

Agenda

1. Call the meeting to order
2. Open Meetings Law
3. Roll Call
4. Consent Agenda
 - 4.1. Approval of Minutes
 - 4.2. Approval of General Fund Bills
 - 4.3. Approval of Board Member Absence
5. Treasurer's report
6. Recognition of Students and Staff
7. Recognition of Visitors/Public Comment
8. ACTION ITEMS
 - 8.1. Approve 2018-2019 Budget
 - 8.2. Approve 2018-2019 Tax Asking
 - 8.3. Approve Board Policies 3131, 6213, 6410 and 8231
 - 8.4. Recognize the Tekamah-Herman Education Association as the exclusive bargaining agent for the district's non-supervisory certificated staff for the 2020-2021 contract year.
9. DISCUSSION ITEMS
 - 9.1. Discuss board work session with the NASB
10. Principal Reports
 - 10.1. Elementary Principal
 - 10.2. Secondary Principal
11. Board Reports
12. Superintendent Report
13. Strategy Session with respect to possible offer to purchase real estate.
14. Next meeting date and time: October 8, 2018 at 7:30 PM
15. Adjournment

Board of Education Regular Meeting

Monday, August 13, 2018 7:30 PM

Tekamah-Herman Public Schools, 112 North 13th Street, Tekamah, NE 68061

Becky Anderson: Present
Chris Booth: Present
Trent Leichleiter: Present
Mandyn Pruess: Present
Burt Rogers: Present
Bill Skinner: Present

1. Call the meeting to order Board President
2. Open Meetings Law Board President
3. Roll Call Board President
4. Consent Agenda
Motion to approve the Consent Agenda as presented Passed with a motion by Burt Rogers and a second by Bill Skinner.
1. Approval of Minutes
2. Approval of General Fund Bills
3. Approval of Board Member Absence
5. Treasurer's report
Mr. Gross reviewed the July 2018 Treasurer's Report with the Board.
6. Recognition of Visitors/Public Comment
Mr. Gross reviewed the July 2018 Treasurer's Report with the Board.
7. Recognition of Students and Staff
None
8. ACTION ITEMS
1. Approve Policies 5402, 5403, 5418 and 6212 Dan
The motion to approve Policy 5402 regarding Child Abuse Reporting, 5403 regarding Married Students, 5418 regarding Homeless Student Policy, and 6212 regarding Assessments/Academic Content standards Passed with a motion by Chris Booth and a second by Becky Anderson.
2. Set the capacity level of the special education program as it relates to enrollment option students in board policy 5110.3 D
approve, set number to 80 max Passed with a motion by Bill Skinner and a second by Chris Booth.
3. Approve the use for E-Funds for students and parents to pay lunch fees on line. Dan
The motion to approve E-Funds for students and parents to pay lunch fees on-line Passed with a motion by Chris Booth and a second by Burt Rogers.
4. Approve activity assignments for the 2018-19 School Year.
The motion to approve the 2018-19 activity sponsors as presented Passed with a motion by Burt Rogers and a second by Bill Skinner.

5. Approve classified staff salary ranges for the 2018-19 school year.

The motion to approve the salary ranges as presented Passed with a motion by Becky Anderson and a second by Trent Leichleiter. Custodial \$13.65 - \$24.00
Nurse: \$21.00 - \$28.00
Support Staff \$11.25 - \$18.00
Bus Staff \$14.00 - \$15.00

6. Approve propane bid for the 2018-2019 school year.

The motion to approve the bid from Midwest Service to contract propane Passed with a motion by Trent Leichleiter and a second by Bill Skinner. Bids were received from Midwest Service and Farmers Pride.

9. DISCUSSION ITEMS

1. Discuss the possibility of cooping baseball program

Rob Chatt and Jason Hoover asked the Board to consider offering baseball in the spring. The program would require a co-op with Oakland-Craig and Logan View Schools. No response from the Board at this time.

