

Board of Education 2nd Monthly Meeting
Monday, April 27, 2026 12:00 PM

NPS Central Administration Office
512 West Phillip Avenue
Norfolk, NE 68701

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. Public Comments & Communication
5. Consent Agenda
 - 5.1. Minutes of Previous Meetings
 - 5.2. Personnel
 - 5.2.1. Contract Approval
6. Action Items
 - 6.1. Discuss, consider and take action to approve the second and final reading of the revised board policy, 1040 - Annual Report
 - 6.2. Discuss, consider and take action to approve the second and final reading of the revised board policy, 3540 – Bidding Construction Projects
 - 6.3. Discuss, consider and take action to approve the second and final reading of the revised board policy, 5601 – Asthma, Anaphylaxis and Allergic Reaction Protocol
 - 6.4. Discuss, consider and take action to approve the second and final reading of the revised board policy, 7050 – Bids and Contracts
7. Superintendent - Board Transition Retreat
8. Future Meetings
9. Adjournment



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
Board of Education Regular Meeting
Monday, April 13, 2026 5:30 PM
NPS Central Administration Office
512 West Phillip Avenue
Norfolk, NE 68701

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

1. Date Public Notice appeared in the Norfolk Daily News:
2. Call to Order
 - A. The Norfolk Public School District's Board of Education regular meeting was called to order at 5:30 PM by President Carhart.
 - 2.1. Roll Call - See attendance above. A statement was made declaring a quorum.
 - 2.2. Declaration of a Legal Meeting - The meeting was declared legal.
3. Pledge of Allegiance
4. Presentations & Special Recognition
 - 4.1. Focus on the Students
 - A. Principal Jason Settles and Instructional Coach Chris Begeman shared information on the ACT at Norfolk High School, highlighting both content and strategies for student preparation.
5. Public Comments & Communication
 - A. Two community members spoke during the Public Comment period.
6. Information and Discussion Items
 - 6.1. Finance & Facilities Report - Speaker: Erik Wilson
 - A. Military Leadership Academy for Educators
 - B. The total amount of claims to be approved on the consent agenda by specific fund are listed below:
 - General Fund = \$737,255.32
 - Nutrition Fund = \$282,440.90
 - Subsidiary Fund = \$106,385.98
 - Special Building Fund = \$19,926.00
 - Senior High Activity Fund = \$60,035.99
 - March 2026 Senior High Activity Fund = \$12,880.00
 - Junior High Activity Fund = \$7,639.05
 - March 2026 Junior High Activity Fund = \$800.00
 - Student Fee Fund = \$2,159.77
 - 6.2. Teaching & Learning Report - Speaker: Jared Oswald
 - Testing is ongoing

- ACT April 8th
 - NSCAS Testing window ends May 1st
 - Thank you to the Teaching and Learning Team for preparing for testing
 - Unofficial data becomes available shortly after testing completes
 - New member of Teaching and Learning Team, Kari Cronin, Instructional Leader
 - Materials for next school year
- 6.3. Student Programs Report - Speaker: Lynette Mitzel
- Targeted Improvement Plan
 - SPED Leadership Team Update
- 6.4. Student Services Report - Speaker: Chuck Hughes
- 1st Grade went to play '123 Andres', March 31
 - Baby Animal Farm for Kindergarten, April 10
 - Boundary Exception Meeting, April 14
 - Presenting at NCSA Admin Days in July
 - Junior High Cell Phone Report
- 6.5. Human Resources & Accreditation Report
- Hiring
 - Summer School Contracts
- 6.6. Superintendent's Report - Speaker: Bill McAllister
- Directors continue to visit schools
 - Science Activities at Elementary Buildings
 - 3rd Teacher Advisory Committee Meeting
 - CO Staff Meeting
 - Activity Committee Meeting
 - Legislature Update
- 6.7. Foreign Exchange Student Policy Discussion
- A. The board discussed Policy 5007 regarding foreign exchange students, focusing on the requirement that host families must have a child currently attending the Senior High. Members considered whether this requirement should be revised, particularly in cases where families have previously had children attend and graduate from the district. There was general agreement that residency of the host family within the district should remain a requirement. This will return to the policy committee for further review and possible revision.
7. Committee Reports
- 7.1. Finance & Facilities Committee Report
- A. The Finance and Facilities Committee met on April 13th. The committee discussed and reviewed:
- Claims/Board bills
 - Middle School Cooling Tower
 - Facilities update and upcoming projects
 - Budget update
- 7.2. Policy Committee Report
- A. Policy Committee meeting minutes from March 16 were reviewed. The

