Board of Education Regular Meeting
Monday, April 14, 2025 6:00 PM
Boardroom at Central Office
1700 14th Ave
Nebraska City, NE 68410

1. Call to Order
   1.1. Roll Call
   1.2. Pledge of Allegiance
   1.3. Requests from Board Members to be Absent from this meeting
   1.4. Welcome to Visitors and Public
   1.5. Approval of Agenda
   1.6. Public Comment Time
   1.7. Approval of Minutes
   1.8. Claims and Accounts
   1.9. Financial Report
2. Reports
   2.1. Principal's Reports – "What's Happening With The PIONEERS!
   2.2. Committee Reports
      2.2.1. Education, Americanism and Civics
      2.2.2. Buildings and Grounds
      2.2.3. Finance
      2.2.4. Policy
   2.3. Superintendent's Report
3. Business
   3.1. Non-Action Items
      3.1.1. Policy Reviews
      3.1.2. ESU Core Services Resolution
      3.1.3. Food Service Management Company contract renewal with Lunchtime Solutions
      3.1.4. Computer Science Update
      3.1.5. Rule 10 Checklist Review
      3.1.6. Guiding Principles, District Goals, and 5 Year Update
   3.2. Action Items
      3.2.1. Policy 3030-AED Program Revision
      3.2.2. Class of 2025 List of Graduates
      3.2.3. Early Graduation Request
      3.2.4. Line of Credit Annual Renewal
      3.2.5. Activity Accounts
      3.2.6. Copier and Printer Contract Renewal with Capital Business Systems
      3.2.7. Elementary Grades K-5 English Language Arts Curricular Resource Purchase
      3.2.8. Secondary Grades 6-12 Science Curricular Resource Purchase
      3.2.9. Personnel

3.2.9.1. Employee Benefits-EAP and Life
3.2.9.2. Resignations
3.2.9.3. Hirings

4. Adjournment

PUBLIC PARTICIPATION

INSTRUCTIONS FOR MEMBERS OF THE PUBLIC WHO WISH TO SPEAK: This is the portion of the meeting when members of the public may speak to the board about matters of public concern.

- **Getting Started**: When you have been recognized, please stand and state your name.

- **Time Limit**: The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 6 individuals who wish to address the board, the 30 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.

- **Personnel or Student Topic**: If you are planning to speak about a personnel or a student matter involving an individual, please understand that the district has a complaint policy and/or procedures to resolve such complaints and concerns. The Board requests that you follow the policy and procedures before addressing these matters with the Board. Board members will generally not respond to any questions you ask or comments about individual staff members or students.

- **General Rules**: This is a public meeting for the conduct of business. Comments from the audience while others are speaking will not be tolerated. Lewd, obscene, profane, slanderous, threatening and hostile conduct or statements and fighting words (words whose mere utterance entails a call to violence) will not be tolerated.

- **No Action by the Board**: The board will not act on any matter unless it is on the published agenda.

Public Participation at Board Meetings Form

Nebraska City Public Schools Board of Education

PUBLIC COMMENTS

The purpose of "Public Participation" is for the Board of Education to hear comments from the public. Since comments are not on the published agenda the Board will not discuss and/or answer questions during "Public Comments."

The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may only speak one time per topic and must limit comments to around five (5) minutes. In the event more than six individuals wish to address the board, the 30 minutes will be divided equally between the number of speakers. At the discretion of the Board President or Chair, speakers may be allotted additional time.

PLEASE PRINT

Name _____ Date_____

Address _____

City _____ State _____ Zip Code _____

Subject of Public Comment: _____

_____

_____

UNAPPROVED MINUTES
Board of Education Regular Meeting-- Monday, March 10, 2025
Boardroom at Central Office, 1700 14th Avenue, Nebraska City, NE 68410

The Nebraska City News Press and B103 were notified.

Notice was published in the Nebraska City News Press on Friday, February 28, 2025 and on the Nebraska City Public Schools website on Tuesday, February 11, 2025 stating the time and place of the meeting and stating that the known subjects on the agenda were on file and available for public inspection at the District Central Office, 1700 14th Avenue, Nebraska City, Nebraska. Copies of the postings from Friday, February 28, 2025 and Tuesday, February 11, 2025 are attached to these minutes.

This meeting is subject to the Open Meetings Law and Availability of the Agenda pursuant to Nebr. Rev. Stat. Chapter 84, Article 1412(8). A current copy of the Open Meeting Act is posted in the meeting room and the agenda is available.

1. Call to Order
Board President, Lisa Chaney, called the meeting to order at 6:05 PM.

1.1. Roll Call
Kent Blum: Present
Lisa Chaney: Present
Pattie Lant: Present
John Hodges: Present
Stacie Higgins: Present
Jim Nemec: Present
Sally Schreiner: Present
Brent Shanholtz: Present
Rob Elson: Present
Present: 9, Absent: 0

1.2. Pledge of Allegiance

1.3. Requests from Board Members to be Absent from this meeting
There were no requests to be absent from this meeting.

1.4. Welcome to Visitors and Public
President Chaney welcomed visitors and the public to the meeting.

1.5. Approval of Agenda
Order #17291-Motion Passed: Motion to approve the agenda for March 10, 2025 passed with a motion by Kent Blum and a second by Stacie Higigns. No discussion.

Kent Blum: Yea
Lisa Chaney: Yea
Pattie Lant: Yea
John Hodges: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Sally Schreiner: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea: 9, Nay: 0, Absent: 0

1.6. Public Comment Time
No one addressed the board during Public Comment Time.

1.7. Approval of Minutes
Order #17292-Motion Passed: Motion to approve the minutes from the Work Session and Regular Meeting on February 10, 2025 passed with a motion by Jim Nemec and a second by Kent Blum. No discussion.

Kent Blum: Yea
Lisa Chaney: Yea
Pattie Lant: Yea

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John Hodges: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Sally Schreiner: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea: 9, Nay: 0, Absent: 0

1.8. Claims and Accounts
Order #17293-Motion Passed: Motion to approve the claims and accounts as presented passed with a motion by Lisa Chaney and a second by Brent Shanholtz. Lisa Chaney reviewed the bills this month and found everything to be in order. Kent Blum clarified questions regarding a few bills.

General Fund: $276,038.76; **Payroll Fund:** $1,306,617.07; **Payroll Benefits Fund:** $234,630.59; **School Nutrition Fund:** $95,086.10; **Depreciation Fund:** $123,266.00; **Building Fund:** $12,802.00

Kent Blum: Yea
Lisa Chaney: Yea
Pattie Lant: Yea
John Hodges: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Sally Schreiner: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea: 9, Nay: 0, Absent: 0

1.9. Financial Report
Order #17294-Motion Passed: Motion to approve the financial report as presented passed with the current balance in the treasury being $3,999,904.30 with a motion by Kent Blum and a second by Lisa Chaney. Brent Shanholtz gave the financial report that included a review of the revenue and expenditures and fund balances. He shared that the district is half way through the fiscal year and is on track and within budget, as expected for this time of year. Grant reimbursements are current and the district is ahead 14% in revenue compared to last year due to property tax relief and state apportionment, which was higher than expected.

Kent Blum: Yea
Lisa Chaney: Yea
Pattie Lant: Yea
John Hodges: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Sally Schreiner: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea: 9, Nay: 0, Absent: 0

2. Reports

2.1. Principal's Reports- "What's Happening with the Pioneers!"

2.2 Committee Reports

2.2.1. Education, Americanism and Civics
Stacie Higgins gave the report of the committee highlighting the report from Kate Sherwin, the HS Course Catalog and a review of agenda items for the Regular Meeting.

2.2.2. Buildings and Grounds
Rob Elson gave the report of the committee highlighting a review of the monthly work orders from Jenny Gawart, a review of the HW Door Project bids, a list of potential future projects and a review of agenda items for the Regular Meeting.

2.2.3. Finance
Kent Blum gave the report of the committee highlighting a review of the monthly financials from Brenda Wieckhorst, a potential additional benefit for staff, Finance Committee key fobs and a review of agenda items for the Regular Meeting.

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2.2.4. Policy
Stacie Higgins gave the report of the committee highlighting policy reviews, revisions and updates to potential legislation that may affect current policies and a review of agenda items for the Regular Meeting.

2.3. Superintendent's Report
Mark Fritch shared about the upcoming Finance Workshop in Kearney and the Greater Nebraska Superintendent meeting in Lincoln. He introduced the Elementary Principal candidates that were in attendance and reminded the Board the public Committee Meeting on American Civics is next month at 5:30 PM on April 14, 2025.

3.0 Business

3.1. Non-Action Items

3.1.1. Policy Cycle Reviews
Administration and the Policy Committee recommended the review of these policies from the three-year review cycle. Review of Policy 6035-Cell Phone and Other Electronic Devices is on hold pending possible legislative updates. Policy 6034-Concussion Awareness is current and always monitored for updates by staff.

6034-Concussion Awareness
6032-Constitution Day Education
6030-Public Appearances of School Groups
6029-Activity Trips
6028.R1-Formation of Extracurricular Activities
6028-The Extracurricular Activities Program
6003-Instructional Program

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3.2. Action Items

3.2.1. Policy 3030-AED Program Revision
Order #17295-Motion Passed: Motion to approve the revision to Policy 3030-AED Program on first reading and advance to second reading at the April Regular Meeting passed with a motion by Stacie Higgins and a second by Jim Nemec. Stacie Higgins noted the removal of some language will improve and clarify the understanding of this policy.

Kent Blum: Yea
Lisa Chaney: Yea
Pattie Lant: Yea
John Hodges: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Sally Schreiner: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea: 9, Nay: 0, Absent: 0

3.2.2. Hayward Classroom Door Project
Order #17296-Motion Passed: Motion to approve the base bid of $153,000 from Sand Creek Construction and authorize Lisa Chaney, Board President, and Mark Fritch, Superintendent, to enter into a contract passed with a motion by Kent Blum and a second by Rob Elson. Mr. Fritch explained that Sand Creek presented the lowest base bid. Administration and the Buildings and Grounds Committee decided that the alternate bid projects including ceiling tiles and carpet can be purchased with remaining grant funds and completed by district maintenance staff.

Kent Blum: Yea
Lisa Chaney: Yea
Pattie Lant: Yea
John Hodges: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Sally Schreiner: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea: 9, Nay: 0, Absent: 0

3.2.3. Foreign Exchange Student
Order #17297-Motion Passed: Motion to approve the foreign exchange student request for Leonardo Marconi from Fermo, Italy who will be living with Norm and Nancy Brown for the 2025-2026 school year passed with a motion by Jim Nemec and a second by Kent Blum. No discussion.

Kent Blum: Yea
Lisa Chaney: Yea
Pattie Lant: Yea
John Hodges: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Sally Schreiner: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea: 9, Nay: 0, Absent: 0

3.2.4. High School Course Catalog
Order #17298-Motion Passed: Motion to approve the 2025-2026 Nebraska City High School Course Catalog as presented passed with a motion by Stacie Higgins and a second by Sally Schreiner. The Board complimented the work of the staff including Brian Hoover, Kate Sherwin and Jenna Howell as well as other contributors, including students. Superintendent Fritch reported that the process and culture of enrolling in classes has evolved from checking off items on a list to planning a path to graduation and beyond that meet student goals. Simplifying graduation requirements and course updates have contributed to the improvement for students and families.

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Kent Blum: Yea
Lisa Chaney: Yea
Pattie Lant: Yea
John Hodges: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Sally Schreiner: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea: 9, Nay: 0, Absent: 0

3.2.5. Addendums
Order #17299-Motion Passed: Motion to approve the addendums for the 2025-2026 school year as presented passed with a motion by Kent Blum and a second by Brent Shanholtz. The addendum updates included removing, merging and adding options to the list to make it current.

Kent Blum: Yea
Lisa Chaney: Yea
Pattie Lant: Yea
John Hodges: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Sally Schreiner: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea: 9, Nay: 0, Absent: 0

3.2.6. School Calendars

3.2.6.1. Last Day of School 2024-2025
Order #17300-Motion Passed: Motion to approve Thursday, May 15 as the last day of school for students and staff passed with a motion by Jim Nemec and a second by Brent Shanholtz. The last day of school will be an early dismissal for students and a full day for staff.

Kent Blum: Yea
Lisa Chaney: Yea
Pattie Lant: Yea
John Hodges: Yea
Stacie Higgins: Yea

Jim Nemec: Yea
Sally Schreiner: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea: 9, Nay: 0, Absent: 0

3.2.6.2. 2025-2026 School Calendar
Order #17301-Motion Passed: Motion to approve the 2025-2026 school calendar as presented passed with a motion by Stacie Higgins and a second by Jim Nemec. Mr. Fritch shared the changes to the calendar for next year that include updates to the early dismissals previously scheduled.

Kent Blum: Yea
Lisa Chaney: Yea
Pattie Lant: Yea
John Hodges: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Sally Schreiner: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea: 9, Nay: 0, Absent: 0

3.2.6.3. Proposed 2026-2027 School Calendar
Order #17302-Motion Passed: Motion to approve the proposed school calendar for 2026-2027, with start dates, end dates, and winter break as presented passed with a motion by Stacie Higgins and a second by Sally Schreiner. Mr. Fritch stated that the professional development days will be added later.

Kent Blum: Yea
Lisa Chaney: Yea
Pattie Lant: Yea
John Hodges: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Sally Schreiner: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea: 9, Nay: 0, Absent: 0

3.2.7. Student Teacher Stipend Endorsements of High Demand for 2025-2026
Order #17303-Motion Passed: Motion that all Special Education endorsements be considered as Endorsements of High Demand for the 2025-2026 school year passed with a motion by Jim Nemec and a second by Brent Shanholtz. Mr. Fritch stated that all endorsements could be considered in high demand, but that teachers with SPED endorsements are in the highest demand across all grades.

Kent Blum: Yea
Lisa Chaney: Yea
Pattie Lant: Yea
John Hodges: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Sally Schreiner: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea: 9, Nay: 0, Absent: 0

3.2.8. Personnel

3.2.8.1. Supplemental Rates 2024-2025
Order #17304-Motion Passed: Motion to approve the updated supplemental rate schedule for 2024-2025 passed with a motion by Stacie Higgins and a second by Jim Nemec. Mr. Fritch explained that this needed to be done so that the district can hire qualified substitutes for Professional Certificated staff that provide services like Physical, Occupational and Speech Therapy.

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Kent Blum: Yea
Lisa Chaney: Yea
Pattie Lant: Yea
John Hodges: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Sally Schreiner: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea: 9, Nay: 0, Absent: 0

3.2.8.2. Leave of Absence
Order #17305-Motion Passed: Motion to approve the leave of absence request from Ellie Weiler, 5th grade Hayward Elementary teacher, as presented passed with a motion by Kent Blum and a second by Rob Elson. Mr. Blum shared that the Board has, in the past, honored such requests for staff when they are in need and have unusual circumstances that require such a request.

Kent Blum: Yea
Lisa Chaney: Yea
Pattie Lant: Yea
John Hodges: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Sally Schreiner: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea: 9, Nay: 0, Absent: 0

3.2.8.3. Hiring
Order #17306-Motion Passed: Motion to approve to approve the hiring of Michaela Wilcox, Northside Principal for the 2025-2026 school year passed with a motion by Stacie Higgins and a second by Kent Blum. President Lisa Chaney and board members congratulated and welcomed Mikki to NCPS.

Kent Blum: Yea
Lisa Chaney: Yea
Pattie Lant: Yea
John Hodges: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Sally Schreiner: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea: 9, Nay: 0, Absent: 0

Order #17307-Motion Passed: Motion to approve the hiring of Tammy Schaefer, Hayward Principal for the 2025-2026 school year passed with a motion by Jim Nemec and a second by Sally Schreiner. President Lisa Chaney and board members congratulated and welcomed Tammy to NCPS.

Kent Blum: Yea
Lisa Chaney: Yea
Pattie Lant: Yea
John Hodges: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Sally Schreiner: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea: 9, Nay: 0, Absent: 0

Order #17308-Motion Passed: Motion to approve the hiring of Bridget Guiney, High School Math Teacher; Brett Soderlund, 2nd Grade Teacher and Sue Watkins, 2nd Grade Teacher for the 2025-2026 school year passed with a motion by Jim Nemec and a second by Stacie Higgins. No discussion.

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Kent Blum: Yea
Lisa Chaney: Yea
Pattie Lant: Yea
John Hodges: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Sally Schreiner: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea: 9, Nay: 0, Absent: 0

3.2.8.4. 2025-2026 Contracts, Salaries and Wages

3.2.8.4.1. Classified Wage Schedule
Order #17309-Motion Passed: Motion to approve the 2025-2026 Classified Wage Schedule as presented passed with a motion by Sally Schreiner and a second by Brent Shanholtz. No discussion.

Kent Blum: Abstain
Lisa Chaney: Yea
Pattie Lant: Yea
John Hodges: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Sally Schreiner: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea: 8, Nay: 0, Absent: 0, Abstain: 1

3.2.8.4.2. Classified Directors Salaries
Order #17310-Motion Passed: Motion to approve the 5.07% average total package increase in salary and benefits as presented for the classified directors passed with a motion by Jim Nemec and a second by Sally Schreiner. No discussion.

Kent Blum: Yea
Lisa Chaney: Yea
Pattie Lant: Yea
John Hodges: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Sally Schreiner: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea: 9, Nay: 0, Absent: 0

3.2.8.4.3. Professional Certificated Staff Contracts and Salaries
Order #17311-Motion Passed: Motion to approve the contract for professional certificated employees with individualized contracts outside the negotiated teacher agreement as presented passed with a motion by Stacie Higgins and a second by Sally Schreiner. Mr. Fritch shared that this contract allows the district to hire outside the negotiated salary schedule for specialty staff in competitive services of high demand.

Kent Blum: Yea
Lisa Chaney: Yea
Pattie Lant: Yea
John Hodges: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Sally Schreiner: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea: 9, Nay: 0, Absent: 0

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Order #17312-Motion Passed: Motion to approve staff salary increases with contracts outside the negotiated agreement with salary advancement relative to the index of 1.96 on the teacher salary schedule passed with a motion by Lisa Chaney and a second by Brent Shanholtz. No discussion.

Kent Blum: Yea
Lisa Chaney: Yea
Pattie Lant: Yea
John Hodges: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Sally Schreiner: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea: 9, Nay: 0, Absent: 0

3.2.8.4.4. Administrator Contract and Salaries
Order #17313-Motion Passed: Motion to approve the contracts for the administration listed for the 2025-2026 school year as presented passed with a motion by Stacie Higgins and a second by Sally Schreiner. Mr. Fritch noted the addition of Kate Sherwin.

Jason Hippen, Director of Student Services
Kate Sherwin, Director of Curriculum and Instruction
Brian Hoover, Principal NCHS
Matt Thompson, Assistant Principal/Activities Director NCHS
Ethan Pellatz, Principal NCMS
Tammy Schaefer, Principal Hayward Elementary
Michaela Wilcox, Principal Northside Elementary

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Kent Blum: Yea
Lisa Chaney: Yea
Pattie Lant: Yea
John Hodges: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Sally Schreiner: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea: 9, Nay: 0, Absent: 0

Order #17314-Motion Passed: Motion to approve the salaries and 3.6% average total package increase for returning administrators for the 2025-2026 school year passed with a motion by Jim Nemec and a second by Pattie Lant. Mr. Fritch noted that with the changes in the team that the total increase for 2025-2026 is 0.86% or $9,498 overall.

Kent Blum: Yea
Lisa Chaney: Yea
Pattie Lant: Yea
John Hodges: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Sally Schreiner: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea: 9, Nay: 0, Absent: 0

3.2.8.4.5. Superintendent Contract and Salary
Order #17315-Motion Passed: Motion to approve the Superintendent's contract as presented passed with a motion by Lisa Chaney and a second by Jim Nemec. There was considerable discussion among the Board regarding the length of the Superintendent's contract. There are benefits for both two and three-year contracts. The most common contracts around the state are two years. They concluded that they will continue to offer a two-year contract but not establish a salary amount for the second year. The salary increase of $1,500 for 2025-2026 reflects a decrease in the cost of health insurance premiums being transferred to salary.

Kent Blum: Yea
Lisa Chaney: Yea
Pattie Lant: Yea
John Hodges: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Sally Schreiner: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea: 9, Nay: 0, Absent: 0

4.0. Adjournment
Order #17316-Motion Passed: Motion to adjourn at 7:21 PM passed with a motion by Kent Blum and a second by Jim Nemec. No discussion.

Kent Blum: Yea
Lisa Chaney: Yea
Pattie Lant: Yea
John Hodges: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Sally Schreiner: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea: 9, Nay: 0, Absent: 0

Mark Fritch, Secretary

DRAFT

UNAPPROVED MINUTES
Board of Education Work Session-Monday, March 10 at 5:00 PM
Boardroom at Central Office, 1700 14th Avenue, Nebraska City, NE 68410

The News Press and B103 were notified.

Notice was published in the Nebraska City News Press on Friday, February 28, 2025 and on the Nebraska City Public Schools website on Tuesday, February 11, 2025 stating the time and place of the meeting and stating that the known subjects on the agenda were on file and available for public inspection at the District Central Office, 1700 14th Avenue, Nebraska City, Nebraska. Copies of the postings from Friday, February 28, 2025 and Tuesday, February 11, 2025 are attached to these minutes.

This meeting is subject to the Open Meetings Law and Availability of the Agenda pursuant to Nebr. Rev. Stat. Chapter 84, Article 1412(8). A current copy of the Open Meeting Act is posted in the meeting room and the agenda is available.

1. Call to Order
Board President Lisa Chaney called the meeting to order at 5:01 PM.

1.1 Roll Call
Kent Blum: Absent
Lisa Chaney: Present
Pattie Lant: Present
Sally Schreiner: Present
Stacie Higgins: Present
Jim Nemec: Present
John Hodges: Present
Rob Elson: Present
Brent Shanholtz: Absent
Present: 7, Absent: 2

Board Member Brent Shanholtz joined the meeting at 5:03 PM.
Present: 8, Absent: 1

Board Member Kent Blum joined the meeting at 5:43 PM.
Present:9, Absent: 0

2. Public Comment Time
No one addressed the board during Public Comment Time.

3. Discussion
Superintendent Mark Fritch led the Board of Education through discussion that included a review of the Board of Education Guiding Principles and how they pertain to both the External Accreditation Summary and Nebraska Department of Education Profile (District Report Card). The Board discussed outcomes, identified needs and possible future goals for the school district.

4. Adjournment
Order #17290-Motion Passed: Motion to adjourn at 6:00 PM passed with a motion by Stacie Higgins and seconded by Kent Blum. No discussion.

Kent Blum:	Yea
Lisa Chaney:	Yea
Pattie Lant:	Yea
Sally Schreiner:	Yea
Stacie Higgins:	Yea
Brent Shanholtz:	Yea
Jim Nemec:	Yea
John Hodges:	Yea
Rob Elson:	Yea

Yea: 9, Nay: 0, Absent: 0

Submitted by Mark Fritch, Secretary

DRAFT

AFFIDAVIT OF PUBLICATION

State of Pennsylvania, County of Lancaster, ss:

I, Bo Xiang, of lawful age, being duly sworn upon oath depose and say that I am an agent of Column Software, PBC, duly appointed and authorized agent of the Publisher of Nebraska City News Press, a publication that is a "legal newspaper" as that phrase is defined for the city of Nebraska City, for the County of Otoe, in the state of Nebraska, that this affidavit is Page 1 of 1 with the full text of the sworn-to notice set forth on the pages that follow, and that the attachment hereto contains the correct copy of what was published in said legal newspaper in consecutive issues on the following dates.

Publication Dates:

- Feb 28, 2025

Notice ID: syWLdtItFwa5xaBuw2c9

Notice Name: March Meeting Notice 2025

Publication Fee: $12.36

Bo Xiang

_____

Agent

VERIFICATION

State of Pennsylvania
County of Lancaster

Commonwealth of Pennsylvania - Notary Seal
Nicole Burkholder, Notary Public
Lancaster County
My commission expires March 30, 2027
Commission Number 1342120

Signed or attested before me on this: 02/28/2025

Nicole Burkholder

_____

Notary Public

Notarized remotely online using communication technology via Proof.

NOTICE OF MEETING
OTOE COUNTY SCHOOL DISTRICT 111
IN THE STATE OF NEBRASKA

NOTICE IS HEREBY GIVEN that the **Regular Meeting** of the Board of Education of Otoe County School District 111, in the State of Nebraska, will be held at **6:00** o'clock P.M., **March 10, 2025** at **Central Office, 1700 14th Avenue** , Nebraska City, Nebraska, in the Boardroom, which meeting will be open to the public. An agenda for such meetings, kept continuously current, is available for public inspection at the office of the Superintendent. Agenda is not final until 24 hours prior to the meeting.

Mark Fritch
Superintendent of Schools

Published in the Nebraska City News Press on February 28, 2025.

3179710 ZNEZ

NOTICE OF REGULAR MEETING-MARCH 10, 2025

Carla Zaroban

February 11, 2025

NOTICE IS HEREBY GIVEN that the **Regular Meeting** of the Board of Education of Otoe County School District 111, in the State of Nebraska, will be held at **6:00** o'clock P.M., **March 10, 2025** at **Central Office, 1700 14th Avenue**, Nebraska City, Nebraska, in the Boardroom, which meeting will be open to the public. An agenda for such meetings, kept continuously current, is available for public inspection at the office of the Superintendent. Agenda is not final until 24 hours prior to the meeting.

The contract of the Superintendent will be an agenda action item at this meeting.

Mark Fritch
Superintendent of Schools

AFFIDAVIT OF PUBLICATION

State of New Jersey, County of Burlington, ss:

I, Rebecca Bikul, of lawful age, being duly sworn upon oath depose and say that I am an agent of Column Software, PBC, duly appointed and authorized agent of the Publisher of Nebraska City News Press, a publication that is a "legal newspaper" as that phrase is defined for the city of Nebraska City, for the County of Otoe, in the state of Nebraska, that this affidavit is Page 1 of 1 with the full text of the sworn-to notice set forth on the pages that follow, and that the attachment hereto contains the correct copy of what was published in said legal newspaper in consecutive issues on the following dates.

Publication Dates:

- Feb 28, 2025

Notice ID: cQVI2VXSDlO0ngcH2mDT

Notice Name: March Meeting Notice 2025

Publication Fee: $12.90

Rebecca Bikul
Agent

VERIFICATION

LIZA ORTIZ
NOTARY PUBLIC
STATE OF NEW JERSEY
My Commission Expires November 27, 2028

State of New Jersey
County of Burlington

Signed or attested before me on this: 02/28/2025

Liza Ortiz
Notary Public

Notarized remotely online using communication technology via Proof.

NOTICE OF MEETING
OTOE COUNTY SCHOOL DISTRICT 111
IN THE STATE OF NEBRASKA

NOTICE IS HEREBY GIVEN that a **Work Session** of the Board of Education of Otoe County School District 111, in the State of Nebraska, will be held at **5:00** o'clock P.M., **March 10, 2025** at **Central Office, 1700 14th Avenue** , Nebraska City, Nebraska, in the Boardroom, which meeting will be open to the public. An agenda for such meetings, kept continuously current, is available for public inspection at the office of the Superintendent. Agendas are not final until 24 hours prior to the meeting.

Mark Fritch
Superintendent of Schools

Published in the Nebraska City News Press on February 28, 2025.

3179690 ZNEZ

NOTICE OF WORK SESSION-MARCH 10, 2025

Carla Zaroban

February 11, 2025

NOTICE IS HEREBY GIVEN that a **Work Session** of the Board of Education of Otoe County School District 111, in the State of Nebraska, will be held at **5:00** o'clock P.M., **March 10, 2025** at **Central Office, 1700 14th Avenue**, Nebraska City, Nebraska, in the Boardroom, which meeting will be open to the public. An agenda for such meetings, kept continuously current, is available for public inspection at the office of the Superintendent. Agendas are not final until 24 hours prior to the meeting.

Mark Fritch
Superintendent of Schools

Vendor Name	Description	Check Total
Checking Account ID 08	Fund Number 08 Building Fund	
FACILITY ADVOCATES	SMALL HVAC REPAIRS	15,885.50
Fund Number 08		15,885.50
Checking Account ID 08		15,885.50
Checking Account ID 1	Fund Number 01 General Fund	
ALEX WOLF	SPEECH JUDGE	375.00
AMAZON CAPITAL SERVICES	MISC CHARGES	5,028.16
AMERICAN NATIONAL BANK	LOAN PAYMENT	2,995.50
AMERICAN RECYCLING AND SANITATION	TRASH REMOVAL	2,492.63
APACE	CONTRACTED SERVICE	1,427.02
ARBOR LANES	UNIFIED BOWLING	714.00
ARBOR PSYCHIATRIC AND WELLNESS	CONTRACTED SERVICES	160.00
ASHLAND-GREENWOOD HIGH SCHOOL	SPEECH MEET ENTRY	96.00
AUBURN PUBLIC SCHOOLS	SPEECH MEET ENTRY	72.00
AUTOMATED ENERGY SOLUTIONS INC	NEW UNITS ONLINE	612.00
BIO CORPORATION	MS SCIENCE SUPPLIES	368.74
BOHL PLUMBING	PLUMBING PARTS	14.55
CALEB POGGEMEYER	SPEECH JUDGE	225.00
CAPITAL BUSINESS SYSTEMS	EXTRA COPIES	256.29
CAPITAL BUSINESS SYSTEMS	COPIER LEASE	4,496.91
CAPITAL ONE	MISC CHARGES	957.29
CARD SERVICES	MISC CHARGES	316.12
COLUMN SOFTWARE PBC	PUBLIC NOTICE	205.37
DAS STATE ACCOUNTING - CENTRAL	DISTANCE LEARNING	292.87
DIETZE MUSIC	INSTRUMENT REPAIRS	86.00
DOUGLAS TIRE	VEHICLE MAINTENANCE	241.80
ELKHORN HIGH SCHOOL	SPEECH ENTRY	28.50
ELKHORN SOUTH HIGH	BAND OLYMPICS ENTRY	88.00
ERIK UBALDO RODRIGUEZ	SPEECH JUDGE	150.00
ESU #4	CONTRACTED SERVICES	6,984.85
FACILITY ADVOCATES	HVAC REPAIRS	40,433.75

FAREWAY STORES	BOARD SUPPLIES	51.62
FBG SERVICE CORPORATION	CUSTODIAL CONTRACT	29,751.00
GROWING WORDS THERAPY LLC	CONTRACTED SERVICES	816.36
HD SUPPLY FORMERLY HOME DEPOT PRO	CUSTODIAL SUPPLIES	2,382.30
JAIME FRITCH	MILEAGE	58.17
JENNA HENRICHS	MILEAGE	35.07
JEO CONSULTING GROUP	HW DOOR PROJECT	4,251.25
JUDY GOERING	NS CLUB SUPPLIES	74.65
KSB SCHOOL LAW, PC, LLO	LEGAL SERVICES	4,582.80
L'HEUREUX SNOW REMOVAL	SNOW REMOVAL	2,775.00
LANT HARDWARE, INC	MAINTENANCE SUPPLIES	369.98
MADSEN ELECTRIC	LIGHT REPAIRS	95.00
MARCUS BARTMAN	SPEECH JUDGE	450.00
MARSHA BIAGGI	HW CLUB SUPPLIES	28.96
MATHESON TRI-GAS INC.	HS SHOP SUPPLIES	312.77
MEAD LUMBER	MS ITECH SUPPLIES	135.78
MECHANICAL SALES PARTS, INC.	HVAC REPAIRS	575.00
MILLER MONROE FARRELL INSURANCE	INSURANCE	53.34
MOONLIGHT AUTO LLC	VEHICLE MAINTENANCE	749.93
NASB	CONFERENCE/MEMBERSHIPS	300.00
NASCO EDUCATION	HS ART SUPPLIES	320.21
NCSA	NASES REG	150.00
NEBRASKA CITY UTILITIES	UTILITIES	44,409.25
NEBRASKA FFA ASSOCIATION	MEMBER DUES	36.00
NO LIMIT POWER, INC	MOWER SERVICED	905.73
O'REILLY AUTO PARTS	OIL FOR VANS	41.93
OMAHA DOOR & WINDOW CO	MS DOOR REPLACMENT	17,130.00
ONE SOURCE	BACKGROUND CHECKS	358.00
PAM HILLMAN	CONTRACTED SERVICES	681.65
PAPER TIGER SHREDDING,INC.	SHREDDING SERVICE	80.00
PAWNEE CITY PUBLIC SCHOOLS	SPEECH MEET ENTRY	64.00
PAYROLL ACCOUNT-NC PUBLIC SCH	MARCH 2025 PAYROLL	1,265,466.56
PERU STATE COLLEGE	PSC JAZZ ENTRY FEE	100.00
PITNEY BOWES GLOBAL FINANCIAL	POSTAGE LEASE	941.10
PLATTEVIEW HIGH SCHOOL	MS BAND CONTEST	480.00

PLATTSMOUTH HIGH SCHOOL		SPEECH ENTRY FEE	64.00
PURCHASE POWER		POSTAGE	1,000.00
RIVER VIEW PEST CONTROL, INC.		PEST CONTROL	1,110.00
SARAH ROBERTS		CONTRACTED SERVICES	6,072.08
SARAH STEFFEN PINEDA		CONTRACTED SERVICES	572.60
SCOTUS CENTRAL CATHOLIC		SPEECH DISTRICT CONTEST	320.00
SECURITY EQUIPMENT INC.		HW DOOR	733.50
SOLIANT HEALTH, LLC		CONTRACTED SERVICES	4,410.00
STAPLES BUSINESS ADVANTAGE		HW OFFICE CHAIR	178.02
TAMMY BLOBAUM		ANATOMY SUPPLIES	69.48
TK ELEVATOR CORPORATION		SERVICE CONTRACT	937.04
VERIZON WIRELESS		CELL PHONE	711.30
VERNIER SOFTWARE & TECHNOLOGY, LLC		AG SUPPLIES	1,141.00
VOYAGER FLEET SYSTEMS		FUEL CHARGES	4,146.33
WEEPING WATER HIGH SCHOOL		SPEECH ENTRY FEE	66.00
WESTLAKE ACE HARDWARE		BANNER REPAIRS	26.95
WILLIAM V. MACGILL & CO.		NURSING SUPPLIES	117.96
WINDSTREAM		PHONE	1,109.10
ZULTYS INC		PHONE	4,167.69
Fund Number	01		1,475,084.81
Checking Account ID	1		1,475,084.81
Checking Account ID	2 Fund Number	01 General Fund	
BLUE CROSS BLUE SHIELD		MARCH HEALTH AND DENTAL	222,393.89
MADISON NATIONAL LIFE		MARCH LIFE INS	5,723.36
TRANSAMERICA LIFE INS COMPANY		MARCH SUPPLEMENTAL INS	3,876.37
VSP, INC		MARCH VISION INS	2,039.90
Fund Number	01		234,033.52
Checking Account ID	2		234,033.52
Checking Account ID	2(Fund Number	02 Depreciation Fund	
FIRE PROTECTION SERVICES LLC		NS FIRE PANEL -FINAL PAYMENT	57,901.00
Fund Number	02		57,901.00
Checking Account ID	20		57,901.00
Checking Account ID	6 Fund Number	06 Nutrition Services	
AMAZON CAPITAL SERVICES		HS THERMOMETERS	94.99
CATHERINE MARTIN		LUNCH REFUND	150.02

LUNCHTIME SOLUTIONS, INC.		FEB FOOD SERVICE	82,976.07
Fund Number	06		83,221.08
Checking Account ID	6		83,221.08

Nebraska City Public Schools
March 2025
Summary Financial Report

General Fund

The General Fund finances all facets of services rendered by the school district including payroll, benefits, equipment, supplies, insurance, building occupancy, contracted services, and other daily functions and operations of the district. The tax levy for this fund is restricted to $1.05 plus qualified exclusions. The approved General Fund levy for 2024-25 .865308

2025		**2024**
Balance Forward	3,738,674.52	
Revenue	1,599,781.61	
Expenses	1,475,196.80	
Balance	3,863,259.33	2,247,143.74

Building Fund

The Building Fund is used to acquire or improve sites and/or to erect, alter or improve buildings. The sale of bonds, the sale of property, or tax receipts will be the primary sources of revenue for the Special Building Fund. Regardless of the source of money to be used for building construction and related costs, all income for the purposes of this fund shall be accountable through this fund. The tax levy for this fund falls under the $1.05 levy limit and is further restricted to $0.14 with local board approval or $0.175 following a vote of the people for a term not to exceed ten years. The approved Building Fund levy for 2024-25 .052995

2025		**2024**
Balance Forward	232,056.27	
Revenue	11,316.74	
Expenses	15,885.50	
Balance	227,487.51	287,264.20

QCPUF Fund

A Qualified Capital Purpose Undertaking Fund (QCPUF) may be established for the removal of environmental hazards, the reduction or elimination of accessibility barriers in school district buildings, modifications for life safety code violations, life safety hazards, and mold abatement and prevention projects for existing facilities only. General Fund expenditures for the purpose of this fund are not allowable. Effective April 19, 2016, the tax levy for this fund is restricted to $0.03. The tax levy for QCPUF projects in place prior to April 19, 2016, remains at $0.052. The levy may exceed the $0.03 levy limit if the valuation has decreased from the last year bonds were issued and the bond principal and interest obligation cannot be met. Tax levies cannot exceed ten years for each project. The approved QCPUF levy for 2024-25 .020631

2025		**2024**
Balance Forward	234,955.16	
Revenue	7,883.72	
Expenses	0.00	
Balance	242,838.88	212,958.77

Depreciation Fund

The purpose of the Depreciation Fund is to facilitate the eventual purchase of costly items by spreading replacement costs over a period of years in order to avoid a disproportionate tax effort in a single year to make the purchase. To allocate monies from the General Fund, a school district will transfer funds as an expense from the General Fund, and the Depreciation Fund will show the transfer as revenue from the General Fund. The school district must divide this fund into more than one account to allocate a portion of this fund for different valid purposes. The Depreciation Fund is a component of the General Fund.

