

MALCOLM PUBLIC SCHOOLS, DISTRICT #148
BOARD OF EDUCATION REGULAR MEETING AGENDA
Monday, December 15, 2025 7:00 PM
SCHOOL DISTRICT BOARD ROOM

{{Name: Agenda Item Name}}

1. **Call Regular Board Meeting to Order - Roll Call**
2. **Pledge of Allegiance**
3. **Cybersecurity Presentation, Question and Answer with Mr. Pritchett**
4. **Consent Agenda**
5. **Communication From the Public: Communications in general or about a specific agenda item.**
6. **Unfinished Business**
 - 6.1. Discuss and Approve the 2024-2025 Annual Audit.
7. **New Business**
 - 7.1. Deem Excess Property.
 - 7.2. Discuss and Accept the Resignation of Tami Maytum following the 2025-2026 School Year.
 - 7.3. Discuss and Accept the Report of the Committee on American Civics Meeting.
 - 7.4. Discuss and Note First Reading of Policy 6212—Competency-Based Credit for World Language
 - 7.5. Discuss and Approve the Updates to Policy 3131--Procurement and Policy 3131--Internal Controls Policy.
 - 7.6. Discuss and Set a Date and Time for a Board Work Session to Discuss the New Evaluation Tool for the Superintendent.
 - 7.7. Discuss and Take Appropriate Action on a Proposal to Replace the Roof Over the 7-12 Commons Area.
 - 7.8. Discuss and Take Appropriate Action in Approving the Disposal of the Minivan and Suburban and the Purchase of Two Replacement Vehicles.
 - 7.9. Discuss and Take Appropriate Action in Approving the Purchase of Powerschool as Our Student Information System.

Go edu: \$11,539/year
 - 7.10. Discuss and Approve the 2026-27 Pre-K Handbook
 - 7.11. Discuss and Take Appropriate Action on the Environmental Graphics Proposals
8. **Reports and Discussion Topics**
 - 8.1. Set a Date and Time for a Facilities and Transportation Committee Meeting.
 - 8.2. NASB State Conference Comments
 - 8.3. The Malcolm Board of Education would like to recognize Member Ed Swotek for his re-election as Vice President, Board of Directors, Nebraska Association of School Boards.
 - 8.4. Nebraska Child Health and Education Summit—Member Swotek
 - 8.5. Administration Reports and Discussion Topics
 - 8.5.A. Principals

8.5.B. Superintendent

Intent to return

9. **Enter into Executive Session for a Job Performance Review**

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

10. **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.

BY: MALCOLM PUBLIC

SCHOOLS

BOARD OF EDUCATION

**Financial Summary
11-30-2025**

School Accounts	General	Lunch	Activity	Bus Deprec	Student Fees
Previous Bal 11/01/2025	\$2,823,020.89	\$24,638.32	\$203,725.89	\$344,105.76	\$27,726.95
Receipts - November 2025	\$335,276.95	\$44,945.64	\$17,575.18	\$745.54	\$620.00
Disbursements- November 2025	\$738,276.82	\$51,974.81	\$16,285.42	\$133,460.00	\$0.00
Cash in Cking 11/30/2025	\$195,914.29	\$5,346.41	-\$7,577.81	\$10,252.02	\$28,346.95
Invested: November 2025	\$2,224,106.73	\$12,262.74	\$212,593.46	\$201,139.28	

Lanc. Co. Treasurer:	General	Bond	Spc Bldg
Previous Bal 11/01/2025	\$48,639.71	\$666.85	\$1,234.04
Receipts - November 2025	\$48,949.14	\$1,864.32	\$3,673.40
Disbursements - Nov 2025	\$48,871.06	\$685.49	\$1,270.77
Cash on Hand 11/30/2025	\$48,717.79	\$1,845.68	\$3,636.67

NSDLAF (Investment)	Spc Bldg	Bond Fund
Previous Bal 11/1/2025	\$2,717,927.08	\$419,128.59
Receipts November 2025	\$9,617.11	\$1,949.92
Disbursements Nov 2025	\$11,250.00	\$197,356.25
Cash on Hand 11/30/2025	\$2,716,294.19	\$223,722.26

\$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

Lancaster County School District #148

Cash Receipts Item Report

[Cycle Name]: "FY25-26"; Created On: 12/11/2025 6:49:49 PM

Receipt Number	Customer Name	Description	Date Received	Receipt Amount	Account Code
Nov25IntBond	NDSLAF Bond Fund	Bond Interest	11/30/2025	\$1,283.07	07-1-01510-000-000-0000
Nov25LancBond	Lancaster County Treasurer	Local Collections	11/17/2025	\$666.85	07-1-01100-000-000-0000
				\$1,949.92	

Lancaster County School District #148

Cash Receipts Item Report

[Cycle Name]: "FY25-26"; Created On: 12/11/2025 7:07:56 PM

Receipt Number	Customer Name	Description	Date Received	Receipt Amount	Account Code
Nov25DepCk	Union Bank Interest	Checking Interest	11/30/2025	\$6.72	02-1-01510-000-000-0000
Nov25DeprSTFIT	Union Bank Interest	STFIT Interest	11/30/2025	\$738.82	02-1-01510-000-000-0000
				\$745.54	

Lancaster County School District #148

Cash Receipts Item Report

[Cycle Name]: "FY25-26"; Created On: 12/12/2025 3:21:41 PM

Receipt Number	Customer Name	Description	Date Received	Receipt Amount	Account Code
Nov25Int	Union Bank Interest	STFIT Interest	11/30/2025	\$6,113.80	01-1-01510-000-000-0000
Nov25EFunds	Patrons/Students	Opt Bus/PS Tuition/Rental	11/30/2025	\$750.00	Multiple
Nov25-TMobile	T-Mobile USA	Band Width Rental	11/25/2025	\$38,599.45	01-1-05690-000-000-0000
Nov25-TitleI	State of Nebraska	Title I Reimbursement	11/24/2025	\$30,451.00	01-1-04505-000-000-0000
Nov25-TitleII	State of Nebraska	Title II Federal Reimbursement	11/24/2025	\$5,026.00	01-1-04509-000-000-0000
Nov25-TitleIV	State of Nebraska	Title IV Federal Reimbursement	11/24/2025	\$10,000.00	01-1-04969-000-000-0000
Nov25-IDEA6408	State of Nebraska	IDEA 6408-E/P Base	11/24/2025	\$133,504.00	01-1-04518-000-000-0000
Nov25-6406	State of Nebraska	IDEA PS Base E/P	11/24/2025	\$3,014.00	01-1-04516-000-000-0000
25-015	Malcolm Lunch Fund	Lunch PR Taxes	11/24/2025	\$6,604.31	01-1-09000-000-000-0000
25-008	ESU	Title III Sub Pay	11/21/2025	\$161.48	01-1-02210-000-000-0000
25-009	Malcolm Mateys, LLC	Before/After School Rental	11/21/2025	\$866.97	01-1-01910-000-000-0000
25-010	Patrons/Students	Band Instrument Rental	11/21/2025	\$50.00	01-1-01910-000-000-0000
25-011	Patrons/Students	Repair Chromebook Screen	11/21/2025	\$30.00	01-1-05690-000-000-0000
25-012	Sadoff & Rudoy	Recycled Metal	11/21/2025	\$98.00	01-1-05300-000-000-0000
25-013	Village of Malcolm - Liquor License	Liquor License/Fertilizer	11/21/2025	\$248.80	01-1-05690-000-000-0000
25-014	Patrons/Students	Pre-School Tuition/Transport Payments	11/21/2025	\$1,376.77	01-1-01370-000-000-0000
2026ImpAid	US Treasury - Impact Aid	Impact Aid Federal Payment	11/20/2025	\$40,797.00	01-1-04305-000-000-0000
Nov25-2MIPS	State of Nebraska	MIPS Oct 25 Payment	11/18/2025	\$305.80	01-1-04708-000-000-0000
Nov25Lanc	Lancaster County Treasurer	Local Collections	11/17/2025	\$48,639.71	01-1-01100-000-000-0000
CTEGrant	State of Nebraska	CTE Grant Reimbursement	11/13/2025	\$7,500.00	01-1-03551-000-000-0000
Nov25Sew	Seward County Treasurer	Local Collections	11/12/2025	\$766.85	01-1-01100-000-000-0000
Nov25-1MIPS	State of Nebraska	MIPS Sept Payment	11/06/2025	\$305.80	01-1-04708-000-000-0000
				\$335,209.74	

Lancaster County School District #148

Cash Receipts Item Report

[Cycle Name]: "FY25-26"; Created On: 12/12/2025 1:05:51 PM

Receipt Number	Customer Name	Description	Date Received	Receipt Amount	Account Code
Nov25EFunds	Patrons/Students	Student Lunches	11/30/2025	\$21,529.60	06-1-01611-000-000-0000
Nov25Int	Union Bank Interest	STFIT Interest	11/30/2025	\$62.68	06-1-01510-000-000-0000
24-132	Patrons/Students	Student Lunches	11/20/2025	\$3,735.00	06-1-01611-000-000-0000
Nov25Fed	State of Nebraska	Federal Lunch Reimbursement	11/17/2025	\$11,012.42	06-1-04210-000-000-0000
24-131	Patrons/Students	Student Lunches	11/12/2025	\$5,230.00	06-1-01611-000-000-0000
24-130	Patrons/Students	Student Lunches	11/03/2025	\$3,300.00	06-1-01611-000-000-0000
				\$44,869.70	

Lancaster County School District #148

Cash Receipts Item Report

[Cycle Name]: "FY25-26"; Created On: 12/11/2025 6:58:43 PM

Receipt Number	Customer Name	Description	Date Received	Receipt Amount	Account Code
Nov25SBFInt	NDSLAF Special Bldg	Spec Bldg Fund Interest	11/30/2025	\$8,383.07	08-1-01510-000-000-0000
Nov25SBFLanc	Lancaster County Treasurer	Local Collections	11/17/2025	\$1,234.04	08-1-01100-000-000-0000
				\$9,617.11	

**Minutes – Board of Education - Unofficial Until Approved by the Board
November 17, 2025**

The Board of Education, School District #148, Lancaster County, Nebraska, met on Monday, November 17, 2025 at 7:00PM in open and public session at 10004 NW 112th St., Malcolm, Nebraska. Notice of the meeting was published in the minutes of the October 20, 2025 meeting of the Board, in the November 2025 issue of *“The Clipper”* and the *Seward Independent* of November 12, 2025. Board members present were: William England, Tera Heidtbrink, Lucas Mitchell, Tony Nutter, Amy Spellman, Ed Swotek. Administrators present were Ryan Terwilliger, Amber Dolliver, Simon Wiedel, Dallas Sweet. Chairman Nutter called the meeting to order at 7:00PM and noted that the Open Meetings Act is posted on the north wall of the meeting room. The Board recited the Pledge of Allegiance.

England moved, seconded by Heidtbrink, to approve the Consent Agenda. An updated list of bills had been added to the agenda. Voting by roll call: AYES – Heidtbrink, Mitchell, Nutter, Spellman, Swotek, England. NAYS – None. Motion passed.

Financial Summary						
2025-10-31						
School Accounts	General	Lunch	Activity	Bus Deprec	Student Fees	
Previous Bal 10/01/2025	\$3,218,236.97	\$21,747.97	\$211,451.74	\$343,020.08	\$26,716.95	
Receipts - October 2025	\$382,892.34	\$51,019.69	\$29,185.26	\$1,085.68	\$1,010.00	
Disbursements- October 2025	\$778,108.42	\$48,129.34	\$36,911.11	\$0.00	\$0.00	
Cash in Cking 10/31/2025	\$489,027.96	\$5,438.26	-\$11,390.67	\$10,705.30	\$27,726.95	
Invested: October 2025	\$2,333,992.93	\$19,200.06	\$215,116.56	\$333,400.46		
Lanc. Co. Treasurer:						
	General		Bond		Spc Bldg	
Previous Bal 10/01/2025	\$48,916.39		\$1,931.63		\$3,151.38	
Receipts - October 2025	\$48,718.21		\$673.59		\$1,246.51	
Disbursements - Oct 2025	\$48,994.89		\$1,938.37		\$3,163.85	
Cash on Hand 10/31/2025	\$48,639.71		\$666.85		\$1,234.04	
NSDLAF (Investment)						
	Spc Bldg	Bond Fund				
Previous Bal 10/1/2025	\$2,960,828.24	\$415,393.01				
Receipts October 2025	\$13,567.04	\$3,735.58				
Disbursements Oct 2025	\$256,468.20	\$0.00				
Cash on Hand 10/31/2025	\$2,717,927.08	\$419,128.59				

Communications From The Public –

Kamryn Broders presented a report on the Student Council Food Drive activities to the Board.

Unfinished Business – None

New Business –

Mitchell moved, seconded by England, to deem 10 helmets and 10 sets of shoulder pads excess property. Voting by roll call: AYES – Mitchell, Nutter, Spellman, Swotek, England, Heidtbrink. NAYS – None. Motion passed.

Heidtbrink moved, seconded by Swotek, to approve the Annual Financial Literacy Status Report. Mr. Wiedel presented the report and answered questions from the Board. Voting by roll call: AYES – Nutter, Spellman, Swotek, England, Heidtbrink, Mitchell. NAYS – None. Motion passed.

Swotek moved, seconded by Heidtbrink, to approve, as discussed, the TERIP (Temporary Early Retirement) Policy. Voting by roll call: AYES – Spellman, Swotek, England, Heidtbrink, Mitchell, Nutter. NAYS – None. Motion passed.

Mitchell moved, seconded by England, to approve the Negotiated Agreement for the 2026-2027 School Year, as presented. Chairman Nutter and Mr. Terwilliger reviewed the agreement. Voting by roll call: AYES – Swotek, England, Heidtbrink, Mitchell, Nutter, Spellman. NAYS – None. Motion passed.

The Board took no action on approving the 2024-2025 Annual Audit. They will address it at the December Board Meeting.

The Board will discuss the Environmental Graphics proposal at a later date.

Administrative Reports –

Mr. Simon Wiedel/Mrs. Amber Dolliver

- Discussed the need and potential purchase of a new student information system.

Mr. Simon Wiedel – Jr/Sr High School Principal

- Career Fair Summary
- Alumni Survey Summary
- [Mr. Wiedel November 2025 Board Report](#)

Mrs. Amber Dolliver, Westfall Elementary Principal

- [Mrs. Dolliver November 2025 Board Report](#)

Superintendent Ryan Terwilliger

- Business Manager
- The new bus has arrived.
- Environmental Sensors – provide a status update on the installation and operation of the sensors approved by the Malcolm Board of Education at its September 15, 2025 meeting.
- NASB State Conference
- Transportation and Facilities Committee Meeting - discuss scheduling a meeting.

Heidtbrink moved, seconded by Spellman, to enter executive session at 8:53PM for the protection of public interest to investigative proceedings regarding allegations of criminal misconduct. Voting by roll call: AYES – England, Heidtbrink, Mitchell, Nutter, Spellman, Swotek. NAYS – None. Motion passed.

Swotek, England moved, seconded by Mitchell, to exit executive session at 9:11PM. Voting by roll call: AYES – Heidtbrink, Mitchell, Nutter, Spellman, Swotek, England. NAYS – None. Motion passed.

With no further business before the Board, Heidtbrink moved, seconded by Mitchell, to adjourn. Chairman Nutter declared the meeting adjourned by acclamation at 9:11PM.

Respectfully submitted,

Simon Wiedel

Recording Secretary

The next regular meeting of the Board of Education will be held on Monday, December 15, 2025 at 7:00PM in the District Board Room, 10004 NW 112th St., Malcolm, NE. Agendas are available as they develop at: [SparksDate Malcolm](#)

December 15, 2025		
Payroll	\$618,987.95	Payroll Expenses/Benefits
ABC Termite & Pest Control	\$290.00	Bi-Monthly Service
Amazon	\$586.90	Maint/Technology/SPED Supplies
Baker, Brett	\$342.49	Asst. HS Drama State Stipend/Van Driving
Bauer Built Tire	\$2,067.89	Bus #20 Tires
Beach, Michael	\$171.44	Reimbursement for Sheet Music and MP3
Benischek, Nicole	\$158.89	Asst. HS Drama State Stipend
CDW Government	\$2,358.10	APC Replacement Batteries/Syscloud Google Workspace
DAS State ACCTG	\$635.74	Internet Service - October/November
Dietze Music	\$72.00	Overture Triangle/Beater
Diversified Drug Testing	\$194.00	DOT Drug Tests
ESU #6	\$919.77	Tech Hosted Services/Prof. Development
Eakes Office Solutions	\$2,760.90	EGold Fax/Staples/Custodial Supplies
First Concord	\$90.00	Flex 125 Adm Fees
Frank, Chad	\$1,179.75	Asst. JH BBB Coach Stipend
Go Physical Therapy	\$723.10	Vision SPED Services
Harris School Solutions	\$124.30	2025 Tax Forms
Heffelfinger Psychotherapy	\$2,906.60	Mental Health Services
Hillyard	\$4,221.92	Custodial Supplies
Holiday Inn	\$124.95	Conference Hotel - DS
HomeTown Leasing	\$1,417.01	Copier/Printer Leases
Interstate All Battery Center	\$309.90	Vehicle Batteries
Kidwell	\$1,500.00	Annual Phone Technical Support 25-26
Knowbe4	\$1,738.80	Cyber Security Training Subscription
Lancaster County Sheriff	\$23,962.00	Annual Resource Officer Contract
Lincoln Lock & Safe	\$5.00	Panic Bar Latch Spring
Little, Jaydin	\$1,501.50	Asst. HS Boys BB Coach Stipend
Long Island Quiz Bowl	\$50.00	Online Quiz Bowl Competition
Matheson	\$47.05	IT Cylinder Rentals
Maytum, Isaac	\$195.61	Asst. HS Drama State Stipend/Van Driving
Meehl, Jan	\$502.70	SPED PT Services
Menards	\$133.44	Maintenance Supplies
Meyer Truck Repair	\$3,312.26	Bus #24 /#12 & #17 Repair Air Leaks/Brakes #20
Midwest Door & Hardware	\$3.30	Latchbolt Spring for School Door
Mill Road Auto, Inc.	\$210.27	Chevy Uplander Repair
NAPA	\$50.98	Anti-Freeze/Windshield Fluid
NASB	\$1,552.00	2025 State Board Conference
NCSA	\$190.00	Member Registration - S. Wiedel
Norris Public Power	\$7,145.34	November 2025 Electricity
OneSource	\$58.00	Background Checks
Ostrand, Maddie	\$97.92	Reimbursement for FCS Supplies
Otte Oil & Propane	\$1,321.58	Propane
Paragon Sanitation, Inc.	\$425.00	Trash Service
Robotham, Evaline	\$217.28	Mileage Reimbursement
Roman, Wiemers, Assoc	\$9,500.00	Annual School Audit

Ron's Rolloffs, Inc.	\$891.32	Box and Dump Fee
Sapp Bros	\$156.50	Kerosene Clear/Oil
SparqData	\$2,700.00	26-27 Meeting Subscription
Squier, Jon	\$1,967.00	Mileage 2-17-25 thru 12-6-25
Staples	\$173.49	11x17 Paper
Super Saver	\$47.11	SPED/FCS Groceries
Sweet, Dallas	\$1,743.00	AD Mileage 10-16-2025 thru 12-13-2025
Terwilliger, Ryan	\$947.34	Mileage/Travel Expense
TSA/Omni	\$83.33	403b TPA
Unite Private Network	\$538.10	Distance Learning Cable
Verizon	\$119.82	Cellphone Service
Village of Malcolm	\$6,039.80	Water/Sewer Service
Village of Malcolm	\$3,895.83	Ball Field Maintenance - Partial Payment
VISA	\$1,375.21	FCS Classroom Supplies/Office Stamped Envelopes
Wex	\$3,678.59	School Vehicle Fuel
Windstream	\$827.81	Phone Service
Out of Cycle		
US Post Office	\$369.02	Clipper/Brd Minute Postage
Children's Health Nebraska	\$1,779.50	SPED HomeBound Nursing Services
Turfgrass Association	\$325.00	Conference Registration/Chemical Recertification
Butterfield, Gaylene	\$5,772.50	SPED OT Services - August thru October
Neeman & Sons	\$2,350.00	Repairs From Bus Damage
Tech Masters	\$315.00	Scheduled Cleaning/Mainenance of Ice Machine
Nebraska Landscape Solutions	\$1,190.40	Field/Lawn Fertilizer
Lancaster County DMV	\$16.00	Bus #2025 Title Fee
	\$731,665.30	Total
School Lunch Fund		
Payroll	\$17,415.59	Payroll Expenses
Broughton, Danni	\$31.46	Food Supplies
CashWa	\$15,072.64	Lunch Food/Disposable Supplies
Hiland Dairy	\$2,108.51	Milk Supplies
Robinette Farms	\$100.34	Farm to School Produce
Sysco	\$2,419.38	Food/Custodial Supplies
US Foods	\$958.55	Food/Custodial Supplies
	\$38,106.47	Total
Special Bldg Fund		
A-1 Flags, Poles & Repairs	\$5,840.00	Replace Football Field Flag Poles
	\$5,840.00	Total

60 Chromebooks: Currently getting a quote from a recycler

8 iPads: Once we decide a fair price, they will go on sale to the staff and Public.

