

Board of Education Regular Meeting
Monday, December 9, 2024 7:00 PM

Board Room, St. Paul Public School
PO Box 325
St. Paul, NE 68873-0325

Agenda

1. Call to Order
 - 1.1. Recognition of Public Notice of Open Meeting
 - 1.2. Recognition of Posted Notice of the Open Meetings Law
2. Roll Call
 - 2.1. Americanism Quote
3. Minutes of the Previous Regular Meetings
4. Bills As Presented By the Superintendent
5. Financial Report
6. Communications from the Public
7. New Business
 - 7.1. Principal's Report
 - 7.2. Superintendent's Report
 - 7.3. Discuss and take necessary action regarding policy updates
 - 7.4. Discuss and take necessary action regarding the Activities Handbook and 5013 Extracurricular Drug Testing Policy
 - 7.5. Discuss and take necessary action to increase special education contract by .25 FTE
 - 7.6. Discuss and take necessary action regarding marking items as surplus property
 - 7.7. Discuss and take necessary action regarding the superintendent's evaluation
 - 7.8. Discuss and take necessary action regarding negotiations with non-supervisory certificated staff
 - 7.9. Superintendent Sick and vacation log
8. Adjournment

Regular Meeting of the St. Paul Board of Education

The St. Paul School Board met in regular session on November 11, 2024, scheduled at 7:00 PM. The following board members were in attendance: Curt Dubas: Present, Jason Meinecke: Present, Janelle Morgan: Present, Marty Mrkvicka: Present, Dan Scheer: Present, Philip Thede: Present.

The meeting was called to order at 7:01 p.m.

President Mrkvicka noted that notice of the meeting was properly published in the Phonograph Herald, per policy.

President Mrkvicka noted that the Open Meetings Law is posted on the wall of the meeting room.

Vice President Scheer read the Americanism quote. This is from Noah Webster, a member of the Connecticut House of Representatives in 1800: "If the citizens neglect their duty and place unprincipled men in office, the government will soon be corrupted."

President Mrkvicka asked if there were any additions or corrections to the minutes of the previous meeting. None were made, and the minutes were declared approved.

The motion to approve the bills as presented by the Superintendent passed with a motion by Philip Thede and a second by Curt Dubas.

Dubas: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Thede: Yea
Yea: 6, Nay: 0

The Superintendent presented the Financial Report.

The Principals' reports were presented.

The Superintendent's report was presented.

Discussion was held regarding short and long-term facility planning. No action was taken.

A motion was made to accept the 2023-24 audit by Marty Mrkvicka and a second by Phil Thede.

Dubas: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Thede: Yea
Yea: 6, Nay: 0

A motion was made to enter into an executive session to discuss negotiations with certified staff made by Jason Meinecke and seconded by Curt Dubas. Dubas: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea

Yea: 5, Nay: 0; Phil Thede excused himself due to a potential conflict of interest

The Board entered executive session at 7:18. Discussion was held regarding negotiations with certificated staff.

The Board left the executive session at 8:38 and took no action regarding negotiations with certificated staff.

The Superintendent sick and vacation log was presented.

The meeting adjourned at 8:39 p.m.

Janelle Morgan
Secretary

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>
AMAZON	AMAZON CAPITAL SERVICES	164L-QMGG-HXYD	Maint. Supplies	12/04/2024	9.57
AMAZON	AMAZON CAPITAL SERVICES	16HJ-XNRJ-HLMK	Consumable - STS	11/11/2024	92.14
AMAZON	AMAZON CAPITAL SERVICES	1933-MF7J-RGM9	Office Supplies - Elem	11/16/2024	41.95
AMAZON	AMAZON CAPITAL SERVICES	1D46-QKRK-3NC9	Tech. Supplies	11/28/2024	104.98
AMAZON	AMAZON CAPITAL SERVICES	1D46-QKRK-TKN1	Tech. Supplies	11/30/2024	364.92
AMAZON	AMAZON CAPITAL SERVICES	1DGD-KFVG-3RGN	Office Supplies - Elem	11/18/2024	8.09
AMAZON	AMAZON CAPITAL SERVICES	1GG4-XGTH-FML6	Tech. Supplies	12/04/2024	32.65
AMAZON	AMAZON CAPITAL SERVICES	1JCK-WPKH-HPWF	Maint. Supplies	11/11/2024	62.00
AMAZON	AMAZON CAPITAL SERVICES	1K7V-JCXT-RW4X	Maint. Supplies	11/16/2024	7.59
AMAZON	AMAZON CAPITAL SERVICES	1N37-PHM1-XGJY	Maint. Supplies	11/10/2024	44.14
AMAZON	AMAZON CAPITAL SERVICES	1PMF-913W-979H	Classroom Resource - Elem	11/13/2024	59.99
AMAZON	AMAZON CAPITAL SERVICES	1TM4-9N3V-7FRR	Tech. Supplies	12/06/2024	88.00
AMAZON	AMAZON CAPITAL SERVICES	1VHX-T4W6-DVQX	Maint. Supplies	11/15/2024	16.99
AMAZON	AMAZON CAPITAL SERVICES	1YYX-M1XY-TWFY	Class Supplies - SPED	11/17/2024	125.08
AMGL	AMGL, PC	30623	23-24 Regular & Single Audit Svcs	11/07/2024	13,700.00
BCNTELEC	BCN TELECOM INC TBS	23834553-0001	Long-Distance Phone	12/01/2024	57.98
BLACKHILLS	BLACK HILLS ENERGY	12.03.2024-0001	Natural Gas	12/03/2024	6,661.39
BOMGAARS	BOMGAARS SUPPLY, INC.	10.16.2024-0002	Supplies - Various	12/16/2024	1,089.32
BOYSTOWN	BOYS' TOWN	CINV-00011871	SPED Svcs (Nov)	11/30/2024	14,040.00
CENTLINK	CENTURY LINK	334017198.-0004	Preschool Phone Svc 754-6006	11/10/2024	141.08
CENTLINK	CENTURY LINK	334101401.-0004	Phone Svc 754-4433	11/10/2024	134.43
CITYOFST	CITY OF ST. PAUL	10.31.2024-0002	Electric, Water, Sewer	11/30/2024	10,308.81
CULLIGAN	CULLIGAN OF GRAND ISLAND	11.30.2024-0001	Office Supplies - Elem/HS	11/30/2024	180.00
DASSTACC	DAS STATE ACCOUNTING-CENTRAL FINANCE OCIO	1454792-0001	Internet Connection (Oct)	11/13/2024	292.87
DOLLAMUR	DOLLAMUR	248980	Maint. Supplies	11/19/2024	429.90
EAKES	EAKES OFFICE SOLUTIONS	9044411-0-0001	Workroom Supplies - Elem	11/21/2024	91.25
EAKES	EAKES OFFICE SOLUTIONS	9044411-1-0001	Workroom Supplies - Elem	11/27/2024	161.19
EAKES	EAKES OFFICE SOLUTIONS	9046764-0-0001	Workroom Supplies - HS	11/27/2024	161.04
EAKES	EAKES OFFICE SOLUTIONS	9047203-0-0001	Workroom Supplies - HS	11/27/2024	87.99
EAKES	EAKES OFFICE SOLUTIONS	9047661-0-0001	Workroom Supplies - HS	11/27/2024	145.50
EAKES	EAKES OFFICE SOLUTIONS	INV5604685-0001	Fax Service	11/25/2024	46.49
EAKES	EAKES OFFICE SOLUTIONS	INV597263-0002	Copier Lease (Nov)	11/27/2024	500.00
ESU10	EDUCATIONAL SERVICE UNIT 10	11.25.2024-0001	Pysch & SPED Svcs (Nov)	11/25/2024	13,748.37
ESU10	EDUCATIONAL SERVICE UNIT 10	25486-0001	Tech Support Svcs	11/18/2024	63.75
ESU10	EDUCATIONAL SERVICE UNIT 10	25550-1-0001	Workshops	11/25/2024	480.00
EMBASSY1	EMBASSY SUITES	37126	NSCA Conf. Hotel	11/11/2024	298.00
PHONOGRAPH	HAPP, MICHAEL	11.30.2024-0001	Mtg Notices & Minutes	11/30/2024	171.22