2025		**2024**
Balance Forward	3,122,848.71	
Revenue	538.57	
Expenses	57,901.00	
Balance	3,065,486.28	1,543,537.19

School Nutrition Fund

The School Nutrition Fund (formerly School Lunch Fund) is required to accommodate the financial activities of all Nutrition Programs operated by the school district. The School Nutrition Fund shall reflect a record of all revenues and expenditures incident to the operation of all Nutrition Programs. If a deficit is incurred in the operation, the deficiency shall be covered by funds transferred from the General Fund.

2025		**2024**
Balance Forward	500,534.11	
Revenue	79,318.94	
Expenses	83,221.08	
Balance	496,631.97	532,309.35

Payroll Account

An internal account created for exclusive use by Nebraska City Public Schools. This account receives funds from the General Fund on a monthly basis to cover monthly payroll, benefits, and associated expenses.

2025		**2024**
Balance Forward	47,723.01	
Revenue	1,265,379.27	
Expenses	1,265,466.56	
Balance	47,635.72	42,527.21

Section 125 Account

An internal account created for exclusive use by Nebraska City Public Schools. This account receives funds from individual employees' monthly salary/wages to cover monthly employee-elected deductions for childcare and healthcare expenses.

2025		**2024**
Balance Forward	35,044.50	
Revenue	11,173.04	
Expenses	3,349.87	
Balance	42,867.67	31,531.34

Meyer Memorial Fund

An internal account created for exclusive use by Nebraska City Public Schools. This fund, established by donations from the Meyer family, is used to fund scholarships.

	2025	2024
Balance Forward	229,336.21	
Revenue	3.18	
Expenses	0.00	
Balance	229,339.39	229,331.05

Bond Fund

The Bond Fund shall be used to record tax receipts, investment interest, and the payment of bond principal, interest, and other related costs (i.e., trustee fees). If the fund balance is not sufficient to meet interest or bond retirement payments from the Bond Fund, the General Fund shall be used for these payments. Revenue from a levy to retire bonds in any school district is retained in a separate fund by the county treasurer, the financial institution serving as a fiscal agent, or the school district. Funds shall be disbursed upon appropriate demand. All records of the transactions in this area shall be maintained in this fund. Proceeds from a bond issue shall be deposited into the Special Building Fund to be expended on the actual building project. The Bond Fund is a taxing fund and is not part of the $1.05 cap. The tax levy for this fund is restricted for expenditures other than principal and interest on bonds. Proceeds from a bond issue shall be deposited into the Special Building Fund to be expended on the actual building project. The approved Bond Fund levy for 2024-25 .137968

	2025	2024
Balance Forward	1,843,519.41	
Revenue	37,909.75	
Expenses	0.00	
Balance	1,881,429.16	1,746,699.18

NEBRASKA CITY PUBLIC SCHOOLS 66-0111							24-25	23-24
	GENERAL FUND MONTHLY FINANCIAL REPORT		REC'D MONTH	REC'D THRU:	REC'D THRU		% OF BUDGET TO	% OF BUDGET TO
	RECEIPTS:	**BUDGETED**	**MARCH**	**3/31/2025**	**3/31/2024**	**DIFFERENCE**	**BE RECEIVED**	**BE RECEIVED**
	LOCAL PROPERTY TAXES	9,815,871.00	173,484.17	4,314,001.15	4,694,677.73	(380,676.58)	56.05%	
	CARLINE TAX	10,000.00		1,023.92	2,052.97	(1,029.05)	89.76%	
	IN LIEU OF TAX, 5% GROSS	5,800.00		1,661.71	1,661.71	0.00	71.35%	
	MOTOR VEHICLE TAX	835,000.00	68,192.22	530,392.93	508,485.70	21,907.23	36.48%	
	PENALTIES AND INTEREST ON TAXES	0.00				0.00		
	TUITION FROM OTHER DISTRICTS-SPED	0.00				0.00		
	LOCAL LICENSE FEES, CITY	3,000.00	373.75	973.75	855.00	118.75	67.54%	
	RENTAL OF SCHOOL FACILITIES	2,000.00		1,610.00	350.00	1,260.00	19.50%	
	OTHER LOCAL REVENUE	1,500.00		748.71	2,222.55	(1,473.84)		
	COUNTY FINES & LICENSE FEES	140,000.00	15,810.67	87,262.67	93,875.60	(6,612.93)	37.67%	
	ESU RECEIPTS					0.00		
	OTHER COUNTY SOURCES	1,200.00		1,177.60		1,177.60		
	STATE AID	4,686,159.00	937,232.00	3,280,312.00	3,226,279.00	54,033.00	30.00%	
	SPECIAL EDUCATION PROGRAM	2,300,000.00	329,448.00	1,294,731.00	1,236,287.00	58,444.00	43.71%	
	SPECIAL EDUCATION TRANSP.	20,000.00				0.00	100.00%	
	HOMESTEAD EXEMPTION	295,000.00	2,873.58	56,544.44	53,935.99	2,608.45	80.83%	
	RELIEF TO PROPERTY TAXPAYERS	625,000.00	2,171.46	1,729,019.71	322,221.09	1,406,798.62	-176.64%	
	PERSONAL PROPERTY TAX CREDIT					0.00		
	RAILROAD CREDIT					0.00		
	HIGH ABILITY LEARNERS	9,000.00		7,159.00	8,305.00	(1,146.00)	20.46%	
	RULE 4 TEXTBOOK LOAN					0.00		
	PRO-RATE MOTOR VEHICLE	30,000.00		8,746.07	9,148.07	(402.00)	70.85%	
	STATE APPORTIONMENT	270,000.00		537,157.92	270,317.68	266,840.24	-98.95%	
	IN LIEU OF SCHOOL LAND TAX					0.00		
2,247.00	STATE EARLY CHILDHOOD	25,000.00	4,494.00	20,776.00	55,054.00	(34,278.00)	16.90%	
	CTE EXTENSION GRANT	8,551.00			8,551.00	(8,551.00)		
	SAFETY AND SECURITY GRANT					0.00		
9,914.99	PROJECT AWARE	200,000.00	12,778.76	79,077.51	53,235.03	25,842.48	60.46%	
31,933.00	TITLE I	350,000.00		344,873.00	82,520.00	262,353.00	1.46%	
2,833.00	TITLE II PART A	50,000.00	2,834.00	92,559.00	2,218.00	90,341.00	-85.12%	
62,257.00	IDEA BASE	350,611.00	29,408.00	268,972.00	29,486.00	239,486.00	23.28%	
1,412.00	IDEA PRESCHOOL BASE	8,379.00	706.00	3,530.00		3,530.00	57.87%	
4,807.00	IDEA NON PUBLIC	41,010.00	3,687.00	45,252.00		45,252.00	-10.34%	
	IDEA PRESCHOOL BASE-ARP					0.00		
	IDEA BASE-ARP					0.00		
	IDEA NON PUBLIC -ARP					0.00		
	MEDICAID IN PUBLIC SCHOOLS	35,000.00		39,550.56	22,026.65	17,523.91		
	MAAPS RECEIPTS	40,000.00		5,167.13	25,791.17	(20,624.04)	87.08%	
	HOMELESS GRANT			1,696.00		1,696.00		
	ESSERS II	0.00				0.00		
	ESSERS III			62,605.00	317,119.00	(254,514.00)		
	N-SPDG GRANT					0.00		
17,710.00	TITLE IV, PART B, NCLB 21ST CENTURY	170,000.00	16,083.00	104,214.00	5,723.00	98,491.00	38.70%	
	SUMMER CLUB EXTENSION (6989)				3,563.00	(3,563.00)		
	CLUBS EXTENSION (6988)			26,858.00		26,858.00		
	LONG TERM LOAN-LOC	0.00				0.00		
	TAX ANTICIPATION NOTES	0.00				0.00		
	SALE OF BONDS					0.00		
	TRANSFERS FROM FUNDS					0.00		
	OTHER NON-REVENUE RECEIPTS					0.00		
	TOTAL WITHOUT INTERCOMPANY RECEIP	20,328,081.00	1,599,576.61	12,947,652.78	11,035,961.94	1,911,690.84	36.31%	45.95%
	NON PROGRAM RECEIPTS							
133,113.99	GRAND TOTAL	20,328,081.00	1,599,576.61	12,947,652.78	11,035,961.94			

			DISB. MONTH	DISB. THRU:	DISB. THRU:		% OF BUDGET TO	% OF BUDGET TO
	DISBURSEMENTS:	**BUDGETED**	**MARCH**	**3/31/2025**	**3/31/2024**	**DIFFERENCE**	**BE SPENT**	**BE SPENT**
1100	INSTRUCTION	6,160,340.00	431,024.71	3,056,105.92	2,882,723.33	173,382.59	50.39%	
1150	ELL	407,050.00	34,738.25	237,395.59	204,160.93	33,234.66	41.68%	
1160	POVERTY	2,450,170.00	214,170.52	1,525,164.93	1,257,288.71	267,876.22	37.75%	
1190	PRESCHOOL LOCAL FUNDS	313,850.00	24,960.84	182,047.24	119,509.41	62,537.83	42.00%	
1200	SPECIAL EDUCATION	2,836,250.00	213,782.66	1,543,634.03	1,489,484.53	54,149.50	45.57%	
1300	DRIVER'S ED/SUMMER SCHOOL	20,455.00		1,740.23		1,740.23	91.49%	
2120	GUIDANCE	316,315.00	25,162.99	177,068.92	69,874.38	107,194.54	44.02%	
2130	HEALTH/NURSE	88,675.00	7,005.79	50,316.42	54,565.35	(4,248.93)	43.26%	
2140	PSYCHOLOGY	242,900.00	19,396.23	143,372.62	130,256.90	13,115.72	40.97%	
2150	SPEECH/AUDIOLOGY	307,700.00	31,634.20	215,458.27	190,434.15	25,024.12	29.98%	
2160	OCCUPATIONAL THERAPY	400.00	30.80	30.80		30.80	92.30%	
2170	PHYSICAL THERAPY	64,200.00	4,767.03	33,339.86	37,169.98	(3,830.12)	48.07%	
2180	VISION	600.00		642.00	775.11	(133.11)	-7.00%	
2190	OTHER SUPPORT SERVICES	93,000.00	1,494.89	20,682.10	21,646.53	(964.43)	77.76%	
2212	CURRICULUM DIRECTOR	141,750.00	11,701.30	82,645.60	18,812.93	63,832.67	41.70%	
2214	STANDARDS DIRECTOR	9,500.00	106.48	106.48	1,363.03	(1,256.55)	98.88%	
2220	LIBRARY	193,615.00	12,315.89	88,684.23	116,682.07	(27,997.84)	54.20%	
2290	EARLY RETIREMENT	105,000.00	0.00	105,000.00	95,609.20	9,390.80	0.00%	
2310	SCHOOL BOARD	129,000.00	5,197.79	51,604.40	71,631.92	(20,027.52)	60.00%	
2320	SUPERINTENDENT	334,625.00	27,195.95	192,218.18	185,023.92	7,194.26	42.56%	
2410	PRINCIPALS	1,091,200.00	86,649.31	626,820.26	611,148.94	15,671.32	42.56%	
2510	BUSINESS OFFICE	246,050.00	20,550.03	145,280.83	123,367.21	21,913.62	40.95%	
2580	TECHNOLOGY	486,400.00	8,130.15	136,251.73	113,782.68	22,469.05	71.99%	
2610	PLANT OPERATION	1,143,500.00	80,278.52	783,766.00	743,120.44	40,645.56	31.46%	
2620	MAINTENANCE	1,102,850.00	100,165.50	524,763.21	549,621.69	(24,858.48)	52.42%	
2700	PUPIL TRANSPORTATION	383,925.00	6,060.23	183,340.60	208,468.68	(25,128.08)	52.25%	
3535	HIGH ABILITY LEARNERS	4,670.00	300.88	2,517.16	3,849.73	(1,332.57)	46.10%	
3540	STATE EARLY CHILDHOOD	26,175.00	2,247.69	15,733.83	59,764.05	(44,030.22)	39.89%	
3551	CTE EXTENSTION GRANT	8,551.00	692.07	7,036.82	918.53			
3552	SAFETY AND SECURITY GRANT	200,000.00	4,251.25	10,626.25				
3599	TEXTBOOK LOAN					-		
5000	DEBT SERVICES	40,000.00	2,995.50	20,968.50		20,968.50		
6200	TITLE I	386,415.00	31,934.01	223,720.73	213,530.96	10,189.77	42.10%	
6310	TITLE II PART A	116,650.00	4,421.32	44,843.33	60,763.13	(15,919.80)	61.56%	
6406	IDEA PART B PRESCHOOL	8,562.00	707.07	4,949.49	6,350.31	(1,400.82)	42.19%	
6408	IDEA BASE/ENROLLMENT/POVERTY	363,000.00	29,916.55	220,478.66	221,817.55	(1,338.89)	39.26%	
6412	NON-PUBLIC SPED	41,010.00	3,021.19	32,985.45	31,764.15	1,221.30	19.57%	
6418	PEAK GRANT	0.00		9,637.75		9,637.75		
6421	IDEA BASE-ARP	0.00				-		
6423	IDEA NON PUBLIC -ARP	0.00				-		
6700	PERKINS	0.00				-		
6968	TITLE IV, PART B, NCLB 21ST CENTURY	192,190.00	18,069.22	126,633.61	136,777.72	(10,144.11)	34.11%	
6988	EXTENDED CLUBS					-		
6989	SUMMER CLUBS					-		
6990	PROJECT AWARE	224,045.00	9,914.99	56,289.72	54,352.27	1,937.45	74.88%	
6994	HOMELESS GRANT							
6996	ESSERS/CARES GRANT	0.00				-		
6997	ESSERS II	0.00				-		
6998	ESSERS III	0.00			294,072.68	(294,072.68)		
	SUBTOTAL	20,280,588.00	1,474,991.80	10,883,901.75	10,380,483.10	486,674.11	40.91%	47.02%
	TRANSFER TO FUND							
	TOTAL DISBURSEMENTS:	20,280,588.00	1,474,991.80	10,883,901.75	10,380,483.10			

	Balance on hand District Treasury 8-31-24	1,862,626.63						
	Receipts through: 8-31-2025	12,947,652.78						
	TOTAL BALANCE & RECEIPTS	14,810,279.41						
	Outstanding warrants 8-31-2024	63,325.30						
	Warrants issued through: 8-31-2025	10,883,901.75						
	TOTAL WARRANTS	10,947,227.05						
	BALANCE	3,863,052.36						
	Balance in District Treasury	4,066,291.74	*					
	Outstanding warrants	203,032.41						
	BALANCE	3,863,259.33						
	VOIDED CHECKS	206.97						
		3,863,052.36						

Activity Fund Balance Report - Summary - Exclude Encumbrances

03/2025 - 03/2025

Regular; Beginning Month 03/2025; Processing Month 03/2025; Accounts to Include Accounts with Activity; Fund Balance Account 142 Records Selected; Fund Number 05

Fund: 05 Activity Fund

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0001	VARSITY FOOTBALL BALANCE	(8,574.30)	0.00	0.00	0.00	(8,574.30)
05 704 0002	9TH FOOTBALL BALANCE	(2,513.59)	0.00	0.00	0.00	(2,513.59)
05 704 0003	7-8 FOOTBALL BALANCE	(2,274.66)	0.00	0.00	0.00	(2,274.66)
05 704 0004	VARSITY BBB BALANCE	(3,374.75)	(165.00)	599.00	0.00	(2,610.75)
05 704 0005	9TH BBB BALANCE	(513.00)	0.00	173.00	0.00	(340.00)
05 704 0006	7-8 GBB BALANCE	1,731.00	0.00	0.00	0.00	1,731.00
05 704 0007	7-8 BBB BALANCE	851.25	0.00	0.00	0.00	851.25
05 704 0009	NC INVITATIONAL TRACK BALANCE	4,698.31	0.00	0.00	0.00	4,698.31
05 704 0010	TRAVELING GIRLS BB BALANCE	3,220.89	0.00	0.00	0.00	3,220.89
05 704 0012	VARSITY WRESTLING BALANCE	(127.68)	2,883.69	1,525.93	0.00	(1,485.44)
05 704 0013	7-8 WRESTLING BALANCE	72.32	859.00	1,071.00	0.00	284.32
05 704 0014	CROSS COUNTRY BALANCE	(648.95)	113.23	0.00	0.00	(762.18)
05 704 0015	VARSITY GIRLS TRACK BALANCE	192.30	0.00	0.00	0.00	192.30
05 704 0016	VARSITY GBB BALANCE	(3,595.25)	0.00	462.00	0.00	(3,133.25)
05 704 0017	9TH GBB BALANCE	(325.00)	0.00	0.00	0.00	(325.00)
05 704 0018	VARSITY VOLLEYBALL BALANCE	705.53	0.00	0.00	0.00	705.53
05 704 0019	9TH VOLLEYBALL BALANCE	(125.67)	0.00	0.00	0.00	(125.67)
05 704 0020	7-8 VOLLEYBALL BALANCE	1,620.74	0.00	0.00	0.00	1,620.74
05 704 0021	BOYS TENNIS BALANCE	2,156.32	0.00	0.00	0.00	2,156.32
05 704 0022	GIRLS TENNIS BALANCE	(90.50)	0.00	0.00	0.00	(90.50)
05 704 0023	UNIFIED ACTIVITIES	1,281.03	0.00	0.00	0.00	1,281.03
05 704 0025	FFA BALANCE	11,083.01	2,794.11	5,430.00	0.00	13,718.90
05 704 0026	FCCLA BALANCE	9,528.74	4,796.19	4,732.50	0.00	9,465.05
05 704 0027	PIONNER YOUTH BOYS BASKETBALL BALANCE	626.24	0.00	75.00	0.00	701.24
05 704 0028	NS BOOK FUND BALANCE	(3,440.93)	0.00	1,401.26	0.00	(2,039.67)
05 704 0029	SINGERS BALANCE	732.47	0.00	0.00	0.00	732.47
05 704 0030	MUSICAL BALANCE	9,283.20	0.00	0.00	0.00	9,283.20
05 704 0031	DECA BALANCE	167.16	0.00	0.00	0.00	167.16
05 704 0032	MS CONCESSIONS BALANCE	2,988.75	0.00	0.00	0.00	2,988.75
05 704 0033	MS STUDENT FEES	6,821.88	0.00	110.00	0.00	6,931.88
05 704 0034	HS POP MONEY BALANCE	14.16	0.00	0.00	0.00	14.16
05 704 0035	MS POP BALANCE	2,545.22	0.00	0.00	0.00	2,545.22
05 704 0036	HS BAND RESALE BALANCE	(656.19)	0.00	125.00	0.00	(531.19)
05 704 0037	MS BAND RESALE BALANCE	3,382.30	0.00	0.00	0.00	3,382.30
05 704 0038	MS WRESTLING CLUB BALANCE	3,206.91	0.00	0.00	0.00	3,206.91
05 704 0039	PIONEER FOOTBALL BALANCE	3,709.79	0.00	0.00	0.00	3,709.79

Regular; Beginning Month 03/2025; Processing Month 03/2025; Accounts to Include Accounts with Activity; Fund Balance Account 142 Records Selected; Fund Number 05

Fund: 05 Activity Fund

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0040	WEIGHTLIFTING BALANCE	301.95	0.00	120.00	0.00	421.95
05 704 0041	MS TRACK CLUB BALANCE	483.77	0.00	0.00	0.00	483.77
05 704 0042	CHILDRENS CHOIR BALANCE	275.71	0.00	0.00	0.00	275.71
05 704 0043	HW BOOK FUND BALANCE	1,535.86	0.00	0.00	0.00	1,535.86
05 704 0044	WRESTLING MATMAIDS BALANCE	322.14	0.00	0.00	0.00	322.14
05 704 0045	CHEERLEADERS BALANCE	(3,564.13)	0.00	1,677.99	0.00	(1,886.14)
05 704 0046	CLASS OF 2027 BALANCE	1,267.24	0.00	0.00	0.00	1,267.24
05 704 0047	MS BAND TRIP BALANCE	100.00	324.00	0.00	0.00	(224.00)
05 704 0048	SPEECH CONTEST BALANCE	2,237.05	0.00	0.00	0.00	2,237.05
05 704 0049	DRAMA ACTIVITY BALANCE	1,783.24	455.58	450.00	0.00	1,777.66
05 704 0050	MS STUDENT COUNCIL BALANCE	10,765.81	95.64	0.00	0.00	10,670.17
05 704 0051	HS STUDENT COUNCIL BALANCE	2,500.94	95.00	0.00	0.00	2,405.94
05 704 0052	JOURNALISM BALANCE	5,635.58	0.00	1,025.00	0.00	6,660.58
05 704 0053	BIG MAC MATH BALANCE	595.35	0.00	0.00	0.00	595.35
05 704 0054	ART CLUB BALANCE	1,545.81	0.00	0.00	0.00	1,545.81
05 704 0055	CONSTRUCTION CLASS BALANCE	2.91	0.00	0.00	0.00	2.91
05 704 0056	NATIONAL HONOR SOCIETY BALANCE	(772.05)	0.00	0.00	0.00	(772.05)
05 704 0057	DISTRICT ACTIVITY FUND BALANCE	10,632.54	0.00	0.00	0.00	10,632.54
05 704 0058	HS BAND ACTIVITY BALANCE	1,088.18	0.00	0.00	0.00	1,088.18
05 704 0059	6TH GRADE BAND BALANCE	(985.68)	0.00	0.00	0.00	(985.68)
05 704 0060	HS BOOK SALES BALANCE	4,330.27	0.00	0.00	0.00	4,330.27
05 704 0061	HS SCIENCE GRANT BALANCE	2.02	0.00	0.00	0.00	2.02
05 704 0063	MS QUIZ BOWL BALANCE	200.00	0.00	0.00	0.00	200.00
05 704 0064	HS SCIENCE CLUB BALANCE	784.54	0.00	0.00	0.00	784.54
05 704 0065	HS COLOR GUARD BALANCE	(1,462.58)	0.00	0.00	0.00	(1,462.58)
05 704 0066	HS METALS BALANCE	104.82	0.00	40.00	0.00	144.82
05 704 0067	MS HOME EC. LAB BALANCE	50.03	0.00	0.00	0.00	50.03
05 704 0068	HS CONCESSIONS BALANCE	19,876.61	396.90	2,400.45	0.00	21,880.16
05 704 0069	PRECORDERS BALANCE	221.22	0.00	0.00	0.00	221.22
05 704 0070	VARSITY CLUB BALANCE	30,560.19	0.00	0.00	0.00	30,560.19
05 704 0071	WELLNESS BALANCE	11,598.63	0.00	0.00	0.00	11,598.63
05 704 0072	DRIVER EDUCATION BALANCE	12,119.78	0.00	0.00	0.00	12,119.78
05 704 0073	MS SHOP ACTIVITY BALANCE	1,462.54	0.00	0.00	0.00	1,462.54
05 704 0075	SPECIAL EQUIPMENT BALANCE	(330.00)	0.00	0.00	0.00	(330.00)
05 704 0077	HS GOLF FUNDRAISING	621.25	0.00	0.00	0.00	621.25
05 704 0078	HS WRESTLING FUNDRAISER	2,353.12	93.94	270.00	0.00	2,529.18

Regular; Beginning Month 03/2025; Processing Month 03/2025; Accounts to Include Accounts with Activity; Fund Balance Account 142 Records Selected; Fund Number 05

Fund: 05 Activity Fund

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0079	HORTICULTURE BALANCE	603.27	0.00	0.00	0.00	603.27
05 704 0082	NC DRUG FEE BALANCE	221.10	0.00	0.00	0.00	221.10
05 704 0084	MS SCIENCE BOWL BALANCE	91.00	0.00	0.00	0.00	91.00
05 704 0085	HW PURPLE JAM BALANCE	500.32	0.00	0.00	0.00	500.32
05 704 0086	SUMMER SB LEAGUE BALANCE	(16.75)	0.00	0.00	0.00	(16.75)
05 704 0087	HAYWARD FUNDRAISER BALANCE	3,597.95	199.76	150.00	0.00	3,548.19
05 704 0088	MS BOOK SALES BALANCE	(2,098.71)	0.00	0.00	0.00	(2,098.71)
05 704 0090	VOLLEYBALL CLUB BALANCE	8,117.84	0.00	0.00	0.00	8,117.84
05 704 0091	GIRLS SOCCER CLUB BALANCE	2,354.95	2,277.49	4,154.00	0.00	4,231.46
05 704 0092	CLASS OF 2024 BALANCE	309.28	0.00	0.00	0.00	309.28
05 704 0094	HS SHOP RESALE BALANCE	62.77	0.00	0.00	0.00	62.77
05 704 0095	HS ENGLISH BALANCE	291.86	0.00	0.00	0.00	291.86
05 704 0096	PIONEER PERKS BALANCE	585.13	0.00	0.00	0.00	585.13
05 704 0097	NS FUNDRAISER BALANCE	2,791.58	962.76	736.37	0.00	2,565.19
05 704 0098	BBB SUMMER LEAGUE BALANCE	4,910.71	466.54	0.00	0.00	4,444.17
05 704 0099	DISTRICT WELLNESS BALANCE	3,824.97	0.00	0.00	0.00	3,824.97
05 704 0100	HW DARE BALANCE	79.52	0.00	0.00	0.00	79.52
05 704 0101	PIONEER CROSS COUNTRY BALANCE	831.98	0.00	0.00	0.00	831.98
05 704 0103	DISTRICT II MUSIC CONTEST BALANCE	633.54	0.00	0.00	0.00	633.54
05 704 0104	HS SCIENCE SCHOLARSHIP BALANCE	351.51	0.00	0.00	0.00	351.51
05 704 0105	B&G SOCCER BALANCE	(2,125.00)	2,180.00	1,013.00	0.00	(3,292.00)
05 704 0106	BOYS TENNIS CLUB BALANCE	(219.34)	0.00	0.00	0.00	(219.34)
05 704 0107	GIRLS GOLF BALANCE	(1,927.06)	0.00	0.00	0.00	(1,927.06)
05 704 0108	EXPRESSIONS BALANCE	3,246.77	0.00	0.00	0.00	3,246.77
05 704 0109	FB JERSEYS BALANCE	60.83	0.00	0.00	0.00	60.83
05 704 0110	MS VOCAL BALANCE	190.00	0.00	0.00	0.00	190.00
05 704 0111	HS SPED BALANCE	1,089.87	0.00	0.00	0.00	1,089.87
05 704 0112	SUMMER GBB BALANCE	1,958.83	0.00	0.00	0.00	1,958.83
05 704 0115	GIRLS TENNIS CLUB BALANCE	(1,246.21)	0.00	0.00	0.00	(1,246.21)
05 704 0116	STUDENT FEE DONATION BALANCE	707.00	0.00	0.00	0.00	707.00
05 704 0117	BOYS SOCCER CLUB BALANCE	2,931.04	0.00	0.00	0.00	2,931.04
05 704 0118	Girls Wrestling Club Balance	3,913.06	154.94	0.00	0.00	3,758.12
05 704 0119	WASHINGTON TRIP BALANCE	789.49	0.00	0.00	0.00	789.49
05 704 0121	CLASS OF 2026 BALANCE	692.38	121.34	0.00	0.00	571.04
05 704 0123	SOFTBALL BALANCE	2,156.73	0.00	0.00	0.00	2,156.73
05 704 0124	CD/INTEREST BALANCE	(8,497.60)	0.00	434.27	0.00	(8,063.33)

Regular; Beginning Month 03/2025; Processing Month 03/2025; Accounts to Include Accounts with Activity; Fund Balance Account 142 Records Selected; Fund Number 05

Fund: 05 Activity Fund

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0125	BASEBALL BALANCE	(912.18)	2,589.49	591.00	0.00	(2,910.67)
05 704 0126	MUSIC TRIP BALANCE	1,247.70	0.00	0.00	0.00	1,247.70
05 704 0127	HAL BALANCE	370.46	0.00	0.00	0.00	370.46
05 704 0128	BASEBALL CLUB BALANCE	1,899.55	0.00	10,258.90	0.00	12,158.45
05 704 0129	CAREER & HUMAN DEVELOPMENT BALANCE	2.00	0.00	0.00	0.00	2.00
05 704 0130	HS SOUND SYSTEM BALANCE	846.25	0.00	0.00	0.00	846.25
05 704 0131	SUMMER SCHOOL BALANCE	7,240.32	0.00	0.00	0.00	7,240.32
05 704 0132	HS ART FEES BALANCE	5,120.07	0.00	50.00	0.00	5,170.07
05 704 0133	HS SPANISH FEES BALANCE	274.72	0.00	0.00	0.00	274.72
05 704 0134	MS FCS BALANCE	796.47	0.00	0.00	0.00	796.47
05 704 0135	MS ART FEES BALANCE	2,494.96	0.00	0.00	0.00	2,494.96
05 704 0136	MS IT FEES BALANCE	5,218.82	0.00	0.00	0.00	5,218.82
05 704 0137	HS FOOD FEES BALANCE	2,221.82	452.39	40.00	0.00	1,809.43
05 704 0138	COLLEGE TUITION FEES BALANCE	735.17	0.00	0.00	0.00	735.17
05 704 0139	CONSUMER MATH SCHOLARSHIP BALANCE	1,654.00	0.00	0.00	0.00	1,654.00
05 704 0140	Education Quest	13,808.74	0.00	0.00	0.00	13,808.74
05 704 0141	CO BALANCE	23,824.54	400.75	1,425.00	0.00	24,848.79
05 704 0144	PIONEER PETE BALANCE	2,966.52	0.00	0.00	0.00	2,966.52
05 704 0145	HS TRACK CLUB BALANCE	509.28	0.00	0.00	0.00	509.28
05 704 0148	MS PIONEER HONOR SOCIETY BALANCE	1,520.80	0.00	0.00	0.00	1,520.80
05 704 0150	MS VOLLEYBALL CLUB BALANCE	569.53	0.00	0.00	0.00	569.53
05 704 0152	ACTIVITY ADMIN. BALANCE	5,695.31	0.00	0.00	0.00	5,695.31
05 704 0153	ROBOTICS BALANCE	(3.64)	0.00	0.00	0.00	(3.64)
05 704 0155	MS ROBOTICS BALANCE	2,341.80	0.00	0.00	0.00	2,341.80
05 704 0157	TECHNOLOGY BALANCE	44,046.08	0.00	50.00	0.00	44,096.08
05 704 0158	MS LIFE SKILLS BALANCE	3,747.28	0.00	0.00	0.00	3,747.28
05 704 0159	CA CONSTRUCTION BALANCE	6,571.20	0.00	0.00	0.00	6,571.20
05 704 0160	CLASS OF 2025 BALANCE	(529.88)	0.00	0.00	0.00	(529.88)
05 704 0161	CA WELDING BALANCE	473.61	0.00	0.00	0.00	473.61
05 704 0162	CA-INFORMATION TECHNOLOGY BALANCE	600.59	0.00	0.00	0.00	600.59
05 704 0163	YOUTH TENNIS CLUB BALANCE	747.30	0.00	0.00	0.00	747.30
05 704 0164	JAG BALANCE	431.61	0.00	0.00	0.00	431.61
05 704 0165	ESPORTS BALANCE	729.63	0.00	0.00	0.00	729.63
05 704 0166	TURF AND DIRT BALANCE	0.00	0.00	0.00	0.00	0.00
	Fund Total: 05	331,628.75	22,547.74	40,590.67	0.00	349,671.68

	Nebraska City Public Schools Enrollment 2024-25																	
																	*numbers in bold are a change from las	
	Building	5/23/2024	Grade	Female	Male	Enrollment**	Sections	Avg. Section Size			9/20/2024	net as of report		# HAL	EL	SPED	504	
	Northside Elementary	43	K	47	49	96	5	19.2		K	95	1		NA	15	**22**	0	
	Northside Elementary	91	1	46	42	88	5	17.6		1	94	-6		NA	**14**	24	0	
	Northside Elementary	90	2	34	57	91	5	18.2		2	91	0		2	**8**	17	2	
	Hayward Elementary	102	3	56	44	100	5	20		3	104	-4		4	15	**22**	3	
	Hayward Elementary	105	4	52	63	115	5	23		4	109	6		3	**15**	**28**	1	
	Hayward Elementary	104	5	53	58	111	5	22.2		5	113	-2		4	5	**31**	0	
	NC Middle School	81	6	35	51	86				6	83	3		5	7	**19**	2	
	NC Middle School	93	7	52	40	92				7	93	-1		6	**5**	17	4	
	NC Middle School	97	8	44	45	89				8	96	-7		7	5	**12**	3	
	NC High School	116	9	48	66	114				9	116	-2		7	8	**16**	9	
	NC High School	105	10	59	52	111				10	112	-1		9	**11**	15	7	
	NC High School	97	11	47	51	98				11	104	-6		6	6	**15**	**9**	
	NC High School	100	12	46	64	110				12	118	-8		12	4	**21**	11	This includes mid-termers
		1224	K-12 Total	619	682	1301					1328	-27		65	118	259	45	
		68	PK	23	44	67					68	-1		NA	0	25	0	
		1292	PK-12 Total	642	726	1368					1396	-28		65	118	284	45	
	** Enrollment Data as of 3/20/2025																	
	School Totals		Female	Male	Total							722						
	Northside, including preschool		150	192	342													
	Hayward		161	165	326													
	Middle School		131	136	267													
	High School		200	233	433													
			642	726	1368													
	For 2024-2025 school year as of 3/31/25																	
	Option in		36															
	Option out		57															

[1] these numbers here match column F in the 2022-2023 Data Enrollment sheet

		4/1/2025	*Board Meeting Mileage Sheet*								
DATE											
PURCHASED	**YEAR**	**TRADE NAME**	**STYLE**	**NUMBER**	**BODY TYPE**	**CAPACITY**	**VEHICLE ID#**	**CYLINDERS**	**COST**	**LICENSE #**	**MILEAGE**
11/19/2007	2007	FORD	VAN	WHITE	ECONOLINE	10	1FBNE31L27DA62220	8	19549	53028	203773
1/4/2008	2007	CHEVY	VAN	TAN	ES UPLANDER	7	GNDV23107D159355	6	15570	51495	183992
6/26/2018	2013	FORD	PICKUP	RED	F150	5	1FTFW1EF1DKF26059	8	21000	58436	146850
7/20/2009	2008	CHEVY	VAN	WHITE	UPLANDER LS	7	GNDV23118D104608	6	15926	55997	171074
7/22/2009	2008	CHEVY	VAN	RED	UPLANDER LS	7	GNDV23128D130117	6	15926	51678	196008
8/17/2009	2001	CHEVY	VAN	WHITE	EXPRESS	2	1GCHG35R111152386	6	9014	51494	114797
9/23/2009	2009	FORD	VAN	WHITE	ECONOLINE	10	1FBNE31LX9DA54328	6	22249	53021	94392
11/16/2012	2011	DODGE VAN	VAN	SILVER	GRAND CARAVAN	5	2D4RN3DG9BR628362	6	17500	56540	179480
12/17/2021	2016	CHEVY	SPED BUS	YELLOW	MICRO BIRD	13	1GB3G3BG5F1127886	8		60892	82379
4/25/2022	2014	DODGE VAN	VAN	NAVY	GRAND CARAVAN	6	2C4RDGBG4ER353286	6		60384	97892
6/2022	2019	DODGE VAN (SPED)	VAN	WHITE	GRAND CARAVAN	6	2C4RDGBG6HR735999	6		60884	41902
5/2022	2013	CHEVY VAN	VAN	WHITE	EXPRESS	10	1GAWGPFA7D1176079	6		60382	38761
12/2022	2019	DODGE VAN (Activity)	VAN	WHITE	GRAND CARAVAN	6	2C4RDGEG1KR739509	6		60890	89386
11/1/2023	2021	NISSAN VAN	VAN	SILVER		10	5BZAF0AA8MN850607	6		60902	70534
11/2023	2023	CHEVY	TRUCK	WHITE	2500 HD	3	1GC0YLE70PF209343	8		60898	18975
12/2023	2023	FORD	VAN	WHITE	TRANSIT	10	1FBAX2C89PKB95953	8		62998	6482
7/2024	2023	FORD	SUV	BLACK	EXPEDITION	6		8		68001	7291
7/2024	2019	DODGE VAN	VAN	DARK GRAY	GRAND CARAVAN	6		6		56539	73034

NCPS Board of Education Report
Northside Elementary
April 14, 2025

Strategies for 1 - High-Quality Instruction and Learning Expectations; Programs, Experiences, and Approaches

- For our March professional development day, teachers analyzed their year-long goal and made notes on their students' progress based on the winter MAP assessments
- Teachers worked together to plan their calming corners that students can use if they are struggling with emotions.