20 Laptops: Once we decide a fair price, they will go on sale to the staff and Public.

250 High School Library Books: Per usual, we will sell these for pennies.

100 Elementary School Library Books: Per usual, we will sell these for pennies.

Mr. Ryan Terwilliger & the Malcolm School Board
Malcolm Public Schools
10000 NW 112th
Tamra L. Maytum
Grades 6-8 ELA,
9-12 Theater and Speech

December 10, 2025

Dear Mr. Terwilliger and the Malcolm School Board,

It is with some very mixed emotions that I am announcing my intention to retire at the end of the 2025-2026 school year. Malcolm Public Schools has been my home, literally, for the past 29 years. My time in the classroom has been spent in numerous grade levels and subjects, from the self-contained classroom to the combined grade levels, and finally, in middle school, which has been by far my favorite. Coaching duties began immediately with 10 years of junior high volleyball and most recently, 14 years in both the play production and competitive speech assignments. During my time here at Malcolm, I have built two very successful fine arts programs, and I have also established myself as a quality educator, who truly cares for her students and goes above and beyond in all that I do. It has been my honor to represent Malcolm Public Schools.. Should need be, I am more than willing to assist you and the administrative team in finding a quality replacement for my position before my final day in the classroom.

I would like to take this opportunity to thank all of you, for your support during my teaching and coaching career here at Malcolm. My heart and life have been blessed and touched by countless numbers of students, families, community members, and patrons; I will always be a Malcolm Clipper.

Thank you again for your endless support and guidance throughout the years.

Sincerely,

A handwritten signature in cursive script that reads "Tamra Maytum". The signature is written in black ink and is positioned above the printed name.

Tamra Maytum

Malcolm Public Schools, District#148
Board of Education Regular Meeting Agenda
Monday, November 17, 2025 6:00 PM
School District Board Room

1. Roll Call - 6:00 PM

Present: Lucas Mitchell, Tony Nutter, Ed Swotek

2. Communication from the Public

There was no public comment.

3. Discussion

Mr. Wiedel shared information contained in the American Civics Report. The report provided an overview of the district's work in civics education, including topics within curriculum and instruction, assessment practices, and additional instructional opportunities offered to students throughout the year. Mr. Wiedel highlighted key activities, resources, and instructional approaches aligned to state requirements.

After the report was presented, Board members and the Superintendent asked questions of Mr. Lewandowski and Mr. Wiedel regarding several components of the report. Questions addressed whether the Pledge of Allegiance is recited in classrooms, how teachers are supported in addressing controversial or sensitive topics, and which courses are required for graduation related to civics instruction. Clarification was provided when needed.

Following the question-and-answer period, further dialogue took place among the Board, the Superintendent, Mr. Lewandowski, and Mr. Wiedel regarding the ongoing purpose and direction of future Committee on American Civics meetings. The group discussed the importance of maintaining a regular meeting schedule and agreed that meetings would occur annually in April and again in October or November. They also noted that agenda topics will vary based on the established checklist, which will continue to guide the planning and focus of future meetings.

4. Adjourn

At 6:54 PM, Member Nutter moved to adjourn; the motion was seconded by Member Mitchell, and the vote to adjourn was unanimous.

InstructionCompetency-Based Credit for World Languages

The Board of Education recognizes the educational value of multilingual proficiency and opportunities for students to earn credits through world language studies. The Superintendent, pursuant to this Policy, is authorized to establish procedures for awarding competency-based credit consistent with Nebraska Department of Education's Rules and related guidance.

Only students that demonstrate proficiency on an applicable assessment approved by NDE shall be eligible for competency-based credit. Proficiency will be assessed by the minimum proficiency benchmark in all skill areas tested (reading, writing, speaking, and listening, as applicable). Grades assigned will typically not be included in the student's Grade Point Average, unless the Superintendent determines otherwise. Students may not earn duplicate credit for the same course content previously completed.

The Superintendent may take any other necessary action to ensure the world language program aligns with state and federal requirements.

Legal Reference: NDE Rule 10.004.04C3

Date of Adoption: [Insert Date]

Business OperationsInternal Controls

The District will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Generally: If the District receives federal awards, grants, or other funds, the District will:

- 1) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the District manages the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. The District will endeavor to develop and align these internal controls consistent with the “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);
- 2) Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award;
- 3) Evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of federal award;
- 4) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and
- 5) Take reasonable cybersecurity and other measures to safeguard protected personally identifiable information and other information the federal awarding agency, or pass-through entity, designates as “sensitive” or the District considers sensitive, consistent with applicable federal, state, and local laws regarding privacy and responsibility over confidentiality.

Legal Reference: 2 C.F.R. § 200.303.

Management requirements: The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

- 1) Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two (2) years;
- 3) Implement a control system to ensure safeguards for preventing property loss, damage, or theft;
- 4) Implement adequate maintenance procedures for the equipment; and
- 5) Implement sales and disposition procedures for the equipment to ensure the highest possible return.

All equipment, whether acquired in whole or in part under a federal award, with a current fair market value of \$10,000 or less (per unit) may be retained, sold, or otherwise disposed of in accordance with the Board's Sale and Disposal of Property Policy.

All equipment, whether acquired in whole or in part under a federal award, with a current fair market value in excess of \$10,000 (per unit), may only be sold or otherwise disposed of in accordance with the provisions of 2 C.F.R. § 200.313(e)(2)-(3).

Legal Reference: 2 C.F.R. §§ 200.313 & 200.303.

Procurement: The District will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable federal law and the requirement standards imposed by law, including:

- 1) A procedure for micro-purchases (Under ~~\$1015~~,000);
- 2) A procedure for simplified acquisition thresholds (between ~~\$1015~~,000 to ~~\$250350~~,000);
- 3) A procedure for sealed bids (over ~~\$250350~~,000);
- 4) A procedure for competitive proposals (with an explanation for why sealed bids were not accepted if over ~~\$250350~~,000); and
- 5) A procedure for noncompetitive bids.

Legal Reference: 2 C.F.R. §§ 200.317 through 200.326.

Cross-Reference: Policies 3130 & 3131.

Contract Terms: All contracts funded (in whole or in part) by federal funds and/or federal awards must contain the following terms or, via this Policy, the following terms are required and incorporated into any such contracts:

- 1) An assurance that minority business enterprises and labor surplus area firms are used, when possible;
- 2) An Anti-Lobbying clause for all contracts, including an Anti-Lobbying Certification, for contracts exceeding \$100,000;
- 3) A Suspension and Debarment clause;
- 4) A provision for termination for cause and for convenience, including the manner by which it will be affected and the basis for settlement;
- 5) A clause that addresses administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and a provision for sanctions and penalties;
- 6) For contracts in excess of \$150,000, a clause addressing the Clean Air Act and the Federal Water Pollution Control Act;
- 7) A provision maintaining contract oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders;
- 8) A provision addressing the District's conflict of interest policies; and
- 9) A requirement that the contractor maintains records related to the contracted work.

Legal Reference: 2 CFR § 200.319(d); 2 CFR § 200.321; 2 CFR § 200, Appendix II(I); 2 CFR § 200, Appendix II(H); 2 CFR § 200, Appendix II(B); 2 CFR § 200, Appendix II(A); 2 CFR § 200, Appendix II(G); 2 CFR § 200.318(b); 2 CFR § 200.318(c)(1); 2 CFR § 200.318(i); 2 CFR § 200.324(a); 2 CFR § 200.324(b).

Federal Interest Reporting: The District will follow the required federal interest reporting and recording requirements, if applicable, for any real property or improvement interest financed, in whole or in part, with federal funds.

Legal Reference: 2 CFR §§ 200.310-200.313.

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three (3) years from the date of submission of the final expenditure report or, for federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient, or as otherwise specified by the federal award or federal law.

For all other records, the District will retain such records for the length of time as required by law.

Legal Reference: 2 C.F.R. § 200.333, 2 C.F.R. § 200.334 & 34 C.F.R. § 81.31.

Suspension and Debarment: The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will either: (1) verify that a vendor has not been debarred, suspended or otherwise excluded via SAM.gov, (2) collect a verification from that vendor; or (3) add a clause to the contract with the vendor. The District will maintain a copy of said verification or documentation.

Legal Reference: 2 C.F.R. § 200.213.

Financial Management: The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award. The financial management system will provide for the following:

- 1) Identifying all of the federal awards received and expended and the federal programs under which they were received;
- 2) Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
- 3) Maintaining records and documentation that sufficiently identify the amount, source, and expenditure of funds for federally funded activities;
- 4) Ensuring effective controls over accountability and safeguards for all funds, property, and other assets;
- 5) Comparing actual expenditures with budget amounts for each federal award;
- 6) Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and
- 7) Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Legal Reference: 2 C.F.R. § 200.302.

Program Income: The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct and otherwise handle income from federal programs.

Legal Reference: 2 C.F.R. § 200.307.

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 District's cost sharing or matching, when such contributions meet all of the following criteria:

- 1) Are verifiable from the District'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 the applicable Cost Principles requirements;
- 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 the law or terms and conditions of the federal award, as applicable.

Legal Reference: 2 C.F.R. § 200.306.

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

- 1) Is reasonable for the services rendered; and
- 2) Conforms to the established written expectations of the District, as applied consistently to both federal and non-federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

- 1) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- 2) Be incorporated into the official records of the District;
- 3) Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
- 4) Encompass both federally assisted, and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written procedures;
- 5) Comply with the established accounting policies and practices of the District; and
- 6) Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) federal award; a federal award and non-federal award; an indirect cost activity and a direct cost activity; two (2) or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Any leave and/or fringe benefits charged to a federal award must satisfy all criteria set forth in 2 C.F.R. § 200.431(b) and/or (c).

Budget estimates will generally not be used to support charges to federal awards but may be used for interim accounting purposes.

Legal Reference: 2 C.F.R. §§ 200.430 & 200.431.

Federal Funds for Construction Projects: If the District is granted the authority to use federal funds for a construction project, the District will follow the Davis-Bacon and Related Acts, including the payment of “prevailing wages” to those who work on the job site, as well as the contractor bonding requirements.

Legal Reference: 40 U.S.C. § 3141, et seq; 2 C.F.R. § 200.326.

Capitalization and Depreciation: The District will follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E, when charging these specific expenditures to a federal grant. When applicable, District staff will check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, federal, state, or program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those requirements. The following rules of allowability apply to equipment and other capital expenditures:

- 1) Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.
- 2) Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$10,000 or more have the prior written approval of the federal awarding agency or pass-through entity.
- 3) Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the federal awarding agency or pass-through entity.
- 4) Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR § 200.436 and 2 CFR § 200.465.
- 5) When approved as a direct cost by the federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the federal awarding agency.
- 6) If the District is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

- 7) Any depreciation will be computed, charged, and recorded in a manner consistent with federal regulations and any requirements of the federal awarding agency.

Legal Reference: 2 C.F.R. §§200.436 & 200.439.

Conflict of Interest: No District employee, agent, or Board Member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by or with federal funds. A “conflict of interest” includes, but is not limited to, a financial or other interest in or a tangible personal benefit from federal funds that would directly or indirectly benefit either (1) the employee, agent, or board member; (2) any member of their immediate family; or their spouse or partner, or (3) an organization that employs or is about to employ those individuals. District employees, agents, and Board Members may only accept gratuities, favors, or anything of monetary value from federally funded contractors in accordance with the District’s Conflict of Interest Policy. Any District employee, agent, or Board Member who knowingly violates these terms may be subject to discipline, up to and including termination of employment and/or referral for possible criminal prosecution.

Legal Reference: 2 C.F.R. §§ 200.112 & 200.318.

Unexpected or Extraordinary Circumstances: For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

Legal Reference: 2 C.F.R. § 200, et seq.

Date of Adoption: [Insert Date]

Business Operations

Procurement Plan – School Food Authorities

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

Procurement Policy

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

- When the annual total for food service program related items is less than ~~\$250,000~~ \$350,000 (simplified acquisition threshold) per procurement event or in aggregate purchases this organization will follow the informal simplified acquisition threshold procedures.
- When the annual total for food service program related items is greater than ~~\$250,000~~ \$350,000 (simplified acquisition threshold) per year per procurement event or in aggregate purchases this organization will follow the Formal Competitive Solicitation Procedures.

Micro-Purchase Procedures

Micro-Purchases may be used for single purchases under ~~\$1015,000~~ \$15,000 made with a vendor [2 CFR 200.320(a)].

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

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

Simplified Acquisition Threshold Procedures

For purchases made below the simplified acquisition threshold, simplified acquisition threshold procedures will be utilized to purchase necessary goods and services. When simplified acquisition threshold procedures are used, this organization will take the following steps:

1. Contact a reasonable number of qualified vendors.
2. Write specifications for goods and services.
3. Document each vendor's quoted price. (ex. log sheet)
3. Select the company that provides the lowest, most responsive, and responsible bid.
4. Document supplier who was awarded the quote.
5. Manage orders by confirming product and prices match quotes.

Formal Competitive Solicitation Procedures

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

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

(Note: If the simplified acquisition threshold established in the sponsor’s procurement policy statement is less than \$~~250~~350,000, the smaller bid threshold will govern.)

Procurement Summary

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

- A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(1-7)]
- B. Comparability: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. [2 CFR 200.319(d)(2)]
- C. Documentation: We shall maintain for the current year and the preceding three years all significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)]

- D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)]
- E. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)]
- G. General Requirements:
1. Small, minority, veteran-owned, and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
 2. Ensure compliance with the Buy American Provision when purchasing food 7 CRF 210.21(d).
 3. A cost or price analysis in connection with every procurement action in excess of the simplified acquisition threshold including contract modifications. [2 CFR 200.324(a)]
 4. Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]
- H. Duties of Food Service Supervisor:
1. Plan the goods or services needed for the school food service program for the school year based on planned menus through needs assessment, forecasting and budgeting.
 2. Develop written specifications for food/supplies needed. Include details such as descriptions and product requirements (e.g. packaging, weight, pack size, etc.) for needed goods or services.
 3. Compare product specifications among all vendors/contractors. Information for prices obtained from grocery stores, farmer's markets, etc.
 4. Make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service, and price.
 5. Place and confirm orders with vendors or make plans to purchase the required items.
 6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
 7. To work with vendors on a fair and equal basis.
 8. To conduct an in-house procurement review once per year.

Date of Adoption: [Insert Date]

Business OperationsInternal Controls

The District will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Generally: If the District receives federal awards, grants, or other funds, the District will:

- 1) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the District manages the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. The District will endeavor to develop and align these internal controls consistent with the “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);
- 2) Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award;
- 3) Evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of federal award;
- 4) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and
- 5) Take reasonable cybersecurity and other measures to safeguard protected personally identifiable information and other information the federal awarding agency, or pass-through entity, designates as “sensitive” or the District considers sensitive, consistent with applicable federal, state, and local laws regarding privacy and responsibility over confidentiality.

Legal Reference: 2 C.F.R. § 200.303.

Management requirements: The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

- 1) Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two (2) years;
- 3) Implement a control system to ensure safeguards for preventing property loss, damage, or theft;
- 4) Implement adequate maintenance procedures for the equipment; and
- 5) Implement sales and disposition procedures for the equipment to ensure the highest possible return.

All equipment, whether acquired in whole or in part under a federal award, with a current fair market value of \$10,000 or less (per unit) may be retained, sold, or otherwise disposed of in accordance with the Board's Sale and Disposal of Property Policy.

All equipment, whether acquired in whole or in part under a federal award, with a current fair market value in excess of \$10,000 (per unit), may only be sold or otherwise disposed of in accordance with the provisions of 2 C.F.R. § 200.313(e)(2)-(3).

Legal Reference: 2 C.F.R. §§ 200.313 & 200.303.

Procurement: The District will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable federal law and the requirement standards imposed by law, including:

- 1) A procedure for micro-purchases (Under \$15,000);
- 2) A procedure for simplified acquisition thresholds (between \$15,000 to \$350,000);
- 3) A procedure for sealed bids (over \$350,000);
- 4) A procedure for competitive proposals (with an explanation for why sealed bids were not accepted if over \$350,000); and
- 5) A procedure for noncompetitive bids.

Legal Reference: 2 C.F.R. §§ 200.317 through 200.326.

Cross-Reference: Policies 3130 & 3131.

Contract Terms: All contracts funded (in whole or in part) by federal funds and/or federal awards must contain the following terms or, via this Policy, the following terms are required and incorporated into any such contracts:

- 1) An assurance that minority business enterprises and labor surplus area firms are used, when possible;
- 2) An Anti-Lobbying clause for all contracts, including an Anti-Lobbying Certification, for contracts exceeding \$100,000;
- 3) A Suspension and Debarment clause;
- 4) A provision for termination for cause and for convenience, including the manner by which it will be affected and the basis for settlement;
- 5) A clause that addresses administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and a provision for sanctions and penalties;
- 6) For contracts in excess of \$150,000, a clause addressing the Clean Air Act and the Federal Water Pollution Control Act;
- 7) A provision maintaining contract oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders;
- 8) A provision addressing the District's conflict of interest policies; and
- 9) A requirement that the contractor maintains records related to the contracted work.

Legal Reference: 2 CFR § 200.319(d); 2 CFR § 200.321; 2 CFR § 200, Appendix II(I); 2 CFR § 200, Appendix II(H); 2 CFR § 200, Appendix II(B); 2 CFR § 200, Appendix II(A); 2 CFR § 200, Appendix II(G); 2 CFR § 200.318(b); 2 CFR § 200.318(c)(1); 2 CFR § 200.318(i); 2 CFR § 200.324(a); 2 CFR § 200.324(b).

Federal Interest Reporting: The District will follow the required federal interest reporting and recording requirements, if applicable, for any real property or improvement interest financed, in whole or in part, with federal funds.

