

***Proposed agenda items received 24 hours before the
scheduled meeting will be added to the agenda at the meeting.**

**TENTATIVE
REGULAR MEETING
BOARD AGENDA**

**February 13, 2023
7:30 PM**

1. Call Meeting to Order
2. Reports and Information from Administration
 - 2.A. Superintendent's Report
 - 2.B. Principal Report
 - 2.C. Building and Grounds Report
3. Action Items (Discuss, Consider, May take action on the following)
 - 3.A. Routine Business - Consent Agenda
 - 3.A.1. Excuse Absent Board Members (as necessary)
 - 3.A.2. Minutes
 - 3.A.3. Treasurers Report
 - 3.A.4. Claims
 - 3.B. Offer an Elementary Principal Contract for the 2023-2024 school year.
 - 3.C. Offer a Secondary Principal Contract for the 2023-2024 school year.
 - 3.D. Approve the 2023-2024 school calendar.
 - 3.E. Approve the bid for the Asbestos Abatement Project.
 - 3.F. Approve Board Policy 5045 - Student Fees
 - 3.G. Approve Board Special Education Procedure Updates.
4. Future Meeting Dates
5. Adjournment

Suggested List of Motions

February 13, 2023

(Open Meetings Act rules posted on the north wall of the library)

1. _____ opened the meeting at _____ P.M.
2. It was moved by _____, seconded by _____
To approve the Consent Agenda items:
 1. Excuse Absent Board Members (if necessary)
 2. Minutes
 3. Treasurers Report
 4. General Fund Claims
 5. Lunch Fund Claims
 6. Special Building Fund ClaimsRoll Call: Aye: _____ Nay: _____
3. It was moved by _____, seconded by _____
To offer an elementary principal contract to Brenda Totten for the 2023-2024 school year.
Roll Call: Aye: _____ Nay: _____
4. It was moved by _____, seconded by _____
To offer a secondary principal contract to Weston Swanson for the 2023-2024 school year.
Roll Call: Aye: _____ Nay: _____
5. It was moved by _____, seconded by _____
To approve the 2023-2024 school calendar.
Roll Call: Aye: _____ Nay: _____
6. It was moved by _____, seconded by _____
To approve the bid for the asbestos abatement project.
Roll Call: Aye: _____ Nay: _____
7. It was moved by _____, seconded by _____
To approve board policy 5045 – student fees.
Roll Call: Aye: _____ Nay: _____
8. It was moved by _____, seconded by _____
To approve board special education procedure updates, as presented.
Roll Call: Aye: _____ Nay: _____
9. _____ adjourned the meeting at _____ P.M.



Lyons-Decatur Northeast Schools

400 S. 5th Street PO Box 526
Lyons, NE 68038-0526
Phone Number: 402-687-2363

Superintendent Board Report February 13, 2023

1. We are working with the ESU as partners on a variety of new grants. Project AWARE with the primary objective in assisting districts in building systems to support social and emotional learning and mental health. School Based Mental Health Grant with the primary objective to assist districts to expand staff skills sets necessary to support social and emotional learning and mental health. As well as the ReSTORE project for the talented and gifted, MHAT project for mental health awareness training, and Project Task Force for education on human trafficking.
2. I am happy to report that we have hired a math teacher for the 2023-2024 school year (to replace the position we were unable to fill in 2022-23). Shelby Anderson, an 8-year educator, is coming to us from Loomis, NE where she currently teaches 5th grade. She is endorsed in 6th – 9th grade Math and Art. Shelby and her husband plan to relocate to the area after the 2022-2023 school year. She enjoys spending time outdoors, hunting, fishing, hiking, and bonding with her two dogs.
3. Evan and I attended the P2T meeting in West Point on Monday, January 16th. The budget and curriculum were discussed. The health science instructor also took time to show us a new piece of technology that was purchased for the program. Our next meeting is scheduled for March 20th.
4. Happy to report that we have 20 students signed up for our 3-year-old preschool program and we will be starting a waiting list for the 2023-2024 school year.
5. We have our Frameworks school improvement visit on March 21st and 22nd. I would like to invite up to 4 board members to come in on the evening of March 21st at 5:30 to have dinner and meet with the external review team.

Chad is scheduled to review the bills for March and Jim is scheduled for April.

Principal Report- February 2022 Board Meeting

A. Calendar - Upcoming Events

ELPA 21 Test Window Opens-----	February 6
Spelling Bee-----	February 14
HS GBB Sub-Districts start -----	February 14
2:00 Dismissal, Teacher Inservice-----	February 15
State Wrestling.....	February 16-18
HS BBB Sub-Districts start-----	February 20th
2:00 Dismissal, Teacher Inservice-----	March 1
No School, Spring Break-----	March 2-3

A. Professional Development

- January 25th - Jill Anderson and Rachel Dolezal attended LETRS training at ESU2 and Mason Alitz participated in a Title III Consortium Meeting.
- January 27th - K-3 teachers went to Wisner-Pilger elementary to observe their reading classes. They adopted the same reading program as us this year (CKLA). At 2:00, the teachers came together and had discussions about the program.
- January 27th - 4-6 grade teachers worked on curriculum, finding lessons where essential standards are taught.
- January 27th- 7th-12th grade hosted Oakland Craig's secondary for professional development.
- January 17 and January 31st - Sarah Birks and Mason Vrbka attended Integrating the Arts workshops.
- February 1st - As a continuation of the math acceleration project, the math specialist from ESU2 completed classroom math observations in the elementary with Mrs. Boden who has been coaching other teachers.
- February 1st - Mr. Swanson and Mrs. Totten attended the Principal Meeting at ESU2.
- February 2nd - Mrs. Hegge, Mrs. Totten and Mrs. Beaudette went to ESU2 to update SPED policies/ procedures.

B. Cougar Culture: On February 1st, Mrs. Beaudette led the staff in Cougar Culture. The students played a variety of board games and card games.

C. Spelling Bee: The Burt County Spelling Bee will be held at Lyons-Decatur on February 14th.

D. School Activities

- **Wrestling:** Sierra Heckenlaible and Ashlynn Whitley qualified for the State Wrestling Tournament. Boys District Wrestling was held February 10-11.
- **BAND/CHOIR:**
 - Tate Simonsen participated in the WSC Honor Choir!
 - Junior High students participated in the Stanton JH Honor Festival!
 - We had 4 kids in the band and 4 kids in the choir!
 - 20 students participated in the EHC Honor Band!
 - 10 of which will be going down to Kearney in March for Class D All-State!
- **FFA Results**
 - We submitted 14 applications, had 12 applications rated gold and advanced to state including 8 top golds.

Lyons-Decatur Northeast FFA
2022-23 Results

District Proficiency Review

February 1, 2023

Ag Mechanics-Design and Fabrication

Braxton Watson Gold State (1st)

Agricultural Education

Elise Anderson Gold State (1st)

Agricultural Sales-Placement

Eyan Tuttle Bronze

Beef Production-Entrepreneurship

Garret Vavra Gold State

Outdoor Recreation

Masen Olsen Gold State (1st)

Specialty Animal Production

Alexander Timm Gold State (1st)

Swine Production-Entrepreneurship

Elise Anderson Gold State (1st)

Sydney Olsen Gold State

Swine Production-Placement

Jake Christiansen Gold State (1st)

Turf Grass Management

Brayden Hegge Gold State (1st)

Tate Simonsen Gold State

Gavin Hardeman Silver

Home And/Or Occupational Safety

Miriell Brokaw Gold State

Hospitality, Restaurant, and Tourism Management

Sierra Heckenlaible Gold State (1st)

THREE WEEK SCHEDULE

Job Name: Airlite IML 4 Job Number: 20-007 Superintendent: Chris Hartley			Schedule # 01 Period Starting: 27-Sep-21 Period Ending: 17-Oct-21																	COMMENTS		
TASK / ACTIVITY	COMPANY	CREW SIZE	27-Sep-21 - 17-Oct-21																			
			M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W		T	F
9/27	9/28	9/29	9/30	10/1	10/2	10/3	10/4	10/5	10/6	10/7	10/8	10/9	10/10	10/11	10/12	10/13	10/14	10/15	10/16	10/17		
Existing Building																						
Deliver material for sprinkler install	Continental fire		X																			
Layout and install sprinkler piping	Continental fire		X	X	X	X	X		x	x	x	x										
Sprinkler Shut Down	Continental fire																					
Install temp power to trailer	CEI		x																			
Relocate interior exit and emergency lights	CEI			x	x	x																
Site Work																						
Site Demo	Richter		X	X	X																	
Site Grading and building pad	Richter							x	x	x	x	x			x	x	x	x	x			
Staking Sainitary sewer	Schemmer			x																		
Site Utilities					x	x		x	x	x	x	x			x	x	x	x	x			
Temp Fence								x	x	x												

THREE WEEK SCHEDULE

Project Name:		Airlite IML 4							Schedule No.:		3												
Job Number:		20-007							Period Starting:		28-Sep-20												
Superintendent:		Chris Hartley							Period Ending:		18-Oct-20												
TASK / ACTIVITY	COMPANY	28-Sep-20 - 18-Oct-20														COMMENTS							
		M	T	W	T	F	S	S	M	T	W	T	F	S	S		M	T	W	T	F	S	S
		10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	
Existing Building																							
Deliver material for sprinkler install	Continental fire	X																					
Layout and install sprinkler piping	Continental fire	X	X	X	X	X			x	x	x	x											
Sprinkler Shut Down	Continental fire																						
Install temp power to trailer	CEI	x																					
Relocate interior exit and emergency lights	CEI		x	x	x																		
Site Work																							
Site Demo	Richter	X	X	X																			
Site Grading and building pad	Richter								x	x	x	x	x			x	x	x	x	x			
Staking Sainitary sewer	Schemmer		x																				
Site Utilities					x	x			x	x	x	x	x			x	x	x	x	x			
Temp Fence										x	x	x											
New Electrical Conduit throughout	ECI	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x			
New HVAC Installation	Fred's								x	x	x	x	x			x	x	x	x	x			
Fire sprinkler alterations	Mahoney								x	x	x												
Service department demolition	Danielson	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x			
Site Work																							
Demo Paving	National																						
Relocate Exisiting Gas	MUD	x	x	x	x	x																	
Relocate Exisiting Water	TSI	x	x	x																			
Install Oil Interceptor, Sanitary and Storm	TSI				x	x			x	x	x	x	x										
Building Pad Grading	Richter				x																		
Survey Building	E&A			x	x	x																	
Transformer Pad and Boring	ECI								x	x	x	x											

THREE WEEK SCHEDULE

Project Name:		Airlite IML 4		Schedule No.:		3	
Job Number:		20-007		Period Starting:		26-Oct-20	
Superintendent:		Chris Hartley		Period Ending:		15-Nov-20	

TASK / ACTIVITY	COMPANY	CREW SIZE	26-Oct-20 - 15-Nov-20																			COMMENTS		
			M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F		S	S
			10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	11/1	11/2	11/3	11/4	11/5		11/6	11/7
Existing Building																								
Shut down Fire spinkler main	Owner/Fire Guard						x			x														
Run power in building for saintary pumps	CEI											x				x							Need confirmation on Pump panel	
Site Work																								
Saintary Sewer Install and backfill	Neb Plumbing		x	x																				

THREE WEEK SCHEDULE

Project Name:	Airlite IML 4	Schedule No.:	4
Job Number:	20-007	Period Starting:	25-Oct-21
Superintendent:	Chris Hartley	Period Ending:	14-Nov-21

TASK / ACTIVITY	COMPANY	25-Oct-21 - 14-Nov-21																				COMMENTS	
		M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		S
		10/25	10/26	10/27	10/28	10/29	10/30	10/31	11/1	11/2	11/3	11/4	11/5	11/6	11/7	11/8	11/9	11/10	11/11	11/12	11/13		11/14
Existing Building																							
Shut down Fire spinkler main	Owner/Fire Guard		x																				
Run power in building for saintary pumps	CEI								x	x	x	x											Waiting on material
Site Work																							
Remove IML3 Fire main	Neb plumbing	x	x																				
Saintary Sewer pump install	Neb plumbing					x			x	x	x	x	x										Wating on material
Power to Saintary Pump	ConEL										x	x	x										Wating on material
Backfill and compaction	Richter			x																			
Demo of stoops	Richter			x	x																		
Rock installation	Richter			x	x																		
Layout the Pile locations	BJC					x			x	x	x												
Layout the foundations/set up	BJC/Schemmer											x	x			x	x	x	x	x			

THREE WEEK SCHEDULE

Project Name:	Airlite IML 4	Schedule No.:	5
Job Number:	20-007	Period Starting:	1-Nov-21
Superintendent:	Chris Hartley	Period Ending:	21-Nov-21

TASK / ACTIVITY	COMPANY	1-Nov-21 - 21-Nov-21																				COMMENTS	
		M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		S
		11/1	11/2	11/3	11/4	11/5	11/6	11/7	11/8	11/9	11/10	11/11	11/12	11/13	11/14	11/15	11/16	11/17	11/18	11/19	11/20		11/21
Building																							#REF!
Existing Building																							
Run power in building for saintary pumps	CEI		x	x	x	x																	
Site Work																							
Saintary Sewer pump install	Neb plumbing		x	x	x																		Wating on material
Power to Saintary Pump	ConEL	x	x	x																			Wating on material
Saintary Sewer switch over	Neb plumbing				x	x																	
Backfill and compaction	Richter	x																					
Demo of stoops	Richter	x																					
Rock installation	Richter	x		x																			
Layout the Pile locations	BJC			x	x	x			x	x	x												
Layout the foundations/set up	BJC/Schemmer																				x		
Pile rebar Tieing	Herta (REA)	x			x	x																	
Set up for Pile Installation	Lightning Foundation											x	x										
Drill Piles	Lightning Foundation															x	x	x	x	x			

THREE WEEK SCHEDULE

Project Name: Airlite IML 4 **Schedule No.:** 5
Job Number: 20-007 **Period Starting:** 15-Nov-21
Superintendent: Chris Hartley **Period Ending:** 5-Dec-21

TASK / ACTIVITY	COMPANY	15-Nov-21 - 5-Dec-21																		COMMENTS			
		M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T		F	S	S
		11/15	11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28	11/29	11/30	12/1	12/2	12/3	12/4	12/5	
Building																							
Existing Building																							
Site Work																							
Remove Pile spoils	Richter				x					x							x			x			As needed
Rock road installation	BJC		x																				
Layout the Pile locations	BJC																						As needed and where needed
Set up for Pile Installation	Lightning Foundation	x	x																				
Drill Piles	Lightning Foundation	x	x	x	x	x			x	x	x					x	x	x	x	x			Finish the week of 12/6 demob 12/10
Pile grading/elevation verification	BJC/Schemmer		x	x	x	x			x	x	x					x	x	x	x	x			
Rebar delievery	Drake Williams																						6-Dec
Tie rebar	Herta																						Start 12/6/21
Foundation installation	BJC																						Start 12/13/21

THREE WEEK SCHEDULE

Project Name:	Airlite IML4	Schedule No.:	7
Job Number:	21-007	Period Starting:	29-Nov-21
Superintendent:	Chris Hartley	Period Ending:	19-Dec-21

TASK / ACTIVITY	COMPANY	29-Nov-21 - 19-Dec-21																				COMMENTS	
		M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		S
		11/29	11/30	12/1	12/2	12/3	12/4	12/5	12/6	12/7	12/8	12/9	12/10	12/11	12/12	12/13	12/14	12/15	12/16	12/17	12/18		12/19
Building																							
Existing Building																							
Site Work																							
Remove Pile spoils	Richter				x						x									x			As needed
Layout the Pile locations for silos	BJC		x																				
Drill Piles	Lightning Foundation	x	x	x	x																		
Move drill	Lightning Foundation					x																	
Drill silos piles	Lightning Foundation					x				x													
Disassemble crane	Lightning Foundation									x	x												
Dress up building pad	Richter					x																	
Rebar delievery	Drake Williams				x																		
Tie rebar	Herta				x	x				x													As needed
Gird line staking	Schemmer					x																	
Foundation Layout area 1	BJC									x													See highlighted phasing
Dig foundation area 1	BJC									x	x												
Set foundation area 1	BJC/Herta										x												
Pour foundation area 1	BJC											x											
Foundation Layout area 2	BJC										x	x											
Dig foundation area 2	BJC										x	x											
Set foundation area 2	BJC/Herta											x											
Pour foundation area 2	BJC														x								
Foundation Layout area 3	BJC														x								
Dig foundation area 3	BJC															x							
Set foundation area 3	BJC/Herta															x	x						
Pour foundation area 3	BJC																x						
Foundation Layout area 4	BJC																x						
Dig foundation area 4	BJC																x	x					
Set foundation area 4	BJC/Herta																	x					
Pour foundation area 4	BJC																		x				

THREE WEEK SCHEDULE

Project Name:	Project Name:	Schedule No.: 9
Job Number:	Job Number:	Period Starting: 11-Jan-21
Superintendent:	Superintendent:	Period Ending: 31-Jan-21

TASK / ACTIVITY	COMPANY	CREW SIZE	11-Jan-21 - 31-Jan-21																					COMMENTS	
			M 1/11	T 1/12	W 1/13	T 1/14	F 1/15	S 1/16	S 1/17	M 1/18	T 1/19	W 1/20	T 1/21	F 1/22	S 1/23	S 1/24	M 1/25	T 1/26	W 1/27	T 1/28	F 1/29	S 1/30	S 1/31		
Building																									
SERVICE DRIVE / LOUNGE																									
Above ceiling Rough-ins	ECI		x	x	x	x	x			x	x														
Interior framing	KV																								
In-wall Rough-ins	ECI		x	x																					
High Speed door install	Norms		x	x	x	x	x			x	x														
In wall rough-ins after doors	ECI/SEI											x	x	x			x	x	x	x	x				
In wall blocking	BJC		x	x	x	x																			
Electrical inspections	ECI																								
Sheathing at Lounge	BJC									x	x														
Shade blocking	BJC			x	x																				
Storefront Install	Precision																x	x	x	x	x				
SHOWROOM and RETAIL																									
Main EntryAlumium	Precision		x	x	x																				
Infil Alumium and remove temp	BJC				x	x																			
Main entry framing	KVC					x	x			x	x	x													#REF!
Entry Rough-ins	ECI/Fred/SEI												x	x			x	x							
Blocking	BJC											x	x	x											
Drywall	KVC																		x	x	x				
Field Measure for Wood Panel	Premium																								
Install Restroom Tile	Universal Floor									x	x	x	x	x			x	x	x	x	x				
Restroom Fixture Install	TSI																								
Drywall Tape and Finish	KVC		x																						
Showroom Ceiling paint	Pearson																								
SERVICE DEPARTMENT																									
Insulate Water lines	TSI		x	x	x																				
Dainelson rough-ins	Danielson																								
Electrical Rough-ins	ECI		x	x	x	x	x			x	x	x	x	x			x	x	x	x	x				
Harvey System install	Freds		x	x	x	x	x			x	x	x	x	x											
Demo Overhead doors.	National											x	x												
High Speed door install	Norms													x			x	x	x						
2ND FLOOR																									
Inwall inspections	BJC/Sub																								
Vinyl film install	Precision																								
Drywall	KV																								
Drywall Tape and Finish	KV																								
EXTERIOR																									
Roofing patch work	10Men		x	x	x																				
Install RTU's Screens	Freds																								
Storefront install Main entry	Percision		x	x																					
Remove temp enclosure	BJC				x																				

THREE WEEK SCHEDULE

TASK / ACTIVITY	COMPANY	CREW SIZE	11-Jan-21 - 31-Jan-21																				COMMENTS	
			M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		S
			1/11	1/12	1/13	1/14	1/15	1/16	1/17	1/18	1/19	1/20	1/21	1/22	1/23	1/24	1/25	1/26	1/27	1/28	1/29	1/30		1/31
Main entry Framing	KVC					x	x			x														
Main entry Rough-ins	ECI/SEI										x	x	x	x										
Storefront install North side																			x	x				
Site Work																							#REF!	

