

Board of Education Regular Meeting  
Monday, June 10, 2024 6:30 PM  
HPC Secondary- Polk BOE Room (Jan-June)  
260 S Pine  
Polk, NE 68654-0029

1. **Call Meeting to Order at \_\_\_\_\_**
  - 1.1. **Roll Call**
  - 1.2. **Recognize Nebraska Open Meetings Act Posted on the Wall**
2. **Consider and Approve Prior Meeting Minutes**

High Plains Community Schools  
Board of Education Meeting  
May 13, 2024

M-Motion by, S-Seconded by, F-For, A-Against, Ab-Absent, As-Abstain, Mc-Motion Carried, Mf – Motion Failed.

It is noted that the Nebraska Open Meeting Act was on display.

The regular meeting of the High Plains Community Schools Board of Education was held on May 13, 2024 in the Board Room in Polk. The meeting was called to order at 6:30 p.m. by President Shane Van Pelt. Present were Terry Carlstrom, Erin Meyer, Kraig Urkoski, Shane Van Pelt, Megan Pike, and Nate Spurling. Also present were Superintendent Beran, Principal Fisher, Principal Helgoth, and A.D. Wood. There was 1 visitor. Erin Meyer arrived at 6:43 p.m.

M-Spurling, S-Carlstrom to approve the minutes of the regular meeting held on April 8, 2024. Mc 5-0. (Ab-Meyer)

Rylee Hofmann, Peyton Hofmann and Madi Zerr updated the board during the Student Report about what projects student council will be doing next year, added projects and the possibility of purchasing a soft serve ice cream machine to sell ice cream during home games.

The board reviewed signatories on the Activity Fund. M-Urkoski, S- Spurling to remove Nicole Quast as an authorized signer and add Carrie Swanson as an authorized signer to the Activity Fund account. Mc 4-0. (Ab-Meyer, As-Pike)

Superintendent Beran updated the board on the Roof Replacement Schedule. M-Spurling, S-Pike to approve moving forward on the bidding process in the Fall for area 4 at the Clarks site. Mc 5-0. (Ab-Meyer)

The board discussed summer maintenance projects and possible maintenance projects.

High Plains Community graduation requirements were discussed with the board. M-Spurling, S-Pike to approve HPC graduation requirements with no changes for the 2024/25 school year. Mc 6-0.

Superintendent Beran discussed the auditor with the board. M-Spurling, S-Meyer to approve Forward CPA as the auditor for the 2024/25 school year. Mc 6-0.

Items on the Supt. Beran's report: Important dates; Academic success; District culture; Staff well-being; Facilities & transportation update; Teammates.

Items on Principal Fisher's report: 6<sup>th</sup> grade transition day; Attendance; Storm awards; Graduation; Making the Grade; Videoboard; Juniors Stock Market Challenge; NSAA recognition; Health services; Online registration; Walk at Lunch day.

Items on Principal Helgoth's report: Academic success; School culture; Safety update; Summer building and grounds projects.

Items on A.D. Wood's report: High school track update; Golf update; Gym floor update; Video board update.

Bus driver pay was discussed for the 2024/25 school year. M-Spurling, S-Meyer to approve bus pay as presented for the 2024/25 school year. Mc 6-0.

The board discussed and considered an amendment to the negotiated agreement for 2024/25. M-Spurling, S-Carlstrom to approve amending the negotiated agreement for 2024/25 school year to add a head girls wrestling coach. Mc 6-0.

The board discussed Board policies 2004 – Oath of Office; 3005-Activities Fund Policy; 3022 – Volunteers Policy; 3028 – Sex Offenders Policy; 3038-Procurement, Suspension & Debarment by Federal Regulations policy; 3044 – Incidental or De Minimis Use of Public Resources Policies; 3050-Technology in the Classroom Policy; 3052-Leasing Personal Property Policy; 4006-Insurance Policy; 4008-Outside Employment Policy; 4009-Restrictions on Employees Receiving Gratuities Policy. M-Spurling, S-Meyer to approve board policies as presented with no changes. Mc 6-0.

Board Policy 4029-Salary Schedule for Certified Employees Policy was discussed by the board. M-Spurling, S-Meyer to approve changing board policy 4029 to provide transcripts by August 20<sup>th</sup> to move on the pay scale horizontally for the upcoming school year. Mc 6-0.

The board reviewed the lunch, activities accounts and discussed the general fund bills.

M-Spurling, S-Pike to pay the general fund bills as presented excluding Carlstrom Electric LLC bill. Mc 6-0.

M-Meyer, S-Spurling to approve the general fund bill to Carlstrom Electric LLC. Mc 5-0 (As-Carlstrom)

M-Spurling, S-Pike to adjourn at 8:14 p.m. Mc 6-0

Next board meeting is scheduled for Monday, June 10, 2024 at 6:30 p.m. in Polk.

Respectfully submitted,

Erin Meyer  
Secretary

3. **Recognition of Visitors/Public Comment (Must stand, state name & full address, and organization you represent, if any)**

## **PUBLIC PARTICIPATION**

INSTRUCTIONS FOR MEMBERS OF THE PUBLIC WHO WISH TO SPEAK:  
This is the portion of the meeting when members of the public may speak to the board about matters of public concern.