2. Discuss Policies 3131, 6213, 6410 and 8231

Policies 3131 regarding Procurement Plan, 6213 regarding Reading Instruction and Assessments, 6410 regarding Parent Involvement in Title I Programs, and 8231, the Coffee Act Policy. All policies will be formally adopted at the next regular meeting.

Dan

10. Principal Reports

1. Elementary Principal

Mrs. Rusk informed the Board that Back to School night is scheduled for August 15th from 4:00-6:00. The Elementary theme is "One Team, One Dream". Special thanks to the PTO for providing the banner displaying this year's theme.

2. Secondary Principal

Mr. Borders advertised the gatorade scrimmage dates and computer roll-out night information.

11. Board Reports

The Board took a minute to applaud the summer improvements that are visible at the school. All impressed by the modern look in the hallways and teachers classrooms. Again, thanks to our PTO group for furnishing the classroom paint and painters. The building looks amazing.

12. Superintendent Report

Mr. Gross gave a run-down of projects still in the works which include: the track is finished and the lane painting will be down within a week, the fallen light pole will be fixed before the first football game, the roof on the 1931 building is complete, the staff will finish up the painting that is left undone, the budget will be finished as soon as we receive the final valuation amounts from our counties, and

finally, he reminded the Board of their next Board work session to discuss strategic planning is on August 22nd.

Mr. Gross also welcomed Teachers and students back to school.

13. Strategy session related to a potential real estate acquisition.

I move that board enter closed session to hold a strategy session related to real estate acquisition to protect the public interest at 8:15 p.m. Passed with a motion by Bill Skinner and a second by Trent Leichleiter.

At 8:25, the motion to return to regular session with no action taken Passed with a motion by Chris Booth and a second by Burt Rogers.

14. Next meeting date and time: September 10, 2018 at 7:30.

15. Adjournment

At 8:45p.m., the motion to adjourn the meeting Passed with a motion by Trent Leichleiter and a second by Bill Skinner.

Board Secretary

Tekamah-Herman Public Schools
September 2018

ABRAHAM, BRIDGET	MILEAGE	112.48
American Broadband Clec	Telephone	590.02
APPLE	EQUIPMENT	1002.15
BELFRAGE, MANNI	MILEAGE	26.16
BITTER, JILL	MILEAGE	58.86
Bomgaars Supply, Inc.	Supplies	851.6
BORDERS, TOM	MILEAGE	348.8
BRAND, VANESSA	MILEAGE	117.72
Braniff Service	Service	1075.43
Bridges, Abra	Reimbursement	104.64
BROMM, ANDREA	Mileage	196.2
Brown & Saenger	Supplies	100.28
BRUMMOND, JAIME	MILEAGE	65.4
BURT COUNTY SERVICE	REPAIR	2215.84
Burt Co Treasurer,	School Bus Licenses	72.5
BURT, WES OR LISA	Mileage	78.48
CAMERON, SABINA	MILEAGE	65.4
CASS PLUMBING	SERVICE	20645.78
CDW GOVERNMENT	SUPPLIES	513.91
Cannon	Lease Payment	660
CENGAGE LEARNING	CIRRICULUM	760
CENTERPOINT ENERGY SERVICES	Fuel	100.59
CENTURYLINK	SERVICE	943.67
City Of Tekamah	Water/Sewer/Compactor	408.03
Cubby's, Inc.	Fuel	59.91
DEVENING	DISPOSAL	400
Dietze Music House, Inc.	Music Supplies	300.1
DOLLAR GENERAL	SUPPLIES	252.79
ELLIOTT, LAURIE	Mileage	
ESU #2	Service	3611.36
EVASIC, ROBERT & BREANNE	MILEAGE	69.32
FARRENS, LINDA	WEBSITE	240
FBG	JANITORIAL	4193.47
FIRST NATIONAL BANK OMAHA	SUPPLIES	5255.42
Fleischman, Julie	MILEAGE	59.95
FLYNN SCIENTIFIC	SUPPLIES	38.85
Follett School Solutions, Inc	Textbooks	1455
GEIS, MADISON	MILEAGE	104.64
GLUP, JENNIFER	Mileage	53.63
GOT TRASH	DISPOSAL	280
HANSEN, KYLIE	MILEAGE	91.56
HEIM, JEFF	MILEAGE	65.4
HIGGINS, JULIE	SERVICE	515.76
HOIER, BUCK OR ALLIE	MILEAGE	45.78
HOLMQUIST LUMBER	SUPPLIES	592.72
HOUGHTON MIFFLIN HARCOURT	CIRRICULUM	1193.86
HUME, JEFF	TRAINER	647.5
JARZYNKA, CONNIE	MILEAGE	65.4
KELLY, JAMES	MILEAGE	71.94
KSB SCHOOL LAW, PC LLO	LEGAL	2555
KUNZ, BECKY	17.18 MILEAGE	66.71
LANDSPERGER, TIMOTHY OR GINA	MILEAGE	36.62
LANGLEY, SUE	MILEAGE	44.48
Learn 2 Move	Services	1339.78
LEE AGRI-MEDIA	Printing	1196.83
LEICHLITER, KATIE	MILEAGE	143.88
LINGLE, WALLY OR TRACI	MILEAGE	170.04
Loftis, Holly	MILEAGE	164.64

