Equipment (see invoice)	\$ 386.91	Cash-Wa Distributing Co.
CDL exam-BD	\$ 53.35	Chase County Hospital
505 E 9th St electric 8/20-9/20	\$ 720.02	City Of Imperial
505 E 9th water/sewer 8/20-9/20	\$ 208.20	City Of Imperial
520 E 9th St electric 8/31-9/30	\$ 11,730.59	City Of Imperial
520 E 9th St water/sewer 8/31-9/30	\$ 2,326.00	City Of Imperial
New Bus Barn electric 8/20-9/20	\$ 291.91	City Of Imperial
New Bus Barn-water/sewer 8/20-9/20	\$ 34.00	City Of Imperial
New Track- electric 8/20-9/20	\$ 82.30	City Of Imperial
New Track-water 8/20-9/20	\$ 628.80	City Of Imperial
Water meter east parking-8/19-9/19	\$ 14.30	City Of Imperial
brooms for bus	\$ 48.68	Cornhusker Cleaning Systems
parts (hail damage repair)	\$ 62.74	Cornhusker Internationl Trucks, Inc.
repairs	\$ 175.00	Cornhusker Internationl Trucks, Inc.
Repairs	\$ 425.71	Cornhusker Internationl Trucks, Inc.
Shredding service	\$ 61.00	DataShield
Dogging Key	\$ 56.95	Decker Equipment
Contract billing 5/10-8/09/19	\$ 3,678.60	Eakes Office Plus
New 2 You	\$ 158.46	ESU #10
SA Audiology/Program supervision	\$ 370.38	ESU #16
ADMN fuel usage 8/21-9/20	\$ 153.43	Frenchman Valley Co-op
SPED fuel usage 8/21-9/20	\$ 75.43	Frenchman Valley Co-op
tire for front of van 30	\$ 190.55	Frenchman Valley Co-op
alignment van 29	\$ 54.95	Harchelroad Motors - Imperial
Vision Resource/mileage (JD)	\$ 338.20	Glenda Bierfreund
NE account code changes	\$ 990.00	Harris
Vouchers	\$ 191.65	Harris
sprinkler repair	\$ 317.70	Hegwood Trenching Inc
Background screening services	\$ 161.28	HireRight Solutions, Inc.
copier lease (October 2019)	\$ 928.38	Hometown Leasing
Modern Chemistry Books	\$ 3,567.11	Houghton Mifflin Co
Mats	\$ 78.11	Ideal Linen Supply Inc
Shop towels/shirts	\$ 33.63	Ideal Linen Supply Inc
Uniforms and towels	\$ 35.48	Ideal Linen Supply Inc
reprogram PCM with new shift stragity	\$ 31.00	Imperial Country Ford
parts for repair (boot, hanger bearings)	\$ 146.30	Inland

We Remember, Patriotic salute music	\$ 82.50	J W Pepper
School Subscription (150)	\$ 825.00	JAMF Software, LLC
Legal Ads	\$ 725.46	Johnson Publications Newspaper
hotel room (RN)	\$ 191.90	LaQuinta Inn & Suites-Kearney
Hotel Room -JS (Perkins Money)	\$ 314.85	LaQuinta Inn & Suites-Kearney
3rd,5th, 6th GR Reading Wonders	\$ 1,667.70	McGraw-Hill
2019 Labor Relations Pre Conference dues	\$ 645.00	NE Council School Administrators
Fall Conference Registration	\$ 120.00	Nebraska Academy of Sciences
#0161501,0161544,0161525 Parts/repair	\$ 634.28	Nebraska Central Equipment
parts for insurance claim (hail)	\$ 1,167.16	Nebraska Central Equipment
Weight room equipment/labor/mileage	\$ 15,463.04	NOVA Fitness Equipment
Full Odysseyware library renewal GR 3-12 (1 yr)	\$ 7,000.00	Odysseyware
background check	\$ 250.28	OneSource
property maintenance supplies (invoice for details	\$ 467.80	Owens True Value
parts for repair of vehicles	\$ 874.73	Parts City Auto Parts
Legal services	\$ 2,139.00	Perry Guthery Haase Gessford
GPS mag antenna for Van 29	\$ 37.63	Prairie States Communications
IEP students- Sept 2019	\$ 371.00	Rainbow Promise Preschool
MTSS Summit Conference rooms	\$ 1,894.80	Rodeway Inn
remaining amount on invoice for instructional	\$ 7.06	S&S Worldwide
carpet/adhesive	\$ 467.70	Samway Floor Covering
Honey Bee- Apr/May pkg.	\$ 3,093.00	Scholastic News
Window for Art Room	\$ 669.04	Spady Construction
fuel Counselor Mtg UNK	\$ 26.77	Trent Herbert
Solenoid coil/expansion valve/freon/labor	\$ 678.00	Troxell's Heating and Appliance
cellphone usage 8/21-9/20	\$ 171.73	Verizon Wireless
tooth necklaces/thermometer	\$ 211.60	William V. Macgill & Co
Excellence Books	\$ 433.60	Yanda Music & Pro Audio
#7870059 bleach, wipes,polish, urinal disinfectant	\$ 104.21	Eakes Office Solutions
Tissue,dispenser towels	\$ 97.47	Eakes Office Solutions
Towels	\$ 293.76	Eakes Office Solutions
80W140 grease 35lb pail	\$ 185.85	Sapp Bros Petroleum
Mobil Delvac-1300 15W 40 oil (125)	\$ 1,787.50	Sapp Bros Petroleum
Weight Room flooring	\$ 35,895.00	Haldeman-Homme, Inc.
Desktop Privacy Shield	\$ 99.50	Classroom Products LLC
<b>October General Fund Bills</b>	<b>\$ 110,094.67</b>	
<b>October General Payroll</b>	\$	
<b>October Total General Fund Expenditures</b>	\$	

# Activities Director's Report

## **Winter Sports Classifications were announced.**

Boys Basketball C-1 62 Boys and the cut was 62 (Last Year it was 63) 53/54

Girls Basketball C-1 77 Girls and the cut was 58 (Last Year it was 60) 31/54

Wrestling C 62 Boys and the cut was 49 (Last Year it was 48) 39/64

Speech C1 139 Total Count (12/52)

Play Production Total Count 139 (2/48)

## **Football Classifications 2020 & 2021**

Chase County 9th-14, 10th-18, 11th-20= **Total of 52**

**Class C1** THREE-GRADE (9,10,11) BOYS ENROLLMENT FROM 159-70

**Class C2** THREE-GRADE (9,10,11) BOYS ENROLLMENT FROM 69-BELOW

**Anderson-Ladd-** Will be here tomorrow around 12:00 PM to finish up the flooring in the weight room.

**Drug Testing-** Dustin Penas the Activity Director of Blair sent out a google sheet on February 20, 2018, with schools who were using Random Drug Testing. Out of around 133 schools 28 were testing at that time. Schools who were testing in our area were Cambridge, Cozad, Gering, Gordon-Rushville, Gothenburg, Ogallala, Perkins County, Scottsbluff, Sidney, and Southern Valley. Other schools we know of in the area are Dundy County Stratton and Wauneta Palisade.