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>
HDSUPPLY	HD SUPPLY	836600882	Maint. Supplies	11/18/2024	95.68
HDSUPPLY	HD SUPPLY	837088798	Maint. Supplies	11/20/2024	158.70
HDSUPPLY	HD SUPPLY	837088806	Maint. Supplies	11/20/2024	1,363.00
HDSUPPLY	HD SUPPLY	839022209	School Consumables	12/04/2024	1,145.42
HEARTDISPO	HEARTLAND DISPOSAL	226935-0001	Trash Service	11/20/2024	644.39
HIRERIGH	HIRERIGHT, LLC	P1255112	Driver Screening Svcs	11/30/2024	163.10
HOMETLEAS	HOMETOWN LEASING	2798738-27-0001	Copier Lease (Elem)	12/10/2024	100.00
HOMETLEAS	HOMETOWN LEASING	2800429-3-0001	Copier Leases (4)	12/10/2024	2,299.55
HOMEMARK	HOMETOWN MARKET	001013650936	Food Consumables - FCS	11/18/2024	202.39
HOMEMARK	HOMETOWN MARKET	001019391201	Food Consumables - SPED	11/20/2024	31.34
HOMEMARK	HOMETOWN MARKET	001031020921	Food Consumables - FCS	11/25/2024	122.57
HOMEMARK	HOMETOWN MARKET	001031871358	Returned Food Consumables - FCS	11/25/2024	(19.14)
HOMEMARK	HOMETOWN MARKET	001031881360	Food Consumables - FCS	11/25/2024	42.78
HOMEMARK	HOMETOWN MARKET	001073780926	Food Consumables - FCS	11/04/2024	174.78
HOMEMARK	HOMETOWN MARKET	001093400859	Food Consumables - FCS	11/11/2024	197.82
HOMEMARK	HOMETOWN MARKET	001099350928	Food Consumables - SPED	11/13/2024	14.57
HOMEMARK	HOMETOWN MARKET	002054981605	Maint. Supplies	11/25/2024	38.23
HOWARDCOM E	HOWARD COUNTY MEDICAL CENTER	HBAK161046	Driver Labs	11/18/2024	36.00
HOWARDCOM E	HOWARD COUNTY MEDICAL CENTER	HBAK161552	Driver Labs	11/19/2024	36.00
INTEALLB	INTERSTATE ALL BATTERY CENTER	1905801012157	Fire Panel Batteries	11/13/2024	225.90
KIDACADEMY	KID ACADEMY	0077	Preschool Expenses (Oct)	10/31/2024	707.49
KIDACADEMY	KID ACADEMY	0078	Preschool Expenses (Nov)	11/30/2024	503.65
KBSB SCHOLAW	KSB SCHOOL LAW	17782	Legal Svcs and Training (Nov)	12/02/2024	1,322.50
LIVEWELL	LIVE WELL COUNSELING CENTER	12.03.2024-0001	School Interventionist (Jan)	12/03/2024	833.33
LIVEWELL	LIVE WELL COUNSELING CENTER	12.03.2024-0002	Crisis Response	12/03/2024	990.00
MATHESON	MATHESON TRI-GAS INC.	0030587680	Class Supplies - STS	11/13/2024	36.52
MATHESON	MATHESON TRI-GAS INC.	0030587681	Class Supplies - STS	11/13/2024	31.52
MATHESON	MATHESON TRI-GAS INC.	0030587682	Class Supplies - STS	11/13/2024	31.52
MENARDS	MENARDS	94893	Maint. Supplies	11/13/2024	84.72
MENARDS	MENARDS	95664	Project Supplies - STS	11/26/2024	156.85
MENARDS	MENARDS	95776	Returned Project Supplies - STS	11/29/2024	(43.81)
METALCRAFT	METALCRAFT, INC.	631879	Tech. Supplies	11/14/2024	609.88
MIDWESTA	MIDWEST ALARM SERVICES	477221	Semi-Annual Fire Alarm Inspection (WAC)	11/17/2024	65.00
NASB	NE ASSOC. OF SCHOOL BOARDS	52032	State Ed Conf. - BOE	11/07/2024	325.00
NASB	NE ASSOC. OF SCHOOL BOARDS	52037	State Ed Conf. - BOE	11/07/2024	300.00
NASB	NE ASSOC. OF SCHOOL BOARDS	N-52144	State Ed Conf Wksp	11/26/2024	400.00

