

Agenda

1. Date Public Notice appeared in the Norfolk Daily News:
2. Call to Order
 - 2.1. Roll Call
 - 2.2. Declaration of a Legal Meeting
3. Pledge of Allegiance
4. Presentations, Special Recognition, Focus on Students
 - 4.1. Focus on the Students
 - 4.2. Award for Excellence
 - 4.3. Building Visits
 - 4.4. Comprehensive Facilities Presentation
5. Public Comments & Communication
6. Information and Discussion Items
 - 6.1. Finance & Facilities Report
 - 6.2. Teaching & Learning Report
 - 6.3. Student Programs Report
 - 6.4. Student Services Report
 - 6.5. Human Resources & Accreditation Report
7. Committee Reports
 - 7.1. Facilities & Finance Committee Report
 - 7.2. Policy Committee Report
 - 7.3. Government Relations Committee Report
 - 7.4. Wellness Committee Report
8. Approve Consent Agenda
 - 8.1. Minutes of Previous Meetings
 - 8.2. Personnel
 - 8.2.1. Contract Approval
 - 8.2.2. Resignations
 - 8.3. Claims
9. Action Items
 - 9.1. Discuss, consider and take action to approve the second and final reading of Board Policies 3130-3220 related to Business Operations
 - 9.2. Discuss, consider and take action to approve the second and final reading of Board Policy 8342 - Designated Method of Giving Notice of Meetings
 - 9.3. Discuss, consider and take action to approve the second and final reading of Board Policy 5416 - Student Fees (out-of-state travel for activities)
 - 9.4. Discuss, consider and take action to approve the second and final reading of Board Policy 9300 - Regular Meeting
 - 9.5. Discuss, consider and take action to approve the first reading of Board Policy 8130 - Annual Organizational Meeting

- 9.6. Discuss, consider and take action to approve the first reading of Board Policy 2320 -
Evaluation of Superintendent
- 9.7. Discuss, consider and take action to approve the first reading of Board Policy 8157 -
Standing Committee on Superintendent Evaluation
- 9.8. Discuss, consider and take action to approve the 2025-2026 salary and
corresponding contract for the Superintendent of Schools
10. Future Meetings
11. Adjournment



Award for Excellence Summary
Brandon Ritze
Head Custodian, Norfolk Junior High
March 2025



Nomination Comments:

- I highly recommend Mr. Brandon Ritze for the Award for Excellence. Brandon is an outstanding worker, communicator, and is a vital asset to our Jr. High team. As the Head Custodian, Mr. Ritze has a lot of responsibilities and wears many hats. Brandon tackles all challenges that arise with a positive attitude and he is very solution oriented. I am so impressed with how well Mr. Ritze leads our custodial team. Everyone in the building can tell that he takes great pride in his work and truly cares about the school environment at the Jr. High. Brandon is very personable with both kids and adults. Our students enjoy Brandon and his presence in the building. His work ethic and his positive energy is contagious and radiates throughout our building. We are very fortunate and honored to have Brandon in our building and appreciate all of his hard work. Brandon and his efforts make the Jr. High a special place for our students and staff. (Beau Viergutz, Building Principal)
- Brandon Ritze is the epitome of a team player. He goes above and beyond in taking care of our building, communicating with staff, and holding his staff accountable for what they're doing in a positive and supportive way. I appreciate everything that he's done this year in a trying time while training new team members while being short-staffed in the process. (Jennifer Showalter, Media Specialist)
- I think Brandon is a perfect selection for this. He is amazing for us here at the junior high. Help keep everything clean, running well, helps whenever it is needed and wherever it is needed, and is very polite when assisting any of us. Great idea to nominate him. (Trevor Osten, 8th Grade Math)
- I would like to nominate Brandon Ritze for the Award of Excellence because I believe that Brandon should also include in his name the word "Excellence." Let me explain. I have had the extreme fortune of having Brandon work on our floor for three years. I have never had the pleasure of working with someone who is as dedicated and caring about the work he does as Brandon exhibits everyday. His job is not an easy job. Each day he comes to work to clean, to put out fires, to help teachers in need of assistance "five minutes ago". While he does these tasks he does it with a smile, with a story and always willingly and complete. What has been really neat to see is Brandon's wonderful interaction with the students in the hallways. It is not uncommon to hear kids say, "Hey Brandon" as they pass him in the hallways. He gets to know the students by name and he always has a smile on his face and has great interaction with the students. Brandon brings humor, care, joy and laughter to the building each and every day. He has also recently moved to oversee the cleanliness of our entire building. This is a role that suits Brandon well. He cares about the work done by others. He puts his best foot forward in the beautification of our building and, again, does it without complaint each and every day. It would be easy for Brandon to be tired and not wanting to "give his all." But each and every day Brandon gives 100% and he does that with a smile on his face and brings joy to those around him. I feel very fortunate to have the opportunity to work alongside Brandon Ritze on a daily basis. He has made our building a wonderful place to work with his tireless effort and commitment to being the best. To me, that is "excellence". (Jeff Mrsny, 7th Grade World Studies)
- Brandon is an amazing asset to the junior high. Brandon is always ready to lend a hand whenever someone needs assistance. Each morning, he greets everyone around the building, checking in and spreading positivity. The students absolutely adore him; they look up to him and hold him in high regard. Whenever he steps into my classroom, the kids' faces light up, eager to chat with him. Brandon puts in tremendous effort to ensure that all the teachers have what they need, consistently asking how he can assist us. His dedication and warmth truly make a difference in our school. Given everything that has transpired over the past year with our custodial staff, Brandon has truly persevered. His resilience and leadership have been invaluable, guiding



us through challenges with grace and determination. He is a remarkable leader who inspires those around him. (Brianna Haase, 8th Grade Careers):

- Brandon stands by the name of this award. Excellent. His work ethic, positivity, and love for the school, all show on a daily basis. Not only does Brandon have an amazing relationship with the teachers throughout the building, he keeps an exciting relationship with the students! When students see Brandon around, excitement appears in their face immediately! They are excited to see him, talk to him, and hear one of Brandon's crazy stories. Brandon has recently taken on the role of Head Custodian and has done an outstanding job at that. He takes care of the Junior High and takes such pride in what he does. Not only that, but he is dealing with staff shortage right now, as many people are. Brandon has had days where he could have left when he was scheduled off, or been down about the situation, but instead he comes to work early or stays late, has a smile on his face, and checks in with the whole building to make sure everyone is taken care of. In fact, a student just recently brought cookies for him and our other custodians, because she wanted to make sure they felt appreciated. That speaks volumes about our custodians and the team that Brandon leads. We are extremely thankful for Brandon Ritze. (Julia Spaulding, Principal Secretary)
- Brandon is the first person I see every morning. He is always welcoming, friendly and kind to everyone. He has been putting in crazy long days to keep our building working and clean. He is constantly trying to keep our custodial positions filled and if someone is gone, covers for them. He does not complain about it and is very professional in a difficult situation. Brandon is always asking if anything needs to be done and then does it whether it is his responsibility or not. (Patti Hagedorn, 7th Grade Science)
- Brandon is awesome. He takes pride in taking great care of our classrooms and other spaces in the building. He never hesitates to take care of something when needed or requested, and always does so promptly. Above everything else, he is an awesome person. I'm grateful that he is in our building. (Jason Ayers, 8th Grade Math)
- Brandon always takes time to talk to our life students! He gives high fives or fist bumps! If he sees us in PE, he'll watch and cheer on our students! He always has a smile on his face! He has carried a big load on his shoulders when he doesn't have enough staff. He has good relationships with staff. I enjoy talking with him! (Joan Spiering, LIFE Para)
- Brandon Ritze defines what professionalism, integrity, and leadership looks like as an employee at Norfolk Public Schools. Brandon's experience in previous positions from serving as a marine in the military and as a manager prior to relocating to Norfolk have benefited our school. Brandon has been instrumental in keeping our Junior High building in such great shape. Brandon is a dependable, responsible, reliable employee of NPS. We are very fortunate to have Brandon at our school! (Nancy Boche, 7th Grade World Studies Teacher)

*Thank you Mr. Ritze for your commitment to our students and our district!
Mr. Ritze was nominated by a variety of staff at Norfolk Junior High.*



Norfolk Public Schools Public Comment Information & Guidelines

The Norfolk Public School's Board of Education values and welcomes input during the public comment times at all monthly Board meetings. Feedback is an essential part of the NPS Board's decision-making process, helping us to better understand and address the needs and concerns of the community. We encourage you to share your thoughts and ideas.

- At the first meeting of the month (2nd Monday), individual speakers will have up to five minutes to address the Board.
- For all other meetings, individual speakers will have up to three minutes, and the Board shall hear up to thirty cumulative minutes of public comment.
- These time limits are per speaker, per meeting, and may not be transferred or assigned to other speakers.
- Persons must be present in order to participate in the public comment section of the meeting. Phone conferencing, recording or other communication via electronic devices will not be allowed.
- Providing printed materials (paper no larger than 8.5 x 11 inches) to the Board is allowed.
- According to state law, members of the public who wish to comment must identify themselves, including their address, the name of the organization they represent and the topic that they wish to address. Public comment cards are available at the media table and need to be completed.
- Concerns related to school personnel need to be addressed to the Superintendent using the approved district protocol. Individuals who make false, defamatory, or slanderous statements during public comments may be held legally liable. Slanderous comments are not protected simply because they are made at a Board meeting.
- Persons attending Board meetings and/or speaking to the Board during public comment or during a public hearing must follow all requirements established by the Board, as well as all Board and staff directions in order to help maintain the order, proper decorum, safety and security, and the non-disruptive functioning of the Board meeting. These include, but are not limited to the following:
 - Refraining from applauding, cheering, jeering, or engaging in speech that defames any individual(s), or stymies or blocks meeting progress.
 - Refraining from the use of audio recordings, video recordings, or any digital still images, posters, signs, costumes, other props and/or photographs.
 - Refraining from abusive, offensive, disruptive, defamatory, hostile or threatening language, gestures, and conduct.
 - Staying in the areas identified by the Board as reserved for the public.
- If at any time persons appearing before the Board do not comply with these or any other Board requirements, the chair shall declare that person or persons out of order and require a change in behavior, delay or recess the meeting, or refuse permission to continue to address the Board, and ultimately may require the person or persons to leave the premises of the Board meeting.
- Board members cannot discuss or act upon matters that are not listed on the agenda. Therefore, Board members will not respond to comments or questions. If persons wish to request that an item be placed on a future Board agenda, contact the Superintendent's office during normal business hours.

NORFOLK PUBLIC SCHOOLS
INTERIM COMBINED STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
ALL FUNDS
For Month Ending February 28, 2025

Fund/Account	2024-2025 Beginning Balance	Monthly Receipts	Monthly Disbursements	Ending Balance	
QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND (2)	\$1,174,954.50	\$20,180.55	\$0.00	\$1,195,135.05	
SPECIAL BUILDING FUND (3)	\$4,698,455.43	\$15,664.26	\$439,773.24	\$4,274,346.45	
DEPRECIATION RESERVE FUND (3)	\$6,423,850.58	\$16,465.52	\$0.00	\$6,440,316.10	
ACTIVITIES ACCOUNT (2)	\$627,491.70	\$91,915.56	\$76,125.38	\$643,281.88	
SUBSIDIARY ACCOUNT (2)	\$456,743.88	\$26,183.45	\$12,939.86	\$469,987.47	
GENERAL FUND (1)	\$13,856,796.22	\$4,328,251.04	4,637,920.91	\$13,547,126.35	
PAYROLL ACCOUNT (2)	\$5,705.78	\$4,127,017.30	\$4,127,017.30	\$5,705.78	
SCHOOL LUNCH FUND (2)	\$741,693.27	\$303,764.39	\$316,112.46	\$729,345.20	
BOND FUND (3)	\$1,176,816.31	\$2,539.90	\$0.00	\$1,179,356.21	
COOPERATIVE FUND (2)	\$306,072.80	\$13,579.98	\$1,947.76	\$317,705.02	
EMPLOYEE BENEFIT FUND (2)	\$3,957.31	\$10.23	\$0.00	\$3,967.54	
ATHLETIC FIELD COOPERATIVE FUND (2)	\$367,044.09	\$948.86	\$0.00	\$367,992.95	
CONVENIENCE FEE FUND (2)	\$17,604.16	\$370.01	\$1.22	\$17,972.95	
STUDENT FEE FUND (2)	\$516,295.99	\$4,668.20	\$6,513.14	\$514,451.05	
TOTAL ALL FUNDS	\$30,373,482.02	\$8,951,559.25	\$9,618,351.27	\$29,706,690.00	
BALANCES CLASSIFIED BY DEPOSITORY					
(1) BANK FIRST				\$13,547,126.35	
(2) ELKHORN VALLEY BANK				\$4,265,544.89	
(3) MIDWEST BANK				\$11,894,018.76	
TOTAL BALANCES				\$29,706,690.00	



Finance and Facilities Committee Meeting Minutes
Monday, February 10, 2025 at 4:00 PM
Location: NPS Central Administration Building

Attendance:

- Board Members: Brenda Carhart - present, Tom Stanton - present, Steve McNally - present
- NPS Staff Present: Dr. Jami Jo Thompson, Erik Wilson, Callan Collins, Chuck Hughes

Meeting began at 4:00 PM

1. Finance Updates & Claims Review
 - a. February Claims/Board Bills
 - i. Wilson answered questions about the claims
 - b. All Funds Report
 - c. Revenue Report
2. Board Member Conflict Statements
 - a. Steve - Panther Polo and chairs at One Office Solutions
 - b. Patti - Panther Polo
3. Board Agenda Items for 2/10
 - a. Assign Finance and Facilities Committee Chair
 - i. Brenda Carhart will be serve as the committee chair
 - b. Computer purchase - Chuck Hughes
 - i. Review of the RFP results and recommendations
 - ii. Agenda item: Discuss, consider and take action to approve the purchase of 244 Dell desktop computers for a total of \$171,203.28
 - iii. Computer purchases are scheduled for every 5-7 years
 - c. Bus RFP
 - i. The District's aging bus fleet has raised concerns due to the increasing number of issues
 - ii. Review of the current route bus fleet
 - iii. Requesting permission to put out an RFP to gather information about cost and turn around time for delivery. There is no required purchase in gathering this information
 - iv. Agenda item: Discuss, consider and take action to grant permission to seek RFPs for a bus
4. Facilities/Construction Update
 - a. Middle School
 - i. General construction update
 1. Tours of the addition took place last week which included 2 board members and administration

- 2. Planning to move into the new addition in mid-March
 - b. Chiller Project at High School
 - i. Project should be completed in 1-2 months. Will do a start up once the weather warms up
 - c. Little Theatre at the High School
 - i. Looking into renovating the space into a multi-purpose room
 - ii. Funding to come from the NPSF Dual Credit School Fund
- 5. Other Items:
 - a. Student Teacher Pay
 - i. Change is a result of the budget cuts
 - ii. Student Teachers to be paid \$1000 first semester and \$1,000 if they sign a teaching contract with NPS
 - iii. Wayne State College has been made aware of the change
 - b. NERP Contract
 - i. Northeast Nebraska's Regional Program for the Deaf and Hard of Hearing is currently officing in Central Office
 - ii. Contract is up and ESU plans to bid the contract out
 - c. 25-26 Salary Schedules
 - i. Review of each staffing group and potential pay increases including the cost to the district
 - ii. Nurse salary
 - 1. Review of the revised employment agreement
 - iii. Classified Salary
 - iv. Classified Hourly
 - v. Administration Salary
- The Committee went into recess at 5:20 PM to attend the Board of Education meeting. The Finance and Facilities meeting resumed at 8:05 PM and continued discussion regarding salary schedules.
 - d. Future meetings - Committee plans to continue to meet at 4:00 PM on the 2nd Monday of each month. Time may be adjusted depending on the agenda.
- 6. Upcoming Meeting Dates: March 10, 2025

Government Relations Committee Meeting Minutes

Thursday, February 13, 2025 at 3pm

Location: NPS Central Administration Building

Attendance:

- Board Committee Members: Brenda Carhart, Patti Gubbels, Tom Stanton
- NPS Staff Present: Erik Wilson, Tiffany Settles

Meeting began at 3pm.