**Chase County C-6 Softball Districts** at Patriot Park, Kearney. Chase County will take on #4 Ord at 11:00 AM Mountain Time. The District Tournament is scheduled for October 9th and 10th. Hopefully the weather will cooperate.

**C1-4 Cross Country Districts** are in Ogallala on Thursday, October 17 at the Crandell Creek Golf Course. There will be 11 teams competing in the C1-4 District.

**SPVA Volleyball Tournament** is at Perkins County on Saturday October 19th. The brackets will be sent out on Wednesday. There will be 5 games played in the Pritchett and 5 games played in the Main Gym.

**Chase County Volleyball** will play in the C1-11 District at North Platte High School on Monday, October 28 and Tuesday, October 29. There are 4 teams in the District Tournament. Chase County, Cozad, Gothenburg, and Hershey. At this team Chase County is the #1 Seed and is at 15th in the Wild Card Points for Class C1.

If you have any questions about or concerns about my report, please email me at [thauxwell@chasecountyschools.org](mailto:thauxwell@chasecountyschools.org)



# Chase County

**October, 2019**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 <del>Softball Varsity (Postponed)</del> 4:00pm Volleyball-JV/Varsity Gothenburg vs. Multiple Schools	2	3 5:30pm Football-JH North Platte St. Pats	4 Volleyball- @ Perkins County High School 2:00pm Volleyball-JV/Varsity Maxwell vs. Multiple Schools 3:30pm-5:00pm Cheerleading- @ Shorthorn Gym 5:40pm Parent's Night- @ Chase County Schools 6:00pm Football-Varsity Mitchell	5 8:00am Volleyball-JH Perkins County vs. Multiple Schools 12:00pm Softball-Varsity Chase County vs. Multiple Schools
6 Teacher Inservice- 4:00pm Volleyball-JV/Varsity Southwest Public Schools vs. Multiple Schools 4:00pm Volleyball-JH Ogallala 4:30pm Football-JV Yuma	7	8 7:30am FFA- @ Auditorium 2:00pm-8:00pm Parent Teacher Conference- 6:00pm Board Meeting- @ Board Room 6:00pm 12th Grade- @ Auditorium	9 TBD Softball-Varsity TBA vs. Multiple Schools 3:00pm Cross Country-Varsity (Rescheduled from 10-10-19) Perkins County vs. Multiple Schools	10 TBD Softball-Varsity TBA vs. Multiple Schools 3:30pm Football-JH Southern Valley 4:00pm Cross Country- <del>Cross Country Varsity Rescheduled to 10-09-19.</del> 6:00pm Volleyball-JV/Varsity Perkins County	11 6:00pm Football-Varsity Chadron Public	12 8:00am Volleyball-JH Chase County vs. Multiple Schools 1:30pm-3:30pm 9-12th-
13 FFA- 4:00pm Volleyball-G/JV Chase County vs. Multiple Schools 5:00pm Football-JV McCook	14	15 4:00pm Volleyball-JV/Varsity Chase County vs. Multiple Schools	16 TBD Softball-Varsity TBA vs. Multiple Schools	17 TBD Cross Country-Varsity Ogallala vs. Multiple Schools TBD Softball-Varsity Hastings vs. Multiple Schools	18 TBD Softball-Varsity Hastings vs. Multiple Schools End of the Quarter- 5:00pm-6:45pm Homecoming- 7:00pm Football-Varsity Sidney	19 8:00am Volleyball-JH Dundy County Stratton vs. Multiple Schools 10:00am Volleyball-Varsity Perkins County vs. Multiple Schools 8:00pm Homecoming- @ Auxiliary Gym
20 7:00pm Musical- @ Auditorium	21	22 3:30pm Volleyball-JH McCook 3:40pm Volleyball- @ Chase County Schools 4:00pm Volleyball-C/JV/Varsity Hershey	23 7:30am-2:00pm FCCLA- @ McCook College	24 5:00pm Musical- @ Auditorium 7:30pm Musical- @ Auditorium	25 TBD Cross Country-Varsity University of NE-Kearney vs. Multiple Schools No School- 7:00pm Football-Varsity Ogallala	26
27 TBD Volleyball-Varsity TBA vs. Multiple Schools	28	29 TBD Volleyball-Varsity TBA vs. Multiple Schools	30 FFA- @ Indianapolis, IN	31 FFA- @ Indianapolis, IN		

**November, 2019**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					FFA- @ Indianapolis, IN <b>TBD Football-Varsity TBA</b>	FFA- @ Indianapolis, IN 9th Street Singers- @ Scottsbluff <b>TBD Volleyball-Varsity TBA vs. TBA</b>
FFA- @ Indianapolis, IN	<b>8:00am</b> Teacher Inservice-		<b>8:00am-12:00pm</b> Career Fair- @ Auxiliary Gym	<b>TBD Volleyball-Varsity State Tournament vs. TBA</b>	<b>TBD Football-Varsity TBA TBD Volleyball-Varsity State Tournament vs. TBA</b>	9th Street Singers- <b>TBD Volleyball-Varsity State Tournament vs. TBA</b>
Veterans Day- <b>1:00pm</b> Wrestling-JH Hershey vs. TBA		<b>7:30am</b> FFA- @ Auditorium	<b>9:00am</b> FFA- @ Curtis	<b>5:00pm-9:00pm</b> 3rd-12th- @ Longhorn Gym	FFA- @ Grand Island FFA- <b>TBD Football-Varsity TBA</b> <b>12:00pm</b> Wrestling-JH Hitchcock County vs. Multiple Schools <b>5:00pm-9:00pm</b> 3rd-12th- @ Longhorn Gym	FFA- @ Grand Island <b>2:30pm-9:00pm</b> 3rd-12th- @ Longhorn Gym
<b>3:00pm</b> Wrestling-JH North Platte St. Pats vs. TBA			<b>5:30pm</b> Volleyball- @ Ogallala	Volleyball-	<b>12:00pm</b> Wrestling-JH Medicine Valley	<b>9:00am</b> Volleyball- @ Multiple locations
One Act Play- @ North Platte <b>10:00am</b> Play Production- @ North Platte <b>12:00pm</b> Board Meeting- @ North Platte		<b>TBD Football-Varsity TBA</b> <b>3:00pm</b> Wrestling-JH Perkins County vs. Multiple Schools		Thanksgiving Break-	Thanksgiving Break-	

## **Policy for Random Urine Drug Testing of Chase County Schools Students**

### **OVERVIEW**

The procedure for initial and random drug testing of students in athletics, extracurricular activities, and students wishing to obtain a parking permit is accomplished in conjunction with an independent drug testing Vendor selected by the Board of Education. Following the initial testing, the Vendor is provided by the Designated Official a list of eligible students and in turn randomly selects these students for drug testing at regular intervals. The Vendor will send qualified collectors to the school who will oversee the collection of all specimens as outlined in this document. The Vendor will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results are reported to the Building Principal or Designated Official by the MRO. Specimens are collected as split specimens.