Invoice Listing - Summary

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>
NCSA	NE COUNCIL OF SCHOOL ADMINISTRATORS	24-25 Mbship-AD	24-25 Membership-AD	12/10/2024	435.00
PARTSBIN	PARTS BIN, INC., THE	11.25.2024-0001	Supplies - Trans	11/25/2024	295.99
POPPLERS	POPPLERS MUSIC, INC.	2942463	Sheet Music	09/16/2024	11.94
POPPLERS	POPPLERS MUSIC, INC.	2956919	Sheet Music	10/15/2024	18.80
PRESTOX	PRESTO-X COMPANY	69807265-0001	Pest Control (Nov)	11/12/2024	130.52
PRESTOX	PRESTO-X COMPANY	69807266-0001	Pest Control-Preschool (Nov)	11/12/2024	45.99
RASMMECHSE	RASMUSSEN MECHANICAL SERVICES	INV035652	Maint. Supplies	10/31/2024	73.70
RASMMECHSE	RASMUSSEN MECHANICAL SERVICES	SRV117042	HVAC Repairs	11/08/2024	559.12
RASMMECHSE	RASMUSSEN MECHANICAL SERVICES	SRV117051	HVAC Repairs	11/08/2024	1,207.00
RASMMECHSE	RASMUSSEN MECHANICAL SERVICES	SRV117052	HVAC Repairs	11/08/2024	2,447.28
READTOTHM	READ TO THEM INC	17022218	OSOB Supplies (Reimb. by Lib.Found.)	11/06/2024	2,179.50
RICEELECTR	RICE, RUSSELL	19-C2930	Electrical Installations	11/11/2024	2,485.00
SESMITH	S.E. SMITH & SONS	11.25.2024-0001	Supplies - Various	11/25/2024	1,768.51
SPORTSAFE	SPORT SAFE TESTING SERVICE, INC.	13839-0001	Activities Drug & Alcohol Testing (Nov)	12/04/2024	838.00
STPAULAC	ST. PAUL ACTIVITY ACCT.	12.06.2024	Field Painting	12/06/2024	1,200.00
STPAULPU	ST. PAUL DIST. REIMBURSEMENTS	11.30.2024	Supplies, etc.	11/30/2024	188.03
SYSCLINC	SYSCO LINCOLN	561979186-1	PTO Supplies (Reimb.)	11/07/2024	136.06
TIMEMANA	TIME MANAGEMENT SYSTEMS	323751-0001	Time Clock Subscription	12/02/2024	119.00
USBANK	US BANK	11.25.2024	Supplies, State Ed Conf., etc.	11/25/2024	7,393.47
JOHNNYS	VIRGINIA IRVINE	91488	Maint. Supplies	11/11/2024	93.48
WEXBANK	WEX BANK	11.30.2024-0001	Fuel	11/30/2024	4,262.51
					103,364.82

Reimbursements Dec 2024

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Pat Koperski	DOT Physical	\$55.00
Jaime Camden	NSCA Conf. Parking	\$27.00
Richard Moore	NSCA Conf. Parking and Meals	\$76.62
Kurt Harders	Class Supplies - HS	\$12.50
Cathy Lemmerman	Class Supplies - Art	\$16.91
Total		\$188.03

St. Paul Public Schools			
Dec 2024 Credit Card Report (10.26.2024 - 11.25.2024)			
Date	Transaction	Amount	Description
11/04/2024	CREATE FOUNDATION	\$25.00	ACTIVITIES - ENTRY FEES
11/6/2024	SAM'S CLUB	\$188.28	MATH/SCIENCE CLUB SUPPLIES
11/7/2024	WALMART	\$159.51	MATH/SCIENCE CLUB SUPPLIES
11/15/2024	SAM'S CLUB	\$413.86	ROBOTICS SUPPLIES
11/25/2024	APPLE.COM	\$11.76	MUSIC SUBSCRIPTION
	ACTIVITY FUND TOTAL	\$798.41	
10/30/2024	SKYLINE CAFE	\$331.43	5TH-8TH INCENTIVE
10/30/2024	THE DEN	\$61.60	HOMECOMING CONTEST-STAFF
10/31/2024	CLASSROOMSCREEN	\$250.00	RESOURCE SUBSCRIPTION - ELEM
11/8/2024	THE GRADUATE LINCOLN	\$23.00	NSCA CONF. PARKING
11/7/2024	BLUE SUSHI	\$40.47	NSCA CONF. MEAL
11/20/2024	TEACHER PAY TEACHER	\$40.50	CLASSROOM RESOURCES - ELEM
11/8/2024	HILTON HOTEL	\$369.00	SPED LAW CONFERENCE - HOTEL
11/5/2024	KENNEDY INDUSTRIES	\$425.32	MAINT. SUPPLIES
10/29/2024	EBAY	\$774.68	CLASSROOM RESOURCES - HS
10/30/2024	BEST BUY	\$449.99	TV - LIBRARY (SP ED. FOUND. REIMB)
11/7/2024	HOLIDAY INN EXPRESS	\$220.00	SCOREVISION CONF. HOTEL
11/8/2024	THE GRADUATE LINCOLN	\$250.20	NSCA CONF. HOTELS
11/11/2024	HILTON HOTEL	\$769.82	STATE ED CONF. HOTEL
11/21/2024	JERICO'S	\$395.46	STATE ED CONF. MEAL
11/20/2024	CHICK-FIL-A	\$46.98	STATE ED CONF. MEAL
11/21/2024	TEXAS DE BRAZIL OMAHA	\$492.76	STATE ED CONF. MEAL
11/21/2024	DJ'S DUGOUT	\$161.62	STATE ED CONF. MEAL
11/21/2024	HILTON HOTEL	\$33.48	STATE ED CONF. MEAL
	HILTON HOTEL	\$2,257.16	STATE ED CONF. HOTELS
	GENERAL FUND TOTAL	\$7,393.47	
	Total	\$8,191.88	
	General Fund Total	\$7,393.47	
	Activities Fund Total	\$798.41	
		\$8,191.88	