committee discussed Artificial Intelligence (AI) and recommended not creating a separate AI policy. Instead, they advised continuing to update guidelines through an Administrative Rule and Policy 5101 - Student Discipline, which addresses cheating and plagiarism.

- 7.3. Government Relations Committee Report
 - A. A summary of the Committee's March 30 visit to Lincoln was provided.
- 7.4. Activities Committee Report
 - A. Activities Committee meeting minutes from April 7 were reviewed.
- 7.5. Norfolk Public Schools Foundation Committee Report
 - A. The Norfolk Public Schools Foundation Board of Directors met March 16th. During the meeting, the board identified a project for the 2026 Norfolk Area Big Give, discussed the status of both the Junior High Auditorium and the Bel Air Elementary School Inclusive Playground projects, and received updates concerning the 2026 Scholarship Program for students. Additionally, the 2027 Norfolk Area United Way Grant Application was approved.

8. Approve Consent Agenda

Motion to approve the consent agenda at 6:50 PM passed with a motion by Dr. Patti Gubbels and a second by Steve McNally.

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

Yea: 6, Nay: 0

- 8.1. Minutes of Previous Meetings
 - A. Minutes from the meeting on March 23, 2026 were reviewed.
- 8.2. Personnel
 - 8.2.1. Contract Approval
 - Nelson, Cameron - 2026 - 2027 Science Teacher, Senior High
 - Nelson, Savannah - 2026 - 2027 Art Teacher, Senior High
 - Kautz, Taylor - 2026 - 2027 6th Grade Teacher, Middle School
 - Reisner, Madison - 2026 - 2027 English Teacher, Senior High
 - Schindler, Candice - 2026 - 2027 3rd Grade Teacher, Bel Air
 - Hepner, David - 2026 - 2027 AFS Teacher, Senior High
 - Schechinger, Vanessa - 2026 - 2027 2nd Grade Teacher, Grant
- 8.3. Claims
 - A. Claims were reviewed. Conflict statements were read by Carhart, Gubbels, McNally, and Stanton.

9. Action Items

- 9.1. Discuss, consider and take action to approve the resignation of Charles Hamilton pending the hiring of a suitable replacement
 - A. Charles Hamilton - Social Studies Teacher, Norfolk Senior High

Motion to approve the resignation of Charles Hamilton pending the hiring of a suitable replacement at 6:52 PM passed with a motion by Tom Stanton and a second by Dr. Patti Gubbels.

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

Yea: 6, Nay: 0

9.2. Discuss, consider and take action to approve the purchase of K-6 Music Programs

- A. The music teachers requested purchase of materials that provide a coherent scope and sequence for music classrooms in grades K-6. The teachers engaged in a process of reviewing materials. Quaver was identified as the best program to use in the classroom. Essential Elements was also reviewed and while this program didn't have resources necessary to use in the classroom it is a great resource for concert music. Currently concert music is purchased individually. A 7 year purchase of Essential Elements will be a net savings to the district compared to purchasing materials individually. The combined cost of purchasing both programs for 7 year subscriptions is \$3.00 per student per year. The funds for this purchase will come from the general curriculum budget.

Motion to approve the purchase of K-6 Music Programs - Quaver and Essential Elements Music Programs at a total cost of \$51,460.50 at 6:55 PM passed with a motion by Steve McNally and a second by Tom Stanton.