- **Getting Started:** When you have been recognized, please stand, state your name, full address, and organization you represent, if any.
- **Time Limit:** The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 6 individuals who wish to address the board, the 30 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.
- **Personnel or Student Topic:** If you are planning to speak about a personnel or a student matter involving an individual, please understand that the district has a complaint policy and/or procedures to resolve such complaints and concerns. The Board requests that you follow the policy and procedures before addressing these matters with the Board. Board members will generally not respond to any questions you ask or comments about individual staff members or students.
- **General Rules:** This is a public meeting for the conduct of business. Comments from the audience while others are speaking will not be tolerated. Lewd, obscene, profane, slanderous, threatening and hostile conduct or statements and fighting words (words whose mere utterance entails a call to violence) will not be tolerated.
- **No Action by the Board:** The board will not act on any matter unless it is on the published agenda.

Adopted- 11/14/16

Revised- 11/8/21

4. **Review, Discuss, & Consider Myers Insurance Proposal for the 2024-2025 School Year**

## High Plains Community Schools 2024-2025

See attached proposal for High Plains Community Schools,  
July 1<sup>ST</sup> 2024/2025 school year.

### Property

Important Property Deductible changes:

All deductibles are per building and per occurrences

- basic perils deductible \$10,000
- wind/hail perils deductible \$50,000

Property Blanket total \$ 37,577,722.00

The above blanket amount includes changes for new crow's nest, video board, and shot clocks. Premium estimate on proposal does not include these changes to the blanket. There will be additional premium for those additions when received.

All deductibles on auto and inland marine have stayed the same as 2023/2024.

Myers Insurance, INC

Janet Myers, Kevin Urkoski

[sjmyers@clarks.net](mailto:sjmyers@clarks.net), 308-548-8238

[krurkoski@clarks.net](mailto:krurkoski@clarks.net), 308-548-8176

CONDITIONAL



Personalized Proposal Prepared for

## HIGH PLAINS COMMUNITY SCHOOLS

### Your Business

HIGH PLAINS COMMUNITY SCHOOLS  
PO BOX 29  
POLK, 68654-0029 NE

### Your Agent

MYERS INSURANCE INC  
PO BOX 167  
CLARKS, NE 68628-0167

### Your Quote

Quote: 2X30307 002  
Prepared on 06/06/2024  
Policy Term: 07/01/2024-07/01/2025

**Valid Through: 07/21/2024**

### Your Account Summary

#### Your Premium Estimate

Commercial Property (Version #7)	\$77,831.00
General Liability (Version #3)	\$2,674.00
Cyber (Version #1)	\$1,485.00
Workers Compensation (H-03)	\$20,684.00
Business Auto (E-02)	\$27,776.00
Commercial Inland Marine (C-02)	\$4,108.00
Commercial Umbrella (J-02)	\$6,339.00
Govt Crime/Fidelity Package (F-01)	\$570.00
Linebacker - Claims Made (K-02)	\$3,031.00

**Total Account Premium Estimate** **\$144,498.00**

### Your Policy

#### Benefits Include...

- 1 Industry leading loss control services to help protect your business
- 2 Flexible payment options designed to fit your needs
- 3 Fast, responsive claims service when you need it

### Your Payment Options



#### Electronic Funds Transfer (EFT)

Set up automatic payments and skip transaction fees with EFT. Sign up in Policyholder Access or contact your agent to get started.



#### Online

[www.emcinsurance.com](http://www.emcinsurance.com)  
Visit our website to make a single payment by eCheck or credit/debit card.



#### Mail

Submit check, money order or cashier's check to our centralized lockbox.

# Quote Option Overview

HIGH PLAINS COMMUNITY SCHOOLS | 06/06/2024

**Option 002: \$144,498.00**

Quote: 2X30307 - 002  
revised property ded 2x30307

**BBKJ708 — General Liability**

Premium	\$2,674.00
Occurrence Limit	\$1,000,000
Aggregate Limit	\$2,000,000
Damage to Premises	\$500,000
Medical Limit	\$10,000
Extension Endorsement	General Liability Schools Elite Extension

**BBKJ758 — Commercial Property**

Premium	\$77,831.00
Deductible Range	10 bldg @ \$10,000
Extension Endorsement	Not Applicable
Unreported Buildings	\$50,000

**BBKN005 — Cyber**

Premium	\$1,485.00
Cyber Suite Elite Limit	\$250,000.00
Deductible	\$2,500.00

**C — COMMERCIAL INLAND MARINE**

<b>Premium</b>	<b>\$4,108</b>
<b>Class Description</b>	MUSICAL INSTR-ALL OTHER BANDS
	SCHEDULED PROPERTY FLOATER
	CONTRACTORS EQUIP-SPECIAL
	CONTR EQUIP-LEASED FROM OTHERS
	E. D. P.-SCHEDULED
	SCHEDULED DRONE COVERAGE
	SCHEDULED PROPERTY FLOATER
<b>Unique Forms</b>	Comparison Unavailable