THREE WEEK SCHEDULE

Project Name:	Project Name:	Schedule No.: 9
Job Number:	Job Number:	Period Starting: 1-Feb-21
Superintendent:	Superintendent:	Period Ending: 21-Feb-21

TASK / ACTIVITY	COMPANY	CREW SIZE	1-Feb-21 - 21-Feb-21																				COMMENTS		
			M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		S	
			2/1	2/2	2/3	2/4	2/5	2/6	2/7	2/8	2/9	2/10	2/11	2/12	2/13	2/14	2/15	2/16	2/17	2/18	2/19	2/20		2/21	
Building																									
SERVICE DRIVE / LOUNGE																									
Above ceiling Rough-ins	ECI		x	x	x	x	x			x	x	x	x	x											
Framing over High Speed doors	KV				x	x																			
Framing Soffit at Service	KV																							Check on Rough-ins	
Storefront glass install	Precision		x						x	x															
Drywall Tape & finish Service advisors and lounge	KV		x	x	x	x	x			x	x	x	x	x			x	x	x						
Prime and 1st coat	Pearson																			x	x				
Ceiling install	KV																								
SHOWROOM and RETAIL																									
Entry Rough-ins	ECI/Fred/SEI		x	x	x	x	x			x	x														
Drywall Tape and Finish	KVC		x	x	x	x	x			x	x	x	x	x			x	x							
Field Measure for Wood Panel	Premium		x																						
Install Restroom Tile	Universal Floor		x	x	x	x	x																		
Restroom Fixture Install	TSI								x	x	x	x	x												
Above ceiling	ECI/Fred/SEI		x	x	x	x	x			x	x	x	x	x											
Showroom Ceiling paint	Pearson																	x	x	x			Waiting on Drywaller #REF!		
SERVICE DEPARTMENT																									
Dainelson rough-ins	Danielson								x	x	x	x	x			x	x	x	x	x			Need to review with Dave.		
Electrical Rough-ins	ECI		x	x	x	x	x			x	x	x	x	x			x	x	x	x	x				
Harvey System install	Freds		x	x	x	x	x			x	x	x	x	x										#REF!	
2ND FLOOR																									
Drywall	KV		x	x	x																			#REF!	
Drywall Tape and Finish	KV					x	x			x	x	x	x	x										Will occur with main level taping	
Install Restroom Tile	Universal Floor								x	x	x	x	x			x	x	x	x	x			#REF!		
EXTERIOR																									
Site Work																									

THREE WEEK SCHEDULE

Project Name:	Project Name:	Schedule No.: 9
Job Number:	Job Number:	Period Starting: 8-Feb-21
Superintendent:	Superintendent:	Period Ending: 28-Feb-21

TASK / ACTIVITY	COMPANY	CREW SIZE	8-Feb-21 - 28-Feb-21																								COMMENTS
			M 2/8	T 2/9	W 2/10	T 2/11	F 2/12	S 2/13	S 2/14	M 2/15	T 2/16	W 2/17	T 2/18	F 2/19	S 2/20	S 2/21	M 2/22	T 2/23	W 2/24	T 2/25	F 2/26	S 2/27	S 2/28				
Building																											
SERVICE DRIVE / LOUNGE																											
Above ceiling Rough-ins	ECI		x	x	x	x	x																				
Framing over High Speed doors	KV		x																								
Framing Soffit at Service	KV									x	x																
Hardlid rough-ins	ECI/TSI										x	x	x														
Storefront glass install	Precision									x	x	x	x	x													
Drywall Tape & finish Service advisors and lounge	KV		x	x	x	x	x			x	x	x	x	x													
Prime and 1st coat	Pearson															x	x										
Ceiling install	KV																	x	x	x							
Signage rough-ins	Superior																										
SHOWROOM and RETAIL																											
Entry Rough-ins Duct tap	Fred					x	x			x	x																
Entry Rough-ins Sprinkler line	Mahoney					x	x			x	x																
Entry Rough-ins Security/Power	ECI/SEI					x	x			x	x																
Tape and Finish	KVC		x	x	x	x	x			x	x	x															
Install Restroom Grout	Universal Floor		x	x																							
Restroom Fixture Install	TSI									x	x	x	x	x													
Above ceiling	ECI/Fred/SEI		x	x																							
Signage Rough-ins	Superior																										
Showroom Ceiling paint	Pearson														x	x	x										
Tile Layout and install	Universal Floor																x	x	x								
SERVICE DEPARTMENT																											
Dainelson rough-ins	Danielson		x	x	x	x	x			x	x	x	x	x			x	x	x	x	x						
Electrical Rough-ins	ECI		x	x	x	x	x			x	x	x	x	x			x	x	x	x	x						
Harvey System install	Freds		x	x	x	x	x																				
2ND FLOOR																											
Drywall	KV		x	x	x																						
Drywall Tape and Finish	KV					x	x			x	x	x	x	x													
Install Restroom Tile/Grout	Universal Floor				x	x	x			x	x	x	x	x			x	x									
Floor prep for epoxy	Surface Sealers																	x	x	x							
EXTERIOR																											
Site Work																											

THREE WEEK SCHEDULE

Project Name:	Project Name:	Schedule No.: 9
Job Number:	Job Number:	Period Starting: 15-Feb-21
Superintendent:	Superintendent:	Period Ending: 7-Mar-21

TASK / ACTIVITY	COMPANY	CREW SIZE	15-Feb-21 - 7-Mar-21																				COMMENTS	
			M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		S
			2/15	2/16	2/17	2/18	2/19	2/20	2/21	2/22	2/23	2/24	2/25	2/26	2/27	2/28	3/1	3/2	3/3	3/4	3/5	3/6		3/7
Building																								
SERVICE DRIVE / LOUNGE																								
Above ceiling Rough-ins	ECI/Freds		x	x	x	x	x																	
Tape & finish Service advisors and lounge	KV		x	x	x	x	x																	
Inspections	BJC/Freds/ECI				x	x	x			x														
Drywall Service drive and Advisors ceiling	KV									x	x													
Tape & Finish Service Drive	KV										x	x	x											
Prime and 1st coat	Pearson										x	x	x											
Ceiling install	KV															x	x	x	x	x				
Signage rough-ins	Superior																							Waiting for Permit
SHOWROOM and RETAIL																								
Entry Rough-ins Security/Power	ECI/SEI		x	x	x	x	x			x	x													Waiting on some direction for ECI
Tape and Finish	KVC		x	x	x	x	x																	
Restroom Fixture Install	TSI		x	x	x	x	x																	
Showroom Ceiling paint	Pearson						x	x	x															Waiting on Drywaller
Tile Layout and install	Universal Floor															x	x	x	x	x				
1st floor restroom partition install	BJC				x	x	x			x	x													
Casework install beverage/advisor area	BJC										x	x	x	x										#REF!
SERVICE DEPARTMENT																								#REF!
Dainelson rough-ins	Danielson		x	x	x	x	x			x	x	x	x	x			x	x	x	x	x			Need to review with Dave.
Electrical Rough-ins	ECI		x	x	x	x	x			x	x	x	x	x			x	x	x	x	x			
Harvey System install	Freds																							Discuss with Corrections John M.
Wash bay floor removal	Nation				x																			
Pump out interceptor	Safety Kleen						x																	
Trench drain/underground install	TSI							x		x	x													
Floor pour back	Oxford															x	x							
2ND FLOOR																								#REF!
Drywall	KV		x																					#REF!
Drywall Tape and Finish	KV		x	x	x	x	x																	Will occur with main level taping
Install Restroom Tile/Grout	Universal Floor		x	x	x																			
Repair floor drain	BJC/TSI							x		x	x													
Floor prep for epoxy	Surface Sealers															x	x			x	x	x		
Restroom fixture install	TSI																							
Partition install	BJC																							
EXTERIOR																								#REF!
Site Work																								#REF!

THREE WEEK SCHEDULE

Project Name:		Project Name:		Schedule No.: 9																			
Job Number:		Job Number:		Period Starting: 22-Feb-21																			
Superintendent:		Superintendent:		Period Ending: 14-Mar-21																			
TASK / ACTIVITY	COMPANY	CREW SIZE	22-Feb-21 - 14-Mar-21														COMMENTS						
			M 2/22	T 2/23	W 2/24	T 2/25	F 2/26	S 2/27	S 2/28	M 3/1	T 3/2	W 3/3	T 3/4	F 3/5	S 3/6	S 3/7		M 3/8	T 3/9	W 3/10	T 3/11	F 3/12	S 3/13
Building																							
SERVICE DRIVE / LOUNGE																							
Above ceiling Rough-ins	ECI/Freds		x																				
Inspections	BJC/Freds/ECI		x																				
Drywall Service drive and Advisors ceiling	KV			x	x	x																	
Tape & Finish Service Drive	KV					x			x	x	x	x	x										
Prime and 1st coat	Pearson			x	x	x																	
Ceiling install	KV					x			x	x	x					x							
Install ceiling drops	ECI/Freds										x	x				x	x	x	x	x			
Lounge slate tile	Demarco			x	x	x	x																
Install Alumimun Frames	Percision												x			x	x	x	x	x			
Signage rough-ins	Superior																						Waiting for Permit
SHOWROOM and RETAIL																							
Entry Rough-ins Power	ECI/SEI		x	x	x	x																	Waiting on some direction for ECI
Tape and Finish Offices/Cooridor	KVC		x	x	x	x																	
Paint offices and corridor	Pearson				x	x	x		x	x	x	x											
Showroom Ceiling paint	Pearson		x	x	x																		Waiting on Drywaller
Tile Layout and install	Universal Floor					x	x		x	x	x	x	x			x	x	x	x	x			
1st floor restroom partition install	BJC		x	x	x	x	x									x	x	x	x	x			
Casework install beverage/advisor area	BJC								x	x	x	x	x			x	x	x	x	x			
SERVICE DEPARTMENT																							
Dainelson rough-ins	Danielson		x	x	x	x	x		x	x	x	x	x										#REF! #REF! Need to review with Dave.
Electrical Rough-ins	ECI		x	x	x	x	x		x	x	x	x	x			x	x	x	x	x			
Trench drain/underground install	TSI		x	x	x																		
Floor pour back	Oxford					x	x																
Install Radiant system condensate drain	?																						
Start paint in service	Pearson																						
Install Sleeves for Alignment rack	?																						
Pour back Alignment rack	BJC																						#REF!
2ND FLOOR																							
Drywall Tape and Finish	KV		x	x	x																		Will occur with main level taping
Repair floor drain	BJC/TSI		x	x																			
Floor prep for epoxy	Surface Sealers					x	x		x	x	x												
Restroom fixture install	TSI										x	x											
Partition install	BJC															x	x	x	x	x			#REF!
EXTERIOR																							
Site Work																							
#REF!																							
#REF!																							
#REF!																							

THREE WEEK SCHEDULE

Project Name: Job Number: Superintendent:		Project Name: Job Number: Superintendent:		Schedule No.:		Period Starting: 1-Mar-21		Period Ending: 21-Mar-21																					
TASK / ACTIVITY	COMPANY	CREW SIZE	1-Mar-21 - 21-Mar-21																					COMMENTS					
			M 3/1	T 3/2	W 3/3	T 3/4	F 3/5	S 3/6	S 3/7	M 3/8	T 3/9	W 3/10	T 3/11	F 3/12	S 3/13	S 3/14	M 3/15	T 3/16	W 3/17	T 3/18	F 3/19	S 3/20	S 3/21						
Building																													
SERVICE DRIVE / LOUNGE																													
Above ceiling Rough-ins	ECI/Freds											x	x	x	x	x													
Drywall Service drive and Advisors ceiling	KV		x																										
Tape & Finish Service Drive	KV			x	x	x	x					x																	
Prime and 1st coat	Pearson												x	x															
Ceiling install	KV																												
Install ceiling drops	ECI/Freds																												
Install Alumimun Frames	Percision		x	x																									
Signage rough-ins	Superior																											Waiting for Permit	
SHOWROOM and RETAIL																													
Entry Rough-ins Power	ECI/SEI		x	x																									Waiting on some direction for ECI
Main entry low volt wire	Percision					x	x																						
Demo for BDC	BJC				x	x	x																						
Framing for BDC	KVC																												
Rock Main Entry	KVC																												
Tape and finish main entry	KVC																												
Prime and first coat	Pearson																												
Tile Layout and install	Universal Floor		x	x	x	x	x																						
Showroom lights	ECI																												
Casework install beverage/Sales area	BJC					x	x	x																					
SERVICE DEPARTMENT																													
Dainelson rough-ins	Danielson		x	x																									Need to review with Dave.
Electrical Rough-ins	ECI		x	x	x	x	x																						
Start paint in service	Pearson																												
Start vehicle lift install	Danielson																												
Install Sleeves for Alignment rack	ECI																												
Pour back Alignment rack	BJC																												
Paint Service garage walls	Pearson																												Discuss with ECI
Epoxy floor install	Surface Sealers																												Depend on the Service garage
2ND FLOOR																													
Epoxy floor Install	Surface Sealers		x	x																									Will occur with main level taping
Restroom fixture install	TSI					x	x	x																					
Partition install	BJC																												
Ceiling Rework	KVC																												
EXTERIOR																													
ACM Delivery	Wray																												#REF!
Pour Paving at Transformer	Oxford																												#REF!
EFIS	KVC																												#REF!
Tile at Tower	DeMarco																												
Site Work																													
																													#REF!

THREE WEEK SCHEDULE

Project Name:
Job Number:
Superintendent:

Project Name:
Job Number:
Superintendent:

Schedule No.:
Period Starting: 8-Mar-21
Period Ending: 28-Mar-21

TASK / ACTIVITY	COMPANY	CREW SIZE	8-Mar-21 - 28-Mar-21																								COMMENTS
			M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S				
			3/8	3/9	3/10	3/11	3/12	3/13	3/14	3/15	3/16	3/17	3/18	3/19	3/20	3/21	3/22	3/23	3/24	3/25	3/26	3/27	3/28				
Building																											
SERVICE DRIVE / LOUNGE																											
Above ceiling Rough-ins	ECI/Freds					X	X				X	X	X	X	X			X	X	X							
Tape & Finish Service Drive	KV		X																								
Prime and 1st coat	Pearson			X	X																						
Ceiling install	KV		X		X	X	X																				
Install ceiling drops	ECI/Freds		X	X			X				X																
Install Alumimun Frames/Glass	Percision												X	X			X	X									
Casework at Service Advisors	BJC					X	X			X	X	X	X	X			X										
Tile Install	Universal floor																								After Reception and Beverage area		
Finish Service Drive Rough-in	ECI/Controls																X	X	X	X	X						
Signage rough-ins	Superior																								Waiting for Permit		
SHOWROOM and RETAIL																											
Demo for BDC	BJC		X	X	X	X																					
Framing for BDC	KVC		X																								
BDC Rework	ECI/Freds/																								Waiting on PR		
Rock Main Entry	KVC		X	X																							
Tape and finish main entry	KVC				X	X	X			X	X																
Prime and first coat	Pearson											X	X	X													
Tile Layout and install	Universal Floor		X	X	X	X											X	X	X	X	X						
Floor Protection	BJC			X	X																				X		
Showroom lights	ECI					X	X			X	X	X															
Casework Sales area/Retail Display	BJC		X		X	X	X										X	X	X	X	X						
SERVICE DEPARTMENT																											
Electrical Rough-ins	ECI		X	X	X	X	X			X	X	X	X	X											#REF!		
Start paint in service	Pearson					X	X			X	X	X	X	X			X	X	X	X							
Start vehicle lift install	Danielson																		X	X	X						
Patch wall holes	BJC												X	X			X	X	X								
Install Sleeves for Alignment rack	ECI									X	X																
Pour back Alignment rack	BJC										X	X															
Paint Service garage walls	Pearson																							X			
Epoxy floor install	Surface Sealers																								Depend on the Lift install		
2ND FLOOR																											
Restroom fixture install	TSI		X																						#REF!		
Partition install	BJC			X	X	X																					
Ceiling Rework	KVC		X	X			X			X															#REF!		
EXTERIOR																											
ACM Delivery	Wray																								#REF!		
Exterior Caulking	Senagal		X	X	X																				3-26 or 3-29		
Exterior Painting	Pearson																								Weather Dependent		
Pour Paving at Transformer	Oxford																										
EFIS	KVC		X	X	X																						

THREE WEEK SCHEDULE

TASK / ACTIVITY	COMPANY	CREW SIZE	8-Mar-21 - 28-Mar-21																				COMMENTS	
			M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		S
			3/8	3/9	3/10	3/11	3/12	3/13	3/14	3/15	3/16	3/17	3/18	3/19	3/20	3/21	3/22	3/23	3/24	3/25	3/26	3/27		3/28
Tile at Tower	DeMarco		x	x	x																			Weather Dependent
Site Work																								#REF!

THREE WEEK SCHEDULE

Project Name: Job Number: Superintendent:		Project Name: Job Number: Superintendent:		Schedule No.: Period Starting: 5-Apr-21 Period Ending: 25-Apr-21																							
TASK / ACTIVITY	COMPANY	CREW SIZE	5-Apr-21		- 25-Apr-21												COMMENTS										
			M 4/5	T 4/6	W 4/7	T 4/8	F 4/9	S 4/10	S 4/11	M 4/12	T 4/13	W 4/14	T 4/15	F 4/16	S 4/17	S 4/18		M 4/19	T 4/20	W 4/21	T 4/22	F 4/23	S 4/24	S 4/25			
Building																											
SERVICE DRIVE / LOUNGE																											
Wood wall panel install	BJC		x	x																							
Casework door fronts	BJC				x	x	x			x																	
Lighting install	ECI			x	x	x	x																				
Tile install	Universal			x	x	x	x			x	x	x															
Finish Service Drive Rough-in	ECI/Controls									x	x	x	x	x			x	x	x	x	x						
Signage rough-ins	Superior																										Waiting on material
Wood Staining and Sealing	Pearson																										
SHOWROOM and RETAIL																											
Demo for BDC	BJC		x	x	x	x	x																				
BDC Rework	ECI/Freds/				x	x	x			x	x	x	x	x													Waiting on PR
Nanawall install	Percision		x	x	x					x	x																
Reception lights	ECI		x	x	x	x	x			x	x																
Casework Sales area/Retail Display	BJC		x	x																							
Wood Wall panel install	BJC				x	x	x			x	x	x	x	x													
Heartfelt panel install/Sprinkler heads	KV/Mahoney											x	x	x			x	x									
Wood Staining	Pearson																										
Tile Base install	Univeral																x	x	x								
Sound system install																											
Vinyl wall covering at Restrooms	Pearson			x	x					x	x	x															
Finish Toilet accessories and partitions	BJC													x	x		x	x									
SERVICE DEPARTMENT																											
Lowvoltage install			x	x	x	x	x																				
Patch wall holes	BJC		x	x																							
Install Sleeves for Alignment rack	ECI		x	x	x																						
Pour back Alignment rack	BJC					x	x																				
Epoxy floor install	Surface Sealers									x	x	x	x	x			x	x	x	x	x						
2ND FLOOR																											
Vanities/Countertop Install	CKF																										
Toilet accessories	BJC																										
Plumb in sinks																											
EXTERIOR																											
ACM Delivery	Wray			x																							
Exterior Kawneer system	Percision		x	x	x																						
ACM install	Wray			x	x	x	x			x	x	x	x	x			x	x	x	x	x						
ACM Flashing	Wray			x	x	x	x			x	x																
Weather barrier caulking	KVC				x	x	x																				
Exterior Painting	Pearson									x	x	x	x	x			x	x	x	x	x						Weather Dependent
Tile at Tower	DeMarco		x	x	x	x	x																				Weather Dependent
Demo Paving and recompact North side	Richter									x	x	x															Weather Dependent

THREE WEEK SCHEDULE

TASK / ACTIVITY	COMPANY	CREW SIZE	5-Apr-21 - 25-Apr-21																				COMMENTS	
			M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		S
			4/5	4/6	4/7	4/8	4/9	4/10	4/11	4/12	4/13	4/14	4/15	4/16	4/17	4/18	4/19	4/20	4/21	4/22	4/23	4/24		4/25
Pour back	Oxford																							
Demo Paving East Side	Richter																							
Pour Back	Oxford																							
Demo Paving Entry	Richter																							

THREE WEEK SCHEDULE

Project Name:
Job Number:
Superintendent:

Project Name:
Job Number:
Superintendent:

Schedule No.:
Period Starting: 19-Apr-21
Period Ending: 9-May-21

TASK / ACTIVITY	COMPANY	CREW SIZE	19-Apr-21 - 9-May-21																				COMMENTS			
			M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		S		
			4/19	4/20	4/21	4/22	4/23	4/24	4/25	4/26	4/27	4/28	4/29	4/30	5/1	5/2	5/3	5/4	5/5	5/6	5/7	5/8		5/9		
Building																										
SERVICE DRIVE / LOUNGE																										
Lighting install	ECI		x	x	x	x	x																			
Tile install	Universal		x	x	x	x	x																			
Finish Service Drive Rough-in	ECI/Controls							x	x	x																
Signage rough-ins	Superior																									Waiting on material
Painting in Service Drive	Pearson																									
Start Epoxy floor	Surface Sealers																									
Wood Staining and Sealing	Pearson																									Waiting on material
SHOWROOM and RETAIL																										
BDC Drywall/Tape and Finish	KV Drywall			x	x	x	x																			Waiting on PR
BDC Prime and Paint	Pearson																									
BDC Ceiling Grid	KV																									
BDC Mech/Elec	ECI/Mahoney/Freds																									
BDC Finishes	BJC/Pearson																									
Wood Wall panel install	BJC																									
Heartfelt panel install/Sprinkler heads	KV/Mahoney																									
Wood Staining	Pearson																									
Tile Base install	Univeral																									
Sound system install			x	x	x																					
Finish Toilet accessories and partitions	BJC		x	x	x	x	x																			
Install doors and Hardware	BJC																									
																										#REF!
																										#REF!
SERVICE DEPARTMENT																										
Epoxy floor install	Surface Sealers		x	x	x	x	x																			
Lift/Bench Install	Danilson																									
																										#REF!
2ND FLOOR																										
Vanities/Countertop Install	CKF																									#REF!
Toilet accessories	BJC		x	x	x																					
Plumb in sinks																										#REF!
																										#REF!
EXTERIOR																										
ACM Delivery	Wray		x																							
ACM install	Wray			x	x	x	x																			
ACM Flashing	Wray			x	x	x	x																			
Exterior Painting	Pearson																									Weather Dependent
Demo Paving and recompact East side	Richter		x	x	x	x	x																			Weather Dependent
Pour back	Oxford																									
Demo Paving Entry	Richter																									
Pour Back	Oxford																									
Install Bollards and Sidewalk	Oxford																									

Lyons Decatur Northeast

Student Engagement Opportunities

Grade levels – PreK-12

Objectives – Explain construction process to kids – let them watch / learn what's going on

Observation for all students / faculty

Intro to critical path schedule, milestones for observation & explanation:

- Structural Steel – late April
- Precast – late March
- MEP – Plumber, Electrician – August through October 2023

- Early Childhood / Elementary – Observation & play based activities
 - Construction crash course – early elementary
 - Demolition video
 - Equipment tour – grading machines and specs - handouts
- Middle School – Careers class
 - Jared, Sarah, Emily – presentation on career opportunities in construction
- High School –
 - Construction career pathways students – opportunities to get involved and learn in more depth
 - Adam – intro to estimating
 - Scott – PM role, Brandon – PE role, Chris – Superintendent
 - Jobsite tours
 - Technology in construction
 - Observe a drone flight
 - Clash detection / 3D modeling videos
 - 3D Printer
 - Custom activities for other students-
 - Journalism students “coverage” of project (photos, interviews, articles, etc)

Coordination with LDNE: Lindsey Beaudette, principals

BJC team would like to tour CTE area – what are they learning?