Legal Reference: 2 CFR §§ 200.310-200.313.

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three (3) years from the date of submission of the final expenditure report or, for federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient, or as otherwise specified by the federal award or federal law.

For all other records, the District will retain such records for the length of time as required by law.

Legal Reference: 2 C.F.R. § 200.333, 2 C.F.R. § 200.334 & 34 C.F.R. § 81.31.

Suspension and Debarment: The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will either: (1) verify that a vendor has not been debarred, suspended or otherwise excluded via SAM.gov, (2) collect a verification from that vendor; or (3) add a clause to the contract with the vendor. The District will maintain a copy of said verification or documentation.

Legal Reference: 2 C.F.R. § 200.213.

Financial Management: The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award. The financial management system will provide for the following:

- 1) Identifying all of the federal awards received and expended and the federal programs under which they were received;
- 2) Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
- 3) Maintaining records and documentation that sufficiently identify the amount, source, and expenditure of funds for federally funded activities;
- 4) Ensuring effective controls over accountability and safeguards for all funds, property, and other assets;
- 5) Comparing actual expenditures with budget amounts for each federal award;
- 6) Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and
- 7) Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Legal Reference: 2 C.F.R. § 200.302.

Program Income: The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct and otherwise handle income from federal programs.

Legal Reference: 2 C.F.R. § 200.307.

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 District's cost sharing or matching, when such contributions meet all of the following criteria:

- 1) Are verifiable from the District'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 the applicable Cost Principles requirements;
- 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 the law or terms and conditions of the federal award, as applicable.

Legal Reference: 2 C.F.R. § 200.306.

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

- 1) Is reasonable for the services rendered; and
- 2) Conforms to the established written expectations of the District, as applied consistently to both federal and non-federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

- 1) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- 2) Be incorporated into the official records of the District;
- 3) Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
- 4) Encompass both federally assisted, and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written procedures;
- 5) Comply with the established accounting policies and practices of the District; and
- 6) Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) federal award; a federal award and non-federal award; an indirect cost activity and a direct cost activity; two (2) or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Any leave and/or fringe benefits charged to a federal award must satisfy all criteria set forth in 2 C.F.R. § 200.431(b) and/or (c).

Budget estimates will generally not be used to support charges to federal awards but may be used for interim accounting purposes.

Legal Reference: 2 C.F.R. §§ 200.430 & 200.431.

Federal Funds for Construction Projects: If the District is granted the authority to use federal funds for a construction project, the District will follow the Davis-Bacon and Related Acts, including the payment of “prevailing wages” to those who work on the job site, as well as the contractor bonding requirements.

Legal Reference: 40 U.S.C. § 3141, et seq; 2 C.F.R. § 200.326.

Capitalization and Depreciation: The District will follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E, when charging these specific expenditures to a federal grant. When applicable, District staff will check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, federal, state, or program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those requirements. The following rules of allowability apply to equipment and other capital expenditures:

- 1) Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.
- 2) Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$10,000 or more have the prior written approval of the federal awarding agency or pass-through entity.
- 3) Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the federal awarding agency or pass-through entity.
- 4) Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR § 200.436 and 2 CFR § 200.465.
- 5) When approved as a direct cost by the federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the federal awarding agency.
- 6) If the District is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

- 7) Any depreciation will be computed, charged, and recorded in a manner consistent with federal regulations and any requirements of the federal awarding agency.

Legal Reference: 2 C.F.R. §§200.436 & 200.439.

Conflict of Interest: No District employee, agent, or Board Member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by or with federal funds. A “conflict of interest” includes, but is not limited to, a financial or other interest in or a tangible personal benefit from federal funds that would directly or indirectly benefit either (1) the employee, agent, or board member; (2) any member of their immediate family; or their spouse or partner, or (3) an organization that employs or is about to employ those individuals. District employees, agents, and Board Members may only accept gratuities, favors, or anything of monetary value from federally funded contractors in accordance with the District’s Conflict of Interest Policy. Any District employee, agent, or Board Member who knowingly violates these terms may be subject to discipline, up to and including termination of employment and/or referral for possible criminal prosecution.

Legal Reference: 2 C.F.R. §§ 200.112 & 200.318.

Unexpected or Extraordinary Circumstances: For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

Legal Reference: 2 C.F.R. § 200, et seq.

Date of Adoption: [Insert Date]

Business Operations

Procurement Plan – School Food Authorities

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

Procurement Policy

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

- When the annual total for food service program related items is less than \$350,000 (simplified acquisition threshold) per procurement event or in aggregate purchases this organization will follow the informal simplified acquisition threshold procedures.
- When the annual total for food service program related items is greater than \$350,000 (simplified acquisition threshold) per year per procurement event or in aggregate purchases this organization will follow the Formal Competitive Solicitation Procedures.

Micro-Purchase Procedures

Micro-Purchases may be used for single purchases under \$15,000 made with a vendor [2 CFR 200.320(a)].

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

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

Simplified Acquisition Threshold Procedures

For purchases made below the simplified acquisition threshold, simplified acquisition threshold procedures will be utilized to purchase necessary goods and services. When simplified acquisition threshold procedures are used, this organization will take the following steps:

1. Contact a reasonable number of qualified vendors.
2. Write specifications for goods and services.
3. Document each vendor's quoted price. (ex. log sheet)
3. Select the company that provides the lowest, most responsive, and responsible bid.
4. Document supplier who was awarded the quote.
5. Manage orders by confirming product and prices match quotes.

Formal Competitive Solicitation Procedures

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

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

(Note: If the simplified acquisition threshold established in the sponsor’s procurement policy statement is less than \$350,000, the smaller bid threshold will govern.)

Procurement Summary

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

- A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(1-7)]
- B. Comparability: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. [2 CFR 200.319(d)(2)]
- C. Documentation: We shall maintain for the current year and the preceding three years all significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)]

- D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)]
- E. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)]
- G. General Requirements:
1. Small, minority, veteran-owned, and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
 2. Ensure compliance with the Buy American Provision when purchasing food 7 CRF 210.21(d).
 3. A cost or price analysis in connection with every procurement action in excess of the simplified acquisition threshold including contract modifications. [2 CFR 200.324(a)]
 4. Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]
- H. Duties of Food Service Supervisor:
1. Plan the goods or services needed for the school food service program for the school year based on planned menus through needs assessment, forecasting and budgeting.
 2. Develop written specifications for food/supplies needed. Include details such as descriptions and product requirements (e.g. packaging, weight, pack size, etc.) for needed goods or services.
 3. Compare product specifications among all vendors/contractors. Information for prices obtained from grocery stores, farmer's markets, etc.
 4. Make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service, and price.
 5. Place and confirm orders with vendors or make plans to purchase the required items.
 6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
 7. To work with vendors on a fair and equal basis.
 8. To conduct an in-house procurement review once per year.

Date of Adoption: [Insert Date]



December 3, 2025

Doug Savicky
Malcolm Public Schools
10002 NW 112 Street
Malcolm, NE 68130

Project: Malcolm HS Commons (3780sf Roof Area)

After our onsite visit we propose per Carlisle Systems specifications and details the following.

Demolition: Remove and dispose of existing rock ballast, EPDM single ply membrane, wall flashings and sheet metal flashings. (existing base layer 2" polyisocyanurate and tapered EPS to remain)

Insulation: Existing assembly to remain Average R-18.4. New assembly shall be installed over existing assembly and consist of 2" polyisocyanurate and .5" Densdeck Primed coverboard. Assembly to be gang fastened to the metal roof deck. Fasteners included are white in color and will be visible from the bottom side of the roof deck.

Membrane System: 60mil white TPO membrane fully adhered to densdeck coverboard. All seaming completed utilizing heat weld equipment.

Walkways: TPO walkway trimmed in yellow, 170mil thickness, 30x48", installed at ladder access to roof area.

Penetrations: All roof top penetrations are to be incorporated into the new roofing assembly.

Wall Flashings: Continuous and enveloping top of south wall, terminated with continuous termination bar at north wall and covered with counter flashing.

Sheet Metal Flashings: Continuous 22GA cleat, 24GA pre-finished pre-finished dark bronze colored cap flashing at south wall and 2pc counter flashing at north wall, drip edge at east wall.

Manufactures Warranty: Carlisle 20-year material and watertight warranty (72mph windspeed included) The vestibule entry roof on the west side will be wrapped into this warranty at no charge.

Cost of Construction: Fifty Thousand Sixty (\$50,060.00) USD

Exclusions: Sales tax, repair of structure, roof deck, exterior surfaces outside this scope of work, mechanical, plumbing.

Note: One roof drain has clamping ring bolt missing, we have included new retrofit roof drain in our estimate to cover the cost of this deficiency.

We appreciate the opportunity to bid on this project and look forward to working with you.

Tim

Tim Wood
Vice President
twood@blackhawkroofne.com



PowerSchool Group LLC
 150 Parkshore Dr.
 Folsom CA 95630

Quote #: Q-211945-1
Quote Expiration Date: 19-DEC-2025

Sales Quote - This Is Not An Invoice

Prepared By:	Kenny Barrow	Customer Contact:	Simon Wiedel
Customer Name:	Malcolm Public Schools	Title:	7-12 Principal
Enrollment:	680	Address:	10004 NW 112th
Contract Term:	59 Months	City:	Malcolm
Start Date:	January 5, 2026	State/Province:	Nebraska
End Date:	January 4, 2031	Zip Code:	68402
Payment Terms:	Net 30	Phone #	(402) 796-2151
		Pricing Vehicle Contract #:	

Contract Term : January 5, 2026 to January 4, 2031

Quote Summary

License and Subscription Period(s)	License and Subscription	Implementation/ Training	Total
Subscription Period 1: January 5, 2026 to January 4, 2027	USD 14,328.72	USD 12,984.90	USD 27,313.62
Subscription Period 2: January 5, 2027 to January 4, 2028	USD 14,328.72	USD 0.00	USD 14,328.72
Subscription Period 3: January 5, 2028 to January 4, 2029	USD 14,328.72	USD 0.00	USD 14,328.72
Subscription Period 4: January 5, 2029 to January 4, 2030	USD 14,328.72	USD 0.00	USD 14,328.72
Subscription Period 5: January 5, 2030 to January 4, 2031	USD 14,328.72	USD 0.00	USD 14,328.72
Total Contract : January 5, 2026 to January 4, 2031	USD 71,643.60	USD 12,984.90	USD 84,628.50

Period 1 : January 5, 2026 to January 4, 2027

License and Subscription Fees

Product Description	Quantity	Unit	Price
PowerSchool Enrollment Express SaaS	680.00	Students	USD 2,763.12
PowerSchool SIS Hosted Subscription	680.00	Students	USD 4,965.71
PowerSchool SIS Hosting SSL Certificate	1.00	Each	USD 315.78
PD+ Subscription	680.00	Students	USD 1,330.24
MyPowerHub PowerTiles	680.00	Students	USD 0.00
MyPowerHub Messaging Two-Way SMS- Initial 320 Characters	680.00	Students	USD 671.04
MyPowerHub Community for PowerSchool SIS	680.00	Students	USD 4,282.83

License and Subscription Fees : USD 14,328.72

Professional Services and Setup Fees

Product	Price
Student Information Cloud	USD 10,704.90
Student Information Cloud bundle includes: PowerSchool SIS Deployment - Guided (1.00 Each), PowerSchool Enrollment Express Guided Implementation (1.00 Each), MyPowerHub PowerTiles Deployment (1.00 Each)	
MyPowerHub Solution	USD 0.00
MyPowerHub Solution bundle includes: Messaging Deployment (1.00 Each), SchoolMessenger SecureFile Add On Deployment (1.00 Each), SchoolMessenger SafeArrival Basic Deployment (1.00 Each), SchoolMessenger	

Product	Price
Communicate Guided Deployment (1.00 Each), Connect Deployment (1.00 Each), MyPowerHub Portal Deployment (1.00 Each)	
Professional Services and Setup Fees: USD 10,704.90	

Training Services Fees

Product	Price
Student Information Cloud	USD 2,280.00
Student Information Cloud bundle includes: SIS Per Person Per Day Training/Certification Remote (9.00 Each), Enrollment Express Per Person Per Day Training Remote (1.00 Each)	
MyPowerHub Solution	USD 0.00
MyPowerHub Solution bundle includes: Unified Home Training Remote (4.00 Hour), Unified Home Per Person Per Day Training (1.00 Each), Unified Home Per Person Per Day Training (1.00 Each), Unified Home Per Person Per Day Training (1.00 Each), Unified Home Per Person Per Day Training (1.00 Each), Unified Home Training Remote (4.00 Hour)	
Training Services Fees: USD 2,280.00	

Term 1 Total Fees : USD 27,313.62

Period 2 : January 5, 2027 to January 4, 2028

License and Subscription Fees

Product Description	Quantity	Unit	Price
PowerSchool Enrollment Express SaaS	680.00	Students	USD 2,763.12
PowerSchool SIS Hosted Subscription	680.00	Students	USD 4,965.71
PowerSchool SIS Hosting SSL Certificate	1.00	Each	USD 315.78
PD+ Subscription	680.00	Students	USD 1,330.24
MyPowerHub PowerTiles	680.00	Students	USD 0.00
MyPowerHub Messaging Two-Way SMS- Initial 320 Characters	680.00	Students	USD 671.04
MyPowerHub Community for PowerSchool SIS	680.00	Students	USD 4,282.83
			License and Subscription Fees : USD 14,328.72

Period 3 : January 5, 2028 to January 4, 2029

License and Subscription Fees

Product Description	Quantity	Unit	Price
PowerSchool Enrollment Express SaaS	680.00	Students	USD 2,763.12
PowerSchool SIS Hosted Subscription	680.00	Students	USD 4,965.71
PowerSchool SIS Hosting SSL Certificate	1.00	Each	USD 315.78
PD+ Subscription	680.00	Students	USD 1,330.24
MyPowerHub PowerTiles	680.00	Students	USD 0.00
MyPowerHub Messaging Two-Way SMS- Initial 320 Characters	680.00	Students	USD 671.04
MyPowerHub Community for PowerSchool SIS	680.00	Students	USD 4,282.83
			License and Subscription Fees : USD 14,328.72

Period 4 : January 5, 2029 to January 4, 2030

License and Subscription Fees

Product Description	Quantity	Unit	Price
PowerSchool Enrollment Express SaaS	680.00	Students	USD 2,763.12
PowerSchool SIS Hosted Subscription	680.00	Students	USD 4,965.71
PowerSchool SIS Hosting SSL Certificate	1.00	Each	USD 315.78
PD+ Subscription	680.00	Students	USD 1,330.24
MyPowerHub PowerTiles	680.00	Students	USD 0.00
MyPowerHub Messaging Two-Way SMS- Initial 320 Characters	680.00	Students	USD 671.04
MyPowerHub Community for PowerSchool SIS	680.00	Students	USD 4,282.83
			License and Subscription Fees : USD 14,328.72

Period 5 : January 5, 2030 to January 4, 2031

License and Subscription Fees

Product Description	Quantity	Unit	Price
PowerSchool Enrollment Express SaaS	680.00	Students	USD 2,763.12
PowerSchool SIS Hosted Subscription	680.00	Students	USD 4,965.71
PowerSchool SIS Hosting SSL Certificate	1.00	Each	USD 315.78
PD+ Subscription	680.00	Students	USD 1,330.24
MyPowerHub PowerTiles	680.00	Students	USD 0.00
MyPowerHub Messaging Two-Way SMS- Initial 320 Characters	680.00	Students	USD 671.04
MyPowerHub Community for PowerSchool SIS	680.00	Students	USD 4,282.83

License and Subscription Fees : USD 14,328.72

Total Contract Amount: : USD 84,628.50

Estimated Annual Ongoing Fees as of January 5, 2031 - Fees subject to an annual uplift, which will be reflected on a renewal quote

License and Subscription Fees

Product Description	Quantity	Unit	Price
PowerSchool Enrollment Express SaaS	680.00	Students	USD 2,763.12
PowerSchool SIS Hosted Subscription	680.00	Students	USD 4,965.71
PowerSchool SIS Hosting SSL Certificate	1.00	Each	USD 315.78
PD+ Subscription	680.00	Students	USD 1,330.24
MyPowerHub PowerTiles	680.00	Students	USD 0.00
MyPowerHub Messaging Two-Way SMS- Initial 320 Characters	680.00	Students	USD 671.04
MyPowerHub Community for PowerSchool SIS	680.00	Students	USD 4,282.83

License and Subscription Fees : USD 14,328.73

Subscription Start and End Dates shall be as set forth above. The Start Date may be delayed based upon the date that PowerSchool receives this executed quote or Customer's purchase order if one is needed. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then-current rates and enrollment per existing terms of the executed agreement between Customer and PowerSchool. Any applicable sales or other tax has not been added to this quote. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All invoices shall be sent to Customer upon or promptly after execution of this quote, unless otherwise set forth in the applicable statement of work or executed agreement between the parties (e.g., services billed on time and material basis will be invoiced when such services are incurred).

All purchase orders must include the exact quote number of this quote. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions of this quote or any agreement executed between the parties. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will expire after 12 months.

If Customer pays in advance for any professional services, all professional services must be scheduled and delivered within twelve (12) months of the applicable quote start date, unless otherwise agreed in writing by PowerSchool; any portion of any prepaid amount for professional services that has not been used within such twelve (12) month period will be forfeited.

This quote incorporates any statement of work attached hereto. By execution of this quote, or its incorporation, this and future purchases of subscriptions or services from PowerSchool are subject to and incorporate the terms and conditions found at: https://www.powerschool.com/wp-content/uploads/PowerSchool-Service-Agreements/2024_PowerSchool_MSA.pdf.

By either (i) executing this quote or (ii) accessing the services described on this quote, Customer agrees that after the contract term end date, the subscription for such services will continue for successive twelve (12) month subscription periods on the same terms and conditions as set forth herein, subject to a standard annual price uplift and excluding any promotional pricing, unless Customer provides PowerSchool with a written notice of its intent not to renew at least sixty (60) days prior to the end of the applicable current contract term.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

Signature:



Printed Name: Jon Scrimshaw

Title: Chief Accounting Officer

Date: 5-DEC-2025

Malcolm Public Schools

Signature:

Printed Name:

Title:

Date:

*****Sales Quote - This Is Not an Invoice*****

Statement of Work

Purpose of Document

The purpose of this Statement of Work (“SOW”) between PowerSchool Group LLC (“PowerSchool”) and Customer (“You”, “Your”) is to outline the process, approach, and completion criteria for each step of the process to implement PowerSchool. This document covers the roles and responsibilities of the PowerSchool Project Manager, Implementation Specialist(s), and Customer in each step of the PowerSchool implementation process, serving as an outline of services PowerSchool is expected to deliver. This SOW calls out specific functional areas of PowerSchool that are covered for implementation services and level of coverage.

Successful implementation of new software requires proven project management and methodology. The timeline will be mutually adapted within a project management tool between PowerSchool and the Customer. PowerSchool provides a comprehensive package of services designed to ensure Your PowerSchool deployment project meets Your unique needs and expectations. Additional training, consulting and customization services can be purchased to help augment additional needs You may have with Your PowerSchool deployment. The delivery of Professional Services contained in this document will be provided remotely. If travel is required, all travel related expenses will be invoiced as incurred.