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

Yea: 6, Nay: 0

9.3. Discuss, consider and take action to approve the purchase of Guidance Curriculum

- A. K-6 Guidance is in need of a new curriculum resource. Guidance is a special that every student takes in grade K-6. The course focuses on preparing students for success in school and life by teaching them things like working with others, overcoming barriers, time management, organizational and study skills. After a review and pilot process the guidance counselors identified Everyday Speech as the best program to meet their needs. Little Panthers also teaches these skills and they would like to align what is taught at the Preschool with what is taught in K-6. Every teacher at Little Panthers uses this curriculum so a site license will be required to meet the needs of that building. In K-6 individual teacher licenses can be purchased to meet their needs. The average cost in the K-6 is \$2.16 per student per year. At Little Panthers the cost is \$20.92 per student per year. The higher cost at Little Panthers reflects the number of teachers who use the resource and the amount of time they spend teaching it. Because we are purchasing individual teacher licenses, Everyday Speech will only do a 2 year purchase term.

Motion to approve the purchase of Everyday Speech for K-6 Guidance and Little Panthers for a 2 year term at a total cost of \$10,253.89 at 6:58 PM passed with a motion by Steve McNally and a second by Dr. Patti Gubbels.

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

Yea: 6, Nay: 0

9.4. Discuss, consider and take action to approve the bid for the Middle School Cooling Tower Replacement

- A. We received 4 proposals for the Middle School Cooling Tower

Replacement. Rasmussen Mechanical provided the low bid \$522,880. We will not be needing to add the Alternate, which provided for dehumidification of the gym for the summer as we will handle that ourselves. We have had a great relationship with Rasmussen in the past and they are very familiar with the needs of that Middle School system as it also has a geothermal tie-in that is a bit tricky. Our engineer for this project is confident in Rasmussen's ability to complete this project and so am I. If approved tonight, they will order equipment tomorrow. They hope to start as soon as school gets out and have it up and running by the time school starts in August.

Company Name	Base Bid Price	Alternate
Volkman	\$763,000.00	\$40,850.00
Helm	\$727,405.00	\$33,820.00
Rasmussen	\$522,880.00	\$17,981.00
MTC	\$709,500.00	\$52,500.00

Motion to approve the bid from Rasmussen mechanical for \$522,880 for the Middle School Cooling Tower Replacement at 7:01 PM passed with a motion by Dr. Patti Gubbels and a second by Tom Stanton.

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

Yea: 6, Nay: 0

9.5. Discuss, consider and take action to approve the second and final reading of the reaffirmed 9000's policies - Bylaws of the Board

A. No changes were made to the following Bylaws of the Board policies. The Policy Committee recommends that they be reaffirmed.

- 9000 - General Statement
- 9010 - Limits of Authority
- 9100 - Legal Description
- 9110 - Number of Members, Terms of Office
- 9120 - Officers
- 9122 - Vice-President
- 9123 - Treasurer
- 9124 - Secretary
- 9125 - Attorney
- 9126 - Auditor
- 9127 - Individual Members
- 9140 - Removal From Office
- 9141 - Board Member Attendance
- 9200 - Formulation, Adoption, Amendment of Policies
- 9210 - Adoption and Amendment of Bylaws
- 9220 - Approval and Amendment of Administrative Regulations
- 9300 - Regular Meetings
- 9301 - Special Meetings
- 9330 - Parliamentary Procedure
- 9341 - Voting

9350 - Methods of Operation/Quorum
9360 - Board/School District Records
9370(b) - Closed Sessions

Motion to approve the second and final reading of the reaffirmed 9000's policies - Bylaws of the Board as presented at 7:03 PM passed with a motion by Tom Stanton and a second by Cindy Booth.

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

- 9.6. Discuss, consider and take action to approve the second and final reading of the revised board policy, 9121 - President
A. There have been no revisions to the policy since the first reading on March 9th.