1. Reviewed the following bills:

*Bills with hearings on 2/18

- a. LB 417- Provide for administration of the Nebraska Promise Program by the Board of Regents of the University of Nebraska, adopt the College Promise Act, and change provisions relating to the Quality Education Accountability Act. - Patti talked to Colby about this.
- b. LB 517- Provide requirements for the state school security director regarding protective door assemblies and other school entry systems- Monitor at this time.
- c. LB 685- Require schools to install a secure master key box as prescribed, provide powers and duties to the state school security director, change provisions relating to a grant program for security related infrastructure projects and the School Safety and Security Fund, and provide for a transfer from the Cash Reserve Fund.- Neutral. Concerned about cost to implement
- d. LB 631- State intent relating to funding for the school emergency response mapping fund. Will monitor.
- e. LB 429- Provide requirements and restrictions for school boards relating to professional employee's organization- Monitor at this time

*Bills with hearings on 2/24

- f. LB 426- Authorize an American flag education program and change provisions relating to the distribution of lottery funds used for education- Monitor.
- g. LB 213- Require the State Board of Education to adopt academic content standards on human embryology under the science education standards.- State Board would have to write standards, instructional materials mandated- Oppose- Patti will write a letter-
- h. LB 549- Allow a school to employ a chaplain, including in a volunteer capacity, at a school. - Monitor
- i. LB 691-Require school districts and private, denominational and parochial schools to display the Ten Commandments in school buildings - Monitor
- j. LB 122- Require display of the state and national motto in schools-NASB-opposing due to it being an unfunded mandate. Monitor

- k. Revenue hearing- Thursday 2/20-1:30pm- LB 575- Change provisions relating to the Property tax request as and property tax levy limits- Oppose. Erik will write a letter of opposition.

Future Meetings:

2/21- 10am.

Meeting adjourned at 3:45pm.

Government Relations Committee Meeting Minutes

Friday, February 21, 2025 at 10am

Location: NPS Central Administration Building

Attendance:

- Board Committee Members: Brenda Carhart, Patti Gubbels, Tom Stanton
- NPS Staff Present: Dr. Jami Jo Thompson, Tiffany Settles

Meeting began at 10am.

1. Reviewed the following bills:

*Bills with hearings on next week

- a. LB 557- Change provisions relating to the enrollment option program, provide funding to students denied option enrollment, and eliminate provisions relating to open enrollment option students and diversity plans. Oppose-
- b. LB 633- Change provisions relating to applications rejected under the enrollment option program and create the NE Option Enrollment Tuition Account Program- Oppose-
- c. LB 427- Require the State Treasurer to establish an educational savings account for students enrolled in kindergarten through 12th grade at an approved or accredited public, private, denominational or parochial school.- Oppose.
- d. LB 14- Adopt the Hunger-Free Schools Act. - Neutral.
- e. LB 624- Appropriate funds to the State Treasurer for education scholarships- (Dover's bill)- does specify low-income or at-risk. Oppose.
- f. LB 11- Appropriate funds for the Nebraska Statewide Workforce and Education Reporting System Act- Neutral.
- g. LR 18CA/LR 16CA- Constitutional amendment to require the Legislature to reimburse political subdivisions/ Constitutional amendment to require the Legislature to reimburse political subdivisions- Support but no action.
- h. LB 463- Require school districts to develop a cardiac emergency response plan under the School Safety and Security Reporting Act and provide for grants for such plans from the Medicaid Managed Care Excess Profit Fund- Neutral
- i. LB 424- Limit increases in property tax bills- Monitor.
- j. LB 131- Include elementary and secondary schools in the NE educational savings plan trust and change tax benefits- Oppose.
- k. LR 12CA- Constitutional amendment to impose a limit on ad valorem taxes for real property, provide a new method of valuing real property for tax purposes, provide certain exceptions and eliminate conflicting constitutional provisions. - Monitor.
- l. LB 439- Adopt the Property Tax Circuit Breaker Act -Monitor.

Floor Debate bills-

LB 31- Conrad's surveillance bill- Dr. Thompson and Dr. Gubbels- sent additional letters opposing this bill to Sen. Dover.

LB 143- Enrollment bill for military students. No stance taken.

*Tom, Brenda, Patti and Dr. Thompson- each wrote a letter opposing using public dollars for private schools re: LB 557, 633, 427, 624, 131.

Discussed some Federal issues and the President's plans for the Dept. of Education.

Future Meetings: 2/28-10am.

Meeting adjourned at 11:15am.

Government Relations Committee Meeting Minutes

Friday, February 28, 2025 at 10am

Location: NPS Central Administration Building

Attendance:

- Board Committee Members: Brenda Carhart, Patti Gubbels, Tom Stanton
- NPS Staff Present: Dr. Jami Jo Thompson, Chuck Hughes, Tiffany Settles

Meeting began at 10am.

1. Reviewed the following bills:

*Bills with hearings on next week

- a. LB 528- Change and eliminate provisions relating to grants from the State Department of Education Improvement Grant Fund - Oppose- Patti will send a letter.
 - b. LB 550- Require school districts to adopt a policy that excuses students to attend a course for religious instruction- Oppose- Brenda will write a letter.
 - c. LB 497- Provide for admission of and participation in extracurricular activities by certain students that are not residents of the school district - Neutral.
 - d. LB 142- Redefine a term under the Tax Equity and Educational Opportunities Support Act- We don't participate in the CEP portion of this- Neutral.
 - e. LB 572- Authorize a school district to exceed its budget authority for stipends paid to a student teacher and change the applicability of the School District Property Tax Limitation Act- Support- Patti will write a letter.
 - f. LB 714- Change provisions relating to motor vehicle taxes and fees- Oppose- Erik will write letter
 - g. LB 242- Change the Property Tax Growth Limitation Act and the School District Property Tax Relief Act and change provisions relating to budget limitations, municipal occupation taxes, and property tax statements. Neutral.
2. Discussed a 'dear colleague letter' on the federal level.

Future Meetings: tentatively scheduled for Fri. 3/7 at 10am. *Depends on legislative schedule

Meeting adjourned at 10:40am.

Government Relations Committee Meeting Minutes

Friday, March 7, 2025 at 10am

Location: NPS Central Administration Building

Attendance:

- Board Committee Members: Patti Gubbels, Tom Stanton
- NPS Staff Present: Dr. Jami Jo Thompson, Tiffany Settles

Meeting began at 10am.

1. Reviewed the following bills:

*Bills with hearings on next week

(Monday, March 10th)

- a. LB 440- Adopt the Education Leave and Support Act- Neutral.
- b. LB 411- Change provisions relating to the Nebraska Teacher Recruitment and Retention Act- Support- Pati will write a letter
- c. LB 652- Terminate the Board of Educational Lands and Funds-
- d. *LR 28CA- hearing combined with bill above- LB 652- Constitutional amendment to eliminate provisions creating the Board of Education Lands and Funds- Oppose- Dr. Thompson will write a letter
- e. LB 49- Provide for a model ban and bar policy for school districts- Oppose- Chuck will write a letter
(Tuesday, March 11th)
- f. LB 599- Require the State Board of Education to adopt a policy relating to cybersecurity- Neutral.
- g. LB 523- Adopt the Student Teacher Compensation Act- Support- Patti will write a letter
- h. LB 524- Authorize paraeducation grants under the Nebraska Teacher Recruitment and Retention Act and change eligible uses of the Education Future Fund- Support. Tom will write a letter
- i. LB 711- Change provisions relating to the new school adjustment under the Tax Equity and Educational Opportunities Support Act. Support- Erik will write a letter
(Friday, March 14- NE Retirement Systems)
- j. LB 645- Change provisions relating to the School Retirement fund- Oppose. Brenda will write a letter.

Future Meetings: Thursday, March 13th, 10am.

Meeting adjourned at 10:45am.

Norfolk Public Schools
Board of Education 2nd Monthly Meeting
Monday, February 24, 2025 12:00 PM
NPS Central Administration Office
512 West Phillip Avenue
Norfolk, NE 68701

Teri Bauer: Present
Cindy Booth: Present
Brenda Carhart: Present
Patti Gubbels: Present
Steve McNally: Present
Tom Stanton: Present

1. Date Public Notice appeared in the Norfolk Daily News: February 18, 2025
2. Call to Order
 - A. The Norfolk Public School District's Board of Education meeting was called to order at Noon.
 - 2.1. Roll Call – See attendance above.
 - 2.2. Declaration of a Legal Meeting - The meeting was declared legal.
3. Pledge of Allegiance
4. Public Comments & Communication
 - A. One member from the community spoke during the Public Comment period.
5. Reports and Discussion Items
 - 5.1. Finance & Facilities Report
 - A. The total amount of claims to be approved on the consent agenda by specific fund are listed below:
General Fund = \$244,878.83
Nutrition Fund = \$315,321.39
Cooperative Fund = \$260.00
Subsidiary Fund = \$8,221.07
Special Building Fund = \$301.80
Senior High Activity Fund = \$40,885.04
Junior High Activity Fund = \$6,407.23
Student Fee Fund = \$5,573.00
 - B. All of these claims were reviewed earlier by the Finance and Facilities Committee.
6. Consent Agenda
Motion to approve the consent agenda at 12:09 PM passed with a motion by Patti Gubbels and a second by Tom Stanton.
Teri Bauer: Yea, Cindy Booth: Yea, Brenda Carhart: Yea, Patti Gubbels: Yea, Steve McNally: Yea, Tom Stanton: Yea
Yea: 6, Nay: 0

6.1. Minutes of Previous Meetings

- A. Minutes from the meeting on February 10, 2025 were reviewed.

6.2. Personnel

6.2.1. Contract Approval

- Tia Cho - Kindergarten Teacher, Woodland Park Elementary

6.2.2. Resignations

- Zach Ahrenholtz - Social Studies Teacher, Norfolk Senior High - resigning at the end of the 2024-2025 school year
- Sandra Gaspers - Special Education Teacher, Norfolk Catholic Schools - resigning at the end of the 2024-2025 school year
- Brent Gatzemeyer - Physical Education Teacher, Norfolk Senior High - resigning at the end of the 2024-2025 school year
- Traceten Halley - Physical Education Teacher, Norfolk Junior High - resigning at the end of the 2024-2025 school year
- Taya Johnson - 4th Grade Teacher, Jefferson - resigning at the end of the 2024-2025 school year
- Megan Mueller - Special Education Teacher, Bel Air - resigning at the end of the 2024-2025 school year
- Alyssa Seier - Special Education, Norfolk Senior High - resigning at the end of the 2024-2025 school year

6.3. Claims

- A. Attached are the claims. These claims were reviewed by our Finance and Facilities Committee.
- B. There were 4 conflict statements that were read before voting.

7. Action Items

7.1. Discuss, consider and take action to approve the 2025-2026 salary structure for classified hourly employees

- A. We have completed the negotiation process and approved the Certified and School Psych. agreements for 2025/26. The following are the proposed 25/26 salary schedules and agreements for all other groups. The first document shows the breakdown for all groups. This motion is to approve the classified hourly salary schedule. It includes adding \$0.12 to the base and \$0.51 for all existing employees.

Motion to approve the 2025-2026 salary structure for classified hourly employees at 12:13 PM passed with a motion by Tom Stanton and a second by Patti Gubbels.

Teri Bauer: Yea, Cindy Booth: Yea, Brenda Carhart: Yea, Patti Gubbels: Yea, Steve McNally: Yea, Tom Stanton: Yea

Yea: 6, Nay: 0

7.2. Discuss, consider and take action to approve the 2025-2026 salary structure for classified salaried employees

- A. As with the previous group, this is the proposed salary schedule for 25/26. There is no increase to the base, it stays the same as 24/25. Cost to the district is 3.45% increase. That equates to a \$1,695.33 increase for existing classified salaried employees. A 3.45% total package increase was given to certified teachers, and the same percentage was applied to all other staffing categories as well.

Motion to approve the 2025-2026 salary structure for classified salaried employees at 12:14 PM passed with a motion by Teri Bauer and a second by Tom Stanton.

Teri Bauer: Yea, Cindy Booth: Yea, Brenda Carhart: Yea, Patti Gubbels: Yea, Steve McNally: Yea, Tom Stanton: Yea
Yea: 6, Nay: 0

- 7.3. Discuss, consider and take action to approve the 2025-2026 salary structure and employee agreement for nurses
 - A. Nurses have a similar salary structure as teachers. I have applied the 3.45% total cost to the district to the nurses base salary schedule for 25/26. They also do not have a contract but there has been an updated Employment Agreement attached that brings their agreement more in line with what has been negotiated in the Certified Teachers Contract.

Motion to approve the 2025-2026 salary structure and employee agreement for nurses at 12:18 PM passed with a motion by Tom Stanton and a second by Cindy Booth.

Teri Bauer: Yea, Cindy Booth: Yea, Brenda Carhart: Yea, Patti Gubbels: Yea, Steve McNally: Yea, Tom Stanton: Yea
Yea: 6, Nay: 0

- 7.4. Discuss, consider and take action to approve the 2025-2026 salary structure for administrators
 - A. Admin salary schedule for 25/26 was attached. There has been no change in this from the 24/25 schedule. The 3.45% increase is applied to the base for existing employees, which equals a \$3038 increase.
 - B. The Board discussed it would be a total cost increase for the District of around \$102,000. While some emphasized the need for competitive salaries to attract and retain qualified staff for open positions, others prefer more funding for classroom teachers, noting that administrators make significantly more than teachers. Comparisons with other districts reveal the district could be falling behind in administrative salaries. This increase does not include the superintendent's salary. While the district is trying to be fiscally responsible, there is a push for paying competitive salaries to keep good talent.

Motion to approve the 2025-2026 salary structure for administrators at 12:21 PM passed with a motion by Patti Gubbels and a second by Tom Stanton.

Teri Bauer: Yea, Cindy Booth: Yea, Brenda Carhart: Yea, Patti Gubbels: Yea, Steve McNally: Yea, Tom Stanton: Yea
Yea: 6, Nay: 0

8. Discuss the 2025-2026 salary for the superintendent of schools
 - A. This proposal is the same salary increase for the Superintendent as what was presented for all other administrators. A \$3,038 salary increase to Dr. Thompson's contract would be a 1.23% increase for her for 25/26.
 - B. This is only a discussion item. Dr. Thompson's salary cannot be approved today, as her contract and salary schedule D must be updated and it needs to be posted on the website for a minimum of three days prior to Board action.
 - C. The discussion of the Board focused on reviewing the increase to Dr. Thompson's salary. The board emphasized the District's commitment to transparency, noting that Dr. Thompson's contract is always available on the NPS website. It was noted that the increase is still below inflation and cost of living adjustments, but was considered a fair and supported adjustment. Based on this feedback, Erik will

present a contract and Salary Schedule D, which will be posted on the website prior to the March 10th board meeting for action.

9. Future Meetings
 - A. The next regular meeting of the Board of Education will be held on Monday, March 10th, 2025 at 5:30 PM.
 - B. The 2nd monthly meeting of the Board of Education is scheduled for Monday, March 24th, 2025 at Noon.
 - C. All components of these meetings will be held at the NPS Central Administration Offices and will be open to the public unless an Executive Session is needed in order to protect the interest of the district or the reputation of an individual.
10. Executive Session To Discuss Personnel -- As Needed to Prevent Needless Injury to the Reputation of an Individual.
 - 10.1. Convene Executive Session -- To Discuss Personnel -- As Needed to Prevent Needless Injury to the Reputation of an Individual.
 - A. Board went into Executive Session at 12:42 PM.

Motion to convene executive session to discuss personnel as needed to prevent needless injury to the reputation of an individual at 12:42 PM passed with a motion by Tom Stanton and a second by Steve McNally.

Teri Bauer: Yea, Cindy Booth: Yea, Brenda Carhart: Yea, Patti Gubbels: Yea, Steve McNally: Yea, Tom Stanton: Yea

Yea: 6, Nay: 0

- 10.2. Reconvene Meeting from Executive Session
 - A. Reconvene from Executive Session at 12:56 PM

10.3. Approval of Any Action Deemed Necessary as a Result of Executive Session
Motion to approve the resolution to cancel the teaching contract of Karla Knight at 12:56 PM passed with a motion by Cindy Booth and a second by Tom Stanton.