We will partner with You and be Your liaison to PowerSchool during the implementation. You will have a project team to help you, as a Customer, connect to other PowerSchool services and support, while also providing project planning, communication, project execution, and product specialist consulting. For a successful PowerSchool implementation, it is important that You understand the responsibilities, carve out the time required and keep on pace with the timeline. This will involve gathering information, helping Your team come to agreement on configuration and data standardization, your own product training and monitoring other staff assigned training for completion, adjusting desk level procedures, and planning for go live among several other tasks. The overall steps included in a project are outlined below.

This Statement of Work is subject to the terms and conditions of the current master agreement between the parties and any associated policies, pursuant to which PowerSchool has licensed the PowerSchool application to the Customer.



General Assumptions

1. Implementation services will be delivered remotely unless onsite services are purchased separately.
2. Client is to provide a data extract to PowerSchool in accordance with Tiered Service package selected (if needed).
3. Implementation timeline is stated within the Planning Phase, extending the timeline may require the customer to purchase additional services.
4. Implementation services are completed when delivered and the deliverable acceptance procedure is complete.
5. Additional services are available and can be purchased for items out of the scope of implementation (see Project Change Control and Escalation Change Procedure section of this document).
6. Customer will adhere to the active PowerSchool Cancellation Policy. “Services Cancellation: Licensee shall pay a cancellation charge equal to fifty percent (50%) of the services fee and any non-refundable expenses incurred by PowerSchool if Licensee cancels any scheduled professional services less than fourteen (14) days before the occurrence of any service dates that PowerSchool has scheduled at Licensee’s request.”
7. Customer must identify a designated Customer project lead before the project kick-off meeting. The Customer project lead will be responsible for delivering all sections of the “Customer Responsibilities” included in the SOW in a complete manner within the project timeline.
8. The designated Customer project lead should be an employee of the organization implementing PowerSchool. Customers that hire third-party organizations to act on the behalf of the Customer for implementation may be required to sign a waiver form provided by PowerSchool, indicating that the third-party organization is authorized to act on the Customer’s behalf when interacting with PowerSchool. The Customer will be responsible for maintaining proper communication channels with third party organizations hired by the Customer.
9. All sign offs must be done by an employee and designated signatory of the Customer. Third party entities engaged by the Customer are not acceptable signatories for any project sign offs.
10. The PowerSchool Project Manager and/or Application Specialist will guide Customer to available procedures, guidelines, standards, reference materials and system/application documentation.
11. Implementation Services is assuming the product will be deployed as-is, items outside of Scope of Work must go through the change control procedures (see Project Change Control and Escalation Procedure in this document).

Deliverables Acceptance Procedure

Deliverables Acceptance

This Statement of Work outlines PowerSchool deliverables for each phase of the implementation project in the PowerSchool Objections and Completion Criteria sections. Each deliverable will be reviewed and accepted in accordance with the following procedure:

- Deliverable will be submitted or delivered to the Customer project lead or designated Customer team member. It is the Customer project lead's responsibility to review and accept deliverable as complete.
- Within six (6) business days of completion of the project the Customer project lead will either accept the final deliverables or provide the PowerSchool implementation specialist a written list of objections. If no response from the Customer project lead is received within six (6) business days, then the deliverables will be deemed accepted, unless the Customer requests an extension.
- The PowerSchool implementation specialist will consider the Customer's objections within the context of PowerSchool's obligations as stated within this Statement of Work. Revisions agreed to by PowerSchool will be applied at which time the deliverables will be reviewed within six (6) business days and the Customer project lead either will accept the deliverables or provide the PowerSchool implementation specialist a written list of objections. If no response is received within six (6) business days, then the deliverables will be deemed accepted, unless the Customer requests an extension.
- Customer objections that are not agreed to by PowerSchool will be managed in accordance with the Project Change Control Procedure described below. If resolution is required to a conflict arising from Customer's objection to a deliverable, the Customer and PowerSchool will follow the Escalation Procedure described below.
- All deliverables required to be delivered hereunder are considered to be owned by PowerSchool with unlimited internal use by the Customer, unless otherwise noted.

Project Change Control and Escalation Procedure

Project Change Control

The following process will be followed if additional services to this Statement of Work are required or desired.

- A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change, rationale for the change and the effect the change will have on the project.
- The designated Customer project lead will review the proposed change and recommend it for further investigation or reject it. A PCR must be signed by the authorized Customer project lead to authorize quote for additional services. If the Customer accepts additional services and charges, a change to the original purchase order or new purchase order is required. Change to this Statement of Work through additional addendum will authorize additional scope and work.
- A written Change Authorization and/or PCR must be signed by authorized representatives from both parties to authorize implementation of the investigated changes. Until a change is agreed upon in writing, both parties will continue to act in accordance with the latest agreed version of the SOW.

Customer Escalation Procedure

The following procedure will be followed if resolution is required for a conflict arising during the project

- **Level 1:** Customer project lead will notify PowerSchool Project Manager via email with details of escalation.
- **Level 2:** If the PowerSchool Project Manager cannot provide resolution or path to resolution five (5) business days from receipt of level 1 escalation email, the Customer project lead will notify PowerSchool manager via email to – pmleadership@powerschool.com
- **Level 3:** If the concern remains unresolved after Level 2 intervention, resolution will be addressed in accordance with Project Change Control Procedure or termination of this SOW under the terms of the Contract.

During any resolution, PowerSchool agrees to provide services related to items not in dispute, to the extent practicable, pending resolution of the concern. The Customer agrees to pay invoices per the Contract, as rendered.

SafeArrival Basic

Initiation

PowerSchool Activities

- Provide intake information and Statement of Work (SOW)
- Send Customer access to the following:
 - Customer Information Form
 - Holiday/Exam Day Form
 - SafeArrival Configuration Survey

Customer Activities

- Completed Intake information to inform requested project initiation date
- Review forms and survey prior to Kick-Off Meeting for questions
- Review the Statement of Work

Completion Criteria

Deliverables	Description	PowerSchool	Customer
Intake Form	Addresses implementation goals & timeline to begin	Informed	Responsible
Review Statement of Work	Outlines agreed upon scope of work and project timelines	Informed	Responsible
Send configuration documents	<ul style="list-style-type: none"> • Customer Information Form • Holiday/Exam Day Form • SafeArrival Attendance Spreadsheet 	Responsible	Informed

Discovery

PowerSchool Activities

- Schedule and conduct kickoff meeting (30-minute duration)
- Explain the implementation process
- Create project plan

Customer Activities

- Participate in kickoff meeting
- Establish goals, objectives, and any functionality priorities to inform any adjustment to timeline or order of scoped tasks.
- Complete configuration documents

Completion Criteria

Deliverables	Description	PowerSchool	Customer
Kickoff meeting	Implementation overview & planning call	Responsible	Informed
Project Plan	Mutually agreed-upon timeline & tasks	Responsible	Consulted
Complete configuration documents	<ul style="list-style-type: none"> • Customer Information Form • Holiday/Exam Day Form • SafeArrival Attendance Spreadsheet 	Informed	Responsible

Configuration

PowerSchool Activities

- Initial solution configuration based on best practices:
 - Feature Entitlement on SafeArrival Account
 - SafeArrival Message Templates
 - SafeArrival Profile Access
- Schedule and Conduct Data Meeting (60 min duration) (may be combined w/ other meeting or conducted via email per customer preference)
- Confirm desired notification schedule for Customer and meet for up to 30 minutes to discuss and finalize
- Configure the following system settings per customer specifications:
 - Configure notification schedule (same schedule at each school)
 - Schedule up to one (1) call-out time per day
 - Configure up to three (3) school groups
 - Configure write-back using up to three (3) different absence codes
 - Configuration assistance with write-back is applicable only to PS SIS customers
 - For customers who do not use PowerSchool SIS, Deployment team will assist with configuring absent codes and assist customer with preparing an export to be imported by Customer into their SIS
 - Set holiday/exam schedule(s) and bell schedule(s)
 - Create up to two (2) report recipients

Customer Activities

- Participate in Data Meeting (or email exchange)
- Send any additional data files as determined at the Data Meeting
- Customize notification emails & enable additional languages

Completion Criteria

Deliverables	Description	PowerSchool	Customer
Data meeting	Up to a 60 minute meeting, if necessary, or discussed via email	Responsible	Informed
Send additional data files	Send any additional data files as determined at the data meeting	Consulted	Responsible
Determine desired notification schedule	Can include up to a 30 minute meeting to discuss, if necessary	Responsible	Consulted
Configure customer settings in SafeArrival	Per above description under PowerSchool Activities	Responsible	Informed
Customize notification emails & enable additional languages		Informed	Responsible

Testing

PowerSchool Activities

- Schedule and conduct Solutions Deliverables meeting (30 min duration) & schedule Project Closure meeting (30 min duration) (may be conducted together or as separate meetings, per customer preference)
- Remediate configuration if required
- Provide recommended UAT Checklist
- Complete the Services to Support handoff documentation

Customer Activities

- Communicate any and all configuration issues within five (5) business days post the Solutions Deliverables Meeting
 - Issues are considered errors in the configuration based on the discovery document(s)
 - Anything identified outside of the discovery document(s) will require a Project Change Request and/or additional services quote
- Complete User Acceptance Testing (UAT) Checklist
- Attend Project Closure Meeting

Completion Criteria

Deliverables	Description	PowerSchool	Customer
Solutions Deliverables meeting	Review site configuration and deliverables	Responsible	Informed
Complete UAT checklist	Checklist for product-specific configuration	Informed	Responsible
Project closure meeting & Support handoff	Session and documentation to prepare for PowerSchool Support engagement	Responsible	Informed

Phase II - Onboarding

Training

PowerSchool Activities

- For remote per seat
 - Post training opportunities on [PowerSource](#)
 - Conduct training session(s) based on standard ([PowerSchool Customer Education Master Catalog](#))
- For remote exclusive
 - Provide training options and schedule
 - Schedule training
 - Conduct training session(s) based on standard ([PowerSchool Customer Education Master Catalog](#))
- For onsite exclusive
 - Provide training options and schedule
 - Schedule training
 - Conduct training session(s) based on mutually agreed-upon agenda

Customer Activities

- For remote per seat
 - Add trainees to [PowerSource](#)
 - Register for training based on quoted services
 - Participate in instructor-led training session(s) based on quoted services
- For remote exclusive
 - Review training options and schedule
 - Schedule training
 - Provide up to twenty (20) participants list to the trainer
 - Participate in instructor-led training session(s) based on quoted services
- For onsite exclusive
 - Review training options and schedule
 - Schedule training
 - Provide up to twenty (20) participants list to the trainer
 - Participate in instructor-led training session(s) based on mutually agreed-upon agenda
 - Submit payment for travel expenses unless otherwise agreed

Completion Criteria

Deliverables	Description	PowerSchool	Customer
Training Delivery	Provide information for all applicable training delivery methods and hand off to Customer Education team to conduct training sessions	Responsible	Consulted

Implementation Assumptions

- Customer is a PowerSchool SIS user. If another SIS is in place, additional consulting hours may be required, or a higher tier Services package may be required to ensure best fit.
- The suggested maximum number of schools within a district to be successful with this package is five (5).
- Customer must already be using StudentContacts with flags for guardians and importing guardian data into PowerSchool Communicate in order to be successful with this implementation package.
- If the customer request significantly exceeds the parameters, PowerSchool will evaluate and present an SOW and corresponding quote for any additional services that cannot be covered within this SOW.
- The implementation timeline is five (5) consecutive weeks beginning with the Project Kickoff meeting.
- Your PowerSchool Application Specialist/Project Manager will schedule meetings during implementation. These calls will also be checkpoints at which to track progress and ensure deadlines are being met. They will also allow for consultation on any implementation steps assigned. It is critical that the Customer project team be prompt and prepared for each meeting in alignment with the Project Plan provided at the outset of the project. Cancellation within 24 hours or no showing to the meeting will result in a depletion of Services backlog the equivalent of half the billable time of the scheduled meeting.
- PowerSchool Services adheres to an SLA of 24 hours to respond to customer outreach.

PowerSchool MyPowerHub Portal Deployment Statement of Work

Assumptions

This Statement of Work (SOW) specifically covers the deployment of MyPowerHub and does not include configuration of the PowerSchool SIS. PowerSchool SIS and MyPowerHub are deployed and supported independently. If PowerSchool SIS configuration services are required, they must be purchased separately under a new SOW to be agreed upon with the Customer. For deployments involving a Non-PowerSchool SIS, this SOW assumes that the Customer can meet the data export requirements as outlined in the MyPowerHub SchoolMessenger Communicate Data Synchronization and Import documentation. This SOW does not include support or coordination with Non-PowerSchool SIS vendors to create or configure data exports. It is the Customer's responsibility to ensure that the necessary data can be provided in the required format prior to deployment activities.

If MyPowerHub is part of a bundled solution that includes multiple MyPowerHub products, deployment meetings and related communications may be consolidated to streamline the implementation process and ensure coordinated progress across all products in the solution.

Initiating (Pre-Requisites before Planning)

PowerSchool Responsibilities

- Send a Welcome Email with:
 - Role Mapping Guide (PowerSchool SIS)
 - Link to MyPowerHub Configuration Survey
- Identify PowerSchool Project Team

Customer Responsibilities

- Review SOW
- Identify Customer Project Team

Planning

PowerSchool Responsibilities

- Confirm PowerSchool SIS "Client ID" and "Client Secret" (Self-Hosted PowerSchool SIS only)

Customer Responsibilities

- Submit MyPowerHub Configuration Survey

Completion Criteria

- This phase will be considered complete when Customer submits Configuration Survey

Executing

PowerSchool Responsibilities

- Provision MyPowerHub Portal
- Configure Administrator Account
- Configure additional purchased features included in the bundled solution, such as Connect and/or Messaging
- Enable existing PowerSchool products integrated within MyPowerHub
- Conduct Internal QA
- Provide MyPowerHub Deployment Verification Steps, and Project Closure meeting agenda & Session Guide to customer

Customer Responsibilities

- Complete Role Mapping (PowerSchool SIS)

Completion Criteria

- This phase will be considered complete when Internal QA completed

Monitoring

PowerSchool Responsibilities

- Schedule Project Closure meeting (duration 30 mins)

Customer Responsibilities

- Complete Deployment Verification (prior to Project Closure Meeting)

Completion Criteria

- This phase will be considered complete when Project Closure Meeting agenda completed.
 - Project Closure meeting agenda:
 - Confirm training options and registration
 - Review any outstanding items from MyPowerHub Deployment Verification - address customer questions and provide necessary guidance
 - Provide introduction to PowerSchool Community for Technical Contacts: <https://Help.PowerSchool.com>

Closing

PowerSchool Responsibilities

- Introduce Customer to Support Contact Methods
- Submit Services to Support Survey
- Provide Sign-off Documentation/Email to Customer – May be combined with other deployments for multi-product bundled deployments

Customer Responsibilities

- Understand that Support will become primary contact
- Confirm deliverables via acknowledging Sign-off Documentation/Email
- Complete Customer Satisfaction (CSAT) Surveys

Enrollment Express Guided

Initiation

PowerSchool Activities

- Notify Customer to provisioned solution
- Provide Access to Product Introduction Video
- Conduct a kickoff Session
- Provide Discovery Pre-Work information
- Notify a mutually agreed-upon milestone schedule
- Notify of milestone completion

Customer Activities

- Review Product Introduction Video
- Participate in kickoff Session

Completion Criteria

Deliverables	Description	PowerSchool	Customer
Product Introduction	Provide access to overview and discovery pre-work discussion	Responsible	Informed
Schedule	Mutually agreed-upon milestone durations	Responsible	Consulted

Discovery

PowerSchool Activities

- Conduct one (1) discovery session
- Consult on best practices to guide the Customer through configuration requests
- Notify of milestone completion

Customer Activities

- Participate in discovery session
- Designate up to three (3) technical contacts who can reach out to support on behalf of the customer
- Deliver the mutually agreed-upon discovery document(s)

Completion Criteria

Deliverables	Description	PowerSchool	Customer
Discovery	Customer enrollment forms	Consulted	Responsible

Configuration

PowerSchool Activities

- Configure solution based on discovery document(s)
- Conduct Form Synchronization and Pre-Registration Setup Session
- Conduct Product Review Session
- Notify of milestone completion

Customer Activities

- Respond to any inquiries from the PowerSchool team during configuration
- Participate in Form Synchronization and Pre-Registration Setup Session
- Participate in Product Review Session

Completion Criteria

Deliverables	Description	PowerSchool	Customer
Pre-Registration Form	Form configuration based on discovery document(s)	Responsible	Consulted
Enrollment Forms	Form configuration based on discovery document(s)	Responsible	Consulted

Testing

PowerSchool Activities

- Conduct up to two (2) User Acceptance Testing sessions
- Remediate configuration, if required
- Conduct Support Turnover meeting
- Complete the Services to Support handoff documentation
- Notify of milestone completion

Customer Activities

- Communicate any and all configuration issues within five (5) business days post the final user acceptance testing session
 - Additional form configuration outside of the delivered form solution and discovery document(s) may require a Project Change Request and/or additional services quote
- Attend Support Turnover meeting

Completion Criteria

Deliverables	Description	PowerSchool	Customer
User Acceptance Testing	A document available to the customer to assist in User Acceptance Testing	Consulted	Responsible
Support Turnover	Session and documentation to prepare for PowerSchool Support engagement	Responsible	Informed

Phase II - Onboarding

Training

PowerSchool Activities

- For remote per seat
 - Post training opportunities on [PowerSource](#)
 - Conduct training session(s) based on standard ([PowerSchool Customer Education Master Catalog](#))
- For remote exclusive
 - Provide training options and schedule
 - Schedule training
 - Conduct training session(s) based on standard ([PowerSchool Customer Education Master Catalog](#))

[Master Catalog](#))

- For onsite exclusive
 - Provide training options and schedule
 - Schedule training
 - Conduct training session(s) based on mutually agreed-upon agenda

Customer Activities

- For remote per seat
 - Add trainees to [PowerSource](#)
 - Register for training based on purchased services
 - Participate in instructor-led training session(s) based on purchased services
- For remote exclusive
 - Review training options and schedule
 - Schedule training
 - Provide up to twenty (20) participants list to the trainer
 - Participate in instructor-led training session(s) based on purchased services
- For onsite exclusive
 - Review training options and schedule
 - Schedule training
 - Provide up to twenty (20) participants list to the trainer
 - Participate in instructor-led training session(s) based on mutually agreed-upon agenda
 - Submit payment for travel expenses unless otherwise agreed

Completion Criteria

Deliverables	Description	PowerSchool	Customer
Training	Instructor-led session(s) and training material	Responsible	Consulted

Consultation

PowerSchool Activities

- Provide "menu" consultation topics.
- Schedule consultation sessions based on quoted services

Customer Activities

- Choose topics from the consultation "menu"
- Schedule consultation sessions
- Participate in consultation sessions

Completion Criteria

Deliverables	Description	PowerSchool	Customer
Consultation Menu	A list of potential topics for the customer to choose from	Responsible	Consulted

Implementation Assumptions

- Enrollment Express forms are designed as a series of individual, purpose-specific forms, each containing a limited set of data entry elements. This modular approach replaces the

traditional single, multi-section form packet with separate forms that target specific data collection needs (e.g., student information, contacts, health information). Each form is independently configurable and can be assigned, completed, and submitted separately, allowing for greater flexibility, streamlined data management, and improved user experience.