Strategies for 2 - Culture, Connectedness, and Personnel Effectiveness; Expectations, Development, and Excellence

- We held our annual Scholastic Book Fair March 11-13. Students enjoyed shopping for books with their parents.

Strategies for 3 - Whole Child Focused Learning; Curriculum, Instruction, Programs, Experience, and Approaches

- We held our 3rd quarter Applepalooza on March 7. We celebrated students that have earned student of the month (purple and green apple winners), and drew apple tickets for special prizes.

- We held parent-teacher conferences March 12 and 13. It was a great time to share how students have been learning and growing.

Strategies for 4 - Communication and Stakeholder Engagement; Communication, Engagement, and Transparency

- PTO held a, "Donuts with Grownups" event on May 27. Families were able to eat donuts with their students, play games, and had great conversations.

Strategies for 5 - District Resources; Budget, Facilities, and Staffing

- We completed our fire system work in March. They upgraded all of the systems: the panel, the speaker systems, and the flashing alert system.

Hayward Board Report

March 10, 2025

Guiding Principle 1	High Quality Instruction and Learning Expectations
	April 7 Teacher Inservice ● **Hayward** ○ **Staff Meeting** ■ **PBiS- Staff Wellness** ● **District** ○ **ELA Adoption Continues** ○ **Math- Unit Planning**
Guiding Principle 2	**Culture, Connectedness, and Personnel Effectiveness; Expectations, Development, and Excellence**
	PJ Celebration 3-26-25 ● **HW Heroes-** Benji Flores & Kennedy Hansen ● **Courage was our character trait for February** ● **All Expectations is our behavior focus**
Guiding Principle 3	**Whole Child Focused Learning; Curriculum, Instruction, Programs, Experience, and Approaches**
	Attendance ● **109 Students received the Monthly Perfect Attendance Award for February** ● **3 Students won the $25 Family Gift Card** ○ Reid Howell, Abel Partida Sanchez & **Kindness Retreat** ● 4th Grade participated in a Kindness Retreat **Upcoming The NED Show Coming to HW & NS** ● Apil 14- 45 minute assembly

	• Students can purchase Yo-Yo's **Upcoming- BraveBe Digital Citizenship** • April 15th • Individual classroom presentations • Parent Night @5:30pm
Guiding Principle 4	**Communication and Stakeholder Engagement; Communication, Engagement, and Transparency**
	PTO Sponsored Donuts with Grownups- March 28th Grandparents Day- April 10th *We had great attendance at both events.
Guiding Principle 5	**District Resources; Budget, Facilities, and Staffing**
	August ○ **3rd= 106** ○ **4th= 110** ○ **5th= 114** **Total= 330** **March** **3rd= 100** **4th= 115** **5th= 110** **Total= 325**

NCPS Board of Education Report
Nebraska City Middle School
April 14th, 2025

Strategies for 1 - High-Quality Instruction and Learning Expectations; Programs, Experiences, and Approaches

- On Wednesday, March 13th, Mrs. Howell, our HS counselor, hosted the 8th grade parents to talk with them about helping set-up their student's HS schedule and graduation requirements. We had over 70 parents in attendance. Parents reported feeling prepared and that the information provided was helpful. This built on 2 visits Mrs. Howell made to the 8th grade class during the month of March to help them learn and prepare for High School and sign up for classes.
- Students will be taking the spring NSCAS assessment in the coming weeks. 8th graders take state tests over Science, ELA, and Math, with 6th and 7th graders taking assessments in Math and ELA.

Strategies for 2 - Culture, Connectedness, and Personnel Effectiveness; Expectations, Development, and Excellence

- During the Monday, April 7th PD Day - Staff worked through preparation for the upcoming NSCAS state assessments and goal setting for students to help prepare. Staff prepared for upcoming transition meetings to be able to communicate current best practices for students to the next grade level. The 5th Grade team will meet with the 6th Grade team and the 8th Grade team will meet with the HS.

Strategies for 3 - Whole Child Focused Learning; Curriculum, Instruction, Programs, Experience, and Approaches

- FFA sponsored students from the High School drove over to show off their tractors to the Middle Schoolers. Thank you to Ms. Knutson for helping organize.

- Our 8th graders visited the career fair hosted by Southeast Community College here in Nebraska City. Students were able to interact with SCC staff and see all the possible

opportunities for post-high school education we have right in our community.

- The NCHS Speech Team performed for Mrs. Weaver's 7th grade ELA class. Students got to see performances from several different students and performance categories and learn about the creation process of the speeches.

Strategies for 4 - Communication and Stakeholder Engagement; Communication, Engagement, and Transparency

- Mr. Pellatz was the latest recipient of the Acts of Bravery Award from the staff at BraveBe Child Advocacy Center! Brave Be stated: "Ethan is dedicated to creating safe and informed spaces for students. His commitment shines through in the essential trainings he has brought to his school, equipping young people with the tools and knowledge they need to thrive. But Ethan's impact doesn't stop there—his passion for supporting children and families has led him to connect BraveBe with other community

partners, further strengthening the network of care that keeps kids safe."

- The NCMS Quiz Bowl team competed at the Trailblazer Conference Tournament in Wahoo on March 11th. They placed 3rd. Quiz Bowl also took 4 teams with students from 6th, 7th, and 8th grade to Peru State on Friday, April 4th. The teams did well in the group round with Team 3 going 4-0 but no teams placed during the afternoon brackets.

Strategies for 5 - District Resources; Budget, Facilities, and Staffing

- Current Enrollment (April 10th, 2025):
    - 6th Grade: 86 Students
    - 7th Grade: 93 Students
    - 8th Grade: 89 Students
    - Total Enrollment: 268 Students (-6 from August 2024 Enrollment)

NCPS Board of Education Report
Middle School Activities
April 10th, 2025
Prepared by Dave Purdham

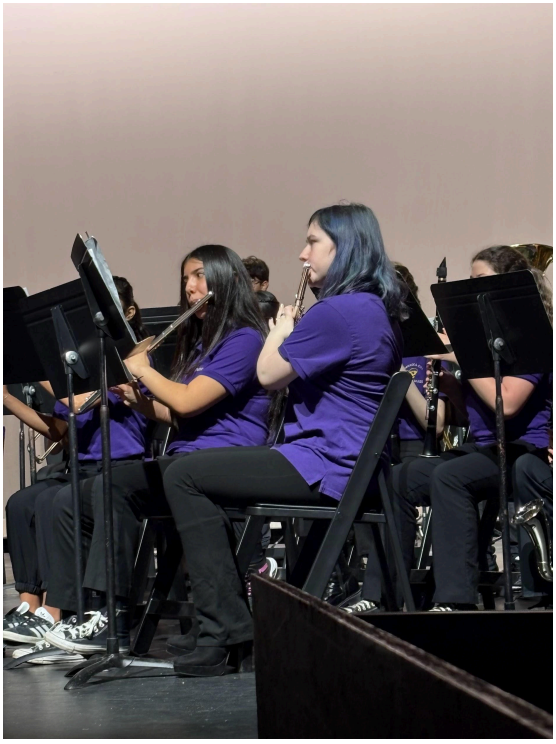
Strategies for 1 - High Quality Instruction and Learning Expectations; Programs, Experiences, and Approaches

- Activities:
    - Band
        - Large Ensemble contest at Platteview - Friday, March 28th:
          The 7th grade band, 8th grade band, and 7/8 grade jazz band all performed at Platteview music contest. They all received 1+ ratings, which is the highest rating possible!
        - 7th Grade Band

- 8th Grade Band

- Jazz Band

- They returned to Platteview on Tuesday, March 1st for solo/small ensemble contest. Our ensemble classes during mester 4 and 5 were of great help in preparing for this contest. I chose very challenging pieces for several groups, knowing they would have this time and they were very well prepared! The students represented our school so well! They were responsible for getting to the correct places, on time, both days, focused while performing, and respectful audience members.



FIRE
INTERNSHIPS

PLATTEVIEW STUDENTS
U.S. AutoForce
GO TROJANS
Farm Bureau Financial Services
The Ryan Burden Agency
PLATTEVIEW ADULTS
Channel Seed
Jim & Nichole Jansen

- Friday, March 4th was Peru State College Jazz Festival. It was great to hear our high school jazz band, directly following our own set and clinic! I know the kids are enthusiastic about being in that group next year! We also got to hear from a clinician and spend some time together listening to bands from other schools as well!

- Track & Field:
  - Middle School Track is off and running (pun intended). We have 21 boys and 28 girls out for middle school track plus 3 6th grade managers. On Friday, April 4th we held an intrasquad Mock Meet to give our athletes a taste of competition and the flow of a track meet. On Thursday, April 10th, we'll participate in the Platteview Central Track Meet against 6 other schools. Our goal for our first meet is to give our athletes exposure to competition in a variety of events in an effort to maximize the team's potential throughout the season as we prepare for our Conference Meet at Wahoo on May 9th. ~Coach Foust
  - Good luck Pioneers!

- MS FFA
  - The middle school FFA members and FFA Sponsor Ms. Knutson traveled to Lincoln to compete in the State FFA quiz bowl contest during the annual Nebraska State FFA convention in Lincoln, Nebraska. The Pioneer students competed against schools from all over the state and learned about opportunities they can participate in the future years in high school.

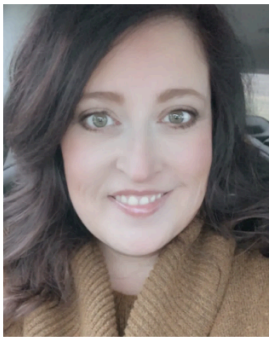
District Resources; Budget, Facilities, and Staffing

- MS Track Athletes: 49 students, Coaches: Ben Foust, Tammy Shires, Mickala Sjulin, and Reid Fuerhoff.
- MS State FFA: 9 student participants, Sponsor: Sarah Knutson
- MS 7th Band: 40 students, 8th band 29 students, Sponsors: Liz Purdham and Emily Jones

NCPS Board of Education Report
High School
April 14th, 2025

Strategies for 1 - High Quality Instruction and Learning Expectations; Programs, Experiences, and Approaches

- Unified Bowling Update: ICYMI: Nebraska City High School's own Tiffany Gochenour was recognized by the NSAA at last week's boys state basketball tournament. Mrs. Gochenour was recognized for her work as the Pioneer's Unified Coach! #PiONEerFamily



Tiffany Gochenour, Nebraska City (Unified Bowling)

Tiffany Gochenour, a special education and life skills teacher at Nebraska City High School, has been deeply involved in coaching and mentoring students for over a decade. She coaches Unified Bowling and Unified Track, fostering inclusion and teamwork. A lifelong Nebraska City Pioneer, she is passionate about building a culture of family and support within her school, which was recognized in 2019 by Nebraska Public School Advantage.

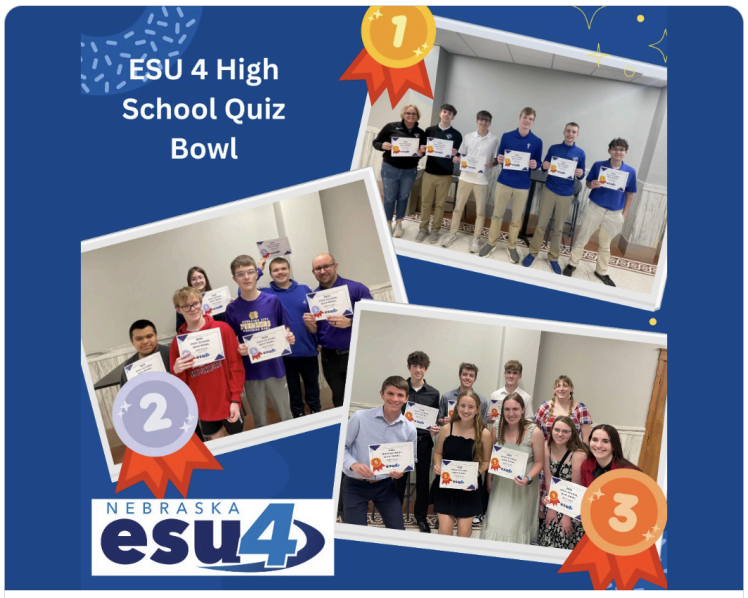
- FFA kids driving tractors to school!

- Mr. Ahlschwede does an excellent job of creating engaging ways to check student perception.

Strategies for 2 - Culture, Connectedness, and Personnel Effectiveness; Expectations, Development, and Excellence

- Congratulations to our Quiz Bowl team who qualified for the State Competition by placing 2nd at ESU! State will take place on April 30th.

State Bound!



- District Music Contest will be on April 25th at Auburn High School.

- These five senior FFA members received the highest honor they can receive at the state level today: The State FFA Degree. Congrats to Cutler Adams, Jayden Adams, Tarryn Godsey, Lextyn Harker, and Kaidyn Maybee.

  Your dedication and commitment to Nebraska City FFA has made a lasting impact.

Strategies for 3 - Whole Child Focused Learning; Curriculum, Instruction, Programs, Experience, and Approaches

- Thank you to Peru State College for hosting the Class of 2028! It was great to get the entire class on a college campus!
- Thank you to Doane University for hosting the Class of 2027 on April 16th!
- Thank you to the NCHS Volleyball team for volunteering your time at the EDGE Event in March!

EDGE Nebraska City
March 9 at 12:23 PM ·

This Team! Thank you Pioneer Volleyball for working so hard in making sure our guests were well taken care at Sampling in the City. Your commitment to the 68410 is awesome- Thank You! Nebraska City High School

We have some outstanding art work which has been displayed at the Library and now around the school!

Strategies for 4 - Communication and Stakeholder Engagement; Communication, Engagement, and Transparency

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- On Tuesday, March 18th the Science Club (sponsored by Mrs. Blobaum) and the students in the 18-21 program took a trip to the Luminarium in Omaha. We had a great time! We explored sound, light, motion, heat, and shapes. All of the exhibits had hands-on components and everyone was encouraged to play. We received many compliments on how our students behaved and interacted with the space - very respectful. A big thanks to Mrs. G, Mrs. Johnson, Mrs. VerMaas, and Mr. Blum for coming along for the fun! We hope to collaborate on other field trips in the future.

- Mrs. Howell did a great job of providing meeting times for parents and informed on everything from registration, to graduation adjustments, to FAFSA.

- Nebraska City High School's chapter of the National Honor Society sponsored a blood drive today (Feb. 26th) at the high school. The blood drive collected 24 units of blood that were donated by students, staff, and community members. National Honor Society would like to thank everyone for supporting the American Red Cross! Pictured is Jayden Adams, one of thirteen students who donated. We had ten first-time blood donors today!

Strategies for 5 - District Resources; Budget, Facilities, and Staffing

- Shout out to the students of NCHS! Our parking lot and grounds continue to look great because of their efforts to keep everything clean. Well Done Pioneers!
- Pioneer Passport Program - we were able to draw the winning ticket for a new Apple MacBook among our seniors who completed their Pioneer Passports. Pioneer Passports include a series of tasks that walk seniors through the entire college-going and financial aid process. Five seniors completed all the tasks and were eligible for this drawing: Rylee Stracke, Jojo Thon, Isabelle Johnson, Natalie Nelson, and Edenilson Pro. Congratulations to Rylee Stracke on winning the MacBook!

NCPS Board of Education Report
High School Activities
April, 2025

Strategies for 1 - High Quality Instruction and Learning Expectations; Programs, Experiences, and Approaches

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Strategies for 2 - Culture, Connectedness, and Personnel Effectiveness; Expectations, Development, and Excellence

- Pioneer Girls soccer is over halfway done with our season. We have been really competitive in every game but one so far this year. Our team is extremely young with 7 different freshmen having started Varsity at some point this year and typically having 5 freshman starters for Varsity. We have our Senior night April 11th and our Youth Soccer night the same night. We will have both JV and Varsity action April 11th and April 15th at home. Then we will be away on April 17th and 22nd. We will have the conference tournament following that and then district play begins at the beginning of May.

  Overall the season hasn't been successful in the Wins and Losses sense, but we have seen a ton of improvement in our team. We have 25 Freshmen or Sophomores on the team and have a ton of things to build on!

- Our Cheer team started our new season with tryouts for next year. We have several returning cheerleaders and three new additions. Congratulations to Seniors: Jadyn Lawrence, Heart Riosa, Mia Valquier and Zoey Stukenholtz; Juniors: Addison Bittner, MaKensie Briley, Brooke Burns, Amiya Ellis, Jordyn Larson, Taelynn Sammons, Addisyn Walters and Aivree Ward; Sophomore: Lily Munson; and Freshman: Brianna Burns. We are looking forward to summer camp in July and working on our competition programs for next year.

  We continue to work on building the program and are looking at some ways to increase participation at the Freshman level in future years.

- NCHS Drama just finished up our spring show. The kids seemed to really enjoy the process. We stepped outside of our comfort zone and tried new things with this

production, and it seemed to pay off. We are heading into next season with a positive mindset and celebrating a successful performance.

- Nebraska City High School FCCLA attended the State FCCLA Leadership Conference on April 6-8 in Lincoln. The chapter received a National Program Award, Membership Award, Jr. Membership Award, and a GOLD Chapter Award. They were also honored for the first time with the Chapter Spirit Award.

  While at the conference, 3 members competed with the STAR (Students Taking Action with Recognition) projects they have worked on this year. Ryan Walker and Blayne Rumery competed in Professional Presentation and received a GOLD medal and a 4th place finish. Natalie Nelson competed in Nutrition and Wellness and received a GOLD medal and was STATE CHAMPION! This qualifies her for the National Leadership Conference this summer in Orlando, FL.

- Science Club has a busy April. We are partnering with Keep Nebraska City Beautiful to provide assistance during the Electronic Recycling Event Sat, Apr 12th and the Great American Cleanup Tue, Apr 22nd. We are also actively collecting flexible plastics such as grocery bags, water bottle case wrapping, and bread bags in order to earn a NEXTREX plastic bench. We are currently at 735lbs - our goal is 1000lbs! Collection sites include NCHS, Morton James Public Library, and Keep Nebraska City Beautiful. We are also collecting large quantities from local businesses - ACE Westlake Hardware and Morton Salt. After we meet our goal, we will partner with a student group at NCMS to earn their bench. Our future plans include benches for Hayward and Northside as well.

  On Tuesday, March 18th the Science Club and the students in the 18-21 class took a trip to the Luminarium in Omaha. We had a great time! We explored sound, light, motion, heat, and shapes. All of the exhibits had hands-on components and everyone was encouraged to play. We received many compliments on how our students behaved and interacted with the space - very respectful. A big thanks to Mrs. Gochenour, Mrs. Johnson, Mrs. VerMaas, and Mr. Blum for coming along for the fun! We hope to collaborate on other field trips in the future.

- High School Pioneer Football has started gathering every morning from 6:45-7:15am engaging in extra strength and conditioning sessions and skills and drills on the field with our student athletes. Our student-athletes are working hard this offseason in preparations for a big summer full of strength and conditioning sessions, skills camps and clinics, and our team camp to end the summer leading into the Fall sports season for 2025-2026. Go Pioneers!

- The high school band attended the Doane Invitational and got to perform under the baton of Rossano Galante, a concert band and film score composer. He's worked on movies such as "3:10 to Yuma," "Avengers - Age of Ultron," "Super Mario Brothers," "A Quiet Place," and several others. The students had a clinic with him in the morning, toured the campus, then performed on a concert in the afternoon. Two other ensembles, Bellevue West Wind Ensemble, and the Doane Concert Band also played on the concert.

  The Pioneer Jazz Band went to Peru State last Friday and will be participating in the NSBA State Jazz Band Contest this Friday, April 11. The music department has our Pre-Contest coming up on April 14th at 7pm in the gym, District Music Contest in Auburn on April 25, Arbor Day on April 26, and our final concert of the year, Bandfest with the middle school bands on May 8th at 6:30!

- Boys soccer is approximately halfway through the season. The Pioneers were able to pick up their first win in 2 years against College View Academy. Goalkeeper Cutler Adams just went over 500 saves for his career!

- FFA just completed the State FFA Convention. The Pioneers had 5 seniors receive their state degrees: Cutler Adams, Jayden Adams, Tarryn Godsey, Lextyn Harker, and Kaidyn Maybee. We received a Premier Chapter Ranking and our application will go on to National Judging.

  The Nebraska City FFA banquet will be held on April 13th at Pin High.

- Concert season is upon us. The high school choirs will participate along with the bands in the Pre-Contest Concert this coming Monday, April 14. District Music Contest will take place on April 25 at Auburn High School. Our large groups will perform at the contest as well as several soloists, duets and other small singing groups. Finally, our Choral Celebration Concert and Senior Send-off will be on Tuesday, May 6.

- Unified Track has been practicing field events and preparing for our Track Meet in Ashland-Greenwood on May 2.

  The Pioneers have 8 athletes and 8 unified partners signed up to participate in running and field events.

Strategies for 3 - Whole Child Focused Learning; Curriculum, Instruction, Programs, Experience, and Approaches

Strategies for 4 - Communication and Stakeholder Engagement; Communication, Engagement, and Transparency

Strategies for 5 - District Resources; Budget, Facilities, and Staffing

- Talks have begun with the Nebraska City athletic boosters about financial assistance with uniforms through the course of the year.
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3003
Bidding for Construction, Remodeling, Repair or Site Improvement

I. Applicability of this policy.

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

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

II. Projects with an Estimated Cost of Less than $109,000

A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than $109,000.
B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.
E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than $109,000 they must follow the formal procedures outlined in this policy.

III. Formal Bidding for Major Purchases and Construction

A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project exceeds $109,000 for the construction, remodeling or repair of a

school-owned building or for site improvement.

B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds $118,000.

C. Advertising for Bids

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

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

D. Bid Documents

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

2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.

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

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

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

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

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

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

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

Adopted on: November 14, 2016
Revised on: July 10, 2017; August 13, 2018; September 13, 2021
Reviewed on:

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

I. Applicability of the Policy

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

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds $109,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In addition, all procurement and construction shall comply with the rules and requirements of 2 CFR part 200.317 through 200.326 and 34 CFR sections 75.601 through 75.615. I In the event of a conflict between state and federal law, the more stringent requirement shall apply.

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

A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under $250,000

A. Methods of Bidding/Soliciting Quotations or Estimates

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

1. Construction with an Anticipated Cost of up to $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.

2. Construction with an Anticipated Cost of between $10,000 and $250,000 (Simplified Acquisition Procedures)

For construction projects subject to this policy, simplified acquisition are purchases that, in the aggregate amount, is more than $10,000 and less than $250,000 annually. For simplified acquisition price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts.

B. Construction Projects with an estimated cost of between $109,000 and $249,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an anticipated aggregate cost of $109,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between $109,000 and $250,000.

IV. Construction Projects with an Anticipated Cost Over $250,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of $250,000 or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publicly advertised;

2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

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

4. The contract will be awarded to the lowest responsive and responsible bidder.

a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.

b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.

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

5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

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

B. Advertising for Bids.

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

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

C. Bid Documents

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

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

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

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

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

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

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and

other relevant factors.

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

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

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. This includes a "Buy American" provision that provides that as appropriate and to the extent consistent with law, the District and contractor should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of the Buy American provision must be included in all subawards including all contracts and purchase orders for work or products under this award.

B. Contracting with Certain Vendors

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

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

C. Full and Open Competition

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

D. Debarment and Suspension

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

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

The District will verify debarment or suspension by 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.

E. Settlements of Issues Arising Out of Contract

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

F. Record Keeping

1. Record Retention

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

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

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

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 Construction Records for Projects Financed with Federal Funds

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

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

VI. Conflict of Interest and Code of Conduct

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

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

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.

2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

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

D. Enforcement

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

VII. FinancialManagement

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. 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.

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.

C. Documentation of Personnel Expenses

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

VIII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 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.

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

C. 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: November 14, 2016
Revised on: August 13, 20218; June 10, 2019; September 13, 2021, June 13, 2022; July 10, 2023; June 10, 2024
Reviewed on:

3004.1
Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

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

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

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

II. Procurement System

The District maintains the following purchasing procedures.

○ A. Responsibility for Purchasing

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

authorized by this policy will be the responsibility of the person making the commitment.

- **B. Methods of Purchasing**

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

1. **Purchases up to $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.

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■ 5. **<u>Competitive Proposals.</u>**

- 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 to the maximum extent practical;

- 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 types of 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, compliance with 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 $5,000, 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 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 original or replacement 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.

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  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.

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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 cases, 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: November 14, 2016
Revised on: July 10, 2018; June 10, 2019; December 14, 2020; September 13, 2021, June 13, 2022; July 10, 2023; June 10, 2024; December 9, 2024
Reviewed on:

3012
School Meal Program and Meal Charges

Meal Program. The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent. Families may apply for free or reduced-price school meals at any time during the school year.

Payment Options. Families may pay for school lunches using cash or check. Electronic payments are also available through a link on PowerSchool.

Meal Charge Policy. The district will notify students and their families of the policy for **Charged Meals**, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

The district's policy on charged meals is:

If a student has no funds available to pay for a meal, the student will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. The student's account will continue to accrue charges for the reimbursable meal(s) provided.

Upon charging five (5) meals, the building principal or designee shall be responsible for contacting parent to inform them of a negative lunch balance and to develop a plan for payment of the negative balance. Students who qualify for free meals will not be denied or charged for a reimbursable meal, even if they have accrued a negative balance from other food purchases.

School staff or food service management company employees shall prohibit any students from charging a la carte or extra items if they do not have cash in hand.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee shall make continued reasonable efforts to contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. Such communications shall be documented and made available to the Superintendent or designee when requested. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law.

Collection efforts may continue into a new school year.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

Adopted on: November 14, 2016
Revised on: July 10, 2017; February 10, 2020, August 8, 2022
Reviewed on:

3037
Petty Cash

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

Fund Custodians. The amount of each fund will not exceed $25. The individuals holding the following employment positions shall be the custodians of each petty cash fund and shall administer and be responsible for them:

Elementary School: Building Secretary
Middle School: Building Secretary
High School: Building Secretary
District Office: Building Secretary

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

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

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

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

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

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

Adopted on: November 14, 2016
Revised on:
Reviewed on: August 8, 2022

3057
Title IX Policy

Nondiscrimination. The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at Title IX Coordinator, 1700 14th Ave., Nebraska City, NE 68410; email, jhippen@nebcityps.org, 402-873-6033. The school district's nondiscrimination policy and grievance procedures are included this policy, or can be accessed at: nebcityps.org To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

Publication Notice. The school district will include the following notice on its website and in each handbook, catalog, announcement, bulletin, application form, and other places as required by law:

> The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: Link to Notice of Nondiscrimination

Retaliation Prohibited. Retaliation, including peer retaliation, is prohibited in the school district's education program or activity. If the school district has information about conduct that reasonably may constitute retaliation under Title IX, it may be required to treat it as an allegation of sex discrimination. Upon receiving a complaint alleging retaliation, the school district will initiate its grievance procedures or informal resolution process.

Definitions. As used in this policy, the following terms are defined as follows:

> **Complainant** means an employee, a student, or a parent, guardian, or other individual with the legal right to act on behalf of a complainant who is alleged to have been subjected to conduct that could constitute sex

discrimination, including sex-based harassment; or any other person who may have been subjected to sex discrimination when that person was participating or attempting to participate in the school district's education program or activity.

Complaint means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged sex discrimination under Title IX.

Consent for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. School district officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

Respondent means a person who is alleged to have violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that the school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

Sex-based harassment prohibited by this part is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex that is:

Quid pro quo harassment. An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school

district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in the school district's education program or activity.

Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

Sex Offenses, Forcible—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

- **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the

consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

- **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses, Non-forcible—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

- **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

Dating violence meaning violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length and type of relationship and the frequency of interaction between the persons involved in the relationship;

Domestic violence meaning felony or misdemeanor crimes committed by a person who:

- Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the school district, or a person similarly situated to a spouse of the victim;
- Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction

Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Response to Sex-based Harassment.

All Employees. All school district employees must notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination, including sex-based harassment under Title IX.

Title IX Coordinator. The school district will designate and authorize at least one employee as the school district's "Title IX Coordinator," to coordinate the school district's efforts to comply with its responsibilities under Title IX and this policy. The superintendent or Title IX Coordinator is authorized to delegate specific duties to one or more designees.

For conduct that could constitute sex-based harassment, the Title IX Coordinator must take the following actions:

- Offer and coordinate supportive measures for the complainant and for the respondent;
- Notify the complainant or the individual who reported the conduct of the grievance procedures and, if appropriate, the informal resolution process.
- Take other appropriate steps to avoid the recurrence of sex discrimination and restore or maintain equal access to the school district's programs and activities.

Supportive Measures. The school district will provide supportive measures, as appropriate, in cases involving sex-based harassment. These measures may include but are not limited to: counseling; extending deadlines; increased supervision; no-contact directives; leaves of absence; changes in class, work, or activities, regardless of whether there is a comparable alternative; and training and education programs related to sex-based harassment. Supportive measures may be continued, modified, or discontinued at the conclusion of any grievance

process. Supportive measures will not be disclosed to anyone other than the person to whom they apply and others, including school officials, who need to know the supportive measures to implement them.

Requests to Modify Supportive Measures. A complainant or respondent may request modification or reversal of the school district's decision to provide, deny, change, or terminate supportive measures applicable to them. Requests must be made to the Title IX Coordinator in writing, and an impartial individual will review the request.

Students with Disabilities. If the complainant or respondent is a student with a disability, the Title IX Coordinator will consult with one or more members of the student's IEP or Section 504 team to determine compliance with those laws while implementing supportive measures and all other requirements of this policy and Title IX.

Emergency Removal. The school district is authorized to remove a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis; determines that an imminent and serious threat to the health or safety of a complainant or other persons arising from the allegations of sex discrimination justifies removal; and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

Administrative Leave. The school district is authorized to place an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures.

Informal Resolution. The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged in sex-based harassment of a student or informal resolution would be contrary to law. Prior to initiating informal resolution, the parties will be provided with notice of the allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and respondent, the ability to withdraw from the process, and

the right to resume the grievance process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process.

The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.

If informal resolution is offered, the school district will maintain all evidence gathered, communications about the informal resolution process, and the agreement reached. This information will be disclosed to outside individuals only as permitted by law and if required to implement the requirements of the agreement or Title IX. If no agreement is reached, only relevant and permissible evidence received during the informal resolution process will be considered during the grievance process.

Grievance Procedures to Resolve Complaints of Sex Discrimination. Any person designated as Title IX Coordinator, investigator, or decision maker will not have a conflict of interest or bias for or against any party, generally or specifically. The decisionmaker may be the same person as the Title IX Coordinator or investigator.

Complaint. Complaints of sex-based harassment may only be made by a complainant; a parent, guardian, or other individual with the legal right to act on behalf of a complainant; or the Title IX Coordinator. Complaints of sex discrimination (excluding complaints of sex-based harassment) may be made by any person who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.

Complaint by Coordinator. In the absence of a complaint made by any other individual, the Title IX Coordinator will determine whether to initiate a complaint of sex discrimination. The Title IX Coordinator must consider, at a minimum, the following factors:

- The complainant's request not to proceed with the initiation of a complaint;

- The complainant's reasonable safety concerns regarding the initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the school district;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If the Title IX Coordinator initiates a complaint, they will notify the complainant prior to doing so and address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.

Consolidation of Complaints. The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references in this section to a party, complainant, or respondent include the plural, as applicable.

Basic Procedures. This grievance procedure is governed by the following basic requirements:

- A respondent is presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedure;
- The school district will treat the complainant and respondent equitably throughout the grievance process;
- The school district will take reasonable steps to protect the privacy of individuals participating in the grievance process in a manner that does not restrict the parties from obtaining and presenting evidence, speaking to witnesses, consulting with family members or advisors, or otherwise participating in the grievance process;
- The District will use the following timelines for each complaint, but the Title IX Coordinator or designee may extend them as needed:

Major Stage	**Target Duration** (calendar days)
Completion of the school district's decision whether to dismiss or investigate a complaint of sex discrimination	1-15
Investigation	1-30
Determination	1-30
Appeal	1-20

Notice of Allegations. Upon initiation of the grievance procedure, the school district will provide notice of the allegations to the parties whose identities are known. The notice will include a copy of this policy; the parties involved in the incident(s); the conduct alleged to constitute sex discrimination; and the date(s) and location(s) of the alleged incident(s), if available. Retaliation is prohibited.

If the school district decides to investigate additional allegations of sex discrimination that are not included in the initial notice, the school district will provide notice of the additional allegations to the parties.