Teri Bauer: Yea, Cindy Booth: Yea, Brenda Carhart: Yea, Patti Gubbels: Yea, Steve McNally: Yea, Tom Stanton: Yea

Yea: 6, Nay: 0

11. Adjournment
 - A. The meeting adjourned at 12:57 PM

Chairperson

Superintendent

		MARCH 10, 2025		
		NORFOLK PUBLIC SCHOOLS		
		NORFOLK, NEBRASKA		
	GENERAL FUND			
1	81 AUTO GLASS, LLC	WINDSHIELD FOR VEHICLE #31	01 2650 340 1 001 000	\$175.00
2	81 AUTO GLASS, LLC	WINDSHIELD FOR VEHICLE #31	01 2650 340 2 001 000	\$175.00
3	81 AUTO GLASS, LLC Total			\$350.00
4	A TO Z VAC & SEW	VACUUM ROLLER	01 2610 610 2 001 002	\$39.00
5	A TO Z VAC & SEW Total			\$39.00
6	ADVANCE AUTO PARTS	VEHICLE SUPPLIES	01 2650 610 1 001 000	\$49.05
7	ADVANCE AUTO PARTS	VEHICLE SUPPLIES	01 2650 610 1 001 000	\$106.00
8	ADVANCE AUTO PARTS	AIR FILTER	01 2650 610 1 001 000	\$24.34
9	ADVANCE AUTO PARTS	VEHICLE SUPPLIES	01 2650 610 2 001 000	\$49.05
10	ADVANCE AUTO PARTS	VEHICLE SUPPLIES	01 2650 610 2 001 000	\$105.99
11	ADVANCE AUTO PARTS	AIR FILTER	01 2650 610 2 001 000	\$24.33
12	ADVANCE AUTO PARTS	SHOCKS	01 2710 610 1 001 000	\$150.00
13	ADVANCE AUTO PARTS	SHOCKS	01 2710 610 1 001 000	-\$2.08
14	ADVANCE AUTO PARTS	SHOCKS	01 2710 610 2 001 000	\$150.00
15	ADVANCE AUTO PARTS	SHOCKS	01 2710 610 2 001 000	-\$2.08
16	ADVANCE AUTO PARTS Total			\$654.60
17	AKRS EQUIPMENT SOLUTIONS	FILLER CAP	01 2630 610 1 001 000	\$14.35
18	AKRS EQUIPMENT SOLUTIONS	FILLER CAP	01 2630 610 2 001 000	\$14.34
19	AKRS EQUIPMENT SOLUTIONS Total			\$28.69
20	ALBRECHT, LINDSEY	STAFF MILEAGE	01 2151 333 1 004 000	\$7.14
21	ALBRECHT, LINDSEY Total			\$7.14
22	AMAZON CAPITAL SERVICES	SUPPLIES	01 1100 610 1 405 014	\$29.36
23	AMAZON CAPITAL SERVICES	LAMINATING POUCHES	01 1100 610 1 406 014	\$13.09
24	AMAZON CAPITAL SERVICES	LAMINATING SHEETS/PENCIL	01 1100 610 1 406 014	\$22.54
25	AMAZON CAPITAL SERVICES	KLEENEX AND PRIVACY SCREENS	01 1100 610 2 141 002	\$190.97
26	AMAZON CAPITAL SERVICES	STORAGE BASKETS	01 2120 610 2 146 002	\$40.97
27	AMAZON CAPITAL SERVICES	DUSTER REFILLS	01 2610 610 1 001 014	\$25.98
28	AMAZON CAPITAL SERVICES	CUSTODIAL SUPPLIES	01 2610 610 1 001 014	\$63.96
29	AMAZON CAPITAL SERVICES	HEADLIGHT	01 2650 610 1 001 000	\$27.89
30	AMAZON CAPITAL SERVICES	BULBS	01 2650 610 1 001 000	\$20.15
31	AMAZON CAPITAL SERVICES	HEADLIGHT	01 2650 610 2 001 000	\$27.89
32	AMAZON CAPITAL SERVICES	BULBS	01 2650 610 2 001 000	\$20.14
33	AMAZON CAPITAL SERVICES Total			\$482.94
34	APPEARA	MOP CLEANING	01 2610 431 1 001 000	\$46.71
35	APPEARA	MOP CLEANING	01 2610 431 1 001 000	\$46.71
36	APPEARA	SHIRTS	01 2610 431 1 001 000	\$56.44

37	APPEARA	SHIRTS	01 2610 431 1 001 000	\$56.44
38	APPEARA	MOP CLEANING	01 2610 431 2 001 000	\$46.71
39	APPEARA	MOP CLEANING	01 2610 431 2 001 000	\$46.71
40	APPEARA	SHIRTS	01 2610 431 2 001 000	\$56.44
41	APPEARA	SHIRTS	01 2610 431 2 001 000	\$56.44
42	APPEARA	SHIRTS	01 2620 431 1 001 000	\$14.11
43	APPEARA	SHIRTS	01 2620 431 1 001 000	\$14.11
44	APPEARA	SHIRTS	01 2620 431 2 001 000	\$14.12
45	APPEARA	SHIRTS	01 2620 431 2 001 000	\$14.12
46	APPEARA Total			\$469.06
47	ARROW STAGE LINES	BASKETBALL BUS SERVICE	01 2710 340 1 001 000	\$865.00
48	ARROW STAGE LINES	BASKETBALL BUS SERVICE	01 2710 340 1 001 000	\$812.50
49	ARROW STAGE LINES	BAND OLYMPICS BUS SERVICE	01 2710 340 1 001 000	\$865.00
50	ARROW STAGE LINES	PINK PANTHERS BUS SERVICE	01 2710 340 1 001 000	\$865.00
51	ARROW STAGE LINES	CAPITOL CONCERT SERIES BUS	01 2710 340 1 001 000	\$865.00
52	ARROW STAGE LINES	CHEERLEADING BUS SERVICE	01 2710 340 1 001 000	\$812.50
53	ARROW STAGE LINES	BASKETBALL BUS SERVICES	01 2710 340 2 001 000	\$865.00
54	ARROW STAGE LINES	BASKETBALL BUS SERVICE	01 2710 340 2 001 000	\$812.50
55	ARROW STAGE LINES	BAND OLYMPICS BUS SERVICE	01 2710 340 2 001 000	\$865.00
56	ARROW STAGE LINES	PINK PANTHERS BUS SERVICE	01 2710 340 2 001 000	\$865.00
57	ARROW STAGE LINES	CAPITOL CONCERT SERIES BUS	01 2710 340 2 001 000	\$865.00
58	ARROW STAGE LINES	CHEERLEADING BUS SERVICE	01 2710 340 2 001 000	\$812.50
59	ARROW STAGE LINES Total			\$10,170.00
60	ASPM LANDSCAPES, LLC	SNOW REMOVAL	01 2630 420 1 001 014	\$6,435.00
61	ASPM LANDSCAPES, LLC	SNOW REMOVAL	01 2630 420 1 001 021	\$4,820.00
62	ASPM LANDSCAPES, LLC	SNOW REMOVAL	01 2630 420 2 001 001	\$6,000.00
63	ASPM LANDSCAPES, LLC Total			\$17,255.00
64	ATKINSON, CLAUDIA	PARENT MILEAGE	01 2713 332 1 004 021	\$70.56
65	ATKINSON, CLAUDIA Total			\$70.56
66	BAINTER, SUE ANN	NDE RBI APPROVAL AND FIDELITY	01 6416 340 1 017 000	\$637.50
67	BAINTER, SUE ANN Total			\$637.50
68	BALSIGER, KATHY	ACTIVITY WORKER	01 2190 120 2 001 000	\$71.74
69	BALSIGER, KATHY Total			\$71.74
70	BARNHILL PIANO SERVICE	PIANO TUNING	01 1100 340 2 116 002	\$145.00
71	BARNHILL PIANO SERVICE Total			\$145.00
72	BOMGAARS SUPPLY	SUPPLIES	01 2620 610 1 001 000	\$2.49
73	BOMGAARS SUPPLY	SOLAR SALT	01 2620 610 1 001 004	\$54.90
74	BOMGAARS SUPPLY	SOFTNER SALT	01 2620 610 1 001 005	\$162.25
75	BOMGAARS SUPPLY	SOLAR SALT	01 2620 610 1 001 008	\$109.80
76	BOMGAARS SUPPLY	SUPPLIES	01 2620 610 2 001 000	\$2.49
77	BOMGAARS SUPPLY Total			\$331.93
78	CALVILLO, KARI	ACTIVITY WORKER	01 2190 120 2 001 000	\$67.52
79	CALVILLO, KARI Total			\$67.52

80	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 1 104 010	\$402.66
81	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 1 201 003	\$287.22
82	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 1 302 004	\$263.24
83	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 1 430 014	\$539.90
84	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 1 602 005	\$317.89
85	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 1 705 008	\$301.65
86	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 1 819 009	\$209.30
87	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 1 904 012	\$227.81
88	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 2 016 001	\$3.36
89	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 2 141 002	\$458.36
90	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1100 340 2 209 001	\$1,472.45
91	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1190 610 1 163 021	\$128.82
92	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1200 610 1 004 000	\$387.95
93	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1200 610 2 004 000	\$387.94
94	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1291 610 1 017 000	\$59.69
95	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 1292 610 1 017 000	\$59.69
96	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 2530 340 1 001 000	-\$815.52
97	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 2530 340 2 001 000	-\$815.51
98	CAPITAL BUSINESS SYSTEMS	PRINTERS/COPIES	01 2620 431 0 001 000	\$40.56
99	CAPITAL BUSINESS SYSTEMS Total			\$3,917.46
100	CARHART, BRENDA	MILEAGE TO CONVENTION AND	01 2310 333 1 033 000	\$184.70
101	CARHART, BRENDA	MILEAGE TO CONVENTION AND	01 2310 333 2 033 000	\$184.70
102	CARHART, BRENDA Total			\$369.40
103	CDW GOVERNMENT, INC	GOOGLE VOICE	01 1200 643 1 004 000	\$264.33
104	CDW GOVERNMENT, INC	GOOGLE VOICE	01 1200 643 2 004 000	\$264.34
105	CDW GOVERNMENT, INC Total			\$528.67
106	CIRIACO, DANIEL	INTERPRETER	01 1150 350 2 004 001	\$65.73
107	CIRIACO, DANIEL	INTERPRETER	01 1150 350 2 004 002	\$131.46
108	CIRIACO, DANIEL Total			\$197.19
109	CITY OF NORFOLK	FIBER REPAIR	01 1100 340 1 005 000	\$1,719.21
110	CITY OF NORFOLK	FIBER REPAIR	01 1100 340 2 005 000	\$1,719.21
111	CITY OF NORFOLK	WATER/SEWER	01 2610 410 1 001 010	\$540.34
112	CITY OF NORFOLK	WATER/SEWER	01 2610 410 1 001 014	\$1,008.62
113	CITY OF NORFOLK	WATER/SEWER	01 2610 410 1 001 021	\$421.96
114	CITY OF NORFOLK	WATER/SEWER	01 2610 410 2 001 001	\$2,341.73
115	CITY OF NORFOLK	WASTE DISPOSAL	01 2630 420 1 001 000	\$1.50
116	CITY OF NORFOLK	WASTE DISPOSAL	01 2630 420 2 001 000	\$1.50
117	CITY OF NORFOLK Total			\$7,754.07
118	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 000	\$191.79
119	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 003	\$97.29
120	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 004	\$96.92
121	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 005	\$96.92
122	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 008	\$96.92

123	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 009	\$96.92
124	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 010	\$96.92
125	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 012	\$94.33
126	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 014	\$194.17
127	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 1 001 021	\$97.62
128	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 2 001 000	\$191.78
129	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 2 001 001	\$389.62
130	CLEARFLY COMMUNICATIONS	PHONE SERVICE	01 2510 382 2 001 002	\$196.73
131	CLEARFLY COMMUNICATIONS Total			\$1,937.93
132	CLEVELAND, NICHOLAS	ACTIVITY WORKER	01 2190 120 2 001 000	\$118.16
133	CLEVELAND, NICHOLAS Total			\$118.16
134	COLSDEN, EMMA	STAFF MILEAGE	01 1200 333 1 004 000	\$9.80
135	COLSDEN, EMMA Total			\$9.80
136	CONTINENTAL BATTERY	BATTERIES FOR FLOOR SCRUBBER	01 2610 610 2 001 001	-\$58.00
137	CONTINENTAL BATTERY	BATTERIES FOR FLOOR SCRUBBER	01 2610 610 2 001 001	\$1,062.88
138	CONTINENTAL BATTERY Total			\$1,004.88
139	COOK, TODD	KEARNEY HONOR BAND	01 1100 580 2 202 001	\$12.52
140	COOK, TODD	USD HONOR BAND	01 1100 580 2 202 001	\$45.97
141	COOK, TODD	WESLEYAN HONOR BAND	01 1100 580 2 202 001	\$56.13
142	COOK, TODD	FUEL FOR HONOR BAND TRAVEL	01 2650 626 2 001 000	\$20.02
143	COOK, TODD Total			\$134.64
144	CORNHUSKER INTERNATIONAL	VEHICLE MAINTENANCE	01 2710 340 1 001 000	\$48.44
145	CORNHUSKER INTERNATIONAL	VEHICLE SERVICES	01 2710 340 1 001 000	\$32.21
146	CORNHUSKER INTERNATIONAL	VEHICLE SERVICES	01 2710 340 1 001 000	\$51.81
147	CORNHUSKER INTERNATIONAL	VEHICLE SERVICES	01 2710 340 1 001 000	-\$51.81
148	CORNHUSKER INTERNATIONAL	VEHICLE MAINTENANCE	01 2710 340 2 001 000	\$48.43
149	CORNHUSKER INTERNATIONAL	VEHICLE SERVICES	01 2710 340 2 001 000	\$32.21
150	CORNHUSKER INTERNATIONAL	VEHICLE SERVICES	01 2710 340 2 001 000	\$51.81
151	CORNHUSKER INTERNATIONAL	VEHICLE SERVICES	01 2710 340 2 001 000	-\$51.81
152	CORNHUSKER INTERNATIONAL Total			\$161.29
153	COURTESY FORD	SWITCH	01 2650 610 1 001 000	\$22.73
154	COURTESY FORD	SWITCH	01 2650 610 2 001 000	\$22.72
155	COURTESY FORD Total			\$45.45
156	CRAVEN, SHEILA	OCCUPATIONAL THERAPY SERVICES	01 2161 320 1 004 000	\$6,399.00
157	CRAVEN, SHEILA	OCCUPATIONAL THERAPY SERVICES-	01 2161 334 1 004 000	\$59.01
158	CRAVEN, SHEILA Total			\$6,458.01
159	CURRICULUM ASSOCIATES	EMPLOYEE TRAINING	01 6969 330 1 028 000	\$4,600.00
160	CURRICULUM ASSOCIATES Total			\$4,600.00
161	CUSTOM SPORTS	POLO	01 2310 890 1 001 000	\$15.00
162	CUSTOM SPORTS	POLO	01 2310 890 2 001 000	\$15.00
163	CUSTOM SPORTS Total			\$30.00
164	DITTER, KERSTIN	STAFF MILEAGE	01 3541 333 1 004 000	\$73.61
165	DITTER, KERSTIN Total			\$73.61