- The deliverables specified herein may be completed prior to the schedule established in the Project kickoff. Accordingly, project closure may occur either on the outline schedule or upon completion of all deliverables—whichever occurs first.
- Configuration is defined as customer revisions of forms and initial product setup.
- Enrollment Express Guided Implementation includes up to 12 forms and 1 Pre-Registration form.
- All solution configurations requests must be completed within the time designated in the provided project timeline.
- Discovery documents (form collateral) must be provided within five (5) days of kickoff. If the five (5) business days are exceeded with no response, PowerSchool will provide access to the best practice solution.
- If additional forms are needed beyond the number of forms covered with this scope, additional forms and implementation services can be purchased.
- Localization of dynamic and static message key translations is not included in the Enrollment Express implementation. If the customer has purchased consultation hours, the Implementation Specialist will incorporate customer-provided translations after form configuration is finalized; translations submitted beforehand may require updates and could result in extra costs. If further localization is needed, customers may purchase localization services. Please note that PowerSchool does not provide translation services for any language selected for localization.
- The Customer is responsible for publishing their solution to make it available for families, administrators, and staff.
- It is the Customer's responsibility to ensure training is completed by all staff who will be interacting with Enrollment Express. If additional instructor-led or solution-based staff training is desired, training packages and/or Enrollment Consultation hours are available for purchase.
- Please note that the scope includes set up and testing to the production instance of the customer's PowerSchool Student Information System. If the customer needs the product to be set up in a test instance of the customer's PowerSchool Student Information System, then additional consulting hours will need to be purchased to supplement the implementation.
- The Customer is responsible for the following PowerSchool Student Information System functionality that is required to utilize Enrollment Express functionality:
 - Email must be setup and functioning to utilize Enrollment Express emails
 - Custom Web Page Management and Customizations are enabled and remain enabled
 - Enablement, management, and adoption of PowerSchool's Student Information System portals
- The PowerSchool Implementation team will partner with PowerSchool Hosting to complete the script run for all PowerSchool Hosted customers. If the PowerSchool Student Information System is on-prem, the Customer is responsible for completing the script run to complete the product installation. The PowerSchool Implementation team can review the customer-provided output from the script run and offer basic recommendations to

address any errors; however, they are not able to re-run the scripts or make direct edits to resolve issues.

- The Customer is responsible for making sure all form content is present, correct, and to federal/state standards.
- Forms include core PowerSchool field mapping; however, customers are responsible for mapping any additional form fields to PowerSchool Student Information System fields and ensuring those fields deliver correct values. The PowerSchool Implementation team can provide guidance on field mapping best practices if needed. Alternatively, customers may purchase Enrollment Consultation hours for PowerSchool to complete the customer-provided field mapping.
- The Customer is also responsible for maintaining and hosting documents, images, or logos to be used within Enrollment Express forms.
- The Customer is responsible for setting up and maintaining an account with VANCO to utilize payment within Enrollment Express. PowerSchool does not have access to VANCO accounts or dashboards to assist with troubleshooting payment issues.
- PowerSchool Quality Assurance process will focus on the technical aspects of the solution to ensure it is accessible, functional, and adheres to best practices. It is the Customer's responsibility to ensure all agreed-upon form content, form/field structure/requirements/logic, and PowerSchool Student Information System field mapping are setup and tested.
- While some customers may elect to utilize MyPowerHub, any consulting, integration, or troubleshooting related to MyPowerHub is outside the scope of the services defined herein.

PowerSchool MyPowerHub Connect Deployment Statement of Work

Assumptions

The Statement of Work (SOW) contains the tasks PowerSchool prescribes for effective MyPowerHub Connect.

This SOW specifically covers the deployment of MyPowerHub Connect and does not include PowerSchool SIS configuration as PowerSchool SIS and MyPowerHub are deployed and supported independently. If PowerSchool SIS configuration services are required, they can be purchased separately under a new SOW to be agreed upon with the Customer. If MyPowerHub Connect is part of a bundled solution that includes multiple MyPowerHub products, deployment meetings and correspondence may be consolidated to streamline the implementation process and address all products within the bundle. It is important to note that the MyPowerHub Portal is a prerequisite for deploying MyPowerHub Connect. This SOW does not include the MyPowerHub Portal, which will be managed under a separate SOW and project. However, as previously mentioned, deployment meetings and correspondence may be combined to facilitate a more efficient and streamlined implementation process for all related solutions.

Initiating (Pre-Requisites before Planning)

PowerSchool Responsibilities

- Send a Welcome Email with:
 - Link to Intake Survey
 - SOW
- Identify PowerSchool Project Team

Customer Responsibilities

- Review SOW
- Identify Customer Project Team

Planning

PowerSchool Responsibilities

- Confirm deployment status of MyPowerHub Portal prerequisite

Completion Criteria

- This phase will be considered complete when:
 - Confirmation of MyPowerHub Portal deployment status

Executing

PowerSchool Responsibilities

- Activate Connect Features within MyPowerHub Portal
- Conduct Internal QA
- Provide Deployment Verification Steps, and Project Closure meeting agenda & Session Guide to customer

Completion Criteria

- This phase will be considered complete when Internal QA completed.

Monitoring

PowerSchool Responsibilities

- Schedule and Conduct Project Closure meeting (duration 30 mins)
- Verify customer readiness and alignment for the next steps in training options

Customer Responsibilities

- Complete Deployment Verification (prior to Project Closure Meeting)

Completion Criteria

- This phase will be considered complete when Project Closure meeting has been completed

Closing

PowerSchool Responsibilities

- Introduce Customer to Support Contact Methods
- Submit Services to Support Survey
- Provide Sign-off Documentation/Email to Customer – May be combined with other deployments for multi-product bundled deployments

Customer Responsibilities

- Understand that Support will become primary contact
- Confirm deliverables via acknowledging Sign-off Documentation/Email
- Complete Customer Satisfaction (CSAT) Surveys

PowerSchool Secure File

Initiation

PowerSchool Activities

- Confirm receipt of signed quote and initiate project setup
- Send welcome email

Customer Activities

- Review welcome email
- Participate in initial coordination

Completion Criteria

Deliverables	Description	PowerSchool	Customer
Review Statement of Work	Outlines agreed upon scope of work and timelines	Informed	Responsible

Configuration

PowerSchool Activities

- Activate Secure File feature within Communicate
- Provide reference materials

Customer Activities

- Acknowledge Secure File feature is now visible within Communicate
- Review reference materials

Completion Criteria

Deliverables	Description	PowerSchool	Customer
Secure File Access	Access to Secure File has been enabled for users.	Informed	Responsible

Closing

PowerSchool Activities

- Introduce customer to Support Contact Methods
- Ensure customer knows how to schedule training, if applicable

Customer Activities

- Understand that Support will become the primary contact
- Complete customer satisfaction survey

Completion Criteria

Deliverables	Description	PowerSchool	Customer
Support Contact Introduction	Ensure customer is introduced to PowerSchool Support contact methods	Responsible	Informed
Training Information	Provide customer with scheduling and training access details (if applicable)	Responsible	Consulted
Customer Satisfaction Survey	Post-deployment feedback survey	Informed	Responsible

Implementation Assumptions

- PowerSchool will provide deployment guidance specific to SecureFile within Communicate
- Customer will ensure timely participation
- Support transitions to PowerSchool Support upon completion of deployment

PowerSchool MyPowerHub Tiles Deployment Statement of Work

Assumptions

The SOW contains the tasks PowerSchool prescribes for effective MyPowerHub Tiles activation.

Note that this SOW does not include support for Student Information System (SIS) configuration. PowerSchool SIS Self-Hosted customers are responsible for installing the PowerSchool Messenger Plugin before the scheduled kick-off meeting. Additional services may be purchased, and a corresponding SOW will be agreed upon with the Customer if SIS configuration is required.

Initiating (Pre-Requisites before Planning)

PowerSchool Responsibilities

- Send Welcome Email with:
 - Statement of Work.
 - Role Mapping Document.
- Identify PowerSchool Project Team.

Customer Responsibilities

- Review Statement of Work.
- Identify Customer Project Team.
 - Project Manager.
 - Subject Matter Expert(s).
- PowerSchool SIS Customers:
 - If Self-Hosted:
 - Installing PowerSchool Messenger Plugin.
 - Identifying PowerSchool SIS:
 - Client ID
 - Client Secret
 - Complete PowerSchool SIS Role Mapping Document.
 - Grant PowerSchool Maintenance Access (signature on this document constitutes Customer agreement).
- Complete Role Mapping Document.

Planning

PowerSchool Responsibilities

- Schedules and Conducts Kick-Off meeting (30 min duration) – May be combined with another meeting for multi-product bundled deployments.

Customer Responsibilities

- Provide Completed Role Mapping Document.
- Self-Hosted PowerSchool SIS provide “Client ID” and “Client Secret”.

Completion Criteria

- This phase will be considered complete when the kick-off meeting is agenda completed.

Executing

PowerSchool Responsibilities

- Enable MyPowerHub Portal Tiles Only
- Configure Role Mapping
- Send Confirmation Email with MyPowerHub Access Information.
- Schedules and Conducts sign-off meeting (30 min duration) – May be combined with another meeting for multi-product bundled deployments. Sign-off may also be conducted via email depending on Customer preference.

Meeting/Email Agenda:

- Confirm receipt of MyPowerHub Access information.
- Receive Customer confirmation (via email) of access for sign-off.
- Review CSAT Survey.

Completion Criteria

- This phase will be considered complete when Customer confirms receipt of confirmation email.

Closing

PowerSchool Responsibilities

- Introduce Customer to Support Contact Methods.
- Submit Services to Support Survey.

Customer Responsibilities

- Understand that Support will become primary contact.
- Complete Customer Satisfaction Survey.

PowerSchool Student Information System Guided Statement of Work

Initiating (Pre-requisites before Planning)

PowerSchool Responsibilities

- Send Welcome Email with Statement of Work
 - Identify PowerSchool Project Team
 - Project Manager
 - Implementation Specialist(s)
- Send Customer access to the following:
 - Project Plan

Completion Criteria

This activity will be considered complete when:

- Customer reviews Statement of Work

Planning

PowerSchool Responsibilities

- Schedule and conduct a kick-off meeting
 - Guided Model is sixty (60) calendar days from the date of the kick-off meeting
- Provide introduction to the Support site
- Explain the implementation process
- Schedule the PowerSchool implementation and training resources based on project timeline
- Update the Project Plan to include implementation timing and resources
- Schedule regular Status Calls as needed

Customer Responsibilities

- Attend kick-off meeting and all subsequent meetings and training required
- Utilize the online Project Plan and Training Plan throughout the project to stay up to date
- Complete the PowerSchool Intake Survey based on information gathered from key stakeholders, and delivery the following:
 - Supporting documents as required (i.e. location, staff and student count, district info, etc.)
 - Extract and convert required data from Customer legacy system to PowerSchool provided templates and format (Data conversion services are available for additional purchase)
- Plan for training and ensure users attend required training sessions
- Update the Project Plan to indicate client tasks completed
- Manage customer business process change throughout the project
- Notify designated PS point of contact when Your Intake Survey is complete

Completion Criteria

This activity will be considered complete when:

- The kick-off meeting is completed
- The Project Plan is updated based on discussed timelines

Authentication Services

As part of these services, PowerSchool will assist the customer to configure Single Sign On (SSO) for the PowerSchool product(s) undergoing implementation under the scope of this statement of work. Additionally, the PowerSchool team will assist with the enablement of the PowerSchool AppSwitcher for any other live PowerSchool product(s) (i.e. already implemented) where AppSwitcher is supported. This will be a one-time setup for which the PowerSchool team will assist with the setup and configuration of the authentication services for live product(s), and the currently implemented product(s).

PowerSchool Responsibilities

- Update user accounts to ensure matching between systems
- Configure AppSwitcher for PowerSchool SIS

Customer Responsibilities

- Identify and enable the Identity Provider (IDP) for setting up of SSO
- Configure SSO
- Test the setup of Authentication services and AppSwitcher

Completion Criteria

- Customer signs the final checklist that Authentication Services are complete

Executing/Monitoring

PowerSchool Critical Responsibilities

- Consult with customer stakeholders and provide answers to follow-up questions regarding implementation elements

Configuration Collection: Customer Critical Responsibilities

- Consult with customer stakeholders and provide answers to follow-up questions regarding configuration elements
- Extract data from legacy system into PowerSchool provided templates
- Complete IPT Training
- Complete PD+ SIS implementation learning paths

Configuration Collection: Completion Criteria

This activity will be considered complete when:

- Configuration collection, associated documentation and data templates are complete and provided to PowerSchool
- The standard PowerSchool configuration elements have been configured and reviewed for system, district, and school setup
- Customer sign off on configuration phase

Data Transfer from Legacy SIS: Customer Critical Responsibilities

- Extract and convert required data from customer legacy system to PowerSchool provided templates and format (*Data conversion services are available for additional purchase.*)
- Customer imports data into PowerSchool using PowerSchool import tools
- Data Validation - Once data is imported into PowerSchool, the PowerSchool implementation specialist will provide documentation and best practice for validating data in PowerSchool using reporting and visual methods. The customer will have final responsibility for the validation and confirmation of accuracy of their data within

- five (5) business days
- Validate data in PowerSchool and obtain concurrence from key school stakeholders within five (5) business days

Data Transfer from Legacy SIS: Completion Criteria

This activity will be considered complete upon:

- Customer validates new data in PowerSchool
- Customer signs off on data phase

Security Setup: PowerSchool Critical Responsibilities

- Conduct a security functionality and overview meeting
- Make best practice recommendations on common security group usage
- Provide an overview of page permission functionality
- Review how to manage User Access and Co-Teaching roles
- Review field level security
- Review Data Validation Rule Status

Security Setup: Customer Critical Responsibilities

- Attend knowledge transfer meeting of security functionality
- Review security user guides and training
- Evaluate the hierarchy and functional roles for administrative staff
 - Align administrative staff to the correct security group and role utilizing best practice recommendations and security documentation

Security Setup: Completion Criteria

This activity will be considered complete when:

- The security functionality and options overview meeting are complete

Closing

PowerSchool Implementation Responsibilities

- Review and track project deliverables
- Introduce customer to support contact methods
- Provide final project sign off to customer

Customer Critical Responsibilities

- Review completed project deliverables prior to implementation completion
- Understand that support will become primary contact for customer
- Complete User Acceptance Training (UAT)
- Complete project Deliverables Checklist

Completion Criteria

This activity will be considered complete when PowerSchool:

- Delivers documented final PowerSchool project deliverables
- Delivery of final deliverable signoff documentation

Communicate Guided

Initiation

PowerSchool Activities

- Provide intake information and Statement of Work (SOW)

Customer Activities

- Completed Intake information to inform requested project initiation date
- Review the Statement of Work

Completion Criteria

Deliverables	Description	PowerSchool	Customer
Intake Form	Addresses implementation goals & timeline to begin	Informed	Responsible
Review Statement of Work	Outlines agreed upon scope of work and project timelines	Informed	Responsible

Discovery

PowerSchool Activities

- Schedule and conduct kickoff/data import meeting (60-minute duration)
- Explain the implementation process
- Create project plan
- Provide customer forms for completion:
 - User import worksheet
 - Attendance worksheet
 - SMS worksheet

Customer Activities

- Participate in kickoff meeting
- Establish goals, objectives, and any functionality priorities to inform any adjustment to timeline or order of scoped tasks.
- Complete configuration documents

Completion Criteria

Deliverables	Description	PowerSchool	Customer
Kickoff meeting	Implementation overview & planning call;	Responsible	Informed

	data discovery session		
Project Plan	Mutually agreed-upon timeline & tasks	Responsible	Consulted
Complete configuration documents	<ul style="list-style-type: none"> • User import worksheet • Attendance worksheet • SMS worksheet 	Informed	Responsible

Configuration

PowerSchool Activities

- Conduct Data Import Meeting (if not combined with kickoff call)
- Configure Communicate platform based on customer specifications:
 - o Up to 2 user imports OR add 5 manual user accounts per district and 3 manual user accounts per school
 - o Import student, staff, guardian, attendance, teacher, section, and enrollment data
 - Up to 2 revisions of above data files, if necessary
 - o Construct AM/PM attendance broadcasts (broadcasts can happen up to 2 different times per day)
 - Up to 2 revisions of original attendance spreadsheet is included in scope
 - o Configure up to two (2) additional imports (e.g. lunch balance, transportation)
 - o Enable additional languages other than English/Spanish to be available for customer use in broadcasts post-deployment
 - o Enable Quick Tip, if desired
 - o Configure/enable SMS (can only be completed if customer is prepared for text messages to be sent to stakeholders upon module activation; otherwise, this step will be completed by Support)

Customer Activities

- Respond to any inquiries from the PowerSchool team during configuration
- Review configuration once completed

Completion Criteria

Deliverables	Description	PowerSchool	Customer
Data Import Meeting	Review standard and determine additional fields to import	Responsible	Consulted
Configure customer settings in Communicate	Per above description under PowerSchool Activities	Responsible	Informed

Testing

PowerSchool Activities

- Provide recommended UAT Checklist
- Schedule and conduct Solutions Deliverables meeting (up to one 60-minute session or two 30-minute sessions)

- Remediate configuration if required
- Complete the Services to Support handoff documentation

Customer Activities

- Complete User Acceptance Testing (UAT) Checklist
- Communicate any and all configuration issues within five (5) business days of the Solutions Deliverables meeting
 - Issues are considered errors in the configuration based on the discovery document(s)
 - Anything identified outside of the discovery document(s) will require a Project Change Request and/or additional services quote
- Attend Project Closure Meeting

Completion Criteria

Deliverables	Description	PowerSchool	Customer
Solutions Deliverables meeting	Configuration review	Responsible	Informed
Complete UAT checklist	Checklist for product-specific configuration	Informed	Responsible
Project closure meeting & Support handoff	Documentation to prepare for PowerSchool Support engagement	Responsible	Informed

Phase II - Onboarding

Training

PowerSchool Activities

- For remote per seat
 - Post training opportunities on [PowerSource](#)
 - Conduct training session(s) based on standard ([PowerSchool Customer Education Master Catalog](#))
- For remote exclusive
 - Provide training options and schedule
 - Schedule training
 - Conduct training session(s) based on standard ([PowerSchool Customer Education Master Catalog](#))
- For onsite exclusive
 - Provide training options and schedule
 - Schedule training
 - Conduct training session(s) based on mutually agreed-upon agenda

Customer Activities

- For remote per seat
 - Add trainees to [PowerSource](#)
 - Register for training based on quoted services

- o Participate in instructor-led training session(s) based on quoted services
- For remote exclusive
 - o Review training options and schedule
 - o Schedule training
 - o Provide up to twenty (20) participants list to the trainer
 - o Participate in instructor-led training session(s) based on quoted services
- For onsite exclusive
 - o Review training options and schedule
 - o Schedule training
 - o Provide up to twenty (20) participants list to the trainer
 - o Participate in instructor-led training session(s) based on mutually agreed-upon agenda
 - o Submit payment for travel expenses unless otherwise agreed

Completion Criteria

Deliverables	Description	PowerSchool	Customer
Training Delivery	Provide information for all applicable training delivery methods and hand off to Customer Education team to conduct training sessions	Responsible	Consulted

Implementation Assumptions

- **Data:**
 - o Customers using a Student Information System other than PowerSchool SIS are required to compile their own data using parameters provided by the Deployment Services team.
 - o Customers using PowerSchool SIS must use Contacts Flags such as "Lives With", "Custody", "Pickup", etc.
 - o Any requests involving custom scripting fall outside the scope of this deployment
- **Other Package Parameters:**
 - o The maximum number of schools within a district recommended to be successful with this package is ten (10).
 - o User Authentication configuration is not in scope for this deployment, but the Deployment Services team will provide to the Customer information on setting up SAML, LDAP, etc.
 - o If the customer request significantly exceeds the parameters, PowerSchool will evaluate and present an SOW and corresponding quote for any additional services that cannot be covered within this SOW.
- The implementation timeline is eight (8) consecutive weeks beginning with the Project Kickoff meeting.
- Your PowerSchool Application Specialist/Project Manager will schedule meetings during implementation. These calls will also be checkpoints at which to track progress and ensure deadlines are being met. They will also allow for consultation on any implementation steps assigned. It is critical that the Customer project team be prompt and prepared for each meeting in alignment with the Project Plan provided at the outset of the project. Cancellation within 24 hours or no showing to the meeting will result in a depletion of

Services backlog the equivalent of half the billable time of the scheduled meeting.