**E — BUSINESS AUTO**

<b>Premium</b>	<b>\$27,776</b>
<b>Liability Limit</b>	\$1,000,000
<b>Medical Payments</b>	\$5,000
<b>Priv Passenger Comp</b>	\$500 Deductible
<b>Priv Passenger Coll</b>	\$500 Deductible
<b>Trucks &amp; Trlrs Comp</b>	\$500 Deductible
<b>Trucks &amp; Trlrs Coll</b>	\$500 Deductible
<b>Public Auto Comp</b>	\$500 Deductible
<b>Public Auto Coll</b>	\$500 Deductible
<b>Extension Endorsement</b>	Elite Extension
<b>Unique Forms</b>	Comparison Unavailable

**F — COMMERCIAL CRIME**

<b>Premium</b>	<b>\$570.00</b>
<b>Unique Forms</b>	Comparison Unavailable

**H — WORKERS COMPENSATION**

Premium	<b>\$20,684</b>
Liability Limit	\$500,000/\$500,000/\$500,000
Experience Mod	0.790
Unique Forms	Comparison Unavailable

**J — COMMERCIAL UMBRELLA**

Premium	<b>\$6,339</b>
Liability Limit	\$5,000,000
SIR	\$10,000
Unique Forms	Comparison Unavailable

**K — LINEBACKER**

Premium	<b>\$3,031</b>
Loss Limit	\$1000000
Aggregate Limit	\$1000000
Deductible	\$2,500
Unique Forms	Comparison Unavailable

**5. Review, Consider, & Approve the PK 2024-2025 Calendar**



# HIGH PLAINS COMMUNITY SCHOOLS 2024-2025 PreKindergarten CALENDAR

August, 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			Stu	11	Tchr	17

August, 2024	
7	New Teacher PD
8-9	Staff PD/Picture Day
12	Teacher PD
13	Teacher Workday
14	K-12 Students First Day 1:30 Dismissal
15	PK First Day
21	Picture Day @ Clarks
22	Picture Day @ Polk
26	No School PK

September, 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
		Stu	17	Tchr	20	

September, 2024	
2	Labor Day, No School
16	Teacher PD, No Students
26	PK-12 PT Conferences No School PK
27	PK-6 PT Conferences 8:00-4:00 No School PK-6 Students/ 7-12 in Session

October, 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
			Stu	21	Tchr	23

October, 2024	
7	No School PK
21	Teacher PD, No Students/End of 1st Quarter

November, 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
			Stu	16	Tchr	17

November, 2024	
1	No School, PT Comp Day
11	Veteran's Day Program
20	HPC Hosting One-Act/PD No PK-12 Students
27-29	Thanksgiving Break, No School

December, 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
			Stu	14	Tchr	15

December, 2024	
20	No School PK K-12 Students Dismiss @ 1:30
22-26	Moratorium (all facilities closed to public)
23-31	Holiday Break, No School

January, 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
			Stu	18	Tchr	21

January, 2025	
1-2	Holiday Break, No School New Year's Day
3	Teacher Flex Day/Work Day, No Students
6	PK-12 Students Resume
13	No School PK
20	Teacher PD, No Students MLK Day

February, 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
		JH/HS	Stu	15	Tchr	20

February, 2025	
3	No School PK
10	No School PK
17	Teacher PD, No Students President's Day
27	PK-12 PT Conferences PK No School
28	PK-6 PT Conferences 8:00-4:00 No School PK-6 Students/ 7-12 in Session

March, 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
			Stu	16	Tch	18

March, 2025	
3-5	Spring Break, No School
5	End of 3rd Quarter
17	Teacher PD, No Students
31	No School PK

April, 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
			Stu	19	Tchr	20

April, 2025	
14	Teacher PD, No Students
18-21	Easter Break, No School

May, 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			Stu	11	Tchr	14

May, 2025	
10	High School Graduation
15	PK Graduation & PK Students' Last Day
19	Teacher PD
20	Teacher Work Day/Last Day

	New Teacher PD		No School PK
	Staff PD/No Students		No School/Breaks
	Teacher Workday/No Students		No School for PK-6 Students/ 7-12 Students in Session
	Teacher Flex Day/Workday/No Students		High School Graduation

\*\*May 19th is designated as a potential student makeup day for snow days, if necessary.



**6. Review, Consider, & Approve Substitute Pay for the 2024-2025 School Year**

Copy of Sub Pay 24-25 comparison

<u>School</u>	<u>Daily Rate</u>	<u>Long-Term Rate</u>	<u>Consecutive Day Start</u>	
HPC	\$150.00	1/185th		9
	\$142.00	1/185th		11
	\$135.00	?	?	
	\$140.00	\$160.00		11
	\$150.00	\$190.00		10
	\$140.00	1/185th	10/pro-rate	
	\$150.00	1/185th		16
	?	?	?	
	?	?	?	
	\$135.00	1/185th		6

\*\*If there's a break in the long-term assignment due to substitute absence (3 days or more), the regular substitute pay starts over after the 3rd day of absence.