Boyd Jones Construction
 950 South 10th Street, Suite 100
 Omaha, Nebraska 68108
 P: (402) 553-1804
 F: (402) 561-7705

Project: 21-047 Lyons-Decatur Northeast School
 400 South 5th Street
 Lyons, Nebraska 68038

O.A.C. Meeting Agenda: Meeting #4

Meeting Date Jan 19, 2023 **Meeting Time** 1:00 AM - 3:00 PM Central Time (US & Canada)

Meeting Location 400 South 5th street, Lyons, NE 68038 (Media Center) **Video Conferencing Link** <https://us02web.zoom.us/j/82311375088>

Overview Bi-Weekly OAC Meeting

Attachments

Scheduled Attendees

Name	Company	Phone Number	Email
Scott Brown	Boyd Jones Construction Company	P: (402) 550-1788	sbrown@boydjones.biz
Chris Hartley	Boyd Jones Construction Company	P: (402) 553-1804	chartley@boydjones.biz
Brandon Jackson	Boyd Jones Construction Company	P: (531) 239-0025	bjackson@boydjones.biz
Melinda Lattig	Clark & Enersen, Inc.	P: 402-477-9291	melinda.lattig@clarkenersen.com
Michael Ripp	Clark & Enersen, Inc.	P: 402-477-9291	michael.ripp@clarkenersen.com
Tim Ripp	Clark & Enersen, Inc.	P: 402-477-9291	tripp@clarkenersen.com
Hannah Schafers	Clark & Enersen, Inc.	P: 402-477-9291	hannah.schafers@clarkenersen.com
Lindsey Beaudette	Lyons-Decatur Northeast Schools, aka Burt County School District 11-0020	P: (402) 687-2363	lbeaudette@lyonsdecaturschools.org
Chad Brehmer	Lyons-Decatur Northeast Schools, aka Burt County School District 11-0020		chadbrehmer@lyonsdecaturschools.org
Evan Myers	Lyons-Decatur Northeast Schools, aka Burt County School District 11-0020		evanmyers@lyonsdecaturschools.org
Corey Peterson	Lyons-Decatur Northeast Schools, aka Burt County School District 11-0020		coreypetersen@lyonsdecaturschools.org
Weston Swanson	Lyons-Decatur Northeast Schools, aka Burt County School District 11-0020		wswanson@lyonsdecaturschools.org
Brenda Totten	Lyons-Decatur Northeast Schools, aka Burt County School District 11-0020		btotten@lyonsdecaturschools.org
Jolene Troutman	Lyons-Decatur Northeast Schools, aka Burt County School District 11-0020		jolenetroutman@lyonsdecaturschools.org

SAFETY AND SITE SECURITY

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Safety and Separation				Open
Description Discuss any Owner related or construction related safety items or concerns No incidents to report						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.2	1	Site Security				Open
Description Discuss any site security concerns						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.3	1	Hazards				Open
Description Discuss any current hazards on site <ul style="list-style-type: none"> • Equipment operation *ALL SITE VISITORS MUST BE ESCORTED BY A BOYD JONES SUPERVISOR*						

SCHEDULE AND COORDINATION

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	3-Week Look-Ahead Schedule				Open
Description Discuss 3-week look-ahead schedule Manhours since last OAC: 613 Manhours logged to date: 1957						
Attachments Lyons - Three Week Schedule #3 (1_16_23) (version 1).xlsx						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Overall Schedule				Open
Description Discuss any overall schedule concerns						
Attachments LYONS-DECATUR SCHOOLS 12-30-2022.pdf						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	1	Owner-Furnished Materials or Services				On Hold
Description Discuss any Owner-Furnished materials or services that are pertinent to the schedule at this time.						

--	--

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status																																																							
3.1	1	RFI Log				Open																																																							
<p>Description Review current RFI Log for outstanding items and RFI's that have been closed since last meeting.</p> <table border="1"> <thead> <tr> <th>#</th> <th>Initiated At</th> <th>Subject</th> <th>Status</th> <th>Ball In Court</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>11/30/2022</td> <td>Public Water Main Relocation</td> <td>Open</td> <td>Jackson, Brandon (Awaiting F.V. of Fiber)</td> </tr> <tr> <td>9</td> <td>12/8/2022</td> <td>Underground Power Conflict</td> <td>Open</td> <td>Ripp, Michael; Lattig, Melinda</td> </tr> <tr> <td>15</td> <td>1/5/2023</td> <td>Pad Foundations at Buildings Exterior</td> <td>Closed</td> <td></td> </tr> <tr> <td>16</td> <td>1/6/2023</td> <td>Electrical Precast Rough-in Clarification</td> <td>Closed</td> <td></td> </tr> <tr> <td>17</td> <td>1/6/2023</td> <td>Joist Support at Southside of Corridor 172</td> <td>Closed</td> <td></td> </tr> <tr> <td>18</td> <td>1/6/2023</td> <td>Foundation at GL D&19</td> <td>Closed</td> <td></td> </tr> <tr> <td>19</td> <td>1/9/2023</td> <td>Projection Screen Clarification</td> <td>Closed</td> <td></td> </tr> <tr> <td>20</td> <td>1/11/2023</td> <td>Steel Elevation Clarification - (ASI-09)</td> <td>Closed</td> <td></td> </tr> <tr> <td>21</td> <td>1/12/2023</td> <td>Public Water Main Piping</td> <td>Closed</td> <td></td> </tr> <tr> <td>22</td> <td>1/17/2023</td> <td>Questions from Bidding</td> <td>Open</td> <td>Ripp, Michael; Lattig, Melinda</td> </tr> </tbody> </table> <p>Infilling Existing Windows on East Side of rooms 122 and 124</p>							#	Initiated At	Subject	Status	Ball In Court	6	11/30/2022	Public Water Main Relocation	Open	Jackson, Brandon (Awaiting F.V. of Fiber)	9	12/8/2022	Underground Power Conflict	Open	Ripp, Michael; Lattig, Melinda	15	1/5/2023	Pad Foundations at Buildings Exterior	Closed		16	1/6/2023	Electrical Precast Rough-in Clarification	Closed		17	1/6/2023	Joist Support at Southside of Corridor 172	Closed		18	1/6/2023	Foundation at GL D&19	Closed		19	1/9/2023	Projection Screen Clarification	Closed		20	1/11/2023	Steel Elevation Clarification - (ASI-09)	Closed		21	1/12/2023	Public Water Main Piping	Closed		22	1/17/2023	Questions from Bidding	Open	Ripp, Michael; Lattig, Melinda
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22	1/17/2023	Questions from Bidding	Open	Ripp, Michael; Lattig, Melinda																																																									

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Potential RFIs				Open
<p>Description <u>Discuss any potential RFIs-</u> 1) Tunnel Piping in Area D (Boyd Jones to send over sketch of proposed solution to Clark Enerson to review) 2) Infilling Existing Windows on East Side of rooms 122 and 124 3) Existing Nurse Room</p>						

SUBMITTALS

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status																														
4.1	1	Submittal Log				Open																														
<p>Description Review Open submittals in Architect's BIC or Contractors BIC</p> <table border="1"> <thead> <tr> <th>#</th> <th>Title</th> <th>Type</th> <th>Issue Date</th> <th>Ball In Court</th> </tr> </thead> <tbody> <tr> <td>31 20 00-2</td> <td>Base Course for Building Pad</td> <td>Product Data</td> <td>01/09/2023</td> <td>Lattig, Melinda (Clark & Enersen, Inc.) Ripp, Michael (Clark & Enersen, Inc.)</td> </tr> <tr> <td>22 40 00-1</td> <td>Plumbing Fixtures</td> <td>Product Data</td> <td>01/13/2023</td> <td>Lattig, Melinda (Clark & Enersen, Inc.) Ripp, Michael (Clark & Enersen, Inc.)</td> </tr> <tr> <td>11 66 43-3</td> <td>Scoreboards</td> <td>Product Data</td> <td>12/27/2022</td> <td>Lattig, Melinda (Clark & Enersen, Inc.) Ripp, Michael (Clark & Enersen, Inc.)</td> </tr> <tr> <td>11 66 23-1</td> <td>Gymnasium Equipment - Product Data</td> <td>Product Data</td> <td>12/27/2023</td> <td>Lattig, Melinda (Clark & Enersen, Inc.) Ripp, Michael (Clark & Enersen, Inc.)</td> </tr> <tr> <td>03 41 00-8</td> <td>Precast Wall Panels (Shop Drawings and Calcs) RESUBMITTAL</td> <td>Shop Drawings</td> <td>01/17/2023</td> <td>Lattig, Melinda (Clark & Enersen, Inc.) Ripp, Michael (Clark & Enersen, Inc.)</td> </tr> </tbody> </table> <p>Upcoming High Priority Submittal:</p> <p>Precast Electrical Cast-In Shop Drawing (Discuss Game Camera in Gym) Structural Steel Signage (Exterior Sign Type-B) Light Fixture Resubmittal</p>							#	Title	Type	Issue Date	Ball In Court	31 20 00-2	Base Course for Building Pad	Product Data	01/09/2023	Lattig, Melinda (Clark & Enersen, Inc.) Ripp, Michael (Clark & Enersen, Inc.)	22 40 00-1	Plumbing Fixtures	Product Data	01/13/2023	Lattig, Melinda (Clark & Enersen, Inc.) Ripp, Michael (Clark & Enersen, Inc.)	11 66 43-3	Scoreboards	Product Data	12/27/2022	Lattig, Melinda (Clark & Enersen, Inc.) Ripp, Michael (Clark & Enersen, Inc.)	11 66 23-1	Gymnasium Equipment - Product Data	Product Data	12/27/2023	Lattig, Melinda (Clark & Enersen, Inc.) Ripp, Michael (Clark & Enersen, Inc.)	03 41 00-8	Precast Wall Panels (Shop Drawings and Calcs) RESUBMITTAL	Shop Drawings	01/17/2023	Lattig, Melinda (Clark & Enersen, Inc.) Ripp, Michael (Clark & Enersen, Inc.)
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No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.2	1	Submittal Questions				Open
<p>Description Discuss if there are any questions about any products to be submitted.</p> <p>Lockers- Discuss Rough-Opening Sizes</p>						

CHANGES TO WORK

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	ASIs, PRs, PCOs, COs				Open
<p>Description Discuss any pertinent ASIs, PRs, PCOs, or COs.</p> <p>ASI 001 - Kitchen Grease Duct ASI 009 - Areas C & D Framing Clarifications ASI 010 - Toilet Accessory Clarifications</p> <p>PR 003 - Camera System Modifications PR 005 - Corridor 119 Wall Tile</p>						

ADDITIONAL ITEMS NOTED

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Miscellaneous Discussion Items				Open
<p>Description **Time Capsules **</p> <p>**Discuss Student Learning Opportunities**</p>						

Boyd Jones

Boyd Jones Construction

Printed on Wed Feb 1, 2023 at 04:18 pm CST
 Job #: 21-047 Lyons-Decatur Northeast School
 400 South 5th Street
 Lyons, Nebraska 68038

Project Directory

Name	Address	Email / Phone / Fax
Allied Electrical Contractors, Inc. ERP Vendor ID: ALLEDELE	15225 Hwy 36, Suite 1 Bennington, Nebraska 68007 United States	
Boyd Jones Construction Company	950 South 10th Street, Suite 100 Omaha, Nebraska 68108 United States	(402) 553-1804 (business) (402) 561-7705 (business fax)
Carroll Distributing & Const ERP Vendor ID: CARROLL	205 S. Iowa Avenue Ottumwa, Iowa 52501 United States	(641) 683-1888 (business) (641) 683-3824 (business fax)
Certified Testing Services, Inc.	419 West 6th Street Sioux City, Iowa 51102 United States	7122525132 (business)
Clark & Ernsen, Inc.	1010 Lincoln Mall, Suite 200 Lincoln, Nebraska 68508-2883 United States	402-477-9291 (business) (402) 477-6542 (business fax)
CNC Surveying, LLC.	5127 Leavenworth St Omaha, Nebraska 68106 United States	(402) 739-0925 (business)
Consolidated Kitchens and Fireplaces Co. ERP Vendor ID: CONSOLID	10325 J Street Omaha, Nebraska 68127 United States	(402) 331-0500 (business) (402) 331-1500 (business fax)
Cooney Fertilizer	1030 26th Road Walthill, Nebraska 68067 United States	(402) 846-5969 (business)
Coreslab Structures (Omaha) Inc. ERP Vendor ID: CORESLAB	802 Allied Road LaPlatte, Nebraska 68123-4107 United States	(402) 291-0733 (business) (402) 291-8934 (business fax)
Designer Craft Woodworking ERP Vendor ID: DESIGNER	601 East commerce Road Lexington, Nebraska 68850 United States	
DM Steel Inc.	412 Pavonia Street Sioux City, Iowa 51101 United States	(712) 252-6196 (business) (712) 258-3064 (business fax)
Doors, Inc.	300 SW 6th Street Des Moines, Iowa 50309 United States	(515) 288-8951 (business) (515) 288-6212 (business fax)
EPCCO LTD, Inc. ERP Vendor ID: EPCCO	1159 East Pierce Street Council Bluffs, Iowa 51503 United States	(712) 322-0308 (business) (712) 323-7575 (business fax) greta@epccoldinc.com
Heartland Concrete & Construction, Inc.	9295 Osborne Dr West Hastings, Nebraska 68901 United States	(402) 984-5984 (business)
Heartland Seating, Inc.	11222 Johnson Drive Shawnee, Kansas 66203 United States	(913) 268-0069 (business) (913) 962-0803 (business fax)

Boyd Jones

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 Lyons, Nebraska 68038

Name	Address	Email / Phone / Fax
Hockenbergs Equipment & Supply Co. Inc. ERP Vendor ID: HOCKEN	14063 Cornhusker Rd Omaha, Nebraska 68138 United States	(402) 609-5127 (business) (402) 339-9232 (business fax)
J.W. Smith & Company ERP Vendor ID: JWSMTH	14707 North 72nd Street Omaha, Nebraska 68122 United States	(402) 571-7590 (business) (402) 571-2801 (business fax)
Jensen Plumbing & Heating, Inc. ERP Vendor ID: JENSENPL	800 Main Street Lyons, Nebraska 68038 United States	4026872388 (business)
L.L.R. & J. Bear Service Inc. ERP Vendor ID: BEAR	P O Box 737 Winer, Nebraska 68791-0737 United States	(402) 371-5133 (business) (800) 310-1132 (business fax)
Latimer Assoc., Inc. dba ASI ERP Vendor ID: ASI	1219 Zimmerman Drive South Grinnell, Iowa 50112 United States	(402) 572-5055 (business) (402) 572-5155 (business fax)
Lifestyle Window Coverings (Haggerty Enterprises, LLC dba) ERP Vendor ID: LIFESTYLE	2329 S 156th Circle Omaha, Nebraska 68130 United States	402-556-1950 ext.104 (business) (402) 556-2771 (business fax)
Lyons-Decatur Northeast Schools, aka Burt County School District 11-0020	400 S. 5th Street Lyons, Nebraska 68038 United States	
Midwest Auto Fire Sprinkler In ERP Vendor ID: MIDWEST	1823 Raccoon Street Des Moines, Iowa 50317 United States	(515) 262-9311 (business) (515) 265-0361 (business fax)
Midwestern Mechanical of Iowa Inc.	2100 Highway 75 N Sioux City, Iowa 51105 United States	(712) 262-1206 (business)
Omaha Door & Window Co., Inc. ERP Vendor ID: OMDOOR	4665 G St. Omaha, Nebraska 68117 United States	733-6440 (business) 733-8152 (business fax)
Pearson Painting, Inc. ERP Vendor ID: PEARSON	6109 N 90th Street Omaha, Nebraska 68134 United States	(402) 553-0961 (business) bob@pearsonspainting.com
Phillips' Floors Inc. ERP Vendor ID: PHILLIPSFL	1605 North 9th Street Indianola, Iowa 50125 United States	(515) 961-7300 (business)
RT Masonry LLC	1759 State Street Blair, Nebraska 68008 United States	
Safety Solution, Inc. ERP Vendor ID: SAFETYSOOL	Elkhorn, Nebraska 68022 United States	(402) 880-8846 (business) dougschneider22@gmail.com
Senegal Specialty Contracting ERP Vendor ID: SENEGAL	13424 Chandler Road Omaha, Nebraska 68138 United States	402-916-9903 (business) 402-916-9905 (business fax)
Storage & Design Group ERP Vendor ID: STORAGE	5600 Metro East Drive Des Moines, Iowa 50327 United States	(515) 265-1105 (business) (515) 265-1660 (business fax)
Summit Steel Inc. ERP Vendor ID: SUMMITSTE	1541 Tri View Ave. Sioux City, Iowa 51103 United States	

Boyd Jones

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 400 South 5th Street
 Lyons, Nebraska 68038

Name	Address	Email / Phone / Fax
Surface Sealers, Inc. ERP Vendor ID: SURFACE	1301 SW 6th Street, P.O. Box 5463 Lincoln, Nebraska 68522 United States	402-474-2440 (business) 402-474-2446 (business fax)
Tri-State Drywall, LLC	2808 Irene St. Sioux City, Iowa 51105 United States	(712) 258-7653 (business) (712) 258-0479 (business fax)
Universal Flooring ERP Vendor ID: UNIV/FLOOR	17801 Storage Road Omaha, Nebraska 68136 United States	402-333-4495 (business) (402) 333-5754 (business fax)
White Castle Roofing & Contracting Inc. ERP Vendor ID: WHITECAST	P.O. Box 22133 Lincoln, Nebraska 68542 United States	(402) 423-1796 (business) (402) 328-0146 (business fax)

Precision Glass



Boyd Jones Construction
 950 South 10th Street, Suite 100
 Omaha, Nebraska 68108
 P: (402) 553-1804
 F: (402) 561-7705

Project: 21-047 Lyons-Decatur Northeast School
 400 South 5th Street
 Lyons, Nebraska 68038

O.A.C. Meeting Agenda: Meeting #5

Meeting Date Feb 2, 2023 **Meeting Time** 1:00 AM - 3:00 PM Central Time (US & Canada)

Meeting Location 400 South 5th street, Lyons, NE 68038 (Media Center) **Video Conferencing Link**

Overview Bi-Weekly OAC Meeting

Attachments

Scheduled Attendees

Name	Company	Phone Number	Email
Scott Brown	Boyd Jones Construction Company	P: (402) 550-1788	sbrown@boydjones.biz
Chris Hartley	Boyd Jones Construction Company	P: (402) 553-1804	chartley@boydjones.biz
Brandon Jackson	Boyd Jones Construction Company	P: (531) 239-0025	bjackson@boydjones.biz
Melinda Lattig	Clark & Enersen, Inc.	P: 402-477-9291	melinda.lattig@clarkenersen.com
Michael Ripp	Clark & Enersen, Inc.	P: 402-477-9291	michael.ripp@clarkenersen.com
Tim Ripp	Clark & Enersen, Inc.	P: 402-477-9291	tripp@clarkenersen.com
Hannah Schafers	Clark & Enersen, Inc.	P: 402-477-9291	hannah.schafers@clarkenersen.com
Lindsey Beaudette	Lyons-Decatur Northeast Schools, aka Burt County School District 11-0020	P: (402) 687-2363	lbeaudette@lyonsdecaturschools.org
Chad Brehmer	Lyons-Decatur Northeast Schools, aka Burt County School District 11-0020		chadbrehmer@lyonsdecaturschools.org
Evan Myers	Lyons-Decatur Northeast Schools, aka Burt County School District 11-0020		evanmyers@lyonsdecaturschools.org
Corey Peterson	Lyons-Decatur Northeast Schools, aka Burt County School District 11-0020		coreypetersen@lyonsdecaturschools.org
Weston Swanson	Lyons-Decatur Northeast Schools, aka Burt County School District 11-0020		wswanson@lyonsdecaturschools.org
Brenda Totten	Lyons-Decatur Northeast Schools, aka Burt County School District 11-0020		btotten@lyonsdecaturschools.org
Jolene Troutman	Lyons-Decatur Northeast Schools, aka Burt County School District 11-0020		jolenetroutman@lyonsdecaturschools.org

SAFETY AND SITE SECURITY

Meeting #5 - O.A.C. Meeting

Project: 21-047 Lyons-Decatur Northeast School

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Safety and Separation				Open
Description Discuss any Owner related or construction related safety items or concerns No incidents to report						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.2	1	Site Security				Open
Description Discuss any site security concerns						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.3	1	Hazards				Open
Description Discuss any current hazards on site <ul style="list-style-type: none"> • Equipment operation • Open Excavations • Snow/Ice <p>*ALL SITE VISITORS MUST BE ESCORTED BY A BOYD JONES SUPERVISOR*</p>						

SCHEDULE AND COORDINATION

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	3-Week Look-Ahead Schedule				Open
Description Discuss 3-week look-ahead schedule Manhours since last OAC: 532 Manhours logged to date: 2489						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Overall Schedule				Open
Description Discuss any overall schedule concerns Attachments LYONS-DECATUR SCHOOLS 12-30-2022.pdf						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	1	Owner-Furnished Materials or Services				On Hold
Description Discuss any Owner-Furnished materials or services that are pertinent to the schedule at this time						

