

MALCOLM PUBLIC SCHOOLS, DISTRICT #148
BOARD OF EDUCATION REGULAR MEETING AGENDA
Monday, September 18, 2023 7:00 PM
SCHOOL DISTRICT BOARD ROOM

{{Name: Agenda Item Name}}

1. **Call the Budget Hearing and Tax Request Hearing to Order--Roll Call**
2. ****Budget Hearing** (7:00 PM)**

Verbally indicate - Having been advertised according to statute in the Seward County Independent, the budget hearing is now open to hear testimony of support, opposition, criticism, suggestions or observations of taxpayers relating to the proposed 2023- 2024 school budget, and to consider amendments relative thereto.

Verbally indicate - Not Hearing or Seeing Any Other Individuals Wanting to Provide Testimony, I declare the Budget Hearing Closed

3. ****TAX REQUEST HEARING** (7:15 or immediately following the Budget Hearing)**

Verbally indicate: Having been advertised according to statute in the Seward County Independent, the tax request hearing is now open to hear support, opposition, criticism, suggestions, or observations of tax payers relating to the 2023-2024 tax request and considering amendments relative thereto.

Verbally indicate - Not Hearing or Seeing Any Other Individuals Wanting to Provide Testimony, I declare the Tax Request Hearing Closed

4. **Call Regular Board Meeting to Order - Roll Call**
5. **Pledge of Allegiance**
6. **Consent Agenda**
7. **Communication From the Public: Communications in general or about a specific agenda item.**
8. **Communication From the Board: Updates, Reports, Comments/Questions, or General.**
9. **Unfinished Business**
10. **New Business**
 - 10.1. Take All Necessary Action in Approving or Amending the Malcolm Public Schools 2023-2024 Tax Request.

By Resolution

- 10.2. Take All Necessary Action to Adopt or Amend the Malcolm Public Schools 2023-2024 Budget.
- 10.3. Discuss, Consider and Take All Necessary Action in Discuss, Consider and Take All Necessary Action in Amending the Option Enrollment Policy
- 10.4. Discuss, Consider and Take All Necessary Action in Amending Policy 8231-- Coffee Act Policy

- 10.5. Discuss, Consider and Take All Necessary Action in Rescheduling the Fall Work Session to Wednesday, October 4th at 6:30 PM.
- 10.6. Discuss, Consider and Take All Necessary Action in Deeming Items Excess Property
- 11. **Reports and Discussion Topics**
 - 11.1. Administration Reports and Discussion Topics
 - 11.1.A. Principals
 - 11.1.B. Superintendent
- 12. **Enter into Executive Session if needed**

(This item will be on the monthly agenda in case something comes up that we need to discuss in an executive session)

- 13. **Adjournment**

NOTICES:

COPY OF OPEN MEETINGS ACT: The Board of Education makes available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. The Act is posted on the Bulletin Board on the North wall of the meeting room.

INSTRUCTIONS FOR THOSE WHO WISH TO SPEAK DURING PUBLIC FORUM:

Getting Started: The Board of Education will receive public comment on individual agenda items or communication from any district patron on any issue. When it is your turn to speak during the “Communications from the Public” portion of the agenda, please come forward to the table situated immediately in front of the Board, sign your name and address on the sign-in sheet and state your name to the Board of Education.

Time Limit: You may speak one time, but please limit comments to 5 minutes or less.

Personnel or Student Topic: If you are planning to speak about a personnel or student matter involving an individual, please understand that our policies require that such concerns initially be directed to the administration for consideration. Board members will generally not respond to any questions you ask or comments you may make about individual staff members or students. You are cautioned that slanderous comments are not protected just because they are made at a Board of Education meeting.

General Rules: Please remember that this is a public meeting for the conduct of the business of the Board of Education. Offensive language, personal attacks and hostile conduct will not be tolerated.

SCHOOLS

BY: MALCOLM PUBLIC

BOARD OF EDUCATION

2023-2024 BUDGET ADOPTED

	TOTAL BEGINNING BALANCE (Column 1)	TOTAL AVAILABLE RESOURCES BEFORE PROPERTY TAXES (Including Beginning Balances) (Column 2)	PERSONAL AND REAL PROPERTY TAXES (Column 3)	TOTAL RESOURCES AVAILABLE (Col 2 + Col 3) (Column 4)	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS - SPECIAL EDUCATION (Column 5)	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS - NON-SPECIAL EDUCATION (Column 6)	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS (Col 5 + Col 6) (Column 7)	NECESSARY CASH RESERVE (Column 8)	TOTAL REQUIREMENTS (Col 7 + Col 8) (Column 9)
General	3,343,749.00	7,458,033.00	3,704,670.00	11,162,703.00	1,033,378.00	10,015,485.00	11,048,863.00	113,840.00	11,162,703.00
Depreciation	324,267.00	324,267.00		324,267.00			324,267.00		324,267.00
Employee Benefit	-	-		-			-	-	-
Contingency	-	-		-			-	-	-
Activities	150,340.00	375,340.00		375,340.00			375,340.00		375,340.00
School Nutrition	49,108.00	556,486.00		556,486.00			556,486.00		556,486.00
Bond	219,252.00	219,252.00	280,000.00	499,252.00			499,252.00		499,252.00
Special Building	1,979,718.00	1,979,718.00	531,922.00	2,511,640.00			2,511,640.00		2,511,640.00
Qualified Capital Purpose Undertaking	-	-		-			-	-	-
Cooperative	-	-		-			-	-	-
Student Fee	20,037.00	45,000.00		45,000.00			45,000.00		45,000.00
TOTAL ALL FUNDS	6,086,471.00	10,958,096.00	4,516,592.00	15,474,688.00	1,033,378.00	10,015,485.00	15,360,848.00	113,840.00	15,474,688.00

PERSONAL AND REAL PROPERTY TAX RECAP

	General Fund	Bond Fund(s) [Total Of All Bond Funds]	Special Building Fund	Qualified Capital Purpose Undertaking Fund
PERSONAL AND REAL PROPERTY TAXES FROM COLUMN 3 (Line A)	3,704,670.00	280,000.00	531,922.00	-
COUNTY TREASURER'S COMMISSION 1% OF TAXES COLLECTED (Line B)	37,421.00	2,828.00	5,373.00	-
TOTAL PERSONAL AND REAL PROPERTY TAXES (Line A + Line B) (Line C)	3,742,091.00	282,828.00	537,295.00	-

CERTIFIED STATE AID MOTOR VEHICLE TAXES

\$	3,463,784.00	\$	-
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COUNTY TREASURER'S BALANCE, 9-1-2023

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NOTICE OF BUDGET HEARING AND BUDGET SUMMARY

Malcolm Public Schools (55-0148) in Lancaster County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the governing body will meet on the 18 day of September, 2023 at 7:00 o'clock, P.M., at District Board Room for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following proposed budget and to consider amendments relative thereto. The budget detail is available at the office of the Clerk/Secretary during regular business hours. For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to: <https://nep.education.ne.gov>