Motion to approve the second and final reading of the revised board policy, 9121 - President at 7:03 PM passed with a motion by Cindy Booth and a second by Dr. Patti Gubbels.

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

- 9.7. Discuss, consider and take action to approve the second and final reading of the revised board policy, 9310 - Advance Delivery of Meeting Materials
A. There have been no revisions to the policy since the first reading on March 9th.

Motion to approve the second and final reading of the revised board policy, 9310 - Advance Delivery of Meeting Materials at 7:04 PM passed with a motion by Tom Stanton and a second by Dr. Patti Gubbels.

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

- 9.8. Discuss, consider and take action to approve the second and final reading of the revised board policy, 9320 - Order of Business
A. There have been no revisions to the policy since the first reading on March 9th.

Motion to approve the second and final reading of the revised board policy, 9320 - Order of Business at 7:05 PM passed with a motion by Dr. Patti Gubbels and a second by Tom Stanton.

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

- 9.9. Discuss, consider and take action to approve the second and final reading of the revised board policy, 9340 - Minutes
A. There have been no revisions to the policy since the first reading on March 9th.

Motion to approve the second and final reading of the revised board policy, 9340 - Minutes at 7:06 PM passed with a motion by Dr. Patti Gubbels and a second by Steve McNally.

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

9.10. Discuss, consider and take action to approve the second and final reading of the revised board policy, 9370(a) - Open Sessions

A. There have been no revisions to the policy since the first reading on March 9th.

Motion to approve the second and final reading of the revised board policy, 9370(a) - Open Sessions at 7:07 PM passed with a motion by Tom Stanton and a second by Cindy Booth.

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

Yea: 6, Nay: 0

9.11. Discuss, consider and take action to approve the first reading of the revised board policy, 1040 - Annual Report

A. The Policy Committee reviewed this policy and recommends the proposed revisions provided by the District's legal counsel.

Motion to approve the first reading of the revised board policy, 1040 - Annual Report at 7:08 PM passed with a motion by Dr. Patti Gubbels and a second by Tom Stanton.

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

Yea: 6, Nay: 0

9.12. Discuss, consider and take action to approve the first reading of the revised board policy, 3540 – Bidding Construction Projects

A. The Policy Committee reviewed this policy and recommends the proposed revisions provided by the District's legal counsel.

Motion to approve the first reading of the revised board policy, 3540 - Bidding Construction Projects at 7:09 PM passed with a motion by Dr. Patti Gubbels and a second by Steve McNally.

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

Yea: 6, Nay: 0

9.13. Discuss, consider and take action to approve the first reading of the revised board policy, 5601 – Asthma, Anaphylaxis and Allergic Reaction Protocol

A. The Policy Committee reviewed this policy and recommends the proposed revisions provided by the District's legal counsel.

Motion to approve the first reading of the revised board policy, 5601 - Asthma, Anaphylaxis and Allergic Reaction Protocol at 7:10 PM passed with a motion by Steve McNally and a second by Tom Stanton.

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

Yea: 6, Nay: 0

9.14. Discuss, consider and take action to approve the first reading of the revised board policy, 7050 – Bids and Contracts

A. The Policy Committee reviewed this policy and recommends the proposed revisions provided by the District's legal counsel.

Motion to approve the first reading of the revised board policy, 7050 - Bids and Contracts at 7:11 PM passed with a motion by Tom Stanton and a second by Dr. Patti Gubbels.

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

Yea: 6, Nay: 0

- 9.15. Discuss, consider and take action to approve the first reading of the revised board policy, 6113 - Electronic Communication Devices & Cell Phones
 - A. The board reviewed the Policy Committee's recommended policy revisions requiring devices to be turned off and kept in lockers all day at the Senior High. Board members discussed the success of the Junior High approach and the potential benefits of continuing it at the Senior High level, particularly in reducing distractions and improving the learning environment. Some members supported a uniform "bell-to-bell" approach to eliminate ambiguity and improve consistency, while others preferred maintaining the current policy for another year to gather additional information and input. Questions were raised about enforcement procedures and consequences.