166	DITTMER, MICHAEL	ACTIVITY WORKER	01 2190 120 2 001 000	\$200.00
167	DITTMER, MICHAEL Total			\$200.00
168	ECHO GROUP INC	LIGHTBULBS	01 2620 610 1 001 000	\$120.80
169	ECHO GROUP INC	LIGHTBULBS	01 2620 610 1 001 000	\$120.80
170	ECHO GROUP INC	LIGHTBULBS	01 2620 610 2 001 000	\$120.80
171	ECHO GROUP INC	LIGHTBULBS	01 2620 610 2 001 000	\$120.80
172	ECHO GROUP INC Total			\$483.20
173	ELKHORN RURAL PUBLIC POWER	WOODLAND PARK ELECTRICITY	01 2610 621 1 001 012	\$1,413.84
174	ELKHORN RURAL PUBLIC POWER Total			\$1,413.84
175	ELKHORN SOUTH HIGH SCHOOL	EBO ENTRIES	01 1100 810 2 202 001	\$268.00
176	ELKHORN SOUTH HIGH SCHOOL Total			\$268.00
177	FAMILY PHYSICAL THERAPY	OCCUPATIONAL THERAPY SERVICES	01 2162 320 1 004 000	\$3,829.00
178	FAMILY PHYSICAL THERAPY	OCCUPATIONAL THERAPY SERVICES-	01 2162 334 1 004 000	\$26.30
179	FAMILY PHYSICAL THERAPY	OCCUPATIONAL THERAPY SERVICES	01 2163 320 1 004 000	\$3,829.00
180	FAMILY PHYSICAL THERAPY	OCCUPATIONAL THERAPY SERVICES-	01 2163 334 1 004 000	\$26.30
181	FAMILY PHYSICAL THERAPY Total			\$7,710.60
182	FATHER FLANAGAN'S BOYS	TUITION	01 1200 561 2 004 000	\$8,265.80
183	FATHER FLANAGAN'S BOYS	MISC EXPENDITURES	01 1200 890 2 004 000	\$1,354.20
184	FATHER FLANAGAN'S BOYS	CLASSROOM SUPPLIES	01 2120 610 1 816 009	\$98.75
185	FATHER FLANAGAN'S BOYS Total			\$9,718.75
186	FERNAU, JESSICA	STAFF MILEAGE	01 1291 333 1 004 021	\$13.72
187	FERNAU, JESSICA	STAFF MILEAGE	01 1292 333 1 004 000	\$12.88
188	FERNAU, JESSICA Total			\$26.60
189	FIGUEROA, TATIANA	INTERPRETER	01 1150 350 1 004 014	\$65.73
190	FIGUEROA, TATIANA	INTERPRETER	01 1150 350 2 004 002	\$65.73
191	FIGUEROA, TATIANA Total			\$131.46
192	FLINN SCIENTIFIC, INC	GOGGLES	01 1100 610 2 206 001	\$1,024.21
193	FLINN SCIENTIFIC, INC Total			\$1,024.21
194	FOX, CINDY	STAFF MILEAGE	01 2130 333 1 004 000	\$88.41
195	FOX, CINDY Total			\$88.41
196	FUENTES, ANAHI	INTERPRETER	01 1150 350 1 004 009	\$131.46
197	FUENTES, ANAHI	INTERPRETER	01 1150 350 2 004 002	\$109.55
198	FUENTES, ANAHI Total			\$241.01
199	GARCIA, ANDY	PARENT MILEAGE	01 2713 332 1 004 021	\$94.08
200	GARCIA, ANDY	PARENT MILEAGE	01 2713 332 1 004 021	\$11.76
201	GARCIA, ANDY Total			\$105.84
202	GARCIA, JUAN	INTERPRETER	01 1150 350 1 004 008	\$206.17
203	GARCIA, JUAN	INTERPRETER	01 1150 350 2 004 001	\$65.73
204	GARCIA, JUAN Total			\$271.90
205	GARCIA, RAQUEL	INTERPRETER	01 1150 350 1 004 014	\$191.71
206	GARCIA, RAQUEL Total			\$191.71
207	HAKE, SARAH	STAFF MILEAGE	01 1200 333 1 004 000	\$45.57
208	HAKE, SARAH	STAFF MILEAGE	01 1200 333 2 004 000	\$6.16

209	HAKE, SARAH	STAFF MILEAGE	01 2151 333 1 004 000	\$12.46
210	HAKE, SARAH Total			\$64.19
211	HARDY, MARSHAL	ACTIVITY WORKER	01 2190 120 2 001 000	\$84.40
212	HARDY, MARSHAL Total			\$84.40
213	HASTINGS, BOBBY	ACTIVITY WORKER	01 2190 120 2 001 000	\$84.40
214	HASTINGS, BOBBY Total			\$84.40
215	HASTINGS, TRACI	ACTIVITY WORKER	01 2190 120 2 001 000	\$84.40
216	HASTINGS, TRACI Total			\$84.40
217	HERITAGE WATER SERVICES	GLYCAL	01 2620 610 1 001 000	\$626.83
218	HERITAGE WATER SERVICES	Q-THERM GLYCOL	01 2620 610 1 001 000	\$627.36
219	HERITAGE WATER SERVICES	GLYCAL	01 2620 610 2 001 000	\$626.83
220	HERITAGE WATER SERVICES	Q-THERM GLYCOL	01 2620 610 2 001 000	\$627.35
221	HERITAGE WATER SERVICES Total			\$2,508.37
222	HOFERER, KIMBERLY	ACTIVITY WORKER	01 2190 120 2 001 000	\$33.76
223	HOFERER, KIMBERLY	ACTIVITY WORKER	01 2190 120 2 001 000	\$206.78
224	HOFERER, KIMBERLY Total			\$240.54
225	HOLIDAY INN EXPRESS	HASTINGS HONOR CHOIR LODGING	01 1100 580 2 207 001	\$110.00
226	HOLIDAY INN EXPRESS	HASTINGS HONOR CHOIR LODGING	01 1100 580 2 207 001	\$110.00
227	HOLIDAY INN EXPRESS	HASTINGS HONOR CHOIR LODGING	01 1100 580 2 207 001	\$110.00
228	HOLIDAY INN EXPRESS Total			\$330.00
229	HOLIDAY INN KEARNEY	NASB PRESIDENTS RETREAT/CARHART	01 2310 330 1 001 000	\$74.98
230	HOLIDAY INN KEARNEY	NASB PRESIDENTS RETREAT/CARHART	01 2310 330 2 001 000	\$74.97
231	HOLIDAY INN KEARNEY Total			\$149.95
232	HOME DEPOT PRO, THE	KRAFT WAX LINERS	01 2610 610 1 001 000	\$101.75
233	HOME DEPOT PRO, THE	TRI FOLD TOWEL	01 2610 610 1 001 021	\$240.00
234	HOME DEPOT PRO, THE	KRAFT WAX LINERS	01 2610 610 2 001 000	\$101.75
235	HOME DEPOT PRO, THE Total			\$443.50
236	HUGHES, AMY	PHYSICAL THERAPY SERVICES	01 2171 320 1 004 000	\$6,432.21
237	HUGHES, AMY	PHYSICAL THERAPY SERVICES-	01 2171 334 1 004 000	\$59.36
238	HUGHES, AMY Total			\$6,491.57
239	IOWA SCHOOL FOR THE DEAF	OTHER PROFESSIONAL SERVICES	01 1200 340 2 004 000	\$2,793.78
240	IOWA SCHOOL FOR THE DEAF	TUITION	01 1200 561 2 004 000	\$28,107.00
241	IOWA SCHOOL FOR THE DEAF Total			\$30,900.78
242	J W PEPPER, INC	MUSIC	01 1100 610 2 205 001	\$47.89
243	J W PEPPER, INC Total			\$47.89
244	JESSE'S SANITATION LLC	SANITATION SERVICE	01 2610 420 1 001 000	\$2,550.00
245	JESSE'S SANITATION LLC	SANITATION SERVICE	01 2610 420 2 001 000	\$2,550.00
246	JESSE'S SANITATION LLC Total			\$5,100.00
247	JOHNSON PLUMBING	ROOF DRAIN REPAIR	01 2620 431 1 001 014	\$195.09
248	JOHNSON PLUMBING Total			\$195.09
249	JOSTENS	SIGNATURE UPDATE	01 2490 610 2 209 001	\$12.90
250	JOSTENS Total			\$12.90
251	KELLY SUPPLY COMPANY	SUPPLIES	01 2620 610 1 001 000	\$72.98

252	KELLY SUPPLY COMPANY	SUPPLIES	01 2620 610 2 001 000	\$72.98
253	KELLY SUPPLY COMPANY	BELTS	01 2620 610 2 001 001	\$19.58
254	KELLY SUPPLY COMPANY Total			\$165.54
255	LAKESHORE LEARNING	MAKER SPACE SUPPLIES	01 1100 610 1 602 005	\$597.97
256	LAKESHORE LEARNING Total			\$597.97
257	LAMMERS, NANCY	ACTIVITY WORKER	01 2190 120 2 001 000	\$84.40
258	LAMMERS, NANCY Total			\$84.40
259	LAURIDSEN, JAMES	ACTIVITY WORKER	01 2190 120 2 001 000	\$600.00
260	LAURIDSEN, JAMES Total			\$600.00
261	LAWNCO	LAWN SERVICE	01 2630 420 1 001 000	\$3,736.22
262	LAWNCO	LAWN SERVICE	01 2630 420 2 001 000	\$3,736.21
263	LAWNCO Total			\$7,472.43
264	LEXIA LEARNING SYSTEMS LLC	LEXIA CORE5 READING	01 1200 643 1 004 000	\$583.30
265	LEXIA LEARNING SYSTEMS LLC Total			\$583.30
266	LICHTY, TRACY	BEHAVIOR SYMPOSIUM	01 1200 580 1 004 000	\$231.18
267	LICHTY, TRACY Total			\$231.18
268	LOWE, BRADLEY	ACTIVITY WORKER	01 2190 120 2 001 000	\$63.30
269	LOWE, BRADLEY	ACTIVITY WORKER	01 2190 120 2 001 000	\$80.18
270	LOWE, BRADLEY Total			\$143.48
271	MARATHON PRESS INC	BUSINESS CARDS	01 6910 610 1 004 000	\$34.25
272	MARATHON PRESS INC	BUSINESS CARDS	01 6910 610 2 004 000	\$34.25
273	MARATHON PRESS INC Total			\$68.50
274	MARTINEZ, ROSA	INTERPRETER	01 1150 350 1 004 014	\$131.46
275	MARTINEZ, ROSA Total			\$131.46
276	MATTEO SAND & GRAVEL	GRAVEL	01 2630 610 1 001 000	\$78.65
277	MATTEO SAND & GRAVEL	GRAVEL	01 2630 610 2 001 000	\$78.64
278	MATTEO SAND & GRAVEL Total			\$157.29
279	MENARDS	PROJECT SUPPLIES	01 2151 610 1 004 000	\$2.63
280	MENARDS	PROJECT SUPPLIES	01 2151 610 1 004 000	\$7.78
281	MENARDS	PROJECT SUPPLIES	01 2151 610 1 004 000	\$33.42
282	MENARDS	PROJECT SUPPLIES	01 2151 610 1 004 000	\$5.99
283	MENARDS	TECH RELATED SUPPLIES	01 2230 650 1 005 000	\$34.99
284	MENARDS	TECH RELATED SUPPLIES	01 2230 650 2 005 000	\$34.99
285	MENARDS	SUPPLIES	01 2620 610 1 001 000	\$12.99
286	MENARDS	SUPPLIES	01 2620 610 1 001 000	\$28.83
287	MENARDS	SUPPLIES	01 2620 610 1 001 000	\$55.47
288	MENARDS	SUPPLIES	01 2620 610 1 001 000	\$14.98
289	MENARDS	SUPPLIES	01 2620 610 1 001 009	\$11.95
290	MENARDS	SUPPLIES	01 2620 610 1 001 010	\$22.98
291	MENARDS	SUPPLIES	01 2620 610 1 001 014	\$9.99
292	MENARDS	PVC	01 2620 610 1 001 021	\$2.52
293	MENARDS	SUPPLIES	01 2620 610 2 001 000	\$12.99
294	MENARDS	SUPPLIES	01 2620 610 2 001 000	\$14.98

295	MENARDS	SUPPLIES	01 2620 610 2 001 000	\$28.83
296	MENARDS	SUPPLIES	01 2620 610 2 001 000	\$55.47
297	MENARDS Total			\$391.78
298	MODEL ELECTRIC INC	LED UPGRADE	01 2620 431 1 001 012	\$7,730.00
299	MODEL ELECTRIC INC	TESTED HEATER	01 2620 431 2 001 001	\$85.00
300	MODEL ELECTRIC INC	REPAIR TO EXHAUST FAN 13	01 2620 431 2 001 001	\$601.91
301	MODEL ELECTRIC INC Total			\$8,416.91
302	MUELLER, JULIE	STAFF MILEAGE	01 2152 333 1 004 021	\$29.61
303	MUELLER, JULIE	STAFF MILEAGE	01 2153 333 1 004 000	\$35.70
304	MUELLER, JULIE Total			\$65.31
305	NAJE INC	NECC FESTIVAL PARTICIPATION	01 1100 810 2 209 001	\$350.00
306	NAJE INC Total			\$350.00
307	NCSA	NASBO STATE CONVENTION	01 2510 330 1 001 000	\$90.00
308	NCSA	NASBO STATE CONVENTION	01 2510 330 2 001 000	\$90.00
309	NCSA Total			\$180.00
310	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 000	\$4,263.55
311	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 003	\$3,153.94
312	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 004	\$3,266.91
313	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 005	\$2,849.95
314	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 008	\$2,117.02
315	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 009	\$1,928.18
316	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 010	\$2,613.55
317	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 014	\$9,438.96
318	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 1 001 021	\$1,731.13
319	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 2 001 000	\$4,263.55
320	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 2 001 001	\$41,544.88
321	NEBRASKA PUBLIC POWER	ELECTRICITY	01 2610 621 2 001 002	\$11,577.91
322	NEBRASKA PUBLIC POWER Total			\$88,749.53
323	NEBRASKA STATE FIRE	BOILER INSPECTIONS	01 2620 431 1 001 012	\$72.00
324	NEBRASKA STATE FIRE Total			\$72.00
325	NORFOLK ARTS CENTER	CANCELLED EVENT	01 1800	\$500.00
326	NORFOLK ARTS CENTER	CANCELLED EVENT	01 2620 110 2 001 001	\$100.00
327	NORFOLK ARTS CENTER Total			\$600.00
328	NORFOLK COUNTRY CLUB	ACTION COUNCIL MEETING	01 2320 890 1 033 000	\$14.26
329	NORFOLK COUNTRY CLUB	ACTION COUNCIL MEETING	01 2320 890 2 033 000	\$14.26
330	NORFOLK COUNTRY CLUB Total			\$28.52
331	NORFOLK WINSUPPLY	GASKET	01 2620 610 1 001 000	\$23.48
332	NORFOLK WINSUPPLY	PRESS VALVE	01 2620 610 1 001 000	\$12.05
333	NORFOLK WINSUPPLY	SEAT	01 2620 610 1 001 010	\$72.62
334	NORFOLK WINSUPPLY	GASKET	01 2620 610 2 001 000	\$23.48
335	NORFOLK WINSUPPLY	PRESS VALVE	01 2620 610 2 001 000	\$12.05
336	NORFOLK WINSUPPLY Total			\$143.68
337	NORTHEAST REGIONAL DEAF	DEAF ED SERVICES J.STAUB	01 2151 643 2 004 000	\$1,240.00

338	NORTHEAST REGIONAL DEAF Total			\$1,240.00
339	OHL, CASSIE	SYMPOSIUM CONFERENCE MEALS	01 1200 330 1 004 000	\$77.72
340	OHL, CASSIE	SYMPOSIUM CONFERENCE MEALS	01 1200 330 2 004 000	\$77.71
341	OHL, CASSIE	STAFF MILEAGE	01 2141 333 1 014 000	\$1.40
342	OHL, CASSIE	STAFF MILEAGE	01 2142 333 1 014 000	\$14.56
343	OHL, CASSIE Total			\$171.39
344	OLBERDING, KENT	ACTIVITY WORKER	01 2190 120 2 001 000	\$200.00
345	OLBERDING, KENT Total			\$200.00
346	OLBERDING, LEAH	ACTIVITY WORKER	01 2190 120 2 001 000	\$101.28
347	OLBERDING, LEAH Total			\$101.28
348	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 1 001 000	\$30.00
349	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 1 001 000	\$22.00
350	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 1 001 000	\$22.00
351	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 1 001 003	\$44.00
352	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 1 001 004	\$44.00
353	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 1 001 005	\$44.00
354	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 1 001 008	\$44.00
355	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 1 001 009	\$44.00
356	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 1 001 010	\$44.00
357	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 1 001 012	\$44.00
358	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 1 001 014	\$44.00
359	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 1 001 021	\$44.00
360	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 2 001 000	\$30.00
361	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 2 001 000	\$22.00
362	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 2 001 000	\$22.00
363	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 2 001 001	\$70.00
364	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 2 001 002	\$70.00
365	OLSON'S PEST TECHNICIANS	24-25 PEST SERVICES	01 2630 340 2 016 001	\$44.00
366	OLSON'S PEST TECHNICIANS Total			\$728.00
367	OMAHA WORLD HERALD	ADS	01 2510 540 1 901 000	\$492.00
368	OMAHA WORLD HERALD	ADS	01 2510 540 2 901 000	\$492.00
369	OMAHA WORLD HERALD Total			\$984.00
370	ONE CALL CONCEPTS, INC	LOCATE FEES	01 2620 431 1 001 000	\$0.82
371	ONE CALL CONCEPTS, INC	LOCATE FEES	01 2620 431 2 001 000	\$0.82
372	ONE CALL CONCEPTS, INC Total			\$1.64
373	ORNELAS, THELMA	PARENT MILEAGE	01 2713 332 1 004 021	\$189.28
374	ORNELAS, THELMA Total			\$189.28
375	ORTEZ, KANDRA	ACTIVITY WORKER	01 2190 120 2 001 000	\$50.64
376	ORTEZ, KANDRA Total			\$50.64
377	PERMA BOUND	BOOKS	01 1100 640 2 106 002	\$147.93
378	PERMA BOUND	SPRING BOOK ORDER	01 2220 640 1 030 000	\$233.24
379	PERMA BOUND	SPRING BOOK ORDER	01 2220 640 1 030 000	\$110.69
380	PERMA BOUND Total			\$491.86