FUNDS	Actual Disbursements & Transfers	Actual/Estimated Disbursements & Transfers	Budgeted Disbursements & Transfers	Necessary Cash Reserve (4)	Total Available Resources Before Property Taxes (5)	Total Personal and Real Property Tax Requirement (7)
	2021-2022 (1)	2022-2023 (2)	2023-2024 (3)			
General	\$ 7,874,487.00	\$ 8,237,924.00	\$ 11,048,863.00	\$ 113,840.00	\$ 7,458,033.00	\$ 3,742,091.00
Depreciation	\$ 29,100.00	\$ -	\$ 324,267.00	\$ -	\$ 324,267.00	
Employee Benefit	\$ -	\$ -	\$ -	\$ -	\$ -	
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	
Activities	\$ 255,301.00	\$ 351,464.00	\$ 375,340.00	\$ -	\$ 375,340.00	
School Nutrition	\$ 459,946.00	\$ 456,374.00	\$ 556,486.00	\$ -	\$ 556,486.00	
Bond	\$ 229,586.00	\$ 332,187.00	\$ 499,252.00	\$ -	\$ 219,252.00	\$ 282,828.00
Special Building	\$ 155,195.00	\$ 501,148.00	\$ 2,511,640.00	\$ -	\$ 1,979,718.00	\$ 537,295.00
Qualified Capital Purpose Undertaking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cooperative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Student Fee	\$ 30,720.00	\$ 40,000.00	\$ 45,000.00	\$ -	\$ 45,000.00	
TOTALS	\$ 9,034,335.00	\$ 9,919,097.00	\$ 15,360,848.00	\$ 113,840.00	\$ 10,958,096.00	\$ 4,562,214.00

	Bond Purposes	Non-Bond Purposes	Total
Breakdown of Property Tax	\$ 282,828.00	\$ 4,279,386.00	\$ 4,562,214.00

Notice of Special Hearing To Set Final Tax Request

Malcolm Public Schools (55-0148) in Lancaster County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Section 77-1632, that the governing body will meet on the 18 day of, September 2023 at 7:15 o'clock P.M., at District Board Room for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to setting the final tax request.

	2022-2023	2023-2024	Change
Property Valuations	444,255,962	531,922,053	20%
Bond Valuations	473,265,962.00	576,263,553.00	

2022-2023 Budget Information

Fund	2022-2023 Operating Budget	2022-2023 Property Tax Request	2022 Tax Rate	Property Tax Rate (2022-2023 Request Divided By 2023 Valuation)
General Fund	10,685,046.00	3,488,974.00	0.785352	0.655918
Bond Fund(s) K - 12	634,894.00	292,929.00	0.061900	0.055070
Bond Fund(s) K - 8			0.000000	0.000000
Bond Fund(s) 9 - 12			0.000000	0.000000
Bond Fund			0.000000	0.000000
Special Building Fund	2,380,630.00	617,022.00	0.138889	0.115999
Qualified Capital Purpose Undertaking Fund K - 12			0.000000	0.000000
Qualified Capital Purpose Undertaking Fund K - 8			0.000000	0.000000
Qualified Capital Purpose Undertaking Fund 9 - 12			0.000000	0.000000
Total	13,700,570.00	4,398,925.00	0.990178	0.826987

2023-2024 Budget Information

Fund	2023-2024 Operating Budget	2023-2024 Proposed Property Tax Request	Proposed 2023 Tax Rate	Change in Tax Rate	Change in Operating Budget
General Fund	11,048,863.00	3,742,091.00	0.703504	-10%	3%
Bond Fund(s) K - 12	499,252.00	282,828.00	0.049080	-21%	-21%
Bond Fund(s) K - 8			0.000000	#DIV/0! 0	
Bond Fund(s) 9 - 12			0.000000	#DIV/0! 0	
Bond Fund			0.000000	#DIV/0! 0	
Special Building Fund	2,511,640.00	637,295.00	0.101010	-27%	6%
Qualified Capital Purpose Undertaking Fund K - 12		-	0.000000	#DIV/0! 0	
Qualified Capital Purpose Undertaking Fund K - 8			0.000000	#DIV/0! 0	
Qualified Capital Purpose Undertaking Fund 9 - 12			0.000000	#DIV/0! 0	
Total	14,059,755.00	4,562,214.00	0.853594	-14%	3%

2023-2024 ALLOWABLE GROWTH PERCENTAGE COMPUTATION FORM

CALCULATION OF ALLOWABLE GROWTH PERCENTAGE

Prior Year Non-Bond Property Tax Request (1) \$ 4,105,996.00
*(Total Personal and Real Property Tax Required for All Other Purposes from **prior year** budget - Cover Page)*

Base Limitation Percentage Increase (2%) 2.00 % (2)

Real Growth Percentage Increase

$$\frac{9,490,241.00}{2023 \text{ Real Growth Value per Assessor}} \div \frac{422,078,608.00}{\text{Prior Year Total Real Property Valuation per Assessor}} = \underline{2.25} \% (3)$$

Total Allowable Growth Percentage Increase (Line 2 + Line 3) (4) 4.25 %

Allowable Dollar Amount of Increase to Property Tax Request (Line 1 x Line 4) (5) \$ 174,504.83

TOTAL PROPERTY TAX REQUEST (Line 1 + Line 5) (6) \$ 4,280,500.83
(Without needing to attend Joint Public Hearing, or be included on postcard notification)

ACTUAL PROPERTY TAX REQUEST

2023-2024 ACTUAL Non-Bond Property Tax Request (7) \$ 4,279,386.00
(Total Personal and Real Property Tax Required for All Other Purposes from Cover Page)

Property Tax Request is within allowable growth percentage. Political subdivision is NOT required to complete postcard notification requirements, or participate in the joint public hearing.

If line (7) is **greater than** line (6), your political subdivision **is required** to participate in the joint public hearing, and complete the postcard notification requirements of §77-1633. You must provide the required information to the County Assessor electronically by September 4th. You are not required to hold the Special Hearing to Set the Final Tax Request outlined in §77-1632. The joint public hearing is completed in lieu of this hearing.

If line (7) is **less than** line (6), your political subdivision **is not required** to participate in the joint public hearing, or complete the postcard notification requirements of §77-1633. You are required to hold the Special Hearing to Set the Final Tax Request outlined in §77-1632.

District Number: 55-0148-000
District Name: MALCOLM PUBLIC SCHOOLS
District Phone: (402)796-2151

[Instructions \(./2023-24_LC2_Instructions.pdf\)](#)

2023/24 Section A: Calculation of Total Allowable Budget Authority		
Certified Budget Authority	A-101	9,207,659
Access to Prior Year's Unused Budget Authority [Maximum Amount: \$0]	A-355	0
Total Adjusted Budget Authority	A-361	9,207,659
Total Allowable Budget Authority	A-780	9,207,659

The School District Budget Spreadsheet provided by the Auditor of Public Accounts is uploaded here.

MAKE SURE THE SPREADSHEET IS CLOSED BEFORE YOU UPLOAD.

No file chosen

Excel file ONLY - 20MB limit

Update the budget data any time a change is made to the Budget Spreadsheet.