LOGAN, KRISTI	17.18 BUS MILEAGE	69.32
MAGILL, BLAIR	MILEAGE	78.48
MARRIOTT	LODGING	268
Matheson Tri-Gas, Inc	Supplies	80.12
MCELMURAY, LAURA	Mileage	48.4
MCNIFF, MATTHEW	CONSULTANT	1250
MERCY MEDICAL CLINIC	Bus Physicals	100
MENARDS	SUPPLIES	969.36
MOSEER, SARA	MILEAGE	80.66
NAEP	MEMBERSHIP	30
NATHAN, TRCY	SUPPLIES	60
NATIONAL ASSOCIATION FOR MUSI	MEMBERSHIP	129
NE Council School Administrat	Registration	430
NEBRASKA ASSOC OF PRINCIPALS	MEMBERSHIP	15
Nebrasaka Association of Schc	Dues	15
Nebraska Public Power	Electricity	2500
Niewohnmer, Scott	Mileage	45.78
Office Systems Co.	Maintenance	608
OLIGMUELLER, CARISSA	MILEAGE	18.31
OLSON, SUSAN	Mileage	22.24
OPPD	Electricity	578.68
PAGELS, RYANN	MILEAGE REIMBURSEMENT	196.2
Payflex Systems USA, Inc.	Fees	100
PENDER COMMUNITY HOSPITAL	BUS PHYSICAL	175
PETERSEN, CHRIS	MILEAGE	28.78
PETERSEN, CURT OR RENEE	MILEAGE	78.48
PHILLIPS, SUMMER	MILEAGE	104.64
POTADLE, JENNIFER	MILEAGE	71.94
QUICK, MICHELE	MILEAGE	68.02
RASMUSSEN, RICK OR KIM	MILEAGE	130.8
RAUE, REBECCA	MILEAGE	156.96
RAY, JANELLE	SUPPLIES	193
ROBERTSON, BRUCE	APPRAISAL	275
RUSK, JIM	MILEAGE	91.56
Savemore Market	Supplies	49.43
SCHMADER ELECTRIC CO	LIGHTS	36371.64
SCHOOL SPECIALTY	SUPPLIES	170.16
Schroeder, Terry	Water Testing	67.44
Shamburg Auto Supply, Inc.	Parts	329.39
SMITH, JUSTIN OR DONNETTE	MILEAGE	170.04
SMUTNY, CHRIS	MILEAGE	62.78
SPENNER, JILL	Mileage	104.64
SUBURBAN SCHOOLS	SERVICE	5993.46
Supplyworks	Materials	215.71
TOBIN, MICHELLE	MILEAGE	121.64
TOLZMAN, JENNIFER	Milk Refund	170.04
UNL	Registration	474.5
Verizon Wireless	Telephone	78.34
WALTER LYDICK	Service	7552.5
WARD'S SCIENCE	SUPPLIES	329.46
West Music	SUPPLIES	1524.44
WILLIAMS SCOTSMAN, INC	Lease Payment	2439.13
WOITZEL, MACY	SUPPLIES	24.01
WOLFE, KATILYNN	REIMBURSEMENT	20
WOODHOUSE	REPAIR	429.91
Worley, Kiley	MILEAGE	156.96
WRIETH, MITCH	MILEAGE	183.12