381	PRIME SECURED	DISTRICT LOCKS	01 3599 610 2 035 002	\$2,434.31
382	PRIME SECURED	DISTRICT LOCKS	01 3599 610 2 035 002	\$2,787.93
383	PRIME SECURED Total			\$5,222.24
384	PRIORITY COMMUNICATIONS	PHONE TIME REPAIR	01 2410 340 2 209 001	\$25.00
385	PRIORITY COMMUNICATIONS Total			\$25.00
386	RASMUSSEN MECHANICAL	HEATERS FOR CO GYM	01 2620 431 1 001 000	\$2,474.50
387	RASMUSSEN MECHANICAL	DISCONNECT FOR DUCT HEATER	01 2620 431 1 001 004	\$204.50
388	RASMUSSEN MECHANICAL	REMOVED COMPRESSOR AND	01 2620 431 1 001 005	\$4,651.15
389	RASMUSSEN MECHANICAL	HEATERS FOR CO GYM	01 2620 431 2 001 000	\$2,474.50
390	RASMUSSEN MECHANICAL	GLYCOL FEEDER	01 2620 610 1 001 000	\$1,911.00
391	RASMUSSEN MECHANICAL	GLYCOL FEEDER	01 2620 610 2 001 000	\$1,911.00
392	RASMUSSEN MECHANICAL Total			\$13,626.65
393	ROCHA, ANGELICA	INTERPRETER	01 1150 350 1 004 014	\$65.73
394	ROCHA, ANGELICA Total			\$65.73
395	SAGER, WAYNE	ACTIVITY WORKER	01 2190 120 2 001 000	\$219.44
396	SAGER, WAYNE Total			\$219.44
397	SANCHEZ, ADILENE	PARENT MILEAGE	01 2713 332 1 004 021	\$170.98
398	SANCHEZ, ADILENE Total			\$170.98
399	SCHOLASTIC, INC	BARGAIN BOOKS	01 6200 640 1 028 000	\$283.00
400	SCHOLASTIC, INC Total			\$283.00
401	SCHUMACHER, EMILY	PARENT MILEAGE	01 2710 332 2 001 000	\$365.09
402	SCHUMACHER, EMILY Total			\$365.09
403	SCHUURMANS, GARY	ACTIVITY WORKER	01 2190 120 2 001 000	\$84.40
404	SCHUURMANS, GARY Total			\$84.40
405	SECURLY, INC	FLEX CORE ANNUAL SOFTWARE	01 2410 643 2 209 001	\$4,469.25
406	SECURLY, INC	FLEX CORE ANNUAL SOFTWARE	01 2410 643 2 209 001	\$625.63
407	SECURLY, INC Total			\$5,094.88
408	SID #1	WOODLAND PARK WATER/SEWER	01 2610 410 1 001 012	\$148.20
409	SID #1 Total			\$148.20
410	SIERRA-RIOS, VIRGELINA	INTERPRETER	01 1150 350 1 004 014	\$65.73
411	SIERRA-RIOS, VIRGELINA	INTERPRETER	01 1150 350 1 004 014	\$65.73
412	SIERRA-RIOS, VIRGELINA	INTERPRETER	01 1150 350 2 004 001	\$65.73
413	SIERRA-RIOS, VIRGELINA Total			\$197.19
414	SOMMERFELD AND SON'S	SNOW REMOVAL	01 2630 420 1 001 012	\$1,475.00
415	SOMMERFELD AND SON'S Total			\$1,475.00
416	SONGCUAN, ALEXANDRA	STAFF MILEAGE	01 2141 333 1 014 000	\$61.88
417	SONGCUAN, ALEXANDRA	STAFF MILEAGE	01 2141 333 2 014 000	\$7.28
418	SONGCUAN, ALEXANDRA Total			\$69.16
419	SPEECH CORNER LLC	CLASSROOM SUPPLIES	01 2151 610 1 854 009	\$78.96
420	SPEECH CORNER LLC Total			\$78.96
421	STAPLES	DRY ERASE CLEANER	01 2410 610 2 141 002	\$68.97
422	STAPLES Total			\$68.97
423	SUDBECK, DEB	ACTIVITY WORKER	01 2190 120 2 001 000	\$105.50

424	SUDBECK, DEB Total			\$105.50
425	SUMMERS, LORIE	TRAINING ESU	01 1200 333 1 004 000	\$25.20
426	SUMMERS, LORIE	TRAINING ESU	01 1200 333 2 004 000	\$25.20
427	SUMMERS, LORIE Total			\$50.40
428	TAYLOR, AMBER	STAFF MILEAGE	01 2181 333 1 004 000	\$95.06
429	TAYLOR, AMBER Total			\$95.06
430	TRUCK CENTER COMPANIES	HOOD MIRROR	01 2710 610 1 001 000	\$74.60
431	TRUCK CENTER COMPANIES	HOOD MIRROR	01 2710 610 2 001 000	\$74.59
432	TRUCK CENTER COMPANIES Total			\$149.19
433	US BANK VOYAGER FLEET	FUEL	01 2650 626 2 001 000	\$18.57
434	US BANK VOYAGER FLEET Total			\$18.57
435	VERIZON WIRELESS	CELL PHONES	01 2670 382 1 035 000	\$164.43
436	VERIZON WIRELESS	CELL PHONES	01 2670 382 2 035 000	\$164.42
437	VERIZON WIRELESS	CELL PHONES	01 2710 382 1 001 000	\$164.43
438	VERIZON WIRELESS	CELL PHONES	01 2710 382 2 001 000	\$164.43
439	VERIZON WIRELESS	CELL PHONES	01 3541 382 1 004 000	\$161.16
440	VERIZON WIRELESS	CELL PHONES	01 6910 382 1 004 000	\$53.72
441	VERIZON WIRELESS	CELL PHONES	01 6968 382 1 001 014	\$11.17
442	VERIZON WIRELESS	CELL PHONES	01 6968 382 2 001 002	\$11.16
443	VERIZON WIRELESS Total			\$894.92
444	WALKER, KIRAN	ACTIVITY WORKER	01 2190 120 2 001 000	\$97.06
445	WALKER, KIRAN Total			\$97.06
446	WAYNE STATE COLLEGE	COLLEGE ED. FAIR	01 2210 810 1 901 000	\$25.00
447	WAYNE STATE COLLEGE	COLLEGE ED. FAIR	01 2210 810 2 901 000	\$25.00
448	WAYNE STATE COLLEGE Total			\$50.00
449	WEDDELL, VALLIETTA	INTERPRETER	01 1150 350 1 004 004	\$59.16
450	WEDDELL, VALLIETTA	INTERPRETER	01 1150 350 2 004 001	\$131.46
451	WEDDELL, VALLIETTA Total			\$190.62
452	WEST MUSIC COMPANY	RHYTHM STICKS/LOLLIPOP DRUMS	01 1100 610 1 817 009	\$185.19
453	WEST MUSIC COMPANY Total			\$185.19
454	WESTERN ROOFING	ROOF REPAIR PART	01 2620 431 1 001 000	\$33.75
455	WESTERN ROOFING	ROOF REPAIR PART	01 2620 431 2 001 000	\$33.75
456	WESTERN ROOFING Total			\$67.50
457	WILSON, ERIK	SUI TRAINING	01 2510 330 1 001 000	\$122.20
458	WILSON, ERIK	SUI TRAINING	01 2510 330 2 001 000	\$122.20
459	WILSON, ERIK Total			\$244.40
460	ZAZUETA, MELISSA	INTERPRETER	01 1150 350 1 004 003	\$87.64
461	ZAZUETA, MELISSA Total			\$87.64
462	Grand Total			\$269,557.06
463				
464	NUTRITION FUND			
465	GOODWIN TUCKER GROUP	SERVICE AND REPAIR TO	02 3100 340 1 001 009	\$1,591.75
466	GOODWIN TUCKER GROUP	SERVICE AND REPAIR TO	02 3100 610 1 001 009	\$899.34

467	GOODWIN TUCKER GROUP Total			\$2,491.09
468	MAJOR REFRIGERATION	REPAIR TO REACHIN COOLER	02 3100 340 1 001 014	\$506.00
469	MAJOR REFRIGERATION	SERVICED REACHIN COOLER	02 3100 340 1 001 014	\$256.00
470	MAJOR REFRIGERATION	REPAIR TO REACHIN COOLER	02 3100 610 1 001 014	\$551.45
471	MAJOR REFRIGERATION	SERVICED REACHIN COOLER	02 3100 610 1 001 014	\$48.31
472	MAJOR REFRIGERATION Total			\$1,361.76
473	NPS GENERAL FUND	POSTAGE FOR LETTERS 11/24-	02 3100 610 1 001 000	\$110.96
474	NPS GENERAL FUND Total			\$110.96
475	OTTIS, MAKAYLA	LUNCH ACCOUNT REFUND	02 3100 890 0 001 000	\$100.00
476	OTTIS, MAKAYLA Total			\$100.00
477	Grand Total			\$4,063.81
478				
479	COOPERATIVE FUND			
480	BRAKENHOFF, KELLY	INTERPRETER FOR TOD MEETING	04 1200 340 1 004 000	\$63.00
481	BRAKENHOFF, KELLY	INTERPRETER FOR TOD MEETING	04 1200 340 2 004 000	\$63.00
482	BRAKENHOFF, KELLY Total			\$126.00
483	COUNTS, KATELYNN	STAFF FOR ELEMENTARY	04 1200 340 1 004 000	\$360.00
484	COUNTS, KATELYNN Total			\$360.00
485	HANSEN-HUBBARD, ERIKA	STAFF FOR ELEMENTARY	04 1200 340 1 004 000	\$420.00
486	HANSEN-HUBBARD, ERIKA Total			\$420.00
487	NORFOLK WEST INN	HOTEL FOR INTERPRETER	04 1200 580 1 004 000	\$110.00
488	NORFOLK WEST INN Total			\$110.00
489	PETERSEN, ROXANNE	INTERPRETER FOR ELEMENTARY	04 1200 340 1 004 000	\$495.00
490	PETERSEN, ROXANNE Total			\$495.00
491	STAUB, JESSICA	HOST FOR EXTRAVAGANZA	04 1200 340 1 004 000	\$420.00
492	STAUB, JESSICA Total			\$420.00
493	Grand Total			\$1,931.00
494				
495	SUBSIDIARY FUND			
496	ERMELS, JAVAE	WELLNESS CLASSES-INSTRUCTOR	05 2900 610 0 060 000	\$400.00
497	ERMELS, JAVAE Total			\$400.00
498	JA FOODSERVICE CORP	BACK PACK MEALS	05 2900 610 0 095 000	\$6,446.83
499	JA FOODSERVICE CORP Total			\$6,446.83
500	MADISON NATIONAL LIFE	MAR25 BASIC LIFE-RETIRES	05 2900 610 0 090 000	\$428.80
501	MADISON NATIONAL LIFE Total			\$428.80
502	NPS GENERAL FUND	WELLNESS COMMITTEE STIPENDS	05 2900 610 0 060 000	\$493.47
503	NPS GENERAL FUND Total			\$493.47
504	SCHMITT, DAVID	WELLNESS CLASSES-INSTRUCTOR	05 2900 610 0 060 000	\$200.00
505	SCHMITT, DAVID Total			\$200.00
506	SCHOLASTIC, INC	BOOKS-DAYCOS GRANT	05 2900 610 0 071 000	\$744.60
507	SCHOLASTIC, INC Total			\$744.60
508	TEECO INC	COMMERCIAL WATER JUGS	05 2900 610 0 050 000	\$27.75
509	TEECO INC	LEASE COOLER AND TANKS	05 2900 610 0 050 000	\$49.00

510	TEECO INC Total			\$76.75
511	Grand Total			\$8,790.45
512				
513	SPECIAL BUILDING FUND			
514	HELM MECHANICAL	CHILLER REPLACEMENT	08 2620 340 2 001 001	\$126,944.34
515	HELM MECHANICAL Total			\$126,944.34
516	HUFF CONSTRUCTION INC.	MIDDLE SCHOOL	08 2620 340 1 001 014	\$411,932.68
517	HUFF CONSTRUCTION INC. Total			\$411,932.68
518	Grand Total			\$538,877.02
519				
520	SENIOR HIGH ACTIVITY FUND			
521	BOHACEK, CALLOWAY	2023 POST PROM SCHOLARSHIP	13 2900 610 2 591 001	\$500.00
522	BOHACEK, CALLOWAY Total			\$500.00
523	BSN SPORTS	JACKETS	13 2900 610 2 512 001	\$433.61
524	BSN SPORTS	PARKAS	13 2900 610 2 514 001	\$90.00
525	BSN SPORTS	SPEED ROPE/SLAM BALLS	13 2900 610 2 529 001	\$579.00
526	BSN SPORTS	UNIFORMS	13 2900 610 2 535 001	\$7,749.60
527	BSN SPORTS	UNIFORMS	13 2900 610 2 542 001	\$5,257.69
528	BSN SPORTS Total			\$14,109.90
529	CASH	3/20 BASEBALL GATE	13 2900 610 2 501 001	\$800.00
530	CASH	3/21 BASEBALL GATE-TAHA	13 2900 610 2 501 001	\$600.00
531	CASH	3/21 BASEBALL GATE	13 2900 610 2 501 001	\$800.00
532	CASH	3/21 MUSICAL GATES	13 2900 610 2 501 001	\$1,200.00
533	CASH	3/21 MUSICAL FUNDRAISER	13 2900 610 2 501 001	\$300.00
534	CASH	3/22 MUSICAL GATES	13 2900 610 2 501 001	\$1,200.00
535	CASH	3/23 MUSICAL GATES	13 2900 610 2 501 001	\$1,200.00
536	CASH	3/23 CLUB VB CONCESSION	13 2900 610 2 501 001	\$600.00
537	CASH	3/24 G.SOCCER GATE	13 2900 610 2 501 001	\$800.00
538	CASH	3/25 B.SOCCER GATE	13 2900 610 2 501 001	\$800.00
539	CASH	PROM TICKET SALES	13 2900 610 2 501 001	\$500.00
540	CASH	POST PROM TICKET SALES	13 2900 610 2 501 001	\$500.00
541	CASH Total			\$9,300.00
542	CONCORDIA LUTHERAN SCHOOLS	C1-4 BASKETBALL GATE/STREAMING	13 2900 610 2 531 001	\$707.02
543	CONCORDIA LUTHERAN SCHOOLS Total			\$707.02
544	COUNTRY INN AND SUITES	STATE DUAL LODGING	13 2900 610 2 546 001	\$1,203.00
545	COUNTRY INN AND SUITES Total			\$1,203.00
546	CUSTOM SPORTS	CAMP SHIRTS	13 2900 610 2 517 001	\$1,830.00
547	CUSTOM SPORTS Total			\$1,830.00
548	ELKHORN FEED CENTER	CALF SUPPLIES	13 2900 610 2 628 001	\$44.00
549	ELKHORN FEED CENTER Total			\$44.00
550	HELGOOTH, RYAN	2/20 OFFICIAL	13 2900 610 2 531 001	\$95.00
551	HELGOOTH, RYAN Total			\$95.00
552	HOFFMANN, BRADLEY	2/20 OFFICIAL	13 2900 610 2 531 001	\$100.00