St. Paul Public School

Adam Patrick, Superintendent
 Richard Moore, Secondary Principal
 Alex Egger, Elementary Principal
 Rob Wegner, AD/Assistant Principal
 Kim Schulte, Special Education Director

1305 Howard Ave.
 POB 325
 St. Paul, NE 68873
 Phone (308) -754-4433
 Fax (308)-754-5374
 www.stpaulpublicschools.org



FINANCIAL REPORT

<u>GENERAL FUND</u>		
BEGINNING BALANCE		\$ 4,210,135.45
<u>RECEIPTS:</u>		
Local County Taxes - Howard	\$ 125,798.34	
ESSER III - Final Disbursement	\$ 132,775.00	
High Ability Learner	\$ 6,429.00	
IDEA Preschool - 23-24 Final Disbursement	\$ 5,718.00	
St. Paul Area Library Foundation (OSOB)	\$ 2,170.50	
Rotary/Interact Club - Backpack Program Donation	\$ 750.00	
St. Paul Education Foundation (Library TV)	\$ 479.99	
SPPS Lunch Fund - Reimb for ASP Consumables	\$ 423.47	
Student Fees - Damaged Equipment	\$ 250.00	
Excess Equipment Sales	\$ 20.00	
Interest	\$ 11,422.33	
TOTAL RECEIPTS:	\$ 286,236.63	
 <u>LESS DISBURSEMENTS:</u>		
Bills	\$ (144,226.30)	
Salaries & Benefits	\$ (673,007.86)	
Transfer to Activity Fund	\$ -	
	\$ (817,234.16)	
GRAND TOTAL GENERAL FUND MONTH ENDED - November 30, 2024	\$ 3,679,137.92	
<i>FUND TOTAL FROM PREVIOUS YEAR</i>	<i>\$ 3,101,331.82</i>	

Budget 2024-2025	\$ 11,829,577.35	
Sept - Nov Expenditures	\$ (2,596,483.51)	21.95%
Remaining Budget	\$ 9,233,093.84	
Current Month:		
Bills	\$ (103,364.82)	**PENDING**
Salary & Wages	\$ (646,745.77)	**PENDING**
Local Property Taxes	\$ 60,611.56	
	\$ (689,499.03)	
Fund Account Total	\$ 2,989,638.89	

BUILDING MAINTENANCE FUND			
CHECKING	BEGINNING BALANCE		\$ 2,063.91
	Transfer from MMA	\$ -	
	Vendor Checks	\$ -	
	Misc.	\$ -	
	Interest	\$ 1.64	
			\$ 1.64
	ACCOUNT TOTAL		\$ 2,065.55
MONEY MARKET	BEGINNING BALANCE		\$ 912,505.55
	Local County Taxes - Howard	\$ 2,071.54	
	Local County Taxes - Greeley	\$ -	
	Greeley County	\$ -	
	Interest	\$ 1,451.82	
	ACCOUNT TOTAL		\$ 916,028.91
GRAND TOTAL BUILDING MAINTENANCE FUND - November 30, 2024			\$ 918,094.46

Budget 2024-2025	\$ 1,056,836.00	
Sept - Nov Expenditures	\$ -	0.00%
Remaining Budget	\$ 1,056,836.00	
Current Month:		
Local Property Taxes	\$ 881.37	
Fund Account Total	\$ 918,975.83	

BOND FUND			
CHECKING	BEGINNING BALANCE		\$ 5,470.57
	Transfer from MMA	\$ -	
	Bond Payment - via ACH	\$ -	
	Interest	\$ 4.35	
	ACCOUNT TOTAL		\$ 5,474.92
MONEY MARKET	BEGINNING BALANCE		\$ 342,433.89
	Local County Taxes - Howard	\$ 6,473.70	
	Local County Taxes - Greeley	\$ -	
	Transfer to Checking	\$ -	
	Interest	\$ 412.36	
	ACCOUNT TOTAL		\$ 349,319.95
GRAND TOTAL BOND FUND - November 30, 2024			\$ 354,794.87

Budget 2024-2025	\$ 342,912.00	
Sept - Nov Expenditures	\$ -	0.00%
Remaining Budget	\$ 342,912.00	
Current Month:		
Bond Payment	\$ -	
Local Property Taxes	\$ 2,754.26	
	\$ 2,754.26	
Fund Account Total	\$ 357,549.13	

DEPRECIATION FUND			
CHECKING	BEGINNING BALANCE		\$ 144.24
	Transfer from MMA	\$ -	
	Vendor Bills	\$ -	
	Purchased Vehicle	\$ -	
	Interest	\$ 0.12	
		\$ 0.12	
	ACCOUNT TOTAL		\$ 144.36
MONEY MARKET	BEGINNING BALANCE		\$ 576,558.67
	Transfer to Checking	\$ -	
	Transfer from General Fund	\$ -	
	Interest	\$ 916.18	
			\$ 916.18
	ACCOUNT TOTAL		\$ 577,474.85
GRAND TOTAL DEPRECIATION FUND - November 30, 2024			\$ 577,619.21

Budget 2024-2025	\$ 587,027.00	
Sept - Nov Expenditures	\$ -	0.00%
Remaining Budget	\$ 587,027.00	
Current Month:		
Fees Refunded	\$ -	
Equipment Sold	\$ -	
Fund Account Total	\$ 577,619.21	

LUNCH FUND				
CHECKING	BEGINNING BALANCE		\$ 102,260.47	
	Federal/State Receipts	\$ 40,618.37		
	Meal Account Receipts	\$ 20,007.00		
	Milk Account, ASP and Other Receipts	\$ 420.00		
	Head Start and Preschool Tuition	\$ 3,193.45		
	Vendor Rebate	\$ -		
	Interest	\$ 87.84		
	Payroll	\$ (24,201.89)		
	Exp.: Food, Milk/Juice, etc.	\$ (34,773.30)		
			\$ 5,351.47	
		ACCOUNT TOTAL		\$ 107,611.94
MONEY MARKET	BEGINNING BALANCE		\$ 63,777.93	
	Deposits	\$ -		
	Transfer Checking	\$ -		
	Interest	\$ 50.67		
			\$ 50.67	
	ACCOUNT TOTAL		\$ 63,828.60	
GRAND TOTAL HOT LUNCH FUND - November 30, 2024			\$ 171,440.54	