2023/24 Section B: General Fund Budget of Disbursements & Transfers and Unused Budget Authority		
2023/24 General Fund Budget of Disbursements & Transfers	B-100	11,048,863
2023/24 Special Grant Funds	B-110	662,858
2023/24 Special Education Budget of Disbursements & Transfers	B-120	1,033,378
2023/24 General Fund Lid Exclusions	B-130	145,051
Total Adjusted General Fund Budget of Disbursements & Transfers	B-140	9,207,576
2023/24 Unused Budget Authority	B-150	83

Update the LC2 System budget data any time a change is made to your School District Budget Spreadsheet.

Total Unused Budget Authority		
2022/23 Total Unused Budget Authority	B-160	0
2023/24 General Fund Expenditure Growth	B-162	0
Adjusted Unused Budget Authority	B-165	0
2023/24 Unused Budget Authority	B-170	83
Total Unused Budget Authority (Carries forward into future school fiscal years)	B-175	83

Additional Budget Authority Approved by Patron

Did you hold a successful special election for additional **BUDGET** Authority?
(Not a levy override)

B-180

Yes No

2023/24 Section C: Allowable Reserves and Total Reserves

2023/24 Applicable Allowable Reserve Percentage	C-170	35.00
2023/24 Total Allowable Reserves	C-180	3,867,102
2023/24 General Fund Necessary Cash Reserve	C-300	400,000
2023/24 Depreciation Fund Total Requirements	C-310	197,267
2023/24 Employee Benefit Fund Necessary Cash Reserve	C-320	0
Total Reserves	C-340	597,267

Levy Override Approved by Patron

Did you hold a successful election of your patrons for a levy override that applies to the current year?

B-400

Yes No

Certified Assessed Valuation

B-490

531,922,053

2023/24 Section D: Property Tax Request Authority

2023/24 Property Tax Request Authority	D-110	4,591,379
Did 70% of the School Board approve to exceed the Certified Property Tax Request Authority?	D-120	<input type="radio"/> Yes <input checked="" type="radio"/> No
Was a successful election of the patrons held to exceed the Property Tax Request Authority?	D-150	<input type="radio"/> Yes <input checked="" type="radio"/> No
Additional Property Tax Authority due to successful levy override (Calculation of B-420 multiplied by Certified Assessed Valuation listed above)	D-170	0
Total Property Tax Authority Allowed	D-180	4,591,379

2023/24 Property Tax Request General Fund	D-210	3,742,091
2023/24 Property Tax Request Special Building Fund	D-220	537,295
2023/24 Total Property Tax Request	D-230	4,279,386
2023/24 Unused Property Tax Request Authority	D-240	311,993

Total Property Tax Reduced as a result of increased SPED & Foundation Aid	D-310	240000
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Recalculate LC-2 after making changes to individual lines (Form not saved)

Recalculate LC-2

Save a copy of the LC-2 without submitting to NDE (Save before moving to another page)

Save LC-2

Submit completed LC-2 to NDE.

You can upload your Budget Documentation on the next screen.
Mailed or emailed budgets will not be accepted by NDE.

District Approval

Log Out of LC-2 system (If you log out without saving and/or submitting your data, changes will be lost.)

Log Out

Personnel Cost Increase		Percent Increase
23-24	\$ 7,151,476.87	6.50%
22-23	\$ 6,715,167.06	
	\$ 436,309.81	

6.5% is an unusually high percent increase. This is due to; 1) Increases in base salary and cash-lieu for the certified staff, 2) Significant increase in classified staff compensation with increased salaries and insurance, and 3) the addition of a PK-6 school counselor.

	Tax Request (GF+SBF)	Year-Over-Year Difference		Levy	State Aid	Year-Over-Year Difference	
		Dollars	Percent			Dollars	Percent
23-24	\$ 4,279,386.00	\$ 173,390.00	4.22%	0.804514	\$ 3,463,784.00	\$ (180,128.00)	-4.94%
22-23	\$ 4,105,996.00	\$ 19,018.00	0.47%	0.946978	\$ 3,643,912.00	\$ (192,387.00)	-5.01%
21-22	\$ 4,086,978.00	\$ 422,483.00	11.53%	0.946303	\$ 3,836,299.00	\$ 715,422.00	22.92%
20-21	\$ 3,664,495.00			0.929648	\$ 3,120,877.00		
	Tax Request (ALL Funds)	Year-Over-Year Difference		Levy	State Aid	Year-Over-Year Difference	
		Dollars	Percent			Dollars	Percent
23-24	\$ 4,562,214.00	\$ 163,289.00	3.71%		\$ 3,463,784.00	\$ (180,128.00)	-4.94%
22-23	\$ 4,398,925.00	\$ 27,314.00	0.62%		\$ 3,643,912.00	\$ (192,387.00)	-5.01%
21-22	\$ 4,371,611.00	\$ 379,929.00	9.52%		\$ 3,836,299.00	\$ 715,422.00	22.92%
20-21	\$ 3,991,682.00				\$ 3,120,877.00		

	GF Tax Request	SBF Tax Request	Total GF+SBF	State Aid	Revenue	Difference
23-24	\$ 3,742,091.00	\$ 537,295.00	\$ 4,279,386.00	\$ 3,463,784.00	\$ 7,743,170.00	\$ (6,738.00)
22-23	\$ 3,488,974.00	\$ 617,022.00	\$ 4,105,996.00	\$ 3,643,912.00	\$ 7,749,908.00	\$ (173,962.00)
21-22	\$ 3,563,476.00	\$ 523,502.00	\$ 4,086,978.00	\$ 3,836,892.00	\$ 7,923,870.00	\$ 1,138,498.00
20-21	\$ 3,186,700.00	\$ 477,795.00	\$ 3,664,495.00	\$ 3,120,877.00	\$ 6,785,372.00	

Budgeted Disbursements GF	22-23	23-24	Difference
SPED Disbursements	1,008,775.00	1,033,378.00	24,603.00
Non-SPED Disbursements	9,676,271.00	10,015,485.00	339,214.00
Total Disbursements	10,685,046.00	11,048,863.00	363,817.00
Cash Reserve	594,157.00	113,840.00	(480,317.00)
Total Requirements	11,279,203.00	11,162,703.00	(116,500.00)

Lancaster County School District #148

Cash Receipts Item Report

[Cycle Name]: "FY22-23"; Created On: 9/13/2023 6:38:47 PM

Receipt Number	Customer Name	Description	Date Received	Receipt Amount	Account Code
Aug23IntBond	NDSLAF Bond Fund	Bond Fund interest	08/31/2023	\$1,137.69	07-1-01510-000-000-0000
LancAug23Bond	Lancaster County Treasurer	Local Collections	08/15/2023	\$77,111.17	07-1-01100-000-000-0000
SewAug23Bond	Seward County Treasurer	Local Collections	08/07/2023	\$261.05	07-1-01100-000-000-0000
				\$78,509.91	