- PowerSchool Services adheres to an SLA of 24 hours to respond to customer outreach.

PowerSchool MyPowerHub Messaging Deployment Statement of Work

Assumptions

The Statement of Work (SOW) contains the tasks PowerSchool prescribes for effective MyPowerHub Messaging.

This SOW specifically covers the deployment of MyPowerHub Messaging and does not include PowerSchool SIS configuration as PowerSchool SIS and MyPowerHub are deployed and supported independently. If PowerSchool SIS configuration services are required, they can be purchased separately under a new SOW to be agreed upon with the Customer.

For deployments involving a Non-PowerSchool SIS, this SOW assumes that the Customer can meet the data export requirements as outlined in the MyPowerHub SchoolMessenger Communicate Data Synchronization and Import documentation. This SOW does not include support or coordination with Non-PowerSchool SIS vendors to create or configure data exports. It is the Customer's responsibility to ensure that the necessary data can be provided in the required format prior to deployment activities.

If MyPowerHub Messaging is part of a bundled solution that includes multiple MyPowerHub products, deployment meetings and correspondence may be consolidated to streamline the implementation process and address all products within the bundle. It is important to note that the MyPowerHub Portal is a prerequisite for deploying MyPowerHub Messaging. This SOW does not include the MyPowerHub Portal, which will be managed under a separate SOW and project. However, as previously mentioned, deployment meetings and correspondence may be combined to facilitate a more efficient and streamlined implementation process for all related solutions.

Initiating (Pre-Requisites before Planning)

PowerSchool Responsibilities

- Send a Welcome Email with:
 - Link to Intake Survey
 - SOW
- Identify PowerSchool Project Team

Customer Responsibilities

- Review SOW
- Identify Customer Project Team

Planning

PowerSchool Responsibilities

- Confirm deployment status of MyPowerHub Portal prerequisite

Completion Criteria

- This phase will be considered complete when confirmation of MyPowerHub Portal deployment status

Executing

PowerSchool Responsibilities

- Activate Messaging within MyPowerHub Portal
- Conduct Internal QA
- Provide Deployment Verification Steps, and Project Closure meeting agenda & Session Guide to customer

Completion Criteria

- This phase will be considered complete when Internal QA completed

Monitoring

PowerSchool Responsibilities

- Schedule and Conduct Project Closure meeting (duration 30 mins)
- Verify customer readiness and alignment for the next steps in training options

Customer Responsibilities

- Complete Deployment Verification (prior to Project Closure Meeting)

Completion Criteria

- This phase will be considered complete when Project Closure meeting has been completed

Closing

PowerSchool Responsibilities

- Introduce Customer to Support Contact Methods
- Submit Services to Support Survey
- Provide Sign-off Documentation/Email to Customer – May be combined with other deployments for multi-product bundled deployments

Customer Responsibilities

- Understand that Support will become primary contact
- Confirm deliverables via acknowledging Sign-off Documentation/Email
- Complete Customer Satisfaction (CSAT) Surveys



Malcolm Public Schools

Preschool Parent Handbook

2026-2027

Malcolm Public Schools
10000 NW 112th
Malcolm, NE 68402
(402) 796-2151

<http://www.malcolmschools.org/>





Welcome to Malcolm Public Schools Preschool

We are excited to have you and your child be part of our program! This handbook is designed to answer some of your questions and give you an overview of the policies and procedures of our program. Feel free to contact the office with questions or concerns you may have.

The Malcolm Preschool is part of the Malcolm District 148. All policies set forth by the District or Board of Education in the District's Parent Handbook are in effect for the Preschool. The additional guidelines set forth in this Preschool Handbook are solely for our preschool and address issues that only pertain to preschool students and the program.

State funded early childhood education programs must adhere to age eligibility guidelines set by the State as stated in Rule 11. Children who are eligible to enroll in kindergarten (those who reach 5 by July 31st of the current year), may not participate in a State funded preschool program.



*...a fun place to
play and learn!*

Malcolm Public Schools Board of Education

Tony Nutter	Member
Bill England	Member
Amy Spellman	Member
Edward Swotek	Member
Lucas Mitchell	Member
Tera Heidtbrink	Member

Malcolm Public Schools Administrative Staff

Ryan Terwilliger	Superintendent	ryan.terwilliger@mps148.org
Amber Dolliver	PreK-6 Principal	amber.dolliver@mps148.org
Simon Wiedel	7-12 Principal	simon.wiedel@mps148.org
Jon Squier	Director of Special Education	jon.squier@mps148.org

Malcolm Public Schools Staff

Devon Luebbe	Preschool Teacher	devon.luebbe@mps148.org
Staci Bixenmann	Preschool Para	
Linda Leichner	Preschool Para	
Karla Parker	Preschool Para	
Rachel Hinrichs	Early Childhood Special Education	
Ashley Behrends	Early Childhood Speech Pathologist	ashley.behrends@mps148.org
Tracy Plautz	Administrative Assistant	tracy.plautz@mps148.org
Audrey Mohr	Administrative Assistant	audrey.mohr@mps148.org
Jillian Crosgrave	School Nurse	jillian.crosgrave@mps148.org



Malcolm Public Schools Mission:

In partnership with our community, we will provide an educational experience that maximizes the potential of each student to become a productive and responsible citizen.

Purpose:

Malcolm Public Schools Preschool offers a variety of learning experiences. These experiences develop skills and promote growth physically, socially, emotionally, and mentally at individual levels.

Philosophy

Malcolm Public Schools Preschool believes:

- Every individual has fundamental worth and unique importance
 - Every person, no matter how young or how old, has the potential to contribute to the lives of others
 - Play is work for young children and they learn best through direct experience
-

Curriculum/Assessment

Creative Curriculum is a thematic language-based approach to learning, integrating language arts, science, math, social skills, and motor skills. Focusing on objectives that are most predictive of school success and that are linked to State and Early Learning Standards. The content areas in the preschool curriculum are based upon the Nebraska Early Learning Guidelines. The guidelines state that “quality programs provide a challenging but achievable curriculum, and engage children in thinking, reasoning, and communication with others.” These content areas include:

Language

- Establishes and sustains positive relationships
- Uses language to express thoughts and needs
- Uses appropriate conversational and other communication skills

Literacy

- Demonstrates phonological awareness
- Demonstrates knowledge of the alphabet
- Demonstrates knowledge of print and its uses
- Comprehends and responds to books and other texts
- Demonstrates emergent writing skills

Social/Emotional

- Regulates own emotions and behaviors
- Establishes and sustains positive relationships
- Participates cooperatively and constructively in group situations

Cognitive

- Demonstrates positive approaches to learning
- Remembers and connects experiences
- Uses classification skills
- Uses symbols and images to represent something not present

Physical

- Regulates own emotions and behaviors
- Establishes and sustains positive relationships

Mathematics

- Uses number concepts and operations
- Explores and describes spatial relationships and shapes
- Compares and measures
- Demonstrates knowledge of patterns

Science and Technology

- Uses scientific inquiry skills
- Demonstrates knowledge of the characteristics of living things
- Demonstrates knowledge of the physical properties of objects and materials
- Demonstrates knowledge of Earth's environment
- Uses tools and other technology to perform tasks

Social Studies

- Demonstrates knowledge about self
- Shows basic understanding of people and how they live
- Explores change related to familiar people or places
- Demonstrates simple geographic knowledge

The Arts

- Explores the visual arts
- Explores musical concepts and expression
- Explores dance and movement concepts
- Explores drama through actions and language

English Language Acquisition

- Demonstrates progress in listening to and understanding English
- Demonstrates progress in speaking English

Teaching Strategies GOLD is an innovative assessment system used for assessing all children in the Malcolm Preschool Program. The objectives address all areas of development (social-emotional, physical, language, and cognitive) as well as content learning in literacy, mathematics, science and technology, social studies, and the arts.

Malcolm Preschool will follow all Rule 11 guidelines required by the Nebraska Department of Education.

Enrollment Policy - Policy 5013

Our enrollment procedures used to determine the preschool class list is based on the following list of criteria in order of priority:

1. Children on an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP), living in our school district will have first priority for acceptance. The State of Nebraska set up the preschool program to help those children with the highest needs.
2. Students who are at most risk (criteria 1-5 listed below)
3. Those students living in our school district who will turn four by July 31st, oldest to youngest by birth month/day/year (staff children first, followed by oldest to youngest).
4. Those students living in our school district who will turn three by July 31st, oldest to youngest by birth month/day/year (staff children first, followed by oldest to youngest).
5. Resident students who are eligible to enroll in kindergarten.
6. If there are still available spots, non-district students will be chosen based on the criteria set by our school staff and/or the capacity of the school programs.
 - a. Staff Children who will turn four by July 31st, oldest to youngest by birth month/day/year - a student who is a child of a staff member at Malcolm Public Schools. "Staff Children" for this purpose means any child (natural, adoptive, step, or foster) who resides in the same household on a permanent basis with a staff member.
 - b. Siblings who will turn four by July 31st, oldest to youngest by birth month/day/year - A child who is the sibling of a student attending Malcolm Public Schools. 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.
 - c. Staff Children who will turn three by July 31st, oldest to youngest by birth month/day/year - a student who is a child of a staff member at Malcolm Public Schools. "Staff Children" for this purpose means any child (natural, adoptive, step, or foster) who resides in the same household on a permanent basis with a staff member.
 - d. Siblings who will turn three by July 31st, oldest to youngest by birth month/day/year - A child who is the sibling of a student attending Malcolm Public Schools. 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.

- e. All Other Children - those children living outside our district, oldest to youngest by birth month/day/year.
- f. Non-resident students who are eligible to enroll in kindergarten.

We do wish we could enroll every child. Our program will enroll 19 students. A quality early childhood program keeps the teacher/pupil ratio low and matches enrollment to the physical size of the facility.

Tuition and Payment

Malcolm Public Schools Preschool adheres to the Rule 11 guidelines put forth by the Nebraska Department of Education and works in cooperation with the NDE to establish a fee schedule and guidelines for all preschool families. Within that framework, there are certain criteria that families may meet that can waive the fee payment for their preschool student.

The criteria are as follows:

1. Children identified with a disability and are receiving early childhood services
 2. Children whose family income qualifies them for participation in the federal free lunch program
 3. Children who reside in a home where English is not the primary language for communication
 4. Children of parents that are younger than eighteen or have not completed high school
 5. Children who were born prematurely or at low birth weight as verified by a physician
- **Children who meet one of the above criteria will NOT be charged a monthly fee.**
 - **If a child does not meet one of the five criteria, there is a \$250 per month fee for preschool.**
 - **Students and families who qualify for the Reduced Lunch Program will be charged \$80 per month for preschool.**

Payments will be made on the first of each month. Payments can be dropped off at the school office, sent in the mail, or paid online. Checks should be made to Malcolm Public Schools

You will receive a payment schedule for the year along with your child's enrollment packet. The monthly charge is detailed in that schedule along with the payment due date. This will be the only billing notice. **The monthly fee will include preschool tuition and snacks. Lunch and breakfast is not included in this fee.**

Forms are available for verification and participation in the Federal Free and Reduced Lunch Program at both the elementary office and online. Questions about this program should be directed to the elementary office at (402) 796-2151

Admission Requirements

- **Birth Certificate**
 - State law requires that a certified copy of a student's birth certificate be provided

within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate. Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

- **Immunizations**

- State law requires that students age 2 through 5 years enrolled in a school based program not licensed as child care provider have the following immunization prior to attending:
 - 4 doses of Dtap, or DT vaccine
 - 3 doses of Polio vaccine
 - 3 doses of Hib vaccine or 1 doses of Hib given at or after 15 months of age
 - 3 doses of pediatric Hepatitis B vaccine
 - 1 dose of MMR or MMRV given on or after 12 months of age
 - 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
- You must show proof of immunization(s) upon enrollment in school. Any student who does not comply with the immunization requirements will not be allowed to continue in school. Students with medical conditions or personal beliefs that do not allow immunizations may complete a waiver statement which is held in the elementary office.

Transportation

We do wish that we could offer transportation to all students; however, van space and drop off locations will be considered when accepting transportation requests. Below are a few options for transportation

- Drop off before preschool (between 8:00-8:30 am)
 - Children identified with a disability and are receiving early childhood services have the option to receive transportation that is provided by the district; however, a few guidelines will be discussed with families.
 - If your child is not identified with a disability there will **NOT** be transportation offered before preschool.
- Pick up from preschool (after 2:30)
 - Children identified with a disability and are receiving early childhood services have the option to receive transportation that is provided by the district; however, a few guidelines will be discussed with families.
 - Transportation for all other students will be considered for a fee depending on drop off location and number of students wanting transportation.
 - Students who are dropped off within 1 mile of the school will be charged a \$1.50 per day fee (subject to change).
 - Students who are dropped off outside a 1 mile radius of school will be charged a \$2.50 per day fee (subject to change).

- If your child is transported after school they will be charged a daily fee whether they ride or not (example: sick, absent, etc.).
 - Transportation fees must be paid on the first of each month. Payments can be dropped off at the school office, sent in the mail, or paid online. Checks should be made to Malcolm Public Schools.
 - If transportation is not provided by the district, parents are required to bring their child to school and pick up from school
-

Preschool Time

- Full Day Preschool Monday through Thursday
 - No preschool on Fridays
 - 8:30 a.m. to 2:30 p.m.
 - No Preschool on early dismissal days or late starts
-

Arrival and Dismissal

- When dropping off your child, you may assist your child in settling in (take off coat, hang up backpack, etc.). The arrival routine should be the same each day. These predictable routines will reduce separation anxiety and will allow your child to gain independence and practice responsibility.
 - If your child is having trouble separating from you, signal the teacher and let her take care of it. A quick “good-bye” and exit from the parent is best. Please trust that the teacher will handle your child appropriately in an event such as this.
 - Preschool parents are expected to come to the exterior door of the school building each time they drop off and pick up their child. Preschool students are not allowed to walk through the parking lot without an adult.
 - Preschool students can be dropped off at 8:00 a.m. if you have other children that attend Malcolm Elementary as their start time is 8:10. We want drop off to be convenient for your family.
 - Preschool students must be picked up at 2:30 p.m..
-

People Authorized to Pick up your Child

You will be required to provide a listing of the people you authorize the school to release your child to. Your child will never be released to someone not on the list unless we receive a note or phone call from parents. If the staff does not know the person, he or she will be asked to show identification. Please let the office know if there will be any changes made to your child's daily drop-off or pick-up routine.

Daily Schedule

- Arrival/Breakfast/Free Play
- Opening Circle Time
- Literacy
- Math

- Centers
- Recess/Outdoor Time
- Centers
- Lunch
- Recess
- Story Time
- Rest Time
- Science and Social Studies
- Snack
- Recess
- Closing

School Backpacks

- Please send your child's school backpack with him/her **everyday**.
- Do **not send any toys** unless it is designated a show and tell day.
- **Check the contents** of the backpack every evening for important notes, soiled clothing, or your child's work.

Attendance

Children are expected to be in attendance every day that preschool is in session. If the child is ill or will not be in preschool, the parent or caregiver must call the Elementary Office (402) 796-2151, before 8:00 a.m. Messages may be left on the answering machine anytime during the night.

Illness

- If a child is ill, please let the office know before 8:00 a.m.
- If a child becomes ill during class time, the school's nurse will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school health aide that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. If your child experiences any of the above conditions or symptoms, please keep them home from preschool and notify the office of their absence.
- Some illnesses may require a doctor's note upon returning to school.
- A child should stay home for at least 24 hours after the last symptom is seen.

School Closing

- The Superintendent may close school in case of severe weather. In the event of inclement weather, school cancellations will be shared through various ways (phone call, text message, social media, etc.)
- **If a late start to the school day is called (inclement weather), preschool will NOT be in session that day.**
- All families with children enrolled in Malcolm Public Schools will be enrolled in the School Closing Notification System.
 - The School will use the phone number given on the child's preschool forms.

- Families should notify the school if their phone number changes or if they want the call to go to a different number.
-

Communication

The Malcolm Preschool staff will conduct two home visits per year. The first visit will be scheduled prior to the start of school and the second will be held half way through the school year. These visits are required by the Nebraska Department of Education and will be a wonderful way to begin building a school and home partnership.

A classroom calendar will be sent home for each month with the days the preschool is in session. Each week, a classroom newsletter or note will be published and shared with families. The newsletter will contain classroom news, upcoming events, student photos, and helpful tips for parents. The newsletter will be emailed to all parents at the end of each week. District information can be found in the Clipper, district newsletter, or the school's webpage <http://www.malcolmschools.org/>

Contacting the Teacher

If there is anything you need to know about a situation involving your child, the teacher will provide this information to you through a brief conversation at pick-up time, via a phone call, and email, or a short note. This would include things like minor injury (more than a band-aid), behavior issues, concerns with a situation, etc. Please don't hesitate to let your child's teacher know of any concerns, questions, or confusion over anything. If you wish to visit with the teacher in depth, it would be best to set up a conference or call when preschool is not in session.

Breakfast/Lunch

- Breakfast will be offered (not required) at 8:30 a.m. Breakfast will be an additional cost and is not included in the monthly fee.
 - Free Meal Eligibility - \$0
 - Reduced Meal Eligibility - \$0.30
 - Full Breakfast Meal Eligibility \$2.25
- Lunch will be provided at 11:00 a.m. We will be serving our lunch "Family Style." This means preschoolers will be able to set the table, use child-sized serving utensils to serve themselves food, pass the dish to the classmates sitting next to them, and pour their own beverage from a child-sized pitcher. **Lunch is not included in the monthly tuition fee; however, we highly encourage all students to eat school lunch.**
 - Free Meal Eligibility - \$0
 - Reduced Meal Eligibility - \$0.40
 - Full Lunch Meal Eligibility - \$3.50
- Meal prices are set by the Malcolm School Board during the summer, so the prices are subject to change.

Information about the Free or Reduced Lunch and Breakfast Program can be found on the school's website. Click on the menu option and information, instructions, and application form can be downloaded. <http://www.malcolmschools.org/>

Snack

Snacks will be provided to all preschool children and are included in the monthly fee.

Holidays/Celebrations and Treats

- Classrooms may have seasonal parties.
 - If you do not want your child to participate in seasonal parties or activities because of religious or personal beliefs, let your child's teacher know; children will be given alternate activities or you may keep your child home that day (it would be considered an excused absence).
 - You may send birthday treats to celebrate your child's birthday.
 - Depending on student allergies or health needs, we may have specific guidelines when treats and snacks are brought from home. We will let preschool families know the requirements for snacks in August. The office staff will check all food items.
-

Clothing

- Children should wear **comfortable play clothes** with simple fastenings and comfortable, soft-soled shoes.
 - Children will **play outside everyday** unless there is inclement weather or if the wind chill is 15 degrees or lower. Please send appropriate clothing for the weather.
 - Children should keep a **complete set of clothing** at school in case of accidents.
 - Label all clothing items with child's name.
 - Check your child's school backpack regularly for possible soiled clothing.
-

Bathroom Issues

Your child must be toilet trained when they begin class. Pull-ups are not appropriate.