**7. Discuss, Consider, & Approve Meal Prices for the 2024-2025 School Year**

# High Plains Community



## Lunch Prices 2024-25

		<b>Increase from 23-24</b>
K-12 Breakfast	\$2.40-\$2.50	<b>40¢ - 50¢</b>
Adult Breakfast	\$2.80-\$2.90	
K-6 Lunch	\$3.40-\$3.50	
7-12 Lunch	\$3.50-\$3.60	
Seconds	\$1.50	
Adult Lunch	\$4.50-\$5.00	
Adult Salad Bar	\$4.50	
Milk/Juice	\$0.65-\$0.75	
Reduced Lunch	\$0.40	
Reduced Breakfast	\$0.30	

**8. Discuss, Consider, & Approve Roof Repairs in Clarks**



since 1895

# THE GARLAND COMPANY, INC.

## *High Performance Roofing Systems*

3800 EAST 91ST. STREET • CLEVELAND, OHIO 44105-2197

PHONE: (216) 641-7500 • FAX: (216) 641-0633

NATIONWIDE: 1-800-321-9336

**To:** Kim Beran  
**From:** Keithan Karn  
**Date:** June 5, 2024

Kim, thank you for allowing us to work with you and your facility. We worked to help track down multiple leaks throughout Clarks Elementary. Please note the attached photos and descriptions for each issue. I have contacted our contractors and discussed the necessary repairs.

Please advise how and when you would like to proceed.

Scope of work is as follows:

- Seal all fasteners and seams in (2) curb locations
- Rake and reseal HVAC conduit above music classroom
- Rake and reseal pitch pan above hallway on east section
- Reseal drain bowl on east section

Cost not to exceed \$2,600

If you have any additional questions, please let me know

Thank you,

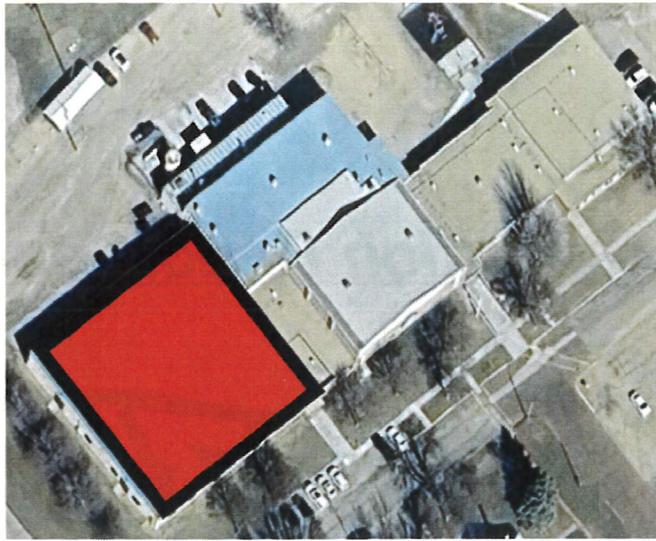
Keithan Karn  
The Garland Company

# Existing Condition Report and Budget



1895 **THE GARLAND CO** 2020

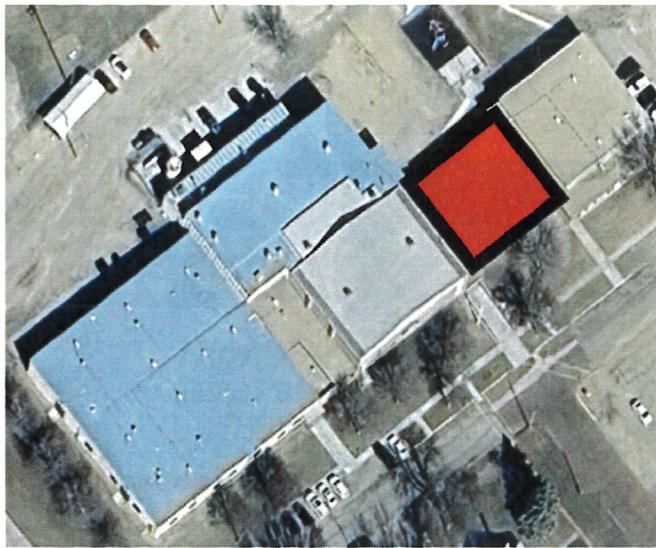
Employee Built. Employee Owned



Drainage system was designed to allow water to flow through each curb. Heavy rain and debris has caused these drains to become clogged and spread into the surrounding laps with fasteners. We have cleaned out the drains but recommend sealing the surrounding areas to avoid future leaks. This has occurred around two curbs located over the library and classrooms.



Sealant/pitch pocket has deteriorated around conduits for HVAC units. This allows water into the roof system. A leak was found directly below this unit in the music classroom.



Sealant/pitch pocket has deteriorated around conduits for HVAC units. This has allowed water into the building. A leak was found directly below this unit in the hallway. We recommend removing and resealing these pitch pockets and having your HVAC contact re-seal these conduits with new insulation.





There were multiple drains on the east side of the building that were completely sealed with debris. This caused the drains to be overwhelmed with heavy rainfall. We have removed all of the debris and recommend this be done on a quarterly basis.

**9. Discuss & Consider Approving to Refinish Epoxy Showers in the Clarks' Locker Rooms**

**Tillotson Enterprises**  
6430 East Hwy 30  
Kearney, NE 68847  
Office: 800-643-5731  
Fax: 308-237-1006  
(herein "Tillotson")



**Contract #29422 - 36237**  
Page 1 of 1  
**Date: 6/7/2024**  
**1,206 square feet**

**To: Bre Helgoth - High Plains Elementary School**  
PO Box 205  
Clarks, Nebraska 68628  
Phone: 308-548-2216  
(herein "Client")

Job: Showers  
Location: 205 W Pearl St  
Clarks, Nebraska 68628

We hereby submit specifications and estimates for: installation Sherwin Williams Decorative Mosaic Epoxy Flake Flooring System.