Lancaster County School District #148

Cash Receipts Item Report

[Cycle Name]: "FY22-23"; Created On: 9/13/2023 7:33:16 PM

Receipt Number	Customer Name	Description	Date Received	Receipt Amount	Account Code
Aug23DeprCk	Union Bank Interest	Checking Interest	08/31/2023	\$13.41	02-1-01510-000-000-0000
Aug23DeprSTFITInt	Union Bank Interest	STFIT Interest	08/31/2023	\$1,009.84	02-1-01510-000-000-0000
22-23GFTransfer	Malcolm General Fund Transfer	General Fund Transfer	08/31/2023	\$85,000.00	02-1-05200-000-000-0000
				\$86,023.25	

Lancaster County School District #148

Cash Receipts Item Report

[Cycle Name]: "FY22-23"; Created On: 9/14/2023 11:54:56 AM

Receipt Number	Customer Name	Description	Date Received	Receipt Amount	Account Code
EFundAug23-Bus	Patrons/Students	Option Bus	08/31/2023	\$825.00	01-1-01410-000-000-0000
E-FundsAug23-Rent	Patrons/Students	Instrument Rental	08/31/2023	\$50.00	01-1-01910-000-000-0000
E-FundsAug23-PS	Patrons/Students	Pre-School Tuition	08/31/2023	\$230.00	01-1-01370-000-000-0000
EFundsAug23-Chrome	Patrons/Students	Chromebook Protection	08/31/2023	\$50.00	01-1-05690-000-000-0000
Augs23STFIT	Union Bank Interest	STFIT Interest	08/31/2023	\$12,625.87	01-1-01510-000-000-0000
PSGrantAug23	State of Nebraska	Pre-School Grant Reimbursement	08/30/2023	\$24,611.00	01-1-03540-000-000-0000
21-185	ESU	Stipends/Sub Pay	08/22/2023	\$590.00	01-1-02210-000-000-0000
21-186	Village of Malcolm - Liquor License	Replace Steps to Crows Nest	08/22/2023	\$1,925.78	01-1-01920-000-000-0000
21-187	Houghton Mifflin	Refund Book Order	08/22/2023	\$1,502.70	01-1-05690-000-000-0000
21-188	Patrons/Students	Pre-School Tuition	08/22/2023	\$2,160.00	01-1-01370-000-000-0000
21-189	Patrons/Students	Fines	08/22/2023	\$70.00	01-1-05690-000-000-0000
21-190	Patrons/Students	Option Bus Fee	08/22/2023	\$150.00	01-1-01410-000-000-0000
21-191	Patrons/Students	Excess Property Purchase	08/22/2023	\$1,750.00	01-1-05300-000-000-0000
21-192	Patrons/Students	Kane Nordmeyer Memorial Donation	08/22/2023	\$30.00	01-1-01920-000-000-0000
21-193	Malcolm Mateys, LLC	Before/After School Rental	08/22/2023	\$1,095.42	01-1-01910-000-000-0000
21-194	Patrons/Students	Pre-School Tuition	08/22/2023	\$480.00	01-1-01370-000-000-0000
UNEMAugs23	Malcolm Lunch Fund	Reimburse Lunch UNEM	08/18/2023	\$191.84	01-1-05690-000-000-0000
LancAug23-GF	Lancaster County Treasurer	Local Collections	08/15/2023	\$917,313.39	01-1-01100-000-000-0000
SewAug23-GF	Seward County Treasurer	Local Collections	08/07/2023	\$3,946.78	01-1-01100-000-000-0000
21-195	Malcolm Lunch Fund	Lunch PR Taxes	08/31/2023	\$1,067.43	01-1-09000-000-000-0000
				\$969,597.78	

Lancaster County School District #148

Cash Receipts Item Report

[Cycle Name]: "FY22-23"; Created On: 9/14/2023 8:51:33 AM

Receipt Number	Customer Name	Description	Date Received	Receipt Amount	Account Code
EFundsAug23	Patrons/Students	Student Lunches	08/31/2023	\$15,462.25	06-1-01611-000-000-0000
StuFeeTransfer	Patrons/Students	Overpayment to StuFees Transferred to Lunch	08/31/2023	\$100.00	06-1-01611-000-000-0000
Aug23Int	Union Bank Interest	STFIT Interest	08/31/2023	\$175.35	06-1-01510-000-000-0000
20-147	Patrons/Students	Student Lunches	08/24/2023	\$2,170.00	06-1-01611-000-000-0000
20-146	Patrons/Students	Student Lunches	08/18/2023	\$950.00	06-1-01611-000-000-0000
20-148	Patrons/Students	Student Lunches	08/31/2023	\$1,025.00	06-1-01611-000-000-0000
20-145	Patrons/Students	Student Lunches	08/17/2023	\$5,680.00	06-1-01611-000-000-0000
				\$25,562.60	

Lancaster County School District #148

Cash Receipts Item Report

[Cycle Name]: "FY22-23"; Created On: 9/13/2023 6:46:06 PM

Receipt Number	Customer Name	Description	Date Received	Receipt Amount	Account Code
IntAug23SBF	NDSLAF Special Bldg	SBF Interest	08/31/2023	\$10,122.70	08-1-01510-000-000-0000
LancAug23SBF	Lancaster County Treasurer	Local Collections	08/15/2023	\$156,983.68	08-1-01100-000-000-0000
SewAug23SBF	Seward County Treasurer	Local Collections	08/07/2023	\$585.74	08-1-01100-000-000-0000
				\$167,692.12	

Financial Summary
8/31/2023

School Accounts	General	Lunch	Activity	Bus Deprec	Student Fees
Previous Bal 08/01/2023	\$2,920,419.17	\$39,655.54	\$126,972.11	\$247,822.89	\$41,387.00
Receipts - August 2023	\$970,665.21	\$25,562.60	\$14,420.98	\$86,023.25	\$18,955.00
Disbursements- August 2023	\$915,305.63	\$4,983.16	\$53,933.29	\$0.00	-\$28,199.65
Cash in Cking 08/31/2023	-\$145,611.13	\$4,795.70	\$984.84	\$95,904.12	\$32,142.35
Invested: August 2023	\$3,121,389.88	\$55,439.28	\$86,474.96	\$237,942.02	

Lanc. Co. Treasurer:	General	Bond	QCPUF	Spc Bldg
Previous Bal 08/01/2023	\$917,313.39	\$77,111.17	\$0.00	\$156,983.68
Receipts - August 2023	\$183,402.19	\$12,126.97	\$0.00	\$26,736.98
Disbursements August 2023	\$918,821.57	\$77,232.07	\$0.00	\$157,250.22
Cash on Hand 08/31/2023	\$181,894.01	\$12,006.07	\$0.00	\$26,470.44

NSDLAF (Investment)	Spc Bldg	Bond Fund	QCPUF Checking
Previous Bal 08/01/2023	\$2,280,933.65	\$223,494.91	\$0.00
Receipts August 2023	\$167,692.12	\$78,509.91	\$0.00
Disbursements August 2023	\$501,147.77	\$0.00	\$0.00
Cash on Hand 08/31/2023	\$1,947,478.00	\$302,004.82	\$0.00