553	HOFFMANN, BRADLEY	2/20 OFFICIAL	13 2900 610 2 538 001	\$100.00
554	HOFFMANN, BRADLEY Total			\$200.00
555	KEAGLE, JEFFERY	2/20 OFFICIAL	13 2900 610 2 531 001	\$100.00
556	KEAGLE, JEFFERY	2/20 OFFICIAL	13 2900 610 2 538 001	\$100.00
557	KEAGLE, JEFFERY Total			\$200.00
558	LAMMERS, CURT	2/24 SUPERVISION MEAL	13 2900 610 2 531 001	\$9.19
559	LAMMERS, CURT	2/28 SUPERVISION MEAL	13 2900 610 2 531 001	\$21.81
560	LAMMERS, CURT	2/24 SUPERVISION MEAL	13 2900 610 2 538 001	\$9.19
561	LAMMERS, CURT Total			\$40.19
562	LEGENDAIRY, INC.	BUCKET CALF	13 2900 610 2 628 001	\$400.00
563	LEGENDAIRY, INC. Total			\$400.00
564	LEITSCHUCK, DAVID	2/20 OFFICIAL	13 2900 610 2 531 001	\$95.00
565	LEITSCHUCK, DAVID Total			\$95.00
566	LINCOLN EAST HIGH SCHOOL	2/22 ENTRY FEE	13 2900 610 2 522 001	\$125.00
567	LINCOLN EAST HIGH SCHOOL Total			\$125.00
568	LINCOLN HIGH SCHOOL	2/8 ENTRY FEE	13 2900 610 2 522 001	\$45.00
569	LINCOLN HIGH SCHOOL Total			\$45.00
570	MARIAN HIGH SCHOOL	2/1 ENTRY FEE	13 2900 610 2 522 001	\$45.00
571	MARIAN HIGH SCHOOL Total			\$45.00
572	MERRILL, JEFFREY	2/20 OFFICIAL	13 2900 610 2 531 001	\$95.00
573	MERRILL, JEFFREY Total			\$95.00
574	MIDPLAINS STORM VC	REGISTRATION	13 2900 610 2 561 001	\$240.00
575	MIDPLAINS STORM VC Total			\$240.00
576	MILLARD NORTH HIGH SCHOOL	2/28 DEBATE ENTRY FEE	13 2900 610 2 522 001	\$90.00
577	MILLARD NORTH HIGH SCHOOL Total			\$90.00
578	NASSP	NATIONAL HONOR SOCIETY	13 2900 610 2 503 001	\$385.00
579	NASSP Total			\$385.00
580	NEBRASKA SKILLS USA	CONFERENCE FEES	13 2900 610 2 569 001	\$340.00
581	NEBRASKA SKILLS USA Total			\$340.00
582	NORFOLK RESCUE MISSION	FOOD DRIVE DONATION	13 2900 610 2 614 001	\$1,356.17
583	NORFOLK RESCUE MISSION Total			\$1,356.17
584	NECC	EXAM VENUE RENTAL FEE	13 2900 610 2 576 001	\$240.00
585	NECC Total			\$240.00
586	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 502 001	\$716.24
587	NPS GENERAL FUND	C.HUGHES CLUB PAY	13 2900 610 2 513 001	\$2,162.25
588	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 531 001	\$1,482.92
589	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 538 001	\$1,237.65
590	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 544 001	\$987.26
591	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 546 001	\$1,529.94
592	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 650 001	\$1,529.96
593	NPS GENERAL FUND	ACTIVITY WORKERS	13 2900 610 2 652 001	\$88.62
594	NPS GENERAL FUND Total			\$9,734.84
595	NSDA NEBRASKA DISTRICT	ENTRY FEES	13 2900 610 2 522 001	\$350.00

596	NSDA NEBRASKA DISTRICT Total			\$350.00
597	OTTIS, MAKAYLA	PARKING PERMIT REFUND	13 2900 610 2 506 001	\$5.00
598	OTTIS, MAKAYLA Total			\$5.00
599	PROGRESSIVE NUTRITION	ANIMAL SUPPLIES	13 2900 610 2 628 001	\$103.26
600	PROGRESSIVE NUTRITION Total			\$103.26
601	STADIUM SPORTS	COACH APPAREL	13 2900 610 2 231 001	\$275.00
602	STADIUM SPORTS Total			\$275.00
603	STOWE, ANDREW	STATE MEAL REIMB	13 2900 610 2 650 001	\$270.00
604	STOWE, ANDREW	STATE MEAL REIMB-OVERAGE	13 2900 610 2 654 001	\$38.44
605	STOWE, ANDREW Total			\$308.44
606	TEECO INC	WATER COOLER	13 2900 610 2 503 001	\$99.25
607	TEECO INC	WATER COOLER	13 2900 610 2 503 001	\$40.00
608	TEECO INC	WATER COOLER	13 2900 610 2 503 001	\$99.25
609	TEECO INC Total			\$238.50
610	TEST, TROY	2/20 OFFICIAL	13 2900 610 2 531 001	\$100.00
611	TEST, TROY	2/20 OFFICIAL	13 2900 610 2 538 001	\$100.00
612	TEST, TROY Total			\$200.00
613	TYSON FRESH MEATS INC	HAMS	13 2900 610 2 588 001	\$2,852.99
614	TYSON FRESH MEATS INC Total			\$2,852.99
615	UHOPE ENTERTAINMENT	INFLATABLES	13 2900 610 2 588 001	\$990.00
616	UHOPE ENTERTAINMENT Total			\$990.00
617	WEIS, PAYTON	2/22 DEBATE JUDGE	13 2900 610 2 522 001	\$85.00
618	WEIS, PAYTON Total			\$85.00
619	Grand Total			\$46,828.31
620				
621	JUNIOR HIGH ACTIVITY FUND			
622	AMAZON CAPITAL SERVICES	SOAR SUPPLIES-PHILANTHROPY	14 2900 610 2 838 002	\$107.79
623	AMAZON CAPITAL SERVICES	STUCO CORK BOARD	14 2900 610 2 867 002	\$46.99
624	AMAZON CAPITAL SERVICES Total			\$154.78
625	FLOSPORTS, INC	TRACKWRESTLING TOURNAMENT	14 2900 610 2 650 002	\$50.00
626	FLOSPORTS, INC Total			\$50.00
627	NPS GENERAL FUND	ACTIVITY WORKERS	14 2900 610 2 835 002	\$39.54
628	NPS GENERAL FUND	ACTIVITY WORKERS	14 2900 610 2 848 002	\$101.24
629	NPS GENERAL FUND Total			\$140.78
630	NPS SUBSIDIARY	CONCESSIONS WORKED FOR	14 2900 610 2 840 002	\$84.73
631	NPS SUBSIDIARY Total			\$84.73
632	SCRIBNER-SNYDER COMMUNITY	G WRESTLING FEE RETURNED DID	14 2900 610 2 650 002	\$30.00
633	SCRIBNER-SNYDER COMMUNITY Total			\$30.00
634	TEECO INC	MONTHLY RENTAL FOR WATER	14 2900 610 2 840 002	\$38.00
635	TEECO INC Total			\$38.00
636	Grand Total			\$498.29

Potential Conflict Statement

Out of an abundance of caution, I hereby declare a potential conflict of interest and am abstaining from voting on claim #102 and #231 for the month of March in the consent agenda for this meeting.

I have signed and filed this written disclosure with the secretary of the Board.

It is my intent to vote on all other remaining items listed on the consent agenda. My vote on the remainder of the consent items should not be taken as a vote one way or the other on the item(s) which I have identified or any of the matters set forth therein or related thereto.

Date: _____

Board Member

Business OperationsPurchasing Policies

The Superintendent shall ensure that all purchases are made in the interest of economy and efficiency. Where necessary, standards and procedures shall be established to accomplish the following policies of the Board of Education:

1. Purchases up to \$49,999. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit. Purchases up to ~~\$250~~ \$500 may be authorized by the building principal or program director, via purchase order. Purchases from ~~\$250~~ \$500 up to \$49,999 may be authorized by the superintendent or his/her designee.
2. Purchases from \$50,000 up to \$99,999. The Superintendent or designee shall request the submission of at least 2 proposals from different vendors for purchases which have a sale price within the established limit. The Superintendent or designee shall receive and evaluate all proposals in making a purchasing decision. Because this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.
3. Purchases of \$100,000 and above. A formal bidding process shall be utilized for all purchases of \$100,000 or above. This process shall be in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, based upon the recommendation of the Finance and Facilities Committee, be the bidder a member or apart from the local community.
4. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the administration shall be personally liable for payment for the supplies or equipment purchased.
5. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.
6. The District need not comply with the bidding requirements if the District purchases property from the Nebraska State Purchasing Bureau, so long as the Nebraska State Purchasing Bureau competitively bid the purchase of property.
7. Administrative Rules shall be established for purchasing and bidding.

8. Notwithstanding anything to the contrary, no employee may enter into any agreement or understanding on behalf of the District that may financially benefit the employee, member of the employee's immediate family, or a business with which the employee is associated, unless the Board of Education approves such contract or arrangement in advance.

Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.
2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Superintendent shall report these determinations to the Board of Education at least annually and the Board of Education shall approve or disapprove of the Superintendent's determinations during a public meeting. The Superintendent shall submit the approved names to the Board.
3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use.
4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.
5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card to the Superintendent.

Legal Reference: Neb. Rev. Stat. Sec. 13-610
Neb. Rev. Stat. Sec. 49-1401, et seq

Date of Adoption: November 11, 2013

Date of Reaffirmation:	October 12, 2015
Date of Revision:	August 8, 2016
Date of Revision:	September 11, 2017
Date of Revision:	August 12, 2019
Date of Revision:	November 11, 2019
Date of Revision:	July 8, 2024

Business OperationsProcurement Plan – Code of Conduct

The District seeks to conduct all procurement procedures in compliance with federal and state regulations and without any conflicts of interest with employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by federal, state, or local funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer, or agent of the District may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Employees, officers or agents of the District who violate these standards shall be subject to appropriate disciplinary actions.

Date of Adoption: September 11, 2017

Date of Revision: November 11, 2019

Business Operations

Procurement Plan – School Food Authorities

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

Procurement Policy

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

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

Micro-Purchase Procedures

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

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

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

Small Purchase Procedures

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

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

Formal Competitive Solicitation Procedures

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

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

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

Procurement Summary

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

- A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(1-7)]
- B. Comparability: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. [2 CFR 200.319(a)]
- C. Documentation: We shall maintain for the current year and the preceding three years all significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)]
- D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)]

- E. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)]
- G. General Requirements:
1. Small, minority and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
 2. Ensure compliance with the Buy American Provision when purchasing food 7 CRF 210.21(d).
 3. A cost or price analysis in connection with every procurement action in excess of the Small Purchase Threshold including contract modifications. [2 CFR 200.323(a)]
 4. Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]
- H. Duties of Food Service Supervisor:
1. Plan the goods or services needed for the school food service program for the school year based on planned menus through needs assessment, forecasting and budgeting.
 2. Develop written specifications for food/supplies needed. Include details such as descriptions and product requirements (e.g. packaging, weight, pack size, etc.) for needed goods or services.
 3. Compare product specifications among all vendors/contractors. Information for prices obtained from grocery stores, farmer's markets, etc.
 4. Make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service, and price.
 5. Place and confirm orders with vendors or make plans to purchase the required items.
 6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
 7. To work with vendors on a fair and equal basis.
 8. To conduct an in-house procurement review once per year.

Date of Adoption:	September 11, 2017
Date of Revision:	October 8, 2018
Date of Revision:	August 12, 2019
Date of Reaffirmation:	November 11, 2019

Business OperationsInternal Controls

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

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

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

Legal Reference: 2 C.F.R. § 200.303.

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

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

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

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

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

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

- 1) A procedure for micro-purchases (Under \$10,000);
- 2) A procedure for small purchases (between \$10,000 to \$250,000);
- 3) A procedure for sealed bids; (over \$250,000);
- 4) A procedure for competitive proposals; (with an explanation for why sealed bids were not accepted if over \$250,000); and
- 5) A procedure for noncompetitive bids.

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

Cross-Reference: Policies 3130 & 3131.

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

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

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

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

Legal Reference: 2 CFR §§ 200.310-200.313.

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

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

Legal Reference: 2 C.F.R. § 200.333, 2 C.F.R. § 200.34 & 34 C.F.R. § 81.31.

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

Legal Reference: 2 C.F.R. § 200.213.

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

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

Legal Reference: 2 C.F.R. § 200.302.

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

Legal Reference: 2 C.F.R. § 200.307.

Cost Sharing or Matching: For all federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the District's cost sharing or matching, when such contributions meet all of the following criteria:

- 1) Are verifiable from the District's records;
- 2) Are not included as contributions for any other federal award;
- 3) Are necessary and reasonable for accomplishment of project or program objectives;
- 4) Are allowable under the applicable Cost Principles requirements;
- 5) Are not paid by the Federal Government under another federal award, except where the federal statute authorizing a program specifically provides that federal funds made available for such program can be applied to matching or cost sharing requirements of other federal programs;
- 6) Are provided for in the approved budget when required by the federal awarding agency; and
- 7) Conform to other provisions of the law or terms and conditions of the federal award, as applicable.

Legal Reference: 2 C.F.R. § 200.306.

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

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

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

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

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

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

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

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

~~Legal Reference: 40 U.S. Code § 3141, et seq; 2 C.F.R. § 200.326. For all federal awards, the District will comply with all applicable legal requirements, including the Davis-Bacon Act.~~

~~Legal Reference: 34 C.F.R. § 75.600, et seq.~~

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

- 1) Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.
- 2) Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$510,000 or more have the prior written approval of the federal awarding agency or pass-through entity.
- 3) Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the federal awarding agency or pass-through entity.
- 4) Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR § 200.436 and 2 CFR § 200.465.
- 5) When approved as a direct cost by the federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the federal awarding agency.

- 6) If the District is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.
- 7) Any depreciation will be computed, charged, and recorded in a manner consistent with federal regulations and any requirements of the federal awarding agency.

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

~~Conflict of Interest: Notwithstanding any other Board Policies or Procedures, the District shall ensure that it avoids any conflicts of interest regarding any federal awards. The District will disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policy.~~

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

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

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

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

Date of Adoption: July 12, 2021
Date of Revision: July 11, 2022

Business OperationsContracting for Services

Contractual services which by their nature are not adapted to award by competitive bidding, such as contracts for the services of individuals possessing a high degree of professional skill, where the ability or fitness of the individual plays an important part, are not subject to bid but are subject to approval by the Board of Education in conformity with established policy.

Every contract for services to be provided to Norfolk Public Schools shall require that the contractor use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. Such requirement shall be deemed to be included and a part of the terms of every contract for services with the School District, including but not limited to oral contracts.

For any company that submits a bid or proposal for any technology-related product or service, and before entering into any contract with any company for any technology-related product or service, the company must certify that: (1) the company is not a scrutinized company (as defined by law); (2) the company will not subcontract with any scrutinized company for any aspect of performance of the contemplated contract; and (3) any products or services to be provided do not originate with a scrutinized company. The District will not knowingly enter into any contract with any scrutinized company.

Legal Reference: Neb. Rev. Stat. Sec. 4-114
 LB 1300 (2024)

Date of Adoption: November 11, 2013
Date of Affirmation: October 12, 2015
Date of Reaffirmation: November 11, 2019
Date of Revision: July 8, 2024

Business Operations

Paying for Goods and Services

At a regularly scheduled meeting of the Board the administration shall present a list of bills for which payment is due, for the approval of the Board of Education. Supporting documents to verify payment shall be available for review upon request.