Procedures: Preparation

1. Prior to commencing work, the area is to be clear of all loose equipment, skids and other obstructions, and with a minimum 4 foot clear area surrounding the work place to allow us access. The floor will be broom swept and you will provide us with light, heat (adequate to maintain a 50 degree concrete slab temperature), power (110-120, volt), and sufficient dumpster capacity for all non-hazardous debris generated in the cleaning and application process, including empty containers, packaging materials, etc. The area will be completely restricted from traffic during the course of our activity and for a period of approximately 24-72 hours after completion.
2. Cleaning: Surfaces contaminated with oil or grease shall be scrubbed with heavy-duty greasing detergent and allowed to dry.
3. Sanding: Utilizing self-contained sanding equipment, we will mechanically prepare surface to industry standard profile (CSP 3-4) without causing additional surface defects in substrate.
4. Hand Sanding: Edges and hard to reach areas will be prepared by hand sanders.

Steps/coverage rates: Sherwin Williams Flooring System

5. FINISH COAT: Seal Coat of 4850 Polyaspartic Clear at 250-400 SF/gal with shark grip for traction

Warranty: One year material : **No warranty is given for any issues raising from moisture that may come up and cause a system issue or failure.**

INITIAL \_\_\_\_\_

**Tillotson will do our best to control dust by the way of a vacuum attached to our grinders, and depending on the property, other dust control measures. However, Tillotson is not responsible for total dust control as a result of the the grinding process:**

Dust will be present throughout your living space. To minimize dust, things you as the client need to do:

- 1) Turn off the HVAC (heating, ventilation, and air conditioning) system upon crew arrival, and let the dust settle before starting it back up after work is stopped for that day.
- 2) Make sure the crew sections off the work space to your expectations to minimize dust through out the property/living space (no one knows your property like you do).
- 3) You are responsible for covering or removing anything from workspace that you would not want damaged or covered with dust.

Surface profiles of finished floor surface cannot be guaranteed. It's a fine line between surfaces when wet becoming slick and the surface becoming too rough making it harder to clean. If desired surface is not what client wants, extra cost will be charged to resurface floor.

If floor surface is too smooth, we rough up the surface with a sanding pad and re-coat adding shark grip to the top coat. If floor surface is too rough, we use sanding pads and then add more coatings which makes the surface smoother.

Smooth surfaces when wet can cause slips and falls, Tillotson is not liable for such accidents

Any alteration or deviation from above specification involving extra costs, will be undertaken and performed only after a written change order has been signed by the parties, and will become an extra charge over and above the original contract price as set forth in such change order. Client shall carry fire, tornado, hail and other necessary insurance on above work. Workmen's compensation and public liability insurance on above work to be taken out by Tillotson Enterprises Inc. Tillotson Enterprises, Inc. is not responsible for any existing or future damage due to mold or mildew. The warranties set forth in this contract are in lieu of any other or additional warranties of any type or nature whatsoever, and Tillotson shall not be liable for, incidental or consequential damages.

---

We hereby propose to furnish material and labor - in accordance with the above specifications, for the sum of: Six Thousand Six Hundred Thirty Two dollars \$6,632.00

Payment to be made as follows: 50% with signed contract, and 50% within 30 days of project completion. Delinquent payment, upon any work completed, shall bear interest at 1 1/2% per month from date of completion, and, if suit is filed to enforce payment, owner will pay reasonable attorney fees and court costs. I understand that any failure to pay as and when required by the contract, all Warranty/Guarantees contained herein can be reduced or voided. The prices, specifications and conditions are satisfactory and are hereby accepted. The contractor is authorized to do the work specified. Tillotson Enterprises Inc. reserves the right to charge client for expenses incurred for a warranty service call if it is determined the problem is not a warranty issue covered by material and/or labor.

There will be an additional 3.5% fee on the transaction amount for invoices paid with credit card or debit card.

1st Payment: \$3,316.00 dollars  
Date Paid:

2nd Payment: \$3,316.00 dollars  
Date Paid:

If the first down payment is not received with the contract, then any additional material cost, labor cost, etc. will be passed on to the client when the job is started and included in the first payment.

---

**Acceptance of the proposal.** The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

We agree to furnish the above items and conditions herein contained. All agreements contingent upon strikes, acts of God, or other causes beyond our control.