### **1. A STATEMENT OF NEED AND PURPOSE**

Recognizing that observed and suspected use of alcohol and illicit drugs by Chase County Schools students is a serious concern, a program of deterrence will be instituted as a proactive approach to a truly drug free school. Likewise, students using illegal drugs pose a threat to their own safety, as well as to that of other students. The purpose of this program is fourfold:

- (1) to provide for the safety of all Students;
- (2) to undermine the effects of peer pressure by providing a legitimate reason for Students to refuse to use illegal drugs;
- (3) to encourage Students who use drugs to participate in drug treatment programs; and
- (4) prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student within Chase County Schools Schools.

The program is designed to create a safe, drug free, environment for Students and assist them in getting help when needed.

### **2. SUPPORTING DATA**

**a.** Random urine drug testing of a public school is legal as determined by the United States Supreme Court in the case of **Vernonia School District 47J (Oregon) v. Wayne and Judy Acton** and **Pottawatomie v. Earls**.

### 3. DEFINITIONS

**Vendor** - The medical office or company selected by the Board of Education to carry out the policy and procedure.

**Designated Official** - The individual hired by the school or district to oversee the drug testing program of the school or district.

**Medical Review Officer (MRO)** - A licensed physician trained and certified in the process and interpretation of drug testing results.

**Illicit substance** - A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use.

**Banned Substance** - A substance defined by School policy as being banned from use by students.

**Student Participant** - A qualified student participating on a sanctioned athletic team as defined by the State Athletic Association, an extracurricular activity as defined by the board, or a student wishing to receive a parking permit.

**SAMHSA** - The Substance Abuse and Mental Health Services Administration; a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.

**LC/MS** - Liquid Chromatography/Mass Spectrometry; a scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.

**Quantitative Levels** - The measurement levels of a specific chemicals in the urine reported usually in nanograms per milliliter (ng/ml).

**Chain-of-custody Form** - A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

**Adulterant/Adulteration** - Any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch the sample, or otherwise interfere with the detection of illicit or banned substances in the urine, or purposefully over hydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances.

#### **4. PROCEDURES FOR STUDENTS**

##### **a. Informed Consent for Testing**

At the beginning of each year/season or when a student moves into the District, students and parent/guardian/custodian will complete and sign the **Chase Countys Code of Conduct and Expectations Informed Consent Agreement** (Exhibit A). No student may participate and/or receive a parking permit until this form is properly executed and on file with the School.

##### **b. Urine Drug Testing Frequency**

At the beginning of each year/season or when a student moves into the District, all students wishing to participate in athletics, extracurricular activities, or park on campus may be subject to urine testing for illicit or banned substances as specified in Paragraph 9 below. Following enrollment, students will be randomly tested on up to a bi-weekly basis anytime during the school year. Any student who refuses to submit to urine drug testing will be considered a positive test under article 7b.

##### **c. Sample Collection**

Samples will be collected as outlined under Vendor Requirements, Paragraph 6 below. Any eligible student selected randomly for urine drug testing who is not in school on the day of testing will be tested at the next available testing time. Students not able to provide an adequate urine specimen at the testing time will be unable to participate or park until the proper specimen is provided. Arrangements may be made for special collections at a Vendor Collection site with prior approval of the Building Principal or Designated Official. There may be an additional fee associated with the use of an off-site collection point.

#### **5. CONFIDENTIALITY OF RESULTS**

All drug test results are considered confidential information and will be handled accordingly. Those persons having results reported to them as set forth by this Policy must sign a Confidentiality Statement (Exhibit B).

#### **6. VENDOR REQUIREMENTS**

At a minimum, the Vendor must be able to provide the following services:

##### **a. Random Selection of Eligible Students**

Once provided a list of eligible students, the Vendor must select the required number of students in a random and confidential manner. Up to bi-weekly, the Vendor will arrange with the Designated Official a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. The selected student names will be given to the Designated Official, who will arrange for these students to report to the collection area.

**b. Collection of Urine Specimens**

The Vendor will oversee the collection of urine specimens as outlined in the **Procedures for Random Urine Drug Testing of Chase Countys Students** . Chain of Custody forms will be provided by The Vendor that meet the criteria of this Policy and that of the testing laboratory. Students will be given as much privacy as possible in the obtaining of the specimen.

**c. Testing of Urine Specimens**

The Vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the **Substance Abuse and Mental Health Services Administration (SAMHSA)**. The testing laboratory should have greater than 10 years experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immuno-assay technique, with all presumptive positive results then confirmed by a **Liquid Chromatography/Mass Spectroscopy (LC/MS)** or similar confirmatory test.

The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens. The Building Principal may specify specific classes or substances to be tested.

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
MDMA (Ecstasy)	Nicotine	Opiates
Phencyclidine	Propoxyphene	Synthetic Cannabinoids

**d. Medical Review Officer (MRO) Services**

The Vendor will provide MRO services by a licensed physician who is certified by the **Medical Review Officer Certification Council (MROCC)** or the **American Association of Medical Review Officers** as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer. Additionally the MRO must demonstrate a willingness to abide by the **Procedure for Random Urine Drug Testing of Chase Countys Students** as to the evaluation of positive drug tests and reporting findings in a timely and confidential manner. All results will be kept on file for a period of five years.

**e. Reporting of Random Urine Test Results by Vendor**

The MRO will certify all urine drug screens as negative or positive. Positive findings will be reported by telephone in a confidential manner to the Parent and then the Designated Official.

**f. Statistical Reporting and Confidentiality of Urine Drug Test Results**

The Vendor, testing laboratory, or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Chase Countys Board of Education. However, the Vendor will provide the Designated Official with an annual report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

**7. PROCEDURES IN THE EVENT OF A POSITIVE RESULT**

- a. Whenever a student=s test result indicates the presence of illegal drugs or banned substances or adulteration, the following will occur after notification of the parent:

(1) The Building Principal, within 24 hours, will notify the parent/guardian/custodian first, then the student and Designated Official of any positive results. The Building Principal may keep all test results for a period up to one year.