Motion to approve the first reading of the revised board policy, 6113 - Electronic Communication Devices & Cell Phones at 7:13 PM passed with a motion by Tom Stanton and a second by Dr. Patti Gubbels.

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

Yea: 5, Nay: 1

10. Future Meetings

- A. The 2nd regular monthly meeting of the Board of Education is scheduled for Monday, April 27th, 2026 at Noon. The meeting will also include a Board Retreat. The following regular meeting of the Board of Education will be held on Monday, May 11th, 2026 at 5:30 PM.

11. Adjournment

- A. The meeting adjourned at 7:36 PM.

Chairperson

Superintendent

Community RelationsAnnual Report and School Improvement

The Superintendent shall prepare and distribute each year an Annual Report in accordance with Nebraska Department of Education Rule 10. The Annual Report shall be distributed or made available to residents of the School District each year. The report shall include information required by NDE Rule 10 and applicable NDE guidance. The results of the annual report shall be used to plan and make needed changes to improve instruction for all students.

- ~~A. Student academic performance. The report shall include results of student success in achieving the state standards set forth in Appendices A through D of Rule 10 or local content standards approved by the Nebraska Department of Education, on a building basis. Individual test scores shall be kept confidential. If the school has fewer than ten students in the grades being reported, or if reporting would allow for the identification of students because they all had comparable scores, no public reports of student performance shall be provided for those grades.~~
- ~~B. School system demographics.~~
- ~~C. School improvement goals and progress.~~
- ~~D. School system financial information.~~

The Superintendent shall further ensure that the School District implements a systematic on-going process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process shall focus on improving student learning and include a periodic review by visiting educators who provide consultation to the local school/community in continued accomplishment of plans and goals. The school improvement process shall further include the following activities at least once within each five years:

- A. Review and update of the mission and vision statements.
- B. Collection and analysis of data about student performance, demographics, learning climate, and former high school students.
- C. Selection of improvement goals. At least one goal is directed toward improving student academic achievement.
- D. Development and implementation of an improvement plan which includes procedures, strategies, actions to achieve goals, and an aligned professional development plan.
- E. Evaluation of progress toward improvement goals.

The school improvement process shall further include a visitation by a team of external representatives to review progress and provide written recommendations. A copy of the school system's improvement plan and the written recommendations shall be provided to the Nebraska Department of Education, when appropriate. The external team visits shall be conducted at least once each five years.

At least annually, the Superintendent or designee shall provide a computer science and technology education status report to both the Board of Education and Nebraska State Department of Education. The annual report may include information about student progress on the computer science and technology courses and other relevant measures of student progress in the areas of computer science and technology education. To the extent appropriate, computer science

education data may be incorporated into the District's Annual Report and considered as part of the District's ongoing school improvement planning process.

Legal Reference: NDE Rule 10.01, 10.5.02, 10.9 and 10.10
Neb. Rev. Stat. § 79-3305

Date of Adoption: October 14, 2013
Date of Revision: December 11, 2017
Date of Reaffirmation: October 8, 2018
Date of Revision: August 10, 2020
Date of Revision: October 10, 2022

Business OperationsProcedures—Bidding Construction Projects

~~The following procedures shall be used for construction, remodeling and repair of any school-owned building or for site improvements.~~

~~Projects up to \$58,999: The Superintendent or designee may authorize projects costing less than \$59,000.~~

~~Projects from \$59,000 to \$108,999: The Superintendent or designee shall request the submission of at least two proposals from different vendors for projects ranging in cost from \$59,000 to \$108,999.~~

~~Projects of \$109,000 or above: The following bidding procedures shall be used for every project that is in excess of \$109,000, or such sum as adjusted pursuant to §73-106.~~

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is in excess of one hundred ~~nine-thirty-six~~ thousand dollars (\$~~109~~136,000), or such sum as adjusted pursuant to Section 73-106. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. Notice to Bidders: The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.
2. Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
4. Contract Award: The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.