	Jul-18		
CASH ON HAND		\$ 3,554,347.00	
GENERAL REIMBURSEMENT FUND		\$ 3,891.19	
CASH BALANCE			\$3,558,238.19
BURT COUNTY TAXES		\$ 77,610.50	
WASH COUNTY TAXES		\$ 20,131.40	
INTEREST		\$ 1,068.35	
	Jul-18		
		T. REVENUE	\$ 98,810.25
			\$3,657,048.44
DISTRIBUTION:			
PAYROLL		\$ 431,489.47	
EXPENDITURES		\$ 108,777.40	
		.	
		T. EXPENDITURES	\$ 540,266.87
BALANCE ON HAND 7/31/2018			\$3,116,781.57
PERCENTAGE OF BUDGET SPENT AS OF 07/31/2017			81%
PERCENTAGE OF BUDGET SPENT AS OF 07/31/2018			79%

Business Operations

Procurement Plan – School Food Authorities

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. This statement is meant to provide guidance to our personnel and vendors on acceptable and/or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the State Agency.

Procurement Policy

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- When the annual total for food service program related items is less than \$250,000 per year (per procurement event or in aggregate purchases) this organization will follow the informal Small Purchase Procedure.
- When the annual total for food service program related items is greater than \$250,000 per year (per procurement event or in aggregate purchases) this organization will follow the Formal Competitive Solicitation Procedures.

Micro-Purchase Procedures

Micro-Purchases may be used for annual transactions under \$10,000 made with a vendor [2 CFR 200.320(a)].

Prices will be reviewed for reasonableness [2 CFR 200.320(a)].

Purchases will be spread equitably among all qualified sources [2 CFR 200.320(a)].

Small Purchase Procedures

For purchases made below the small purchase threshold, Small Purchase Procedures will be utilized to purchase necessary goods and services. When Small Purchase Procedures are used, this organization will take the following steps:

1. Contact a minimum of three potential vendors
2. Document each vendor's quoted price
3. Select the company that provides the lowest, most responsive, and responsible bid
4. Inform all bidding companies in writing of the final decision made by the sponsor
5. Write contract for meal service between the sponsor and the winning bidder.

Formal Competitive Solicitation Procedures

For purchases made in excess of the small purchase threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation Procedures are used, this organization will take the following steps:

1. Prepare an Invitation for Bid (“IFB”) or Request for Proposal (“RFP”) document specifically addressing the items to be procured
 - a. Include detailed specifications

- b. Ensure price will be most heavily weighted
2. Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening
 - a. Announcements will include the date, time and location in which bids will be opened
3. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
 - a. Responsible bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP
4. Award the contract
 - a. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP
 - b. At least two weeks before program operations begin
 - c. If a protest is received, it must be handled in accordance with 7 CFR 210.21
5. Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year

(Note: If the bid threshold established in the sponsor's procurement policy statement is less than \$150,000, the smaller bid threshold will govern.)

This organization incorporates the following elements into the Procurement Policy Statement, as required by 2 CFR 200 and 7 CFR parts 210, 3016 and 3019.