\$1,078,255.05		
	\$40.00	
\$24,000.00	\$230.00	
\$95,000.00	\$780.00	
\$252,000.00	\$2,244.00	
\$1,000.00	\$4,197.50	
\$1,000.00	\$6,365.96	
\$16,000.00	\$230.00	
\$2,000.00	\$20,030.99	
\$6,000.00	\$230.00	
\$11,000.00	\$230.00	
\$27,000.00	\$80.00	
\$435,000.00	\$230.00	
	\$230.00	
\$643,255.05	\$172,276.00	
	\$549.22	
	\$200.00	
	\$11,624.38	
	\$10.00	
	\$383,689.00	
	\$39,788.00	
	\$643,255.05	\$0.00

GENERAL FUND EXPENDITURES**September 18, 2023**

Payroll	\$606,082.75	Payroll Expenses/Benefits
Amazon	\$1,284.32	Classroom/Ofc/SPED/Technology Supplies
Babb, Jay	\$2,040.00	Head Softball Coach Stipend
Baker, Brett	\$892.50	Asst. Drama Coach Stipend
Beach, Michael	\$137.00	Reimb. for Nfame Membership
Behrends, Ashley	\$137.55	Summer Services Mileage - Speech Path
Benischek, Nichole	\$892.50	Asst. Drama Coach Stipend
CHI Health Company Care	\$70.00	DOT Physical
Central Nebraska Rehabilitation Services	\$1,691.56	Vision SPED Services
Christensen, Andy	\$94.97	Reimb. for Classroom Supplies
Committee for Children	\$627.00	WF Counselor Supplies
Concentra	\$100.00	DOT Physical
DAS State ACCTG	\$238.13	Internet Service
Eakes	\$1,523.06	Fax/Staples/Contract Copy Charge Last of Old Contract
ESU #6	\$447.43	Professional Development/Technology Hosted Services
Electrical Engineering & Equipment Co.	\$747.20	Electrical Supplies
Flinn Scientific	\$69.42	HS Science Supplies
First Concord Group	\$60.00	Flex 125 Adm Fee/Annual Maint. Fee
Frank, Chad	\$918.00	JH Asst. FB Coach Stipend
GoGuardian	\$8,663.20	Cyber Security Services - Chromebooks
Heffelfinger, Ami	\$1,881.56	Psychological Services
Hillyard	\$38.79	Custodial Supplies
Hometown Leasing	\$1,417.01	Monthly Copier/Printer Leases
Interstate All Battery Center	\$54.00	Batteries
Junior Library Guild	\$1,131.42	Library
Labster	\$3,000.00	HS Science Course Access - Required for SCC Science Class
Ladman, Heather	\$163.95	Reimb. for Classroom Supplies
Learning A-Z	\$256.00	Classroom Supplies
Liberty Hardwoods	\$1,938.50	IT Supplies
Lightspeed Technologies, Inc.	\$1,596.00	Redcat with Flexmike, Sharemike
Math Worksheet	\$27.50	Math Supplies
Maxey Elementary School	\$128.29	FB Adaptor
Maytum, Isaac	\$892.50	Asst. Drama Coach Stipend
Meehl, Jan	\$487.65	August 23 PT SPED Services
Menards	\$2,244.74	Maintenance Supplies
Nebraska Council of School Administrators	\$385.00	HS Principal Membership Dues
Nebraska Landscape Solutions	\$1,749.00	Fertilizer
Nebraska Rural Community School Assoc	\$850.00	23-24 Annual Membership
NewzBrain Civics Education	\$309.00	Civics Classroom Games
NIFCO	\$620.00	Fire Sprinkler Inspection/Backflow Preventor
Norris Public Power	\$12,453.21	July 2023 Electric Charges
Omaha Truck Center	\$6,689.93	Inspections/Bus Repair
OneSource	\$112.00	Background Checks
Otte Oil & Propane	\$1,540.19	Propane

Overhead Door Co. of Lincoln, Inc.	\$727.74	Spring/Labor & Service
Paragon Sanitation	\$747.60	Aug/Sept 2023 Trash Service
Perry Law Firm	\$400.00	Legal Fees
Quill	\$29.56	Expo Markers
Rezny, Kelsey	\$955.00	HS Asst. VB Coach Stipend
Robotham, Evaline	\$151.70	Reimburse Mileage
Roto-Rooter	\$525.00	Drain Cleaning/Main Sewer Line
School Specialty	\$678.54	Classroom Supplies
SectorNow	\$443.50	Update School Video Boards
Seward County Independent	\$39.71	Legal Notice Printing
Sherwin Williams	\$279.00	Paint
Shiffler	\$187.34	No Parking Signs
Small Engine Specialists	\$129.88	Maintenance Supplies
Staples	\$164.47	4th Grade Supplies
Summit Fire Protection	\$1,207.10	Semi-Annual Fire System Inspection/Batteries
Sweet, Dallas	\$47.18	Picked up 8 port Switch Box for Crow's Nest
Thompson, Ian	\$1,224.00	Asst. Softball Coach Stipend
TSA Consulting Group	\$83.33	Retirement Plan Administration
Ty's Outdoor Power & Service	\$135.80	Maintenance Supplies
Unite Private Networks, LLC	\$539.27	Distance Learning Cable
Verizon	\$97.83	Cellphones
Village of Malcolm	\$10,431.27	Water/Sewer Service
Virco	\$2,232.65	Desks/Chairs
Visa	\$1,443.64	Spanish/SPED/Tech Desk/Defib Pads
Wex	\$2,717.21	School Vehicle Fuel
Wilkins, Sharon	\$188.64	Mileage Reimbursment
Windstream	\$827.52	Phone Service
Wyatt, Dayna	\$28.75	Reimburse Classroom Supplies
Zaner-Bloser	\$710.93	Handwriting Curriculum
Out of Cycle		
US Post Office	\$436.47	Clipper/Board Minutes Postage
HomeTown Leasing	\$2,385.06	Aug/Sept New Contract Copier Payment
TSA Compliance Service	\$83.33	Invoice for August Payroll
	\$696,961.85	Total
School Lunch Fund		
Payroll	\$17,109.22	Payroll Expenses
Amazon	\$27.64	First Aid Kit
Bernard	\$1,344.52	Food Mixes
Burkett Restaurant Equipment	\$5,491.52	Kitchen Steam Table
Cash-Wa Distributing	\$15,867.86	Food Supplies

DFA Dairy Brands Corporate, LLC	\$2,556.75	Milk
Domino's	\$630.00	Lunch Pizza
Hicken, John	\$20.00	Food Handlers Permit
HyVee	\$33.94	No Salt/Low Salt Seasonings
Pepsi-Cola of Lincoln	\$121.60	Auquafina
Sam's Club	\$161.70	Staff Breakfast
Stohlman, Crystal	\$20.00	Food Handlers Permit
US Foods	\$4,213.50	Food Supplies
Sysco	\$2,904.75	Food Supplies
Walmart	\$161.70	Food Supplies
Out of Cycle		
Cash-Wa	\$226.34	Food Supplies
	\$50,891.04	Total
Special Building Fund		
Arrow Striping, Inc.	\$7,600.00	Pavement Markings
RDM Landscapes	\$4,923.80	Clean-up/Redefine Landscape Beds HS Entrance
	\$12,523.80	Total