Complaint Investigation. The burden is on the school district to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. The individual investigating and deciding the complaint will:

- Provide an equal opportunity for the parties to present fact witnesses and relevant and permissible evidence;
- Objectively review all evidence gathered through the investigation and determine what evidence is relevant and permissible;
- Provide each party with an accurate description of the relevant and permissible evidence, and upon request, copies of this evidence;
- Provide the parties a reasonable opportunity to respond to the evidence;
- Use a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility, but credibility will not be based upon any individual's status as a complainant, respondent, or witness; and
- Take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Relevant and Permissible Evidence. The school district will consider relevant and permissible evidence. Relevant evidence is evidence related to the allegations of sex discrimination under investigation as part of the grievance procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Generally relevant evidence is permissible, but does not include:

- Evidence that is protected under a privilege as recognized by Federal or State law;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional in connection with the provision of treatment to the party or witness unless the school district obtains that party's or witness's voluntary, written consent for use in this grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless that evidence is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.

Determining Whether Sex Discrimination Occurred. The school district will:

- Use the preponderance of the evidence standard of proof, that it is more likely than not, to determine whether sex discrimination occurred;
- Use only relevant and permissible evidence to reach a determination;
- Notify the parties in writing of the determination whether sex discrimination occurred, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- If there is a determination that sex discrimination occurred, coordinate and provide remedies to restore equal access, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take

other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur;

- Not discipline a party, witness, or others participating in a school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

Dismissal of a Complaint. A complaint of sex discrimination made through the grievance procedure may be dismissed for any of the following reasons:

- The school district is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the school district's education program or activity and is not employed by the school district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that without the complainant's withdrawn allegations, the remaining alleged conduct would not constitute sex discrimination even if proven;
- The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint under this paragraph, the school district must make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The school district will notify the complainant that a dismissal may be appealed and provide the complainant with an opportunity to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the

respondent that the dismissal may be appealed on the bases set out in this policy. Upon the dismissal of a complaint, at a minimum, the school district will:

- Offer supportive measures to the complainant, and offer supportive measures to the respondent if the respondent has been notified of the complaint;
- Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

Appeal. The school district will provide the parties the opportunity to appeal the decisionmaker's written determination or a dismissal of a complaint, on the grounds identified below. The school district will implement appeal procedures equally for the parties, including a reasonable and equal opportunity to make a statement in support of or challenging the outcome being appealed. Appeals under Title IX, like other comparable proceedings, will be handled consistent with the school district's general complaint policy.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the superintendent within three (3) calendar days of the party's receipt of (1) the written determination of whether sex discrimination occurred from which the appeal is taken, or (2) the written dismissal of the complaint from which the appeal is taken.

Notice of Appeal Filed By Party. The Notice of Appeal must include (a) the name of the party or parties appealing, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from the following subsection) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy and Title IX.

Appeals of Dismissals. If a dismissal is appealed, the school district will provide notice of the allegations to the complainant and respondent if not provided previously.

Appeal Decision. The decisionmaker for the appeal will be an individual who did not take part in the investigation, determination, and/or decision to dismiss the complaint. The appeal decisionmaker will notify the parties of the result of the appeal and the rationale for the result.

Disciplinary Sanctions and Remedies. If it is determined that sex-based harassment occurred, the school district may impose disciplinary sanctions that may include suspension, expulsion, mandatory reassignment, adverse employment action up to and including termination, or any other actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.

Superintendent Authorized to Contract. The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the school district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

Recordkeeping. The school district will maintain the following documents for a period of at least seven years:

- For each complaint of sex discrimination, records documenting the informal resolution process or grievance procedures and the outcome.
- Records documenting the actions the school district took to meet its obligations under Title IX for any allegation of sex discrimination.

- All materials used to provide training as required by this policy. The school district will make these training materials available upon request for inspection by members of the public.

Adopted on: August 10, 2020
Revised on: June 13, 2022; July 8, 2024
Reviewed on:

Educational Service Unit 4

2301 Dahlke Ave.; PO Box 310
Auburn, NE 68305
402.274.4354
402.274.4356 (fax)
www.esu4.org

Administrator Gregg Robke

Director of Support Services Chuck Hummel

Health Services Director Felicia Martin, RN

Teaching and Learning Team Jen Madison/Tara Gossman/Erin Hamilton

Special Education Director Wendy Craig

NCECBVI Superintendent Tanya Armstrong

Technology Director Dustin Buggi

Date: March 11, 2025

To: ESU 4 Superintendents

From: Gregg Robke
Administrator

Re: Core Services
Program Support: 2025-2026 School Year

The service units in Nebraska are required by law to provide *Core Services* (Rule 84) to member schools. In order to do that, the state provides some funding, which is based on the student enrollment numbers for each district. This information is shared with superintendents each year.

I have not received a draft from NDE regarding Core Services funds for 2025-2026. The amount for 2024-2025 is $211,750.46.

Each service unit in the state is given the responsibility to define Core Services within the following prerequisites:

A. Core Services shall be within the following service areas in order of priority:
    a. Staff Development;
    b. Technology; and
    c. Instructional Material Services;
B. Core Services shall improve teaching and student learning by focusing on enhancing school improvement efforts, meeting statewide requirements, and achieving statewide goals in the state's system of elementary and secondary education;
C. Core Services shall provide schools with access to services that:
    a. The educational service unit and its member school districts have identified as necessary services;
    b. Are difficult, if not impossible, for most individual school districts to effectively and efficiently provide with their own personnel and financial resources;
    c. Can be efficiently provided by each educational service unit to its member school districts;
    d. Can be adequately funded to ensure that the service is provided equitably to the state's public school districts;
D. Core Services shall be designed so that the effectiveness and efficiency of the service can be evaluated on a statewide basis; and

E. Core Services shall be provided by the educational service unit in a manner that minimizes the costs of administration or service delivery to member school districts.

Statutes also state that in order for Core Services to be provided to member schools, two-thirds of the member districts representing a majority of the students must approve these services. The statute also has the same requirement for additional services provided by the ESU and funded by the general fund tax levy. In the past a district's participation in Core Service Programs has been identified by a resolution approved by the board of education for each district. Support services have been identified and supported by the unit's Advisory Committee. In addition to utilizing property tax receipts for support services, portions of those costs are paid for by the districts utilizing the services. This plan has been, and is discussed continually, and is supported by the ESU 4 Advisory Committee.

At this point, the amount of Core Services funding is not known. To meet the intent of the law in a professional manner given the financial constraints continues to be a challenge. The financial and professional support shown by our districts is wonderful and has been very beneficial. Such support allows the services to continue.

Please sign this letter as your district's representative and I would ask that this letter is shared with your Board of Education at your next meeting.

Thank you for the continued support for ESU 4's Core Services programs and for the endorsement of the identified support services we have provided, and will continue to provide.

Sincerely,

_____ _____

Gregg Robke
Administrator, ESU 4

Date

District Signature: _____

Nebraska City Public Schools _____

District

_____

Date

School Nutrition Program
Renewal of Food Service Management Company (FSMC) Contract Fixed Price
School Year (SY) 2025-26

School District Name	Agreement #	
Address	City	Zip
Contact Person	Date	
FSMC		

Initial SY of Contract _____ Year of Renewal (check) ☐1 ☐2 ☐3 ☐4

This contract amendment is between the School Food Authority (SFA) and FSMC. The term of this contract renewal shall be for one (1) year beginning on July 1, 2025, and continuing until June 30, 2026, unless terminated by either party as provided in the contract. The terms and conditions of the original contract are applicable to the contract renewal. Any changes to the scope of service provided by the FSMC that is beyond the scope or original intent of the contract requires a rebid of the contract.

The FSMC must operate in accordance with all applicable program laws and regulations, which are required by federal and state governments. If there are any changes to these laws and regulations, these are automatically incorporated herein, effective as of the date specified in the law and regulation.

Under the contract the FSMC must credit the SFA for the value of all USDA Foods received for use in the SFA's meal service in the school year, including both entitlement and bonus foods and the value of USDA Foods contained in processed end products, in accordance with the contingencies of 7 CFR 250.51(a).

FSMC to complete the table below:

Beginning USDA Foods & DoD Fresh Fruit and Vegetable Program Entitlement Value for SY 24-25	$
Remaining Unused USDA Foods & DoD Fresh Fruit and Vegetable Program Entitlement for SY 24-25 as of: _____(Date)	$
Estimated Unused USDA Foods & DoD Fresh Fruit and Vegetable Program Entitlement for SY 24-25 as of June 30,2025	$

Price per Meal and Meal Equivalents must be quoted as if no USDA Foods will be received. The Meal Equivalency Factor for SY 2025-2026 is **$4.99.**
Percentage increase must not exceed the Consumer Price Index (CPI) of **4.03%** (Consumer Price Index for All Urban Consumers for the food away from home series during the 12-month period May 2023-May 2024) as specified in the original FSMC contract.

https://www.federalregister.gov/documents/2024/07/10/2024-15175/national-school-lunch-special-milk-and-school-breakfast-programs-national-average-paymentsmaximum

THIS CHART IS REQUIRED TO BE COMPLETED BY THE FSMC:

Meal Type	Fee Per Meal	SY 24-25	Percent Change	SY 25-26
NSLP Fixed Price Per Meal Fee	**Breakfast:**	$		$
	Lunch:	$		$
	Afternoon Snack:	$		$
Preschool CACFP Meal Pattern	**Breakfast:**	$		$
	Lunch:	$		$
	AM/PM Snack (non-reimbursable)	$		$
SFSP Fixed Price Per Meal Fee	**Breakfast:**	$		$
	Lunch:	$		$
	Snack:	$		$
	Supper:	$		$
Seamless Summer Option Meal Fee	**Breakfast:**	$		$
	Lunch:	$		$
	Snack:	$		$
	Supper:	$		$
CACFP Fixed Price Per Meal Fee	**Breakfast:**	$		$
	Lunch:	$		$
	Snack:	$		$
	Supper:	$		$
Special Milk Program	**Price per Carton:**	$		$
Non-Reimbursable Milk	**Price per Carton:**	$		$
Meal Equivalent Fee for Non-Reimbursable Sales: a la carte, ineligible student meals, extra milk at mealtime, paid adult meals.		$		$
Meal Equivalent Factor		$ 4.715		$ 4.99
***SFA's Vended Meals:**	**Breakfast:**	$		$
	Lunch:	$		$
	Snack:	$		$
	Supper:	$		$
***SFA's Vended Meals:**	**Breakfast:**	$		$
	Lunch:	$		$
	Snack:	$		$
	Supper:	$		$
Guarantee (SY 2025-2026)		$		
Contract Value (SY 2025-2026)		$		

*FSMC must indicate fixed meal pricing for each vended meal program.

Revision of RFP Document 3-5-2025

Section III. STANDARDS TERMS AND CONDITIONS

E. Purchases

6. The SFA and FSMC shall comply with the Buy American provision. The SFA and FSMC shall purchase, to the maximum extent practicable domestic commodities or products (7 CFR 210.21(d) and 220.16(d)).

   The SFA reserves the right to review vendor purchase records to ensure compliance with the Buy American provision. The FSMC must submit a written exemption request to the SFA prior to offering the non-domestic product, which includes:

   - A detailed justification as per the limited exemption to the Buy American provision is necessary which includes why a non-domestic product must be purchased and/or substituted for a domestic commodity SP 38-2017;
   - Dates and/or frequency the non-domestic product will be offered and/or substituted as required by USDA Policy Memo SP 38-2017.
   - The signed and dated Exemption Request is submitted to SFA's Authorized Representative or another SFA contact as indicated here: _____
     The SFA must determine if the exemption is needed. If needed the SFA must sign and date the Exemption Request.
   - The FSMC will comply and provide documentation of the phased-in cap on total non-domestic food purchases as specified in the Final Rule titled Child Nutrition Programs: Meal Patterns Consistent with the 2020-2025 Dietary Guidelines for Americans.

7. The FSMC shall provide Child Nutrition (CN) labeling, Product Specification information, Nutrition Facts labels, and any other documentation requested by the SFA to ensure compliance with USDA regulations.

USDA Foods
From the Nebraska Distributing Agency for USDA Foods

F. USDA Foods

1. The FSMC shall:
    a. Ensure compliance with Federal requirements in 7 CFR 250 and the federal requirements in 7 CFR 210, 220, 225, 226, as applicable and the SFA's Recipient Agency Agreement with the State Distributing Agency;
    b. Ensure compliance with the provisions of the distributing or recipient agency processing agreements, and will ensure crediting of the recipient agency for the value of donated foods contained in such end products at the processing agreement value (7 CFR 250, 7 CFR 250.53 (a)(7));
    c. Be responsible for the following activities relating to donated foods, in accordance with 250.50(d), with assurance that such activities will be performed in accordance with the applicable requirements in 7 CFR part 250; 7 CFR 250.53(a)(4);
    (Check all that apply)
        - ☑ Preparing and serving meals
        - ☑ Ordering or selecting in coordination with the SFA; direct delivery items (brown box), end products, items through US Department of Defense Fresh Fruit and Vegetable Order Receipt System (DoD FFAVORS), or requesting bulk diversions to processors in accordance with the distributing agency's State Participation Agreements, and in accordance with utilizing the SFA's Entitlement 250.58(a)
        - ☑ Storage and inventory management of donated foods, in accordance with 7 CFR 250.52, 7 CFR 250.14, 7 CFR 250.53 (a)(9)
        - ☑ Arranging warehouse and delivery services that are beyond the scope of the distributing agency's services and costs are included in the fixed price
        - ☑ Payment of fees charged by the distributing agency, (i.e., distribution) or processing fees, as applicable.
    d. Ensures it will not itself enter into the processing agreement with the processor required in subpart C (7 CFR part 250, 7 CFR 250.53(a)(8));
    e. Credit the SFA for the value of all donated foods received for use in the SFA's meal service in the school year or fiscal year in accordance with 7 CFR 250.51(a) and (b). The method of crediting will be by invoice reductions, refunds and discounts as applicable.

f. Will use all allocated donated ground beef, donated pork, and all processed end products in the SFA's Food Service Program (7 CFR 250.53(a)(5));
g. Use all other donated foods, or commercially purchased foods of the same generic identity, of U.S. Origin, and of equal or better quality than the donated foods, in the SFA's food service (7 CFR 250.53(a)(6));
h. Agree to select, accept, and use USDA Foods in as large a quantity as may be efficiently utilized in the SFA's nonprofit food service. The FSMC shall consult with the SFA in the selection of USDA foods; however, the final determination as to the acceptance of USDA foods must be made by the SFA;
i. Accept liability for any negligence on its part that results in any loss of, improper use of, or damage to USDA Foods;
j. Be prohibited from cashing out USDA Foods and providing a credit to the SFA for USDA Foods;

End Product Methods of Sale (Value pass through systems) in general.
May be revised by the distributing agency.

Value pass through system:	Rebate or Refund*	Indirect Discount	Fee for Service	Direct Discount	DoD FFAVORS
Type of bank:	Sponsor	Single or Sponsor	Single or Sponsor	Sponsor	n/a
SFA or FSMC buys from:	Processor or distributor	Distributor	Distributor or processor	Processor	DoD vendor
Pass through performed by:	Processor	Distributor	Processor	Processor	DoD vendor
How pass through is performed:	Processor cuts a check to the SFA or FSMC.	Discounted invoice	DF value is not included in the processing fee.	Discounted invoice	Billed to SFA PAL in coordination with the distributing agency
Method of determining Donated Food (DF) value used in crediting:	Credit value = rebate value = processing agreement value times received cases	Credit value = discount value = processing agreement value times received cases	Credit value = DF value = processing agreement value times received cases	Credit value = discount value = processing agreement value times received cases	Credit value = prices on the DoD vendor invoices. Also recorded in FFAVORS
Documentation of donated food values is located on:	Processor's USDA approved SEPDS	Processor's USDA approved SEPDS	Processor's USDA approved SEPDS	Processor's USDA approved SEPDS	DoD vendor invoices. Also recorded in FFAVORS
Documentation of cases received	Supplier invoices or allocations in CNPweb	Distributor invoices or allocations in CNPweb	Supplier invoices or Allocations in CNPweb.	Processor invoices or allocations in CNPweb	DoD vendor invoices. Also recorded in FFAVORS

*Rebate or refund is authorized only when:
(1) A Recipient Agency's distributor does not report transactions to K12 FoodService or ProcessorLink, or
(2) a processor does not utilize K12FoodService or ProcessorLink.

k. Credit the SFA for the value of all donated foods received for use in the SFA's meal service for each month by separate line-item entry(s) on the FSMC monthly invoice. This includes both entitlement and bonus foods: DOD Fresh Fruit and Vegetable Program and including the value of donated foods contained in processes end products, in accordance with the contingencies in 7 CFR 250.51 (a) and 7 CFR250.53(a)(1). Documentation such as distributor invoices or usage reports available from processors or the distributing agency to support the credit must be provided with the monthly invoice (7 CFR 250.53(a)(2)). USDA Foods/DOD Fresh Fruit and Vegetable Invoices for each month must be provided to the SFA to demonstrate the correct credit has been received;

l. Use the donated food values determined by the distributing agency in crediting for the value of donated foods in accordance with (7 CFR 250.58(e)) and (7 CFR 250.51(c));
    i. For processed end products, the method of determining the donated food values to be used in crediting is the processing agreement value found on the processor's Summary End Product Data Schedules (SEPDS) (available from the distributing agency) times the number of cases received.
    ii. A bank of donated food must be available at a processor in order to credit the SFA for the value of donated foods in end products.
    iii. In accordance with the distributing agency's processing agreements and distribution contracts, single banks are used when end products are purchased through the awarded distributor, or when the awarded distributor acts as an agent for the total case price under Fee for Service. Single banks are managed by the distributing agency.
    iv. A sponsor bank is used when end products are purchased from a processor, other distributors, or when rebates are requested. Sponsor banks are managed by the SFA or the FSMC, as applicable.
    v. The SFA or FSMC may provide a distributor written approval to act as an authorized agent for the total case price (i.e., including the fee-for-service and the delivery charge), in accordance with 7 CFR 250.36 (e)(2).
    vi. The donated food values to be used in crediting are the values of Allocations, as recorded in CNPweb for all warehouse deliveries and end products obtained through all value pass through methods. The values of donated foods obtained through The US Department of Defense (DoD) Fresh Fruit and Vegetable Order Receipt System (FFAVORS) are documented on the DoD vendor's invoices, recorded within FFAVORS and reconciled in CNPweb annually.

m. Ensure that the procurement of processed end products on behalf of the recipient agency, as applicable, will ensure compliance with the requirements in subpart C of 7 CFR 250 and with the provisions of distributing or recipient agency processing agreements 7 CFR 250.53(a)(7);

n. Comply with the storage and inventory requirements for donated foods in accordance with (7 CFR 250.14) and (7 CFR 250.53(a)(9));

o. Allow the SFA, distributing agency, sub-distributing agency, the Comptroller General, the Department of Agriculture, or their duly authorized representatives, to perform onsite reviews of the FSMC's food service operation, including the review of records, to ensure compliance with requirements for the management and use of donated foods (7 CFR 250.53(a)(10)); and

p. Maintain records to document compliance with requirements relating to donated foods, in accordance with (7 CFR 250.54(b)); (7 CFR 250.53(a)(11)). Failure of the FSMC to comply with recordkeeping requirements is considered evidence of improper distribution or loss of donated foods and may result in a claim against the FSMC for the loss or misuse of donated foods.

2. The SFA shall:
    a. Retain title to all donated foods and follow all required provisions of (7 CFR 210, 220, 225, 226 and 250) as applicable;
    b. Ensure that all donated foods received for use by the SFA in the school year are used in the SFA's food service, or that commercially purchased foods are used in place of such donated foods only in accordance with requirements in (7 CFR 250.50(a), 250.51(d));
    c. Conduct a reconciliation at least annually and upon termination of the contract, to ensure the FSMC has credited the value of all donated foods received for use in the SFA's food service in the school or fiscal year, including the value of donated foods contained in processed end products in accordance with (7 CFR 250.51(a));
    d. Ensure that all USDA foods made available to the FSMC, including processed USDA foods, accrue only to the benefit of the SFA's NPFSA and are fully utilized therein (7 CFR 210.16(a)(6), 7 CFR 250.50(a)). All refunds and rebates received from processors regarding USDA foods must be retained by the SFA. The SFA must ensure that the FSMC has credited it for the value of all USDA foods received for use in the meal service in the school year, in accordance with 7 CFR 250.51(a) and (b);
    e. Ensure that the FSMC is in compliance with the requirements of the inventory, storage, and record retention of USDA Foods through its monitoring of the food service operation, as required in (7 CFR 210, 225, 226);
    f. Maintain oversight responsibility for storage and delivery services when such activities are conducted or contracted by the FSMC and any aspect of financial management relating to USDA Foods (7 CFR 250.15);
    g. Assure the maximum amount of USDA Foods usable in the food service are received and utilized by the FSMC (7 CFR 210.9(b)(15)); and
    h. Consult with the FSMC in the selection of USDA Foods; however, the final determination as to the acceptance of USDA Foods must be made by the SFA.

3. Extensions or renewals of the contract, if applicable, are contingent upon the fulfillment of all contract provisions relating to donated foods (7 CFR 250.53 (a) (12)).

4. Upon termination of this Contract or subsequent renewals, the FSMC must return or provide payment for all unused donated ground beef, donated ground pork, processed end products; and other unused USDA Foods to the SFA in accordance with USDA Food Distribution Policy Memorandum FD 110.

Acceptance of Renewal Agreement

Do not sign until the renewal has been approved by NDE Nutrition Services.

SCHOOL FOOD AUTHORITY:	**FOOD SERVICE MANAGEMENT COMPANY:**
_____	_____
Name of SFA	Name of FSMC
_____	_____
Signature of Authorized Representative	Signature of Authorized Representative
_____	_____
Typed Name of Authorized Representative	Name of Authorized Representative
_____	_____
Title	Title
_____	_____
Date Signed	Date Signed

ANTI-COLLUSION AFFIDAVIT

STATE OF)

COUNTY OF)

_____, of lawful age, being first sworn on oath say, that he/she is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official of employees to quantity, quality, or price in the prospective contract, or any other terms of said prospective official concerning exchange of money or other thing of value for special consideration in the letting of contract; that the bidder/contractor had not paid, given or donated, or agreed to pay, give or donate to any officer or employee either directly or indirectly in the procuring of the award of a contact pursuant to this bid.

Signed _____

Subscribed and sworn before me this____day of_____, 20 _____

Notary Public (or Clerk or Judge) _____

My commission expires _____

****

Certification Regarding Lobbying

Certification Regarding Lobbying: Applicable to Grants, Sub-grants, Cooperative Agreements, and Contracts Exceeding $100,000 in Federal funds. Contractors that apply or bid for such an award must file the required certification.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of [School] Independent School District in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of [School] Independent School District in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding $100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

Name/Address of Food Service Management Company

_____

_____

_____

_____

Name/Title of Submitting Official: _____

Signature: _____ Date: _____

Debarment and Suspension Form

Debarment and Suspension and Other Responsibility Matters Primary Covered Transactions

School Food Authorities are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, sub awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

1. The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
    a. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
    b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
    c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
    d. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name_____Date_____

Name and Title of Authorized Representative _____

Signature of Authorized Representative_____

Nebraska City Public Schools
Computer Science & Technology Education School Board Report
Academic Year 2024-2025

In accordance with the Computer Science and Technology Education Act (Nebraska Revised Statutes 79-3301 to 79-3305) and Statute 79-729, Nebraska City Public Schools is pleased to provide an update on our progress toward meeting state requirements for Computer Science and Technology Education.

Legislative Requirements & Timeline

- **2025–2026 Academic Year**: School districts must offer computer science and technology instruction aligned to Nebraska's academic content standards at the elementary, middle, and high school levels.

- **December 1, 2026 & Annually Thereafter**: Districts are required to submit an annual report to the school board and the Nebraska Department of Education summarizing student progress and other district-selected measures of success in computer science and technology.

- **2027–2028 Academic Year**: Every graduating student must earn at least five high school credit hours in computer science and technology education, fulfilled through a single course or a combination of standards-aligned coursework.

High School Implementation Update

To meet the upcoming graduation requirement, Nebraska City High School began piloting a semester-long computer science course in Spring 2025, taught by Mr. McNeely. This course was developed collaboratively by Mrs. Sherwin, Mr. McNeely, and Mr. Ahlschwede during the summer of 2024 and is fully aligned with the Nebraska Computer Science and Technology Standards.

The course will be a graduation requirement for all students starting with the Class of 2028, and will be offered to sophomores during the semester opposite of Careers and Personal Finance, another state-required course.

Curriculum Overview

The curriculum emphasizes foundational computer science and digital citizenship skills, as well as hands-on programming experience and a culminating capstone project. Major topics include:

- Computer Literacy & Ethical Digital Practices
- Hardware, Software, and Networks
- Cybersecurity Fundamentals
- Computational Thinking
- Programming Literacy
- Capstone Project with Presentation

Curricular resources include the NDE's Canvas Commons modules and CodeHS, both recommended by the Nebraska Department of Education and available at no cost.

A full outline of course standards and pacing can be found in the High School Computer Science Curriculum Map, which tracks completed, in-progress, and planned content delivery. This document continues to guide instructional planning and refinement as the course evolves from pilot to requirement.

Department Collaboration & Curriculum Development

During district department work time on our Monday inservice days, the K–12 Computer Science Department used their time to ensure alignment with the Nebraska Computer Science and Technology Standards. This included cross-checking and revising their K–12 computer science curriculum maps and beginning the process of unit planning for future instruction. This ongoing collaboration ensures that our K–12 curriculum provides a cohesive, vertically aligned experience for all students.

Next Steps

- **2025–2026**: Begin tracking student progress in computer science and technology more formally and prepare the first state report due by December 1, 2026.
- **2025-2026**: Fully implement the 5-credit hour graduation requirement.

We are excited to support our students in gaining essential 21st-century skills through high-quality computer science instruction and will continue updating the Board annually as required by law.

NEBRASKA DEPARTMENT OF EDUCATION
COMPLIANCE CHECKLIST FOR
ACCREDITED SCHOOLS K-12

DEFINITIONS:

002.17 School means an individual attendance center within a school system which provides either elementary, middle, secondary and/or high school education.

002.18 School District means the territory under the jurisdiction of a single public school board as authorized in Chapter 79 of the Revised Statutes of Nebraska.

002.19 School System means a public school district or a nonpublic school or group of nonpublic schools under a governing body organized to provide education in elementary, middle, secondary, and/or high school grades as provided in this Chapter.

CODE SECTION	REGULATORY and STATUTORY REQUIREMENTS	MEETS COMPLIANCE Yes / No
003	**MANDATORY REQUIREMENTS FOR LEGAL OPERATION**	
003.01 Certification	The school system shall use only persons certificated pursuant to 92 NAC 21 to be a teacher or administrator. Pursuant to 79-1603 R.R.S., persons conducting religion or pre kindergarten classes in nonpublic schools which are not counted as a part of the school's courses for purposes of complying with the requirements of this Chapter are excluded from this requirement. Pursuant to 79-802.01 R.R.S., American Indian language teachers who are approved by the tribe to teach their native language are also excluded from this requirement when conducting native language classes.	

003.05 Graduation Requirements	Each high school shall require from grades nine through twelve at least 200 credit hours for graduation, for which at least 80 percent shall be from the core curriculum. The number of credit hours given for a course may be less than the number of instructional units and may be increased up to 25 percent above the number of instructional units. **003.05A** By the 2014-15 school year, school districts shall adopt and implement graduation requirements that meet the highest level of rigor of the standards as specified in the state standards set forth in the appendices of this Chapter, including, but not limited to the following: **003.05A1 Language Arts.** Forty (40) credit hours of Language Arts with course content that includes composition, verbal communication, literature, research skills, and technical reading and writing. **003.05A2 Mathematics.** Thirty (30) credit hours of mathematics with course content that includes algebraic, geometric, data analysis, and probability concepts. **003.05A3 Science.** Thirty (30) credit hours of science with course content that includes biological, earth/space, and physical science concepts with corresponding science inquiry skills and laboratory experience. **003.05A4 Social Studies/History**. Thirty (30) credit hours of social studies/history with course content that includes civics/government, geography, United States and world history, and economic concepts. **003.05B** School systems may adopt a policy allowing high school credit to be awarded to students enrolled in a middle grades course if the course content and requirements are equivalent to a course offered in the high school.	

	003.05C As required in 92 NAC 18, school systems accept the academic credit earned at Interim Program Schools and issue diplomas to students transferring from Interim Program Schools who have met the requirements for graduation from their own accredited high school.	
003.06 School Year	Each school system shall provide at least the following instruction annually between July 1 and June 30 for the grades it offers: (a) for grades up through grade eight, the time equivalent to 1,032 hours, (b) for grades nine through twelve, the time equivalent to 1,080 hours; and (c) for kindergarten, the time equivalent to 400 hours. When a school is dismissed for any reason such as tournaments or contests, parent/teacher conferences, funerals, parades, and school picnics, time shall not be counted in meeting the 400/1,032/1,080 hour school year requirement. Time scheduled for the school lunch period shall not be counted in meeting the school year requirements. Pursuant to the provisions of 79-213 R.R.S., school systems unable to meet the minimums for instructional hours due to epidemic sickness, severe storm conditions, or destruction of the school house may request permission from the Board to offer fewer than the minimum hours by submitting an affidavit sworn to by the secretary of school board and explaining the circumstances resulting in the request.	

004	CURRICULUM AND STANDARDS	
004.01A-B Instructional Program and Standards	The instructional program of the school system is based on written purposes or standards and is approved by the local board of education or governing body. These documents are on file in each school building and each certificated staff member is provided a copy. School districts adopt academic content standards in the subject areas of reading and writing (language arts), mathematics, and science determined by each district to be measurable quality standards that are the same as, equal to, or more rigorous than the state academic content standards in Appendix A (English Language Arts Standards), Appendix B (Mathematics Standards), Appendix C (Science Standards), and Appendix D (Social Studies Standards) pursuant to 79-760.01 R.R.S. The deadline for school districts to adopt replacement academic content standards will not extend past one year following the State Board's adoption of new content standards. Nonpublic schools have local academic content standards for reading, writing, mathematics, science, and social studies/history approved by the local governing body.	
004.01C Curriculum and Standards	The school system has written guides, frameworks, or standards for all other areas of the curriculum. In connection with this requirement, school systems are encouraged to adopt the Fine Arts Standards adopted by the State Board March 4, 2014. The school system also has a written description of the library media and guidance programs.	
004.01D Writing	Writing experiences are incorporated in all curricular areas K-12.	
004.01E Technology	Educational/computer technology is incorporated in the instructional program at the elementary, middle, and secondary levels.	
004.01F Multicultural Education	The instructional program in public schools incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes, but is not limited to, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races. The regulation is based on statute and cannot be waived through Section 013.01 of 92 NAC 10. 004.01F1 The district has a statement of philosophy or mission for the multicultural education program. Local program goals address multicultural education.	
	004.01F2 The district curriculum guides, frameworks, or standards incorporate multicultural education. 004.01F3 The district multicultural education program includes a process for selecting appropriate instructional materials. 004.01F4 The district has a process for provision of staff development in multicultural education including professional development for administrators, teachers, and support staff which is congruent with local district and program goals. 004.01F5 The district has a process for periodic assessment of the multicultural education program. An annual status report is provided to the local board of education.	

004.02A Elementary Instructional Program	The elementary school has a representative weekly schedule for each classroom teacher encompassing experiences in the following subject areas: 004.02A1 Reading and Language Arts. The curriculum includes development and practice of skills and understanding in reading, writing, speaking, and listening. It helps children develop appreciation of literature, creativity, and expression. 004.02A2 Mathematics. The curriculum includes development, practice, and application of numeration, computation, estimation, problem solving, geometry/spatial concepts, measurement and related topics. 004.02A3 Social Studies. The curriculum helps children to develop an understanding of the world and its people. It includes experiences drawn from geography, history, economics, government, citizenship, career awareness, human relations, current affairs, and cultural studies. This includes instruction in American history and stories about the exploits and deeds of American heroes, singing patriotic songs, memorizing the Star-Spangled Banner and America, and reverence for the flag and proper conduct for its presentation as provided in 79-724 R.R.S. 004.02A4 Science. The curriculum helps children develop an understanding of science concepts and processes, and includes science as inquiry. It includes experiences drawn from physical science, life science, earth and space science, science and technology, and history and nature of science. 004.02A5 Health. The curriculum helps children develop an understanding of the body systems, nutrition, wellness (including physical activity), and healthy living habits. 004.02A6 Physical Education. The curriculum helps children develop and maintain physical coordination, large and small muscle control, physical fitness, leisure activities, and healthy behaviors. 004.02A7 Visual Arts. The curriculum helps children understand and apply a variety of media, techniques, and processes within a range of subject matter, symbols, and ideas. The curriculum includes reflection upon and assessment of art and study of art in relation to history, culture, and other curricular areas. 004.02A8 Music. The curriculum helps children to sing and play a variety of music, read and notate music, listen to and describe music, and evaluate music. The curriculum includes music in relation to history, culture, and other curricular areas.	
004.02B Kindergarten Admissions	For school year 2012-2013 and each school year thereafter, admission to public school kindergarten is on an unqualified basis to all resident children who will reach age 5 by July 31 of the calendar year in the school year for which the child is seeking admission begins. Testing prior to school entrance, if any, is conducted only to identify children with disabilities under 92 NAC 51 or to meet requirements of 79-214(2) R.R.S.	
004.02C K-6 Athletic Limitations	Pupils in kindergarten through sixth grade do not participate in any kinds of athletic contests between schools within a school system or between school systems except that elementary school systems having seventh and eighth grade athletics may include sixth grade boys or girls when combined enrollment for seventh and eighth grade becomes fewer than 12 boys or 12 girls and if the school board or local governing body has a policy regulating participation for sixth graders. Annual field or play days are excluded from this regulation.	
004.03A Middle Grade Instruction	The program in the middle grades includes instruction for each grade each year in the following subject areas. Instruction may be provided through separate courses, integrated blocks of time, and/or through exploratory programs. 004.03A1 **Reading**. The curriculum includes experiences designed to help students expand, develop and apply reading skills introduced in the elementary grades. It includes reading for both information and enjoyment. 004.03A2 **Language Arts**. The curriculum includes activities that engage students in using language for a variety of reading, writing, speaking, and listening purposes. 004.03A3 **Mathematics**. The curriculum includes practice in numeration, computation, estimation, problem solving, geometry/spatial concepts, and measurement. It introduces algebraic and statistical concepts and provides opportunities for students to develop understanding of the structure of mathematics. 004.03A4 **Social Studies**. The curriculum includes content and experiences drawn from geography, history, economics, citizenship, government, cultural studies, and current events. This includes instruction in American history that makes the course interesting and attractive and to instill a love	

	of country as provided in 79-724 R.R.S. All history courses stress contributions of all ethnic groups in the development and growth of America. 004.03A5 **Science.** The curriculum includes elements of life, physical, earth and space sciences, science as technology, and history of science. Learning activities emphasize science as inquiry and scientific processes and concepts. 004.03A6 **Health**. The curriculum includes the study of body systems and those factors which affect health, including natural and man-made threats and individual health choices. 004.03A7 **Art**. The curriculum includes activities and experiences designed to develop skills in working with a variety of artistic techniques, processes, and media. The curriculum relates art to history and culture and to other curricular areas. 004.03A8 **Music**. The curriculum includes experiences that involve students in singing and playing musical instruments and provides opportunities for students to pursue individual musical interests and to develop individual talents. It includes the study of a varied repertoire of music and its relation to history and culture. 004.03A9 **Physical Education**. The curriculum includes active involvement in health-related physical fitness activities designed to develop cardiorespiratory endurance, muscular strength and endurance, and flexibility. It encourages students to develop habits of physical exercise through individual and team activities and by emphasizing involvement rather than competition. Practice for and participation in interscholastic activities cannot substitute for any part of physical education.	
004.03B Middle Grade Career Education	Career education is included in the middle grades program.	
004.03C Middle Grade Athletic Competit ion s	No student in grades seven or eight participates in interscholastic athletic contests between schools within a school system or between school systems which exceed six games in football, fourteen matches in volleyball, twelve games in basketball, eight meets in wrestling, eight meets in track and field, and eight contests in all other activities. Contest limits shall be based upon the total number of contests played. Each game, match or meet played in a tournament shall count as one of the contests permitted within these contest limits.	
004.04A High School Instructio nal Units	The high school program consists of courses totaling at least 400 instructional units.	
004.04B1 Language Arts Units	60 instructional units. The curriculum includes written composition, critical reading, interpretation of fiction and non-fiction, oral presentation, and application of listening skills.	
004.04B2 Social Science Units	40 instructional units. The curriculum includes content drawn from American and world history, geography, economics, civics, government and citizenship and may also include content from other social science areas such as sociology, psychology, and anthropology. This includes instruction in the U.S. and Nebraska Constitutions, the benefits and advantages of our government, the dangers of Nazism, Communism, and similar ideologies, the duties of citizenship and the appropriate patriotic exercises to include Lincoln's birthday, Washington's birthday, Flag Day, Memorial Day and Veterans Day as provided in 79-724 R.R.S. All history courses stress contributions of all ethnic groups in the development and growth of America.	