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	RFI Log				Open
<p>Description Review current RFI Log for outstanding items and RFI's that have been closed since last meeting.</p>						
#	Initiated At	Subject	Status	Ball In Court		
6	11/30/2022	Public Water Main Relocation	Open	Jackson, Brandon		
23	1/19/2023	Existing Windows in Rooms 122 and 124.	Closed			
24	1/20/2023	Fittings for Domestic Water Piping 3"+	Closed			
25	1/20/2023	Drains @ Shot Put Throwing Ring	Closed			
26	1/25/2023	Weight room windows	Open	Ripp, Michael; Lattig, Melinda		
27	1/25/2023	Sanitary Sewer in Area D	Open	Ripp, Michael; Lattig, Melinda		
28	1/26/2023	Wall Cavity Insulation	Closed			
29	1/27/2023	Basketball Hoop Shot Clock	Closed			
30	1/30/2023	Size of PCT-4	Closed			

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Potential RFIs				Open
<p>Description Discuss any potential RFIs-</p> <p>1) Security Camera's</p>						

SUBMITTALS

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Submittal Log				Open

#	Title	Type	Issue Date	Ball In Court
116852-1	Track and Field Equipment - Product Data	Product Data	2/1/2023	Lattig, Melinda (Clark & Enersen, Inc.); Ripp, Michael (Clark & Enersen, Inc.)
33 41 00-3	Storm Sewer Piping and Accessories.	Product Data	1/20/2023	Lattig, Melinda (Clark & Enersen, Inc.); Ripp, Michael (Clark & Enersen, Inc.)
23 74 13-3	RTU 20	Product Data	1/30/2023	Lattig, Melinda (Clark & Enersen, Inc.); Ripp, Michael (Clark & Enersen, Inc.)
22 11 19-1	Plumbing Specialties	Product Data	1/31/2023	Lattig, Melinda (Clark & Enersen, Inc.); Ripp, Michael (Clark & Enersen, Inc.)
22 10 00-1	Plumbing Piping RESUBMITTAL- (Solder, HD Couplings, and Proposed Fittings for Domestic Water lines 3"+)	Product Data	1/20/2023	Lattig, Melinda (Clark & Enersen, Inc.); Ripp, Michael (Clark & Enersen, Inc.)
11 66 23-1	Gymnasium Equipment - Product Data	Product Data	12/27/2022	Lattig, Melinda (Clark & Enersen, Inc.); Ripp, Michael (Clark & Enersen, Inc.)
10 44 13-1	Fire Extinguisher Cabinets	Product Data	1/25/2023	Lattig, Melinda (Clark & Enersen, Inc.); Ripp, Michael (Clark & Enersen, Inc.)
10 28 00-1	Toilet and Bath Accessories	Product Data	1/25/2023	Lattig, Melinda (Clark & Enersen, Inc.); Ripp, Michael (Clark & Enersen, Inc.)
10 14 23-1	Exterior Sign Type-B	Shop Drawing	1/20/2023	Lattig, Melinda (Clark & Enersen, Inc.); Ripp, Michael (Clark & Enersen, Inc.)
10 11 00-1	Markerboards and Tackboards- Product Data	Product Data	1/30/2023	Lattig, Melinda (Clark & Enersen, Inc.); Ripp, Michael (Clark & Enersen, Inc.)
08 14 16-1	Flush Wood Doors (Sample)	Sample	1/30/2022	Lattig, Melinda (Clark & Enersen, Inc.); Ripp, Michael (Clark & Enersen, Inc.)
05 40 00-1	Cold-Formed Metal Framing - Product Data	Product Data	1/20/2023	Lattig, Melinda (Clark & Enersen, Inc.); Ripp, Michael (Clark & Enersen, Inc.)

Upcoming High Priority Submittal:

Structural Steel (ETA- 02/06/23)
 Light Fixture Resubmittal (ETA- 02/03/22)

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.2	1	Submittal Questions				Open
<p>Description Discuss if there are any questions about any products to be submitted.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	ASIs, PRs, PCOs, COs				Open
<p>Description Discuss any pertinent ASIs, PRs, PCOs, or COs.</p> <p>ASI 001 - Kitchen Grease Duct ASI 009 - Areas C & D Framing Clarifications ASI 010 - Toilet Accessory Clarifications ASI 011 - Post Addendum Clarifications ASI 012 - Footing & Conduit Conflict Resolution</p> <p>PR 003 - Camera System Modifications PR 005 - Corridor 119 Wall Tile PR 006 - Throws Ring Drains</p>						
<p>Attachments Copy of LDNE PCO Log.pdf</p>						

ADDITIONAL ITEMS NOTED

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Miscellaneous Discussion Items				Open
<p>Description *Time Capsules*</p> <p>*Discuss Student Learning* (Placeholder- Will have Student Learning Event during Pre-Cast Erection, Chris H. to coordinate with Lindsey B. on Date of Precast erecting once confirmed.)</p> <p>*Shot Put and Discus*</p> <p>*Switchboard/Electrical Gear*</p>						

REDUCTION 1
AS OF 01/21/2023

OUR DATES

POUR WAS APPROVED LENGTH WIDTH THICK MITER SPECIAL DET. OTHER DET. OTHER DET. OTHER DET. PC/PS ELEV. COUNT S

NO.	ITEM	LENGTH	WIDTH	THICK	MITER	SPECIAL DET.	OTHER DET.	OTHER DET.	OTHER DET.	PC/PS	ELEV.	COUNT	
1.	064 WP-23	25.58	12	10"							11'-11 1/2"	PS N3/2.2	1
	064 WP-22	33.58	12	10"							11'-11 1/2"	PS N3/2.2	1
	064 WP-02	33.58	12	10"							11'-11 1/2"	PS S1/2.1	1
	064 WP-06	33.58	12	10"							11'-11 1/2"	PS S1/2.1	1
	064 WP-15	33.58	12	10"							11'-11 1/2"	PS E2/2.1	1
2.	064 WP-18	33.58	11.92	10"							11'-10 1/2"	PS W4/2.2	1
	064 WP-16	33.58	10.92	10"							10'-10 1/4"	PS E2/2.1	1
	064 WP-23	25.58	12	10"							11'-11 1/2"	PS N3/2.2	1
	064 WP-26	25.58	12	10"							11'-11 1/2"	PS N3/2.2	1
	064 WP-05	33.58	12	10"							11'-11 1/2"	PS S1/2.1	1
3.	064 WP-07	33.58	12	10"							11'-11 1/2"	PS S1/2.1	1
	064 WP-16	33.58	12	10"							11'-11 1/2"	PS E2/2.1	1
	064 WP-36	33.58	12	10"							11'-11 1/2"	PS W4/2.2	1
	064 WP-11	33.58	12	10"							11'-11 1/2"	PS E2/2.1	1
	064 WP-14	33.58	10.92	10"							10'-10 1/4"	PS E2/2.1	1
4.	064 WP-27	25.58	12	10"							11'-11 1/2"	PS N3/2.2	1
	064 WP-28	25.58	12	10"							11'-11 1/2"	PS N3/2.2	1
	064 WP-17	33.58	12	10"							11'-11 1/2"	PS E2/2.1	1
	064 WP-06	33.58	12	10"							11'-11 1/2"	PS S1/2.1	1
	064 WP-04	33.58	12	10"							11'-11 1/2"	PS S1/2.1	1
5.	064 WP-09	33.58	12	10"							11'-11 1/2"	PS S1/2.1	1
	064 WP-31	33.58	12	10"							11'-11 1/2"	PS S1/2.1	1
	064 WP-33	33.58	10.92	10"							10'-10 1/4"	PS W4/2.2	1
	064 WP-25	25.58	12	10"							11'-11 1/4"	PS N3/2.2	1
	064 WP-24	25.58	12	10"							11'-11 1/2"	PS N3/2.2	1

02/01

02/02

02/03

02/06

02/07

02/09

064	WP-59	17.42	8	10"	L	NBR-3-2" X 7-9 1/2"	REV. C - RIGHT	7-11 1/2"	PS	WB/2.3	1
064	WP-61	17.42	8	10"	R		REV. C - RIGHT	7-11 1/2"	PS	WB/2.3	1
064	WP-45	17.42	7.58	10"	L		REV. C - RIGHT	7-7"	PS	ES/2.3	1
209.04											
6.	064	WP-57	17.42	5.08	10"	NBR-3-2" X 7-9 1/2"	REV. C - RIGHT	5-0-1/2"	PS	WB/2.3	1
2	064	WP-56	17.42	8.58	10"		REV. C - RIGHT	8-6 1/4"	PS	N7/2.3	1
	064	WP-51	17.42	7.67	10"		REV. C - RIGHT	7-7 3/4"	PS	N7/2.3	1
	064	WP-41	17.42	8	10"	BOBM-3-0 1/2" X 8-4 1/2"	REV. C - LEFT	7-11 1/2"	PS	SS/2.3	1
	064	WP-43	17.42	8	10"		REV. C - LEFT	7-11 1/2"	PS	SS/2.3	1
	064	WP-49	17.42	8	10"	BOBM-3-0 1/2" X 8-4 1/2"	REV. C - LEFT	7-11 1/2"	PS	ES/2.3	1
	064	WP-48	17.42	8	10"	BOBM-3-0 1/2" X 8-4 1/2"	REV. C - LEFT	7-11 1/2"	PS	ES/2.3	1
	064	WP-55	17.42	8	10"	BOBM-3-0 1/2" X 8-4 1/2"	REV. C - LEFT	7-11 1/2"	PS	N7/2.3	1
	064	WP-54	17.42	8	10"		REV. C - LEFT	7-11 1/2"	PS	N7/2.3	1
	064	WP-60	17.42	8	10"		REV. C - LEFT	7-11 1/2"	PS	WB/2.3	1
	064	WP-58	17.42	8	10"	NBL-3-2" X 7-9 1/2"	REV. C - LEFT	7-11 1/2"	PS	WB/2.3	1
	064	WP-50	17.42	7.58	10"		REV. C - LEFT	7-7"	PS	ES/2.3	1
209.04											

02/13

The Board of Education of the Lyons-Decatur School District No. 20 met in regular session on Monday, January 9, 2023, in the Secondary Library. Notice of the meeting was given in advance thereof by publishing notice in the Lyons Mirror-Sun, designated method for giving notice. Meeting notices were also posted at the Superintendent's office and on the school website. Notice of the meeting was given in advance to all members and agenda was communicated in the notice to the board of this meeting. All proceedings hereinafter were taken while the convened meeting was open to the attendance of the public. Present were Archer, Bacon, Brehmer, Christiansen, Miller (arrived at 7:33 p.m.), Myers, Petersen, Troutman, and Vlach. The open meeting laws are posted on the library wall.

Posted Locations: Lyons-Mirror Sun, lyonsdecaturschools.org, front door of the school

Posted Date: 12/29/22

Lindsey Beaudette opened the meeting at 7:30 p.m.

It was moved by Corey Petersen, seconded by Evan Myers to retain the board of education officers from 2022 for 2023. Lisa Christiansen was elected President of Burt County School District #20, Jaime Bacon was elected Vice President of Burt County School District #20, and James Vlach was elected Secretary-Treasurer of Burt County School District #20.

Superintendent Report: The board of education committees for 2023 were reviewed and will remain the same as 2022. The student projections for participation in athletics for the next 5 years were presented and discussed. We had 12 new students enroll in the district at the semester break.

Principal Report: Our professional development for December and January included mental health training, curriculum, scheduling, data, and assessments. Daven Whitley earned his 100th career win in wrestling and has signed a letter of intent to wrestle at Briar Cliff University next year. We had 20 students take dual/college credits the first semester and 16 students attend P2T in West Point. Jackson Jensen was selected to play in the Wayne State Honor Band symphonic band on January 28th.

Building/Grounds Committee Report: The Building/Grounds Committee and Administration met for our bi-weekly updates with Boyd Jones and Clark & Enersen on 12/22/22 and 1/5/23. Things are progressing, there has been no change to the budget or overall timeline.

It was moved by James Vlach, seconded by Jolene Troutman, to approve the consent agenda Roll Call. Archer: Aye, Bacon: Aye, Brehmer: Aye, Christiansen: Aye, Miller: Aye, Myers: Aye, Petersen: Aye, Troutman: Aye, Vlach: Aye
Aye: 9, Nay: 0

It was moved by Chad Brehmer, seconded by Jaime Bacon, designate Lyons-Decatur Education Association as the exclusive bargaining agent for certified staff for 2024-2025. Roll Call. Archer: Aye, Bacon: Aye, Brehmer: Aye, Christiansen: Aye, Miller: Aye, Myers: Aye, Petersen: Aye, Troutman: Aye, Vlach: Aye
Aye: 9, Nay: 0

Discussion: James Vlach provided an update on the legislative session.

The next regular board meeting is Monday, February 13th at 7:30 p.m.

Lisa Christiansen closed the meeting at 8:00 p.m.

I the undersigned, secretary of the School District of Lyons-Decatur Northeast, in the County of Burt, in the State of Nebraska, hereby certify that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and available for inspection at the office of the secretary, located in the main office of the school, Lyons Center, except those items of an emergency nature added at the meeting by motion and roll call vote, that such subjects were contained in said agenda for at least 24 hours prior to said meeting that said minutes of the Board of Education of the School District of Lyons-Decatur Northeast in the County of Burt, State of Nebraska were in written form and available for inspection by the public within 24 hours and prior to the next convened meeting of said body; that all news media requesting notification concerning meeting of said body were provided advance notification of the time and place of said meeting and subjects to be discussed at said meeting.

Secretary, Board of Education

ATTEST:

President, Board of Education

Treasurer's Report

At the close of business January 31, 2023

Cash Balance on December 31, 2022 103,628.34

Receipts for January 2023

Burt County	\$ 794,169.63
Other County	\$ 90,471.01
Preschool Grant	\$ 27,098.00
ESU#2 - Perkins	\$ 500.00
Village of Decatur	\$ 20.00
State of NE SPED	\$ 43,558.00
State Aid	\$ 3,577.00
Computers	\$ 70.00
Misc	\$ 25.00
Interest	\$ 0.61

Total Receipts	\$ 959,489.25
Account Transfers	\$ (574,000.00)
Disbursements	\$ 490,161.37

Cash Balance as of January 31, 2023 -1,043.78

Outstanding Checks/deposits \$ 2,721.90

Ending Bank Balance as of January 31,2023 \$ 1,678.12

SAVINGS BALANCE Beginning: \$ 701,303.98 ENDING BALANCE \$284,737.53

Beth Doht

Treasurer

COMBINED ACCOUNT BALANCES
Depreciation, Employee Benefit Fund, Bond, Special Building, and Student Fee
Fund
As of January 31, 2023

DEPRECIATION FUND

Balance \$120,479.19

EMPLOYEE BENEFIT FUND

Balance \$19,529.50

BOND FUND

Balance \$277,917.08

SPECIAL BUILDING FUND

Balance \$1,295,503.69

NE Liquid Assets Balance \$21,090,737.91

STUDENT FEE FUND

Balance \$0

TOTAL OF COMBINED ACCOUNTS \$22,557,933.90

GENERAL REIMBURSEMENT FUND

Checking account \$7,456.58

ACTIVITY FUND

Balance \$88,780.31

Treasurer's Report
LUNCH FUND
At the close of Business January 31, 2023

Cash Balance December 31, 2022	\$57,038.38
Receipts for January	\$11,341.67
Disbursements for January	\$19,188.90
Cash Balance January 31, 2023	\$49,191.15
Ending Bank Balance January 31, 2023	\$49,191.15

Expenditures for February

Payroll	\$10,726.59
Accounts Payable	\$18,020.19
Total	\$28,746.78

Check #	Vendor Name	Invoice	Description	Amount
Checking	1			
Checking	1 Fund: 01	GENERAL FUND		
26856	ALITZ, MASON	20230131ALITZ	STRENGTH COACH ORGANIZATION	100.00
			Vendor Total:	100.00
26858	AMAZON CAPITAL SERVICES	11F9NTXQ747Q	MUSIC BOOK	50.94
26858	AMAZON CAPITAL SERVICES	11F9NTXQDTFH	TECH SUPPLIES	16.98
26858	AMAZON CAPITAL SERVICES	11FGQL7PFFNP	PAWS SUPPLIES	443.79
26858	AMAZON CAPITAL SERVICES	149TN76FCQ3G	PAWS SUPPLIES	582.00
26858	AMAZON CAPITAL SERVICES	14NKLFDFCTGQ	LAMINATING FILM	154.05
26858	AMAZON CAPITAL SERVICES	14V9V6VGDMP	PAWS SUPPLIES	540.46
26858	AMAZON CAPITAL SERVICES	19KVYGDYIMP6	TECH SUPPLIES	84.52
26858	AMAZON CAPITAL SERVICES	19W7F3DRH39K	PAWS SUPPLIES	482.33
26858	AMAZON CAPITAL SERVICES	1F9NRTFJD91G	HANDSET CORD	15.98
26858	AMAZON CAPITAL SERVICES	1FCPPVFLJD9J	TECH SUPPLIES	11.54
26858	AMAZON CAPITAL SERVICES	1LJL16GXNW9N	PAWS SUPPLIES	204.07
26858	AMAZON CAPITAL SERVICES	1QL7CJP41XD4	ENGLISH BOOKS-BG	405.42
26858	AMAZON CAPITAL SERVICES	1VP4DPPFJGVR	PAWS SUPPLIES	142.49
26858	AMAZON CAPITAL SERVICES	1Y3VW37Y1R61	PAWS SUPPLIES	411.28
26858	AMAZON CAPITAL SERVICES	A8XP5XBVNLNY	PAWS SUPPLIES	261.36
			Vendor Total:	3,807.21
26857	AMAZON	473753869855	CHRISTMAS TREE-PRINC OFFICE	142.99
26857	AMAZON	685636789945	PAWS SUPPLIES	59.90
26857	AMAZON	BGSIXWDHYMVZ	PAWS SUPPLIES	2,697.00
26857	AMAZON	BNXCKAFRTEBO	MINUTE BOOK	185.00
26857	AMAZON	BXAWFDCWPZLA	SPED	97.96
26857	AMAZON	CJXMZFSPUGO	PAWS SUPPLIES	11.08
26857	AMAZON	XZZNRUIAHSWL	AV SUPPLIES	30.97
			Vendor Total:	3,224.90
26859	AMPLIFY	INV-134845	CKLA CURRICULUM	24,599.45
			Vendor Total:	24,599.45
26860	APPEARA	0827561	SUPPLIES	233.45
26860	APPEARA	831698	SUPPLIES	68.85
			Vendor Total:	302.30
26861	APPTEGY, INC.	INV10719	THRILLSHARE SOFTWARE	5,825.00
			Vendor Total:	5,825.00
26862	BACON, JAIME	20221231BACON	MILEAGE TO PARENT	363.39
			Vendor Total:	363.39
26863	BOILER ROOM SERVICES	5969	SERVICE BOILER	1,346.24
			Vendor Total:	1,346.24
26864	CAROLINA BIOLOGICAL SUPPLY CO.	52023373RI	SCIENCE SUPPLIES	231.30
26864	CAROLINA BIOLOGICAL SUPPLY CO.	52023374RI	SCIENCE SUPPLIES	50.87
26864	CAROLINA BIOLOGICAL SUPPLY CO.	52029065	SCIENCE SUPPLIES	139.22
			Vendor Total:	421.39
26865	CDW-G	FZ26825	PRINTER INK	550.28
			Vendor Total:	550.28
26866	CITY OF LYONS	20230110CITY	UTILITIES	12,909.14
			Vendor Total:	12,909.14
26867	CLASSIC CLEAN CARWASH	20221231CC	VAN WASH	10.00
26867	CLASSIC CLEAN CARWASH	20230131CLCL	VAN WASHES	8.00
			Vendor Total:	18.00
26868	CLEARFLY	INV490496	PHONE SERVICE	129.72
			Vendor Total:	129.72
26869	CNA AUTO SERVICES	66957	EXHAUST FLUID	53.82