Budget 2024-2025	\$ 589,562.00	
Sept - Nov Expenditures	\$ (156,925.70)	26.62%
Remaining Budget	\$ 432,636.30	

Activity Fund Balance Report - Summary - Exclude Encumbrances

11/2024 - 11/2024

Regular; Beginning Month 11/2024; Processing Month 11/2024; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 STUDENT ACTIVITY

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0100	GENERAL FUND EQUITY	3,533.92	0.00	0.00	0.00	3,533.92
05 704 0101	STUDENAT AGENDA EQUITY	1,096.48	0.00	0.00	0.00	1,096.48
05 704 0103	CIRCLE OF FRIENDS EQUITY	1,843.65	672.02	61.14	0.00	1,232.77
05 704 0104	ELEMENTARY EQUITY	(1,070.46)	180.00	1,246.81	0.00	(3.65)
05 704 0105	ESU REIMB EQUITY	3,036.03	0.00	0.00	0.00	3,036.03
05 704 0106	INTEREST EQUITY	1,479.63	0.00	357.63	0.00	1,837.26
05 704 0113	YEARBOOK 2015 EQUITY	7,175.79	120.00	0.00	0.00	7,055.79
05 704 0213	FRESHMEN CLASS EQUITY	1,080.00	0.00	120.00	0.00	1,200.00
05 704 0214	JUNIORS CLASS EQUITY	5,276.21	0.00	82.00	0.00	5,358.21
05 704 0215	UPCOMING CLASS EQUITY	0.00	0.00	0.00	0.00	0.00
05 704 0216	SENIORS CLASS EQUITY	1,956.35	0.00	0.00	0.00	1,956.35
05 704 0217	SOPHOMORES CLASS EQUITY	2,472.15	0.00	30.00	0.00	2,502.15
05 704 0302	CHEER SQUAD EQUITY	659.19	1,588.95	2,693.76	0.00	1,764.00
05 704 0303	ROBOTICS EQUITY	1,768.43	984.67	542.21	0.00	1,325.97
05 704 0304	DANCE SQUAD EQUITY	(1,794.81)	0.00	697.94	0.00	(1,096.87)
05 704 0320	SCHOLARSHIP EQUITY	46,110.42	0.00	0.00	0.00	46,110.42
05 704 0340	VOCAL MUSIC EQUITY	1,184.33	0.00	0.00	0.00	1,184.33
05 704 0350	INSTRUMENTAL MUSIC EQUITY	588.17	0.00	15.00	0.00	603.17
05 704 0351	MUSIC TRIP EQUITY	9,303.81	0.00	1,060.00	0.00	10,363.81
05 704 0359	ONE ACT EQUITY	103.83	0.00	0.00	0.00	103.83
05 704 0360	MUSICAL/VARIETY SHOW EQUITY	2,606.90	0.00	0.00	0.00	2,606.90
05 704 0362	ALL SCHOOL PLAY EQUITY	1,477.19	0.00	0.00	0.00	1,477.19
05 704 0370	STUDENT COUNCIL EQUITY	334.09	226.90	0.00	0.00	107.19
05 704 0380	SENIOR ART TRIP EQUITY	1,564.36	0.00	0.00	0.00	1,564.36
05 704 0381	ART CLUB EQUITY	2,137.11	55.38	40.00	0.00	2,121.73
05 704 0390	TRANSPORTATION FUND EQUITY	3,115.62	0.00	0.00	0.00	3,115.62
05 704 0500	ACTIVITIES EQUITY	(13,577.20)	5,313.42	2,146.90	0.00	(16,743.72)
05 704 0501	WRESTLING FUND EQUITY	1,336.54	0.00	500.00	0.00	1,836.54
05 704 0502	WEIGHT ROOM KEYS EQUITY	307.51	0.00	0.00	0.00	307.51
05 704 0503	FOOTBALL FUND EQUITY	1,310.49	562.99	0.00	0.00	747.50
05 704 0504	GIRLS BASKETBALL FUND EQUITY	4,199.54	0.00	0.00	0.00	4,199.54
05 704 0505	GIRLS GOLF EQUITY BALANCE	3,038.58	95.00	0.00	0.00	2,943.58
05 704 0506	BOYS BASKETBALL	1,607.73	0.00	0.00	0.00	1,607.73
05 704 0507	VOLLEYBALL EQUITY	2,698.22	0.00	0.00	0.00	2,698.22
05 704 0508	SOFTBALL EQUITY	2,600.64	521.04	217.00	0.00	2,296.60
05 704 0509	CONCESSIONS EQUITY	7,251.53	5,119.54	1,057.75	0.00	3,189.74

Activity Fund Balance Report - Summary - Exclude Encumbrances

11/2024 - 11/2024

Regular; Beginning Month 11/2024; Processing Month 11/2024; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 STUDENT ACTIVITY

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0510	TENNIS EQUITY	5.49	0.00	0.00	0.00	5.49
05 704 0511	BASEBALL EQUITY	38.82	0.00	0.00	0.00	38.82
05 704 0512	TRACK AND FIELD EQUITY	665.62	0.00	0.00	0.00	665.62
05 704 0513	ATHLETIC TECH EQUITY	4,925.00	0.00	0.00	0.00	4,925.00
05 704 0514	GIRLS WRESTLING EQUITY	700.00	144.00	400.00	0.00	956.00
05 704 0600	FFA EQUITY	14,147.47	3,579.49	2,809.53	0.00	13,377.51
05 704 0602	MATILDA EQUITY	8,150.24	1,085.36	1,756.45	0.00	8,821.33
05 704 0700	FCCLA EQUITY	5,420.22	135.12	2,209.25	0.00	7,494.35
05 704 0800	FBLA EQUITY	1,558.27	0.00	0.00	0.00	1,558.27
05 704 0801	MATH/SCIENCE CLUB EQUITY	6,253.03	79.92	60.00	0.00	6,233.11
Fund Total: 05		149,676.13	20,463.80	18,103.37	0.00	147,315.70