The only exception is if a child is receiving district services for a special need and that condition interferes with the toilet learning process.

We know accidents happen. Your child will not be made to feel bad if he/she has an accident. A staff member will help your child change clothes. With this in mind, we ask that you include an extra pair of underwear, pants/shorts, and a shirt in your child's backpack at all times. Your child may also need to change clothing if a beverage is spilled during mealtime. Wet clothing will be sent home in your child's backpack.

Emergency Drills

Regular emergency fire, tornado, and lockdown drills are conducted throughout the year. All students, staff, and visitors are expected to take part in the drills.

Field Trips

We will try and take the preschool students on field trips during the school year. The purpose of these field trips is to broaden the students' educational experiences. Most field trips will be local (fire department, park, etc.). Occasionally students may be asked to bring money or pay admission to an attraction. Parents will be invited to help with supervision on these trips as needed. It is the policy of Malcolm Public Schools Preschool that no younger or older siblings accompany the parent on the field trip. Your help with the preschool students is needed.

Outdoor Learning and Play

With our wonderful outdoor playground, your child will get dirty. You may want to keep that in mind when dressing for preschool. Appropriate clothing for hot and cold weather is very important. We will be outside each day unless active precipitation or the temperature or wind chill is below 15 degrees. We may encourage you to send sunscreen with your child during warmer months. Students will also be encouraged to drink plenty of water.

Personal Possessions

Please do not allow your child to bring personal items (toys, candy, etc.) to school unless requested by the classroom staff. No play guns or weapons are allowed at preschool.

Support Services

- The school psychologist provides assessment, consultation, and counseling services to meet the academic and behavioral needs of students.
 - Parents will be contacted any time school psychological services are offered to a student in an individual or small group setting.
 - Additionally, the school psychologist is part of the student support staff that assists teachers in planning classroom instruction and monitoring its effectiveness.
 - This includes but is not limited to consultation with teachers and parents, classroom observations, student progress monitoring, and collaboration with administrators regarding curriculum and instruction.
 - These are the services provided for the benefit of all students and offered as part of general education services.
-

Pictures and Videos

Pictures and videos of our students, activities, and classroom will be taken and used for various learning opportunities. These same pictures are positive additions to articles posted on the district website, in the classroom newsletter, or submitted to the local paper. There is a permission box allowing your child's picture to be taken and to be used on the last page of the handbook.



Malcolm Public Schools Preschool Handbook Parent Form

Please sign below and return to the Malcolm Elementary Office.

YES	NO	
		I have reviewed and agree to follow the rules and regulations as defined in the Malcolm Public Schools Preschool Family Handbook.
		I give permission for my child to be photographed or videotaped at preschool for use in the classroom, for publication in the media, or for other professional use to promote Malcolm Public Schools.
		I give permission for my child to accompany his/her preschool class on field trips, walking or school van.
		I allow my child to use the Internet with supervision of staff members.

(Parent/Guardian Name Printed)

(Student Name)

(Parent/Guardian Signature)

(Date)

MALCOLM PUBLIC SCHOOLS — RECORD BOARDS, BANNERS, AND SIGNS

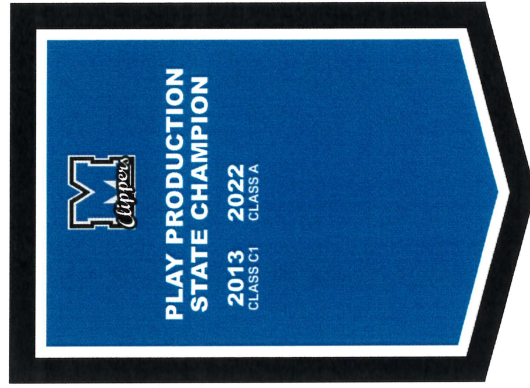
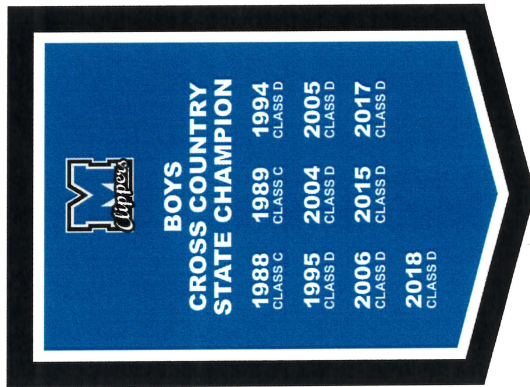
Date: 11.25.25 Job Number: 85920



These drawings or specifications are the property of RENZE DISPLAY and are issued solely for the purpose of clarifying initial design concepts, and are subject to change. This material is submitted in strict confidence and shall not be reproduced, copied, disclosed to competitors, or used as the basis for manufacturing any components without expressed written permission from RENZE DISPLAY.

BANNERS —

State champion banners — Overall measurements are 60x84 inches.



Vinyl lettering can be used for additional championship years. Subtle lines would be produced on the original banners (blue background) so that the vinyl lettering and leading matches.

Additional lettering would be produced in white vinyl.



State runner-up banners — Overall measurements are 60x84 inches.



Vinyl lettering can be used for additional championship years. Subtle lines would be produced on the original banners (white background) so that the vinyl lettering and leading matches.

Additional lettering would be produced in black vinyl.



Gymnasium walls — After banners are placed on the walls.



Banners could be placed in the home and visitors seating section areas.

Sizes are approximate and on-site measuring will be needed to determine just how many banners will be able to fit on each respective wall.

RECORD BOARDS –

Wrestling — These are currently set up as two 36x54 inch panels.



BOYS WRESTLING RECORDS

Trevor Day	Stat	1990
Riley Conners	Stat	2006
Mason Dorn	Stat	2006
Craig Peters	Stat	2012
Trevor Day	Stat	2002
Riley Conners	Stat	1995
Mason Dorn	Stat	2019
Craig Peters	Stat	2005
Trevor Day	Stat	1990
Riley Conners	Stat	1996



GIRLS WRESTLING RECORDS

Megan Day	Stat	1990
Bella Conners	Stat	2006
Lexi Dorn	Stat	2006
Susan Peters	Stat	2012
Maggie Day	Stat	2002
Carrie Conners	Stat	1995
Jenny Dorn	Stat	2019
Megan Peters	Stat	2005
Lexi Day	Stat	1990
Molly Conners	Stat	1996

Basketball — These are currently set up as two 36x54 inch panels.



BOYS BASKETBALL RECORDS

Trevor Day	Stat	1990
Riley Conners	Stat	2006
Mason Dorn	Stat	2006
Craig Peters	Stat	2012
Trevor Day	Stat	2002
Riley Conners	Stat	1995
Mason Dorn	Stat	2019
Craig Peters	Stat	2005
Trevor Day	Stat	1990
Riley Conners	Stat	1996



GIRLS BASKETBALL RECORDS

Megan Day	Stat	1990
Bella Conners	Stat	2006
Lexi Dorn	Stat	2006
Susan Peters	Stat	2012
Maggie Day	Stat	2002
Carrie Conners	Stat	1995
Jenny Dorn	Stat	2019
Megan Peters	Stat	2005
Lexi Day	Stat	1990
Molly Conners	Stat	1996

Baseball and Softball — These are currently set up as two 36x54 inch panels.



BASEBALL RECORDS

Trevor Day	Stat	1990
Riley Conners	Stat	2006
Mason Dorn	Stat	2006
Craig Peters	Stat	2012
Trevor Day	Stat	2002
Riley Conners	Stat	1995
Mason Dorn	Stat	2019
Craig Peters	Stat	2005
Trevor Day	Stat	1990
Riley Conners	Stat	1996



SOFTBALL RECORDS

Megan Day	Stat	1990
Bella Conners	Stat	2006
Lexi Dorn	Stat	2006
Susan Peters	Stat	2012
Maggie Day	Stat	2002
Carrie Conners	Stat	1995
Jenny Dorn	Stat	2019
Megan Peters	Stat	2005
Lexi Day	Stat	1990
Molly Conners	Stat	1996

Football and Volleyball — These are currently set up as two 36x54 inch panels.



FOOTBALL RECORDS

Trevor Day	Stat	1990
Riley Conners	Stat	2006
Mason Dorn	Stat	2006
Craig Peters	Stat	2012
Trevor Day	Stat	2002
Riley Conners	Stat	1995
Mason Dorn	Stat	2019
Craig Peters	Stat	2005
Trevor Day	Stat	1990
Riley Conners	Stat	1996



VOLLEYBALL RECORDS

Megan Day	Stat	1990
Bella Conners	Stat	2006
Lexi Dorn	Stat	2006
Susan Peters	Stat	2012
Maggie Day	Stat	2002
Carrie Conners	Stat	1995
Jenny Dorn	Stat	2019
Megan Peters	Stat	2005
Lexi Day	Stat	1990
Molly Conners	Stat	1996

ACT 30+ Recognition — This is currently set up as a 36x54 inch panel.



Track & Field — These are currently set up as two 36x54 inch panels. If the client want these produced on one 36x54 inch panel, the type will be small and difficult to read.



BOYS TRACK & FIELD RECORDS

100M	George Johnson	1:23	2012
200M	George Johnson	1:23	2012
400M	George Johnson	1:23	2012
800M	George Johnson	1:23	2012
1600M	George Johnson	1:23	2012
3200M	George Johnson	1:23	2012
400M Relay	George Johnson	1:23	2012
	George Johnson	1:23	2012
	George Johnson	1:23	2012
	George Johnson	1:23	2012
1600M Relay	George Johnson	1:23	2012
	George Johnson	1:23	2012
	George Johnson	1:23	2012
3200M Relay	George Johnson	1:23	2012
	George Johnson	1:23	2012
	George Johnson	1:23	2012
	George Johnson	1:23	2012
110MH	George Johnson	1:23	2012
300MH	George Johnson	1:23	2012
Long Jump	George Johnson	123	2012
High Jump	George Johnson	123	2012
Shot Put	George Johnson	123	2012
Discus	George Johnson	123	2012
Triple Jump	George Johnson	123	2012
Pole Vault	George Johnson	123	2012



GIRLS TRACK & FIELD RECORDS

100M	Maggie Johnson	1:23	2012
200M	Maggie Johnson	1:23	2012
400M	Maggie Johnson	1:23	2012
800M	Maggie Johnson	1:23	2012
1600M	Maggie Johnson	1:23	2012
3200M	Maggie Johnson	1:23	2012
400M Relay	Maggie Johnson	1:23	2012
	Maggie Johnson	1:23	2012
	Maggie Johnson	1:23	2012
1600M Relay	Maggie Johnson	1:23	2012
	Maggie Johnson	1:23	2012
	Maggie Johnson	1:23	2012
3200M Relay	Maggie Johnson	1:23	2012
	Maggie Johnson	1:23	2012
	Maggie Johnson	1:23	2012
	Maggie Johnson	1:23	2012
100MH	Maggie Johnson	1:23	2012
300MH	Maggie Johnson	1:23	2012
Long Jump	Maggie Johnson	123	2012
High Jump	Maggie Johnson	123	2012
Shot Put	Maggie Johnson	123	2012
Discus	Maggie Johnson	123	2012
Triple Jump	Maggie Johnson	123	2012
Pole Vault	Maggie Johnson	123	2012

Jr. High Track & Field — These are currently set up as two 36x54 inch panels. If the client want these produced on one 36x54 inch panel, the type will be small and difficult to read.



JR. HIGH BOYS TRACK & FIELD RECORDS

100M	George Johnson	1:23	2012
200M	George Johnson	1:23	2012
400M	George Johnson	1:23	2012
800M	George Johnson	1:23	2012
1600M	George Johnson	1:23	2012
3200M	George Johnson	1:23	2012
400M Relay	George Johnson	1:23	2012
	George Johnson	1:23	2012
	George Johnson	1:23	2012
	George Johnson	1:23	2012
1600M Relay	George Johnson	1:23	2012
	George Johnson	1:23	2012
	George Johnson	1:23	2012
3200M Relay	George Johnson	1:23	2012
	George Johnson	1:23	2012
	George Johnson	1:23	2012
	George Johnson	1:23	2012
	George Johnson	1:23	2012
110MH	George Johnson	1:23	2012
300MH	George Johnson	1:23	2012
Long Jump	George Johnson	123	2012
High Jump	George Johnson	123	2012
Shot Put	George Johnson	123	2012
Discus	George Johnson	123	2012
Triple Jump	George Johnson	123	2012
Pole Vault	George Johnson	123	2012

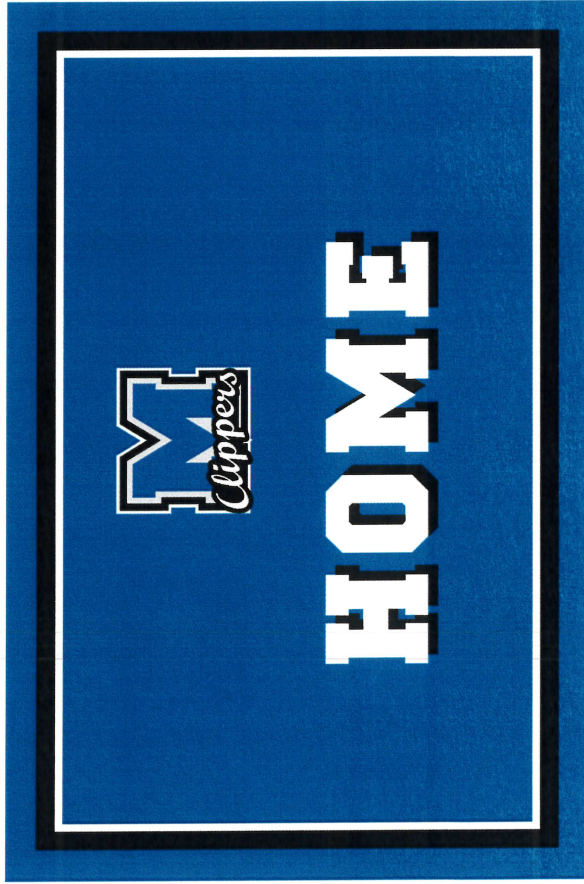


JR. HIGH GIRLS TRACK & FIELD RECORDS

100M	Maggie Johnson	1:23	2012
200M	Maggie Johnson	1:23	2012
400M	Maggie Johnson	1:23	2012
800M	Maggie Johnson	1:23	2012
1600M	Maggie Johnson	1:23	2012
3200M	Maggie Johnson	1:23	2012
400M Relay	Maggie Johnson	1:23	2012
	Maggie Johnson	1:23	2012
	Maggie Johnson	1:23	2012
	Maggie Johnson	1:23	2012
1600M Relay	Maggie Johnson	1:23	2012
	Maggie Johnson	1:23	2012
	Maggie Johnson	1:23	2012
3200M Relay	Maggie Johnson	1:23	2012
	Maggie Johnson	1:23	2012
	Maggie Johnson	1:23	2012
	Maggie Johnson	1:23	2012
	Maggie Johnson	1:23	2012
100MH	Maggie Johnson	1:23	2012
300MH	Maggie Johnson	1:23	2012
Long Jump	Maggie Johnson	123	2012
High Jump	Maggie Johnson	123	2012
Shot Put	Maggie Johnson	123	2012
Discus	Maggie Johnson	123	2012
Triple Jump	Maggie Johnson	123	2012
Pole Vault	Maggie Johnson	123	2012

GYM ENTRY SIGNS –

Gym entry signs — Overall size of each sign is 36x24 inches.





MALCOLM HIGH SCHOOL

RECORD BOARD &
ADD-A-YEAR BANNER
PROPOSAL

12/11/2025

ABOUT SPORTBOARDZ

Sportboardz, a Midwestern based company, has been delivering quality products to more than 1,500 school customers in 45 states since 2009. We are a family-owned and operated company that is positioned to continue operations for decades to come.

99% of our business is with schools of all types and sizes, making us specialists in producing more than 180 different custom products designed for coaches, teachers, and administrators.

We pride ourselves in knowing exactly what you need and will help guide and consult with you every step of the way, to make sure the finished product is exactly what you are hoping for. Our number 1 priority on every project is you!



RECORD BOARDS

36"W x 54"H w/10"x10" logo

\$600 ea.



BOYS TRACK RECORDS

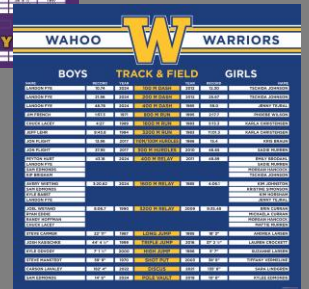
	NAME	TIME/DISTANCE	YEAR
	FIRST LAST NAME	10.7	2024
100 M			
200 M			
400 M			
800 M			
1600 M			
3200 M			
110 HH			
300 IH			
DISCUS			
SHOT PUT			
POLE VAULT			
HIGH JUMP			
LONG JUMP			
TRIPLE JUMP			
400 M RELAY			
1600 M RELAY			
3200 M RELAY			

GIRLS TRACK RECORDS

	NAME	TIME/DISTANCE	YEAR
	FIRST LAST NAME	10.7	2024
100 M			
200 M			
400 M			
800 M			
1600 M			
3200 M			
100 MH			
300 MH			
DISCUS			
SHOT PUT			
POLE VAULT			
HIGH JUMP			
LONG JUMP			
TRIPLE JUMP			
400 M RELAY			
1600 M RELAY			
3200 M RELAY			



Examples of Combo Record Boards
4x4- \$688



These are examples of record boards with your requested layout. The size is 36"x54". Each record board will have a consistent look and design. We also offer combo boards; a great option for girl/boy sports that share the same record categories. Our most common size displayed at eye level is 4x4. However, this option will not work for a pennant cut design.

ADD-A-YEAR BANNERS

58"W x 84"H - \$1,0292 ea.


**BOYS
CROSS COUNTRY
STATE CHAMPIONS**


1988 CLASS C	1989 CLASS C	1994 CLASS D
1995 CLASS D	2004 CLASS D	2005 CLASS D
2006 CLASS D	2015 CLASS D	2017 CLASS D
2018 CLASS D		


**BASEBALL
STATE CHAMPIONS**

2023 CLASS C	2024 CLASS C	2025 CLASS C
-----------------	-----------------	-----------------


**PLAY PRODUCTION
STATE CHAMPIONS**


2013 CLASS C1	2022 CLASS A
------------------	-----------------


**SOFTBALL
STATE CHAMPIONS**


2016 CLASS C


**SPEECH
STATE CHAMPIONS**

1999 CLASS C2	2000 CLASS C2	2001 CLASS C2
2002 CLASS C1	2003 CLASS C1	2021 CLASS C


**BOYS
CROSS COUNTRY
STATE RUNNER-UP**

2016 CLASS D	2019 CLASS C
-----------------	-----------------


**GIRLS
CROSS COUNTRY
STATE RUNNER-UP**

1988 CLASS D	2015 CLASS D
-----------------	-----------------


**PLAY PRODUCTION
STATE RUNNER-UP**


1999 CLASS C2	2016 CLASS C1	2021 CLASS A
2023 CLASS A		


**SOFTBALL
STATE RUNNER-UP**

2018 CLASS C


**SPEECH
STATE RUNNER-UP**

2004 CLASS C1	2005 CLASS C1	2017 CLASS C1
2022 CLASS C		


**VOLLEYBALL
STATE RUNNER-UP**

2016 CLASS C1

MATTE FINISH
VINYL OVERLAY UPDATES \$4.50 ea.