Check #	Vendor Name	Invoice	Description	Amount
26869	CNA AUTO SERVICES	66960	F150 TIRE REPAIR	18.27
26869	CNA AUTO SERVICES	66983	GRAY VAN BRAKE FLUID	1.18
26869	CNA AUTO SERVICES	67059	VAN #3 SERVICE	140.93
26869	CNA AUTO SERVICES	67060	VAN #4 SERVICE	109.35
26869	CNA AUTO SERVICES	67062	GRAY VAN SERVICE	70.39
26869	CNA AUTO SERVICES	67063	INSPECTIONS	1,280.00
26869	CNA AUTO SERVICES	67090	BUS 22 ANTIFREEZE	8.86
26869	CNA AUTO SERVICES	67091	BUS18 MARKER LAMP	42.96
26869	CNA AUTO SERVICES	67093	BUS 5 BATTERY	431.10
			Vendor Total:	2,156.86
26870	DEMCO INCORPORATED	7238700	LIBRARY SUPPLIES	249.75
			Vendor Total:	249.75
26871	EAKES OFFICE SOLUTIONS	INV425327	EGOLDFAX	38.99
26871	EAKES OFFICE SOLUTIONS	INV427274	COPIES	1,548.37
			Vendor Total:	1,587.36
26872	EDUCATIONAL SERVICE UNIT #2	ADM2223-05	SERVICES AND PRODUCTS	7,612.00
26872	EDUCATIONAL SERVICE UNIT #2	PD1208-4	LANGUAGE CADRE	25.00
26872	EDUCATIONAL SERVICE UNIT #2	SUBHUB JAN23-2	SUBHUB	140.00
			Vendor Total:	7,777.00
26873	ESU COORDINATING COUNCIL	PS00000179	POWERSCHOOL CUSTOM REPORTS	225.00
			Vendor Total:	225.00
26874	FLINN SCIENTIFIC INC	2826075	SCIENCE SUPPLIES	60.57
			Vendor Total:	60.57
26875	FOLLETT SCHOOL SOLUTIONS INC.	603738F	LIBRARY BOOK	5.50
			Vendor Total:	5.50
26876	FRANCISCAN HEALTHCARE	20230131FRAN C	PT SERVICES	1,661.86
			Vendor Total:	1,661.86
26877	HANDS OF HEARTLAND	1012023	DEC 22 SERVICES	2,199.56
			Vendor Total:	2,199.56
26878	HOME DEPOT PRO, THE	719411043	FILTERS	126.90
26878	HOME DEPOT PRO, THE	725362198	SUPPLIES	111.28
26878	HOME DEPOT PRO, THE	725362206	SUPPLIES	52.92
26878	HOME DEPOT PRO, THE	727655342	TRASH LINERS	713.10
26878	HOME DEPOT PRO, THE	727655359	CLEANING SUPPLIES	4.73
			Vendor Total:	1,008.93
26879	HOMETOWN LEASING	20230201HOME TOWN	COPIER LEASE	691.87
			Vendor Total:	691.87
26880	J W PEPPER & SONS, INC	364615852- 001	BALANCE OF INVOICE-HS BAND MUSIC	34.39
26880	J W PEPPER & SONS, INC	364620446	HS BAND MUSIC	55.00
26880	J W PEPPER & SONS, INC	364953603	HS BAND MUSIC	30.00
26880	J W PEPPER & SONS, INC	36943206	HS CHOIR MUSICE	41.00
			Vendor Total:	160.39
26881	JAYMAR BUSINESS FORMS	62386	W-2 1099'S	225.08
26881	JAYMAR BUSINESS FORMS	62484	GF CHECKS	321.79
			Vendor Total:	546.87
26882	JOSTENS INC	29938727	DIPLoma COVER	14.80
			Vendor Total:	14.80
26883	KNAAK, BRUCE	20230131KNA	MILEAGE	168.99
			Vendor Total:	168.99
26884	KSB SCHOOL LAW	13433	LEGAL SERVICES	465.00
			Vendor Total:	465.00
26885	LOFTIS, GARY	20220131LOFT	MILEAGE	75.33
			Vendor Total:	75.33

Check #	Vendor Name	Invoice	Description	Amount
26886	LOU'S SPORTING GOODS	AAE44997-AX10	TRACK UNIFORMS	1,287.25
			Vendor Total:	1,287.25
26887	LYONS MIRROR SUN	233917	NOTICES	67.50
26887	LYONS MIRROR SUN	235241	LEGAL NOTICES	13.95
26887	LYONS MIRROR SUN	23916	NOTICES	94.34
			Vendor Total:	175.79
26888	LYONS SAVEMORE MARKET	20230131SAVE	SUPPLIES	25.85
			Vendor Total:	25.85
26889	MARYOTT, CARRIE	20221231MARY	MILEAGE TO PARENT	317.97
			Vendor Total:	317.97
26890	MATHESON TRI-GAS, INC	52120478	SUPPLIES	440.28
			Vendor Total:	440.28
26891	MEL'S SMALL ENGINES	828-940	REPAIRS	545.95
			Vendor Total:	545.95
26892	MOSYLE MANAGER	2354474	DEVICE SUBSCRIPTIONS	37.08
			Vendor Total:	37.08
26893	N A S B	20230129NASB	MEMBERSHIP DUES	3,598.00
26893	N A S B	47545	LIC DINNER, LIC CONF	152.00
			Vendor Total:	3,750.00
26894	NASB ALICAP	20230131ALIC AP	ADJUSTMENT	2,294.00
			Vendor Total:	2,294.00
26895	NEBRASKA.GOV	7389694	DRIVERS LIC CHECK	7.50
			Vendor Total:	7.50
26896	ONE SOURCE	PLUS1726- 20230131	BACKGROUND CHECKS	76.00
			Vendor Total:	76.00
26897	OPC DIRECT.	1093694	PAPER TOWELS	489.10
			Vendor Total:	489.10
26898	P & H ELECTRIC, INC	126488	BLEACHER MOTOR	216.00
			Vendor Total:	216.00
26899	PENDER LANES	20230131PEND ER	BOWLING FEES	39.00
			Vendor Total:	39.00
26900	PITNEY BOWES INC	20230201PIT	POSTAGE	300.00
			Vendor Total:	300.00
26901	PITNEY BOWES SUPPLY LINE	102236040	SEALER	82.99
			Vendor Total:	82.99
26902	PLUNKETT'S PEST CONTROL	7897290	PEST CONTROL	55.51
			Vendor Total:	55.51
26903	QUILL CORPORATION	30168610	SUPPLIES	17.36
26903	QUILL CORPORATION	30182952	SUPPLIES	20.59
			Vendor Total:	37.95
26904	S&S LAWN CARE, LLC	8573	SNOW REMOVAL	120.00
26904	S&S LAWN CARE, LLC	8602	SNOW REMOVAL	440.00
26904	S&S LAWN CARE, LLC	8626	SNOW REMOVAL	640.00
			Vendor Total:	1,200.00
26905	SCHOOL NURSE SUPPLY	930804-IN	SUPPLIES	54.19
			Vendor Total:	54.19
26906	SCOTT'S HARDWARE	250181	AG-SUPPLIES	119.99
			Vendor Total:	119.99
26907	SPARQ DATA SOLUTIONS INC	2956	ANNUAL SUBSCRIPTION	4,316.00
			Vendor Total:	4,316.00
26908	STEINY'S GENERAL STORE	20230201STEI N	SUPPLIES	135.61
			Vendor Total:	135.61
26909	TIME MANAGEMENT SYSTEMS, INC	280729	EMPLOYEE OVRAGE FOR DEC	13.00

Check #	Vendor Name	Invoice	Description	Amount
26909	TIME MANAGEMENT SYSTEMS, INC	282259	PAYROLL SYSTEM	9.75
				Vendor Total: 22.75
26910	TOTTEN, BRENDA	20220131TOT	MILEAGE	168.54
26910	TOTTEN, BRENDA	20230131TOTT	MILEAGE	129.69
				Vendor Total: 298.23
26911	UMO N HO N NATION PUBLIC SCHOOL	201202333	TRANSITION SERVICES	17,500.00
				Vendor Total: 17,500.00
26912	VERIZON WIRELESS	9925550790	JET PACKS	45.06
				Vendor Total: 45.06
26913	WASTE CONNECTIONS OF NE, INC.	6519677T054	TRASH REMOVAL	643.58
				Vendor Total: 643.58
26914	ZEARN	INV9161	PROGRAM FOR PAWS	2,250.00
				Vendor Total: 2,250.00
				Fund Total: 109,416.29
				Checking Account Total: 109,416.29

Checking 2

Checking 2 Fund: 08 SPECIAL BUILDING FUND

1183	BOYD JONES CONSTRUCTION CO.	20230126BJC	CONSTRUCTION SERVICES	230,255.02
1183	BOYD JONES CONSTRUCTION CO.	20230201BOYD	CONSTRUCTION SERVICES	260,296.11
				Vendor Total: 490,551.13
1184	CERTIFIED TESTING SERVICES, INC.	SC45697	SOIL TESTING	2,953.00
				Vendor Total: 2,953.00
1185	CLARK & ENERSEN	10	ARCHITECTURE SERVICES	13,407.54
				Vendor Total: 13,407.54
				Fund Total: 506,911.67
				Checking Account Total: 506,911.67

Checking 6

Checking 6 Fund: 06 SCHOOL LUNCH FUND

9551	ACTIVITY FUND	01162023	food	316.00
				Vendor Total: 316.00
9552	CASH-WA DISTRIBUTING	13658748	food	843.05
9552	CASH-WA DISTRIBUTING	13673610	food	1,265.32
9552	CASH-WA DISTRIBUTING	CM3380605	food	(85.37)
9552	CASH-WA DISTRIBUTING	CM3380658	food	(35.80)
				Vendor Total: 1,987.20
9553	HILAND DAIRY FOODS COMPANY LLC	440213	food	471.25
9553	HILAND DAIRY FOODS COMPANY LLC	440326	food	543.76
9553	HILAND DAIRY FOODS COMPANY LLC	440383	food	363.02
9553	HILAND DAIRY FOODS COMPANY LLC	440401	food	11.80
9553	HILAND DAIRY FOODS COMPANY LLC	440441	food	458.25
9553	HILAND DAIRY FOODS COMPANY LLC	440497	food	190.15
9553	HILAND DAIRY FOODS COMPANY LLC	440552	food	297.17
9553	HILAND DAIRY FOODS COMPANY LLC	440609	food	222.51
9553	HILAND DAIRY FOODS COMPANY LLC	440661	food	455.44
				Vendor Total: 3,013.35
9554	LYONS SAVEMORE MARKET	02012023	food	713.05
				Vendor Total: 713.05
9555	SYSKO FOOD SERVICES	461752311	food	3,506.12
9555	SYSKO FOOD SERVICES	461757627	food	35.20
9555	SYSKO FOOD SERVICES	461763187	food	2,126.87
9555	SYSKO FOOD SERVICES	461774985	food	2,711.07
9555	SYSKO FOOD SERVICES	461786112	food	1,300.67
9555	SYSKO FOOD SERVICES	461798193	food	2,310.66
				Vendor Total: 11,990.59
				Fund Total: 18,020.19
				Checking Account Total: 18,020.19

Net Payroll	\$185,848.25
Employee Deductions	79,459.92
District SS/Medicare	19,986.54
District Health/Life/HSA	63,860.43
District Retirement	<u>24,780.91</u>
PAYROLL	\$373,936.05
ACCOUNTS PAYABLE	<u>\$109,416.29</u>
TOTAL GENERAL FUND EXPENDITURES	\$483,352.34
SPECIAL BUILDING EXPENDITURES	\$506,911.67
LUNCH FUND	\$ 28,746.78

Secretary, Board of Education

ATTEST:

President, Board of Education

LYONS-DECATUR NORTHEAST 2023-2024

T S

16 12.75

August 2023						
SU	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

Aug. 10-14 Teacher Meetings and Workdays
 Aug. 15 - 1st Day of classes (Full Day)
 Aug. 30 - 2:00 dismissal, teacher inservice

September

Sept. 4 - NO SCHOOL - LABOR DAY
 Sept. 13 & 27 - 2:00 dismissal, teacher inservice

October

Oct. 4 - 1:00 dismissal, PT Conf. 2:00 - 7:00 p.m.
 Oct. 6 - No School
 Oct. 13 - End of 1st Quarter
 Oct. 11 & 25 - 2:00 dismissal, teacher inservice

November

Nov. 1 - No School, teacher inservice
 Nov. 15 - 2:00 dismissal, teacher inservice
 Nov. 22 - 2:00 dismissal for All
 Nov. 23-24 NO SCHOOL THANKSGIVING

December

Dec. 6 - 2:00 dismissal, teacher inservice
 Dec. 20 - Last Day for Elementary
 Dec. 21-22 - 2:20 dismissal, Secondary Semester Tests
 Dec. 22 - End of 1st Semester
 Dec. 23 - 27 - NSAA Moratorium (no activities)
 Dec. 23 - Jan. 2nd - No School

January

Jan. 3 - Teacher inservice
 Jan. 4 - 1st Day of Semester 2 Classes
 Jan. 17 & 31 - 2:00 dismissal, teacher inservice

February

Feb. 8 - 1:00 dismissal, PT Conf. 2:00 - 7:00 p.m.
 Feb. 9 - No School
 Feb. 14 & 28 - 2:00 dismissal, teacher inservice

March

March 6 - End of 3rd Quarter
 March 7 & 8 - No School
 March 20 - 2:00 dismissal, teacher inservice
 March 28 - 2:00 dismissal for All
 March 29 - No School

April

April 1 - No School
 April 9 - No School, Cougar Invite - teacher inservice
 April 24 - 2:00 dismissal, teacher inservice

May

May 8 - 2:00 dismissal, teacher inservice
 May 12 - Graduation at 2:00 p.m.
 May 14 - Last Day for Elementary
 May 15-16 2:20 dismissal, Secondary Semester Tests
 May 16 - End of Second Semester
 May 17 Teacher Workday (12:00 p.m.)

** Could be future date changes **

January 2024

SU	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

T S

21 19.50

20 19.5

September 2023						
SU	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February 2024

SU	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

20.5 19.13

21.5 20.13

October 2023						
SU	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 2024

SU	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

17.75 17.5

19.75 18.5

November 2023						
SU	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 2024

SU	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

21 19.75

15.5 15.25

December 2023						
SU	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2024

SU	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12 11.75

92.75 86.13

Qtr 1	=	40.63	Instructional Days
Qtr 2	=	45.50	Instructional Days

86.13 total 1st Semester Days

Qtr 3	=	42.38	Instructional Days
Qtr 4	=	45.00	Instructional Days

87.63 total 2nd Semester Days

185.0	Teacher Days
173.8	Student Days

5045 Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

A. Definitions.

- 1.** "Students" means students, their parents, guardians or other legal representatives.
- 2.** "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
- 3.** "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. Insurance must be bought in order to take the computer home. The maximum dollar amount charged for insurance will be \$100.

6. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Band: Free
 - Students must provide their own instrument, reeds
- Student Activity Card: Free
 - Covers admission to all (non-tournament or non-district home) extracurricular events
- Future Business Leaders of America: \$50
- Cheerleading, Drill Team, Flag Corps: \$800
 - Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- Athletics:
 - Football: Free
 - Students must provide their own football shoes, undergarments, and mouthguards
 - Golf: Free
 - Students must provide their own golf shoes, undergarments, and clubs
 - Softball and Baseball: Free
 - Students must provide their own shoes, gloves, and undergarments
 - Track, Volleyball, Cross Country and Wrestling: Free
 - Students must provide their own shoes and undergarments
- Future Farmers of America: \$50
 - Students must purchase their own jackets and pay dues

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, student will pay all costs associated with such post-secondary courses. After successful completion of the course with a grade C or higher, the district and foundation will reimburse the student for the college credits. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees.

8. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be \$10.

9. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$.15 per page for reproduction of student records.

10. Participation in Before-and-After-School or Pre-Kindergarten Services.

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$5/hour.

11. Participation in Summer School or Night School.

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$5/hour plus any course curriculum purchased for credit recovery.

12. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Preschool – 12th Grade
 - Regular Price \$2.10
 - Reduced Price \$.30
- Lunch Program – Preschool
 - Regular Price \$2.65
 - Reduced Price \$.40
- Lunch Program – Grades K-5
 - Regular Price \$2.95
 - Reduced Price \$.40
- Lunch Program – Grades 6-8
 - Regular Price \$3.15
 - Reduced Price \$.40
- Lunch Program – Grades 9-12
 - Regular Price \$3.35
 - Reduced Price \$.40

13. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. The following list details the maximum dollar amount of all musical extracurricular activity fees and the equipment or attire required for participation in musical extracurricular activities:

- Band: Free
 - Students must provide their own instruments and reeds.

14. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$40.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Adopted on: July 11, 2022

Revised on: _____

Reviewed on: _____

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The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

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As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. Insurance must be bought in order to take the computer home. The maximum dollar amount charged for insurance will be \$100.

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 - Students must provide their own golf shoes, undergarments, and clubs
 - Softball and Baseball: Free
 - Students must provide their own shoes, gloves, and undergarments
 - Track, Volleyball, Cross Country and Wrestling: Free
 - Students must provide their own shoes and undergarments
- Future Farmers of America: \$50
 - Students must purchase their own jackets and pay dues

Driver's Education will not be included as an "Extra-curricular Activity." Students must pay the set fee to participate in the course.

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, the student will pay all costs associated with such post-secondary courses. *If there are funds available each year from the district and foundation, students may be reimbursed for courses they take for college credit and earn at least a C grade.*

Reimbursement amounts will be determined by funds available divided by total credit hours. Students who qualify for the ACE grant must submit an application for that grant in order to be eligible for reimbursement through the school for classes not covered. Reimbursement forms will be due by June 15th after the conclusion of the school year when courses were taken.

However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees.

8. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

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C. Waiver Policy.

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D. Distribution of Policy.

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G. Student Fee Fund.

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Adopted on: July 11, 2022

Revised on: _____

Reviewed on: _____

Special Education Procedures

The following procedures describe the steps that the school district will generally follow in implementing certain portions of the Individuals with Disabilities in Education Act and Rules 51 and 52 of the Nebraska Department of Education (NDE). If any procedure described herein conflicts with or is inconsistent with state or federal laws or regulations, the law or regulation will control. *Nothing in the following procedures creates any enforceable right, educational entitlement or procedural protection that is separate from or in addition to the rights provided by state and federal law and regulation.*

Free Appropriate Public Education (FAPE) (Rule 51 § 004.01; 34 § CFR 300.101)

Except as otherwise provided by law, the school district will ensure that all children with verified disabilities, from birth through the school year in which the child reaches age twenty-one, including children who have been suspended or expelled from school, have available to them a FAPE, which includes special education and related services to meet their unique needs and the availability of FAPE for resident children in detention facilities, correctional facilities, jails, and prisons.

The school district will ensure that FAPE is available to any individual child with a disability who needs special education and related services, even though the child has not failed or been retained in a course or grade and is advancing from grade to grade.

Full Education Opportunity Goal and Program Options (Rule 51 § 004.11A; 34 CFR § 300.109)

The school district provides full educational opportunities to all children with disabilities aged birth to 21. The school district does this, in part, by:

- Offering and providing a free appropriate public education (FAPE), including special education and related services, and complying with all state and federal special education laws and regulations;
- Making available to children with disabilities a variety of educational programs and services that are available to nondisabled children including, but not necessarily limited to, art, music, industrial arts, consumer and homemaking education, and vocational education
- Working collaboratively with parents, teachers, guidance counselors, other school staff members, community agencies, educational service units, and other school districts to review

and/or offer appropriate course offerings and other educational opportunities;

- Providing supplementary aids, services, and other effective supports determined appropriate and necessary by the child's IEP Team, to ensure that students have an equal opportunity to participate in academic, nonacademic, and extracurricular services and activities;
- Collecting and examining data; and
- Staff development activities

The timetable for accomplishing this goal is immediate and ongoing. The school district accomplishes this goal by taking the above steps on a regular, scheduled, and ongoing basis as well as on an unplanned basis when the need arises for each individual student.

Child Find Process (Rule 51 § 006.01A and Rule 52 § 006.01; 34 CFR § 300.111)

To identify, locate and evaluate children residing within the geographic boundaries of the school district who may qualify for special education (including homeless children and wards of the State), the school district will take the following practical steps:

- a) announce in mailings sent to families with school-aged children at least annually that the school district will identify and verify children at no charge for possible disabilities;
- b) include information about the identification and verification of children for possible disabilities at no charge in mailings sent to patrons, homeless shelters, and Health and Human Service offices located in the school district at least annually; and
- c) accept referrals for evaluation directly from parents, school personnel, and other state and regional agencies.

Student Assistance Teams (Rule 51 § 006.01B). The school district will use student assistance teams to develop individualized programs of support for students who may be experiencing difficulties in school. The school district will generally work to assist a student through the SAT process prior to evaluating the student for possible verification under Section 504 of the Rehabilitation Act or Rule 51 of the Nebraska Department of Education.

The SAT will be an ad hoc group created around a student, and will generally include building staff with expertise in the specific content area(s) identified as problematic for the student. The SAT may also

involve other interested or relevant staff and may, but is not required to, include the student's parent.

The team will review the strengths and interests that are unique to the student and determine the academic or social challenges the student is facing at school. The team will then develop ideas and strategies that may help the student be more successful in school.

If the SAT determines that appropriate general education interventions have been attempted without success, it will consider evaluating the student for eligibility under Section 504 of the Rehabilitation Act or referring the student to the multidisciplinary team for evaluation pursuant to Rule 51.

Multidisciplinary Evaluation Team (Rule 51, § 006.03 and Rule 52 § 006.09). The school district will appoint a Multidisciplinary Evaluation Team (MDT) which will be responsible for making all verification decisions pursuant to the qualification criteria in Rule 51 of the Nebraska Department of Education. The MDT will analyze, assess, and document the needs of each student, and the MDT's compiled information will be used on the Individual Family Service Plan (IFSP) or Individualized Education Plan (IEP) if the MDT determines that the student qualifies for special education.

The MDT will not base a student's verification upon 1) lack of appropriate instruction in reading as contemplated in Section 614(a)(5)(A) of the Individuals with Disabilities Education Act of 2004, 2) lack of instruction in math, or 3) limited English proficiency.

If a nonpublic school student qualifies for the school district's special education program, an administrator or other designated representative of the student's nonpublic school shall be appointed as a member of the student's MDT.

Referral Procedures for Infants and Toddlers (Rule 52 § 006.01-006.03). The school district will make a referral for a child under the age of three to the agency responsible for providing services coordination in the Planning Region as soon as possible but in no case later than seven (7) days after becoming aware of the infant's or toddler's potential eligibility for early intervention services. A child under the age of three who is the subject of a substantiated case of child abuse or neglect; or is identified as directly affected by illegal substance abuse or withdrawal symptoms resulting from prenatal drug exposure must be referred to the Early

Intervention Program (the agency responsible for providing services coordination in the Planning Region).

Except as otherwise allowed by law or regulation (see Rule 52 § 006.02B), the school district must complete the screening; complete the initial evaluation and assessments; and participate in the initial individualized family service plan (IFSP) within 45 calendar days from the date of referral.