Invoice Listing - Summary

Posted - All; Batch Description 3 Records Selected

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Check Date</u>	<u>Checking Account ID</u>	<u>Check Number</u>	<u>CC:</u>	<u>Invoice Amount</u>
FOODDIST	FOOD DISTRIBUTION PROGRAM	48281	Delivery Fees (Net)	11/07/2024	11/19/2024	6	6789		82.80
HILADAIR	HILAND DAIRY FOODS	1127876	Milk & Juice	10/03/2024	11/13/2024	6	6781		516.23
HILADAIR	HILAND DAIRY FOODS	1127938	Milk & Juice	10/07/2024	11/13/2024	6	6781		992.71
HILADAIR	HILAND DAIRY FOODS	1128000	Milk & Juice	10/10/2024	11/13/2024	6	6781		674.93
HILADAIR	HILAND DAIRY FOODS	1128059	Milk & Juice	10/14/2024	11/13/2024	6	6781		722.37
HILADAIR	HILAND DAIRY FOODS	1128114	Milk & Juice	10/17/2024	11/13/2024	6	6781		380.95
HILADAIR	HILAND DAIRY FOODS	1128178	Milk & Juice	10/21/2024	11/13/2024	6	6781		834.04
HILADAIR	HILAND DAIRY FOODS	1128239	Milk & Juice	10/24/2024	11/13/2024	6	6781		428.75
HILADAIR	HILAND DAIRY FOODS	1128240	Milk & Juice	10/24/2024	11/13/2024	6	6781		110.43
HOMEMARK	HOMETOWN MARKET	001079540838	Food Consumables	10/01/2024	11/13/2024	6	6782		8.56
HOMEMARK	HOMETOWN MARKET	002099480817	Food Consumables	10/22/2024	11/13/2024	6	6782		23.88
MORRISPLUM	MORRIS PLUMBING, INC.	20222173831	Garbage Disposal Repairs	11/09/2024	11/27/2024	6	6790		582.50
STPAULSGEN	ST PAUL PUBLIC SCHOOL - GENERAL FUND	561818725	Food Consumables - ASP	08/15/2024	11/13/2024	6	6783		423.47
SPPSGENFUN	ST PAUL PUBLIC SCHOOL GENERAL FUND	11.15.2024	11.15.2024 Lunch Fund Payroll Payback	11/15/2024	11/15/2024	6	6787		24,201.89
SYSCLINC	SYSKO LINCOLN	16181716P	Error - Supplies	10/21/2024	11/13/2024	6	6784		(37.01)
SYSCLINC	SYSKO LINCOLN	561915072	Food Consumables & Supplies	10/03/2024	11/13/2024	6	6784		1,543.55
SYSCLINC	SYSKO LINCOLN	561927150	Food Consumables & Supplies	10/10/2024	11/13/2024	6	6784		3,115.57
SYSCLINC	SYSKO LINCOLN	561927151	Food Consumables	10/10/2024	11/13/2024	6	6784		265.22
SYSCLINC	SYSKO LINCOLN	561933566	Returned - Duplicate Order	10/14/2024	11/13/2024	6	6784		(68.12)
SYSCLINC	SYSKO LINCOLN	561933567	Returned - Duplicate Orders	10/14/2024	11/13/2024	6	6784		(197.10)
SYSCLINC	SYSKO LINCOLN	561939149	Food Consumables & Supplies	10/14/2024	11/13/2024	6	6784		3,766.71
SYSCLINC	SYSKO LINCOLN	561951254	Food Consumables - ASP	10/24/2024	11/13/2024	6	6784		513.60
SYSCLINC	SYSKO LINCOLN	561951255	Food Consumables & Supplies	10/24/2024	11/13/2024	6	6784		7,649.96
SYSCLINC	SYSKO LINCOLN	561964007	Food Consumables & Supplies	10/31/2024	11/13/2024	6	6784		4,139.76
TWINLOUPSQ	TWIN LOUPS QUALITY MEATS	11.15.2024	Beef (Local Foods Grant)	11/15/2024	11/18/2024	6	6788		600.00
USFOODS	US FOODS GRAND ISLAND	3149925	Food Consumables	10/17/2024	11/13/2024	6	6785		2,416.64
USFOODS	US FOODS GRAND ISLAND	3337754	Food Consumables	10/24/2024	11/13/2024	6	6785		1,413.41
USFOODS	US FOODS GRAND ISLAND	5647954	Food Consumables	10/03/2024	11/13/2024	6	6785		2,580.69
USFOODS	US FOODS GRAND ISLAND	5835381	Food Consumables	10/10/2024	11/13/2024	6	6785		1,114.85
STEPHWISSI	WISSING, STEPH	10.10.2024	Food Consumables	10/10/2024	11/13/2024	6	6786		150.00

Report Total: 58,951.24

School Snapshot

Student Membership



Student Membership
373

Peers 365 District 668 State 328,649



Teachers
30

Peers 26 District 51 State 23,792

Program Participation



English Learners

Peers 21% District * State 9%



Free/Reduced Lunch
31%

Peers * District 30% State 52%



Gifted
8%

Peers 8% District 9% State 13%

Performance



NSCAS English Language Arts

56%

Peers 53% District 67% State 59%



NSCAS Mathematics

74%

Peers 55% District 70% State 58%



NSCAS Science

89%

Peers 78% District 83% State 74%

ACT (11th Grade)

No Data

No Data

No Data

Available

Available

Available

ELA

Math

Science

Financial



Per Pupil Expenditures

Per Pupil Expenditure

Data Not Available

Peers District State

AQuESTT

Beginning Status

GREAT

NSCAS English Language Arts & Mathematics Proficiency

SUCCESS, ACCESS, AND SUPPORT

TEACHING, LEARNING, AND SERVING



Positive Partnerships, Relationships, and Success

Students Without Out of School Suspension or Expulsion **99%**



Postsecondary, Career, and Civic Ready

In Development!



Transitions

Four Year Graduation Rate **0%**

Extended Graduation **0%**

AQuESTT uses 2022-2023 graduation rates



Student Achievement & Growth

Individual Score Growth **71%**

Non-Proficiency Reduction **No**

Science Proficiency Status **91%**



Educational Opportunities and Access

Chronic Absenteeism -2%

Progress Towards EL Proficiency N/A



Educator Effectiveness

In Development!