(2) If the parent/guardian/custodian or student wish to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for reconfirmation. This is done at parent/guardian/custodian or student expense. Such a request must be made to the Building Principal in writing within five working days from first notification of positive test results.

(3) The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

- b. First Positive Result

A positive result from the MRO or an altered sample will constitute a first positive. The student participant will forfeit 20% of their activity and/or driving, attend all practices, loss of varsity leadership position, participate in a drug assistance program, complete 20 hours of community service approved by the designated official, and submit to three follow-up drug tests at the parent/guardian expense. Failure to comply will result in suspension from activities and/or driving privileges for one calendar year.

- c. Second Positive Result

A second positive result by MRO ruling or adulteration will result in the forfeiture of 40% of their activity and/or driving, attend all practices, loss of varsity leadership position, complete an assessment from a certified chemical dependency counselor and recommendations, complete 40 hours of community service, and continue or repeat the three follow-up drug tests at the parent/guardian expense. Failure to comply will result in suspension from activities and/or driving privileges for one calendar year.

d. Third Positive Result

A third positive result by MRO ruling or adulteration will result in the student participant being barred from participation in any athletic activity, extracurricular activity and/ or parking on campus for one calendar year. Prior to reinstatement the student must repeat the assessment and show significant progress toward rehabilitation from a certified chemical dependency program. The three follow-up drug tests will be repeated at the parent/guardian expense

e. Self Referral.

A student who refers themselves prior to receiving a positive result from the MRO will comply with the requirements set in section 7b of this policy, except there will be no forfeiture of the activity and/or driving privileges. Self referrals may be used as a first offense only, subsequent positives following a referral will continue to actions stated in 7c and 7d. A student may only self-refer one time while a student in the Chase Countys .

f. Prescription Drug Error Positive

A student that is determined to have used a prescription drug without a legal prescription in their name will be given a positive test result by the MRO. If in meeting with the Parent/Guardian it is determined that this is the result of a parent/guardian error and not an intended abuse of the substance, the following will occur: The parent will submit, in writing to the designated official, an explanation of the error and recognition of the law in regards to prescription drugs. Upon receipt of this document and recognition as a reasonable explanation by the Designated Official, the suspension from driving and activities will be lifted and no assessment or intervention will be required.. The student will undergo a follow-up drug screen at the parent=s expense to ensure the banned substance(s) are gone or in decay. Upon completion of these requirements, this positive test will be removed from the student=s record. This rule may only be applied one time in a student=s enrollment within the school district. Further errors ruled positive by the MRO will constitute the actions listed above.

**8. NON-PUNITIVE NATURE OF POLICY**

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student=s academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Chase Countys Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student=s custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the Chase Countys School Board of Education, to the extent permitted by such subpoena or legal process.

**9. ILLICIT OR BANNED SUBSTANCES**

For the purpose of this Policy, the following drug classes, substances or their metabolites that can be tested for are considered illicit or banned for Chase Countys Students:

Alcohol  
Barbiturates  
LSD  
MDMA (Ecstasy)  
Phencyclidine

Amphetamines  
Benzodiazepines  
Marijuana Metabolites  
Nicotine  
Propoxyphene

Anabolic Steroids  
Cocaine Metabolites  
Methadone  
Opiates  
Synthetic Cannabinoids

END OF POLICY

## **Procedures for Random Urine Drug Testing of Chase Countys School District Students**

### **1. LIST OF ELIGIBLE STUDENTS**

The Designated Official will prepare a list of eligible students. This list will be forwarded to the Vendor for the random selection of students who will submit urine specimens for testing.

### **2. RANDOM SELECTION OF STUDENTS FOR TESTING**

The Vendor will use a system to assure that students are selected in a random fashion. This system will utilize a computer based system designed specifically for the purpose of randomly selecting individuals for drug testing.

### **3. SCHEDULING OF URINE DRUG TESTING**

Urine drug testing is unannounced. The day and date are selected by the Designated Official and confirmed with the Vendor. Random testing may be done up to bi-weekly, but not during holidays and spring break.

### **4. TESTING YEAR**

The testing year begins the date the first activity for the upcoming school year commences and continues for 365 days thereafter.

### **5. FORM COMPLETION**

The Vendor is responsible for seeing that proper drug testing custody and control forms are used that satisfy the needs of the **Policy for Random Urine Drug Testing of Chase Countys Students** and the testing laboratory. A student number will be used for identification with the student=s name only appearing on the copies that go to the donor, MRO, and School Official.

### **6. COLLECTION PROCESS**

Selected Students are escorted from class to the collection site. A specimen of urine is collected following this process:

- a. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc., are to be removed before entering the collection area.
- b. The collector adds a blueing agent (food coloring) to the water in the urinal or toilet.
- c. Student is asked to rinse their hands and dry them. If no water is easily accessible, a non-alcoholic wipe may be used instead.
- d. The drug testing custody and control form is initiated by the Student and collector.
- e. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (at least 45ml) in one attempt. The student is also told they are to hand the container of urine to the collector upon completion.
- f. The student enters a closed stall to collect the specimen, then hands the container to the collector.
- g. The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering. If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered *a refusal to test* and the Designated Official notified.
- h. With the student watching, the collector will pour the specimen into the two bottles and recap the specimen bottles tightly.
- i. The collector takes the bottle seals and places them over the caps and sides of the bottles and request they be properly dated and initialed by the student.
- j. The sealed bottles are placed inside the transport bag.
- k. The top lab copy of the drug testing custody and control form is folded with the top portion visible to the outside and placed in the Requisition Pouch. The transport bag and pouch are sealed as indicated. The student completes the COC and is given the donor copy of the form.
- l. The Student may wash their hands and is then sent back to class.
- m. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the MRO in a timely manner.
- n. The Designated Official will be notified immediately of any student who refuses to give a urine sample or is suspected of adulteration.

## 7. MEDICAL REVIEW OFFICER (MRO) RESPONSIBILITIES

The MRO team will review all results of urine drug testing. Any urine specimen testing positive for illicit drugs, banned substances, or adulteration will be handled in the following manner:

- a. The MRO determines if any discrepancies have occurred in the **Chain of Custody**.

b. Depending on the substances found in the urine, if necessary the parent/guardian/custodian will be contacted to determine if the student is on any prescribed medication from a physician.

c. If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.

d. The MRO will then determine if any of the prescribed medications resulted in the positive drug screen.