IEP Meetings (Rule 51 § 007.09A–C, G-H)

Each student's IEP team will meet initially to develop the student's IEP within 30 calendar days of the determination that the student qualifies for special education. Thereafter, each IEP team will meet at least once annually to determine whether the annual goals of the student's IEP are being achieved. The student's IEP team will also ensure that the student's IEP is in effect at the beginning of each school year. The school district will encourage the consolidation of reevaluation meetings with other IEP Team meetings to the extent possible. The school district and parents may agree to meeting participation by video conference, conference call, or other electronic or alternative means.

Pre-Meeting Procedures. Staff members may engage in activities such as researching placements and service options, preparing draft IEP documents, writing reports, creating charts, and comparing student makeup of various program settings prior to and in preparation for IEP team meetings. Actual IEP and placement decisions, however, will not be made until concerns and input of parents and other members of the IEP team are received and considered at an IEP meeting. Although staff members may consider possible service and placement options and form opinions about them outside of an IEP meeting, no final decision will be made before full consideration of all data and input from all team members at an IEP team meeting. The school district has no policy of refusing to consider or use any particular service, program, or placement option.

Individualized Education Program (Rule 51 § 007; 34 CFR § 324)

At the beginning of each school year, the school district will have in effect, for each child with a disability within its jurisdiction, an IEP, as defined in 34 CFR § 300.320 that meets the requirements of 34 CFR § 300.323. The IEP shall be developed, reviewed, and revised for each child with a disability as follows.

Development of the IEP

General. In developing each child's IEP, the IEP Team will consider:

- (i) The strengths of the child;
- (ii) The concerns of the parents for enhancing the education of their child;
- (iii) The results of the initial or most recent evaluation of the child; and
- (iv) The academic, developmental, and functional needs of the child.

Consideration of special factors. The IEP Team will:

- (i) In the case of a child whose behavior impedes the child's learning or that of others, consider the use of positive behavioral interventions and supports, and other strategies, to address that behavior;
- (ii) In the case of a child with limited English proficiency, consider the language needs of the child as those needs relate to the child's IEP;
- (iii) In the case of a child who is blind or visually impaired, provide for instruction in Braille and the use of Braille unless the IEP Team determines, after an evaluation of the child's reading and writing skills, needs, and appropriate reading and writing media (including an evaluation of the child's future needs for instruction in Braille or the use of Braille), that instruction in Braille or the use of Braille is not appropriate for the child;
- (iv) Consider the communication needs of the child, and in the case of a child who is deaf or hard of hearing, consider the child's language and communication needs, opportunities for direct communications with peers and professional personnel in the child's language and communication mode, academic level, and full range of needs, including opportunities for direct instruction in the child's language and communication mode; and
- (v) Consider whether the child needs assistive technology devices and services.

Requirement with respect to regular education teacher. A regular education teacher of a child with a disability, as a member of the IEP Team, must, to the extent appropriate, participate in the development of the IEP of the child, including the determination of:

- (i) Appropriate positive behavioral interventions and supports and other strategies for the child; and

(ii)Supplementary aids and services, program modifications, and support for school personnel consistent with law.

Agreement.

(i) In making changes to a child's IEP after the annual IEP Team meeting for a school year, the parent of a child with a disability and the school may agree not to convene an IEP Team meeting for the purposes of making those changes, and instead may develop a written document to amend or modify the child's current IEP.

(ii) If such changes are made to the child's IEP, the school must ensure that the child's IEP Team is informed of those changes.

Consolidation of IEP Team meetings. To the extent possible, the school must encourage the consolidation of reevaluation meetings for the child and other IEP Team meetings for the child.

Amendments. Changes to the IEP may be made either by the entire IEP Team at an IEP Team meeting, or by *Agreement* as provided above, by amending the IEP rather than by redrafting the entire IEP. Review and revision of IEPs

General. The school will ensure that the IEP Team:

(i)Reviews the child's IEP periodically, but not less than annually, to determine whether the annual goals for the child are being achieved; and

(ii) Revises the IEP, as appropriate, to address -

(A) Any lack of expected progress toward the annual goals described in 34 CFR § 300.320(a)(2), and in the general education curriculum, if appropriate;

(B) The results of any reevaluation conducted under 34 CFR § 300.303;

(C) Information about the child provided to, or by, the parents, as described under 34 CFR § 300.305(a)(2);

(D) The child's anticipated needs; or

(E) Other matters.

Consideration of special factors. In conducting a review of the child's IEP, the IEP Team must consider the special factors described above.

Requirement with respect to regular education teacher. A regular education teacher of the child, as a member of the IEP Team, must, consistent with the requirement above, participate in the review and revision of the IEP of the child.

Failure to meet transition objectives

Participating agency failure. If a participating agency, other than the school, fails to provide the transition services described in the IEP in accordance with 34 § 300.320(b), the school will reconvene the IEP Team to identify alternative strategies to meet the transition objectives for the child set out in the IEP.

Children with disabilities in adult prisons

Requirements that do not apply. The following requirements do not apply to children with disabilities who are convicted as adults under State law and incarcerated in adult prisons:

(i) The requirements contained in section 612(a)(16) of the Act and 34 CFR § 300.320(a)(6) (relating to participation of children with disabilities in general assessments).

(ii) The requirements in 34 CFR § 300.320(b) (relating to transition planning and transition services) do not apply with respect to the children whose eligibility under Part B of the Act will end, because of their age, before they will be eligible to be released from prison based on consideration of their sentence and eligibility for early release.

Modifications of IEP or placement.

(i) Subject to law, the IEP Team of a child with a disability who is convicted as an adult under State law and incarcerated in an adult prison may modify the child's IEP or placement if the State has demonstrated a bona fide security or compelling penological interest that cannot otherwise be accommodated.

(ii) The requirements of 34 CFR §§ 300.320 (relating to IEPs), and 300.114 (relating to LRE), do not apply with respect to the modifications described in paragraph (d)(2)(i) of this section.

Contracted Programs (Rule 51 § 013.02).

The school district shall be responsible for the development and maintenance of the IEP and the participation in all IEP meetings and shall assure that IEP meetings are arranged with the contracted program and the parents. Such arrangements may include meetings with the contracted program, the school district, and the parent. Meetings may occur within the district, at the contracted program site, or another site if more appropriate.

IEP Distribution to Parents (Rule 51 § 007.09D, F).

A copy of the IEP will be provided to the parent at no cost. If the IEP is amended, the parent will be provided with a revised copy of the IEP with the amendments incorporated upon request.

Distribution of IEP information to staff (Rule 51 § 007.02C, § 007.02D, and § 007.09E1).

The case manager for each student with an IEP will provide the staff assigned to work with that student with information about the student's disabling conditions, the modifications and accommodations called for in the student's IEP. The case manager will also inform relevant staff of any subsequent changes made to the student's IEP. This information may be provided by: giving staff members a copy of the student's IEP; giving staff members a copy of the accommodations page of the student's IEP; or using any other method reasonably calculated to communicate relevant information to the responsible staff member(s).

Least Restrictive Environment (Rule 51 § 008.01A; 34 CFR 314)

The school district will assure that, whenever possible, all students with disabilities are educated in the same manner and in the same environment as students without disabilities by using supplementary aids and services. A student with a disability or disabilities will be removed from the regular educational environment and given special services and classes *only* when the nature of the disability does not allow for the satisfactory education of the student in regular classes.

Procedural Safeguard Notice (Rule 51 § 009.06A-D; 34 CFR 504)

A copy of the procedural safeguards will be given by the school district one time per school year. A copy shall also be given to the parent upon: a) initial referral or parental request for evaluation, b) upon request by a parent, c) upon receipt by the school district of the first occurrence of the filing of a complaint under section 009.11 of Rule 51, d) the first occurrence of filing a special education due process case under Rule 55, and e) in accordance with the discipline procedures in section 016 of Rule 51. The notice shall include a full explanation of all procedural safeguards in compliance with section 009.06B of Rule 51. The notice shall be written in English and provided in the native language of the parent as required by sections 009.05C-D of Rule 51.

Evaluation Procedures (Rule 51 § 006.02; 34 CFR.304)

Notice. The school will provide notice to the parents of a child with a disability that describes any evaluation procedures the school proposes to conduct.

Conduct of evaluation. In conducting the evaluation, the school will:

(1) Use a variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the child, including information provided by the parent, that may assist in determining:

(i) Whether the child is a child with a disability; and

(ii) The content of the child's IEP, including information related to enabling the child to be involved in and progress in the general education curriculum (or for a preschool child, to participate in appropriate activities);

(2) Not use any single measure or assessment as the sole criterion for determining whether a child is a child with a disability and for determining an appropriate educational program for the child; and

(3) Use technically sound instruments that may assess the relative contribution of cognitive and behavioral factors, in addition to physical or developmental factors.

Other evaluation procedures. The school will ensure that:

(1) Assessments and other evaluation materials used to assess a child:

(i) Are selected and administered so as not to be discriminatory on a racial or cultural basis;

(ii) Are provided and administered in the child's native language or other mode of communication and in the form most likely to yield accurate information on what the child knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to so provide or administer;

(iii) Are used for the purposes for which the assessments or measures are valid and reliable;

(iv) Are administered by trained and knowledgeable personnel; and

(v) Are administered in accordance with any instructions provided by the producer of the assessments.

(2) Assessments and other evaluation materials include those tailored to assess specific areas of educational need and not merely those that are designed to provide a single general intelligence quotient.

(3) Assessments are selected and administered so as best to ensure that if an assessment is administered to a child with impaired sensory, manual, or speaking skills, the assessment results accurately reflect the child's aptitude or achievement level or whatever other factors the test purports to measure, rather than reflecting the child's impaired sensory, manual, or speaking skills (unless those skills are the factors that the test purports to measure).

(4) The child is assessed in all areas related to the suspected disability, including, if appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status, and motor abilities;

(5) Assessments of children with disabilities who transfer from one public school to another public school in the same school year are coordinated with those children's prior and subsequent schools, as necessary and as expeditiously as possible, consistent with law, to ensure prompt completion of full evaluations.

(6) In evaluating each child with a disability under 34 CFR §§ 300.304 through 300.306, the evaluation is sufficiently comprehensive to identify all of the child's special education and related services needs, whether or not commonly linked to the disability category in which the child has been classified.

(7) Assessment tools and strategies that provide relevant information that directly assists persons in determining the educational needs of the child are provided.

(8) Evaluations shall also comply with any additional requirements found in Rule 51, including but not limited to those found in section 006.02.

Review of Existing Evaluation Data (Rule 51, § 006.06). For initial evaluations and reevaluations, the IEP team and other qualified professionals will review all existing educational assessments as well as parental, classroom and other relevant observations in determining whether:

- a) the student is a student with a disability or continues to be a student with a disability qualifying for special education;
- b) a student with a disability needs or continues to need special education services; and
- c) a student with a disability needs additional or modified special education to meet the goals of the student's IEP or the general goals of the school district's curriculum.

Independent Education Evaluation (Rule 51 § 006.07). When a student's parent requests an independent education evaluation, the student's case manager or the district's special education director will respond in writing without unnecessary delay that (1) the school district will initiate a hearing under 92 NAC 55 to show that its evaluation is appropriate OR (2) an independent educational evaluation will be provided at public expense. The written response will (1) include a copy of the board's policy on IEEs and (2) if appropriate, identify at least one qualified individual who meets the policy's criteria within the geographic area.

Confidentiality of Personally Identifiable Information (Rule 51 § 009.03; 34 CFR § 300.123, 34 CFR § 300.610-.626)

Notice to parents. The school must give notice that is adequate to fully inform [parents](#) about the requirements of protecting the confidentiality of any personally identifiable information collected, used, or maintained under Part B of the Act, including:

- (1) A description of the extent that the notice is given in the native languages of the various population groups in the [district](#);
- (2) A description of the children on whom [personally identifiable](#) information is maintained, the types of information sought, the methods the [district](#) intends to use in gathering the information (including the sources from whom information is gathered), and the uses to be made of the information;
- (3) A summary of the policies and procedures that the school will follow regarding storage, disclosure to third parties, retention, and [destruction](#) of [personally identifiable](#) information; and
- (4) A description of all of the rights of [parents](#) and children regarding this information, including the rights under FERPA and implementing regulations in [34 CFR part 99](#).

Before any major identification, location, or [evaluation](#) activity, the notice must be published or announced in newspapers or other media, or both, with circulation adequate to notify [parents](#) throughout the [district](#) of the activity.

Access rights. The school will permit parents to inspect and review any education records relating to their children that are collected, maintained, or used by the school. The school will comply with a request without unnecessary delay and before any meeting regarding an IEP, or any hearing pursuant to law, or resolution session pursuant

to law, and in no case more than 45 days after the request has been made.

The right to inspect and review education records under this section includes:

- (1) The right to a response from the school to reasonable requests for explanations and interpretations of the records;
- (2) The right to request that the school provide copies of the records containing the information if failure to provide those copies would effectively prevent the parent from exercising the right to inspect and review the records; and
- (3) The right to have a representative of the parent inspect and review the records.

The school may presume that the parent has authority to inspect and review records relating to his or her child unless the school has been advised that the parent does not have the authority under applicable State law governing such matters as guardianship, separation, and divorce.

Record of access. The school must keep a record of parties obtaining access to education records collected, maintained, or used under Part B of the Act (except access by parents and authorized employees of the school), including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

Records on more than one child. If any education record includes information on more than one child, the parents of those children have the right to inspect and review only the information relating to their child or to be informed of that specific information.

List of types and locations of information. Each participating school must provide parents on request a list of the types and locations of education records collected, maintained, or used by the school.

Fees. The school may charge a fee for copies of records that are made for parents under this part if the fee does not effectively prevent the parents from exercising their right to inspect and review those records. The school may not charge a fee to search for or to retrieve records.

Amendment of records at parent's request. A parent who believes that information in the education records collected, maintained, or used under

this part is inaccurate or misleading or violates the privacy or other rights of the child may request the school to amend the information.

The school must decide whether to amend the information in accordance with the request within a reasonable period of time of receipt of the request.

If the school decides to refuse to amend the information in accordance with the request, it must inform the parent of the refusal and advise the parent of the right to a hearing as provided below.

Opportunity for a hearing. The school must, on request, provide an opportunity for a hearing to challenge information in education records to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child.

Result of hearing. If, as a result of the hearing, the school decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the child, it must amend the information accordingly and so inform the parent in writing.

If, as a result of the hearing, the school decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, it must inform the parent of the parent's right to place in the records the school maintains on the child a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the school.

Any explanation placed in the records of the child under this section must:

- (1) Be maintained by the school as part of the records of the child as long as the record or contested portion is maintained by the school; and
- (2) If the records of the child or the contested portion is disclosed by the school to any party, the explanation must also be disclosed to the party.

Hearing procedures. A hearing held under this section must be conducted according to the procedures in 34 CFR § 99.22.

Consent. Parental consent must be obtained before personally identifiable information is disclosed to parties, other than officials of

participating agencies described below, unless the information is contained in education records, and the disclosure is authorized without parental consent under 34 CFR part 99.

(1) Except as provided in paragraphs (2) and (3) of this section, parental consent is not required before personally identifiable information is released to officials of participating agencies for purposes of meeting a requirement of this part.

(2) Parental consent, or the consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released to officials of participating agencies providing or paying for transition services in accordance with § 300.321(b)(3).

(3) If a child is enrolled, or is going to enroll in a private school that is not located in the school district of the parent's residence, parental consent must be obtained before any personally identifiable information about the child is released between officials in the school district where the private school is located and officials in the school district of the parent's residence.

Safeguards. The school will protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at the school district must assume responsibility for ensuring the confidentiality of any personally identifiable information. All persons collecting or using personally identifiable information must receive training or instruction regarding the school's policies and procedures under 34 § 300.123 and 34 CFR part 99. Each school must maintain, for public inspection, a current listing of the names and positions of those employees within the school who may have access to personally identifiable information.

Destruction of information. The school must inform parents when personally identifiable information collected, maintained, or used under this policy is no longer needed to provide educational services to the child. The information must be destroyed at the request of the parents. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade

level completed, and year completed may be maintained without time limitation.

Children's rights. The school has policies and procedures regarding the extent to which children are afforded rights of privacy similar to those afforded to parents, taking into consideration the age of the child and type or severity of disability. Under the regulations for FERPA in 34 CFR 99.5(a), the rights of parents regarding education records are transferred to the student at age 18. If the rights accorded to parents under Part B of the Act are transferred to a student who reaches the age of majority, consistent with § 300.520, the rights regarding educational records in §§ 300.613 through 300.624 must also be transferred to the student. However, the public school must provide any notice required under section 615 of the Act to the student and the parents.

Enforcement. The school district will follow any policies and procedures the State has in effect, including sanctions that the State uses, to ensure that its policies and procedures consistent with §§ 300.611 through 300.625 are followed and that the requirements of the Act and the stated procedures are met.

Early Intervention Transition (Rule 51 § 005.03, Rule 52 § 008; 34 CFR § 300.124)

The school district shall ensure that students participating in early intervention services experience a smooth and effective transition to preschool programs and/or services provided under Part B of IDEA by following the procedures described in 92 NAC 52-008.

Children Placed In or Referred To a Nonpublic School or Facility by the School District or Approved Cooperative As a Means of Providing Special Education and Related Services (Rule 51 § 015.01; 34 CFR § 300.129)

A special education student may be placed in a nonpublic school or facility, if the student's IEP team develops an IEP for the child in accordance with Section 007 that places the student in the nonpublic school or facility. If a student's IEP team determines that the student will be placed in a nonpublic school or facility, the school district will ensure that the student is provided special education and related services in

conformance with the provisions of Rule 51 at no cost to the student or parents. The school district will be responsible for initiating and conducting IEP meetings after the student has been placed in the nonpublic school or facility and will insure that both the parents and representatives from the nonpublic school or facility are involved in any decision about the child's IEP and agree to any proposed changes in the IEP before those changes are implemented.

Children Placed In a Nonpublic School by Parents As a Means of Obtaining Special Education and Related Services; FAPE is At Issue
(Rule 51 § 015.02; 34 CFR § 300.129)

The school district will not pay for the cost of education, including special education and related services, of a child with a disability at a nonpublic school or facility if the school made FAPE available to the child and the parents elected to place the child in a nonpublic school or facility as a means of obtaining special education and related services. However, the school district will include that child in the population whose needs are addressed consistent with Rule 51. Disagreements between a parent and the school district regarding the availability of a program appropriate for the child, and the question of financial reimbursement, are subject to the due process procedures of Rule 55 of the Nebraska Department of Education.

Working with Nonpublic Schools within the Boundaries of the District
(Rule 51 § 015.03B and § 015.03D1a; 34 CFR § 300.129)

The school district will provide written information to each non-public school within its geographic boundaries that the public school will identify and verify children for possible disabilities at no charge. This communication will also inform the non-public school officials, staff and parents about the availability of equitable services for students with disabilities who attend non-public schools that are not within the geographic boundaries of the district.

A student who attends a nonpublic school may participate in the school district's special education program to receive FAPE provided that (1) the student has been verified pursuant to Rule 51 and (2) the student is a resident of the school district as defined by NEB REV. STAT. § 79-215. The student's IEP team will determine the physical location where the student will receive services and will consider whether it is necessary for the student to be transported to the service location. A non-resident student who attends a nonpublic school within the geographic boundaries of the

district may receive equitable services if the student has been verified pursuant to Rule 51.

Disagreement between parents and the school district over whether or not the school district has a program available to serve the needs of a special education student, including claims for tuition reimbursement by parents, are subject to the appeal procedures established in Rule 55.

Personnel Standards (Rule 51 § 010; 34 CFR § 300.156)

The school district shall ensure that all personnel are appropriately and adequately trained and prepared to provide special education and related services to children with disabilities as required by law including but not limited to Section 2122 of the Elementary and Secondary Education Act of 1965, Rule 51, and IDEA. The school district shall ensure that its recruits, hires, trains, and retains such personnel by doing the following:

- 1) Advertising for only qualified candidates.
- 2) Verifying that all personnel hold the required certificate, license, registration, or other credentials and training during the interview process or prior to employment.
- 3) Verifying that all personnel maintain the required certificate, license, registration, or other credentials and training during employment.
- 4) Providing continuing education opportunities and training programs.
- 5) Evaluating personnel performance for compliance with federal and state law and regulations and school district standards and policies.

District-Wide Assessments (Rule 51 § 004.05B, § 004.05C, and § 004.05D; 34 CFR § 300.160)

Each student who has been verified under Rule 51 will participate in district-wide assessments in a manner that is appropriate for the student. Each student's IEP team will determine how the student will participate in district-wide assessments. The method of assessment will be recorded on the student's IEP. Alternate assessments will be administered at the same time that state and district-wide assessments are administered to the student's grade level peers. The school district shall report assessment results to parents, the public, and the Department with the same frequency and in the same detail as they report on the assessment of nondisabled children and/or as required by Rule 51.

Suspension and Expulsion Reporting (Rule 51 § 004.06E; 34 CFR § 300.170)

The school district shall report the incidences, duration, and count of removals, suspensions, and expulsions, and other disciplinary information of children receiving special education services required by 92 NAC 004.06E to the State electronically through the NDE website by June 30th of each year. The report will be disaggregated by race/ethnicity, gender, LEP status, and disability category. If disciplinary discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities, the school district shall review its policies, procedures, and practices related to the development and implementation of IEPs, the use of positive behavioral interventions and supports, and procedural safeguards to ensure that they comply with IDEA.

Access to Instructional Materials (Rule 51 § 004.15; 34 CFR § 300.172)

The school district may contract with the National Instructional Materials Access Center (NIMAC) when purchasing print instructional materials and/or assures the Nebraska Department of Education that it will provide such materials to children with blindness or other children with print disabilities at the same time as other children.