Final AQuESTT Classification

EXCELLENT	GREAT	GOOD	NEEDS SUPPORT TO IMPROVE
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St Paul Elementary School



St Paul Elementary School
1305 Howard Ave



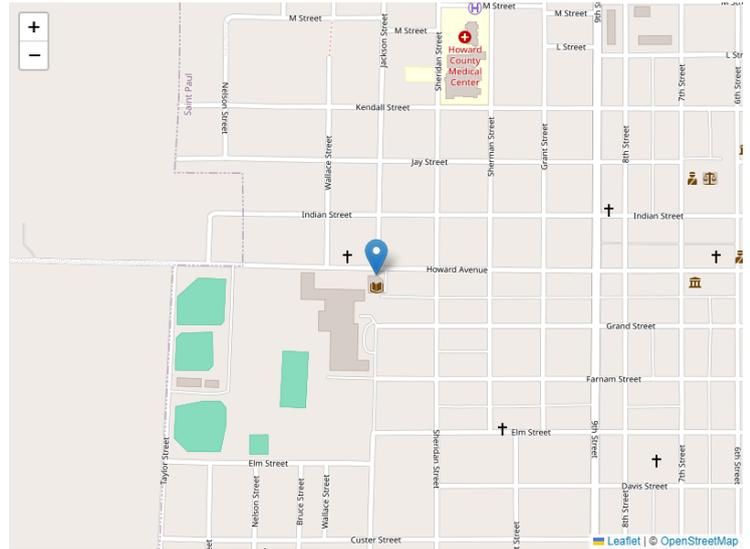
(308)754-4433



(308)754-5374



47-0001-002



School District	St Paul Public Schools
State Board District	6
Educational Service Unit	10
Legislative District	41

Agency Type	Elementary
Grades Served	PK - 6th grade
Title-I Status	Not a Title-I School

School Description

St. Paul Elementary consists of approximately 388 students Preschool through 6th grade. The school provides strong core curricula in reading, math, science, and social studies. In addition, the school offers band and keyboarding for 5th and 6th grade students. The School Counselor uses a comprehensive curriculum Pre-K-6th grade, Everyday Speech Social Emotional Learning, to foster positive relations during weekly lessons. This focuses on self-awareness, self-management, social awareness, relationship skills, and responsible decision making.

This description was provided by the school

School Snapshot

Student Membership



Student Membership
295

Peers 305 District 668 State 328,649



Teachers
21

Peers 23 District 51 State 23,792

Program Participation



English Learners

Peers 7% District * State 9%



Free/Reduced Lunch
28%

Peers 33% District 30% State 52%



Gifted
9%

Peers 19% District 9% State 13%

Performance



NSCAS English Language Arts

65%

Peers 73% District 67% State 59%



NSCAS Mathematics

63%

Peers 70% District 70% State 58%



NSCAS Science

77%

Peers 76% District 83% State 74%



ACT (11th Grade)

67% 64% 71%

ELA Math Science

Peers ELA
55%

Peers Math
55%

Peers Science
58%

District
ELA 67%

District
Math 64%

District
Science 71%

State ELA
45%

State Math
42%

State Science
49%

Metrics



Graduation Rate

98%

Peers 94% District 98% State 88%



College-Going Rate

76%

Peers 80% District 76% State 72%

Financial



Per Pupil Expenditures

Per Pupil Expenditure

Data Not Available

Peers District State

AQuESTT

Beginning Status

EXCELLENT

NSCAS English Language Arts & Mathematics Proficiency

SUCCESS, ACCESS, AND SUPPORT

TEACHING, LEARNING, AND SERVING



Positive Partnerships, Relationships, and Success

Students Without Out of School Suspension or Expulsion **99%**



Postsecondary, Career, and Civic Ready

In Development!



Transitions

Four Year Graduation Rate **92%**

Extended Graduation **97%**

AQuESTT uses 2022-2023 graduation rates



Student Achievement & Growth

Individual Score Growth **0%**

Non-Proficiency Reduction **No**

Science Proficiency Status **70%**



Educational Opportunities and Access

Chronic Absenteeism -16%

Progress Towards EL Proficiency N/A



Educator Effectiveness

In Development!

Final AQuESTT Classification

EXCELLENT	GREAT	GOOD	NEEDS SUPPORT TO IMPROVE
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AQuESTT

Beginning Status

GREAT

NSCAS English Language Arts & Mathematics Proficiency

SUCCESS, ACCESS, AND SUPPORT



Positive Partnerships, Relationships, and Success

Students Without Out of School Suspension or Expulsion **99%**

TEACHING, LEARNING, AND SERVING



Postsecondary, Career, and Civic Ready

In Development!



Transitions

Four Year Graduation Rate **0%**

Extended Graduation **0%**

AQuESTT uses 2022-2023 graduation rates



Student Achievement & Growth

Individual Score Growth **61%**

Non-Proficiency Reduction **No**

Science Proficiency Status **80%**



Educational Opportunities and Access

Chronic Absenteeism -2%

Progress Towards EL Proficiency N/A



Educator Effectiveness

In Development!

Final AQuESTT Classification

EXCELLENT	GREAT	GOOD	NEEDS SUPPORT TO IMPROVE
-----------	--------------	------	--------------------------

St Paul Jr/Sr High School



St Paul Jr/Sr High School
1305 Howard Ave



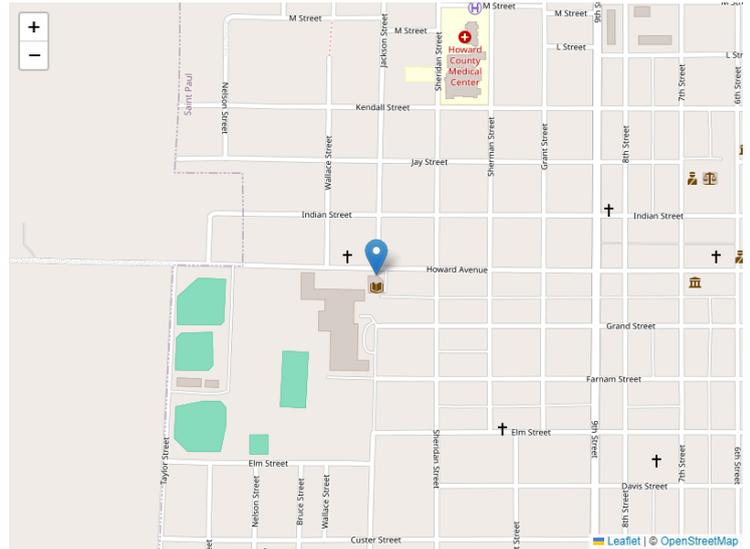
(308)754-4433



(308)754-5374



47-0001-005



School District **St Paul Public Schools**
 State Board District **6**
 Educational Service Unit **10**
 Legislative District

Agency Type **Secondary**
 Grades Served **7th grade - 12th grade**
 Title-I Status **Not a Title-I School**

School Description

St. Paul Jr-Sr High school consists of approximately 300 students 7-12th grade. The school provides strong core curricula in reading, math, science, and social studies. The school offers many academic classes and college classes for it's students. The school offers seven clubs and 12 athletic teams to meet interest in all of our students.