(1) For example, a drug screen positive for codeine may be ruled negative by the MRO when he receives a letter from the treating physician that the student has been prescribed Tylenol<sup>®</sup> with codeine as a pain medication following tooth extraction.

(2) Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one of their pills), this would likely be ruled a positive drug test by the MRO.

(3) Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the MRO.

e. The MRO may use quantitative results to determine if positive results on repeat tests indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative results may be reported.

f. Finally, the MRO, based on the information given, will certify the drug test results as positive or negative. Positives will be reported to the Building Principal by phone.

## **8. PICK-UP PROCESS**

The Vendor is responsible for seeing that specimens are delivered to or picked up by the testing laboratory and the Chain of Custody form properly annotated.

## **9. PROCEDURES IN THE EVENT OF A POSITIVE RESULT**

a. Whenever a student's test result indicates the presence of illegal drugs or banned substances or adulteration, the following will occur after notification of the parent:

(1) The Building Principal, within 24 hours, will notify the parent/guardian/custodian first, then the student and Designated Official of any positive results. The Building Principal may keep all test results for a period up to one year.

(2) If the parent/guardian/custodian or student wish to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at parent/guardian/custodian or student expense. Such a request must be made to the Building Principal in writing within five working days from first notification of positive test results.

(3) The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of

the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

b. First Positive Result

A positive result from the MRO or an altered sample will constitute a first positive. The student participant will forfeit 20% of their activity and/or driving, attend all practices, loss of varsity leadership position, participate in a drug assistance program, complete 20 hours of community service approved by the designated official, and submit to three follow-up drug tests at the parent/guardian expense. Failure to comply will result in suspension from activities and/or driving privileges for one calendar year.

c. Second Positive Result

A second positive result by MRO ruling or adulteration will result in the forfeiture of 40% of their activity and/or driving, attend all practices, loss of varsity leadership position, complete an assessment from a certified chemical dependency counselor and recommendations, complete 40 hours of community service, and continue or repeat the three follow-up drug tests at the parent/guardian expense. Failure to comply will result in suspension from activities and/or driving privileges for one calendar year.

d. Third Positive Result

A third positive result by MRO ruling or adulteration will result in the student participant being barred from participation in any athletic activity, extracurricular activity and/ or parking on campus for one calendar year. Prior to reinstatement the student must repeat the assessment and show significant progress toward rehabilitation from a certified chemical dependency program. The three follow-up drug tests will be repeated at the parent/guardian expense

e. Self Referral.

A student who refers themselves prior to receiving a positive result from the MRO will comply with the requirements set in section 7b of this policy, except there will be no forfeiture of the activity and/or driving privileges. Self referrals may be used as a first offense only, subsequent positives following a referral will continue to actions stated in 7c and 7d. A student may only self-refer one time while a student in the Chase Countys .

f. Prescription Drug Error Positive

A student that is determined to have used a prescription drug without a legal prescription in their name will be given a positive test result by the MRO. If in meeting with the Parent/Guardian it is determined that this is the result of a parent/guardian error and not an intended abuse of the substance, the following will occur: The parent will submit, in writing to the designated official, an explanation of the error and recognition of the law in regards to prescription drugs. Upon receipt of this document and recognition as a reasonable explanation by the Designated Official, the suspension from driving and activities will be lifted and no assessment or intervention will be required.. The student will undergo a follow-up drug screen at the parent=s expense to ensure the banned substance(s) are gone or in decay. Upon completion of these requirements, this positive test will be removed from the student=s record.

This rule may only be applied one time in a student=s enrollment within the school district.  
Further errors ruled positive by the MRO will constitute the actions listed above.

END OF PROCEDURE

**Chase Countys**  
**CODE OF CONDUCT AND EXPECTATIONS**  
**INFORMED CONSENT AGREEMENT**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
(Please Print)

**AS A STUDENT:**

- I understand and agree that participation in athletics and parking on school grounds is a privilege that may be withdrawn for violations of the **Code of Conduct and Expectations**, hereinafter **Code of Conduct**.
- I have read the **Code of Conduct** and thoroughly understand the consequences that I will face if I do not honor my commitment to the **Code of Conduct**.
- I understand and realize that there is risk of injury in participating in activities.
- I understand that when I participate in any athletic program, and/ or receive a parking permit, I will be subjected to initial and random urine drug testing, and if I refuse, I will not be allowed to practice, participate or park. I have read the consent on the reverse of this form and agree to its terms.
- I understand this is binding while a student within the Chase County Schools .

\_\_\_\_\_  
Student Signature Date \_\_\_\_\_

**AS A PARENT/GUARDIAN/CUSTODIAN:**

- I have read the **Code of Conduct** and understand the responsibilities of my son/daughter/ward as a participant in athletic, and/or parking privileges in the Chase Countys Students.
- I understand and realize that there is an assumed risk of injury involved for my son/daughter/ward as a participant in activities.

S I understand that my son/daughter/ward, when participating in athletics, and/or receiving a parking permit, may be subjected to initial and random urine drug testing, and if they refuse, will not be allowed to practice, participate, or park. I have read the consent on the reverse of this form and agree to its terms.

S I also understand that if my son/daughter/ward has completed their season and does not intend on participating in other activities and/or parking for the remainder of the year, I may remove them from the random program with a signed

consent to Designated Official. Failure to do so is my consent to offer the deterrence of random drug testing for my son/daughter/ward until the end of the testing year.  
- I understand this is binding while my son/daughter/ward is a student within the Chase County Schools .

\_\_\_\_\_  
Parent/Guardian/Custodian Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian/Custodian Name (print)

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

Page 2

## Consent to Perform Urinalysis for Drug Testing

We hereby consent to allow the student named on the front of this form to undergo urinalysis testing for the presence of illicit drugs or banned substances in accordance with the **Policy and Procedure for Random Urine Drug Testing of Chase County Students** as approved by the Chase County Students Board of Education.

We understand that the collection process will be overseen by a qualified vendor.

We understand that any urine samples will be sent only to a certified medical laboratory for actual testing, and that the samples will be coded to provide confidentiality.

We hereby give our consent to the medical vendor selected by the Chase County School Board, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform urinalysis testing for the detection of illicit drugs or banned substances.

We further give permission to the medical vendor selected by the Chase County Board, its doctors, employees, or agents, to release all results of these tests to the Medical Review Officer (MRO) working for the medical vendor. We understand these results will be forwarded to the Building Principal and will also be made available to us.

We understand that consent pursuant to this **Informed Consent Agreement** will be effective for all activities in which this student might participate during the current school year.