---

**Date of Acceptance** \_\_\_\_\_

**This contract price is void after 30 days**

**Purchaser** \_\_\_\_\_

**Contractor** \_\_\_\_\_

**10. Discuss & Consider Approving Epoxy Floor in the Clarks' Boys Locker Room**

Tillotson Enterprises  
6430 East Hwy 30  
Kearney, NE 68847  
Office: 800-643-5731  
Fax: 308-237-1006  
(herein "Tillotson")



Contract #29474 - 36239  
Page 1 of 1  
Date: 6/7/2024  
485 square feet

To: Bre Helgoth - High Plains Elementary School  
PO Box 205  
Clarks, Nebraska 68628  
Phone: 308-548-2216  
(herein "Client")

Job: Boys Locker Room  
Location: PO Box 205  
Clarks, Nebraska 68628

We hereby submit specifications and estimates for: installation Sherwin Williams Epoxy Broadcast Coating System

Procedures: Preparation

1. Prior to commencing work, the area is to be cleared of all loose equipment, skids and other obstructions. There must be a minimum of 4 feet surrounding the work place area to allow us access. The floor will be broom swept and you will provide us with light, heat (adequate to maintain a 50 degree concrete slab temperature), power (110-120, volt), and sufficient dumpster capacity for all non-hazardous debris generated in the cleaning and application process, including empty containers, packaging materials, etc. The area will be completely restricted from traffic during the course of our activity and for a period of approximately 24-72 hours after completion.
2. Cleaning: Surfaces contaminated with oil or grease shall be scrubbed with heavy-duty degreasing detergent and allowed to dry.
3. Diamond Grinding: Utilizing self-contained vacuuming diamond grinding equipment, we will mechanically prepare surface to industry standard profile (CSP 3-4) without causing additional surface defects in substrate.
4. Grinding: Edges and hard to reach areas will be prepared using vacuum-equipped hand diamond grinders.
5. Cracks: After shot-blasting and grinding we will fill non-moving cracks with a paste consisting of 70714/70715 epoxy and cab-o-sil.
6. Control and cold joints: Control and cold joints will be filled with 70718/70719 flexible epoxy at ¼ “ depth.
7. Expansion and isolation joints: Expansion and isolation joints will be filled with 70991 sealant.
8. Keying the edges and drains: Along all perimeter edges and drains we will saw-cut and form a “key” into which the flooring material is placed. This eliminates feather edging and provides a strong structural transition between the new flooring system and surrounding concrete.

Steps/coverage rates: High Abrasion and Chemical Resistant Single Broadcast Flooring

1. WARECOURSE: 3746 at 100 SF/gallon
2. FINISH COAT: 4850 Polyaspartic Top Coat 350-500 SF/gallon

Color \_\_\_\_\_

Warranty: One year material : **No warranty is given for any issues raising from moisture that may come up and cause a system issue or failure.**

INITIAL \_\_\_\_\_

**Tillotson will do our best to control dust by the way of a vacuum attached to our grinders, and depending on the property, other dust control measures. However, Tillotson is not responsible for total dust control as a result of the the grinding process:**

Dust will be present throughout your living space. To minimize dust, you, as the client, need to:

- 1) Turn off the HVAC (heating, ventilation, and air conditioning) system upon crew arrival and let the dust settle before starting it back up after work is stopped for that day.
- 2) Make sure the crew sections off the work space to your expectations to minimize dust through out the property/living space (no one knows your property like you do).
- 3) You are responsible for covering or removing anything from the workspace that you would not want damaged or covered with dust.

Surface profiles of finished floor surface cannot be guaranteed. It's a fine line between surfaces when wet becoming slick and the surface becoming too rough making it harder to clean. If desired surface is not what client wants, extra cost will be charged to resurface floor.

If floor surface is too smooth, we rough up the surface with a sanding pad and re-coat adding shark grip to the top coat. If floor surface is too rough, we use sanding pads and then add more coatings which makes the surface smoother.

Smooth surfaces when wet can cause slips and falls, Tillotson is not liable for such accidents

Any alteration or deviation from above specification involving extra costs, will be undertaken and performed only after a written change order has been signed by the parties, and will become an extra charge over and above the original contract price as set forth in such change order. Client shall carry fire, tornado, hail and other necessary insurance on above work. Workmen's compensation and public liability insurance on above work to be taken out by Tillotson Enterprises Inc. Tillotson Enterprises, Inc. is not responsible for any existing or future damage due to mold or mildew. The warranties set forth in this contract are in lieu of any other or additional warranties of any type or nature whatsoever, and Tillotson shall not be liable for, incidental or consequential damages.

---

We hereby propose to furnish material and labor - in accordance with the above specifications, for the sum of: Four Thousand Four Hundred Twenty Seven dollars \$4,427.00

Payment to be made as follows: 50% with signed contract, and 50% within 30 days of project completion. Delinquent payment, upon any work completed, shall bear interest at 1 1/2% per month from date of completion, and, if suit is filed to enforce payment, owner will pay reasonable attorney fees and court costs. I understand that any failure to pay as and when required by the contract, all Warranty/Guarantees contained herein can be reduced or voided. The prices, specifications and conditions are satisfactory and are hereby accepted. The contractor is authorized to do the work specified. Tillotson Enterprises Inc. reserves the right to charge client for expenses incurred for a warranty service call if it is determined the problem is not a warranty issue covered by material and/or labor.

There will be an additional 3.5% fee on the transaction amount for invoices paid with credit card or debit card.

1st Payment: \$2,213.50 dollars  
Date Paid:

2nd Payment: \$2,213.50 dollars  
Date Paid:

If the first down payment is not received with the contract, then any additional material cost, labor cost, etc. will be passed on to the client when the job is started and included in the first payment.