**Minutes – Board of Education
August 21, 2023**

The Board of Education, School District #148, Lancaster County, Nebraska held a Property Tax Authority Hearing on Monday, August 21, 2023 at 7:02PM at the District Board Room, 10004 NW 112th St., Malcolm, NE for the purpose of hearing testimony of support, opposition, criticism, suggestions, or observations of taxpayers relating to the Property Tax Authority for the 2023-2024 Budget. The hearing was advertised, according to statute in the August 9th, 2023 issue of the *Seward County Independent*. Board members present were: William England, Tera Heidtbrink, Lucas Mitchell, Tony Nutter, Amy Spellman, Ed Swotek. Mr. Terwilliger reviewed the ramifications of taking action to increase the Property Tax Authority and answered questions from the Board. He recommended that the Board not take action to increase the Property Tax Authority, when the action item appeared on the agenda. Chairman Nutter, not hearing or seeing any other individuals wanting to provide testimony declared the hearing closed at 7:10PM.

The Board of Education, School District #148, Lancaster County, Nebraska held a Budget Amendment Hearing on Monday, August 21, 2023 at 7:10PM at the District Board Room, 10004 NW 112th St., Malcolm, NE for the purpose of hearing testimony of support, opposition, criticism, suggestions, or observations of taxpayers relating to the amendment of the School Lunch Fund in the 2022-2023 Budget. The hearing was advertised, according to statute in the August 9th, 2023 and August 16th, 2023 issue of the *Seward County Independent*. Board members present were: William England, Tera Heidtbrink, Lucas Mitchell, Tony Nutter, Amy Spellman, Ed Swotek. Mr. Terwilliger and Ms. Lostroh presented reports showing 22-23 expenses for the School Lunch Fund and answered questions from the Board. Chairman Nutter, not seeing any other individuals wanting to provide testimony, declared the hearing closed at 7:23PM.

The Board of Education, School District #148, Lancaster County, Nebraska, met on Monday, August 21, 2023 at 7:23PM in open and public session at 10004 NW 112th St., Malcolm, Nebraska. The notice of the meeting was published in the minutes of the July 17th, 2023 meeting of the Board, in the July 2023 issue of *“The Clipper”*, and the *Seward County Independent* of August 16th, 2023. Board members present were: William England, Tera Heidtbrink, Lucas Mitchell, Tony Nutter, Amy Spellman, Ed Swotek. Administrators present were Ryan Terwilliger, Greg Adams, Amber Dolliver, Dallas Sweet. Chairman Nutter called the meeting to order at 7:23PM and noted that the Open Meetings Act is posted on the north wall of the meeting room.

England moved, seconded, by Spellman, to approve the Consent Agenda. Ms. Lostroh presented an updated list of bills, reviewed and answered questions from the Board. She presented information on General Fund Transfers. Voting by roll call: AYES – England, Heidtbrink, Mitchell, Nutter, Spellman, Swotek. NAYS – None. Motion passed.

**Financial Summary
7/31/2023**

School Accounts	General	Lunch	Activity	Bus Deprec	Student Fees
Previous Bal 07/01/2023	\$3,422,161.19	\$44,523.87	\$150,840.64	\$246,854.82	\$39,697.00
Receipts - July 2023	\$105,138.20	\$1,543.43	\$1,491.61	\$968.07	\$1,690.00
Disbursements- July 2023	\$606,880.22	\$6,411.76	\$25,360.14	\$0.00	\$0.00
Cash in Cking 07/31/2023	\$189,655.16	\$4,391.61	-\$2,146.30	\$10,890.71	\$41,387.00
Invested: July 2023	\$2,730,764.01	\$35,263.93	\$129,118.41	\$236,932.18	

Lanc. Co. Treasurer:	General	Bond	QCPUF	Spc Bldg
Previous Bal 07/01/2023	\$85,694.96	\$4,697.41	\$0.00	\$10,255.62
Receipts - July 2023	\$926,100.39	\$77,876.15	\$0.00	\$158,537.60
Disbursements July 2023	\$94,481.96	\$5,462.39	\$0.00	\$11,809.54
Cash on Hand 07/31/2023	\$917,313.39	\$77,111.17	\$0.00	\$156,983.68

NSDLAF (Investment)	Spc Bldg	Bond Fund	QCPUF Checking
Previous Bal 07/01/2023	\$2,260,882.66	\$217,691.34	\$0.00
Receipts July 2023	\$20,050.99	\$5,803.57	\$0.00
Disbursements July 2023	\$0.00	\$0.00	\$0.00
Cash on Hand 07/31/2023	\$2,280,933.65	\$223,494.91	\$0.00

Communications From the Public – Maddie Kucera updated the Board on Student Council activities. They helped out at the Malcolm Car Show. Meetings will start tomorrow. Mr. Phil Wharton asked the Board to consider adding FFA as a school club. He is going to research more about how to add the group and what chartering FFA involves. Mr. Adams and the Board discussed past consideration and interest. He will pursue more information.

Communications From the Board – Mr. Swotek updated the Board on the NASB Board Meeting, noting that Governor Pillen had attended and discussed education issues with the Board. He reported on several initiatives the NASB is pursuing – SPARQS offering services nationwide; AliCap Insurance adding new members; NASB projects to combine community and school strategic planning efforts; NASB Area Membership meetings will be held this week; Asked if MPS is involved in the Safe2Help program and Mr. Terwilliger noted we are participating.

Mrs. Heidtbrink wanted to thank the school for moving the flag in the High School Gym to a new location.

Administrative Reports –

Amber Dolliver, Westfall Elementary Principal

- Presented a written report to the Board which she reviewed and will be added to the website.
- She noted the start of the new school year has gone well.
- Thanked the Board for hiring a new elementary counselor.
- Kelsey Rezny will be the new Reserve VB Coach; Jessica Andrews will be the Asst. JH VB Coach.
- All support staff positions are now hired.

Greg Adams, Jr/Sr High School Principal

- Handed out a report he received from Mrs. Frank concerning Malcolm student participation in SenCap and Career Academies. The report will be uploaded to the school website.
- The HS Gym floor is done – bleachers are done in Westfall and the new Video Board is working.
- The new Reserve GBB Coach is Brian Bullington and Reserve BBB Coach is Jaiden Little.
- Enrollment numbers for 7-12 are 303.

Superintendent Ryan Terwilliger

- Parking lot/Gym Floor/Westfall Bleacher projects are all complete.
- Observed the first day of school at both schools and it was going well.
- Property valuations came and the Budget should be ready for review soon.

Chairman Nutter asked the Board if there was interest in a motion to increase the Tax Request Authority. Mr. Terwilliger had reviewed all the information during the Hearing and recommended no action. Failed for a lack of a motion.