- A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(1-7)]
- B. Comparability: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. 2 CFR 200.319(a)(6)/7 CFR 3016.36(c)(3)(i)/7 CFR 3019.44(a)(3)(iv)]
- C. Documentation: We shall maintain for the current year and the preceding three years all menus, production records, invitations to bid, bid results, bid tabulations or any other significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)/7 CFR 3016.36(9)]
- D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)/7 CFR 3016.36(3)(1-1 v)]
- E. Procurement Review Process: This procurement plan shall receive an internal program review on an annual basis by a staff person who is not associated with food service

procurement process. This review shall be summarized in written form and kept with the other required program documentation.

- F. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)] [7 CFR Part 3016.36(b)(2)]
- G. General Requirements:
- Small, minority and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
 - A cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. [2 CFR 200.323(a)]
 - Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]
- H. Duties of Food Service Supervisor:
1. To work with staff and clients in developing acceptable menus for breakfast and lunch.
 2. To compile market orders or requisitions for purchases which accurately reflect the total quantities of required foods to be ordered per (day, week or month).
 3. To place and confirm orders with vendors, or make plans to purchase the required items.
 4. To keep program menus up to date by testing and using new products and seeking feedback from staff and clients.
 5. To send out bid quotation forms to vendors who have expressed an interest in doing business with the sponsor.
 6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
 7. To work with vendors on a fair and equal basis.
 8. To develop a list of acceptable brands. (Multiple brands per bid item when possible.)
 9. To conduct an in-house procurement review once per year.

Date of Adoption: [Insert Date]

InstructionReading Instruction and Improvement

The District shall develop its curriculum to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. In doing so, the District will ensure that all teachers for kindergarten through grade three should be effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement. Each student and his or her parents or guardians will be informed of the student's reading progress. It is the District's intent that each student in the District be able to read at or above grade level by third grade.

For school year 2019-20 and each school year thereafter, the District shall administer an approved reading assessment three times during the school year to all students in kindergarten through grade three, except for any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years, any student receiving special education services for whom such assessment would conflict with the individualized education plan, and any student receiving services under a plan pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act, for whom such assessment would conflict with such section 504 or Title II plan. The first administration of such assessment for each such school year shall occur within the first thirty days of the school year.

Any student in kindergarten, grade one, grade two, or grade three shall be identified as having a reading deficiency if such student performs below the threshold level determined pursuant to the Reading Intervention Act. A student who is identified as having a reading deficiency pursuant to the Reading Intervention Act shall remain identified as having a reading deficiency until the student performs at or above the threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act shall prohibit the District from identifying any other student as having a reading deficiency.

The District will provide a supplemental reading intervention program for the purpose of ensuring that students can read at or above grade level at the end of third grade. The District may work collaboratively with a reading specialist at the State Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program shall:

- (a) Be provided to any student identified as having a reading deficiency;
- (b) Be implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- (c) Make available a summer reading program each summer for any student who has been enrolled in grade one or higher and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. Such summer reading

program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or may be offered online.

(2) The supplemental reading intervention program may also include:

- (a) Reading intervention techniques that are based on scientific research and best practices;
- (b) Diagnostic assessments to frequently monitor student progress throughout the school year and adjust instruction accordingly;
- (c) Intensive intervention using strategies selected from the following list to match the weaknesses identified in the diagnostic assessment:
 - (i) Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
 - (ii) Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
 - (iii) Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;
- (d) Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
- (e) Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

The school of any student who is identified as having a reading deficiency shall notify such student's parents or guardians either in writing or by electronic communication no later than fifteen working days after the identification of the reading deficiency that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

Any student who is identified as having a reading deficiency shall receive an individual reading improvement plan no later than thirty days after the identification of such reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program pursuant to section 24 of this act to remedy such reading deficiency. Each such student shall receive reading intervention services through the supplemental reading intervention program pursuant to section 24 of this act until the student is no longer identified as having a reading deficiency.