5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of ten thousand dollars (\$10,000) or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.
6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one hundred ~~and eighteen~~forty-four thousand dollars (~~\$118~~144,000), as adjusted from time to time by Section 81-3445 or other applicable law.
7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Reference: Neb. Rev. Stat. Sec. 52-118; Neb. Rev. Stat. Sec. 73-101 *et seq.*; Neb. Rev. Stat. Sec. 73-106; Neb. Rev. Stat. Sec. 81-3445

Date of Adoption: November 11, 2013
 Date of Revision: September 14, 2015
 Date of Reaffirmation: November 9, 2015
 Date of Revision: December 9, 2019
 Date of Revision: July 11, 2022
 Date of Reaffirmation: May 12, 2025

StudentsAsthma, Anaphylaxis, and Allergic Reaction Protocol

The District will adopt and implement the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis Protocol as required by the Nebraska Department of Education.

The Superintendent, in conjunction with licensed health personnel, shall establish administrative regulations for the implementation of this policy. The regulations established shall comply with NDE rules regarding the protocol to follow in case of a life-threatening asthma or systemic allergic reaction (including anaphylaxis) and use of an EpiPen and albuterol. These regulations and protocols shall also ensure that each school building will procure and maintain the equipment and medication necessary under the protocol in the case of any student or school staff emergency. Staff training in using the protocol shall occur periodically. Records of such training and occurrences of administering medication under the protocol shall be maintained.

The Emergency Protocol shall be implemented, and the equipment and medication necessary to implement the Emergency Protocol shall be maintained, at each school building while school is in session. For purposes of the Emergency Protocol, the phrase "while school is in session" is defined as the core instructional school day. The "core instructional school day" is defined as that portion of each day school is in session during which teachers are on duty to provide and students are scheduled to receive instruction in the School District's curriculum, generally beginning at 8:00 a.m. and ending at 3:30 p.m. The Emergency Protocol shall not be required to be implemented other than in the school buildings while school is in session, and as such is not required to be implemented at extracurricular activities, on school buses, or during school field trips. Implementation of the Emergency Protocol at such non-mandatory times or places shall be made in the discretion of the administration and shall be subject to the availability of the employees designated or trained in implementation of the Emergency Protocol and the availability of the necessary equipment and medication at such times or places.

The parent or guardian of a student of minority age may sign a waiver requesting that their student not receive emergency treatment under this protocol.

The Superintendent or designee shall further develop and implement protocols to address anaphylaxis and the emergency use of epinephrine at school buildings and school-sponsored activities. A school nurse or trained staff member may administer epinephrine to any individual believed to be experiencing anaphylaxis. These protocols will also address the District's response, documentation, notification, and reporting any instances of administering epinephrine. The District will continue to implement individualized health or Section 504 plans for students with known severe allergies, and nothing in this policy limits rights or accommodations under Section 504, the ADA, or the IDEA.

Legal Reference: NDE Rule 59.006
[Neb. Rev. Stat. § 79-227](#)

~~Cross Reference: Policies on Administration of Medication to Students~~

Date of Adoption: May 12, 2014
Date of Reaffirmation: May 14, 2018
Date of Reaffirmation: April 11, 2022

Major ConstructionFacilities - Bids and Contracts

All contracts for work related to building construction, remodeling or repair or site improvement ~~over~~ **in excess of** ~~\$108,999~~ \$136,000, or such sum as adjusted pursuant to §73-106, will be bid in accordance with state statutes. All other contracts will be handled under current district policies and regulations.

Legal Reference: Neb. Rev. Stat. §§ 73-101 to 73-106

Date of Adoption: November 10, 2014
Date of Revision: September 14, 2015
Date of Revision: July 8, 2019
Date of Revision: May 8, 2023