This description was provided by the school

3004.1
Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

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

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

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

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

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

B. Methods of Purchasing

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

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

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

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

2. Purchases between \$10,000 and \$250,000 (Simplified Acquisition Procedures)

Simplified acquisitions are purchases that, in the aggregate amount, are more than \$10,000 and less than \$250,000 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 \$250,000

a) Sealed Bids (Formal Advertising)

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement. If sealed bids are not accepted for a purchase of over \$250,000, 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 \$250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. Noncompetitive Proposals (Sole Sourcing)

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - 1) The 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 \$250,000.

5. Competitive Proposals.

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

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered;
 - 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 \$105,000, 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. 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.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2008 Meetings

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

1. Types of Meetings

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

2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public.

Publication Procedure if the Newspaper Will Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) published in a newspaper of general circulation within the district that is finalized for printing prior to the time and date of the meeting, (2) posting on the newspaper's website, if available, and (3) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers and, if available, on the newspaper's website.

Publication Procedure if the Newspaper Will Not Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) posting on the newspaper's website, if available, and (2) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the school district's jurisdiction is to be finalized for printing prior to the time and date of the meeting.

Newspapers of general circulation in the district include, ~~but are not~~

~~necessarily limited to, the [redacted] or the Omaha World-Herald.~~ Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.

In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the school district will (1) post the notice on its website, if available, and (2) submit a post on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (3) post the notice in a conspicuous public place in the school district's jurisdiction. The school district will keep a written record of the posting.

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

3. Weather Delays

In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board president. The board will communicate the delay to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media members and business owners to assist in notifying the public of the delay. Notice of the date, time, and location of the postponed meeting will be advertised as required in the "Notice" section above.

4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.

- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.

- c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

Adopted on: _____

Revised on: _____

Reviewed on: _____

LR077TYA	Lenovo N42 Chromebook	<input type="checkbox"/>	2022 update	w/Power Cord	<input type="checkbox"/>	10
<u>P204BMBY</u>	Lenovo Chromebook	<input type="checkbox"/>	2027 Auto Update	w/Power Cord	<input type="checkbox"/>	20
P2031BLD	Lenovo Chromebook	<input type="checkbox"/>	2027 Auto Update	w/Power Cord	<input type="checkbox"/>	20
P204BLLL	Lenovo Chromebook	<input type="checkbox"/>	2027 Auto Update	w/Power Cord	<input type="checkbox"/>	20
P204BL7N	Lenovo Chromebook	<input type="checkbox"/>	2027 Auto Update	w/Power Cord	<input type="checkbox"/>	20
P204BQM3	Lenovo Chromebook	<input type="checkbox"/>	2027 Auto Update	w/Power Cord	<input type="checkbox"/>	20
P204BN28	Lenovo Chromebook	<input type="checkbox"/>	2027 Auto Update	w/Power Cord	<input type="checkbox"/>	20
P204NBXD	Lenovo Chromebook	<input type="checkbox"/>	2027 Auto Update	w/Power Cord	<input type="checkbox"/>	20
P204NBU6	Lenovo Chromebook	<input type="checkbox"/>	2027 Auto Update	w/Power Cord	<input type="checkbox"/>	20
P204BLJ9	Lenovo Chromebook	<input type="checkbox"/>	2027 Auto Update	w/Power Cord	<input type="checkbox"/>	20
P204BQLP	Lenovo Chromebook	<input type="checkbox"/>	2027 Auto Update	w/Power Cord	<input type="checkbox"/>	20
P204BL5J	Lenovo Chromebook	<input type="checkbox"/>	2027 Auto Update	w/Power Cord	<input type="checkbox"/>	20
P204BLCD	Lenovo Chromebook	<input type="checkbox"/>	2027 Auto Update	w/Power Cord	<input type="checkbox"/>	20
P204BL4V	Lenovo Chromebook	<input type="checkbox"/>	2027 Auto Update	w/Power Cord	<input type="checkbox"/>	20
P204NBVG	Lenovo Chromebook	<input type="checkbox"/>	2027 Auto Update	w/Power Cord	<input type="checkbox"/>	20
P204BL87	Lenovo Chromebook	<input type="checkbox"/>	2027 Auto Update	w/Power Cord	<input type="checkbox"/>	20
P204BNH4	Lenovo Chromebook	<input type="checkbox"/>	2027 Auto Update	w/Power Cord	<input type="checkbox"/>	20
P2031NU2	Lenovo Chromebook	<input type="checkbox"/>	2027 Auto Update	w/Power Cord	<input type="checkbox"/>	20

July 1st-8th

No vacation or sick days were used.

Sick Days-30 of 30 Remaining

Vacation Days- 20 of 20 Remaining

July 8th-August 12

No vacation or sick days were used.

Sick Days-30 of 30 Remaining

Vacation Days- 20 of 20 Remaining

August 13-September 9

1 vacation day used

Sick Days-30 of 30 Remaining

Vacation Days 19-20 Remaining

September 9-October 14

0 days used

Sick Days-30 of 30 Remaining

Vacation Days 19-20 Remaining

October 15-November 11

.5 vacation days used on the afternoon of October 18.

Sick Days-30 of 30 Remaining

Vacation Days 18.5-20 Remaining

November 12-December 9

0 days used

Sick Days-30 of 30 Remaining
Vacation Days 18.5-20 Remaining