Overidentification and Disproportionality (34 CFR § 300.173)

The school district shall take affirmative steps to prevent the inappropriate overidentification or disproportionate representation by race and ethnicity of children as children with disabilities, including children with disabilities with a particular impairment described in 34 C.F.R. §300.8. These steps shall include, but not necessarily be limited to:

- Providing staff with technical assistance, professional development, and other educational opportunities;
- Collecting, examining, and reporting data;
- Monitoring, assessing, and providing continuous improvement activities;
- Reviewing school district policies, procedures, and practices.

The school district shall collect and examine data to determine if significant disproportionality based on race and ethnicity is occurring with respect to:

- The identification of children with disabilities, including the identification of children as children with disabilities in accordance with a particular impairment described in 34 C.F.R. §300.8;
- The placement in particular educational settings of these children; and
- The incidence, duration, and type of disciplinary actions, including suspensions and expulsions.

The school district will review and analyze the data and any other applicable indicators or information that is needed to adequately measure overidentification and disproportionate representation. In the event that the available information demonstrates inappropriate overidentification or disproportionate representation by race and ethnicity of children as children with disabilities, the school district shall correct the matter as soon as practicable, but in no case later than any time period required by law.

Prohibition on Mandatory Medication (34 CFR § 300.174)

State and school district personnel shall not require parents to obtain a prescription for substances identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 U.S.C. 812(c)) for a child as a condition of attending school, receiving an evaluation under sections 300.300 through 300.311, or receiving services authorized under IDEA.

Transportation (Rule 51 § 014; 34 CFR § 300.34(c)(16))

The school district shall provide transportation or transportation services to special education students who qualify for it under law as provided in NEB. REV. STAT. 79-1129, Rule 51, and IDEA. This may include paying mileage reimbursement to parents, transporting children with school district vehicles, contracting with a transportation company, or using any other method that is proper and necessary to transport students. Transportation eligibility will be determined by the student’s IEP Team. The plan for transportation for the student shall be part of the IEP if required by law.

Written Notice of Change (Rule 51 § 009.05A-D)

The school district will provide the parents of a student with a disability with prior written notice within a reasonable time before the school district either proposes or refuses to make a change to the student’s identification, evaluation, or educational placement, or the provision of a

free appropriate public education. The written notice will comply with sections 009.05B-D of Rule 51 of the Nebraska Department of Education.

Informed Parental Consent (Rule 51 § 009.08)

The school district will obtain informed parental consent before: a) conducting an initial evaluation to determine if a child qualifies as a child with a disability, b) conducting a reevaluation, c) initial placement of a child with disabilities in a program providing special education and related services or early intervention services, d) accessing a child's or parent's public benefits or insurance for the first time (and after providing notification to the child's parents consistent with 92 NAC 51-009.90A2); and e) accessing a child's or parent's private insurance proceeds (each time).

Parent Refusal to Consent Under Rule 52 (Rule 52 § 009.02K3)

If a parent refuses to provide consent under Rule 52, the school district may:

- Hold a meeting with the parent(s) to explain how the parent's failure to consent affects the ability of their child to receive early intervention services;
- Provide the parents with written information regarding early intervention services;
- Provide referrals to other agencies, if appropriate; and
- Take other actions or make such other efforts as the school district deems appropriate.

Nothing in these procedures shall override a parent's right to refuse to consent under section 009.03A of Rule 52.

Appointment of Surrogate For Student (Rule 51 § 009.10B)

The school district shall ensure that the rights of students with disabilities are protected by informing the members of the student's IEP team whenever (1) a parent cannot be identified, (2) a parent(s), legal guardian or individual acting *in loco parentis* for the student cannot be located, (3) the child is an unaccompanied homeless youth, or (4) the child is a ward of the State or court. The team will then hold a meeting to discuss and consider whether the school district must appoint a surrogate to participate on the IEP team and fulfill the role of the student's parent. Surrogate parents shall only be appointed when required or allowed by Rule 51 or IDEA. If the district identifies students who may be in need of a surrogate parent, the district will:

1. Attempt to identify and locate the parent;
2. Investigate the legal status of those student(s); and
3. If after a reasonable effort, the parents cannot be located, the school district shall ensure that the rights of students with disabilities are protected by appointing a surrogate.
4. Surrogates will be provided sufficient training to assure they are knowledgeable as to the legal rights and educational needs of the student they are to represent. Training will be conducted as needed.
5. Surrogates will be appointed by the director of special education following documentation that no conflict of interest exists and completion of appropriate training or assurance that the surrogate is knowledgeable in order to represent the student.
6. Surrogates will be monitored on a regular basis to ensure effective performance. Should a surrogate be unable or unwilling to discharge his or her duties, a new surrogate will be appointed by the director.
7. The surrogate parent shall continue to represent the student until one of the following occurs:
 - a. The student is determined to no longer be eligible for, or in need of, special education or related services except when termination from such programs is being contested;
 - b. The parent, who was previously unknown, or whose whereabouts were previously unknown or a guardian or person acting as the student's parents becomes known; and/or,
 - c. It is determined that the appointed surrogate parent no longer adequately represents the student.
 - d. The surrogate parent's term has expired.

Adopted: February 2019
Reviewed:

Special Education Procedures

The following procedures describe the steps that the school district will generally follow in implementing certain portions of the Individuals with Disabilities in Education Act and Rules 51 and 52 of the Nebraska Department of Education (NDE). If any procedure described herein conflicts with or is inconsistent with state or federal laws or regulations, the law or regulation will control. Nothing in the following procedures creates any enforceable right, educational entitlement or procedural protection that is separate from or in addition to the rights provided by state and federal law and regulation.

Free Appropriate Public Education (FAPE) (Rule 51 § 004.01; 34 § CFR 300.101)

Except as otherwise provided by law, the school district will ensure that all children with verified disabilities, from birth through the school year in which the child reaches age twenty-one, including children who have been suspended or expelled from school, have available to them a FAPE, which includes special education and related services to meet their unique needs and the availability of FAPE for resident children in detention facilities, correctional facilities, jails, and prisons.

The school district will ensure that FAPE is available to any individual child with a disability who needs special education and related services, even though the child has not failed or been retained in a course or grade and is advancing from grade to grade. **An IEP outlines each student's individual education plan and will be reasonably designed to meet the unique educational needs of the student.**

Task	Person Ordinarily Responsible	Typical Timeframe
Ensure accommodation/modifications and assistive technology needs are considered by the team and are tailored to appropriately meet the student's needs	IEP Team	On an ongoing basis

Ensure FAPE for transfer students and students attending nonpublic schools	Counselor, Principal, SRS Coordinator, and Case Manager	On an ongoing basis
Ensure access to nonacademic and extracurricular services with the appropriate accommodations/modifications	IEP Team and Coach/Sponsor	On an ongoing basis

Full Education Opportunity Goal and Program Options (Rule 51 § 004.11A; 34 CFR § 300.109)

The school district provides full educational opportunities to all children with disabilities aged birth to 21. The school district does this, in part, by:

- Offering and providing a free appropriate public education (FAPE), including special education and related services, and complying with all state and federal special education laws and regulations;
- Making available to children with disabilities a variety of educational programs and services that are available to nondisabled children including, but not necessarily limited to, art, music, industrial arts, consumer and homemaking education, and vocational education
- Working collaboratively with parents, teachers, guidance counselors, other school staff members, community agencies, educational service units, and other school districts to review and/or offer appropriate course offerings and other educational opportunities;
- Providing supplementary aids, services, and other effective supports determined appropriate and necessary by the child’s IEP Team, to ensure that students have an equal opportunity to participate in academic, nonacademic, and extracurricular services and activities;
- Collecting and examining data; and
- Staff development activities

The timetable for accomplishing this goal is immediate and ongoing. The school district accomplishes this goal by taking the above steps on a regular, scheduled, and ongoing basis as well as on an unplanned basis when the need arises for each individual student.

Child Find Process (Rule 51 § 006.01A and Rule 52 § 006.01; 34 CFR § 300.111)

To identify, locate and evaluate children residing within the geographic boundaries of the school district who may qualify for special education (including homeless children and wards of the State), the school district will take the following practical steps:

- a) announce in mailings sent to families with school-aged children at least annually that the school district will identify and verify children at no charge for possible disabilities;
- b) include information about the identification and verification of children for possible disabilities at no charge in mailings sent to patrons, homeless shelters, and Health and Human Service offices located in the school district at least annually; and
- c) accept referrals for evaluation directly from parents, school personnel, and other state and regional agencies.

Student Assistance Teams (Rule 51 § 006.01B). The school district will use student assistance teams **or comparable problem solving teams** to develop individualized programs of support for students who may be experiencing difficulties in school. The school district will generally work to assist a student through the SAT process prior to evaluating the student for possible verification under Section 504 of the Rehabilitation Act or Rule 51 of the Nebraska Department of Education.

The SAT will be an ad hoc group created around a student, and will generally include building staff with expertise in the specific content area(s) identified as problematic for the student. The SAT may also involve other interested or relevant staff and may, but is not required to, include the student's parent.

The team will review the strengths and interests that are unique to the student and determine the academic or social challenges the student is facing at school. The team will then develop ideas and strategies that may help the student be more successful in school.

If the SAT determines that appropriate general education interventions have been attempted without success, it will consider evaluating the student for eligibility under Section 504 of the Rehabilitation Act or referring the student to the multidisciplinary team for evaluation pursuant to Rule 51.

Multidisciplinary Evaluation Team (34 CFR §300.8; 92 NAC 51-006.04) (Rule 51, § 006.03 and Rule 52 § 006.09). The school district will appoint a Multidisciplinary Evaluation Team (MDT) which will be responsible for making all verification decisions pursuant to the qualification criteria **based on disability categories identified by state and Federal regulations (34 CFR §300.8; 92 NAC 51-006.04).** ~~in Rule 51 of the Nebraska Department of Education.~~ The MDT will analyze, assess, and document the needs of each student, and the MDT's compiled information will be used on the Individual Family Service Plan (IFSP) or Individualized Education Plan (IEP) if the MDT determines that the student qualifies for special education. **The district does include the category of developmental delay.**

The MDT will not base a student's verification upon 1) lack of appropriate instruction in reading as contemplated in Section 614(a)(5)(A) of the Individuals with Disabilities Education Act of 2004, 2) lack of instruction in math, or 3) limited English proficiency.

If a nonpublic school student qualifies for the school district's special education program, an administrator or other designated representative of the student's nonpublic school shall be appointed as a member of the student's MDT.

Referral Procedures for Infants and Toddlers (Rule 52 § 006.01-006.03). The school district will make a referral for a child under the age of three to the agency responsible for providing services coordination in the Planning Region as soon as possible but in no case later than seven (7) days after becoming aware of the infant's or toddler's potential eligibility for early intervention services. A child under the age of three who is the subject of a substantiated case of child abuse or neglect; or is identified as directly affected by illegal substance abuse or withdrawal symptoms resulting from prenatal drug exposure must be referred to the Early Intervention Program (the agency responsible for providing services coordination in the Planning Region).

Except as otherwise allowed by law or regulation (see Rule 52 § 006.02B), the school district must complete the screening; complete the initial evaluation and assessments; and participate in the initial individualized family service plan (IFSP) within 45 calendar days from the date of referral.

Referral Procedures for School Age

If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for

multidisciplinary evaluation shall be completed within 45 school days or 60 calendar days (whichever comes first) from the date of parental consent to determine eligibility for special education services. Referral, notice to parents (See 92 NAC 51-009.05), and parental consent, shall be completed within a reasonable period of time. A referral shall include information from the SAT or comparable problem solving team, meeting the requirements of 92 NAC 51-006.01B and a listing of the members of the SAT or comparable problem solving team. All evaluations (both initial evaluations and reevaluations) will be completed by multidisciplinary qualified professionals and will follow Federal and state regulations. The documented results of the evaluation will be provided to parents and included in student files. All evaluation components will be at district expense.

Task	Person Ordinarily Responsible	Typical Timeframe
Annual dissemination of Child Find activities	Superintendent Secretary	Annually
Steps of referral process	MTSS Team Parents	Reviewed on an ongoing basis
Staff training on Child Find and related issues	Administration	Ongoing
Storing records regarding the District's Child Find obligations	Secretarial staff	Ongoing
Informing parents of the SAT or problem-solving process	MTSS Team	Ongoing

School teams will make data-based decisions to determine who is in need of general education interventions. Interventions will include evidenced-based practices. The students' progress will be monitored in the area of the deficit. School teams will review all collected data, and if it is suspected that a student has a specific learning disability, the student will be referred for an evaluation. The parent has a right to request an evaluation at any time. The district will develop procedures to ensure compliance with all Federal and state regulations concerning evaluations.

IEP Meetings (Rule 51 § 007.09A–C, G-H)

Each student's IEP team will meet initially to develop the student's IEP within 30 calendar days of the determination that the student qualifies for special education. Thereafter, each IEP team will meet at least once annually to determine whether the annual goals of the student's IEP are being achieved. The student's IEP team will also ensure that the student's IEP is in effect at the beginning of each school year. The school district will encourage the consolidation of reevaluation meetings with other IEP Team meetings to the extent possible. The school district and parents may agree to meeting participation by video conference, conference call, or other electronic or alternative means.

Pre-Meeting Procedures. Staff members may engage in activities such as researching placements and service options, preparing draft IEP documents, writing reports, creating charts, and comparing student makeup of various program settings prior to and in preparation for IEP team meetings. Actual IEP and placement decisions, however, will not be made until concerns and input of parents and other members of the IEP team are received and considered at an IEP meeting. Although staff members may consider possible service and placement options and form opinions about them outside of an IEP meeting, no final decision will be made before full consideration of all data and input from all team members at an IEP team meeting. The school district has no policy of refusing to consider or use any particular service, program, or placement option.

Individualized Education Program (Rule 51 § 007; 34 CFR § 324)

At the beginning of each school year, the school district will have in effect, for each child with a disability within its jurisdiction, an IEP, as defined in 34 CFR § 300.320 that meets the requirements of 34 CFR § 300.323. The IEP shall be developed, reviewed, and revised for each child with a disability as follows.

Development of the IEP

General. In developing each child's IEP, the IEP Team will consider:

- (i) The strengths of the child;
- (ii) The concerns of the parents for enhancing the education of their child;
- (iii) The results of the initial or most recent evaluation of the child; and
- (iv) The academic, developmental, and functional needs of the child.

Consideration of special factors. The IEP Team will:

- (i) In the case of a child whose behavior impedes the child's learning or that of others, consider the use of positive behavioral interventions and supports, and other strategies, to address that behavior;
- (ii) In the case of a child with limited English proficiency, consider the language needs of the child as those needs relate to the child's IEP;
- (iii) In the case of a child who is blind or visually impaired, provide for instruction in Braille and the use of Braille unless the IEP Team determines, after an evaluation of the child's reading and writing skills, needs, and appropriate reading and writing media (including an evaluation of the child's future needs for instruction in Braille or the use of Braille), that instruction in Braille or the use of Braille is not appropriate for the child;
- (iv) Consider the communication needs of the child, and in the case of a child who is deaf or hard of hearing, consider the child's language and communication needs, opportunities for direct communications with peers and professional personnel in the child's language and communication mode, academic level, and full range of needs, including opportunities for direct instruction in the child's language and communication mode; and
- (v) Consider whether the child needs assistive technology devices and services.

Requirement with respect to regular education teachers. A regular education teacher of a child with a disability, as a member of the IEP Team, must, to the extent appropriate, participate in the development of the IEP of the child, including the determination of:

- (i) Appropriate positive behavioral interventions and supports and other strategies for the child; and

(ii)Supplementary aids and services, program modifications, and support for school personnel consistent with law.

Agreement.

(i) In making changes to a child's IEP after the annual IEP Team meeting for a school year, the parent of a child with a disability and the school may agree not to convene an IEP Team meeting for the purposes of making those changes, and instead may develop a written document to amend or modify the child's current IEP.

(ii) If such changes are made to the child's IEP, the school must ensure that the child's IEP Team is informed of those changes.

Consolidation of IEP Team meetings. To the extent possible, the school must encourage the consolidation of reevaluation meetings for the child and other IEP Team meetings for the child.

Amendments. Changes to the IEP may be made either by the entire IEP Team at an IEP Team meeting, or by *Agreement* as provided above, by amending the IEP rather than by redrafting the entire IEP. Review and revision of IEPs

General. The school will ensure that the IEP Team:

(i)Reviews the child's IEP periodically, but not less than annually, to determine whether the annual goals for the child are being achieved; and

(ii) Revises the IEP, as appropriate, to address -

(A) Any lack of expected progress toward the annual goals described in 34 CFR § 300.320(a)(2), and in the general education curriculum, if appropriate;

(B) The results of any reevaluation conducted under 34 CFR § 300.303;

(C) Information about the child provided to, or by, the parents, as described under 34 CFR § 300.305(a)(2);

(D) The child's anticipated needs; or

(E) Other matters.

Consideration of special factors. In conducting a review of the child's IEP, the IEP Team must consider the special factors described above.

Requirement with respect to regular education teachers. A regular education teacher of the child, as a member of the IEP Team, must, consistent with the requirement above, participate in the review and revision of the IEP of the child.

Failure to meet transition objectives

Participating agency failure. If a participating agency, other than the school, fails to provide the transition services described in the IEP in accordance with 34 § 300.320(b), the school will reconvene the IEP Team to identify alternative strategies to meet the transition objectives for the child set out in the IEP.

Children with disabilities in adult prisons

Requirements that do not apply. The following requirements do not apply to children with disabilities who are convicted as adults under State law and incarcerated in adult prisons:

(i) The requirements contained in section 612(a)(16) of the Act and 34 CFR § 300.320(a)(6) (relating to participation of children with disabilities in general assessments).

(ii) The requirements in 34 CFR § 300.320(b) (relating to transition planning and transition services) do not apply with respect to the children whose eligibility under Part B of the Act will end, because of their age, before they will be eligible to be released from prison based on consideration of their sentence and eligibility for early release.

Modifications of IEP or placement.

(i) Subject to law, the IEP Team of a child with a disability who is convicted as an adult under State law and incarcerated in an adult prison may modify the child's IEP or placement if the State has demonstrated a bona fide security or compelling penological interest that cannot otherwise be accommodated.

(ii) The requirements of 34 CFR §§ 300.320 (relating to IEPs), and 300.114 (relating to LRE), do not apply with respect to the modifications described in paragraph (d)(2)(i) of this section.

Contracted Programs (Rule 51 § 013.02).

The school district shall be responsible for the development and maintenance of the IEP and the participation in all IEP meetings and shall assure that IEP meetings are arranged with the contracted program and the parents. Such arrangements may include meetings with the contracted program, the school district, and the parent. Meetings may occur within the district, at the contracted program site, or another site if more appropriate.

IEP Distribution to Parents (Rule 51 § 007.09D, F).

A copy of the IEP will be provided to the parent at no cost. If the IEP is amended, the parent will be provided with a revised copy of the IEP with the amendments incorporated upon request.

Distribution of IEP information to staff (Rule 51 § 007.02C, § 007.02D, and § 007.09E1).

The case manager for each student with an IEP will provide the staff assigned to work with that student with information about the student's disabling conditions, the modifications and accommodations called for in the student's IEP. The case manager will also inform relevant staff of any subsequent changes made to the student's IEP. This information may be provided by: giving staff members a copy of the student's IEP; giving staff members a copy of the accommodations page of the student's IEP; or using any other method reasonably calculated to communicate relevant information to the responsible staff member(s).

Least Restrictive Environment (Rule 51 § 008.01A; 34 CFR 314)

The school district will assure that, whenever possible, all students with disabilities are educated in the same manner and in the same environment as students without disabilities by using supplementary aids and services. A student with a disability or disabilities will be removed from the regular educational environment and given special services and classes *only* when the nature of the disability does not allow for the satisfactory education of the student in regular classes.

Procedural Safeguard Notice (Rule 51 § 009.06A-D; 34 CFR 504)

A copy of the procedural safeguards will be given by the school district one time per school year. A copy shall also be given to the parent upon: a) initial referral or parental request for evaluation, b) upon request by a parent, c) upon receipt by the school district of the first occurrence of the filing of a complaint under section 009.11 of Rule 51, d) the first occurrence of filing a special education due process case under Rule 55, and e) in accordance with the discipline procedures in section 016 of Rule 51. The notice shall include a full explanation of all procedural safeguards in compliance with section 009.06B of Rule 51. The notice shall be written in English and provided in the native language of the parent as required by sections 009.05C-D of Rule 51.

Evaluation Procedures (Rule 51 § 006.02; 34 CFR.304)

Notice. The school will provide notice to the parents of a child with a disability that describes any evaluation procedures the school proposes to conduct.

Conduct of evaluation. In conducting the evaluation, the school will:

(1) Use a variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the child, including information provided by the parent, that may assist in determining:

(i) Whether the child is a child with a disability; and

(ii) The content of the child's IEP, including information related to enabling the child to be involved in and progress in the general education curriculum (or for a preschool child, to participate in appropriate activities);

(2) Not use any single measure or assessment as the sole criterion for determining whether a child is a child with a disability and for determining an appropriate educational program for the child; and

(3) Use technically sound instruments that may assess the relative contribution of cognitive and behavioral factors, in addition to physical or developmental factors.

Other evaluation procedures. The school will ensure that:

(1) Assessments and other evaluation materials used to assess a child:

(i) Are selected and administered so as not to be discriminatory on a racial or cultural basis;

(ii) Are provided and administered in the child's native language or other mode of communication and in the form most likely to yield accurate information on what the child knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to so provide or administer;

(iii) Are used for the purposes for which the assessments or measures are valid and reliable;

(iv) Are administered by trained and knowledgeable personnel; and

(v) Are administered in accordance with any instructions provided by the producer of the assessments.