004.04B3 Math Units	40 instructional units. The curriculum includes communicating, reasoning, problem solving, numeration, computation, estimation, measurement, geometry, data analysis, probability and statistical concepts, and algebraic concepts.	
004.04B4 Science Units	40 instructional units. The curriculum includes science concepts and processes, science as inquiry, physical science, life science, earth and space science, science and technology, and history and nature of science.	

004.04B5 World Languages Units	20 instructional units or two years of daily classes in the same language. The curriculum includes reading, writing, speaking, and listening skills for communicating in one or more languages other than English, knowledge and understanding of other cultures, and developing insight into the nature of language and culture.	
004.04B6 Career Education Units	Beginning in 2010-11, the curriculum includes 80 instructional units in Career Education that include instruction in any of the following career fields: (1) Arts, Communication, and Information Systems, (2) Business, Marketing, and Management, (3) Environmental and Agricultural Systems, (4) Health Sciences, (5) Human Services and Resources, and (6) Industrial, Manufacturing, and Engineering Systems. 004.04B6a Communication and Information Systems. The curriculum in this career field includes areas such as advertising, public relations, commercial photography, journalism, graphic design, broadcasting, scriptwriting, radio/TV production, computer applications, web design, interactive media, networking, e-commerce, computer science, and information technology. 004.04B6b Business, Marketing, and Management. The curriculum in this career field includes areas such as e-commerce, business communication, finance, business and consumer law, entrepreneurship, accounting, business economics, personal finance, consumer economics, financial services marketing, retailing, fashion marketing/merchandising, clothing and textiles, international marketing, sports and entertainment marketing, hospitality and recreation marketing. 004.04B6c Environmental and Agricultural Systems. The curriculum in this career field includes areas such as animal, plant, and soil sciences, agribusiness, food sciences, power, structural and technical systems, leadership and human resource development, natural resources, and environmental science. 004.04B6d Health Sciences. The curriculum in this career field includes areas such as nutrition and food, family health, medical terminology, certified nursing assistant, and health care sciences. 004.04B6e Human Services and Resources. The curriculum in this career field includes areas such as independent/adult living, home management, housing and home furnishings, family health, clothing and textiles, leadership and human resource development, business management, business law, international business, criminal justice, human growth and development, interpersonal relationships, parenting/child development, and applied psychology. 004.04B6f Industrial, Manufacturing, and Engineering Systems. The curriculum in this career field includes areas such as housing and home furnishings, woods and construction, construction/ electricity, construction/home maintenance, computer aided drafting, metals and welding, manufacturing/metalworking, manufacturing/woodworking, millwork and cabinetmaking, electronics, technology engineering education, Principles of Technology, technology education, transportation power/auto mechanics, automotive services, data base management and computer applications. 004.04B6g Nonpublic college preparatory schools may substitute additional courses in language arts, foreign language, science, mathematics, and/or social science for up to 40 instructional units in career and technical education.	

004.04B7 Health / Physical Education Units	20 instructional units or two years of daily classes in personal health and physical fitness. The personal health and physical fitness curriculum includes content to emphasize life-long wellness habits. The curriculum emphasizes non-participation in high risk behavior. The physical fitness curriculum includes an active program of health-related physical fitness, including cardiorespiratory endurance, muscular strength and endurance, flexibility, and body composition. Practice for and participation in interscholastic athletic activities are not accepted as a substitute for any part of the personal health and physical fitness requirement.	

004.04B8 Visual and Performing Arts Units	40 instructional units which include each year instruction in vocal music, instrumental music, and visual arts. It may also include dance and theater. The visual and performing arts curriculum includes performance, interpretation, and evaluation. 004.04B8a Music. The curriculum includes singing and playing a varied repertoire of music, improvising melodies and accompaniments, reading and notating music, listening to and describing music, evaluating music and music performances, recognizing relationships between music and the other disciplines, and the study of music in relation to history and culture. 004.04B8b Visual Arts. The curriculum includes media, techniques, and processes; choice and evaluation of a range of subject matter, symbols, and ideas; assessment of characteristics and merits of student work and the work of others; and the visual arts in relation to other disciplines.	

005	**ASSESSMENT**	
005.01A-B Assessment Plan	005.01A All school districts participate annually in statewide assessments in compliance with the schedule as outlined in Appendix E. Nonpublic schools have an assessment plan which includes a schedule and procedures for assessing success in achieving their academic content standards. Student success in achieving their standards is reported to the head administrator or governing board of the nonpublic school. 005.01B Whole grade norm-referenced assessment using a national assessment instrument begins no earlier than grade two and is conducted annually in at least one grade in each of the following two levels: grades 2-5; grades 6-8. A national assessment instrument is administered at least once in the high school grades. The Board's recommendations for assessing and reporting are found in Appendix E of this Chapter.	
005.02A-C Statewide Assessment	005.02 Each school year, for the purpose of implementing a statewide system of tracking student achievement as required by 79-760.05 R.R.S., school districts shall report by June 30 of each school year the following data to the Department electronically via the NSSRS portal using the Department's student identifier system: 005.02A Individual student demographics including each student's race, poverty status, high mobility status, attendance, and limited English proficiency; 005.02B Individual student achievement including individual student achievement data from the state assessment instruments required in Section 005.01A and scores and subscores available to the district on national assessment instruments administered by the district; and 005.02C Individual student educational input characteristics including class size, teacher education, teacher experience, special education, early childhood programs, federal programs, and targeted education programs.	
005.03 Student Assistance Process	Each school has a student assistance process of its own design to provide problem solving and intervention strategies.	

006	**LIBRARY AND MEDIA**	
006.01A Library/ Media Area	Each school has a library media area(s) which is available to students during the entire school day. All library media resources are properly cataloged, marked, and shelved according to a standard classification system. Each school has at least one set of encyclopedias available in either print or electronic format with copyright dates in the past five years.	
006.01B New Library Resources	Each elementary school acquires a minimum of 25 new library media resources in print format, exclusive of textbooks and encyclopedia, of different titles, per teacher per year, up to 150 titles during one year. The minimum number of new titles in print format is 75 if library media resources are also available through electronic format. Each middle and high school acquires a minimum of 150 titles each year in either print or in full text electronic format.	
006.01C Middle Grade Periodicals	Each middle level school subscribes to at least ten periodicals either in print or in full text electronic format.	
006.01D Secondary School Periodicals	Each secondary school subscribes to at least 25 periodicals in print or in full text electronic format.	
007	**INSTRUCTIONAL PROGRAM**	
007.01A Elementary Endorsed	Computed on a full-time equivalency basis, a minimum of 95 percent of the teachers in the elementary grades are assigned to areas for which they hold certificates having appropriate endorsements pursuant to 92 NAC 24.	
007.01B Pre-K Coordinator	Pre-kindergarten programs operated by public schools are coordinated by a staff member who holds a Nebraska Teaching Certificate with at least 9 college credit hours in early childhood education.	

007.02A Middle Grades Endorsed	007.02A Computed on a full-time equivalency, at least 90 percent of the teachers in middle grades hold one of the following endorsements or meet the provisions of Sections 007.02A1a or 007.02A4: 007.02A1 In grades seven and eight, any middle grades endorsement or an appropriate secondary endorsement. 007.02A1a Teachers holding an elementary endorsement may teach in grades seven and eight if they acquire six credit hours per year toward the middle grades endorsement or participate in staff development in accordance with a local mission and plan for education of middle grade students. 007.02A2 In grades four through six, an elementary endorsement or any middle grades endorsement 007.02A2a Teachers holding a content area endorsement at the secondary level may teach grade six in that content area if they acquire six credit hours per year toward the elementary or middle grades endorsement or participate annually in staff development in accordance with a local mission and plan for education of middle grade students. 007.02A3 In grade nine, an appropriate secondary endorsement or any middle grades endorsement. 007.02A4 Teachers not holding an appropriate endorsement may be assigned to the middle grades if they acquire six credit hours per year toward a middle grades endorsement. 007.02A5 Secondary teachers assigned to integrated courses or curriculum in grades seven through nine are considered appropriately endorsed if they hold an endorsement for any of the subjects or fields included in the course.	
007.03A Secondary School Endorsed	007.03A At least 80 percent of the instructional units offered in secondary grades during the regular school term are assigned to teachers who hold certificates having appropriate endorsements issued pursuant to 92 NAC 24. If 92 NAC 24 does not provide an endorsement designated for a particular course or subject area, any teacher holding a regular certificate may instruct such course without penalty to the school system. Teachers holding a subject endorsement are considered appropriately endorsed for any other subject within the broad field if they annually acquire, prior to the opening of school, six credit hours toward the subject endorsement or the broad field endorsement. 007.03A1 Teachers assigned to integrated courses or curriculum in accordance with Sections 002.11 and 004.04C1 are considered appropriately endorsed if they hold an endorsement for any of the subjects or fields included in the course.	

007.04A System Library/ Media Staffing	007.04A Each K-12 school system and each secondary school system has a person holding a Nebraska Teaching Certificate with an endorsement appropriate for library science or educational media specialist, or meeting Section 007.04B, assigned on at least a one-half time basis to provide library media services to the school system.	
007.04A1 Building Media Staffing	007.04A1 Each school building having an enrollment of from 70 to 249 students has a person holding a valid Nebraska Teaching Certificate with an appropriate endorsement for library science or educational media specialist assigned on at least a one-fifth time basis or has a library media paraprofessional assigned on at least a one-half time basis under the supervision of a certificated staff member.	
007.05A Guidance Staffing	007.05A Each K-12 and each secondary school system assigns at least a one-half time equivalency person to conduct a guidance and counseling program. The level of assignment is determined by the local school system and the person assigned holds a guidance and counseling endorsement appropriate for the level(s) assigned. When enrollment in a school system exceeds 400, the system assigns at least one full-time equivalency appropriately	

	endorsed person.	
007.05B Guidance Staffing Middle and High School	007.05B School systems having a total of 300 or more students in the middle grades, secondary grades, or high school grades assign at least a one-half time appropriately endorsed person to provide guidance and counseling for the level. When the total enrollment in any of those levels reaches 450, one full-time equivalent appropriately endorsed person is assigned. Thereafter, an additional one-half time appropriately endorsed person is assigned for each 225 students at any of those levels.	
007.05C Elementary Guidance Program	**007.05C** School districts having 300 or more students in the elementary grades have guidance programs or services available for the elementary students. The procedures and time allotment are determined by the local school district.	
007.06A Certificated Staff Evaluation	007.06A The school district has a written board policy for the evaluation of teachers. The policy is approved by the Department as required by 79-318 (5)(h) R.R.S. Sections 007.06A through 007.06B are based on statute and cannot be waived under the provisions of Section 013 of 92 NAC 10. 007.06A1 The policy is implemented by written procedures that include: 007.06A1a Annual written communication of the evaluation process to those being evaluated; 007.06A1b A description of the duration and frequency of observations and written evaluations for probationary and permanent teachers; 007.06A1c Specific district-defined evaluation criteria, which include, at a minimum: 007.06A1c(1) Instructional performance, 007.06A1c(2) Classroom organization and management, and 007.06A1c(3) Personal and professional conduct. 007.06A1d Provision for written communication and documentation to the evaluated teacher specifying all noted deficiencies, specific means for the correction of the noted deficiency, and an adequate timeline for implementing the concrete suggestions for improvement; 007.06A1e Provision for the teacher to offer a written response to the evaluation; and 007.06A1f A description of the district plan for training evaluators. 007.06A2 In the event a district changes its policies or procedures for certificated-employee evaluation, it shall submit the revised policies and procedures to the Commissioner or designee for approval. If the Commissioner or designee finds the policies and procedures in compliance with the requirements of Sections 007.06A through 007.06A1f, of this Chapter, it notifies the district in writing that such policies and procedures are approved. Such approval shall remain in effect until there is a change in the policies or procedures by the district, or the amendment of state law or regulations relating to such approval. In the event the Commissioner or designee does not find the revised policies and procedures of the district in compliance with the provisions of this Chapter, the Commissioner or designee will notify the district in writing and the district may resubmit amended policies and procedures.	
007.07A Staff Development	The school system annually conducts or arranges staff development sessions. Each teacher participates in at least ten hours of staff development activities each year.	
008	**ADMINISTRATIVE STAFF**	

008.02A Administrative Staffing and Endorsement	008.02 Each elementary school has a principal assigned who holds a Nebraska Administrative and Supervisory Certificate with an endorsement appropriate for serving as an elementary principal or for superintendent. When the number of full-time equivalency teachers supervised by a principal in one or more school systems reaches 10, the principal is assigned at least one-half time for administration and supervision. The principal is assigned full-time when the number of full-time equivalency	

	teachers reaches 20 or more.	
008.03A Middle Grades Endorsement Options	008.03A Each middle grades school has a principal who holds a Nebraska Administrative and Supervisory Certificate with an endorsement for middle grades principal, elementary principal, secondary principal or for superintendent. 008.03A1 Middle grades schools having only grades four through six have a principal holding an endorsement for elementary principal, middle grades principal, or superintendent. 008.03A2 Middle grades schools having only grades seven through nine have a principal holding an endorsement for middle grades principal, secondary principal, or superintendent.	
008.03B Middle Grades Principal Staffing	008.03B When the number of full-time equivalency teachers supervised by the principal reaches 10, the principal is assigned at least one-half time for administration and supervision. The principal is assigned full-time when the number of full-time equivalency teachers reaches 20 or more.	
008.04A Secondary Grades Principal Staffing	008.04A Each secondary school has a principal assigned who holds a Nebraska Administrative and Supervisory Certificate with an endorsement for serving as a secondary principal or for superintendent. When the number of full-time equivalency teachers reaches 10 or more, the principal is assigned at least one-half time for administration and supervision. The principal is assigned full-time for administration and supervision when the number of full-time equivalency teachers reaches 20 or more.	
008.05A Head Administrator Endorsement	008.05A Each K-12 and each secondary school system having grades ten through twelve has a head administrator who holds a Nebraska Administrative and Supervisory Certificate with an endorsement for serving as a superintendent. Nonpublic systems may share an area or diocesan head administrator.	
008.05B Administrative Positions Endorsement	008.05B Any person assigned to administrative and/or supervisory duties holds a Nebraska Administrative and Supervisory Certificate with an appropriate endorsement for the position held.	
008.05C Certificates Filed	008.05C A copy of the certificate or permit of each staff member who is required to have a certificate is on file in the school or school system's administrative office. Upon initial employment or acquisition of a new certificate, the certificate or permit is registered by the head administrator of the school system in accordance with 79-804(1) R.R.S.	

009	**CONTINUOUS IMPROVEMENT**	
009.01A Continuous Improvement Plan	009.01A The school system develops and implements a school improvement process to promote quality learning for all students. This process includes procedures and strategies to address quality learning, equity, and accountability. In public schools, the process incorporates multicultural education as described in 004.01G. In all school systems, the school improvement process includes the following activities at least once within each five years. 009.01A1 Review and update of a mission or vision statement. 009.01A2 Collection and analysis of data about student performance, demographics, learning climate, and former high school students. 009.01A3 Selection of improvement goals. At least one goal is directed toward improving student performance. 009.01A4 Development and implementation of a plan which includes procedures, strategies, or actions to achieve goals.	

	009.01A5 Evaluation of progress toward improvement goals.	

009.01B External Visit	The school improvement process includes a visitation by a team of external representatives to review progress and provide written recommendations. A copy of the written recommendations is provided to the Department. The external team visits are conducted at least once each five years.	
010	**ACCOUNTABILITY REPORTING**	
010.01A Annual Written Report	**010.01A** The school system annually prepares a written report which includes at least student academic performance as required in Section 005.02, school system demographics, school improvement goals and progress and, in the case of public schools, financial information. School systems report the information in accordance with the policy in 010.01B.	
010.01B Policy for Performance Report(s)	**010.01B** The school system has a written policy for annually preparing and distributing the performance report(s) required in Section 010.01A to the residents of the district or, in the case of nonpublic schools, to the appropriate body. The policy assures that individual test scores are kept confidential. If the school has fewer than ten students in the grades being reported, or if reporting would allow for the identification of students because they all had comparable scores, no public reports of student performance are provided for those grades.	
011	**SCHOOL ENVIRONMENT**	
011.01A Building Safety	011.01A Each school system maintains safe, healthful, and sanitary conditions within the school building(s) and on the school grounds and meets fire, safety, and health codes.	
011.01B Safety Plan	011.01B Each school system has a safety and security plan for the schools in the system. The plan addresses the safety and security of students, staff, and visitors. The plan is approved by the local governing body.	
011.01C Safety Committee	011.01C Each school system has a school safety and security committee which includes representatives of faculty, parents, and the community. The committee meets at least annually to prepare and/or review safety and security plans and procedures, including emergency plans and procedures.	
011.01D Safety and Security Visit	011.01D The school system's safety and security plan(s) are reviewed annually by one or more persons not on the local school system safety committee and not an employee of the school system. This review will include a visit to school buildings to analyze plans, policies, procedures, and practices and provide recommendations. Any recommendations made as a result of the analysis are forwarded to the head administrator and to the school safety and security committee to be considered in making revisions to the plan.	
011.01E Seclusion and Restraints	011.01E Each school system has a seclusion and restraints policy approved by the school board or local governing body.	
011.01F Bullying	011.01F Each school system shall develop and adopt a policy concerning bullying prevention and education for all students. The school system shall review the policy annually.	

011.01G Dating Violence Policy	011.01G Pursuant to 79-2,141 (2) R.R.S., each school district shall develop and adopt a specific policy to address incidents of dating violence involving students at school. This policy shall include a statement that dating violence will not be tolerated.	
012	**SCHOOL SYSTEM GOVERNANCE**	

012.01A Written Board Policies Accessible	012.01A The governing body has a written set of policies for the school system. These policies are accessible in each school building.	
012.01B Policy On Instructional Hours	012.01B The school system has a written policy which assures that each school will meet the statutory requirement of at least 400 hours for kindergarten, at least 1,032 hours for students up through grade eight, and at least 1,080 hours for students in grades nine through twelve. The policy(ies) or regulations stipulate the conditions for which individual students may be excused from the regular school day.	
012.01C Ratio of Pupils to Certificated Staff	012.01C The ratio of pupils to certificated staff members, computed on a full-time equivalency basis, in each school does not exceed 25 to 1.	
	APPENDIX	
Americanism Committee	School Board has an Americanism Committee to carry out 79-725	
Character Education	Character education instruction emphasis in public and nonpublic classrooms 79-725	
Seizure Safe Schools	Public, private, denominational, and parochial schools educate staff as outline in the Seizure Safe Schools Act 79-3201	
Financial Literacy	Meet Financial Literacy component as outlined in NE Revised Statute 79-3001 through 79-3004	

Updated August 2023

3030
Automatic External Defibrillator (AED) Program

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

1. Equipment

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

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

2. Program Coordinator
    a. The School District's AED Program Coordinator is the Superintendent and School Nurse.

    b. The Program Coordinator shall:

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

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

~~3. Medical Oversight~~

~~a. The medical advisor of the AED program is _____, MD.~~

~~b. The medical advisor has ongoing responsibility for:~~

- ~~Providing medical direction for use of AEDs~~
- ~~Writing a prescription for AEDs~~
- ~~Reviewing and approving guidelines for emergency procedures related to use of AEDs and cardio pulmonary resuscitation~~
- ~~Evaluation of post event review forms and digital files downloaded from the AED~~

4. Volunteer Responders

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

Adopted on: November 14, 2016
Revised on:
Reviewed on: April 11, 2022

3030
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Adopted on: November 14, 2016
Revised on:
Reviewed on: April 11, 2022

5066
Early Graduation

General Policy. Students most effectively obtain the skills and experience necessary to graduate from high school by completing grades 9 through 12 over the course of 4 years. Unless otherwise permitted by Board policy or other applicable law, students must finish all 4 grade levels in order to graduate.

Requirements for Application. In unique circumstances, the Board may waive the four-year attendance requirement for high school graduation, provided that the student has met the requirements of this policy.

Students must make an application to the high school principal before they may seek permission to graduate early from the Board. The principal may consult with appropriate instructional and guidance staff members in making the determination. The student's application must include:

1. Proof that the student will meet all academic requirements necessary to graduate on or before the proposed graduation date;
2. A transcript showing that the student has no grade lower than "C" in any required course at the time of application;
3. A detailed essay that (a) addresses the reasons for seeking early graduation and (b) articulates the student's post-graduation plans, including goals and objectives justifying the need to graduate early; and
4. A letter from a parent/guardian supporting the application.

The student may submit any additional materials which support the student's efforts to graduate early. Such materials may include, but are not required to include: letters of support from staff and community members; proof of admission in a postsecondary program; and/or any other materials which the student believes to support the student's application.

Consideration by the Board of Education. The principal will make a written recommendation to the Board based on the submitted application from the student. The Board will consider but is not bound by the principal's recommendation. Along with the application, the Board may consult with members of the administration, staff, or anyone else the Board deems appropriate. The Board will grant a student's application only if it determines that the student is best served by permitting the student to graduate early.

Participation in District Activities. Early graduates will be considered graduates of the district at the time the Board confers such status upon them. Therefore, early graduates will no longer be considered members of the student body and will forfeit those rights and privileges accorded such students.

Adopted on: December 21, 2016
Revised on:
Reviewed on: August 8, 2022; February 10, 2025

LOAN MODIFICATION AGREEMENT

1. **Present Borrower:** **Otoe County School District 111**
   1700 14th Avenue
   Nebraska City, NE 68410

2. **Current Loan #:** **604969**

3. **Original Date of Loan:** **July 31, 2018**

4. **Original Loan Amount:** **$1,750,000.00 Line of Credit**

5. **Current Loan Balance:** **$0.00**

6. **Current Maturity date:** **May 31, 2025**

7. **Current interest rate:** **6.00%**

Modifications:

Extend maturity date to May 31, 2026

All other terms from the original note will stay enforced and will remain the same as initially stated.

SIGNATURE OF BORROWER(S)

By:_____ **By:**_____
Date **Date**

SIGNATURE OF LENDER

By: _____
Commercial State Bank **Date**
Rojean Earhart, Executive Vice President

NEBRASKA CITY SCHOOLS PROJECTED COST AUGUST 2025-AUGUST 2026						
LOCATION	***CURRENT MODEL***	***Accessories***	***ID#***	***2024 USAGE***	***MAINT/SUPPLY RATES***	***TOTAL COST***
HIGH SCHOOL OFFICE	CANON DX6780	b&w, staple, punch	A2157	406,980	$0.0044	$1,790.71
HIGH SCHOOL upstairs wrkroom	CANON DX4745	b&w, cfu, staple	A2139	192,540	$0.0044	$847.18
HIGH SCHOOL LIBRARY	CANON DXC3725	COLOR, cabinet	A2147	62,580	$0.0044	$275.35
			color	2,664	$0.0408	$108.69
HIGH SCHOOL SPED	HP604 ID#P1057	b&w laser printer	P1057	0	$0.0170	$0.00
HIGH SCHOOL SPED	HP604 ID#p1058	b&w laser printer	P1058	0	$0.0170	$0.00
HIGH SCHOOL ART ROOM	SPC252DN ID#R1463	COLOR laser printer	R1463	876	$0.1060	$92.86
			color	1,428	$0.4780	$682.58
HIGH SCHOOL BUS BARN	HP P2035, ID#P1060	b&w laser printer	P1060	720	$0.0310	$22.32
MIDDLE SCHOOL OFFICE	CANON DX6780	b&w, staple, punch	A2158	270,732	$0.0044	$1,191.22
MIDDLE SCHOOL 2ND FL WORKROOM	CANON DX4745	b&w, cfu, staple	A2146	86,040	$0.0044	$378.58
MIDDLE SCHOOL LIBRARY	CANON DXC3725	COLOR cabinet	A2150	17,928	$0.0044	$78.88
			color	4,320	$0.0408	$176.26
MIDDLE SCHOOL ART ROOM	SPC252DN ID#R1469	COLOR laser printer	R1469	24	$0.1060	$2.54
			color	12	$0.4780	$5.74
HAYWARD ELEM TEACHER WKRM	CANON DX6780	b&w, staple, punch	A2155	549,300	$0.0044	$2,416.92
HAYWARD ELEM OFFICE	CANON DXC3725	COLOR, cabinet	A2151	42,792	$0.0044	$188.28
			color	804	$0.0408	$32.80
HAYWARD ELEM MULTIPURPOSE RM	CANON DX4745	b&w, cfu, staple	A2140	118,044	$0.0044	$519.39
NORTHSIDE ELEM OFFICE	CANON DX6780	b&w, staple, punch	A2156	416,928	$0.0044	$1,834.48
NORTHSIDE ELEM 2ND FL WRKRM	CANON DX4745	b&w, cfu, staple	A2149	248,532	$0.0044	$1,093.54
NORTHSIDE ELEM LIBRARY	CANON DXC3725	COLOR cabinet	A2153	61,956	$0.0044	$272.61
			color	9,000	$0.0408	$367.20
NORTHSIDE ELEM OFFICE	HP604 ID#p1059	b&w laser printer	P1059	7,416	$0.0170	$126.07
NORTHSIDE ELEM SPED	CANON XLBP1127C	COLOR laser printer	A2102	108	$0.0189	$2.04
			color	924	$0.1008	$93.14
CENTRAL OFFICE	CANON DXC7765	COLOR, booklet staple, punch	A2152	79,656	$0.0044	$350.49
			color	27,336	$0.0408	$1,115.31
TOTALS				**ESTIMATED MAINT /SUPLY COST:**		**$14,065.19**
				CURRENT Lease Payment: $1,642.00 X 12 MO*		**$19,704.00**
				CURRENT EGOLDFAX: $81.99 X 12 MO:		**$983.88**
				TOTAL PROJECTED ANNUAL COST		**$34,753.07**
				**Service/supply rates fixed for 2 years, 8% cap on annual increases*		
				TOTAL B&W USAGE:	2,563,152	
				TOTAL COLOR USAGE:	46,488	

CAPITAL BUSINESS SYSTEMS, INC.

NEBRASKA CITY SCHOOLS UPGRADE PROPOSAL 2025						
LOCATION	***PROPOSED MODEL***	***Accessories***	***ID#***	***2024 USAGE***	***MAINT/SUPPLY RATES***	***TOTAL COST***
HIGH SCHOOL OFFICE	CANON DX6980	b&w, staple, punch	A2157	406,980	$0.0033	$1,343.03
HIGH SCHOOL upstairs wrkroom	CANON DX4945	b&w, cfu, staple	A2139	192,540	$0.0033	$635.38
HIGH SCHOOL LIBRARY	CANON DXC3926	COLOR, cabinet	A2147	62,580	$0.0033	$206.51
			color	2,664	$0.0300	$79.92
HIGH SCHOOL SPED	HP604 ID#P1057	b&w laser printer	P1057	0	$0.0108	$0.00
HIGH SCHOOL SPED	HP604 ID#p1058	b&w laser printer	P1058	0	$0.0108	$0.00
HIGH SCHOOL ART ROOM	CANON XMF1333C	COLOR laser printer	R1463	876	$0.0162	$14.19
			color	1,428	$0.0800	$114.24
HIGH SCHOOL BUS BARN	HP M601, ID#P1062	b&w laser printer	P1062	720	$0.0108	$7.78
MIDDLE SCHOOL OFFICE	CANON DX6980	b&w, staple, punch	A2158	270,732	$0.0033	$893.42
MIDDLE SCHOOL 2ND FL WORKROOM	CANON DX4945	b&w, cfu, staple	A2146	86,040	$0.0033	$283.93
MIDDLE SCHOOL LIBRARY	CANON DXC3926	COLOR cabinet	A2150	17,928	$0.0033	$59.16
			color	4,320	$0.0300	$129.60
MIDDLE SCHOOL ART ROOM	SPC252DN ID#R1469	COLOR laser printer	R1469	24	$0.0497	$1.19
			color	12	$0.2268	$2.72
HAYWARD ELEM TEACHER WKRM	CANON DX6980	b&w, staple, punch	A2155	549,300	$0.0033	$1,812.69
HAYWARD ELEM OFFICE	CANON DXC3926	COLOR, cabinet	A2151	42,792	$0.0033	$141.21
			color	804	$0.0300	$24.12
HAYWARD ELEM MULTIPURPOSE RM	CANON DX4945	b&w, cfu, staple	A2140	118,044	$0.0033	$389.55
NORTHSIDE ELEM OFFICE	CANON DX6980	b&w, staple, punch	A2156	416,928	$0.0033	$1,375.86
NORTHSIDE ELEM 2ND FL WRKRM	CANON DX4945	b&w, cfu, staple	A2149	248,532	$0.0033	$820.16
NORTHSIDE ELEM LIBRARY	CANON DXC3926	COLOR cabinet	A2153	61,956	$0.0033	$204.45
			color	9,000	$0.0300	$270.00
NORTHSIDE ELEM OFFICE	HP604 ID#p1059	b&w laser printer	P1059	7,416	$0.0108	$80.09
NORTHSIDE ELEM SPED	CANON XLBP1127C	COLOR laser printer	A2102	108	$0.0162	$1.75
			color	924	$0.0800	$73.92
CENTRAL OFFICE	CANON C265	COLOR, booklet staple, punch	A2152	79,656	$0.0033	$262.86
			color	27,336	$0.0300	$820.08
TOTALS				**NEW MAINT /SUPLY COST:**		**$10,047.83**
				PROPOSED Lease Payment: $2,034.00 X 12 MO*		**$24,408.00**
				EGOLDFAX: $54 X 12 MO:		**$648.00**
				TOTAL ANNUAL COST		**$35,103.83**
				**Service/supply rates fixed for 2 years, 8% cap on annual increases*		

CAPITAL BUSINESS SYSTEMS, INC.

Canon

PURCHASE / LEASE FORM

☐ PURCHASE ☐ LEASE		PURCHASE ORDER/REFERENCE NUMBER	
* CUSTOMER (FULL LEGAL NAME AND DBA NAME) Nebraska City Public Schools		CUSTOMER CONTACT NAME	PHONE
BILL TO ADDRESS 1700 14th Ave., Nebraska City, NE 68410	CITY	STATE	ZIP
SHIP TO ADDRESS	CITY	STATE	ZIP
REMIT TO ADDRESS PO Box 508	CITY Cheyenne	STATE WY	ZIP 82003-0508

ITEMIZED LIST OF QUIPMENT WITH DETAILED CONFIGURATION				PAYMENT DETAILS	
Item Code	Make/Model/Description	Qty	Unit Price	Lease Payment	Extended Lease Payment
TOTAL:					

*Plus Applicable Taxes

LEASE TERM (in months)	NUMBER OF PAYMENTS	TYPE OF LEASE	PAYMENT FREQUENCY
		☐ FMV ☐ $1	☐ Monthly ☐ Quarterly ☐ Other: _____

MAINTENANCE BASE CHARGE	ALLOWABLE COPIES	OVERAGE RATE	TAX EXEMPT
			☒ Yes ☐ No

This transaction is governed by the terms and conditions of the NASPO ValuePoint Master Agreement number 187646 and the State of NE Participating Addendum number 109559-04 (together, the "Contract"). The undersigned has read, understands, and hereby agrees to all the terms and conditions set forth in the Contract. Any terms and conditions that conflict with, vary from, or supplement the terms of the Contract shall be deemed null and void.

COMMENTS	* AUTHORIZED CUSTOMER SIGNATURE	
	PRINT NAME	TITLE
	SIGNATURE	DATE

CAPITAL BUSINESS SYSTEMS, INC.

SCHEDULE TO MASTER AGREEMENT
(IT/Network Equipment - Rental)

MASTER AGREEMENT NO.	APPLICATION NO.	AGREEMENT/SCHEDULE NO.

CUSTOMER ("you" or "your")

FULL LEGAL NAME: Nebraska City Public Schools

ADDRESS: 1700 14th Avenue, Nebraska City, NE 68410

MASTER AGREEMENT

REFERS TO THE AGREEMENT BETWEEN CUSTOMER AND OWNER IDENTIFIED IN OWNER'S RECORDS BY THE MASTER AGREEMENT NO. ABOVE.

DESCRIPTION OF EQUIPMENT

QTY TYPE, MAKE, MODEL NUMBER, INCLUDED ACCESSORIES ☐ SEE ATTACHED SCHEDULE

1 E-Goldfax -Cloud FAX Solution 250 PLAN
E-Goldfax set up, integration and training
$.17 per page over 250 inbound/outbound

EQUIPMENT LOCATION: 1700 14th Avenue Nebraska City NE 68410

PAYMENT (CHECK ONE PAYMENT OPTION)

TERM IN MONTHS: 60 MONTHLY BASE PAYMENT AMOUNT*: $54.00 (PLUS TAX)

DETAIL OF INVOICED AMOUNTS

☐ **CHECK HERE IF MONTHLY PAYMENT AMOUNT INCLUDES AMOUNTS FOR NETWORK SERVICES:** If this box is checked, the Monthly Payment Amount set forth above consists of the amount payable to us monthly pursuant to the terms of this Schedule relating to our providing you, or financing for you, the equipment and/or software listed above (the "Equipment Payment"), and $ _____ which represents the initial amount payable to us monthly pursuant to our separate statement of work or IT services agreement with you for managed network services and/or other professional services relating to your IT network (the "Services Payment"). For your convenience, we may invoice you for the Equipment Payment and the Services Payment on one invoice. If the amount of the Services Payment is adjusted during the term of this Schedule in accordance with your statement of work of IT services agreement, we will invoice you for the updated Services Payment after the effective date of such adjustment.