Date of Adoption:	November 11, 2013
Date of Reaffirmation:	October 12, 2015
Date of Reaffirmation:	November 11, 2019

Business Operations

Report of Treasurer

The Treasurer shall submit a monthly reconciliation to the Board which shall include:

1. Balances
2. Receipts
3. Disbursements
4. Investments

Date of Adoption: November 11, 2013
Date of Reaffirmation: November 9, 2015
Date of Reaffirmation: November 11, 2019

Business OperationsPeriodic Audit

An audit of the accounts of the school district shall be made annually by a certified public accounting firm selected by the Board. The audit examination shall be conducted in accordance with generally accepted auditing standards, shall comply with the current rules and regulations approved by the State Board of Education, and shall include all funds over which the Board has direct or supervisory control.

Legal Reference: Neb. Rev. Stat. ' 79-1229
 NDE Rule 1

Date of Adoption: November 11, 2013
Date of Reaffirmation: November 9, 2015
Date of Reaffirmation: November 11, 2019

Business Operations

System of Accounts

The accounting systems and procedures for the school district shall be set up so as to conform to best business practice and existing guides from the State Department of Education.

Date of Adoption:	November 11, 2013
Date of Reaffirmation:	November 9, 2015
Date of Revision:	November 11, 2019

Business Operations

Inventory of Equipment

An inventory of equipment shall be maintained by the Superintendent or designee and shall serve the functions of property control and determination of necessary insurance coverage.

Date of Adoption:	November 11, 2013
Date of Reaffirmation:	November 9, 2015
Date of Reaffirmation:	November 11, 2019

Business Operations

Monies in School Buildings

Monies collected by school district employees and by student treasurers shall be managed in a good and prudent business manner.

All monies collected shall be receipted and accounted for and directed without delay to the proper location of deposit.

Date of Adoption:	November 11, 2013
Date of Reaffirmation:	November 9, 2015
Date of Reaffirmation:	November 11, 2019

Business OperationsBonds

The treasurer shall give a bond or equivalent insurance coverage payable to the School District in such amount as required by law and determined appropriate by the Board of Education. The Board of Education may require that other school officials whose duties require the handling of funds be bonded or obtain insurance coverage including, but not limited to, the bookkeeper, activities director, Superintendent and cafeteria supervisor. The cost of such bonds or equivalent insurance coverage shall be paid by the School District.

Legal Reference: Neb. Rev. Stat. ' ' 79-586 and 79-589

Date of Adoption: November 11, 2013
Date of Reaffirmation: November 9, 2015
Date of Reaffirmation: November 11, 2019

Business Operations

Educational Service Units - Designated Representative

The Superintendent of Schools is the school district's designated representative to approve or disapprove the core service offering proposals and use of the school district member educational service unit property tax levy.

Legal Reference: Neb. Rev. Stat. ' 79-1242
 NDE Rule 84

Date of Adoption: November 11, 2013
Date of Reaffirmation: November 9, 2015
Date of Revision: November 11, 2019

Internal Board Policies - Methods of OperationDesignated Method of Giving Notice of Meetings

The Board of Education will give advance notice of meetings by one of the following methods:

1. Publishing in a newspaper of general circulation within the District's jurisdiction, posting on the newspaper's website, if available, and posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers; or

2. Posting to the newspaper's website, if available, and posting to a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of the newspaper will be finalized for print prior to the time and date of the meeting.

The Superintendent is delegated the authority to determine which method of notice to use for a board meeting.

~~publishing such notice in a newspaper of general circulation within the District's jurisdiction and, if available, on such newspaper's web site.~~ If a newspaper refuses, neglects, or is unable to timely publish such notice, then notice may be given by (1) posting on the District's website, (2) posting notice on the statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and ~~(3) posting such notice in a conspicuous public places~~ within the District. The Board Secretary shall keep a written record of such postings.

Notice shall be given a reasonable time in advance of the meeting. Two (2) days advance notice shall be considered sufficient.

For an emergency meeting, notice shall not be required to be given; however, the Board will complete minutes for such an emergency meeting as required by law. An emergency has been defined as any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition.

The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

Legal Reference: Neb. Rev. Stat. Sections 79-554; 79-555 and 84-1411

Date of Adoption: August 11, 2014
 Date of Revision: April 10, 2017
 Date of Revision: December 14, 2020
 Date of Revision: February 25, 2021
 Date of Revision: July 8, 2024

StudentsStudent Fees Policy

The Board of Education of Norfolk Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students which is reviewed and updated each school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in

the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire

fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. 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 and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

Out of State ~~National~~ Trip Policy

~~Norfolk Public Schools will provide no financial support to extra-curricular student groups or organizations for travel outside of Nebraska (exclusive of NSAA sanctioned activity competition in Iowa and South Dakota).~~

NPS does not financially support extra-curricular competition and camp travel outside of Nebraska further than 175 miles in distance from Norfolk. However, activity groups may utilize their club accounts to fund activities outside this distance and utilize a school vehicle. In these instances, the club account will be charged the district approved mileage rate for the distance above 175 miles

(one way). All other expenses will be covered by club accounts.

The district will pay for registration fees in season. Club accounts must fund activities that occur out of season.

Vocational Student Organizations (including, but not limited to DECA, FBLA, FFA, and VICA) that have members qualify for National competition through State-sponsored conferences/conventions will be allowed to attend those conferences. Groups that qualify for National competition through calendar school year competition, which are primarily academic in nature (including, but not limited to Quiz Bowl and Speech/Debate) will also be allowed to attend their competitions. Absences will be counted as school activity and a staff member will be provided to act as an official sponsor for the trip.

Occasionally groups (including, but not limited to Band, Choir, Cheerleaders and Pink Panthers) are invited to make trips or are invited to make trips through summer camps. Student groups that choose to take these trips shall not use school time to organize or plan. Absences for these trips will not be excused if taken during school time. The District will not endorse trips on school days nor provide a staff member to act as an official sponsor for the trip. (Note: If the trip occurs on a “non-contract day, or a non-school day, a staff member may choose to use their own time to participate).

Legal Reference: Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)
 Neb. Constitution, Article VII, section 1.
 Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)
 Neb. Rev. Stat. §79-2104 (student files or records)
 Neb. Rev. Stat. §79-715 (eye-protective devices)
 Neb. Rev. Stat. §79-737 (liability of students for damages to school books)
 Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)
 Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: March 9, 2015
 Date of Reaffirmation: September 14, 2015
 Date of Revision: March 14, 2016
 Date of Revision: April 11, 2016
 Date of Revision: April 10, 2017
 Date of Reaffirmation: June 8, 2020
 Date of Reaffirmation: May 10, 2021
 Date of Reaffirmation: May 9, 2022
 Date of Reaffirmation: April 17, 2023

Bylaws of the Board - MeetingsRegular Meetings

The Board shall meet in regular session on the second Monday of each calendar month, unless otherwise designated by the President with the approval of the Board. Such meetings shall begin at 5:30 PM.

All meetings shall be held in the **large** boardroom at the Norfolk Public Schools' Central Administration Office unless otherwise designated by the President with the approval of the Board.

In each odd-numbered year, the January meeting will be held on or after the first Thursday after the first Tuesday.

The Board shall hold a 2nd regular session on the fourth ~~Thursday~~ **Monday** of each calendar month, unless otherwise designated or cancelled by the President. Such meetings shall begin at 12:00 Noon and shall be held in the ~~small~~ **large** boardroom at the Norfolk Public Schools' Central Administration Office unless otherwise designated by the President with the approval of the Board.

Legal Reference: Neb. Rev. Stat. § 79-554
 Neb. Rev. Stat. § 79-555
 Neb. Rev. Stat. § 84-1401

Date of Adoption: September 8, 2014
Date of Revision: January 9, 2017
Date of Reaffirmation: May 9, 2017
Date of Reaffirmation: March 8, 2021

Internal Board Policies - OrganizationAnnual Organizational Meeting

- A. An organizational meeting of the Norfolk School District Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, Secretary and Treasurer, ~~and if it is determined by the Board of Education to be needed an ex officio secretary and treasurer~~ and those elected will assume office at the organizational meeting.

Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee.

If no member receives a majority of votes after five ballots, the Board member who was the President of the Board during the immediately preceding term shall continue as President. In the event that the previous Board President is no longer a Board member, then the Vice President from the immediately preceding term shall become the President. In the event that both the prior President and Vice President are no longer members of the Board, then the longest tenured Board member shall serve as President.

In the event that no member receives a majority of votes for Vice President after five ballots, then the longest tenured Board member shall serve as Vice President.

The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.

2. The President shall assume the chair immediately upon the President's election.
 3. The motions for the officer elections should read: Move that _____ be elected as _____ (name of office) to serve a term of one year, or until the person's successor is elected and qualified.
- B. The order of business for meeting should be as follows:

1. Call to Order and Roll Call
2. Oath of office for most recently elected
3. Elections
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
4. Approval of committees, positions, and designations
 - a. Consider, discuss and take action to appoint the Recording Secretary of the BOE.
 - b. Consider, discuss and take action to select Legal counsel
 - c. Consider, discuss and take action to approve Committees
 - d. Consider, discuss and take action to select Depository bank(s)
 - e. Consider, discuss and take action to select District newspaper(s) of record
- ~~5. Approval of current Board policies and regulations~~
- ~~6. Designate date for the annual review of BOE policies~~
7. Dissemination to each Board member of conflict of interest statutes
8. Other Business listed on the Agenda
9. Adjournment

Date of Adoption: August 11, 2014
Date of Revision: March 13, 2017
Date of Revision: September 11, 2017
Date of Revision: January 28, 2021
Date of Revision: August 14, 2023

RESOLUTION

RESOLVED, that the official depository of school funds for this School District is hereby designated to be _____, and that the designation of any other institution as the depository of school funds is hereby withdrawn.

The above Resolution, having been read in its entirety, member _____ moved for its passage and adoption, and member _____ seconded the same. After discussion and roll call vote, the following members voted in favor of passage and adoption of the above Resolution: _____

. The following members voted against the same: _____

. The following members were absent or not voting: _____

The above Resolution, having been consented to and approved by more than a majority of the members of the School Board of this School District, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this ____ day of _____, 20__.

Norfolk Public Schools

BY: _____
President

Attest:

Secretary

Legal Reference: Neb. Rev. Stat. §§ 77-2350 and 77-2350.01
Date of Adoption: August 11, 2014
Date of Revision: March 13, 2017
Date of Revision: September 11, 2017
Date of Revision: January 28, 2021
Date of Revision: August 14, 2023

AdministrationEvaluation of Superintendent**I. EVALUATION PLAN**

The Superintendent shall be evaluated twice during his or her first year of employment and at least once annually thereafter pursuant to state statute 79-828(2).

The following steps are recommended as an evaluation process for the Superintendent of Schools.

1. Completion of Self-Evaluation by the Superintendent.
2. Completion of Superintendent Evaluation by individual School Board members.
3. Final Report and Executive Summary compilation completed by the Nebraska Association of School Boards and email to the President.
4. Meeting of BOE Superintendent Evaluation Committee to review the Final Report and Executive Summary. If performance ~~deficiencies~~ **improvements** are ~~noted~~ **needed**, the Committee shall develop a written list of these ~~deficiencies~~ **improvements** along with a means for correcting the ~~deficiencies~~ **improvements** and a timeline for implementing the suggested improvements.
5. Meeting with the Superintendent and at least 2 members of the Superintendent Evaluation Committee to review the official Superintendent Evaluation including the Final Report and Executive Summary, as well as the list of ~~deficiencies~~ **improvements**, the means for correcting those ~~deficiencies~~ **improvements**, and a timeline for implementing the suggested improvements.
6. Completion of the Superintendent's response to the evaluation and creation of goals for the ensuing year. These will be provided to the Board President and shared with the Board, ~~as appropriate.~~
7. Determination of salary and/or contract terms (as appropriate).

Date of Adoption:	October 13, 2014
Date of Revision:	October 10, 2016
Date of Revision	October 9, 2017
Date of Reaffirmation	March 11, 2019
Date of Revision:	November 11, 2024

Internal Board Policies - OrganizationStanding Committee on Superintendent Evaluation

It shall be the policy of Norfolk Public Schools that the committee on Superintendent Evaluation shall consist of three Board members, including the Board President, Vice President, and one other Board member. This committee will be responsible for the completion of regular reviews of the Superintendent Evaluation Instrument, policies, and procedures to ensure that they provide an effective means to evaluate the Superintendent's performance.

This committee will also be responsible **for meeting to review the Final Report and Executive Summary compiled by the NASB and for reviewing the compiled ratings and comments provided by Board members via the Superintendent Evaluation Rating Instrument, reaching consensus regarding the ratings and comments to be included in the official Superintendent Evaluation, meeting with the Superintendent to review this information, and providing a summary statement to be shared publicly at an official Board meeting. If performance improvements are needed, the Committee shall develop a written list of these improvements along with a means for ~~correcting~~ making the improvements and a timeline for implementing the suggested improvements.**

Legal Reference: Neb. Rev. Stat. § 79-724
 Neb. Rev. Stat. § 79-520

Date of Adoption: March 13, 2017
Date of Revision: January 28, 2021



SUPERINTENDENT OF SCHOOLS EMPLOYMENT CONTRACT

**The School District of the City of Norfolk,
in the County of Madison, State of Nebraska**

THIS CONTRACT is made by and between the Board of Education of Madison County School District 59-0002, a/k/a Norfolk Public Schools, hereinafter known as “the Board”, and **Dr. Jami Jo Thompson**, hereinafter known as “the Superintendent”.

WITNESSETH: That in accordance with action taken by the Board as recorded in the minutes of the regularly scheduled Board meeting held on the **10th day of March, 2025**, the Board hereby agrees to employ the Superintendent and the Superintendent hereby agrees to accept such employment, subject to the following terms and conditions:

TERM OF CONTRACT

- A. Term: This contract is for a term of **two (2) years** beginning on the 1st day of July, 2025, and expiring on the 30th day of June, 2027. A “contract year” for the purposes of this contract shall be from July 1 to June 30.
- B. Superintendent’s Notice of Intent to Extend: The Superintendent shall give the President of the Board a “Superintendent’s Notice of Intent to Extend” which is a written notice that the Superintendent intends to extend the contract for a period of one (1) year. This notice shall be given between October 15th and December 1st. In the event a Superintendent’s Notice of Intent to Extend is not given within the specified time, the contract shall not be extended.
- C. Board Action on Notice of Intent to Extend: In the event the Board has received a Superintendent’s Notice of Intent to Extend, the Board shall have until on or before December 31st to give a Notice of Intent to Not Extend. In the event the Board does not give a Notice of Intent to Not Extend, or of a notice of a possible non-renewal or cancellation, the contract shall be extended for an additional term of one (1) contract year.
- D. Notice of Non-Renewal: Notice of intent to non-renew in the final year of the contract shall be given to the Superintendent on or before April 15th of the final year of the contract.

SALARY

- A. Salary for the Term: The annual salary for the contract year of **July 1, 2025, through June 30, 2027**, shall be as follows:

2025-2026 Salary	\$246,521.64
Employee share of retirement	\$ 26,723.36
Family Health and Dental \$1,020 Deductible (125)	\$ 30,017.80
Employee Term Life Insurance “\$125,000 value”	\$ 240.00
Disability	\$ 601.08
Cellphone stipend	\$ 640.00
District share of FICA	\$ 21,602.75
District share of Retirement	<u>\$ 26,990.59</u>

Final District Cost **\$353,337.22**

The district, acting by and through its Board of Education, reserves the right to adjust the annual salary during the term of the contract, said salary adjustment, however, not to reduce the annual salary to any lesser amount than that as stated above. Any adjustment in salary made during the



term of the contract shall be in the form of an amendment and shall become part of the contract; provided however, that in making any such salary adjustment, it shall not be considered that the district has entered into a new contract, nor shall the termination date of the contract be thereby extended unless the Board, by specific action, shall expressly extend such termination date. In no event shall any such extension, together with the unexpired term of the contract or any prior extension be for a period in excess of three (3) years.

- B. Inclusive of All Services Provided to the District: In the event that the Superintendent is elected to any other office or offices of the Board of Education or in connection with the District, the Superintendent shall perform the duties of such other office or offices without remuneration other than as provided in this contract.
- C. Salary for Extended Terms: The salary for any renewal or extension periods shall be set by mutual agreement of the Superintendent and the Board, but shall in no event be less than the annual salary for the immediately preceding contract year.
- D. Payment of Salary and Adjustments: The first annual salary installment shall be paid on July 18, 2025, and each subsequent installment shall be paid on or before the eighteenth (18th) day of each month thereafter during the term of this agreement. Said annual salary shall be paid in equal installments in accordance with the policy of the Board governing payment of certificated employees of the district. Salary payments shall be subject to state and federal withholding required by law, including without limitation retirement contributions, FICA, FUTA, Medicare, and state or federal unemployment contributions.