We hereby release the Chase County School Board of Education, SPORT SAFE Testing Service, Inc. and it's employees from any legal responsibility or liability for the release of such information and records.

**READ CODE OF CONDUCT AND EXPECTATIONS ON REVERSE SIDE AND SIGN!**

**CHASE COUNTY SCHOOLS**

**Confidentiality Statement for Random Urine Drug Testing Program**

I, \_\_\_\_\_, acknowledge that I will be privileged to hear and see sensitive information related to results of random urine drug testing performed on students of Chase County Schools. I pledge to keep any information given to me in strict confidence, and will only release this information to others as dictated by Board policy or with properly obtained permission of the student and parent/guardian/custodian.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



August 14, 2019

Jon Lechtenberg  
Chase County Schools  
520 E 9th Street  
Imperial, NE 69033

We appreciate having the opportunity to offer our services to the Chase County Schools. **SPORT SAFE Testing Service** is a unique company that specializes in the development and administration of student drug testing programs. Currently **SPORT SAFE Testing Service** does student drug testing for over 100 schools across the country.

**SPORT SAFE Testing Service** has a proven record for high quality services and can provide the **your district** with full administration of your drug testing program from policy development, student selection, specimen collections, laboratory testing, results interpretation and full MRO services.

**Random Selection Process and Statistical Reporting:** We use highly specialized computer software to manage our drug testing programs. Once entered into the system, we would assign students to pools based on their school location and affiliation. The software will randomly select the requested number of students for drug testing. Our computer programs also provide detailed, yet confidential, statistical reports as required by your policy.

**Collection and Testing of Urine Specimens:** **SPORT SAFE Testing Service** uses only trained, toxicology specialists to perform all collections on-site. Specimens collected and shipped to the laboratory are typically completed inside of 5 minutes per student. Because we are a third party administrator, we do not own a laboratory or a product, giving us the flexibility to always contract for the gold standard in screening and confirmation technology.

**Cut-Off Levels for Drug Detection:** Many drug testing laboratories use the standard DOT cut-off for THC (Marijuana) screening of 50 ng/ml. However **SPORT SAFE** uses a lower screening cut-off of 20 ng/ml for THC resulting in far more sensitive testing and earlier detection of occasional drug users. Early detection of the occasional user is important in helping identify students at risk for drug abuse allowing for early intervention. \*Please note\*: Instant device tests are set by the manufacture and are typically at the higher 50ng/mL cutoff.

**Quantitative Reporting for Levels Below Cut-Off:** If a drug screen has detectable levels of illicit or banned drugs that are below the cut-off, the test is usually reported negative. However, if our clients choose, **SPORT SAFE** will report to the parent below cut-off levels for abused drugs like marijuana. These tests cannot be ruled positive since they are below the cut-off, but the presence of such substances could mean that student has been using and enough time has elapsed for them to be below cut-off, or they are hanging with other users. This information is

passed onto the Parent who can then use the information to have a confidential discussion with the child and hopefully encourage their child to avoid future problems by not doing drugs or not hanging with those who do.

**Expanded Opiates Panel:** Studies have shown that students in the local area are starting to use Opiate drugs like, Vicodin, Hydrocodone and Tylenol with codeine, which are strong pain killers. Students will often use these drugs while drinking alcohol. **SPORT SAFE** has set up an **Extended Opiate Panel** at no additional charge to the school to aid in the detection of these drugs.

**Medical Review Officer (MRO) Services:** The MRO for **SPORT SAFE**, will review all positive results. A phone call will be made to the parent by the MRO office to answer any questions or concerns. Our MRO has many years experience in this field which allows an effective discussion with parents and make determinations based on various prescriptions or medical conditions. MRO Positives are then called to the school official as policy requires.

**Costs:** Knowing the importance of keeping your program up and running with as few problems as possible, and keeping it cost effective, **SPORT SAFE Testing Service** offers our experience and the following services for the indicated cost:

For collections on-site of 15 or more students, screened and confirmed at a SAMHSA lab-


Substance Abuse Panel - 13A                      \$30.00 each (\$26 each if collected by district personnel)  
(includes: **Alcohol**, Amphetamines, Barbiturates,  
Benzodiazepines (Valium), Cocaine, Marijuana, MDMA, Methadone,  
Opiates (Codeine), Oxycodone, Phencyclidine, and Propoxyphene (Darvon))

Add-ons:

Confirmation Testing - Included  
ETG Alcohol at \$10.00 each  
Nicotine at \$5.00 each  
Commonly Abused Anabolic steroids - \$50.00  
Complete NCAA Anabolic Steroid Panel - (Call for Pricing)  
Synthetic THC "Spice/K2" - \$40.00 each  
Reconfirmation of Positive - \$200.00  
Additional Collection fee\* - \$30 - \$50 depends Avg # of Collections, on collection site or distance of Travel (fees will be finalized with signed contract.)

***ALL Tests are screened for Adulterants and confirmed by GC/MS.***

We have become nationally known for our assistance with high school drug testing policy development and I know **SPORT SAFE Testing Service** can do a very professional job of administering your drug testing program

  
Christopher M. Franz  
Director of Accounts

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**Helping Shape Tomorrow's Leaders!**

StudentsDrug and Alcohol Testing1. Need for Random Testing.

The Board of Education is responsible for maintaining discipline, health and safety. The Board recognizes that student substance abuse presents a continuing challenge and a danger to the student population as a whole. The Board is committed to maintaining school sponsored activity programs in a safe, healthy and secure environment. The Board is further committed to being proactive in ensuring that students who participate in extracurricular activities represent the District in a positive manner.

2. Eligibility for Random Testing.

Students who participate in school-sponsored, competitive extracurricular activities in grades 7-12 are eligible for random testing. School-sponsored, competitive extracurricular activities are activities which are sponsored or approved by the Board, but are not offered for credit towards graduation, and which involve competition, comparison, or judging of the individuals or groups with other individuals or groups as part of selection or participation. School sponsored competitive extracurricular activities include, but are not limited to, athletic programs, cheerleading, band, National Honor Society, academic teams, one-act, choir, quiz bowl, speech team, FFA, FBLA, and FCCLA state and regional competitions.

To participate in a school-sponsored, competitive extracurricular activity, students must submit a completed Consent to Test Form on or before the first practice or on or before the first event or meeting, whichever is applicable. The form must be signed by the student and the student's parent or guardian.

Failure to submit a completed Consent to Test Form will result in ineligibility for participation in school-sponsored, competitive extracurricular activities until the form is submitted.