Spellman moved, seconded by Heidtbrink, to amend the Food and Nutrition Fund expenditures for the 2022-2023 Budget from \$431,752 to \$480,000. Voting by roll call: AYES – Spellman, Swotek, England, Heidtbrink, Mitchell, Nutter. NAYS – None. Motion passed.

Swotek moved, seconded by England, to set the Budget Hearing for Monday, September 18, 2023 at 7:00PM and the Tax Request Hearing for Monday, September 18, 2023 at 7:15 (following the Budget Hearing). Voting by roll call: AYES – Swotek, England, Heidtbrink, Mitchell, Nutter, Spellman. NAYS – None. Motion passed.

England moved, seconded by Mitchell, to Amend Policy 5416: Student Fees with the changes as discussed. Voting by roll call: AYES – England, Heidtbrink, Mitchell, Nutter, Spellman, Swotek. NAYS – None. Motion passed.

Swotek moved, seconded by Heidtbrink, to approve the Staff Handbook with the changes as discussed. Voting by roll call - AYES – Heidtbrink, Mitchell, Nutter, Spellman, Swotek, England. NAYS – None. Motion passed.

Swotek moved, seconded by Heidtbrink, to set the Budget Work Session for Wednesday, September 6, 2023 at 6:00PM and the Fall Work Session for Wednesday, September 13, 2023 at 6:30PM. Voting by roll call: AYES – Mitchell, Nutter, Spellman, Swotek, England, Heidtbrink. NAYS – None. Motion passed.

England moved, seconded by Spellman, to enter Executive Session at 9:12PM for evaluation of job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting. Voting by roll call: AYES – Nutter, Spellman, Swotek, England, Heidtbrink, Mitchell. NAYS – None. Motion passed.

Spellman moved, Heidtbrink seconded, to exit Executive Session at 10:13PM. Voting by roll call: AYES – Spellman, Swotek, England, Heidtbrink, Mitchell, Nutter. NAYS – None. Motion passed.

Heidtbrink moved, seconded by England, to approve the Principal’s compensation packages as discussed. Voting by roll call: AYES – Swotek, England, Heidtbrink, Mitchell, Nutter, Spellman. NAYS – None. Motion passed.

Spellman moved, seconded by Swotek, to enter Executive Session at 10:16PM for evaluation of job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting. Voting by roll call: AYES –England, Heidtbrink, Mitchell, Nutter, Spellman, Swotek. NAYS – None. Motion passed.

Spellman moved, Mitchell seconded, to exit Executive Session at 11:13PM. Voting by roll call: AYES –Heidtbrink, Mitchell, Nutter, Spellman, Swotek, England. NAYS – None. Motion passed.

Swotek made a motion to investigate the administrative positions, looking for compensation price points and job descriptions. Failed for lack of a second.

Spellman moved, seconded by Mitchell, to approve the compensation packages for the Activities Director/Assistant Principal, Student Services Director, and Director of Technology/Information Services as discussed. Voting by roll call: AYES – Mitchell, Nutter, Spellman, England, Heidtbrink. NAYS – None. NOT VOTING – Swotek. Motion passed.

With no further business before the Board, Spellman moved, seconded by England, to adjourn. Chairman Nutter declared the meeting adjourned by acclamation at 11:19PM.

Respectfully submitted,

Julia Lostroh
Recording Secretary

The Board will meet in a Budget Work Session on Wednesday, September 6, 2023 at 6:00PM; for a Fall Work Session on Wednesday, September 13, 2023 at 6:30PM, both at the District Board Room, 10004 NW 112th St., Malcolm, NE. The Board will meet on Monday, September 18, 2023 at 7:00PM at the District Board Room, 10004 NW 112th St., Malcolm, NE for the purpose of hearing testimony of support, opposition, criticism, suggestions, or observations of taxpayers relating to the proposed Budget of Receipts and Expenditures for the 2023-2024 fiscal school year and to consider amendments thereto. The Hearing will be immediately followed by the Tax Request Hearing on Monday, September 18, 2023 at 7:15PM at the District Board Room, 10004 NW 112th St., Malcolm, NE for the purpose of hearing testimony of support, opposition, criticism, suggestions, or observations of taxpayers relating to the proposed 2023-2024 Tax Request. The next regular meeting of the Board of Education will be held on Monday, September 18, 2023 at 7:00PM (after the Budget Hearing and Tax Request Hearing) at the District Board Room, 10004 NW 112th St., Malcolm, NE. An agenda will be published the Friday before each meeting.

RESOLUTION

WHEREAS, the School Board is required by law to adopt by resolution policies and specific standards for acceptance or rejection of option enrollment applications by October 15th for the following school year; and,

WHEREAS, the School Board has received and reviewed evidence and information submitted by the administration and other sources and made determinations thereon with respect to standards for acceptance or rejection and with respect to the capacity of this school district to accept option enrollment students based upon available staff, available facilities, projected enrollment, and availability of special education programs for the following school year; and,

WHEREAS, the School Board has determined that the educational interests of this school district would be best served by adoption of the resolutions, and the policies and specific standards herein contained.

NOW, THEREFORE, BE IT RESOLVED that the Option Enrollment Policy presented to the School Board as Policy 5006, and Appendix "1" to such Policy 5006, should be and the same are hereby adopted, and any previous policy or interpretation or application of the option enrollment program which is or has been inconsistent with the Policy 5006, and Appendix "1" to such Policy 5006, are repealed effective on the date of the passage of this resolution,

BE IT FURTHER RESOLVED that all paragraphs, subparagraphs, and portions of words of this Resolution, of Policy 5006, and Appendix "1" to such Policy 5006 are severable and that in the event any of the same are determined to be invalid for any reason, such determination shall not affect the validity of any of the remainder of the same.

BE IT FURTHER RESOLVED that policies and specific standards for acceptance or rejection of option enrollment applications should be and are hereby adopted, for applications filed after adoption of this resolution, and are hereinafter set forth:

The above Resolution, having been read in its entirety, member _____ moved for its passage and adoption, member _____ seconded the same. After discussion and on roll call vote, the following members voted in favor of passage and adoption of the above Resolution: _____.
The following members voted against the same: _____.
The following members were absent or not voting: _____. The Resolution having been consented to and approved by a majority of the members of the School Board, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this 18th day of September, 2023.

[NAME] PUBLIC SCHOOLS

By: _____
President

Attest: _____
Secretary

Appendix “1” to Option Enrollment Policy

The following is Appendix “1” to Policy 5006 for the current school year. The Board of Education hereby sets forth the maximum number of option students for the current school year in any program, class, grade level or school building or in any special education programs operated by this school district, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Any program, class, grade level, or school building which has “0” as the No. of Option Students is hereby declared unavailable to option students due to lack of capacity.

PROGRAM	PROGRAM CAPACITY	PROJECTED ENROLLMENT	NO. OF OPTION STUDENTS
Kindergarten	42	30	12
First	42	32	10
Second	42	46	0
Third	42	48	0
Fourth	48	45	0
Fifth	50	49	1
Building Capacity, Elementary	266	250	23
Sixth	52	41	11
Seventh	52	50	2
Eighth	52	49	3
Building Capacity, Middle School Attendance Center	156	140	16
Ninth	52	47	5
Tenth	52	53	0
Eleventh	52	53	0
Twelfth	52	51	1
Building Capacity, Sr. High School Attendance Center	208	204	6

* Special education capacity will be determined on a case-by-case basis in accordance with state law and the available resources as determined by the District’s Director of Special Education or designee.