BENEFITS/LEAVES

Nature of Paid Leaves: Paid leave from the Superintendent's professional duties are available to the Superintendent when the following specific conditions are met: (1) the Superintendent is currently employed by the school district; (2) the leave day is taken on a day the Superintendent would otherwise be expected to be at work; and (3) the Superintendent has met the conditions for such leave to be taken as applicable to each specified form of paid leave. All paid leave is subject to the following:

Leave Year: The leave year is the Superintendent's contract of July 1 through June 30 of each year that this contract is in effect.

Unused Leave: There shall be no pay for leave available but unused either during or upon ending of employment except as may be specifically set forth herein.

A. Vacation

Amount and Use: The Superintendent shall be allowed twenty-five (25) working days of vacation leave each contract year exclusive of Saturdays, Sundays and legal holidays. It is understood, however, that the Superintendent may from time to time be required to perform duties on Saturdays, Sundays and legal holidays. Vacation days are to be used in a manner and at times selected by the Superintendent; provided that the Superintendent shall make reasonable efforts to not schedule leaves which would cause the Superintendent to not be able to attend regularly scheduled meetings of the Board of Education or important school functions, and the Superintendent shall provide information such that the Superintendent may be contacted when necessary.



Vacation Accumulation: The Board and the Superintendent agree that periodic vacation is beneficial to “recharge” the Superintendent. As such, the Superintendent shall use at least ten (10) days of vacation each year. At the end of the contract year the Superintendent will be reimbursed for up to ten (10) days of any remaining unused vacation days at the effective daily rate of pay in such contract year. Any remaining unused vacation days remaining from a prior contract year shall be added to the number of vacation days the Superintendent has for the following contract year, such that the total vacation days at the beginning of each contract year be no more than thirty (30) days. Upon ending employment, unused vacation days will not be paid except to the extent required by law. If payable, unused vacation will be paid at the effective daily rate of pay at the time each unused vacation day first became available. There shall be no pay for unused vacation days in the event the Board determines that the Superintendent has engaged in misconduct which provides just cause for termination or cancellation.

B. Sick Leave

Amount and Use: The Superintendent shall be allowed twelve (12) working days of sick leave each contract year all exclusive of Saturdays, Sundays and legal holidays.

Availability: Sick leave is a paid work day when the Superintendent may be absent from duties. Sick days are only available when the Superintendent is currently employed by the school district and the Superintendent is unable to perform assigned duties due to the illness or temporary disability of the Superintendent or due to the Superintendent’s immediate family who is ill or has a serious health condition. Immediate family shall mean the Superintendent’s spouse, children, or parents.

Carry-over and Accumulation: Unused sick leave may be carried over from one leave year to the next succeeding leave year(s). The maximum that may be accumulated is forty-five (45) days. Once the maximum is accumulated, no further sick leave days will be available or granted for the ensuing leave year(s) until the accumulated number of days is less than forty-five (45), and then only to the extent necessary to restore the total number of available sick leave days to the maximum of forty-five (45) days.

Unused Days: There shall be no pay for unused sick leave either during or upon ending of employment.

C. Personal Leave

Amount and Use: Three (3) days are available to the Superintendent each leave year.

Availability: Paid personal leave is available to the Superintendent for the purposes of allowing the Superintendent to attend to personal matters.

Carry-over and Accumulation: There is no carry-over or accumulation of unused personal leave.

Unused Days: In the event the Superintendent does not use available personal days during a leave year, the Superintendent will be eligible to receive payment for such unused personal leave, subject to the condition that employment not have ended during or at the end of such leave year for reason of non-renewal or cancellation of



employment contract. The rate of pay for unused personal leave will be paid at the effective daily rate of pay for the current leave year. Such payment will be made with the July paycheck.

D. Bereavement Leave

Amount and Use: Three (3) days of family bereavement leave and one (1) day of non-family bereavement leave are available to the Superintendent each leave year. All bereavement leave is subject to a maximum of ten (10) days each leave year.

Availability: Family bereavement leave is available to the Superintendent each leave year for purposes of allowing the Superintendent to address issues related to the death of a member of the Superintendent's family. For purposes of this subparagraph, the term family means the Superintendent's spouse, child, parent, parent-in-law, sibling, sibling-in-law, son or daughter-in-law, the Superintendent's grandparents, spouse's grandparents, and the Superintendent's grandchild. Non-family bereavement is available to the Superintendent for the death of a non-family member that shall require the Superintendent attend funeral services.

Carry-over and Accumulation: There is no carry-over or accumulation of unused bereavement leaves.

Unused Days: There shall be no pay for unused bereavement leave either during or upon ending of employment.

E. Vacation, Sick, Professional, Personal and Bereavement Leave Log

The Superintendent shall maintain a monthly vacation, sick, professional, personal and bereavement leave log which shall be submitted to the Board President for review on or before the 8th day of each month.

F. Miscellaneous Provisions

1. Section 125 Plan: The Superintendent shall be permitted to participate in the district's Section 125 Plan for purposes of purchasing and paying for group health insurance, dental insurance and long-term disability insurance.

2. Life Insurance: The Superintendent shall be provided basic term life insurance with a death benefit of \$125,000.00.

3. Health Insurance: The Superintendent shall be provided a family plan of health and dental insurance or the cash equivalent.

4. Disability: The Superintendent shall be provided long term disability insurance.

5. State Retirement: The Employee and Employer share of the Superintendent's contributions to the state retirement system (NPERS) shall be provided.

6. Meetings and Dues: The Superintendent shall attend appropriate professional meetings at the local, state and national levels provided that such attendance does not interfere with the proper performance of the Superintendent's duties. The reasonable



and necessary expenses of such meetings shall be reimbursed by the district consistent with Board policies. The Board may pay dues for professional organizations suitable for the Superintendent's position upon the Superintendent's request, and shall pay dues for the Superintendent's membership in the American Association of School Administrators, Nebraska Council of School Administrators and the Northeast Nebraska School Superintendents Association.

7. Transportation Expenses: The reasonable and necessary expenses of transportation required in the performance of the Superintendent's official duties shall be reimbursed at the rate set annually by the Board for district travel.

8. Health Examinations: The Superintendent, at the Superintendent's election, shall be provided a medical examination in each contract year at the cost of the Board. To be reimbursed for such medical examination, the Superintendent shall provide the President of the Board of Education with a statement from the physician certifying to the physical competency of the Superintendent to perform the essential functions of the Superintendent's position. Such statement shall be placed in a separate medical personnel file and remain confidential as and to the extent permitted by law.

9. Indemnification: The district shall, to the extent permitted by law, defend, hold harmless and indemnify the Superintendent from any and all demands, claims, suits, actions and legal proceedings brought against the Superintendent in the Superintendent's individual capacity or the Superintendent's official capacity as an agent or employee of the district, provided that the incident arose while the Superintendent was acting (or in good faith, reasonably believed that the Superintendent was acting) within the scope of the Superintendent's employment with the district. This provision shall not apply to criminal proceedings against the Superintendent and shall not obligate the district beyond any applicable insurance coverage the district has available.

DUTIES

Specification of Duties: The Superintendent shall perform the duties of Superintendent as are regularly and customarily expected for such position and such duties and responsibilities as set forth in Board Policy or Regulation. Substantially changing this contract without the consent of the Superintendent will not be allowed without an amendment to this contract. The Superintendent shall be subject to such other responsible for performance of duties assigned by individual members of the Board or duties assigned without official action of the Board, except as specifically set forth in the Board of Education Policies. In the event that the Superintendent is elected to any other office or offices of the Board of Education or in connection with the district, the Superintendent shall perform the duties of such other office or offices without remuneration other than that as provided in this contract.

Use of Time: The Superintendent agrees to devote full time to the assigned duties, provided that the advance agreement of the Board, the Superintendent may undertake consultative work, speaking engagements, writing, lecturing or other professional activities. Should the Superintendent provide services to other school districts or in undertaking consultative work, speaking engagements, writing, lecturing or other professional activities, the Superintendent shall utilize personal vacation time for such purposes and hold the school district harmless.



Performance of Duties: In performing the assigned duties, the Superintendent shall be governed by the policies, regulations and directions of the Board of Education. The Superintendent shall in all respects to diligently and faithfully perform the assigned duties to the best of the Superintendent's professional ability. Regular dependable attendance at meetings of the Board and committees of the Board and other assigned duties is an essential function of the Superintendent's position.

BOARD-SUPERINTENDENT RELATIONSHIP

The Board shall have primary responsibility for formulating and adopting Board policy. The Superintendent shall be the chief administrative officer for the district, and shall have primary responsibility for implementation of Board policy. The Superintendent shall be responsible for development of policies for adoption by the Board and for development of regulations and rules consistent with Board policy. In the absence of Board policy, on matters which require prompt action, the Superintendent shall have the authority to act using the Superintendent's professional judgment and consistent with legal requirements; provided that the Superintendent shall report the nature of the matter and the action taken to the Board no later than the next regularly scheduled Board meeting. The parties agree, individually and collectively, to promptly refer all criticism, complaints and suggestions called to its attention to the Superintendent for action, study or recommendation, as appropriate.

EVALUATION OF SUPERINTENDENT

The Superintendent shall be evaluated twice during the first contract year and once during the second year and each year of any Extended Term, unless the Board deems additional evaluations appropriate. The Superintendent shall receive a copy of the evaluation and shall have the right to submit a response to the evaluation, which response shall be placed in the Superintendent's personnel file. The Superintendent shall notify the President of the Board to remind the Board of the need to evaluate.

CONTRACT CANCELLATION

In the event the Superintendent violates any of the provisions of this contract or performs any act or does anything which is materially harmful to the district, or which substantially inhibits the Superintendent's ability to discharge the duties as set forth herein then the Superintendent may be discharged in accordance with applicable law, including, but not limited to, the following reasons: (1) becoming legally disqualified to perform as a Superintendent in the State of Nebraska; (2) participation in any fraud; (3) causing any intentional damage to property; (4) engaging in any unlawful act; (5) any representations in this contract being determined to be false or incorrect; (6) failure to return an Intent to Extend by the required date, provided that such date not be prior to just cause, including: (a) incompetency, which includes, but is not limited to demonstrated deficiencies or shortcomings in knowledge of subject matter or administrative skills; (b) neglect of duty; (c) unprofessional conduct; (d) insubordination; (e) immorality; (f) physical or mental incapacity; (g) failure to give evidence of professional growth as required by law; or (h) other conduct which interferes substantially with the continued performance of duties. Suspension or other disciplinary action may be enforced in accordance with applicable law. Upon termination of this contract for any reason, the compensation to be paid hereunder shall be an amount which bears the same ratio to the annual salary specified as the number of months or fraction thereof to the date of such termination bears to the twelve months in the annual salary period in which termination occurs. Any portion of the salary paid, but not earned, prior to the date of termination of this contract, and any sums owing to the



district by the Superintendent, shall be set off from sums due to the Superintendent and, if the sums owing to the district are in excess of the sums due the Superintendent, the amount owing shall be immediately refunded by the Superintendent.

The Board may require a certificate of health and physical fitness of the Superintendent in accordance with applicable law at any time while this contract is in force. Should the Superintendent be unable to perform the Superintendent's duties by reason beyond the Superintendent sick leave allowance, the Board may, in its discretion, make a proportionate reduction from the salary and benefits, and if such disability continues or is permanent, or of such nature as to make the Superintendent unable to perform essential functions of the positions for which the Superintendent is employed, the Board of Education may, at its option, terminate this agreement whereupon the respective duties, rights and obligations hereto shall terminate.

REPRESENTATIONS AND LEGAL REQUIREMENTS

The Superintendent affirms that (1) the Superintendent holds or will hold a valid and appropriate certificate to act as a certificated employee in the State of Nebraska to perform the assigned duties throughout the term of this contract and any extensions of this contract; (2) the required certificate to perform the assigned duties shall be registered as required by law; it being understood and agreed that this contract is not valid until the required certificate is registered in accordance with law and that the Superintendent shall not be compensated for any services performed prior to the date of registration of this certificate; and (3) the Superintendent is not under contract with another Board of Education within the State of Nebraska covering any part of or all of the same time of performance as provided for in this contract.

The Superintendent further warrants and represents as follows: (1) all information set forth in the Superintendent's application for employment and other information provided by the Superintendent in seeking employment are true and accurate, and if said information ceases to be true, the Superintendent will advise the Board immediately; (2) the Superintendent has never been convicted or pled no contest or otherwise been adjudicated as having committed a felony, any other offense involving moral turpitude or any other offense involving abuse, neglect, or sexual misconduct as defined in Sections 003.12 through 003.14 of NAC21; and (3) the Superintendent has not suffered suspension or revocation of any Educational professional license or certificate, nor voluntarily surrendered such a license or certificate where charges or potential charges were pending or imminent.

There shall be no penalty for release or resignation by the Superintendent from this contract; provided no resignation shall become effective until expiration of the remaining term of the contract unless the Board affixes an earlier effective date. This contract is subject to provisions of the School Employees Retirement Act.

GOVERNING LAWS

The parties shall be governed by all applicable Nebraska and federal laws, rules and regulations in performance of their respective duties and obligations under this contract.



AMENDMENTS AND SEVERABILITY

This contract may be modified or amended only by a written duly authorized and executed by the Superintendent and the Board of Education. If any portion of this contract shall be declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforceability of the remaining provisions of this contract.

Executed this day of **March 10th, 2025**

Superintendent

Executed this day of **March 10th, 2025**
Board of Education of Madison County School District 59-0002
a/k/a Norfolk Public Schools

Board President

Board Vice-President

Superintendent Pay Transparency Notice—Proposed Contract For Dr. Jami Jo Thompson

Notice is hereby given that Norfolk Public Schools has approval of a proposed superintendent employment contract/contract amendment on its agenda for the board meeting to be held on March 10, 2025 at 5:30pm at the Norfolk Public Schools Central Office in Norfolk, Nebraska.

After the 2025/26 school year, how many years remain on the contract:
(Column F must be completed if additional years remain on contract.)

1

The estimated costs to the district for the 2025/26 year and future years are listed below:

	2025/26 Base Pay, Additional Compensation & Benefits	Future Base Pay, Additional Compensation & Benefits per Contract	TOTAL CONTRACT COST
Base Pay for the Total FTE	\$ 246,521.64	\$ 246,521.64	\$ 493,043.28
Compensation for activities outside of the regular salary:			
• <i>Extended contracts / Activities outside of regular salary</i>			\$ -
• <i>Bonus/Incentive/Performance Pay</i>			\$ -
• <i>Stipends</i>			\$ -
• <i>All other costs not mentioned above</i>			\$ -
Benefits and Payroll Costs Paid by district:			
• <i>Insurances (Health, Dental, Life, Long Term Disability)</i>	\$ 30,858.88	\$ 30,858.88	\$ 61,717.76
• <i>Cafeteria Plan Stipend</i>			\$ -
• <i>Cash in lieu of insurance</i>			\$ -
• <i>Employee's share of retirement, deferred compensation, FICA and Medicare if paid by the district</i>	\$ 26,723.36	\$ 26,723.36	\$ 53,446.72
• <i>District's share of retirement, FICA and Medicare</i>	\$ 48,593.34	\$ 48,593.34	\$ 97,186.68
• <i>IRS value of housing allowance</i>			\$ -
• <i>IRS value of vehicle allowance</i>			\$ -
• <i>Additional leave days</i>			\$ -
• <i>Annuities</i>			\$ -
• <i>Service credit purchase</i>			\$ -
• <i>Association / Membership dues</i>			\$ -
• <i>Cell Phone/Internet reimbursement</i>	\$ 640.00	\$ 640.00	\$ 1,280.00
• <i>Relocation reimbursement</i>			\$ -
• <i>Travel allowance/reimbursement</i>			\$ -
• <i>Mileage Allowance</i>			\$ -
• <i>Educational tuition assistance</i>			\$ -
• <i>All other benefit costs not mentioned above</i>			\$ -
Totals:	\$ 353,337.22	\$ 353,337.22	\$ 706,674.44