ADD-A-YEAR BANNERS

58"W x 84"H



GATORADE
PLAYER OF THE YEAR

2'W x 3'H



JOURNAL STAR
ATHLETE OF THE YEAR

2'W x 3'H



GYM ENTRY BOARDS

36"W x 18"H





Pricing:
 3'W x 3'H \$270
 3'W x 4'H \$360
 4'W x 5'H \$600



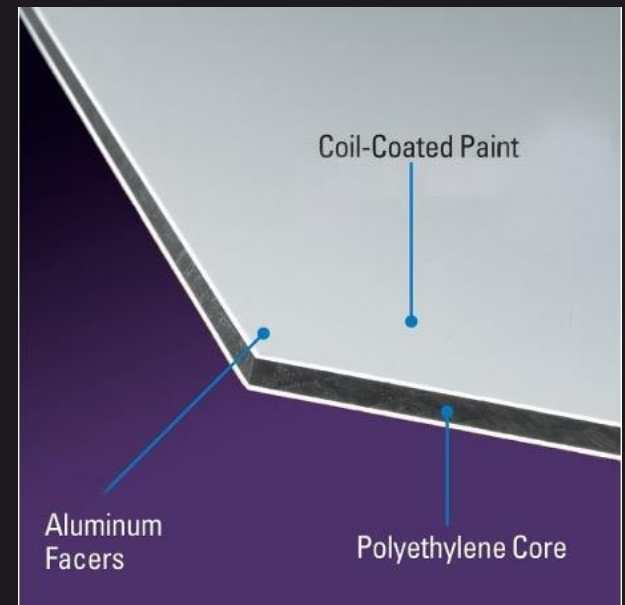
These are examples of possible layouts for Conference logo banners. Sizes are customized based on your wall space and/or budget. These banners are \$30 psf. Add \$25 for round or contour cut.

HOW THEY ARE MADE

Our record boards are made using a commercial grade polymetal substrate. Then we apply a UV digitally printed vinyl that will not fade, crack or peel.

A glossy laminate is added for a glass-like finish and additional protection.

A matte laminate is used for boards displayed in a gymnasium to reduce glare.



WARRANTY

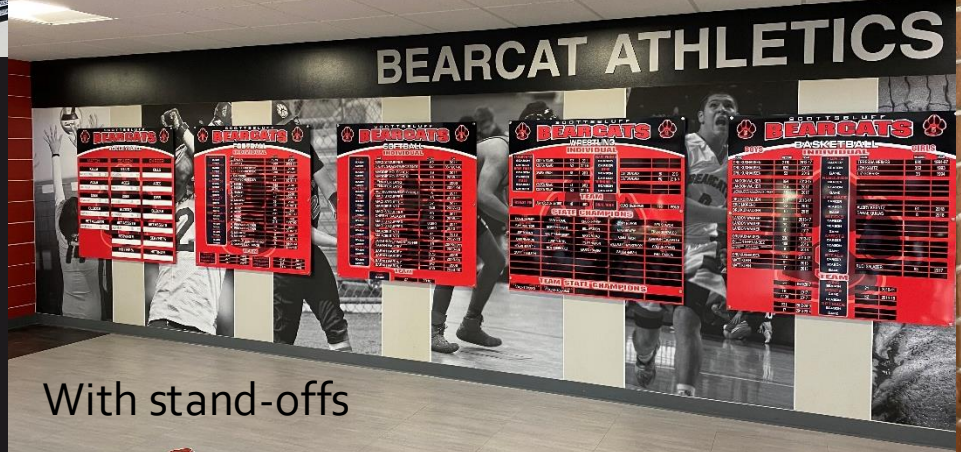
Short and sweet. We have the best warranty in the industry.

10-year Pro-Rata Warranty!

100% for first 3 years against fading, cracking, peeling, or any defect of the materials or substrate.

INSTALLATION

Installing your record boards couldn't be easier. These sturdy, yet light weight boards can be mounted to brick, block or drywall with ordinary hardware (screws). As a finishing touch, we provide you with snap cap covers to hide your screw heads. We also offer Stand-offs as an "add-on" option. Schools have loved this attractive option to display their boards.



QUESTIONS

What is the cost and process of updating a record on the record boards?



Keeping your records updated is just part of what we do to ensure you have a satisfying relationship with us. After each season, your coaches or AD simply submit your new records through our update request form on our website www.sportboardz.com. We send you micro-thin vinyl record tags that perfectly match the printed records on your board. They cannot be detected without running your finger over it. It's so easy, many coaches have the record setter apply their own new record! And the best part, updates are only \$1.75-\$4.50 each, depending on size.

QUESTIONS

What is the time frame on completing a record board update?

Updates are processed and mailed out within 2 weeks of your request.

QUESTIONS

What is the time frame on having this project complete once we place our order?

For example, if we place the order on December 20th, when do you believe we will have the boards/signs at Malcolm Public Schools?

Our production lead time is 10-14 business days from the date of final approval.

Sportboardz owner, Steve Lambert, will personally deliver your boards to the school. We do this on all large orders in the Midwest to reduce shipping costs and ensure all boards arrive in perfect condition. Steve will communicate with your administration to schedule delivery.

QUESTIONS

What is the process, and probability of adding a sign that matches these for a sport, such as football, if we win our first championship or runner up 3 years from now (2028)?

Our production team keeps all color codes and samples of everything that we print, so that we can precisely match any future orders.

To maintain brand consistency, we strongly encourage our customers to use Pantone colors to ensure accurate and uniform results.

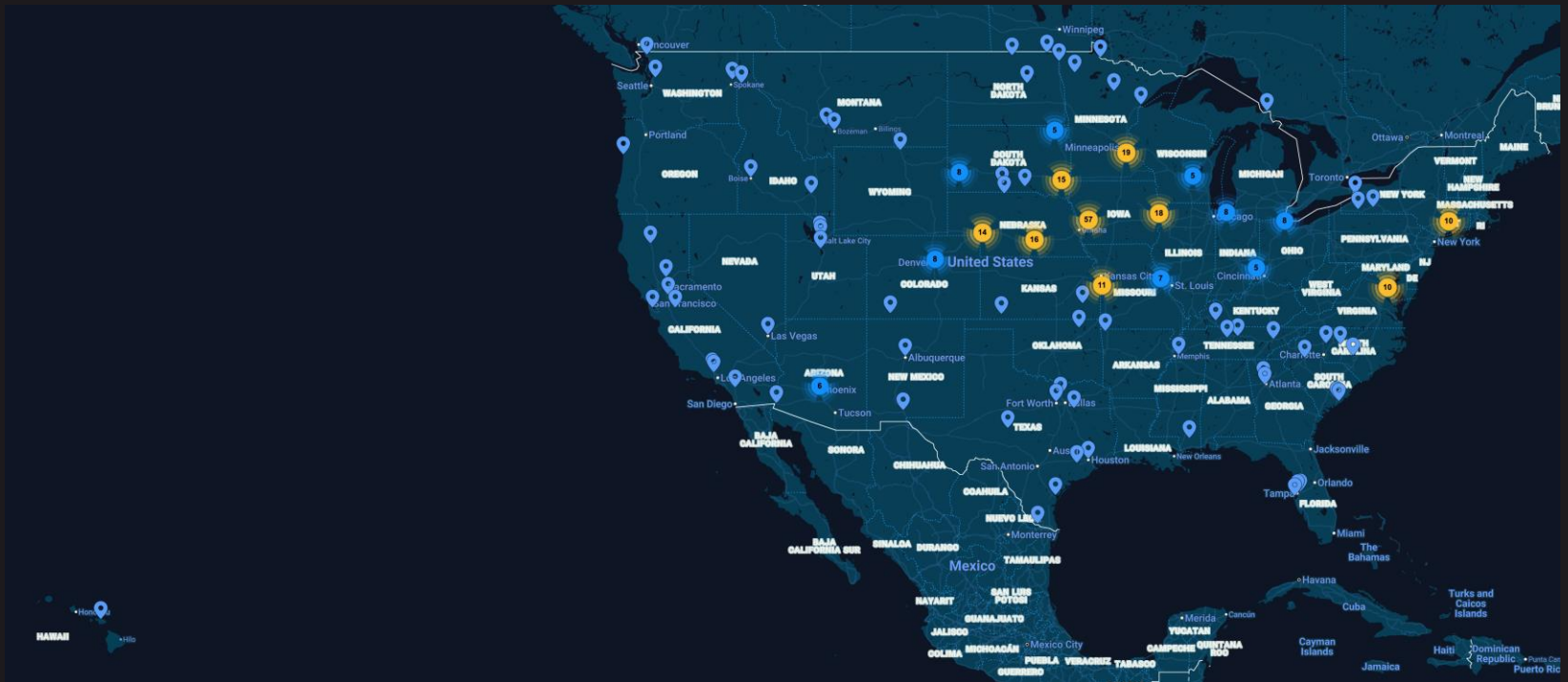
All of our files are securely backed up on cloud-based storage and external hard drives to assure our files remain safe, accessible and recoverable.

REFERENCES

This is a map of our nationwide sales in **2025!**

All pins represent a school or organization.

Pins with a number indicate multiple schools in that region of the state.



REFERENCES

NEBRASKA CUSTOMERS

Adams Central High School
Arlington High School
Ainsworth High School
Alma High School
Amherst High School
Andersen Middle School
Anselmo-Merna High School
Arapahoe High School
Ashland-Greenwood High School
Brownell-Talbot School
Bennington High School
Burke High School
Boyd County Schools
Beadle Middle School
Beatrice High School
Benson High School
Blair High School
Broken Bow High School
Broken Bow Golf Club
Centennial Jr/Sr High School
Cody-Kilgore High School
Crete High School
Chase County High School
Cedar Bluffs High School
David City Elementary
David City High School
David City Aquinas High School
Elkhorn High School
Elgin High School
Elm Creek High School
Elmwood-Murdock High School
Franklin High School

Gordon-Rushville High School
Gothenburg High School
Gretna East High School
Hastings College
Hastings High School
Hayes Center High School
Holdrege High School
Howells-Dodge High School
Humphrey High School
Kiewit Middle School
Lincoln Southeast High School
Louisville High School
Malcolm High School
Millard West High School
Mount Michael High School
Maywood High School
McCook High School
Mead High School
Medicine Valley High School
Millard Central Middle School
Millard North High School
Minden High School
Neligh-Oakdale High School
North Central High School
North Platte High School
Nebraska City High School
Nebraska One Box
Ogallala Middle School
Ogallala High School
Overton High School

Palmyra High School
Papillion LaVista High School
Papillion LaVista South High School
Papio Swim Club
Potter Dix High School
Perkins County Schools
Paxton High School
Ponca High School
Pender High School
Plattsmouth High School
Ralston High School
Ravenna High School
Seward High School
Summerland High School
Wallace High School
Schuyler Central High School
Southwest High School
Southern Jr/Sr High School
Sterling High School
Scottsbluff High School
SEM High School
Silver Lake Elementary
Silver Lake High School
South Platte High School
Stanton High School
Sandhills-Thedford High School
Sidney High School
Sutherland High School
Valentine Middle School
Valentine High School
Wahoo High School
Wisner-Pilger High School

RECORD BOARD EXAMPLES



ADD-A-YEAR BANNER EXAMPLES



QUOTE

Record Boards \$43 psf

Add-A-Year Banners \$38 psf

Logo Boards \$30 psf

(11) 58" x 7' Add-A-Year Banners (\$1,292 ea.)	\$14,212
36" x 54" Boys HS Track & Field Record Board	\$600
36" x 54" Girls HS Track & Field Record Board	\$600
36" x 54" Boys JH Track & Field Record Board	\$600
36" x 54" Girls JH Track & Field Record Board	\$600
36" x 54" Boys Cross Country Record Board	\$600
36" x 54" Girls Cross Country Record Board	\$600
36" x 54" Boys Basketball Record Board	\$600
36" x 54" Girls Basketball Record Board	\$600
36" x 54" Boys Wrestling Record Board	\$600
36" x 54" Girls Wrestling Record Board	\$600
36" x 54" Football Record Board	\$600
36" x 54" Volleyball Record Board	\$600
36" x 54" Softball Record Board	\$600
36" x 54" Baseball Record Board	\$600
36" x 54" ACT 30+ Recognition Board	\$600
2' x 3' Journal Star Athlete of the Year Board	\$180
2' x 3' Gatorade Player of the Year Board	\$180
(2) 3' x 18" Gym Entry Boards (\$135 ea.)	\$270
<u>Sportboardz Delivery to Malcolm High School</u>	<u>\$100</u>
TOTAL	\$23,942

Thank you for the opportunity to earn your business!

This proposal and quote was submitted on 12/11/25 by

Angela Lachney

Project Director | Graphic Designer

Angie.sportboardz@gmail.com

515-341-0345

PRINCIPAL REPORT

In partnership with our community, we will provide an educational experience that maximizes the potential of each student to become a productive and responsible citizen.



December
Board Meeting

As we wrap up the first semester, I am extremely proud of what we have accomplished at Malcolm Jr./Sr. High School so far this year. Each day, I see evidence of our staff's commitment to creating a learning environment that helps students take meaningful steps toward becoming the best versions of themselves.

We are currently in the middle of our winter MAP Growth testing window. Students are once again testing in reading, mathematics, and science. Once completed, we will compare these results to their performance from the fall testing window. While I acknowledge that these assessments take time away from regular instruction, they serve an important purpose. The data helps us understand not just what students know but how they are growing over time. This information guides instructional decisions, supports targeted interventions, and ensures that we remain responsive to the needs of individual learners. Additionally, celebrating academic growth is critical to our process!

Beyond the classroom, I continue to be proud of the wide range of extracurricular opportunities our students choose to take part in. One of Malcolm's strengths is that students are able (and encouraged) to participate in multiple activities rather than limit themselves to just one area. Their ability to do so is a testament to their willingness to take on additional responsibilities as well as to the flexibility and collaboration of our coaches and sponsors. Their efforts to minimize scheduling conflicts and support student involvement help create a well-rounded experience for our students. A recent byproduct of this work is found in the recent success of our One Act crew as they qualified for State, earning the opportunity to perform in Norfolk on Friday, December 12th. It has been exciting to watch their production grow and improve throughout the season.



As we head into the final days of the semester, I am grateful for the positive momentum we have built. I look forward to celebrating our students' hard work before we dismiss for break and I am excited to see how they continue to grow in the second half of the 2025-26 school year.





Administrative Report
Westfall Elementary
Date: 12/15/2025
Amber Dolliver, PK-6 Principal

NWEA MAP Growth Winter Assessments (reading, math, science)

MAP Growth is a computer adaptive assessment that measures students' academic progress in reading, math, and science. We assess all K–6 students three times per year (fall, winter, & spring).

The data from MAP Growth helps us:

- Identify each student's current academic level and strengths.
- Inform instruction so teachers can tailor lessons to meet individual student needs.
- Monitor growth over time to see how students are progressing throughout the year.
- Set learning goals for students and guide support for those who need additional help.

We are currently taking the MAP Growth assessments (December 1st-18th). Reports will be shared with parents at the beginning of January (included in 2nd Quarter Report Cards).

MAP Fluency

MAP Fluency is a computer adaptive assessment designed to measure students' reading fluency skills, including accuracy, rate, and comprehension. We Benchmark assess all K–5 students using MAP Fluency three times per year (September, December, & May) and we also progress monitor monthly.

The data we collect helps us:

- Identify students' current reading levels and fluency strengths and areas for growth.
- Inform instruction by guiding teachers in selecting targeted interventions and strategies.
- Monitor progress over time to ensure students are developing strong foundational reading skills.

By using MAP Fluency, we ensure that every student receives instruction and support tailored to their reading needs.

Anchor Tickets

K-5 students continue to work hard to earn individual ANCHOR Tickets. Students can earn tickets throughout their entire school day (classroom, specials, hallways, lunchroom, recess, etc.) for following and/or exceeding ANCHOR expectations. This year students can spend or

save their ANCHOR tickets every Tuesday. We have a ticket economy system (prizes worth different amounts) and students decide when and what prizes they want to work towards.

From December 1-18, K-5 students are taking part in a Clipper Class Card Challenge. This is similar to our ANCHOR tickets but they are working hard to earn Class Cards as an entire group. If each class earns 20 Class Cards, they will be able to take part in a celebration on December 19th. This challenge is to promote whole class expectations throughout our school building.

Reading Professional Development and Programs

LETRS Professional Development - all K-8 reading teachers, special education, speech, & Title teachers

LETRS is a professional development program designed to give teachers a deep understanding of how language works, how children learn to read, and how to teach reading effectively.

LETRS focuses on areas including:

- Phonology – understanding sounds in spoken language.
- Phonics – linking sounds to letters.
- Vocabulary – teaching word meanings.
- Comprehension – helping students understand what they read.
- Fluency – building smooth and accurate reading skills.

LETRS provides teachers with research-based strategies and practical tools to improve literacy instruction, particularly for early readers and struggling readers.

Orton-Gillingham

Orton-Gillingham is a structured, multisensory approach to teaching reading, spelling, and writing. It emphasizes phonics, decoding, and language patterns and is especially effective for students with dyslexia or reading difficulties. This method uses visual, auditory, and kinesthetic learning to help students connect sounds and letters, building strong foundational literacy skills. We are currently using Orton-Gillingham with students who qualify for Specific Learning Disability in the area of Reading.

Morphology

Our Morphology Program helps students understand the structure of words, including prefixes, suffixes, and root words. By learning these patterns, students can decode unfamiliar words, improve spelling, and strengthen vocabulary, which supports reading comprehension and overall literacy development. We are currently using the Morphology program with our special education and Title students.

Vocal & Instrumental Concerts

We are currently enjoying our winter vocal and instrumental programs! Our students are doing a fantastic job, and we truly appreciate all the time and hard work that Mr. Beach and Mr. Marsh put in to prepare them for these concerts.

Preschool Home Visits - January 5th-6th

Our January home visits are an important part of our preschool program. These visits allow our preschool staff to check in with families, see how students are progressing, and continue building strong home-school connections.

During the visit, teachers will:

- Discuss the child's growth, strengths, and areas for continued support.
- Share updates about classroom routines and upcoming learning goals.
- Answer any questions they may have about their child's preschool experience.

These visits help ensure that we are partnering with families to support each child's learning and success.

Grade Level Data Meetings

On January 6th, we will hold our K–6 grade level data meetings. During these meetings, teachers will review MAP Growth, MAP Fluency, and classroom data. These meetings provide time to discuss individual student progress, including academic growth, social-emotional development, and behavior concerns. We also use this time to plan and review WIN supports, such as special education, Title Reading, enrichment, and other interventions, to ensure each student receives the support they need to succeed.

Upcoming Events

- December 12th - No PK-6 School (Teacher online LETRS modules)
- December 15th - 6-12 Band Concert
- December 19th - End of 2nd Quarter/Semester
- December 22nd - Winter break
- January 5th - LETRS Training
- January 5th & 6th - Preschool Home Visits
- January 6th - PK-6 Teacher Workday
- January 7th - PK-6 Resumes
- January 22nd - Health Screenings
- January 29th - NAEP Assessment (4th grade)
- January 30th - No K-6 School (Teachers online LETRS modules)