Students remain eligible for testing from the date the Consent to Test Form is turned in until a Drop Form is completed, or until the student graduates or is otherwise no longer enrolled in the District. A student for whom a Drop Form has been submitted shall be ineligible for participation in school-sponsored, competitive extracurricular activities for twelve months from the date the Drop Form is submitted. Students have a fifteen (15) day grace period for reconsideration of a Drop Form.

Students who are not participants in a school-sponsored, competitive extracurricular activity may volunteer for participation in the testing program by submitting a completed Consent to Test Form.

### 3. Testing Procedure.

#### a. Random Testing.

A confidential testing schedule will be created by the Superintendent or designee to ensure that the testing of eligible students is conducted in a manner that is random. To maintain confidentiality and to maintain the integrity of the randomness of this program, the students eligible for testing will be identified by a unique personal identifier that does not make the student known to persons other than the school officials who are directly involved in the testing program.

No less than twenty percent (20%) of the pool of eligible students will be tested each school year. The Superintendent shall have the authority to determine the percentage to test, subject to the minimum 20% level, dependent on the nature and extent of the prevailing problem with drug usage in the school community from time to time. Testing will take place throughout the school year.

#### b. Collection.

The testing collection process will be conducted in a manner that protects student privacy, will also guard against tampered specimens and ensuring an accurate chain of custody of the specimen. To the extent the testing involves the collection of urine, an adult monitor is to wait outside a closed restroom stall and listen for the normal sounds of urination.

The specific testing procedures and mechanism are to be created by the Superintendent or designee. It is intended that the procedures be modeled on those applicable to the testing of CDL employees, which include the testing of specimens for alcohol and unlawful substances. The tests are to be designed to detect only the use of illegal drugs, including but not limited to amphetamines, marijuana, cocaine, steroids, opiates, barbiturates and nicotine, not medical conditions or the presence of authorized prescription medications.

#### c. Reasonable Suspicion Testing.

In addition to random drug testing, a student is subject to drug testing at any time when the Drug Program Coordinator determines there is individualized reasonable suspicion based upon articulable facts to believe that the student has used a drug. The Drug Program Coordinator will notify the student and take the necessary steps to schedule a test as soon as practicable.

### 4. Confidentiality.

All activities related to the testing policy will be carried out in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and any other applicable confidentiality laws.

Test results will be shared only with staff who have a legitimate educational interest in having access to the information, on a “need to know” basis. Test results will not be turned over to any law enforcement authority in the absence of a court order, subpoena, or other legal process requiring such.

Test results will be kept in confidential files separate from the students’ other records. The test results will be destroyed when no longer needed for individual student situations or for the overall testing program.

5. Consequences for Positive Tests.

Any of the following shall be considered to be a positive test result:

- A confirmed positive alcohol or drug test;
- Refusal to participate in testing when selected, including the submission of a Drop Form upon being requested to be tested; and/or
- Tampering with the specimen collection process.

The following shall result from a positive test result:

- The student’s parents or guardians will be contacted and a meeting will be held to discuss the positive test result, with the object of collaborating on a plan to assist the student in avoiding future substance abuse.
- The student’s privilege of participating in extracurricular activities will be restricted as follows:
  - For a first positive test, the student is ineligible to participate in any extracurricular activities for twenty (20) school days with a minimum of the next school activity. The student may continue to participate in extracurricular activities if within ten (10) school days of the meeting with the parents or guardians the student shows proof that the student is receiving substance abuse counseling with a qualified professional and submits to a second drug test within two (2) weeks.
  - For a second and subsequent positive test, the student is ineligible to participate in any extracurricular activities for forty (40) school days with a minimum of the next two school activities.
  - For a third and subsequent positive test, the student is ineligible to participate in any extracurricular activity for one (1) calendar year. To return to participation, the student must complete substance abuse counseling as and to the extent determined appropriate by a qualified professional, and in any event for no less than four (4) hours, and must submit to five (5) follow up drug tests during the next twelve (12) month period.

The parents or guardians are responsible for the costs of the rehabilitation program, which includes the substance abuse counseling and follow-up testing described above.

Positive results will not lead to the imposition of any academic consequence or disciplinary action, other than the above described limitations on the privilege to participate in extracurricular activities.

6. Appeal Procedures.

A student or the student's parents or guardians may request a retest of his/her specimen at their own expense at a laboratory approved by the Superintendent or designee and which follows federal Substance Abuse and Mental Health Services Administration (SAMHSA) standards concerning drug testing protocols and procedures. Requests must be made within twenty-four (24) hours of receiving the results of their drug test. The specimen previously submitted will be forwarded to the approved lab in cooperation with the District approved outside agency responsible for confirmatory testing.

Results of the re-test will be provided to the Superintendent or designee by the approved laboratory. During the appeal period the student may not participate in school sponsored extracurricular activities.

In the event a student or the student's parents or guardians wish to challenge a positive test result on a basis other than the veracity of the test result, an appeal may be made in accordance with the policy on extracurricular activity discipline.

7. Implementation.

Implementation of this Policy shall not occur until Board action to authorize its implementation is taken.

Date of Adoption: [Insert Date]

**Consent to Test Form**

I understand fully that my performance as a student and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules and regulations set forth by the Board of Education of Chase County Public Schools, the administration, and the coaches and sponsors for the activities in which I participate.

I consent to and authorize Chase County Public Schools to conduct a drug and alcohol test if my number is drawn from the random pool. I also authorize the release of information concerning the results of such tests to designated District personnel.

I understand that this form remains in effect until the submission of an Activity Drop Form or graduation and/or withdrawal from the District.

_____	_____
Student Name (print)	Parent or Guardian Name (print)
_____	_____
Student Signature	Parent or Guardian Signature
_____	_____
Date	Date

I plan to participate in one or more of the following school sponsored competitive extracurricular activity or activities:

\_\_\_\_\_

\_\_\_\_\_ I am volunteering to be placed in the testing pool.

**Activity Drop Form**

I, \_\_\_\_\_ wish to withdraw from \_\_\_\_\_

I will submit this form to the Athletic Director. My name will be withdrawn from the testing pool on the date this is received by the Athletic Director.

Completing this form will pertain to all school sponsored competitive extracurricular activities. I understand, by withdrawing, I can no longer participate in any school sponsored competitive extracurricular activities, and I may not receive recognition as a member of these activities or athletic programs. I may re-enter the testing pool after a period of one (1) calendar year by filling out a new Consent to Test form.

I UNDERSTAND THAT I HAVE 15 DAYS TO RECONSIDER THE DECISION AND RE-ENTER THE POOL.