APPLICABLE TO GOVERNMENTAL ENTITIES ONLY

You hereby represent and warrant to us that as of the date of the Agreement: (a) the individual who executed the Agreement had full power and authority to execute the Agreement on your behalf; (b) all required procedures necessary to make the Agreement a legal and binding obligation against you have been followed; (c) the Equipment will be operated and controlled by you and will be used for essential government purposes for the entire term of the Agreement; (d) that all payments due and payable for the current fiscal year are within the current budget and are within an available, unexhausted, and unencumbered appropriation; (e) you intend to pay all amounts payable under the terms of the Agreement when due, if funds are legally available to do so; (f) your obligations to remit amounts under the Agreement constitute a current expense and not a debt under applicable state law; (g) no provision of the Agreement constitutes a pledge of your tax or general revenues; and (h) you will comply with any applicable information reporting requirements of the tax code, which may include 8038-G or 8038-GC Information Returns. If funds are not appropriated to pay amounts due under the Agreement for any future fiscal period, you shall have the right to return the Equipment and terminate the Agreement on the last day of the fiscal period for which funds were available, without penalty or additional expense to you (other than the expense of returning the Equipment to the location designated by us), provided that at least thirty (30) days prior to the start of the fiscal period for which funds were not appropriated, your Chief Executive Officer (or Legal Counsel) delivers to us a certificate (or opinion) certifying that (a) you are a state or a fully constituted political subdivision or agency of the state in which you are located; (b) funds have not been appropriated for the applicable fiscal period to pay amounts due under the Agreement; (c) such non-appropriation did not result from any act or failure to act by you; and (d) you have exhausted all funds legally available for the payment of amounts due under the Agreement. You agree that this paragraph shall only apply if, and to the extent that, state law precludes you from entering into the Agreement if the Agreement constitutes a multi-year unconditional payment obligation.

AGREEMENT

This Schedule to Master Agreement ("Schedule"), together with the preprinted terms of the Master Agreement (as amended), constitutes an agreement between Customer and Owner with respect to the equipment referenced herein (or on the attached Equipment Schedule), separate and distinct from any other Schedule to Master Agreement entered into between Customer and Owner pursuant to the Master Agreement. Customer agrees to be bound by the terms of this Schedule, which includes the preprinted terms of the Master Agreement (as amended), and agrees this Schedule shall constitute an "Agreement" as such term is used in the Master Agreement. The original of this Schedule shall be that copy which: (A) bears (i) the original or a facsimile of your manually applied signature, or (ii) evidence of a stamped or electronically applied replica of your signature or other indication of your intent to enter into this Schedule; and (B) bears the original of our manually applied signature. If any provision in this Schedule conflicts with a provision in the Master Agreement, the provision in this Schedule shall control. This Schedule shall commence on the date of our acceptance.

CUSTOMER'S AUTHORIZED SIGNATURE

ONCE YOU SIGN THIS SCHEDULE AND OWNER ACCEPTS IT, THIS SCHEDULE WILL BE NON-CANCELABLE FOR THE FULL TERM.

Nebraska City Public Schools	**X**		
CUSTOMER	SIGNATURE	PRINT NAME & TITLE	DATE

OWNER ("WE", "US", "OUR")

Capital Business Systems Inc.			
OWNER	SIGNATURE	PRINT NAME & TITLE	DATE

3001 East Pershing Blvd., Ste 100, Cheyenne, WY, 82001

CERTIFICATE OF DELIVERY AND ACCEPTANCE

The Customer hereby certifies that all the equipment referenced herein: 1) has been recieved, installed, and inspected, and 2) is fully operational and unconditonally accepted.

SIGNATURE: **X** NAME & TITLE: DATE:

MASTER AGREEMENT

Capital Business Systems Inc.
3001 E Pershing Blvd Ste 100 Cheyenne, WY 82001-5704

MASTER AGREEMENT NO.:

CUSTOMER ("you" or "your")

FULL LEGAL NAME: **Nebraska City Public Schools**

ADDRESS: **1700 14th Avenue Nebraska City, NE 68410**

MASTER AGREEMENT

The parties anticipate the terms of this Master Agreement shall be incorporated into and constitute a part of one or more Schedules to Master Agreement entered into between Customer and Owner (each a "Schedule"). As used herein, "Agreement" refers to an individual Schedule which incorporates this Master Agreement and "Equipment" refers to the equipment and/or software referenced on an individual Schedule.

ADDITIONAL TERMS AND CONDITIONS

AGREEMENT. You want us to now provide you the Equipment under the Schedule and you unconditionally agree to pay us the amounts set forth on such Schedule each period by the due date. The Agreement will begin on the date the Equipment is delivered to you or any later date we designate. If we designate a later date, you agree to pay us an additional amount equal to the periodic payments due under the Agreement prorated for the period between the date the Equipment is delivered to you and the commencement date. We may charge you a one-time origination fee of $150.00. If we do not receive by the due date, at the remittance address indicated on your invoice, any amount payable to us, you will pay a late charge equal to:
1) the greater of ten (10) cents for each dollar overdue or twenty-six dollars ($26.00); or 2) the highest lawful charge, if less. Any security deposit will returned upon full performance.

NET AGREEMENT. THE AGREEMENT IS NON-CANCELABLE FOR THE ENTIRE AGREEMENT TERM. YOU AGREE THAT YOU ARE UNCONDITIONALLY OBLIGATED TO PAY ALL AMOUNTS DUE UNDER THE TERMS OF THE AGREEMENT FOR THE ENTIRE TERM. YOU ARE NOT ENTITLED TO REDUCE OR SET-OFF AGAINST AMOUNTS DUE UNDER THE AGREEMENT FOR ANY REASON.

EQUIPMENT USE. You will keep the Equipment in good working order, use it for business purposes only and not modify or move it from its initial location without our consent. If we have entered into a separate arrangement with you for maintenance, service, supplies, support, etc. with respect to the Equipment, payments under the Agreement may include amounts owed under that arrangement, which amounts may be invoiced as one payment for your convenience. You agree that you will look solely to us for performance under any such arrangement and for the delivery of any applicable supplies.

SOFTWARE/DATA. Except as provided in this paragraph, references to "Equipment" include software included as part of, or installed on, the Equipment. We do not own the software and cannot transfer any interest in it to you. We are not responsible for the software and have no rights or obligations under any related license agreement. You agree that you will look only to the publisher, licensor, or other third parties, if any, who actually granted you your right to use the software to determine those rights. You are solely responsible for protecting and removing any confidential data/images stored on the Equipment prior to its return for any reason.

LIMITATION OF WARRANTIES. EXCEPT TO THE EXTENT THAT WE HAVE PROVIDED YOU A WARRANTY IN WRITING, WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. YOU CHOSE ANY/ALL THIRD-PARTY SERVICE PROVIDERS BASED ON YOUR JUDGMENT. YOU MAY CONTACT US OR THE MANUFACTURER FOR A STATEMENT OF THE WARRANTIES, IF ANY, THAT THE MANUFACTURER IS PROVIDING. WE ASSIGN TO YOU ANY WARRANTIES GIVEN TO US.

ASSIGNMENT. You may not sell, assign, or sublease the Equipment or the Agreement without our written consent. We may sell or assign the Agreement and our rights in the Equipment, in whole or in part, to a third party without notice to you. You agree that if we do so, our assignee will have our assigned rights under the Agreement, but none of our obligations, and will not be subject to any claim, defense, or set-off that may be assertable against us or anyone else. Notwithstanding the foregoing, if we sell or assign the Agreement or our rights in the Equipment, we will retain our obligations under the Agreement.

LAW/FORUM. You agree that the Agreement and any claim related to the Agreement shall be governed by the internal laws of the state in which our (or, if we assign the Agreement, our assignee's) principal place of business is located and any dispute concerning the Agreement will be adjudicated in a federal or state court in such state. You hereby consent to personal jurisdiction and venue in such courts and waive transfer of venue. Each party waives any right to a jury trial.

LOSS OR DAMAGE. You are responsible for any damage to or loss of the Equipment. No such loss or damage will relieve you from your payment obligations under the Agreement. Except for claims, losses, or damages caused by our gross negligence or willful misconduct, you agree to indemnify us and our assignee, if applicable, against any claims, losses, or damages, including attorney fees, in any way relating to the Equipment or data stored on it. This indemnity will survive the expiration of the Agreement. In no event will we be liable for any consequential or indirect damages.

UCC. If we assign rights in the Agreement for financing purposes, you agree that the Agreement, in the hands of our assignee, qualifies as an agreement of the type defined in Section 2A-103(1)(g) of the Uniform Commercial Code ("UCC"). You agree to forgo the rights and remedies provided under sections 507-522 of Article 2A of the UCC.

INSURANCE. You agree to maintain commercial general liability insurance acceptable to us. You also agree to: 1) keep the Equipment fully insured against loss at its replacement cost, with us named as loss payee; and 2) provide proof of insurance satisfactory to us no later than 30 days following the commencement of the Agreement, and thereafter upon our written request. If you fail to maintain property loss insurance satisfactory to us and/or you fail to timely provide proof of such insurance, we have the option, but not the obligation, to secure property loss insurance on the Equipment from a carrier of our choosing in such forms and amounts as we deem reasonable to protect our interests. If we secure insurance on the Equipment, we will not name you as an insured party, your interests may not be fully protected, and you will reimburse us the premium which may be higher than the premium you would pay if you obtained insurance, and which may result in a profit to us through an investment in reinsurance. If you are current in all of your obligations under the Agreement at the time of loss, any insurance proceeds received will be applied, at our option, to repair or replace the Equipment, or to pay us the remaining payments due or to become due under the Agreement, plus our booked residual, both discounted at 3% per annum.

TAXES/OWNERSHIP. You will pay when due, either directly or by reimbursing us, all taxes and fees relating to the Equipment and the Agreement. Sales or use tax due upfront will be payable over the term with a finance charge. Unless the Agreement includes a $1-purchase option, we own the Equipment (excluding any software). If the Agreement includes a $1-purchase option, you acknowledge that the Agreement shall be deemed to be a conditional sales contract, any ownership we have in the Equipment will be deemed transferred to you upon the commencement of the applicable Schedule, you grant us a security interest in the Equipment to secure your obligations under the Agreement and you agree to file any required personal property tax returns relating to the Equipment.

END OF TERM. At the end of the term of the Agreement (or any renewal term) (the "End Date"), the Agreement will renew for an additional one year period under the same terms unless a) you provide us written notice, at least 30 days prior to the End Date, of your intent to return the Equipment, and b) you timely return the Equipment to the location designated by us, at your expense. If the returned Equipment is not immediately available for use by another without need of repair, you will reimburse us for all repair costs. If the Agreement includes a purchase option and you are not in default on the End Date, you may purchase the Equipment from us "AS IS" for the purchase option price. If the Agreement includes a $1-purchase option, you will be deemed to have exercised your option to purchase the Equipment as of the commencement date of the applicable Schedule. You cannot pay off the Agreement or return the Equipment prior to the End Date without our consent. Unless the Agreement includes a $1-purchase option, if we consent to an early prepayment, we may charge you, in addition to other amounts owed, an early termination fee equal to 5% of the price of the Equipment.

DEFAULT/REMEDIES. If a payment becomes 10+ days past due, or if you otherwise breach the Agreement, you will be in default, and we may require that you return the Equipment to us at your expense and pay us: 1) all past due amounts and 2) all remaining payments for the unexpired term, plus our booked residual, discounted at 3% per annum; and we may disable or repossess the Equipment and use all other legal remedies available to us. You agree to pay all costs and expenses (including reasonable attorney fees) we incur in any dispute with you related to the Agreement. You agree to pay us interest on all past due amounts at the rate of 1.5% per month, or at the highest rate allowed by applicable law, if less.

MISCELLANEOUS. The Agreement is the entire agreement between you and us relating to our providing and your use of the Equipment and supersedes any prior representations or agreements, including any purchase orders. Amounts payable under the Agreement may include a profit to us. The parties agree that the original of the Agreement for enforcement and perfection purposes, and the sole "record" constituting "chattel paper" under the UCC, is the paper copy of the applicable Schedule bearing (i) the original or a copy of either your manual signature or an electronically applied indication of your intent to enter into the Agreement, and (ii) our original manual signature. If any provision of the Agreement is unenforceable, the other provisions herein shall remain in full force and effect to the fullest extent permitted by law. Any change to the Agreement must be in writing signed by each party.

OWNER ("WE", "US", "OUR")

OWNER: **Capital Business Systems Inc.**

SIGNATURE: DATE:

PRINT NAME & TITLE:

CUSTOMER'S AUTHORIZED SIGNATURE

CUSTOMER: **(As Stated Above)**

SIGNATURE: X DATE:

PRINT NAME & TITLE:

CAPITAL BUSINESS SYSTEMS, INC.

SCHEDULE TO MASTER AGREEMENT
(Imaging Equipment)

MASTER AGREEMENT NO.	APPLICATION NO.	AGREEMENT/SCHEDULE NO.

CUSTOMER ("YOU" or "YOUR")

FULL LEGAL NAME: Nebraska City Public Schools

ADDRESS: 1700 14th Avenue Nebraska City, NE 68410

MASTER AGREEMENT

REFERS TO THE AGREEMENT BETWEEN CUSTOMER AND OWNER IDENTIFIED IN OWNER'S RECORDS BY THE MASTER AGREEMENT NO. ABOVE.

DESCRIPTION OF EQUIPMENT, IMAGE ALLOWANCE AND EXCESS CHARGES

QTY	TYPE, MAKE, MODEL NUMBER, AND INCLUDED ACCESSORIES	NOT FINANCED UNDER THIS AGREEMENT	BEGINNING METER READING B&W	BEGINNING METER READING COLOR	MONTHLY IMAGE ALLOWANCE B&W	MONTHLY IMAGE ALLOWANCE COLOR	EXCESS PER IMAGE CHARGE (PLUS TAX) B&W	EXCESS PER IMAGE CHARGE (PLUS TAX) COLOR
	SEE ATTACHED EQUIPMENT SCHEDULE							
	TOTAL CONSOLIDATED MONTHLY IMAGE ALLOWANCE AND EXCESS PER IMAGE CHARGES (IF CONSOLIDATED)							

EQUIPMENT LOCATION: _____ METER FREQUENCY: _____

[X] SEE ATTACHED EQUIPMENT OR GROUP BILLING SCHEDULE

* THE CONSOLIDATED IMAGE ALLOWANCE AND EXCESS PER IMAGE AMOUNTS SHOWN ABOVE (OR ON THE ATTACHED EQUIPMENT OR GROUP BILLING SCHEDULE), IF ANY, APPLIES TO (CHECK ONE): [ ] EQUIPMENT INSTALLED UNDER THIS SCHEDULE ONLY, OR [ ] EQUIPMENT INSTALLED UNDER THIS SCHEDULE, TOGETHER WITH EQUIPMENT LISTED ON ANY OTHER APPLICABLE SCHEDULES TO MASTER AGREEMENT (FOR IMAGING EQUIPMENT) (I.E., AN AGGREGATE CONSOLIDATION). IF NO IMAGE ALLOWANCE OR EXCESS PER IMAGE AMOUNTS ARE SHOWN ABOVE (OR ON THE ATTACHED EQUIPMENT OR GROUP BILLING SCHEDULE), IMAGES MADE ON THE EQUIPMENT UNDER THIS SCHEDULE WILL BE INCLUDED IN DETERMINING YOUR IMAGE AND OVERAGE CHARGES UNDER THE APPLICABLE PRIOR SCHEDULE TO MASTER AGREEMENT.

TERM (CHECK ONE TERM OPTION)

[ ] TERM: THE END OF THE TERM OF THIS SCHEDULE IS THE END OF THE TERM OF THE SCHEDULE TO MASTER AGREEMENT IDENTIFIED AS SCHEDULE NO. _____

[X] TERM IN MONTHS: 60 (APPLIES TO THIS SCHEDULE ONLY)

PAYMENT (CHECK ONE TERM OPTION)

[X] MONTHLY BASE PAYMENT AMOUNT: $2034.00 (PLUS TAX) (INCLUDES AMOUNTS DUE UNDER THIS SCHEDULE ONLY)

[ ] TOTAL CONSOLIDATED MONTHLY BASE PAYMENT AMOUNT: $_____ (PLUS TAX) (INCLUDES AMOUNTS DUE UNDER THIS SCHEDULE AND ANY OTHER APPLICABLE SCHEDULES TO THE MASTER AGREEMENT (FOR IMAGING EQUIPMENT) DURING THE TERM THEREOF)

ADDITIONAL TERMS AND CONDITIONS

IMAGE ALLOWANCE CHARGES AND OVERAGES. You are entitled to make the total number of images shown under Image Allowance Per Machine (or Total Consolidated Image Allowance, if applicable) each period during the term of this Agreement. If you make more than the allowed images in any period, you will pay us an additional amount equal to the number of the excess images made during such period multiplied by the applicable Excess Per Image Charge. Regardless of the number of images made in any period, you will never pay less than the Base Payment Amount. You agree to provide us with the actual meter readings on any business day as designated by us; we may estimate the number of images used if such meter readings are not received within five days after being requested. We will adjust the estimated charge for excess images upon receipt of actual meter readings. You agree that the Base Payment Amount and the Excess Per Image Charges may be proportionately increased at any time if our estimated average page coverage is exceeded. After the end of the first year of this Schedule and not more than once each successive twelve-month period thereafter, the Base Payment Amount and the Excess Per Image Charges (and, at our election, the Base Payment Amount and Excess Per Image Charges under any other schedules for imaging equipment between you and us that incorporate the terms of the Master Agreement) may be increased by a maximum of 0% for the first 2 years of the then existing payment or charge during, 8% maximum annual increase thereafer. Images made on equipment marked as not financed under this Agreement will be included in determining your image and overage charges.

APPLICABLE TO GOVERNMENTAL ENTITIES ONLY

You hereby represent and warrant to us that as of the date of the Agreement: (a) the individual who executed the Agreement had full power and authority to execute the Agreement on your behalf; (b) all required procedures necessary to make the Agreement a legal and binding obligation against you have been followed; (c) the Equipment will be operated and controlled by you and will be used for essential government purposes for the entire term of the Agreement; (d) that all payments due and payable for the current fiscal year are within the current budget and are within an available, unexhausted, and unencumbered appropriation; (e) you intend to pay all amounts payable under the terms of the Agreement when due, if funds are legally available to do so; (f) your obligations to remit amounts under the Agreement constitute a current expense and not a debt under applicable state law; (g) no provision of the Agreement constitutes a pledge of your tax or general revenues; and (h) you will comply with any applicable information reporting requirements of the tax code, which may include 8038-G or 8038-GC Information Returns. If funds are not appropriated to pay amounts due under the Agreement for any future fiscal period, you shall have the right to return the Equipment and terminate the Agreement on the last day of the fiscal period for which funds were available, without penalty or additional expense to you (other than the expense of returning the Equipment to the location designated by us), provided that at least thirty (30) days prior to the start of the fiscal period for which funds were not appropriated, your Chief Executive Officer (or Legal Counsel) delivers to us a certificate (or opinion) certifying that (a) you are a state or a fully constituted political subdivision or agency of the state in which you are located; (b) funds have not been appropriated for the applicable fiscal period to pay amounts due under the Agreement; (c) such non-appropriation did not result from any act or failure to act by you; and (d) you have exhausted all funds legally available for the payment of amounts due under the Agreement. You agree that this paragraph shall only apply if, and to the extent that, state law precludes you from entering into the Agreement if the Agreement constitutes a multi-year unconditional payment obligation.

AGREEMENT

This Schedule to Master Agreement ("Schedule"), together with the preprinted terms of the Master Agreement (as amended), constitutes an agreement between Customer and Owner with respect to the equipment referenced herein (or on the attached Equipment or Group Billing Schedule) (excluding equipment marked as not financed under this Schedule), separate and distinct from any other Schedule to Master Agreement entered into between Customer and Owner pursuant to the Master Agreement. Customer agrees to be bound by the terms of this Schedule, which includes the preprinted terms of the Master Agreement (as amended), and agrees this Schedule shall constitute an "Agreement" as such term is used in the Master Agreement. The original of this Schedule shall be that copy which: (A) bears (i) the original or a facsimile of your manually applied signature, or (ii) evidence of a stamped or electronically applied replica of your signature or other indication of your intent to enter into this Schedule; and (B) bears the original of our manually applied signature. If any provision in this Schedule conflicts with a provision in the Master Agreement, the provision in this Schedule shall control. This Schedule shall commence on the date of our acceptance.

CUSTOMER'S AUTHORIZED SIGNATURE

ONCE YOU SIGN THIS SCHEDULE AND OWNER ACCEPTS IT, THIS SCHEDULE WILL BE NON-CANCELABLE FOR THE FULL TERM.

Nebraska City Public Schools	X		
CUSTOMER	SIGNATURE	PRINT NAME & TITLE	DATE

OWNER ("WE", "US", "OUR")

Capital Business Systems Inc.			
OWNER	SIGNATURE	PRINT NAME & TITLE	DATE
3001 East Pershing Blvd Ste 100, Cheyenne, WY 82001			

CERTIFICATE OF DELIVERY AND ACCEPTANCE

The Customer hereby certifies that all the Equipment: 1) has been received, installed, and inspected, and 2) is fully operational and unconditionally accepted.

SIGNATURE: **X**		NAME AND TITLE:	DATE:

014364-P02ImagingM(Consolidated)_0217-2

CAPITAL BUSINESS SYSTEMS, INC.

EQUIPMENT SCHEDULE

AGREEMENT NO.:

DESCRIPTION OF EQUIPMENT

QTY	TYPE MAKE, MODEL NUMBER, & INCLUDED ACCESSORIES	NOT FINANCED UNDER THIS AGREEMENT	BEGINNING METER READING		MONTHLY IMAGE ALLOWANCE		EXCESS PER IMAGE CHARGE (PLUS TAX)	
			B&W	COLOR	B&W	COLOR	B&W	COLOR
4	imageRUNNER ADVANCE DX 6980i						$0.0033	
4	2/3 Hole Puncher Unit-A1							
4	Staple Finisher-AC1							
4	imageRUNNER ADVANCE DX 4945i						$0.0033	
4	High Capacity Cassette Feeding Unit-E1							
4	Inner Finisher L1							
4	imageRUNNER ADVANCE DX C3926i						$0.0033	$0.03
4	Cabinet Type-W							
1	imagePRESS Lite C265 120V						$0.0033	$0.03
1	Booklet Finisher-AC2							
1	2/3 Hole Puncher Unit-A1							
1	Color imageCLASS X MF1333C						$0.0162	$0.08
13	PaperCut Gen3- MEAP License							
	5 year Papercut Maint & Support							
1	Canon XLBP 1127c						$0.0162	$0.08

VERIFICATION

The undersigned acknowledges having received a copy of this Schedule. A copy of this document containing your original or facsimile signature, or other indication of your intent to agree to the terms set forth herein, shall be enforceable for all purposes.

NEBRASKA CITY PUBLIC SCHOOLS	X		
CUSTOMER	SIGNATURE	PRINT NAME & TITLE	DATE

Benefit Renewal Timeline

- April Board Meeting
    - Approve EAP Proposal
    - Approve Life and Disability Insurance Proposal
- April 15th -Will order Benefit Guides for 2025-26
- May 1st- 31st Open Enrollment for 2025-26
    - Portal will be open for the month
        - Self Serve
        - Call Center
        - Possible Apex Rep available during onboarding of new staff. Date TBD.
- Staff will be able to make changes until August 5th with District Office notification.

A Proposal of Employee Benefits from The Hartford for the U.S. Employees of

Nebraska City Public Schools

Life, Accidental Death & Dismemberment and Long Term Disability Insurance

Presented by:

Alliant Insurance Svcs Inc

Proposal valid until April 29, 2025

THE HARTFORD

Nebraska City Public Schools

Basic Employee Life and AD&D

Class Description(s):
Class 1: Retired Employees
Retiree Eligibility: who was Actv EE of & who ret. frm the ER after the last day as Actv EE
Class 2: All Full-time Active Employees who are Administrators
Full Time Eligibility: 20 hours per week
Class 3: All Full-time Active Employees Excluding Administrators
Full Time Eligibility: 20 hours per week

Feature	Description
Benefit Schedule	Class 1, 3 - Flat $15,000 Class 2 - Flat $50,000
Guaranteed Issue	Equal to Benefit Amount
Benefit Reduction Schedule	Class 1 - 100% @ 70* Class 2, 3 - None
Continuity Of Coverage	Enhanced
Life Disability Provision	Class 1 - Not Applicable Class 2, 3 - Premium Waiver to Normal Retirement Age if Disabled Prior to 60
Premium Waiver Elimination Period	Class 2, 3 - 9 Months
Living Benefit Option (Accelerated Benefit)	12 Months Life Expectancy, 80% of Benefit (Total Basic and/or Supplemental Acceleration may never exceed $500,000)
Life Portability Option	Portability Prime Including Accidental Death
EE Port Maximum Amount	$250,000
EE Port Guaranteed Issue	$250,000
Conversion	Included
Military Leave Of Absence Continuation	12 Weeks
ACCIDENTAL DEATH & DISMEMBERMENT (AD&D)	Class 2 - Flat $50,000 Class 3 - Flat $15,000
Employee Contribution	Non-Contributory
Participation Requirement	100% of Eligible Employees
Initial Rate Guarantee Period	2 Years

Rate Summary

Coverage Category/Class	No of Lives	Rate Basis	Volume	Monthly Premium
LIFE /Composite	198	$0.18 Per $1,000 Employee	3,215,000	$578.70
ADD /Composite	184	$0.015 Per $1,000 Employee	3,005,000	$45.08

*Reminder - Compliance with ADEA is the responsibility of the Employer. Please consult your legal counsel to determine if this schedule complies with ADEA guidelines.

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Nebraska City Public Schools

Supplemental Employee Life and AD&D

Class Description(s):
Class 1: Retired Employees who are enrolled in Supplemental Life coverage the 5 years prior to retirement.
Retiree Eligibility: who was Actv EE of & who ret. frm the ER after the last day as Actv EE
Class 2: All Full-time Active Employees who are Administrators
Full Time Eligibility: 20 hours per week
Class 3: All Full-time Active Employees Excluding Administrators
Full Time Eligibility: 20 hours per week

Feature	Description
Benefit Schedule	Class 1 - $5,000 increments to $150,000 Class 3, 2 - $10,000 increments not to exceed 5 times Earnings or $500,000
Minimum Benefit Amount	Class 1 - $5,000 Class 3, 2 - $10,000
Combined Basic & Supplemental Life Maximum Benefit	No
Guaranteed Issue	Class 1 - Equal to Benefit Amount Class 3, 2 - Flat $250,000
Benefit Reduction Schedule	Class 1 - 100% @ 70* Class 3, 2 - 35% @ 65 and 50% of Original Amount @ 70*
Continuity Of Coverage	Enhanced
Life Disability Provision	Class 1 - None Class 3, 2 - Premium Waiver to Normal Retirement Age if Disabled Prior to 60
Premium Waiver Elimination Period	Class 3, 2 - 9 Months
Living Benefit Option (Accelerated Benefit)	12 Months Life Expectancy, 80% of Benefit (Total Basic and/or Supplemental Acceleration may never exceed $500,000)
Life Portability Option	Portability Prime Including Accidental Death
EE Port Maximum Amount	$250,000
EE Port Guaranteed Issue	$250,000
Conversion	Included
Military Leave Of Absence Continuation	12 Weeks
Suicide Exclusion	2 years
ACCIDENTAL DEATH & DISMEMBERMENT (AD&D)	Class 3, 2 - $10,000 increments not to exceed 5 times Earnings or $500,000
Employee Contribution	Contributory
Enrollment Type	Open Enrollment[3]
Enrollment Form[A]	Online
Participation Requirement	46% of Eligible Employees
Initial Rate Guarantee Period	2 Years

Rate Summary

Coverage Category/Class	No of Lives	Rate Basis		Volume	Monthly Premium
LIFE /Composite		Per $1,000 Employee Stepped			
	1	UNDER 25	$0.04	130,000	$5.20
	6	25 - 29	$0.04	1,240,000	$49.60
	8	30 - 34	$0.05	970,000	$48.50
	9	35 - 39	$0.07	1,590,000	$111.30
	14	40 - 44	$0.09	2,330,000	$209.70
	17	45 - 49	$0.15	2,710,000	$406.50

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	10	50 - 54	$0.23	1,200,000	$276.00
	10	55 - 59	$0.39	1,070,000	$417.30
	6	60 - 64	$0.52	430,000	$223.60
		65 - 69	$0.95		
		70 - 74	$1.50		
		75+	$2.06		
ADD /Composite		$0.02 Per $1,000 Employee			

*Reminder - Compliance with ADEA is the responsibility of the Employer. Please consult your legal counsel to determine if this schedule complies with ADEA guidelines.

[3] Assumes all eligible employees can enroll in the plan and/or increase existing coverage amounts up to the guaranteed issue without providing evidence of insurability during a scheduled enrollment period. Minimum participation is required. Plan Guarantee Issue limits, maximums and or pre-existing condition limitations apply.

[A] Enrollment Form or Format indicates the manner in which employees will enroll in coverage.

[A] Enrollment Form or Format indicates the manner in which employees will enroll in coverage.

Nebraska City Public Schools

Supplemental Dependent Life

Class Description(s):
All Full-time Active Employees who are Administrators
Full Time Eligibility: 20 hours per week
All Full-time Active Employees Excluding Administrators
Full Time Eligibility: 20 hours per week

Feature	Description
Spouse Benefit Schedule	$5,000 increments to $ 250000 not to exceed 50% of the Employee Elected and Approved Supplemental Life Insurance.
Spouse Guaranteed Issue	Flat $30,000
Living Benefit Option (Accelerated Benefit)	None
Child Benefit Schedule	Live Birth to 26 - $10,000
Waiver Of Dependent Premium	Included. Applies if Employee Qualifies for Premium Waiver
Life Portability Option	Portability Prime Including Accidental Death
SP Port Maximum Amount	$50,000
SP Port Guaranteed Issue	$50,000
CH Port Maximum Amount	$10,000
Conversion	Included
Suicide Exclusion	2 years

Rate Summary				
Coverage Category/Class	**No of Lives (TBD)**	**Rate Basis**	**Volume(TBD)**	**Monthly Premium(TBD)**
LIFE /Composite		Per $1,000 Spouse Stepped*		
		UNDER 25 $0.04		
		25 - 29 $0.04		
		30 - 34 $0.05		
		35 - 39 $0.07		
		40 - 44 $0.09		
		45 - 49 $0.15		
		50 - 54 $0.23		
		55 - 59 $0.39		
		60 - 64 $0.52		
		65 - 69 $0.95		
		70 - 74 $1.50		
		75+ $2.06		
LIFE /Composite		$0.20 Per Child Unit		

*Spouse premium is based on employee's age

Long Term Disability

Class Description(s):
Class 1: All Full-time Active Employees who are Admin and Certified Employees
Full Time Eligibility: 20 hours per week
Class 2: All Full-time Active Employees who are Non-Certified Excluding Admin and Certified Employees
Full Time Eligibility: 14.0 hours per week

Feature	Description
Benefit Percentage	67%
Maximum Monthly Benefit	Class 1 - $10,000 Class 2 - $5,000
Minimum Monthly Benefit	Greater of $100 or 10%
Elimination Period	90 Days
Benefit Duration	ADEA 1 with Social Security Normal Retirement Age*
Definition Of Disability	2 Years Own Occupation
Earnings Loss during Elimination Period	Required
Return To Work Incentive Applies	Yes
Integration Method	Direct
Social Security Offset	Family
Pre-Existing Condition Limitation	Look-back/Treatment-free/Insured 12/12/24 months
Takeover Provision	No Loss/No Gain
Mental Illness Limitation	24 Month Outpatient
Substance Abuse Limitation	24 Month Outpatient
Specified Condition Limitation	None
Family Care Credit	Included
Workplace Modification Benefit	Included
Rehabilitation Participation Requirements	Included
Recommended Treatment Requirements	Included
Survivor Income Benefit Option	3 Times Last Monthly Net Benefit
Employer Participates In Worker's Compensation	Yes
Employee Contribution	Class 1 - Contributory, 100% Employee Paid Class 2 - Non-Contributory
Enrollment Type	Class 1 - No Enrollment[1]
Participation Requirement	100% of Eligible Employees
FICA Match Service	Included
Initial Rate Guarantee Period	2 Years

Rate Summary

Coverage Category/Class	No of Lives	Rate Basis	Volume	Monthly Premium
LTD /Composite	184	$0.28 Per $100 Of Covered Salary	823,395.62	$2,305.51

*Reminder - Compliance with ADEA is the responsibility of the Employer. Please consult your legal counsel to determine if this cutback schedule complies with ADEA guidelines

[1] Assumes that no scheduled enrollment period applies. Employees enrolled in the previous carrier's plan transition to The Hartford's plan on a no loss no gain basis. "Enrollment" into the plan is typically offered to new hires only as defined in the plan description. Standard evidence of insurability requirements apply for late entrants (employees who were previously eligible for coverage who did not enroll within 31 days of the date they were initially eligible) and for increases in coverage.

Qualifications and Assumptions

With this rate structure the employer may be electing to partially support employer paid coverages with the rate for the employee paid coverages. This means that premiums paid for one coverage may cover the cost of another coverage under the Plan. When we quote rates with such partial support between the employee paid and employer paid coverages we do so with the understanding that the employer and employee coverages are part of a single ERISA plan sponsored by the employer and that the employer has determined that the rate structure is consistent with information provided to employees and with its ERISA obligations. If this understanding is not accurate, please contact us.

Age Reduction: The employer is responsible for making sure that the offer of insurance to employees under its Benefit Plans complies with the Age Discrimination in Employment Act (ADEA). This quote may include reduced coverage for older workers based on age reduction tables. The Hartford offers a variety of age reduction tables so employers can choose the ones that work best in their Benefit Plans. Please consult your legal counsel to determine whether ADEA applies to your Benefit Plans and, if so, whether your Benefit Plans comply with ADEA and other applicable laws.

The following are assumptions upon which this proposal is based:

1. The effective date of this case will be September 1, 2025.
2. Proposal and rates are valid until April 29, 2025.
3. Rates assume a SIC code of 8211.
4. Quote assumes a Situs State of NE. Hartford standard filed contract language applies unless approved in advance by Underwriting. State filings or specially drafted contract language is not assumed in the quoted rates.
5. Assumes a fully insured, non-participating, non-dividend eligible funding arrangement, unless otherwise specified.
6. Assumes employees must be actively-at-work on the effective date and the deferred effective date provision applies.
7. The enrolled census information must include coverage election amounts, and be within 10% of the census data used to develop this quote.
8. The Hartford reserves the right to re-price:
    - if the sold plan design differs from the proposed/quoted plan design
    - for changes in State or Federal Insurance regulations
    - if a material misstatement of the information provided in the RFP, bid specifications, claim experience, or plan of benefits is discovered post-sale
    - if the quoted minimum enrollment threshold is not met
    - if enrollment form is changed
9. The Hartford reserves the right to change the plan to comply with state mandated benefits, including charging additional premium for such changes, if applicable.
10. If any contributory lines of coverage are sold, a 45-day Grace Period will apply to all lines of coverage. If only non-contributory lines of coverage are sold, a 31-day Grace Period will apply.
11. The Minimum Life Benefit stated represents the minimum benefit before the application of Age Reduction Provisions.
12. Assumes Military Leave of Absence is 12 weeks.
13. The Hartford assumes no liability to extend coverage under severance agreements unless reviewed and approved by underwriting in advance.

14. Contract language and standard benefits approved by The Hartford will be used for all insured contract and employee booklet communication material.
15. The Disability definition of earnings includes Base Annual Earnings, Pre-Disability Earning and Definition of Earnings. Overtime pay and target income is not included.
16. The Hartford's standard policyholder reporting package and frequency applies.
17. Quoted rates are based on all coverage lines being sold as a package.
18. We assume all eligible employees are U.S. citizens or U.S. residents, working in U.S. locations or are Accepted International Employees.