(2) Assessments and other evaluation materials include those tailored to assess specific areas of educational need and not merely those that are designed to provide a single general intelligence quotient.

(3) Assessments are selected and administered so as best to ensure that if an assessment is administered to a child with impaired sensory, manual, or speaking skills, the assessment results accurately reflect the child's aptitude or achievement level or whatever other factors the test purports to measure, rather than reflecting the child's impaired sensory, manual, or speaking skills (unless those skills are the factors that the test purports to measure).

(4) The child is assessed in all areas related to the suspected disability, including, if appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status, and motor abilities;

(5) Assessments of children with disabilities who transfer from one public school to another public school in the same school year are coordinated with those children's prior and subsequent schools, as necessary and as expeditiously as possible, consistent with law, to ensure prompt completion of full evaluations.

(6) In evaluating each child with a disability under 34 CFR §§ 300.304 through 300.306, the evaluation is sufficiently comprehensive to identify all of the child's special education and related services needs, whether or not commonly linked to the disability category in which the child has been classified.

(7) Assessment tools and strategies that provide relevant information that directly assists persons in determining the educational needs of the child are provided.

(8) Evaluations shall also comply with any additional requirements found in Rule 51, including but not limited to those found in section 006.02.

Review of Existing Evaluation Data (Rule 51, § 006.06). For initial evaluations and reevaluations, the IEP team and other qualified professionals will review all existing educational assessments as well as parental, classroom and other relevant observations in determining whether:

- a) the student is a student with a disability or continues to be a student with a disability qualifying for special education;
- b) a student with a disability needs or continues to need special education services; and
- c) a student with a disability needs additional or modified special education to meet the goals of the student's IEP or the general goals of the school district's curriculum.

Independent Education Evaluation (Rule 51 § 006.07). When a student’s parent requests an independent education evaluation, the student’s case manager or the district’s special education director will respond in writing without unnecessary delay that (1) the school district will initiate a hearing under 92 NAC 55 to show that its evaluation is appropriate OR (2) an independent educational evaluation will be provided at public expense. **The parent, guardian, or appointed surrogate will be given written notice of the decision.** ~~(1) include a copy of the board’s policy on IEEs and (2) if appropriate, identify at least one qualified individual who meets the policy’s criteria within the geographic area~~

Task	Person Ordinarily Responsible	Typical Timeframe
Handling requests for IEE	School Psychologist Case Manager Administration	On an as-needed basis
Communicating options to parents regarding an IEE and IEE results	Administration	On an as-needed basis
Coordinating and arranging for an IEE	Case Manager Administration	On an as-needed basis

Reevaluation Procedures (Rule 51 92 NAC 51-006.05)

Reevaluations are completed at least once every 3 years, unless the parent and the school district or approved cooperative agree that a reevaluation is unnecessary. A reevaluation may also occur when a team member suspects a change in eligibility, or when a student transfers into the district from out of state. A reevaluation may occur not more than once a year, unless the parent and the school district or approved cooperative agree otherwise. The case manager is responsible for sending out consent for re-evaluation.

Confidentiality of Personally Identifiable Information (Rule 51 § 009.03; 34 CFR § 300.123, 34 CFR § 300.610-.626)

Notice to parents. The school must give notice that is adequate to fully inform [parents](#) about the requirements of protecting the confidentiality of any personally identifiable information collected, used, or maintained under Part B of the Act, including:

- (1) A description of the extent that the notice is given in the native languages of the various population groups in the [district](#);
- (2) A description of the children on whom [personally identifiable](#) information is maintained, the types of information sought, the methods the [district](#) intends to use in gathering the information (including the sources from whom information is gathered), and the uses to be made of the information;
- (3) A summary of the policies and procedures that the school will follow regarding storage, disclosure to third parties, retention, and [destruction](#) of [personally identifiable](#) information; and
- (4) A description of all of the rights of [parents](#) and children regarding this information, including the rights under FERPA and implementing regulations in [34 CFR part 99](#).

Before any major identification, location, or [evaluation](#) activity, the notice must be published or announced in newspapers or other media, or both, with circulation adequate to notify [parents](#) throughout the [district](#) of the activity.

Access rights. The school will permit parents to inspect and review any education records relating to their children that are collected, maintained, or used by the school. The school will comply with a request without unnecessary delay and before any meeting regarding an IEP, or any hearing pursuant to law, or resolution session pursuant to law, and in no case more than 45 days after the request has been made.

The right to inspect and review education records under this section includes:

- (1) The right to a response from the school to reasonable requests for explanations and interpretations of the records;
- (2) The right to request that the school provide copies of the records containing the information if failure to provide those copies would effectively prevent the parent from exercising the right to inspect and review the records; and
- (3) The right to have a representative of the parent inspect and review the records.

The school may presume that the parent has authority to inspect and review records relating to his or her child unless the school has been advised that the parent does not have the authority under applicable State law governing such matters as guardianship, separation, and divorce.

Record of access. The school must keep a record of parties obtaining access to education records collected, maintained, or used under Part B of the Act (except access by parents and authorized employees of the school), including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

Records on more than one child. If any education record includes information on more than one child, the parents of those children have the right to inspect and review only the information relating to their child or to be informed of that specific information.

List of types and locations of information. Each participating school must provide parents on request a list of the types and locations of education records collected, maintained, or used by the school.

Fees. The school may charge a fee for copies of records that are made for parents under this part if the fee does not effectively prevent the parents from exercising their right to inspect and review those records. The school may not charge a fee to search for or to retrieve records.

Amendment of records at parent's request. A parent who believes that information in the education records collected, maintained, or used under this part is inaccurate or misleading or violates the privacy or other rights of the child may request the school to amend the information.

The school must decide whether to amend the information in accordance with the request within a reasonable period of time of receipt of the request.

If the school decides to refuse to amend the information in accordance with the request, it must inform the parent of the refusal and advise the parent of the right to a hearing as provided below.

Opportunity for a hearing. The school must, on request, provide an opportunity for a hearing to challenge information in education records to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child.

Result of hearing. If, as a result of the hearing, the school decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the child, it must amend the information accordingly and so inform the parent in writing.

If, as a result of the hearing, the school decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, it must inform the parent of the parent's right to place in the records the school maintains on the child a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the school.

Any explanation placed in the records of the child under this section must:

- (1) Be maintained by the school as part of the records of the child as long as the record or contested portion is maintained by the school; and
- (2) If the records of the child or the contested portion is disclosed by the school to any party, the explanation must also be disclosed to the party.

Hearing procedures. A hearing held under this section must be conducted according to the procedures in 34 CFR § 99.22.

Consent. Parental consent must be obtained before personally identifiable information is disclosed to parties, other than officials of participating agencies described below, unless the information is contained in education records, and the disclosure is authorized without parental consent under 34 CFR part 99.

- (1) Except as provided in paragraphs (2) and (3) of this section, parental consent is not required before personally identifiable information is released to officials of participating agencies for purposes of meeting a requirement of this part.
- (2) Parental consent, or the consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released to officials of participating agencies providing or paying for transition services in accordance with § 300.321(b)(3).

(3) If a child is enrolled, or is going to enroll in a private school that is not located in the school district of the parent's residence, parental consent must be obtained before any personally identifiable information about the child is released between officials in the school district where the private school is located and officials in the school district of the parent's residence.

Safeguards. The school will protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at the school district must assume responsibility for ensuring the confidentiality of any personally identifiable information. All persons collecting or using personally identifiable information must receive training or instruction regarding the school's policies and procedures under 34 § 300.123 and 34 CFR part 99. Each school must maintain, for public inspection, a current listing of the names and positions of those employees within the school who may have access to personally identifiable information.

Destruction of information. The school must inform parents when personally identifiable information collected, maintained, or used under this policy is no longer needed to provide educational services to the child. The information must be destroyed at the request of the parents. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.

Children's rights. The school has policies and procedures regarding the extent to which children are afforded rights of privacy similar to those afforded to parents, taking into consideration the age of the child and type or severity of disability. Under the regulations for FERPA in 34 CFR 99.5(a), the rights of parents regarding education records are transferred to the student at age 18. If the rights accorded to parents under Part B of the Act are transferred to a student who reaches the age of majority, consistent with § 300.520, the rights regarding educational records in §§ 300.613 through 300.624 must also be transferred to the student. However, the public school must provide any notice required under section 615 of the Act to the student and the parents.

Enforcement. The school district will follow any policies and procedures the State has in effect, including sanctions that the State uses, to ensure that its policies and procedures consistent with §§ 300.611 through 300.625 are followed and that the requirements of the Act and the stated procedures are met.

Early Intervention Transition (Rule 51 § 005.03, Rule 52 § 008; 34 CFR § 300.124)

The school district shall ensure that students participating in early intervention services experience a smooth and effective transition to preschool programs and/or services provided under Part B of IDEA by following the procedures described in 92 NAC 52-008.

Children Placed In or Referred To a Nonpublic School or Facility by the School District or Approved Cooperative As a Means of Providing Special Education and Related Services (Rule 51 § 015.01; 34 CFR § 300.129)

A special education student may be placed in a nonpublic school or facility, if the student's IEP team develops an IEP for the child in accordance with Section 007 that places the student in the nonpublic school or facility. If a student's IEP team determines that the student will be placed in a nonpublic school or facility, the school district will ensure that the student is provided special education and related services in conformance with the provisions of Rule 51 at no cost to the student or parents. The school district will be responsible for initiating and conducting IEP meetings after the student has been placed in the nonpublic school or facility and will insure that both the parents and representatives from the nonpublic school or facility are involved in any decision about the child's IEP and agree to any proposed changes in the IEP before those changes are implemented.

Children Placed In a Nonpublic School by Parents As a Means of Obtaining Special Education and Related Services; FAPE is At Issue (Rule 51 § 015.02; 34 CFR § 300.129)

The school district will not pay for the cost of education, including special education and related services, of a child with a disability at a nonpublic school or facility if the school made FAPE available to the child and the parents elected to place the child in a nonpublic school or facility as a means of obtaining special education and related services. However, the

school district will include that child in the population whose needs are addressed consistent with Rule 51. Disagreements between a parent and the school district regarding the availability of a program appropriate for the child, and the question of financial reimbursement, are subject to the due process procedures of Rule 55 of the Nebraska Department of Education.

Working with Nonpublic Schools within the Boundaries of the District
(Rule 51 § 015.03B and § 015.03D1a; 34 CFR § 300.129)

The school district will provide written information to each non-public school within its geographic boundaries that the public school will identify and verify children for possible disabilities at no charge. This communication will also inform the non-public school officials, staff and parents about the availability of equitable services for students with disabilities who attend non-public schools that are not within the geographic boundaries of the district.

A student who attends a nonpublic school may participate in the school district's special education program to receive FAPE provided that (1) the student has been verified pursuant to Rule 51 and (2) the student is a resident of the school district as defined by NEB REV. STAT. § 79-215. The student's IEP team will determine the physical location where the student will receive services and will consider whether it is necessary for the student to be transported to the service location. A non-resident student who attends a nonpublic school within the geographic boundaries of the district may receive equitable services if the student has been verified pursuant to Rule 51.

Disagreements between parents and the school district over whether or not the school district has a program available to serve the needs of a special education student, including claims for tuition reimbursement by parents, are subject to the appeal procedures established in Rule 55.

Personnel Standards (Rule 51 § 010; 34 CFR § 300.156)

The school district shall ensure that all personnel are appropriately and adequately trained and prepared to provide special education and related services to children with disabilities as required by law including but not limited to Section 2122 of the Elementary and Secondary Education Act of 1965, Rule 51, and IDEA. The school district shall ensure that its recruits, hires, trains, and retains such personnel by doing the following:

- 1) Advertising for only qualified candidates.

- 2) Verifying that all personnel hold the required certificate, license, registration, or other credentials and training during the interview process or prior to employment.
- 3) Verifying that all personnel maintain the required certificate, license, registration, or other credentials and training during employment.
- 4) Providing continuing education opportunities and training programs.
- 5) Evaluating personnel performance for compliance with federal and state law and regulations and school district standards and policies.

Task	Person Ordinarily Responsible	Typical Timeframe
Professional development for staff on disability verification and related issues	SILT Administration SPED Staff	On an ongoing basis
Ensuring all areas of a disability are included in evaluations before eligibility decisions are made	IEP/ MDT Team	On an ongoing basis
Facilitating disagreement when not all members of the team agree with a decision	Administration IEP/MDT Team	Within a reasonable timeframe after the team makes its decision

District-Wide Assessments (Rule 51 § 004.05B, § 004.05C, and § 004.05D; 34 CFR § 300.160)

Each student who has been verified under Rule 51 will participate in district-wide assessments in a manner that is appropriate for the student. Each student’s IEP team will determine how the student will participate in district-wide assessments. The method of assessment will be recorded on the student’s IEP. Alternate assessments will be administered at the same time that state and district-wide assessments are administered to the student’s grade level peers. The school district shall report assessment results to parents, the public, and the Department with the same frequency and in the same detail as they report on the assessment of nondisabled children and/or as required by Rule 51.

Suspension and Expulsion Reporting (Rule 51 § 004.06E; 34 CFR § 300.170)

The school district shall report the incidences, duration, and count of removals, suspensions, and expulsions, and other disciplinary information of children receiving special education services required by 92 NAC 004.06E to the State electronically through the NDE website by June 30th of each year. The report will be disaggregated by race/ethnicity, gender, LEP status, and disability category. If disciplinary discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities, the school district shall review its policies, procedures, and practices related to the development and implementation of IEPs, the use of positive behavioral interventions and supports, and procedural safeguards to ensure that they comply with IDEA.

Task	Person Ordinarily Responsible	Typical Timeframe
Notify special education teachers of disciplinary removals	Administration	Within a reasonable timeframe after the student is removed
Initiate manifestation determination review (MDR) processes	Special Education Coordinator	Within a reasonable timeframe after the student is removed
Send notices of the MDR meeting to parent	Administration	Within a reasonable timeframe after the student is removed
Facilitate the MDR meeting and determine who needs to be included	Administration SPED Coordinator School Psychologist	N/A
Completing a prior written notice	Case Manager	Within a reasonable timeframe after the student is removed

Professional development on the MDR process	Administration	On an ongoing basis
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Access to Instructional Materials (Rule 51 § 004.15; 34 CFR § 300.172)

The school district may contract with the National Instructional Materials Access Center (NIMAC) when purchasing print instructional materials and/or assure the Nebraska Department of Education that it will provide such materials to children with blindness or other children with print disabilities at the same time as other children.

Overidentification and Disproportionality (34 CFR § 300.173)

The school district shall take affirmative steps to prevent the inappropriate overidentification or disproportionate representation by race and ethnicity of children as children with disabilities, including children with disabilities with a particular impairment described in 34 C.F.R. §300.8. These steps shall include, but not necessarily be limited to:

- Providing staff with technical assistance, professional development, and other educational opportunities;
- Collecting, examining, and reporting data;
- Monitoring, assessing, and providing continuous improvement activities;
- Reviewing school district policies, procedures, and practices.

The school district shall collect and examine data to determine if significant disproportionality based on race and ethnicity is occurring with respect to:

- The identification of children with disabilities, including the identification of children as children with disabilities in accordance with a particular impairment described in 34 C.F.R. §300.8;
- The placement in particular educational settings of these children; and
- The incidence, duration, and type of disciplinary actions, including suspensions and expulsions.

The school district will review and analyze the data and any other applicable indicators or information that is needed to adequately measure overidentification and disproportionate representation. In the event that

the available information demonstrates inappropriate overidentification or disproportionate representation by race and ethnicity of children as children with disabilities, the school district shall correct the matter as soon as practicable, but in no case later than any time period required by law.

Prohibition on Mandatory Medication (34 CFR § 300.174)

State and school district personnel shall not require parents to obtain a prescription for substances identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 U.S.C. 812(c)) for a child as a condition of attending school, receiving an evaluation under sections 300.300 through 300.311, or receiving services authorized under IDEA.

Transportation (Rule 51 § 014; 34 CFR § 300.34(c)(16))

The school district shall provide transportation or transportation services to special education students who qualify for it under law as provided in NEB. REV. STAT. 79-1129, Rule 51, and IDEA. This may include paying mileage reimbursement to parents, transporting children with school district vehicles, contracting with a transportation company, or using any other method that is proper and necessary to transport students. Transportation eligibility will be determined by the student's IEP Team. The plan for transportation for the student shall be part of the IEP if required by law.

Written Notice of Change (Rule 51 § 009.05A-D)

The school district will provide the parents of a student with a disability with prior written notice within a reasonable time before the school district either proposes or refuses to make a change to the student's identification, evaluation, or educational placement, or the provision of a free appropriate public education. The written notice will comply with sections 009.05B-D of Rule 51 of the Nebraska Department of Education.

Informed Parental Consent (Rule 51 § 009.08)

The school district will obtain informed parental consent before: a) conducting an initial evaluation to determine if a child qualifies as a child with a disability, b) conducting a reevaluation, c) initial placement of a child with disabilities in a program providing special education and related services or early intervention services, d) accessing a child's or parent's public benefits or insurance for the first time (and after providing

notification to the child's parents consistent with 92 NAC 51-009.90A2); and e) accessing a child's or parent's private insurance proceeds (each time).

Parent Refusal to Consent Under Rule 52 (Rule 52 § 009.02K3)

If a parent refuses to provide consent under Rule 52, the school district may:

- Hold a meeting with the parent(s) to explain how the parent's failure to consent affects the ability of their child to receive early intervention services;
- Provide the parents with written information regarding early intervention services;
- Provide referrals to other agencies, if appropriate; and
- Take other actions or make such other efforts as the school district deems appropriate.

Nothing in these procedures shall override a parent's right to refuse to consent under section 009.03A of Rule 52.

Appointment of Surrogate For Student (Rule 51 § 009.10B)

The school district shall ensure that the rights of students with disabilities are protected by informing the members of the student's IEP team whenever (1) a parent cannot be identified, (2) a parent(s), legal guardian or individual acting *in loco parentis* for the student cannot be located, (3) the child is an unaccompanied homeless youth, or (4) the child is a ward of the State or court. The team will then hold a meeting to discuss and consider whether the school district must appoint a surrogate to participate on the IEP team and fulfill the role of the student's parent. Surrogate parents shall only be appointed when required or allowed by Rule 51 or IDEA. If the district identifies students who may be in need of a surrogate parent, the district will:

1. Attempt to identify and locate the parent;
2. Investigate the legal status of those student(s); and
3. If after a reasonable effort, the parents cannot be located, the school district shall ensure that the rights of students with disabilities are protected by appointing a surrogate.
4. Surrogates will be provided sufficient training to assure they are knowledgeable as to the legal rights and educational needs of the student they are to represent. Training will be conducted as needed.

5. Surrogates will be appointed by the director of special education following documentation that no conflict of interest exists and completion of appropriate training or assurance that the surrogate is knowledgeable in order to represent the student.
6. Surrogates will be monitored on a regular basis to ensure effective performance. Should a surrogate be unable or unwilling to discharge his or her duties, a new surrogate will be appointed by the director.
7. The surrogate parent shall continue to represent the student until one of the following occurs:
 - a. The student is determined to no longer be eligible for, or in need of, special education or related services except when termination from such programs is being contested;
 - b. The parent, who was previously unknown, or whose whereabouts were previously unknown or a guardian or person acting as the student's parents becomes known; and/or,
 - c. It is determined that the appointed surrogate parent no longer adequately represents the student.
 - d. The surrogate parent's term has expired.

General Procedures:

1. MTSS team determines a referral needs to be made.
2. Students transferring from another state will be referred for assessment (when required).
3. The MTSS team coordinator or the principal notifies the special education coordinator (who creates the SRS file) and case manager of the new referral.
4. The special education coordinator creates an SRS file and notifies the case manager that it is completed. The case manager then sends the following documents to the parent/guardian (if ward of the state, review the superintendent's letter to see which individual needs to be invited):
 - a. Initial Consent for Evaluation
 - b. Elementary or Secondary Information Form
 - c. Medical Information Form
 - d. Parents Rights(#1-#4 should take place within 10 school days.)
5. Prior to permission being sent home, a member of the team will contact the parents. Reasonable efforts will be made to obtain parent consent.
6. If there are concerns, refer to vision and hearing screening.

7. If the student or parent/guardian's primary language is other than English, make considerations for use of interpreters and appropriate assessments.
8. Once parental consent is obtained, assessment will be completed by specialized personnel and a meeting will be held within 45 school days or 60 calendar days, whichever comes first.
9. Results of the initial evaluation will not be communicated to any member of the team prior to the MDT without approval of the administration.
10. Once the evaluation is complete or near complete, the case manager will send "Notice of MDT meeting" to parent/ guardian.
11. If parents are not responding to the notice of MDT, attempts will be made by the case manager via email, phone, mail and/or text message. If after multiple attempts, parents are not responding, the school administration will attempt to contact the parent/guardian.
12. At the completion of the MDT if the student does not qualify for services, the case manager will finalize the MDT, send PWN along with the MDT to the parents, and notify the special education coordinator within 5 school days.
13. When the student has qualified for services, Rule 51 requires the IEP through placement to be completed within 30 calendar days from determination including prior written notice, IEP, consent for placement.
14. The IEP will be held and the parent/guardian must receive a finalized copy within two calendar weeks of the IEP. There needs to be a signature of receipt, either in person or through certified mail.
15. Begin services as indicated on the date the IEP states it will be in effect.
16. Any significant change the IEP team makes in services for the student during the IEP process needs to be communicated to all stakeholders by the case manager.
17. If a disagreement between staff on qualification or eligibility verification occurs, a meeting will be held with team members.