_____ Student Name (print)	_____ Parent or Guardian Name (print)
_____ Student Signature	_____ Parent or Guardian Signature
_____ Date	_____ Date

\_\_\_\_\_  
Athletic Director

\_\_\_\_\_  
Date of Receipt

## 7-12 Principal Report: October 2019

On September 20-21 we sent four teachers to the NATS/NATM Conference (Nebraska Association of Teachers of Science & National Association of Teachers of Math). The conference was held in Kearney and was attended by Jennifer Gonzalez, Torri Lechtenberg, Janet Sheaffer, and Rita Nickel. Feedback from teachers was positive. This group used this conference to explore the new standards and research a variety of curriculum resources. Mrs. Gonzalez also served as a presenter during the conference for some of the work she had completed this summer. It is great to see our staff select to represent on the state level.

On Monday, October 7th we have a teacher in-service with the primary focus given to the Apple certified trainer who will work with staff on how to incorporate and maximize the use of the iPads with students and curriculum design. Other topics will include curriculum review, parent-teacher conference preparation, and ELL teaching strategies.

Homecoming will be the week of October 14th - 19th. Students in grades 9-12 will be invited to decorate their assigned hallways on Saturday, October 12th from 1:30 - 3:30 PM. All students are invited to participate in the optional dress up days to celebrate homecoming week. Seniors will nominate candidates who will meet with Mr. Hauxwell and Mr. Lechtenberg to review the expectations and requirements of royalty. Approved candidates will then be voted on by students in 9-12. The top 3 vote earners for king and queen will be announced as royalty on Monday. The homecoming King and Queen will be announced on Friday night during the October 18th football game.

The Homecoming dance will be on Saturday, October 19th. There will be a police presence at the dance to ensure safety as well as to conduct breathalyzers at the door. The dance begins at 8:00 PM and ends at 11:00 PM. Doors will open at 7:45 PM and close at 8:30 PM. Students who leave the dance or arrive after 8:30 PM will not be allowed to enter/re-enter the dance.

Parent-Teacher conferences will be held on Tuesday, October 8 from 2:00 PM - 8:00 PM. School will dismiss at 1:30 PM and 9-12 lunch will be a closed campus. The end of the first quarter is on Friday, October 18th. There is no school on Friday, October 25th due to Fall break.

Submitted by:  
Jon Lechtenberg  
Chase County Schools 7-12 Principal

## Mrs. Odens' October 2019 School Board Report

Parent Teacher Conferences are planned for today, October 8th from 2-8 PM. Parents will be receiving their student's MAP Growth Reports as well as MAP Oral Fluency Reports for grades K-5. The parents in grades 5-6 will also receive a report showing their student's grades as of now in each class.

PTO provided a meal for the staff again this year.

Our Staff In-Service day on Monday, October 7th provided some Apple Training for our teachers. Each teacher spent either the morning or afternoon in Apple Training. The 5-12 science and LA teachers also spent time looking at their state standards and looking at how our current curriculum covers them and to what extent. We also had some more training with Mrs. Meyer and Mrs. Bonne on strategies to use with our ELL students. The staff also shared artifacts from the strategy they tried last month. Teachers were also given time to prepare for PTC and work with their grade-level and content area teams.

We had our a TFI visit for PBIS. They interviewed staff members and students and evaluated our progress. They were pleased with what they saw and we will receive a formal report in the next week or two.

On October 16th we will be having the author, Ben Mikaelson present to our students in grades 4-6. The Western Library System is providing this opportunity. They have also invited students from surrounding schools to attend.

Mrs. Hanna has been working with our 5-6 grade students on Drug and Alcohol Awareness. She has sent letters home to parents explaining the lessons and topics they will be covering through the lessons.

# CHASE COUNTY SCHOOLS

520 E. 9<sup>th</sup> Street; P.O. Box 577  
Imperial, Nebraska 69033  
Phone: 308-882-4304  
Fax: 308-882-5629

Randall Klooz, Superintendent  
Becky Odens, K-6 Principal  
Jon Lechtenberg, 7-12 Principal  
Troy Hauxwell, Activity Director

## Board Update

October 2019

### Vision “Portrait of a Graduate”/School Improvement

We met to discuss creating a logo for what Chase County Schools’ “Portrait of a Graduate” would look like. During the first semester we will be asking students to create a drawing of what the “Portrait of a Graduate” looks like to them by using the approved traits. Those are Content Mastery, Critical Thinking/Problem Solving, Creativity/Innovation, Communication, Leadership/Teamwork, and Resilience. Second semester we will have an advanced art class review all the portraits and create an official one for Chase County Schools.

### Entrance Doors

Our doors installation process is underway, and they are looking great! We are excited to get the new electronic system installed and programmed. Dallas B. and Doug R. have done a great job keeping this project moving and helping the companies as they get the doors installed.

### Emergency Preparedness

The Nebraska Council of School Administrators, in partnership with the Nebraska Department of Education, is holding their Nebraska School Safety and Security Summit in Kearney. We are sending a couple individuals to the summit and have scheduled a meeting with our safety team on Friday to review/revise our protocols/safety drills.

### Phone System

We are still waiting to hear back from BTS company with regard to expansion of Phase II in the classrooms as well as other services & applications, including the possibility to adding a bell system. We also visited with Allo about the possibility working with them in some capacity in the future.

### SDS Accounting System

We are continuing to get the new accounting system in place. Jill M. is piloting the portion of the software that allows sponsors/coaches to view their accounts. We are also piloting the use the purchase orders in the new system and look to have it up and running this week. We are also working with our auditors to develop quality monthly reports for us and the board members from the new system.

### Lunch Time!

One of the bright spots to the day is getting to watch our students’ eyes light up when they notice that their parent/relative is here to eat with them. I understand that not everyone has the opportunity to do this but if you ever have a chance to schedule a time to eat lunch with your child(ren), it is an opportunity worth taking.

Randall Klooz

*“Home of the Horns”*



Business OperationsPurchasing Policies

The Superintendent shall ensure that all purchases are made in the interest of economy and efficiency. Where necessary, standards and procedures shall be established to accomplish the following policies of the Board of Education:

1. Purchases up to \$15,000. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item, or any like items, specifically budgeted which has a sale price within the established limit.
2. Purchases from \$15,000 up to \$100,000. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established limit. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase. Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.
3. Purchases of \$100,000 and above. The Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.
4. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or superintendent shall be personally liable for payment for the supplies or equipment purchased.
5. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.
6. The District need not comply with the bidding requirements if the District purchases property from the Nebraska State Purchasing Bureau, so long as the Nebraska State Purchasing Bureau competitively bid the purchase of property.

Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.
2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Superintendent shall submit the approved names to the Board, from time to time.
3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use.
4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.
5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

Legal Reference: Neb. Rev. Stat. § 13-610

Date of Adoption: 09/11/18

Updated: 08/13/19