---

**Acceptance of the proposal.** The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

We agree to furnish the above items and conditions herein contained. All agreements contingent upon strikes, acts of God, or other causes beyond our control.

---

**Date of Acceptance** \_\_\_\_\_

**This contract price is void after 30 days**

**Purchaser** \_\_\_\_\_

**Contractor** \_\_\_\_\_

**11. Discuss & Consider Approving Epoxy Floor in the Clarks' 1st-2nd Grade Restroom Area**

Tillotson Enterprises  
6430 East Hwy 30  
Kearney, NE 68847  
Office: 800-643-5731  
Fax: 308-237-1006  
(herein "Tillotson")



Contract #29473 - 36245  
Page 1 of 1  
Date: 6/7/2024  
32 square feet

To: Bre Helgoth - High Plains Elementary School  
PO Box 205  
Clarks, Nebraska 68628  
Phone: 308-548-2216  
(herein "Client")

Job: Small Bathroom Floor Only  
Location: PO Box 205  
Clarks, Nebraska 68628

We hereby submit specifications and estimates for: installation Sherwin Williams Decorative Mosaic Epoxy Flake Flooring System.

Procedures: Preparation

1. Prior to commencing work, the area is to be clear of all loose equipment, skids and other obstructions, and with a minimum 4 foot clear area surrounding the work place to allow us access. The floor will be broom swept and you will provide us with light, heat (adequate to maintain a 50 degree concrete slab temperature), power (110-120, volt), and sufficient dumpster capacity for all non-hazardous debris generated in the cleaning and application process, including empty containers, packaging materials, etc. The area will be completely restricted from traffic during the course of our activity and for a period of approximately 24-72 hours after completion.
2. Cleaning: Surfaces contaminated with oil or grease shall be scrubbed with heavy-duty greasing detergent and allowed to dry.
3. Diamond grinding: Utilizing self-contained vacuumized diamond grinding equipment, we will mechanically prepare surface to industry standard profile (CSP 3-4) without causing additional surface defects in substrate.
4. Hand Grinding: Edges and hard to reach areas will be prepared by vacuumized hand diamond grinders.
5. Cracks: After grinding we will fill non-moving cracks with a paste consisting of 70714/70715 epoxy and cab-o-sil.
6. Control and cold joints: Control and cold joints will be filled with 70718/70719 flexible epoxy at ¾ " depth.
7. Expansion and isolation joints: Expansion and isolation joints will be filled with 70991 sealant.
8. Keying the edges and drains: Along all perimeter edges and drains, we will saw-cut and form a "key" into which the flooring material is placed. This eliminates feather edging and provides a strong structural transition between the new flooring system and surrounding concrete.

Steps/coverage rates: Sherwin Williams Decorative Mosaic Epoxy Flake Flooring System

1. BODY COAT: Body Coat of 3746 Epoxy CRE Clear at 200-300 SF/gal
2. FLAKE: #Flake \_\_\_\_\_ broadcasted to rejection into body coat.
3. SWEEP/VACUUM: Clean excess flakes by scraping, sweeping and vacuuming.
4. GROUT COAT: Grout Coat of 4850 Polyaspartic Clear 160-250 SF/gal
5. FINISH COAT: Seal Coat of 4850 Polyaspartic Clear at 250-400 SF/gal

Warranty: One year material : **No warranty is given for any issues raising from moisture that may come up and cause a system issue or failure.**

INITIAL \_\_\_\_\_

**Tillotson will do our best to control dust by the way of a vacuum attached to our grinders, and depending on the property, other dust control measures. However, Tillotson is not responsible for total dust control as a result of the the grinding process:**

Dust will be present throughout your living space. To minimize dust, things you as the client need to do:

- 1) Turn off the HVAC (heating, ventilation, and air conditioning) system upon crew arrival, and let the dust settle before starting it back up after work is stopped for that day.
- 2) Make sure the crew sections off the work space to your expectations to minimize dust through out the

property/living space (no one knows your property like you do).

3) You are responsible for covering or removing anything from workspace that you would not want damaged or covered with dust.

Surface profiles of finished floor surface cannot be guaranteed. It's a fine line between surfaces when wet becoming slick and the surface becoming too rough making it harder to clean. If desired surface is not what client wants, extra cost will be charged to resurface floor.

If floor surface is too smooth, we rough up the surface with a sanding pad and re-coat adding shark grip to the top coat. If floor surface is too rough, we use sanding pads and then add more coatings which makes the surface smoother.

Smooth surfaces when wet can cause slips and falls, Tillotson is not liable for such accidents

Any alteration or deviation from above specification involving extra costs, will be undertaken and performed only after a written change order has been signed by the parties, and will become an extra charge over and above the original contract price as set forth in such change order. Client shall carry fire, tornado, hail and other necessary insurance on above work. Workmen's compensation and public liability insurance on above work to be taken out by Tillotson Enterprises Inc. Tillotson Enterprises, Inc. is not responsible for any existing or future damage due to mold or mildew. The warranties set forth in this contract are in lieu of any other or additional warranties of any type or nature whatsoever, and Tillotson shall not be liable for, incidental or consequential damages.