Legal Reference: Nebraska Reading Intervention Act

Date of Adoption: [Insert Date]

InstructionTitle I Parental and Family Engagement Policy

The written District Parent and Family Engagement Policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.

- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.

- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.

- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.

- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.

- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Legal Authorities: 20 U.S.C. §§6318 and 7801(32)

Date of Adoption: [Insert Date]

Internal Board Policies - Board MembersCoffee Act Policy (Reimbursable Expenses)

- A. Board members, employees or volunteers of the school district are expected to maintain effectiveness by being well informed on educational and related issues and are encouraged to diligently perform their required duties, attend educational workshops, conferences, training programs, official functions, hearings or meetings which are necessary to perform required duties, sponsored by the school district or State and national educational organizations or which are otherwise in the best interests of this school district as follows:
1. Board members as a result of this policy are hereby given prior approval by this school Board and upon approval by the Superintendent or the Superintendent's designee are specifically authorized to attend such functions without additional or further approval by the school Board unless otherwise so determined and the school district shall pay the registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable Federal Rates.
 2. Employees and volunteers are authorized to attend such functions upon prior approval by the Superintendent or the Superintendent's designee and the school district shall pay registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable to Federal rates.
- B. Payment or reimbursement for expenses incurred by Board members, employees or volunteers as otherwise specifically permitted by law shall also be allowed as provided by such law.
- C. Since it is hereby determined to be important and in the best interest of this school district to recognize service by Board members, employees and volunteers, the school Board hereby authorizes the President, Superintendent or the Superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted provided that no such plaque, certificate, flowers or other item of value to be awarded shall cost more than \$50.00.

- D. School Board members are not paid members and when appropriate because of the timing, length or other factors, sandwiches or meals may be provided to School Board members, employees and volunteers attending public meetings or in other appropriate or necessary situations such as joint meetings with other governing bodies.
- E. That non-alcoholic beverages, cookies or other similar items may be provided to individuals attending public meetings, private meetings, discussions or public or private conferences as determined necessary or appropriate by the Superintendent or the Superintendent's designee to be in the best interest of this school district.
- F. Non-alcoholic beverages and meals may be provided for individuals while performing or immediately after performing relief, assistance or support activities in emergency situations or during or immediately following their participation in any activity approved by the School Board.
- G. In addition to the other matters covered and allowed by this policy, one recognition dinner each fiscal year may be held for Board members, employees or volunteers provided the maximum cost per person, which is hereby established for such dinner shall not exceed \$50.00 and further provided that such annual dinner may be held separately for employees of each department or separately for volunteers or any of them in combination.
- H. The authority necessary to carry out the provisions of this policy should be and is hereby delegated from the School Board to the designated officials so indicated herein.
- I. Nothing in this policy shall authorize the expenditure of public funds to pay for any expenses incurred by a spouse of a Board member, employee or volunteer unless the spouse is also a Board member, employee or volunteer.

Legal Reference: Neb. Rev. Stat. §§ 13-2201 to 13-2204
Neb. Rev. Stat. §79-546

Date of Adoption: [Insert Date]

AGENDA ITEM: Strategy session with respect to possible offer to purchase real estate.

SCRIPT AND MOTION TO ENTER CLOSED SESSION

Board President: Is there a motion for the board to enter closed session to discuss a possible offer to purchase real estate, including possible terms of any purchase agreement and to give negotiating guidance to the superintendent because it is in the public interest to do so?

Board Member # 1: So moved.

Board Member #2: I second the motion.

Discussion:

Roll Call Vote:

Just before entering closed session, Board President states: The board has adopted a motion to enter closed session to discuss a possible offer to purchase real estate, including possible terms of any purchase agreement and to give negotiating guidance to the superintendent because it is in the public interest to do so. The board will limit its discussion to this issue.

[Record time board enters closed session.]

[When the Board has completed the closed session, make a motion to return to open session, get a second, discuss, and take a roll call vote. Record the time that the closed session ends.]