    Accepted International Employees are:
    - U.S. Expatriates (U.S. citizens employed by a U.S. company, who live and work outside the U.S. on temporary assignment) or
    - Third Country Nationals (non–U.S. citizens employed by a U.S. company and who work in a country other than their own) or
    - Canadian Local Nationals (Canadian citizens working in Canada),

    who have met the full time eligibility requirements, are paid on the U.S. payroll, and do not work in countries subject to sanctions programs administered by the US Department of the Treasury's Office of Foreign Assets Control (OFAC), Afghanistan, Algeria, Chad, Chechnia, Columbia, Democratic Republic of Congo, Iraq, Israel, Saudi Arabia, Somalia, Sudan (South of lat.10 deg. North), Japan, Russia, Philippines, Indonesia or the Canadian provinces of British Columbia, Manitoba, Newfoundland/Labrador, Northwest Territories, Nunavut, and Saskatchewan.
19. We assume the company has been in business for at least 2 years. If otherwise, additional underwriting approval will be required prior to sale.
20. Assumes claims incurred prior to the effective date of the contract will be the liability of the prior carrier.
21. An employee must be enrolled in the Supplemental Life plan in order for the dependent spouse coverage to be purchased, unless otherwise noted.
22. Employees are required to complete Hartford Enrollment forms. All others must be approved by underwriting in advance.
23. Employees are required to complete Hartford Beneficiary designation forms. All others must be approved by underwriting in advance.
24. Late entrants are required to provide Evidence of Insurability to enter into the plan at any coverage level/amount, unless otherwise noted.
25. All enrollment materials, which include enrollment forms and brochures, must be reviewed by Underwriting prior to the enrollment date. This includes material prepared by The Hartford or any other source.
26. Assumes the plan of benefits is subject to ERISA regulations.
27. Quote assumes 1 Contract/Booklet, 1 Bill Unit, and 1 Experience Unit.
28. The employer pays the cost of Non-Contributory Long Term Disability coverage on a pre-tax basis.
29. Coverage for Retirees is not included.
30. If Employee Choice Life, Voluntary Critical Illness, DisFLEX or Voluntary Accident Product(s) are quoted, The Hartford will not accept the coverage(s) if at least 10 employees do not enroll in each line of coverage. If at least 10% participation is not achieved, The Hartford reserves the right to adjust the Rate Guarantee to one (1) year or to re-evaluate the risk.
31. Quote assumes that Life rates do not straddle the IRS Table I Uniform Premium Table rates; However, please understand rates are based on The Hartford's participation and volume assumptions as there are no current enrolled lives.
32. The definition of dependent child(ren) covers children to age 26, regardless of marital status or financial dependency on the employee. This aligns with the Patient Protection and Affordable Care Act (PPACA) definition.

Deviations

Our proposal reflects our standard product and, consequently, may deviate from the features and/or plan designs that you requested. Accordingly, please review our proposal carefully, as we have not identified specific areas where our proposal deviates from your request. Please note that this proposal does not constitute a final offer or agreement, and it is only a summary of the benefits offered to your company.

The rates and costs shown in this proposal are based on the information provided. Rates may be affected by the actual enrollment (and transferred business information) provided. Please consult with the Producer regarding all terms and conditions in this proposal.

Please note the following descriptions that further explain some of our benefits and features. The descriptions are based on our Standard Language. The benefits shown below are available in most states, however, please be aware that state variations may apply.

General:

Customer Support and Online Self-Service Capabilities

We're committed to providing best-in-class service to our customers and their employees. That's why we offer online capabilities designed to save time and make it easier to manage your group benefits.

Employer Portal
Our employer portal is a secure, mobile-responsive site where employers can quickly obtain plan information and transact business to help reduce administrative burden. We continually work to enhance the site's capabilities to make it more responsive to your needs. Through our portal, you are able to access such features as:

- Electronic billing
- Reports (available in either PDF or Excel)
- Medical underwriting status for evidence of insurability
- Claim status inquiry
- Booklets
- Administration kits with forms specific to your coverage(s)

Employee Portal
Our employee portal is a secure, mobile-responsive site where employees can manage their claims, payment information and more. Your employees can access this site at any time to:

- Submit disability claims and leave of absence requests.
- View claim and payment status.
- Check their medical underwriting status for evidence of insurability.
- File an STD claim in place of telephonic submission (if your plan offers this coverage).
- Start an LTD claim.
- Upload and view documents from mobile or desktop.
- Registered users can access forms specific to your plan's coverage(s).
- Obtain information on coverage overviews and frequently asked benefit questions.
- Enroll in direct deposit for their claim payments.
- Manage their preference for alerts/notifications – email and text.

Additional Support from our Customer Solutions Center
Questions or services that cannot be handled online can be addressed by our Customer Solutions Center. Our skilled representatives, who are familiar with your case, are available Monday through Friday from 8 a.m. to 8 p.m. EST at 1-800-523-2233 and provide support to new and existing customers.

Local Service Representatives
If our Customer Solutions Center representatives can't assist you with your request, they'll be glad to put you in touch with a local service representative.

Voluntary Enrollment Services

A Hassle Free Enrollment Process to Maximize Employee Participation

As benefit costs continue to rise and consume a larger portion of a company's budget, voluntary coverage enhances an employer's group plan at no additional cost to the employer.

The Hartford is committed to making it as easy as possible to communicate information on your plan and the associated cost to your employees. Our goal is to engage employees so they fully understand the benefits offering and make it easy for them to enroll. To accomplish this, The Hartford will prepare enrollment packages for employees that include:

- Benefits information (brochures and tools) to help employees understand their potential needs and how these offerings can help them make an educated decision.
- Benefit Highlight Sheets that describe plan provisions in more detail to help explain product offerings.
- Personalized Enrollment Forms for each employee. These simple forms show the price (payroll deduction amount) of coverage based on the employee's salary and age.

We support voluntary plans with a complete package of enrollment communication materials. To simplify the employee's purchase decision, we can provide each employee with a personalized enrollment form that outlines his or her coverage choices and costs. This service is offered at no charge to employers.

To help ensure a hassle-free enrollment process and to maximize participation, The Hartford will work with you to:

- Develop an enrollment strategy to maximize employee participation levels that best fits this case.
- Identify the appropriate tools that will support the enrollment strategy. (e.g. WebEx meetings; conference call meetings employee-focused marketing materials)
- Create an eligible census that allows us to produce a detailed and personalized enrollment package for each employee.
- Identify the enrollment period that is convenient for you and provides us time to sufficiently manage the post-enrollment process.
- Identify post enrollment communication needs (e.g. tabulating enrollment results and transferring results back to Employer electronically showing the coverage elections and related payroll deduction amounts)

Enrollment Type Options Available:

"Options to meet your needs."

We have the ability to support voluntary plans with a variety of enrollment type options. If you would like to hear more about a particular option and how it may work with your program, please contact

your Hartford Representative.

No Enrollment - This enrollment type has no scheduled enrollment period. Employees enrolled in the previous carrier's plan transition to The Hartford's plan on a no loss no gain basis. "Enrollment" into the plan is typically offered to new hires only as defined in the plan document. Standard evidence of insurability (EOI) requirements apply for late entrants (employees who were previously eligible for coverage who did not enroll within 31 days of the date they were initially eligible) and for increases in coverage.

Traditional (EOI) - This enrollment type has a scheduled enrollment period and standard evidence of insurability (EOI) requirements apply for late entrants (employees who were previously eligible for coverage who did not enroll within 31 days of the date they were initially eligible) and for increases in coverage.

Modified Open Enrollment - ***Note: This option is only offered on Supplemental Life.*** This enrollment type allows all eligible employees to enroll for a "limited" benefit amount (typically "one" additional increment of coverage). Employees not currently enrolled may elect the first available (most conservative) increment of coverage. Employees currently enrolled may elect one additional increment of coverage. Plan Guarantee Issue limits and maximums apply.

Open Enrollment - This enrollment type allows all eligible employees to enroll in the plan and or increase existing coverage amounts without providing evidence of insurability during a scheduled enrollment period. Minimum participation is required. Plan Guarantee Issue limits, maximums and or pre-existing condition limitations apply.

Life:

Common Notice

When employees are Disabled, our Waiver of Premium benefit allows them to continue their life insurance coverage without premium payment. In addition, we provide a value-added service called Common Notice. This service initiates a Life Waiver of Premium claim at the appropriate time when an insured employee is receiving benefits under a disability plan provided by The Hartford. Common Notice eliminates the need to file a separate life Waiver of Premium claim, which helps ensure an employee's group life protection is maintained during a Disability.

Living Benefit Option (Accelerated Benefit)

The Living Benefits Option (LBO) allows the employee to elect to receive an accelerated payment of a portion of the life insurance benefit when a covered person (may include employee or employee and dependent) is diagnosed as terminally ill with a 12 Months life expectancy. The employer determines applicable life expectancy and whether the benefit applies to dependent coverage.

We will pay up to 80% of the terminally ill individual's Group Term Life benefit as long as he or she has a minimum life coverage amount of $10,000 and has not exceeded the maximum age, if any, described in the contract. LBO pays a minimum of $3,000 and a maximum of $500,000. Accelerated funds are paid to the employee with no restrictions on how they may be used; the remaining death benefit is then payable to the beneficiary.

Portability Prime Including Accidental Death

Portability allows employees to continue voluntary and/or basic life insurance protection for themselves and their families when the employee changes jobs. Portability Prime Including Accidental Death is included at no additional cost to the Employer. Terminated employees who elect Portability pay for the cost of this benefit.

Offered at group rates, this is an affordable way for many terminating employees to continue to be protected with life insurance. A medical exam may be required. The employee may elect coverage continuation equal to 100 percent, 75 percent, or 50 percent of their current life insurance, subject to an overall maximum of $250,000, or employee plan max benefit. Continued coverage of spouse and dependent children is also available, subject to maximum amounts of $50,000 and $10,000 respectively. This Portability option is available to terminating employees who have not reached age 85. Coverage may continue to age 99 with a reduction at age 65, 70, 75 to 35 percent and age 80,85,90,95 to 25 percent of the original amount.

* The Basic Life Portability maximum is displayed if offered on both Basic Life and Supplemental Life.

Safe Haven

The Hartford's Safe Haven program is available for group life or accidental death claims(s) of $10,000

or more, which are payable to a single beneficiary or multiple beneficiaries. The proceeds will be distributed through the program in lieu of a lump sum check for the full death benefit amount. Lump sum checks will be provided where legally required.

Safe Haven is intended to provide customers with a convenient means for paying immediate needs. This allows the beneficiary time to decide how to use the remaining balance of their insurance proceeds during a time when making financial decisions may be difficult. Proceeds are available to use right away to pay bills, make purchases, receive cash, reinvest or make other financial transactions. Here's how it works:

- The beneficiaries can write as many drafts each month as they wish, at anytime and for any reason - just as they might write a check.
- The draft book can be used immediately for any expenses the beneficiaries incur and in any dollar amount - up to and including the full balance, plus interest.
- Interest on the proceeds are compounded daily and credited to the account the last day of each month. The interest rate is determined by The Hartford. For interest earned equal to $10 per year or greater, a form 1099-INT will be provided annually.
- For accurate reporting, statements summarizing activity are mailed quarterly, or monthly if a new transaction other than earned interest posts to the account.
- The Safe Haven Program does not charge any fees against the account.

A Hartford Life Care Advocate will contact the beneficiary at point of claim to provide information regarding our Safe Haven program. If benefits are payable at time of initial claim review, the Life Care Advocate will advise of the benefit amount and expected delivery date, alleviating a major stress point. If a beneficiary has questions or concerns a Life Care Advocate is available to assist and provide their expertise.

With Safe Haven, insurance proceeds are held in our general account and payments are based on the claims-paying ability of Hartford Life and Accident Insurance Company. The Hartford will earn investment income on Safe Haven assets. The difference between the investment income earned on the Safe Haven assets and the interest credited to customers participating in the Safe Haven program will provide Hartford with a profit and cover expenses we incur. The Hartford in its sole discretion determines the credited interest rate.

Safe Haven is not intended to be a long-term investment vehicle. Safe Haven is not a bank account and as such,Safe Haven assets are not insured by the Federal Deposit Insurance Corporation. Nor are they backed or guaranteed by any federal or state government agency.

Suicide Exclusion

A Suicide Exclusion is included on Supplemental Life insurance for employees and dependents to help protect the employer's experience from unanticipated losses. It applies only to elected coverage amounts which became effective within two years of the date of death, and the two year period includes the time coverage was in force under the prior group life policy.

Life Disability Provision

Premium Waiver to Normal Retirement Age, if Disabled Prior to Age 60

Any covered employee who becomes Disabled before age 60 is eligible for continued employee life insurance, without payment of premium, while the employee remains continuously Disabled. Premium is required until the employee is approved for coverage. Once approved, premium will be waived and coverage will be continued until Normal Retirement Age while the employee remains Disabled.

Employees are considered Disabled if they are prevented by injury or sickness from doing any work for which they are, or could become, qualified by education, training or experience. If Living Benefit Option is included, employees will also be considered Disabled if they meet the definition of Terminally Ill in the certificate.

Life Disability Provision

Retirees

Premium Waiver is not available to Retirees.

Enhanced Employee Continuity of Coverage

This language addresses concerns about employees losing coverage in takeover situations simply because the carrier changes. It is available when we are replacing a policy with Premium Waiver. Enhanced Continuity of Coverage extends coverage to employees who were insured under the prior policy on the day before our Policy Effective Date, whether or not they were actively at work on that last day.

Coverage under this provision continues until the first of the following,

- The date the employee returns to work as an Active Full-Time Employee;
- The last day of a 12-month period following our Policy Effective Date;
- The last day the employee would have been covered under the prior policy had the prior policy not terminated; or
- The date insurance terminates for one of the reasons stated in the Termination Provisions.

The Amount of Coverage provided is equal to,

- The lesser of the amount under the prior policy or the amount under our policy
- Reduced by any amount in force, paid or payable under the prior policy; or which would have been payable if timely election had been made.

AD & D

AD&D Standard Package	
Under our Standard Accidental Death and Dismemberment Benefit package, we provide payment of benefits if the following Losses occur within 365 days of the Accident. Subject to state availability, the following benefits are included:	
Loss of Life (Including Exposure and Disappearance)	100% of Principal Sum
Loss of Both Hands or Both Feet or Sight of Both Eyes	100% of Principal Sum
Loss of One Hand and One Foot	100% of Principal Sum
Loss of Speech & Hearing in Both Ears	100% of Principal Sum
Loss of Either Hand or Foot and Sight of One Eye	100% of Principal Sum
Loss of Either Hand or Foot	50% of Principal Sum
Loss of Sight of One Eye	50% of Principal Sum
Loss of Speech or Hearing in Both Ears	50% of Principal Sum
Loss of Thumb & Index Finger of Either Hand	25% of Principal Sum
Seat Belt and Air Bag Benefit	Seat Belt - 10% of Principal Sum to a maximum of $10,000 Air Bag - additional 5% of Principal Sum to a maximum of $5,000, if seat belt also used. Minimum Benefit - If it cannot be determined that the injured person was wearing a Seat Belt at the time of the Accident, a Minimum Benefit of $1,000 will be payable. If a covered individual sustains an Injury payable under the Accidental Death and Dismemberment Benefit, we will pay an additional Seat Belt Benefit if the injury occurs while riding in or driving a Motor Vehicle and wearing a Seat Belt. If a Seat Belt Benefit is payable, we will pay an additional Air Bag Benefit, if the individual was positioned in a seat with a factory installed Air Bag, and was properly strapped in the Seat Belt when the Air Bag inflated.
Repatriation Benefit	The lesser of: • 5% of Principal Sum; • $5000; or

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	• the actual expense incurred for preparation and transportation of the body for burial or cremation. If a covered individual dies and a benefit is payable under the Accidental Death and Dismemberment Benefit, we will pay an additional benefit if death occurs outside of the state or country of permanent residence.
Loss of Movement	Quadriplegia*-100% of Principal Sum Triplegia*-75% of Principal Sum Paraplegia*-75% of Principal Sum Hemiplegia*-50% of Principal Sum Uniplegia*-25% of Principal Sum If any of these Losses occur as the result of an Injury, the described benefit is payable. Loss of movement of Limbs means that movement is completely lost and is irreversible. * Quadriplegia- Loss of movement of both upper and lower Limbs * Triplegia- Loss of movement of three Limbs * Paraplegia- Loss of movement of both lower Limbs * Hemiplegia-Loss of movement of both upper and lower Limbs on one side of the body * Uniplegia- Loss of movement of one Limb
More than one of the above Losses resulting from the same Accident	The lesser of: • Principal Sum; or • Sum of each Benefit payable
Exposure and Disappearance	We will pay the Principal Sum if the insured suffers a loss of life due to being exposed to the elements due to forced landing, stranding, sinking or wrecking of a conveyance in which the insured was an occupant at the time of the accident. We will presume an insured suffered a loss of life if their body has not been found within one year after a covered accident involving the disappearance of a conveyance in which the insured was an occupant at the time due to accidental forced landing, stranding, sinking or wrecking.

Long Term Disability:

Definition of Disability

The Hartford's enhanced Ability Long Term Disability contract is built on the Hartford's *Ability* philosophy, a belief in the desire of disabled employees to lead active, independent lives.

Definition of "Disability"

In order to be considered Disabled, a claimant must have both a loss of earnings and the inability to perform his or her Essential Duties. A claimant is able to satisfy each requirement with only a partial loss of earnings and the inability to perform one or more Essential Duties. Total Disability is not required. Disability Benefits are payable when the claimant has both a loss of earnings and a "duties loss" for the duration of the Elimination Period.

Benefit Calculation

The benefit calculation is based on the Monthly Income Loss, which is the difference of the employee's pre-disability earnings less the current monthly earnings. The Monthly Benefit will not be less than the Minimum Monthly Benefit, if one is applicable. This calculation takes into account any income that the employee may earn while still meeting the definition of disability, and eliminates the need for additional benefit calculation methods such as partial and residual. If an overpayment occurs, we may recover all or any portion of an overpayment by reducing or withholding future benefit payments, including the Minimum Monthly Benefit.

Benefit Duration

The Benefit Duration is the maximum time for which we pay benefits. Depending on the schedule selected and the age at which disability occurs, the maximum duration may vary.

Age Disabled	**Benefits Payable - Elimination period less than 180 days - 1A**
Prior to Age 63	To Normal Retirement Age or 48 months if greater
Age 63	To Normal Retirement Age or 42 months if greater
Age 64	36 months
Age 65	30 months
Age 66	27 months
Age 67	24 months
Age 68	21 months
Age 69 and over	18 months

Normal Retirement Age means the Social Security Normal Retirement Age as stated in the 1983 revision of the United States Social Security Act. It is determined by the date of birth as follows:

Year of Birth	Normal Retirement Age
1937	65
1938	65 + 2 months
1939	65 + 4 months
1940	65 + 6 months
1941	65 + 8 months
1942	65 + 10 months
1943 thru 1954	66
1955	66 + 2 months
1956	66 + 4 months
1957	66 + 6 months
1958	66 + 8 months
1959	66 + 10 months
1960 or after	67

Family Care Benefit

This benefit is available to help a claimant with family care expenses while he or she is participating in a rehabilitation program. The allowable expenses are treated as a deduction from earnings for purposes of calculating the monthly benefit payable. The maximum monthly family care credit allowed for each qualifying child or family member is $350 during the first 12 Months of the rehabilitation program and $175 thereafter, not to exceed $2500 in a calendar year. The benefit is built into the coverage at no additional cost, and is designed to decrease as the employee's earnings increase.

Job Offered but Refused

In determining benefits payable, the amount of potential income from a job offered by the employer, or another employer, will be considered as earned income, even if the offer is refused. This encourages claimants to utilize return-to-work opportunities.

Pre-existing Condition Limitation

This limitation applies to conditions for which an employee receives medical services within 12 months of the effective date of coverage. No benefits are payable for a disability resulting from such a condition until the employee has been covered for 12 consecutive months with no medical care for the condition, or until the employee has been covered for 24 consecutive months. In addition, the amount of a benefit increase, which results from a change in benefit options, a change of class or a change in the Plan, will not be paid for any Disability that is due to, contributed to by, or results from a Pre-Existing condition.

Note: This limitation does not include "prudent person" language, which is difficult to administer and can be unfair.

Recommended Treatment Requirement

Benefit payments will terminate if the claimant refuses to receive recommended treatment that is generally acknowledged by physicians to cure, correct or limit the disabling condition. This language also encourages claimants to participate in programs and treatments that can help them return to work and achieve independence. (This is not applicable in New Jersey.)

Rehabilitation Participation Requirement

Benefit payments will terminate if the claimant:

- refuses to participate in a rehabilitation program (not applicable in CA or NJ);
- refuses to cooperate with or try modifications made to the work site or job process, or adaptive equipment or devices designed to accommodate the claimant's identified medical limitations and enable the claimant to perform the essential duties of his/her or any occupation. A qualified physician must also agree that specific modifications or adaptive equipment accommodates the claimant's medical limitations.

This language encourages claimants to take advantage of the programs and resources offered to them whenever appropriate to help them return to active, productive, independent lives.

Return to Work

This incentive allows employees who return to work while disabled to receive up to 100% of pre-disability earnings for the first 12 months after they return to work. This encourages employees to return to full-time work as soon as possible.

Any Occupation Earnings Test

When the Disability Definition moves to the Any Occupation definition, The Hartford will base the determination of Disability on the claimant's ability to work in an occupation that matches his or her education, training or experience and also has an earnings potential equal to or greater than a percentage of his or her Pre-disability Earnings (or equal to or greater than the Maximum Monthly Benefit, if lower).

Survivor Income Benefit

If an employee dies while receiving disability benefits, a benefit will be paid to the spouse or child(ren) of the employee. This is a way of providing eligible survivors with valuable financial help when the loss of the insured family member occurs.

Workplace Modification

Workplace Modification provides reimbursement to the employer for the expense of reasonable modifications made to a workplace to accommodate an employee's disability and return him/her to active full-time employment.

Self-Reported or Subjective Illness Limitations

This Hartford LTD contract does not contain contract wording to limit self-reported or subjective illnesses. We handle claims for these conditions the same way we handle all claims – by focusing on functionality instead of the diagnosis.

We also do not include "prudent person" wording in our definition of what constitutes a pre-existing condition, as this is a highly subjective measurement.

FICA Match Service

The Hartford will match and pay a Long Term Disability policyholder's share of FICA taxes on benefits paid to disabled employees. We will also prepare all necessary Long Term Disability W–2 forms at year–end.

Guarantee Issue

The Guarantee Issue level is the maximum benefit available without Evidence of Insurability. The Guarantee Issue level applies to all eligible employees who properly enroll for coverage within 31 days after becoming eligible.

Additional Services:

Employee Assistance Program GuidanceResources®

An Employee Assistance Program (EAP) is a confidential counseling and referral service that assists employees and their immediate family members with: face-to-face emotional counseling, work/life support, financial and legal information and crisis intervention services.

EAP capabilities can help employees resolve issues quickly, before they escalate into personal or workforce challenges. We offer a range of EAP services to our Group Life and Disability customers through an arrangement with ComPsych®[1], the nation's largest provider of employee assistance programs.

EAP services can be accessed through a dedicated toll-free number 24 hours a day, seven days a week. ComPsych staff helps provide immediate crisis resolution, information, and referrals to appropriate counseling and support services. Master's and Doctoral-degreed staff clinicians with crisis intervention experience, including multi-language resources, are available to handle emergency or urgent care cases.

Benefits of an EAP for Employees:

- Unlimited access to Master's and Doctoral-degreed clinicians by phone 24/7 for assessment and referral. Confidential face-to-face sessions, if needed.
- Referrals to local resources and services such as community and governmental agencies.
- Financial, legal or health care services support by phone with experienced professionals during regular business hours or by appointment.
- Access to self-assessment tools and other resources through GuidanceResources® Online.

Benefits of an EAP for Employers:

- Reduction of other benefits costs: An effective EAP may reduce disability costs, medical costs, pharmacy costs, and Workers' Compensation costs.
- Absenteeism and productivity: Resources for employees to handle day-to-day issues may result in reduced days out of work, increased productivity, and lower temporary replacement costs.
- Flexibility: Employers can add-on and customize service options that provide solutions to meet almost any need.

Critical Incident Stress Management (CISM) or Training: Includes professional support in managing critical incidents like workplace violence, serious illness, natural disasters fatal accidents, and corporate restructuring. GuidanceResources® also offers the following on-site training sessions: health and enrollment fairs; personal development workshops include: wellness seminars, brown bags, or lunch and learns. Minimum of four hours per year included.

Management Referral: Consists of management referral services when an employee needs to be referred for EAP services. Assists managers or HR professionals the process.

Through The Hartford's program, ComPsych offers two service options to meet a variety of needs:

Option 1: Telephone plus three face-to-face sessions for emotional counseling per incidence/issue basis per year for $1.12 per employee per month.

Option 2: Telephone plus five face-to-face sessions* for emotional counseling per incidence/issue basis per year for $1.37 per employee per month.

*California residents are limited to three prepaid behavioral health counseling sessions in any six-month period. Except for acute emergencies and other special circumstances, additional sessions for California employees are available on a fee-for-service basis.

[1]The GuidanceResources® Program is offered through The Hartford by ComPsych®. ComPsych is not affiliated with The Hartford and is not a provider of insurance services.

The Hartford is not responsible and assumes no liability for the goods and services described in this material and reserves the right to discontinue any of these services at any time. Services may vary and may not be available in all states. Visit https://www.thehartford.com/employee-benefits/value-added-services for more information.

Life Additional Services:

Bereavement Services[1] provide a personalized bereavement solution built to help families deal with the many challenges that loss can bring. Empathy provides high-quality, complimentary, on-demand support for every group life beneficiary anticipating or dealing with loss, so that they and their families have everything they need during this difficult time. This includes grief support services, Estate and Probate service, helpful planning tools, digital App, document storage, after-loss support, and access to online content designed to assist with the grieving process.

Additional Insured and Beneficiary Assist[2] Services that provide compassionate expertise to help employees or their loved ones cope with emotional, financial and legal issues that arise before or after a loss. Includes unlimited phone contact with professionals, as well as five face-to-face sessions*. Additionally, health care support services are available for employees that are terminally ill.

Funeral Planning Services[1] provides detailed instructions and on-demand assistance finding a funeral home, identifying vendors, planning events, arranging all details, writing and sending invitations, and negotiating costs on behalf of the insureds, beneficiary and their family. They are given access to a wide range of funeral resources including guides and tailor-made, step-by-step checklists. In addition, a team of experts are available for beneficiaries to call in, chat, email for any funeral, burial, or cremation questions.

Will Prep Services[1] provide online will preparation services alongside step-by-step guidance.

Ability Assist®[2] **Counseling Services** Employees receive professional counseling for financial, legal and emotional issues, 24/7/365. Includes unlimited phone access and three face-to-face sessions per year. Services are also available to spouses and dependent children.

HealthChampion[SM2] **Health Care Support Services** A service that offers unlimited access to Benefit Specialists and nurses for administrative and clinical support to address medical care and claims concerns. Service includes: claim and billing support, explanation of benefits, cost estimates/fee negotiation, information related to conditions and available treatments, and support to help prepare for medical visits.

Beneficiary Management Online platform available 24/7 to support beneficiary designation and

beneficiary updates, which is provided at no additional cost.

*California residents are limited to three prepaid behavioral health counseling sessions in any six-month period. Except for acute emergencies and other special circumstances, additional sessions for California employees are available on a fee-for-service basis.

[1]Bereavement Services, Funeral Planning Services and Will Prep Services are provided through The Hartford by Empathy, a personalized bereavement solution built to help families deal with the many challenges loss can bring. For more information on Empathy, visit www.empathy.com. Empathy is not affiliated with The Hartford and is not a provider of insurance services.

[2]Ability Assist®, Insured and Beneficiary Assist® and Health Champion℠ services are provided through The Hartford by ComPsych®, the largest provider of employee assistance programs, managed behavioral health, work/life and crisis intervention services. For more information on ComPsych, visit www.compsych.com. ComPysch is not affiliated with The Hartford and is not a provider of insurance services.

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Funeral Planning Services[1] provides detailed instructions and on-demand assistance finding a funeral home, identifying vendors, planning events, arranging all details, writing and sending invitations, and negotiating costs on behalf of the insureds, beneficiary and their family. They are given access to a wide range of funeral resources including guides and tailor-made, step-by-step checklists. In addition, a team of experts are available for beneficiaries to call in, chat, email for any funeral, burial, or cremation questions.

Will Prep Services[1] provide online will preparation services alongside step-by-step guidance.

Beneficiary Management Online platform available 24/7 to support beneficiary designation and beneficiary updates, which is provided at no additional cost.

[1]Bereavement Services, Funeral Planning Services and Will Prep Services are provided through The Hartford by Empathy, a personalized bereavement solution built to help families deal with the many challenges loss can bring. For more information on Empathy, visit www.empathy.com. Empathy is not affiliated with The Hartford and is not a provider of insurance services.

The Hartford is not responsible and assumes no liability for the goods and services described in this material and reserves the right to discontinue any of these services at any time. Services may vary and may not be available in all states. Visit https://www.thehartford.com/employee-benefits/value-added-services for more information.

Ability Assist®

Ability Assist®[1] Counseling Services Employees receive professional counseling for financial, legal and emotional issues, 24/7/365. Includes unlimited phone access and three face-to-face sessions per year. Services are also available to spouses and dependent children.

HealthChampion℠[1] Health Care Support Services A service that offers unlimited access to Benefit Specialists and nurses for administrative and clinical support to address medical care and claims concerns. Service includes: claim and billing support, explanation of benefits, cost estimates/fee negotiation, information related to conditions and available treatments, and support to help prepare for medical visits.

Enhanced Ability Assist®[1] Option
This option is available for employees and their dependents not covered or enrolled in The Hartford's Disability program(s). Services can be provided to these employees for an additional fee of $0.84 per employee per month.

Ability Assist and Health Champion disclosures: Services are offered through The Hartford, however, all services are provided by ComPsych. Neither ComPsych nor Hartford is responsible or liable for care or advice rendered by any referral resources. All benefits are subject to the terms and conditions of the policy.

[1]Ability Assist® , Enhanced Ability Assist®, and Health Champion℠ are offered through The Hartford by ComPsych®. ComPsych is not affiliated with The Hartford and is not a provider of insurance services.

The Hartford is not responsible and assumes no liability for the goods and services described in this material and reserves the right to discontinue any of these services at any time. Services may vary and may not be available in all states. Visit https://www.thehartford.com/employee-benefits/value-added-services for more information.

Travel Assistance and Identity Theft Support Services

Travel Assistance and Identity Theft Support Services[1,2]

The best laid travel plans can go wrong, leaving travelers vulnerable and potentially unable to find the right help. When the unexpected happens far from home, it's important to know whom to call for assistance. The Hartford offers Travel Assistance services when traveling more than 100 miles from home and for 90 days or less. Services include:

• Medical assistance: world-wide medical referrals, medical monitoring, prescription transfer, replacement of medical devices & corrective lenses and much more.

• Emergency transports: medical repatriations & evacuations, repatriations of mortal remains and much more.

• Other travel services: pre-trip information, lost luggage/document assistance, legal referrals and much more.

Identity Theft Support services provide 24/7/365 assistance that includes education on how to prevent

theft and help on the steps to take once a theft has occurred. To determine if theft has occurred, caseworkers will assist with reviewing credit information. If theft has occurred, caseworkers will assist with notifying the major credit bureaus, assist with completing an identity theft affidavit, help with replacing credit/debit cards and more.

[1]Travel Assistance and Identity Theft Support services are offered through a vendor which is not affiliated with The Hartford. These services are not insurance. The Hartford is not responsible and assumes no liability for the goods and services described in this material and reserves the right to discontinue any of these services at any time. Services may vary and may not be available in all states.

[2]These services are only offered with The Hartford's Life and Long-term Disability insurance contracts.

Commissions and Other Payments to Producers

> **Note to Producers:** In 2015, we changed the way that we administer flat commissions. Flat commissions continue to be an alternative to graded commissions. For all proposals with a flat commission, the policyholder must receive the services listed in Schedule C or E of the Group Insurance Producer Agreement, which are available to you on our website http://thehartford.com/group-benefits-producer-compensation and on the Producer View website at www.ProducerView.com.

The Hartford compensates producers for the sale and service of our products. In most cases, producers are paid a Commission, which is either a graded or fixed flat percentage of the premium and is incorporated into the premium rate(s). In addition, producers may be eligible for various types of Other Payments. Other Payments are incurred as general operating expenses of The Hartford and will not be directly charged to any policy issued as the result of this quote.

Commissions and certain Other Payments are paid pursuant to the Hartford's Group Insurance Producer Agreement ("GIPA"). Quotes based on fixed or flat percentage Commissions reflect services provided by the producer to the policyholder. We rely on the producer to determine that these Commissions are supported by services described in the GIPA. The Hartford reports Commissions and Other Payments on the annual Schedule A Worksheet provided to policyholders in accordance with applicable law.

For additional information regarding eligibility for Commissions and Other Payments and terms and conditions relating thereto, please review our website http://thehartford.com/group-benefits-producer-compensation or contact your Hartford representative. Producers may also access the GIPA on Producer View.

Commissions:

All Lines: Schedule C: A Flat commission rate of 15.0% has been built into the rates presented in this proposal

The Hartford Financial Services Group, Inc., (NYSE: HIG) operates through its subsidiaries, including underwriting companies Hartford Life and Accident Insurance Company and Hartford Fire Insurance Company, under the brand name, The Hartford®, and is headquartered at One Hartford Plaza, Hartford, CT 06155. For additional details, please read The Hartford's legal notice at www.thehartford.com. All benefits are subject to the terms and conditions of the policy. Policies underwritten by the underwriting companies listed above detail exclusions, limitations, reduction of benefits and terms under which the policies may be continued in force or discontinued. This proposal explains the general purpose of the insurance described, but in no way changes or affects the policy as actually issued. In the event of a discrepancy between this proposal and the policy, the terms of the policy apply. Complete details are in the Certificate of Insurance issued to each insured individual and the Master Policy as issued to the policyholder. Benefits are subject to state availability.

This proposal includes a quote(s) for one or more products, which are issued on the following forms: Accident Form Series includes GBD-2000, GBD-2300, or state equivalent. Accidental Death and Dismemberment Form Series for all states except PR, WA and CA includes GBD-1000 and GBD-1300, or state equivalent, and in PR, WA and CA Form 7582 and Form PA-5427, or state equivalent. Critical Illness Form Series includes GBD-2600, GBD-2700, or state equivalent. Disability Form Series includes GBD-1000, GBD-1200, or state equivalent. Life Form Series includes GBD-1000, GBD-1100, Z-PORT, or state equivalent. Hospital Indemnity Form Series includes GBD-2800, GBD-2900, or state equivalent.