StudentsOption EnrollmentA. Process and Time Lines to Option In

For a student to attend Malcolm Public Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the Malcolm Public School District between September 1 and March 15 for enrollment during the following and subsequent school years (the "application period").

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident school district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

Provisions for Waiver of Application Deadline (Choose one or modify as desired):**Option 1 (Waiver unless at capacity):**

~~The application deadline will be waived by the School District for applications to option into the Malcolm Public School District, provided that the application contains a release approval from the resident district and satisfies any other requirements of law. Further, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this School District which have been determined by the School District to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.~~

Option 2 (Limited Deadline Waiver):

The application deadline will **not** be waived by the School District for applications to option into the Malcolm Public School District, except in the following circumstances:

1. Siblings: The application deadline will be waived where the application is for a student who is the sibling of a student attending Malcolm Public Schools as of the time the application is filed, provided the application is filed at least 30 days prior to the semester in which first enrollment is sought. A "sibling" for this purpose means a child who resides in the same household on a permanent basis with a student who is currently attending Malcolm Public Schools and who has the same natural or adoptive parent or who is a stepbrother or stepsister.
2. Kindergarten: The application deadline will be waived where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.
3. Release Approval: For the foregoing exceptions, the application must contain a release approval from the resident district.

4. Other Conditions: The waiver of the deadline in the above circumstances does not require acceptance of the application, as such applications may be rejected for reasons other than late filing.
5. Capacity: For the foregoing exceptions, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building operated by this School District which have been determined by the School District to be at capacity in accordance with the capacity standards (Appendix “1”), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason. For any option application for a student that would receive or could be eligible to receive special education or related services, the Director of Special Education or designee shall conduct a case-by-case analysis to determine if the District has the capacity to provide the student with the appropriate services and accommodations.
6. Capacity for Late Filed Applications: Where an application is filed for enrollment in the same school year in which enrollment is sought, the “projected enrollment” determinations made pursuant to paragraph D shall be replaced with the “actual enrollment” as of the first day of school for the year of application, as determined by the Superintendent or the Superintendent’s designee, but only in the event such actual enrollment is higher than the projected enrollment. Actual enrollment shall include all students in attendance and all students registered to attend (even if not in actual attendance on the first day).

B. Rejection of Applications; Reasons

1. Capacity: An option enrollment application shall be rejected in the event the capacity of a program, class, grade level, or school building operated by the School District would be exceeded by acceptance of the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.

The Director of Special Education shall review on a case-by-case basis all option applications for students that would receive or could be eligible to receive special education or related services. If the Director or designee determines that the District does not have the capacity to provide the student with the appropriate services and accommodations, then the Director or designee shall send a denial notice to the parent(s) or guardian(s) and include a description of services and accommodations that the District does not have the capacity to provide.

2. Timeliness: An option enrollment application shall be rejected in the event the application is not filed on or before the April 1st immediately preceding the school year in which enrollment is sought, and the filing deadline has not been waived.
3. Previous Option Enrollment: An option enrollment application shall be rejected in the event the student has previously filed an option enrollment application for

enrollment in any School District and has had such application accepted, unless a statutory exception to the “one-time” rule is applicable to the student’s circumstance.

4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent’s designee, or the School District determines: The application is not submitted on a form prescribed by the State Department of Education, is not completely and accurately filled in, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including “previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings” and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.

C. Priority of Acceptance

Priority shall be accorded in the following order: (1) first, to those applications required to be given priority by law, (2) second, to those with a sibling in attendance at Malcolm Public Schools, with priority within this group being given to those who had earliest filed applications, and (3) third to those without an option student sibling in attendance at Malcolm Public Schools, with priority within this group to those who had earliest filed applications.

Filing date determinations are made by the Superintendent, or the Superintendent’s designee. In the event applications within a group are received at the same or substantially the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

D. Determination of Capacity

The School District will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building operated by this School District, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this School District will contract based on existing contractual arrangements, and may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the form of an Appendix “1” to this Policy. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared. The capacity for special education services shall be determined on a case-by-case basis as determined by the Director of Special Education or designee.

E. Releases for Options Out

Provisions for Release (Choose one or modify as desired):

Option 1 (Release unless Expulsion is Pending):

A request for release of a resident student of the Malcolm Public School District who submits an enrollment option application after March 15 or any other statutory deadline will be granted unless the release shall not be granted if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

Option 2 (Release Conditions):

~~A request for release of a resident student of the Malcolm Public School District who submits an enrollment option application after March 15 or any other statutory deadline will be granted only on the following conditions:~~

- ~~1. **Kindergarten:** A release will be granted where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.~~
- ~~2. **Siblings:** A release will be granted where the application would allow the student to attend the same school as a sibling, provided the application is filed at least 30 days prior to the semester in which first enrollment is sought. A “sibling” for this purpose means a child who resides in the same household on a permanent basis with a student who is currently enrolled in the option district and who has the same natural or adoptive parent or who is a stepbrother or stepsister.~~
- ~~3. **Educational Programming:** A release will be granted where the needs of the student require the District to obtain additional staffing or equipment and it is in the best interests of the District and the student to enroll in the option district. The determination of whether this condition is met shall be made by the Superintendent or the Superintendent’s designee.~~
- ~~4. **No Pending Expulsion:** The deadline shall not be waived if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.~~

~~The Superintendent or the Superintendent’s designee is hereby authorized to execute such releases on behalf of the School District and the School District, subject to subsequent ratification by the School District.~~

F. Notification of Acceptance or Rejection

In the case of an application to option enroll into the Malcolm Public School District, the Superintendent or the Superintendent’s designee shall notify, in writing, the parent or legal guardian of the student and the resident school district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

If an option enrollment application or a request for release is rejected by the Malcolm Public School District, the Superintendent or the Superintendent’s designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for

appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

G. Applications Subsequent to Relocations or Mergers

An option enrollment application does not require a release and shall be accepted or rejected within forty-five days after filing in the following circumstances:

1. the student relocated to a different resident school district after February 1, or
2. the student's option school district merged with another district effective after February 1, and
3. the application is for attendance during the immediately following and subsequent school years.

H. Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The building assignment for an option student, as well as classroom and grade level assignments, shall be determined by the administration.

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided in the following circumstances:

1. The Malcolm Public School District may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.
2. Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district. The District's policy is that the District selects which service (transportation or reimbursement) is to be provided to students.
3. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

I. Information Regarding Schools, Programs, Policies and Procedures.

As part of the option enrollment program, the administration shall make information about the Malcolm Public Schools and its school, programs, policies and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

Legal Reference: Neb. Rev. Stat. Sections 79-232 to 79-246

Date of Adoption: [Insert Date]

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

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

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

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

Date of Adoption: June 2018