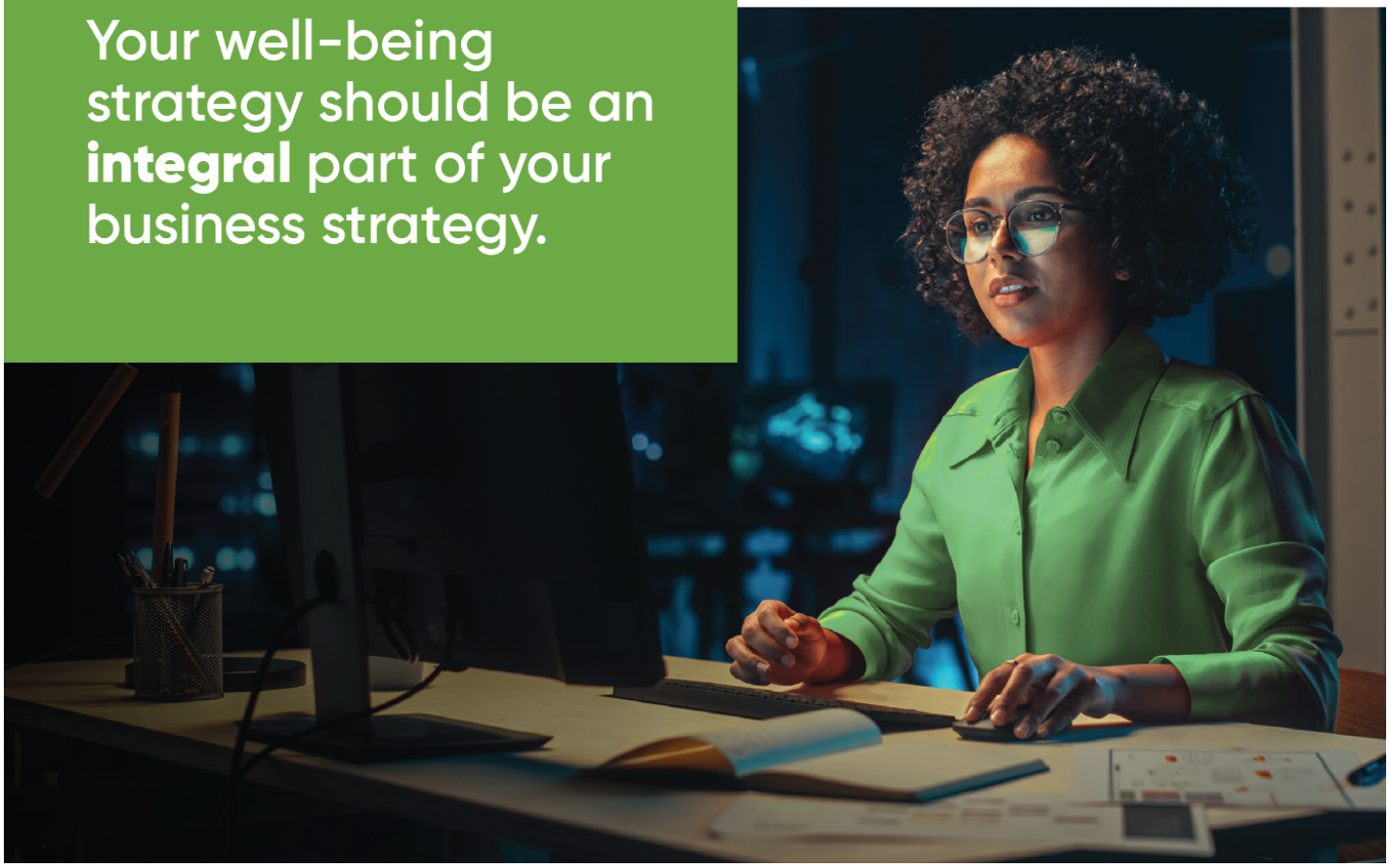
The Benefits Employees Demand.
The Solutions Employers Need.

Prepared for:

Prepared by:

creatingadvantage

Your well-being strategy should be an **integral** part of your business strategy.



When one considers the many implications that come with caring for employees holistically — and the repercussions of not doing so — the message to employers is clear: **Your well-being strategy should be an integral part of your business strategy.**

Amplifying holistic well-being — meaning financial, mental and physical health — in the workplace drives immediate and sustainable results. Not only can the benefits discussed in this guide help attract and retain new talent, but they can also support the organization's business objectives, from productivity to profitability. Employers who work proactively to shape a more holistic benefit package for employees will find themselves ahead of the competition.

Packages and Pricing

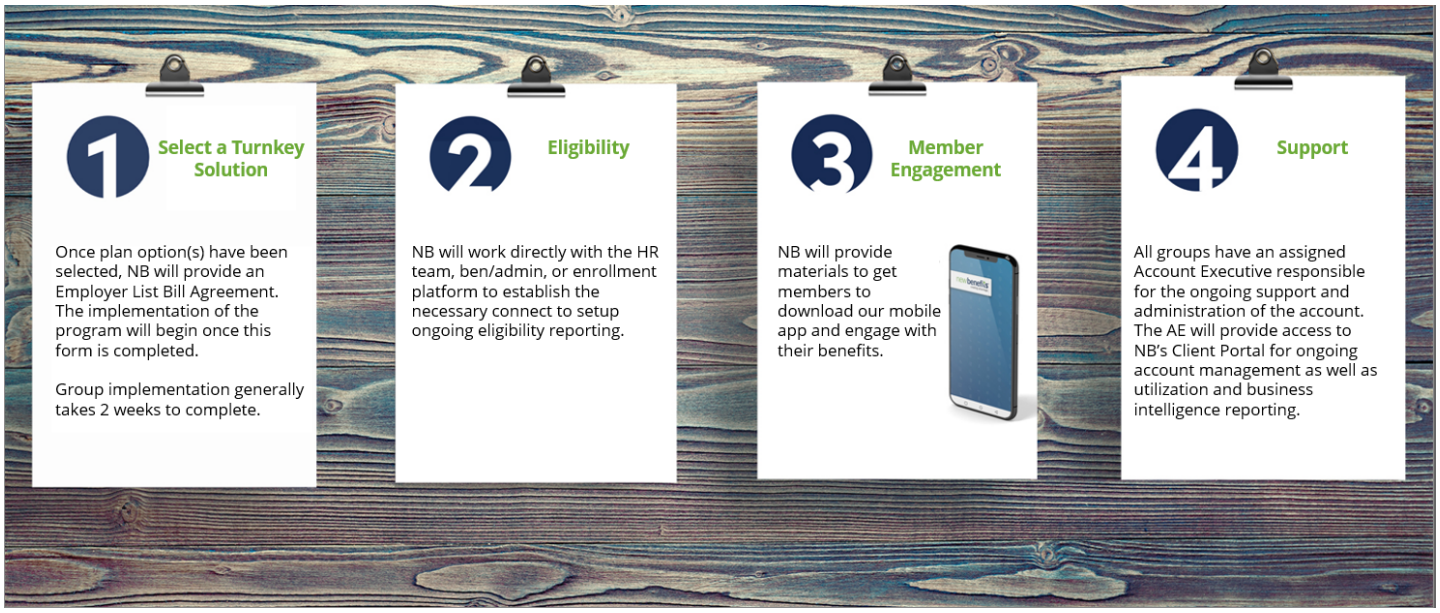
WellSupport	Employer Paid
Telephonic EAP Worklife Services Financial Wellness	$2.90

WellSupport Plus	Employer Paid
Telephonic EAP Counseling Services Financial Wellness	$3.75

Additional Terms

- The listed benefits and pricing are valid for 90 days from the date of the proposal, and are subject to change thereafter
- Pricing is listed as Per Employee Per Month
- Member defined as the employee, spouse and legal dependents up to age 26
- Restrictions may apply to residents of Utah, Vermont, and Washington.
- List billing is only available for monthly statements of $50.00 or more
- Membership materials include two membership cards, a full-color 5" x 8" booklet with benefit descriptions and instructions
- Members may also access their benefits with My Benefits Work™ mobile app, available in the App Store and Google Play

Implementation Guide



BILLING

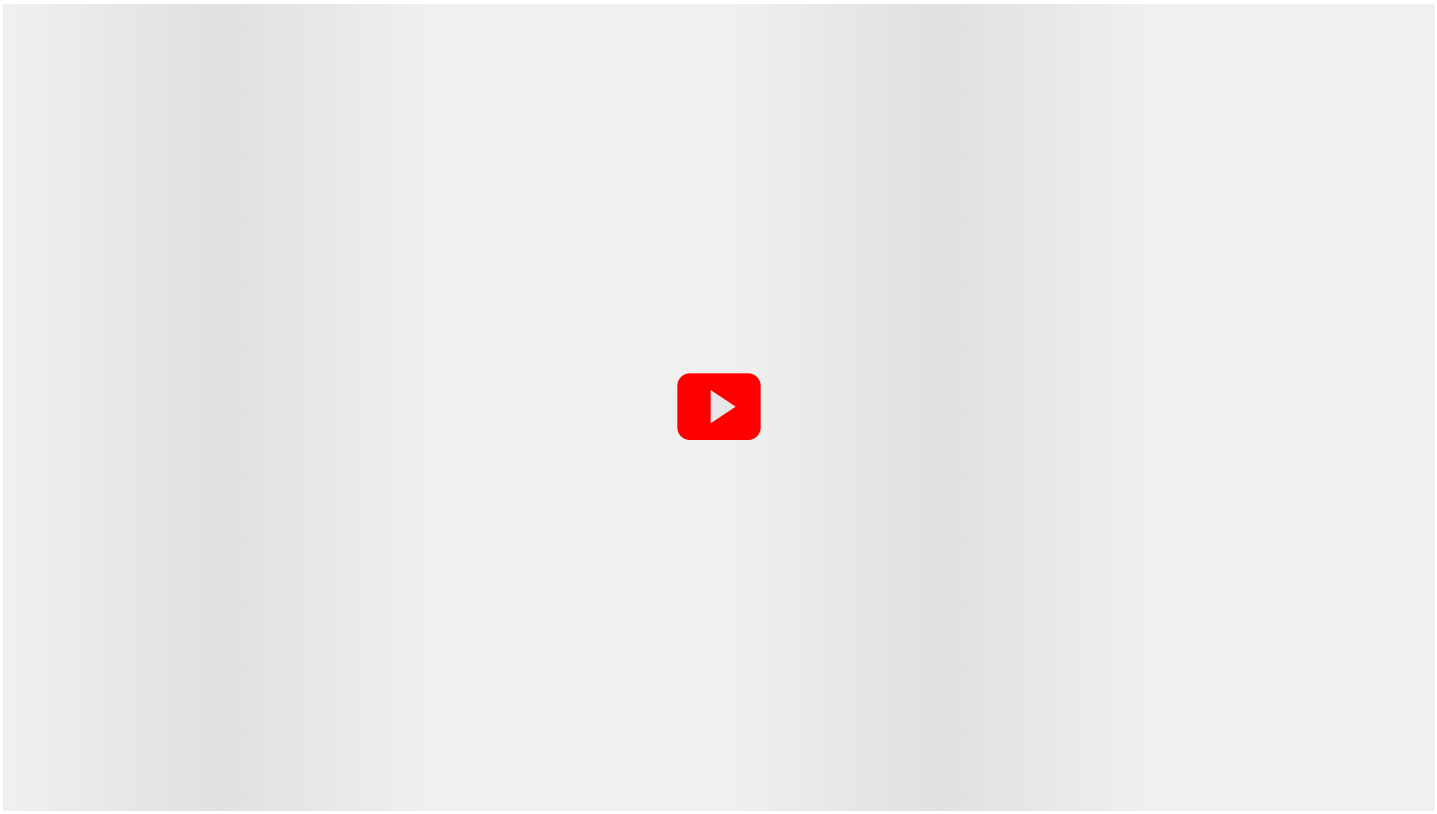
- New Benefits bills in arrears. You are invoiced for all employees active the last day of the month.
- The invoice is emailed on the first business day of the month to the Billing Contact provided on your List Bill Agreement . Your Account Coordinator will email the Billing Contact to verify his/her email address and reinforce key points of the contract.
- Payment is due by the 20th day of each month. We accept payment via check or ACH; recurring monthly payments are also available. If payment is not received by the 20th of the month, we will send a reminder notice.
- Don't let your group be deactivated for nonpayment. The deactivation and reactivation process can impact an employee's access to a benefit when they need it.

Telephonic EAP

DESCRIPTION

Personal issues stay with employees no matter the time of day. Telephonic EAP provides effective professional counseling and work/life support so employees can maintain focus on work. A simple phone call helps when employees are dealing with depression, family conflicts, substance abuse, debt, or worry over finding services for elderly parents.

- Unlimited 24/7 access to confidential, short term telephonic counseling
- Access to EAP+Work/Life partners and licensed professional counselors
- Referrals for long-term counseling or specialized care when appropriate
- Work/life services address concerns from adoption to eldercare, alcohol and drug abuse, stress management, grief and loss, legal and financial concerns, depression and much more
- Organizational services to assist managers and HR staff



HOW IT WORKS

- Members can call 24/7 to speak with a professional counselor
- Members can access the benefit online to view monthly webinars, access authoritative articles, and locate important support resources

FAQ

Who can use this benefit?
Telephonic EAP is available to you, your spouses, dependent children, parents, and parents in-law.

When is the benefit available?
24/7. Normal business hours are Monday to Friday, between 8:00 am and 9:00 pm Eastern Time. Staff is available for assistance after hours and on weekends.

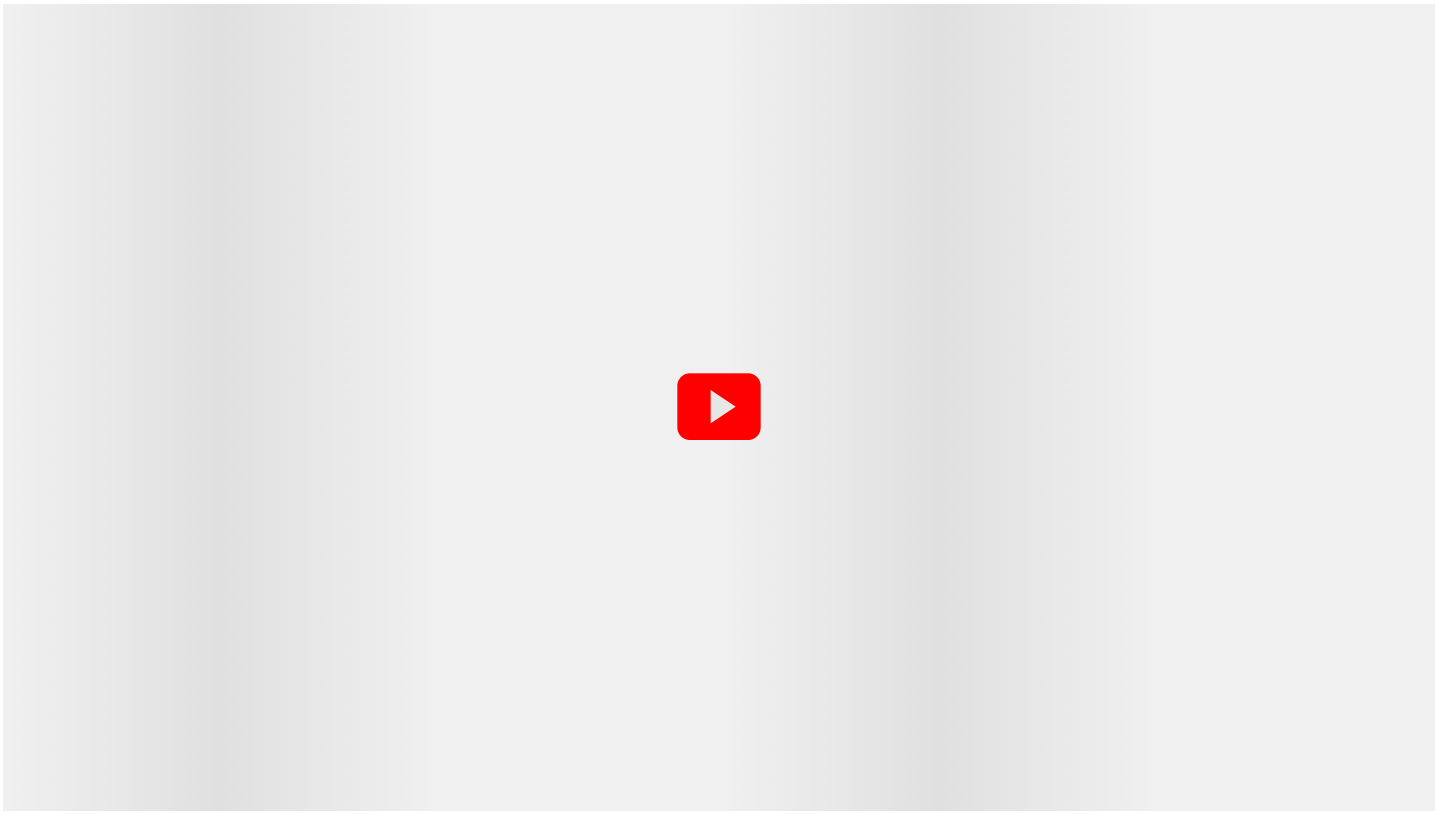
Is this private?
Yes. Our staff follows careful protocols and complies with all government privacy standards. Your medical and personal information is kept strictly confidential.

Worklife Services

DESCRIPTION

Everyday help for everyday living. Worklife Services helps with the good, the challenging and everything in between. Representatives handle the heavy lifting so your members can stay focused on what's important.

- Information on childcare, summer camps and school-age programs
- Public, private and specialty school references from kindergarten through college
- Resources for adoption, pregnancy, and disabled and aging loved ones
- Referrals for house cleaning, lawn maintenance, pet care, and home and auto repair



HOW IT WORKS

- Members will select Worklife Services in the mobile app or web portal, then **Use This Benefit** to access resources, tools and webinars
- Members can call the number on their membership card to speak with a counselor 24/7

FAQ

If I can't find help online, how do I speak with a counselor?
Call to explain your situation to an experienced representative who will identify possible solutions and locate providers. A referral packet is sent to you with providers who meet your needs and their availability, with educational materials to assist you with your decision. The representative will follow up to answer any additional questions and provide more referrals if needed.

What types of assistance can Worklife Services provide?
Worklife Services can assist with a variety of situations such as:

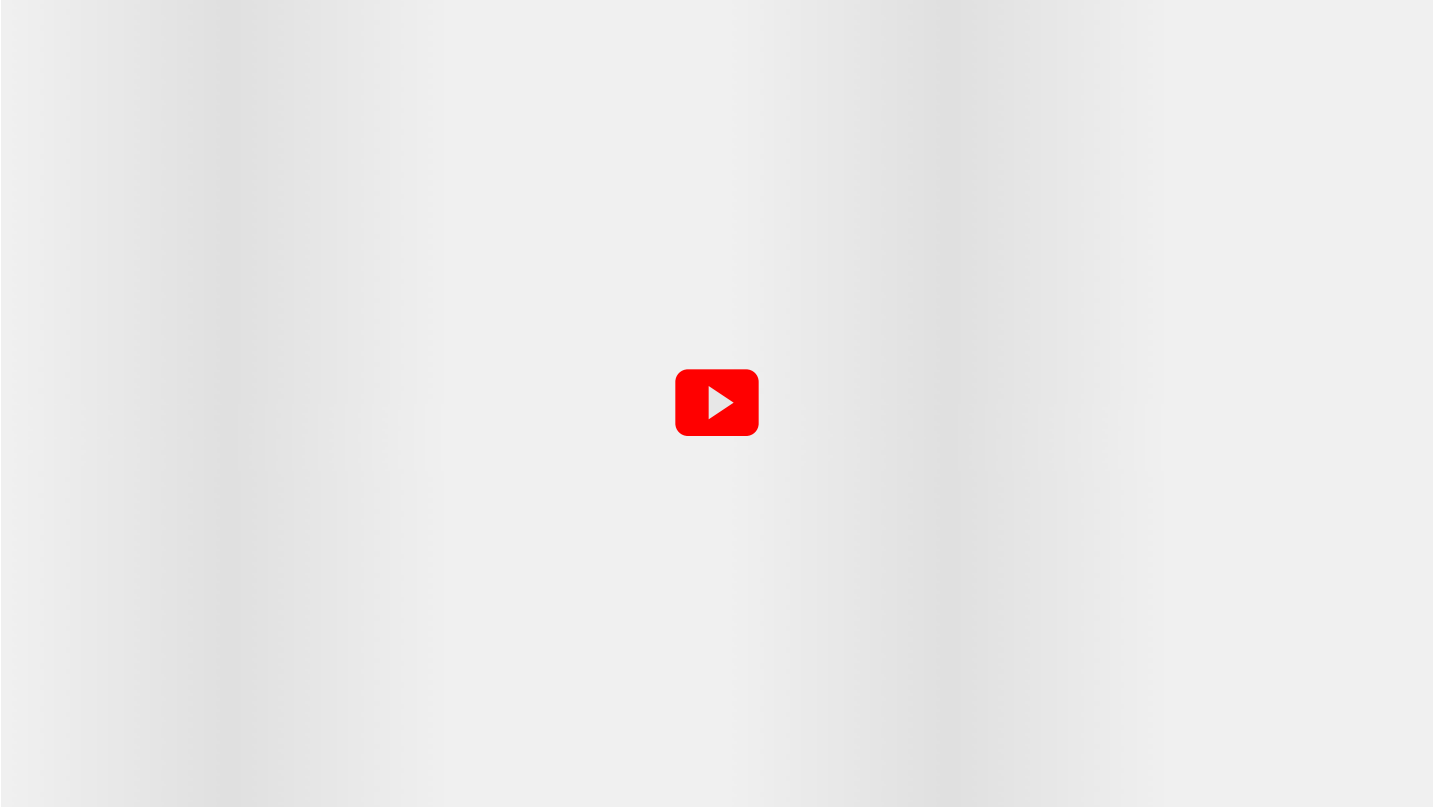
- Locating an in-home childcare provider
- Finding care for a child or adult with a debilitating disease
- Finding an after-school program or summer camp for a child in elementary school
- Emergency preparedness and natural disaster recovery
- Resources for saving money on everyday items
- Self-improvement, from boosting self-esteem to improving time management
- Mental and behavioral health assistance including stress and depression resource centers
- Workplace issues that impact productivity and organizational goals
- Making transportation arrangements for a disabled relative
- Understanding what Medicare, Medicaid or private insurance covers for an elderly relative's care and identifying programs that are available at little or no cost
- Understanding the costs of various living arrangements if an elder adult can no longer live independently at home

Financial Wellness

DESCRIPTION

One in three employees admit to being less productive at work due to financial stress, costing businesses nearly one month of productive work days every year. Financial Wellness guides members through the major financial changes they'll face throughout life, from paying for college to buying a home to navigating the loss of a spouse. Members can achieve financial wellness with live one-on-one coaching from accredited financial counselors and independent learning through online resources.

- Accredited or Certified Financial Counselors are accessible by phone to assess issues, discuss options, and help members determine the best course of action for their situation
- Online Financial Wellness Center does the heavy lifting for research, providing a variety of vetted articles, videos, worksheets, checklists, and more to guide the member's financial wellness journey
- Established learning tracks include resources for major life events, like getting married or having a child, and general financial goals, like developing a budget and eliminating student debt



HOW IT WORKS

- Members can access the service by phone Monday through Friday, 7:00 a.m. to 8:00 p.m. Central Time
- The member will be connected with a financial counselor who will provide objective guidance on the member's particular situation
- The service may also be accessed online

FAQ

How can Financial Wellness assist me?
Periodically you may need financial guidance and have nowhere to turn. Financial Wellness provides guidance whenever the need arises. Financial Wellness:

- Saves money–getting specific guidance makes you a smarter financial consumer and helps you use your financial resources more effectively
- Saves time–a quick call could save you hours
- Saves effort–sifting through information on your own can be overwhelming; using our counselors is the easiest way to find the right answers

Will I be charged when using Financial Wellness?
It does not cost anything to call Financial Wellness and you can use the benefit as often as needed.

What questions can I ask?
Everything from household debt and budgeting to retirement planning and saving for college education. Some examples include:

- "I'm overwhelmed with debt. What can I do?"
- "We just started a family. How do I figure out how much insurance I need now?"
- "Is it time to refinance my mortgage?"
- "My mother just turned 65. What federal income tax benefits are available to her?"
- "I want to buy a new car but don't understand the financing details."
- "How does a reverse mortgage work?"
- "How can I reduce credit card interest?"
- "We're buying our first house. What type of mortgage should I look for?"
- "Does it make sense to borrow from my 401k account to pay off my debts?"

Are there online tools available?
There are a variety of planning tools you can use for quick calculations, such as a retirement planner, a Roth IRA planner, a college savings calculator, a 401(k) loan analyzer and more.

Is there a limit on the number of questions I can ask?
No, you may ask as many questions, as often as you want.

Who answers the questions?
Counselors are all accredited, certified and experienced professionals with technical expertise and excellent communication skills.

How long does it take to receive answers to the questions?
Counselors can usually answer the question and provide guidance within one conversation. A follow-up call may be necessary if a counselor needs to obtain additional information.

Does this service offer specific tax or investment advice?
The professional financial counselors help you understand and plan for day-to-day and long-term financial needs. Counselors do not provide specific investment or tax advice. You may be referred to an outside tax professional, investment advisor or a not-for-profit debt management agency for additional assistance. Financial Wellness receives no economic benefit from any outside referrals. Referrals do not constitute an endorsement or assurance of quality by Financial Wellness.

DISCLAIMERS

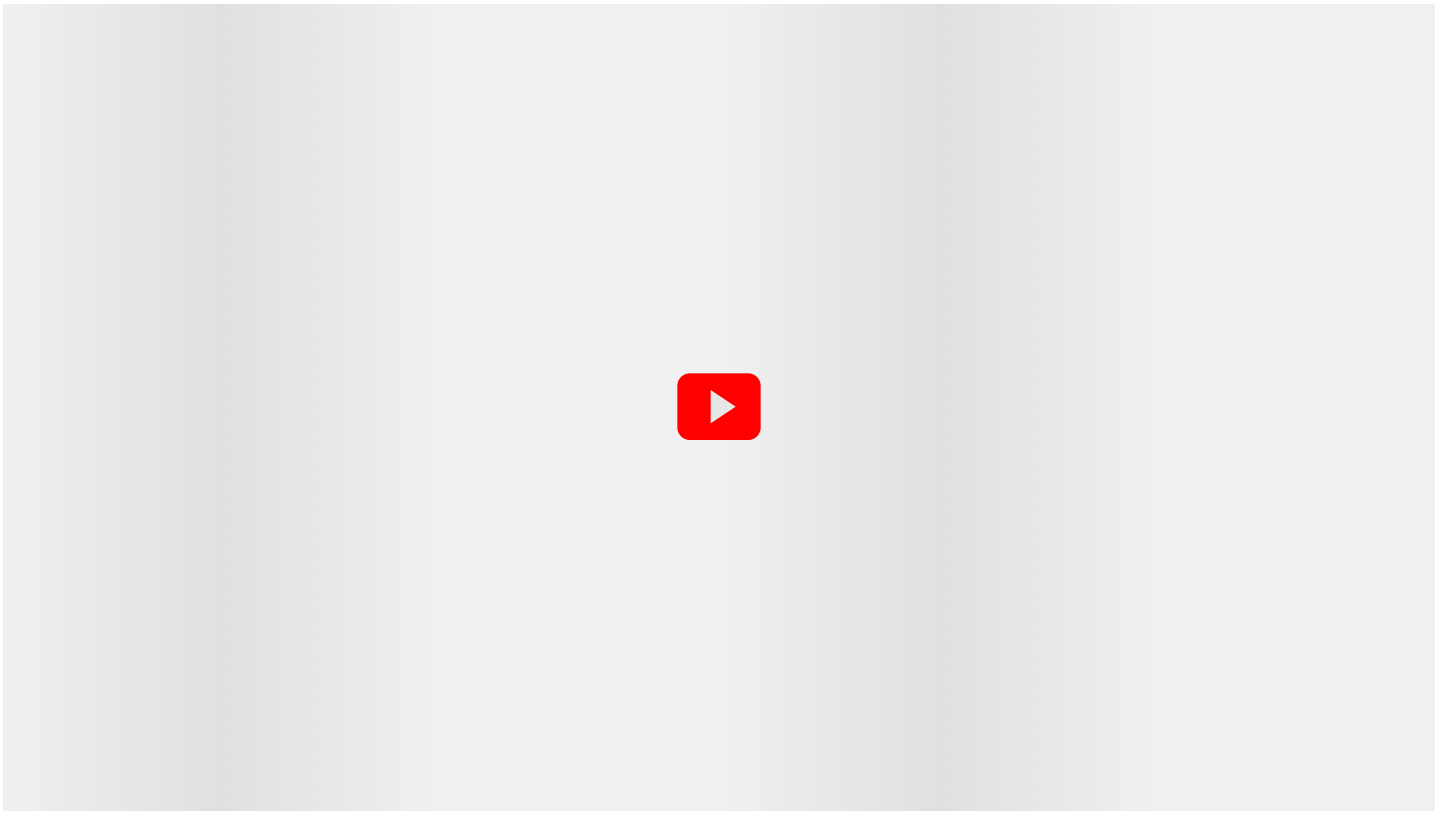
Financial Wellness does not provide investment, legal, or tax advice.

Counseling Services

DESCRIPTION

Experienced counselors help your members address personal problems. Members can call 24/7 for an assessment, then schedule up to six free sessions via phone call, virtually, and/or face-to-face to discuss job issues, financial or legal stress, relationship issues, grief or loss, and more.

- Sessions are typically available within three business days of the member's initial call
- Members can get help determining the best course of action with strategies like goal setting, and solution-focused problem-solving
- All counselors have a master's degree and a minimum of 2 years experience post-licensure
- Counseling Services does not provide financial or legal advice, but can assist with stress and anxiety caused by financial or legal issues



HOW IT WORKS

- Call to speak with a counselor and schedule your first counseling session, when appropriate
- Initial call includes appointment scheduling, benefit education, evaluation and assessment
- Counselors also assist with referrals to community resources or information about behavioral health benefits within insurance plans

FAQ

Does Counseling Services provide long-term counseling?
No. Counseling Services provides short-term, solutions-focused counseling only.

Will I be charged when using Counseling Services?
No. All six included sessions are free of charge.

How many sessions are included?
Counseling Services provides you and each of your legal dependents with up to six virtual, phone call, and/or face-to-face in-person sessions per issue, per year.

Can dependents of all ages use Counseling Services?
Counseling Services may only be used by dependents aged 14 and above.

How long are the sessions?
The average length of each phone session is 45-50 minutes.

How do I meet with my counselor?
You can choose to meet with an independently licensed social worker, counselor, or psychologist virtually, via phone call, in-person, or a combination of all three.

Will I speak with a qualified counselor?
Yes. Counseling Services provides you with access to experienced, master's degree-level, professional counselors.

Can this service assist someone in crisis?
Counseling Services is designed to provide problem assessment, education, information, and assistance with initial crisis management.

What if I need help beyond the scope of Counseling Services?
If needed, counselors will refer you to the right resources for your problem. The cost of these services are not included in this benefit.

Is this service confidential?
Counselors will not release information without your signed consent. However, in specific circumstances such as child or elder abuse incidents, under court order, or when imminent danger or risk is identified, Counseling Services will share information with the required parties.

DISCLAIMERS

Counseling services are not available for minors 13 and under.

Member Engagement at Every Touchpoint

Member engagement is vital to the success of strong benefit programs. We create touchpoints in numerous formats to ensure we deliver the right message, at the right time. This includes turnkey marketing materials, benefit-specific educational emails, and push notifications to members.

Members are mailed a personalized membership card and booklet explaining how to use their benefits and provide necessary phone numbers and websites for access. Additionally, the mobile app and web portal provides streamlined benefit delivery for improved engagement and utilization.

Member Experience

Member Support

Members can speak and Live Chat with our member support team Monday to Friday, 7:00 am to 7:00 pm, and Saturday 8:00 am to 5:00 pm CST.

My Insurance

Groups may add core coverage contact info, documents, group numbers and more for easy employee access of all benefit information in one app.

My Wallet

Members can securely add pictures of insurance cards and other important documents keeping them readily accessible in one place.

Mobile App/Portal Features

- Single access point for all benefits
- Timely member push notifications
- Family benefit access management
- Important cards and document storage with My Wallet
- Insurance plan information accessible with My Insurance
- Live Chat in English and Spanish

Since 1990, New Benefits has partnered with innovative brokers, employers and other organizations to shape the next generation of benefits and provide scalable services to ensure member engagement and results. Today, we are transforming the future of the industry through a customizable, online storefront and a member portal and app that drives enrollment throughout the year. Equally important to our tailored approach and ever-expanding products and services, our deeply experienced experts bring new ideas that continue to drive value for our broker partners, more than 4,000 groups and millions of members across the nation.

We would love to hear from you!

Our clients' satisfaction is of paramount importance to us; we haven't done our jobs until we have answered any questions you have on our benefits or services. Please feel free to reach out to your support team below.

Ian Shada
Vice President
ian.shada@alliant.com
402.690.7374

Brian Latkowski
EVP, Sales
blatkowski@newbenefits.com
800.800.8304 Ext. 1815

Nebraska City Public Schools

1700 14th Avenue, Nebraska City NE 68410 (402) 873-6033 www.nebcityps.org

Mark Fritch, Superintendent

Jason Hippen
Director of Student Services

Kate Sherwin
Coordinator of Engagement, Curriculum and Instruction

Brian Hoover, Principal
Nebraska City High School

Ethan Pellatz, Principal
Nebraska City Middle School

Scot Davis, Principal
Hayward Elementary

Kris Kaiser, Principal
Northside Elementary

March 10, 2025

Dear Mr. Hoover and Mr. Fritch,
Thank you for the opportunity to teach and coach in the Nebraska City Public Schools the last two years. I have enjoyed my time here with the students and staff. I am writing today to let you know that I will not be returning to NCPS next year. I have an opportunity to return to LPS and that is what's best for me and my family right now.

Mr. Hoover I very much appreciate the leadership that you have given me the last two years and I know that I am a better teacher now after being under your guidance. Thank you.

Sincerely,

Tom Ahlschwede
Nebraska City Math Department

Chelsey Cozad
1423 13th Corso
Nebraska City, NE 68410
ccozad@nebcityps.org
641-430-5505

March 13, 2025

Mr. Fritch
Nebraska City Public Schools
1700 14th Avenue
Nebraska City, NE 68410

Dear Mr. Fritch,

I am writing to formally resign from my position as a preschool teacher with Nebraska City Public Schools, effective at the end of the 2024-2025 contract year. After much thought and reflection, I have made the decision to step away from my full-time teaching role in order to focus on raising my children.

While I will miss the daily interactions with my students and the wonderful staff I have had the pleasure of working with, I am excited about this next chapter in my life. I also plan to continue contributing to the education field on a part-time basis by pursuing opportunities as a substitute teacher.

I am incredibly grateful for the opportunities I have had at Nebraska City Public Schools. It has been an honor to work with such dedicated colleagues and to be a part of shaping the educational experiences of young children.

Thank you again for the support and encouragement throughout my time here. I will cherish the memories and experiences I've had at Nebraska City Public Schools.

Sincerely,

Chelsey Cozad

Chelsey Cozad

April 2, 2025

Mr. Pellatz,

I am writing this letter to let you know that I will be resigning from Nebraska City Public Schools at the end of the 2024-2025 school year. Thank you so much for all of the support and opportunities you've given me while you were my principal.

Sincerely,
Mickala Sjulin

Nebraska City Community School District
Nebraska City Middle School
Nebraska City, Nebraska

Dear Mr. Pellatz,

I am writing to formally resign from my position as a teacher at Nebraska City Middle School, effective May 15, 2025.

I want to take this opportunity to express my heartfelt gratitude for the teaching opportunity I have received under your leadership. My experience at Nebraska City Middle School has been incredibly rewarding and has shaped my growth as an educator. I truly appreciate the support and guidance you have provided during my time here.

I have recently accepted a teaching position in my hometown, which aligns better with my personal circumstances. While I am excited about this new chapter, I will always cherish the memories and relationships I have built at Nebraska City Middle School.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities and assist in the handover process over the next six weeks.

Thank you once again for your understanding and support. I wish you and the entire staff and students at Nebraska City Middle School all the best for the future.

Sincerely,

Kevin Whitehill, CMAA

April Dickerson
Life Skills Teacher
Hayward Elementary
Subject: Letter of Resignation

Dear School Board Members,

I am writing to resign my post as the Life Skills teacher at Hayward Elementary, effective on my final 24/25 contracted day. The decision was not easy, but it allows me to teach in my hometown.

I am truly grateful for the relationships I have built with my students, their families and my colleagues.

I will complete my responsibilities for teaching Extended School Year Services and assist in the transition. Please let me know how I can help during this transition.

Sincerely,

April Dickerson
Hayward Elementary
Life Skills