We hereby propose to furnish material and labor - in accordance with the above specifications, for the sum of: One Thousand Three Hundred Fifty Seven dollars \$1,357.00

Payment to be made as follows: 50% with signed contract, and 50% within 30 days of project completion. Delinquent payment, upon any work completed, shall bear interest at 1 1/2% per month from date of completion, and, if suit is filed to enforce payment, owner will pay reasonable attorney fees and court costs. I understand that any failure to pay as and when required by the contract, all Warranty/Guarantees contained herein can be reduced or voided. The prices, specifications and conditions are satisfactory and are hereby accepted. The contractor is authorized to do the work specified. Tillotson Enterprises Inc. reserves the right to charge client for expenses incurred for a warranty service call if it is determined the problem is not a warranty issue covered by material and/or labor.

There will be an additional 3.5% fee on the transaction amount for invoices paid with credit card or debit card.

1st Payment: \$678.50 dollars  
Date Paid:

2nd Payment: \$678.50 dollars  
Date Paid:

If the first down payment is not received with the contract, then any additional material cost, labor cost, etc. will be passed on to the client when the job is started and included in the first payment.

**Acceptance of the proposal.** The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

We agree to furnish the above items and conditions herein contained. All agreements contingent upon strikes, acts of God, or other causes beyond our control.

**Date of Acceptance** \_\_\_\_\_

**This contract price is void after 30 days**

**Purchaser** \_\_\_\_\_

**Contractor** \_\_\_\_\_

12. **Consider & Accept Removing Kim Beran, effective June 30th, as an Authorized Signer on all Bank Accounts & add Jason Brown, effective July 1st, as an authorized Signer on all Bank Accounts**
13. **Administrative Reports**
  - 13.1. **Superintendent Beran**

## HPC New Staff 2024-2025

### Clarks:

1. Jacey Shenk - Kindergarten
2. Kierra Bearinger - 3rd Grade
3. Kent Frenzen - Polk & Clarks PE
4. Will be hiring a paraprofessional

### Polk:

1. Erin Ackerson - HS Math
2. Hannah Conner - Art
3. Rebekah Kraeger - Ag/FFA
4. Sarah Grigsby - Guidance Counselor
5. Carrie Swanson - HS/AD Administrative Assistant
6. Possibly hiring a paraprofessional

**HPC School Board Meeting**  
**Mrs. Beran's Superintendent Board Report**  
**Date: June 10, 2024**

The mission of the High Plains Community Schools is to provide an educational environment which develops citizens who are lifelong learners and can contribute to a global society.  
Every Student! Every Day! Every Way!

**[HPC BOE Goals](#)**

- Goal I: Academic Success**
- Goal II: District Culture**
- Goal III: Well-Being of Staff & Students**
- Goal IV: Facilities & Transportation**

**Important Dates:**

- July- You will need to do policy updates, Student Fees Hearing, Parent Involvement Hearing, Excessive Absenteeism, & Handbooks

## 13.2. **Principal Fisher**

- End of the Year celebration - Another school year in the books! As I take the time to reflect on the 2023-24 school year, there are many things to celebrate that it's difficult to name them all. The secondary level showed improvements in attendance, assessments scores, college and/or career initiatives, and continuous athletic/activity success.
- Mental Health Grant - It was recently discussed that HPC partnered with ESU7 in a mental health grant. We were awarded \$31,500 from the state to allocate towards a desperate need for all individuals associated in our school district. The team established goals to enhance the climate and culture of students and staff by implementing a K-12 social-emotional curriculum, telehealth services for therapeutic services, and individualized space to promote positive learning.
- CTE Initiative - NDE recently passed legislation that provides financial assistance towards Career & Technical Education programs. This included two separate \$7,500 aid from the state. Our department is working collaboratively to address our 5-year strategic plan and providing additional resources for our students and staff. Right now, we are allocating the funds to address our student demands in Agriculture.
- Graduation - A special congratulations to the Class of 2024 on graduating from HPC. This group has overcome many obstacles and challenges throughout their time, but they were resilient in their efforts with their dedication and hardwork. I know these individuals are going to be successful in the future as they enter college and/or the workforce.
- Online Registration - This is a friendly reminder that all families must register online each year. All students that are currently enrolled at HPC have to register yearly. This is a mandatory requirement that all school districts have to follow. If you have not done so already, please take the time to enter in the necessary information into Infinite Campus.
- Annual Consultation with ESU7 - We are very fortunate to have an agency that is very supportive to HPC while help address our needs. Every year, we meet with ESU7 to discuss our priorities going into the following school year and implementing PD around it. This will allow us to continue with the many great things happening and ensure an easy transition for new staff.

### 13.3. **Principal Helgoth**

**High Plains Community Board of Education Meeting**  
**Mrs. Helgoth's Elementary Report**

**Date: 6/10/24**

*The mission of the High Plains Community Schools is to provide an educational environment which develops citizens who are lifelong learners and can contribute to a global society.  
Every Student! Every Day! Every Way!*

**1. Elementary Building and Grounds**

- a. Epoxy projects
- b. Damaged chain link fencing
- c. Lighting upgrades
- d. Ceiling Leaks
- e. PK Plumbing
- f. Facility cleaning, maintenance, touch up painting, teacher desk upgrades

**2. Professional Development for Academic Success**

- a. Elementary staff will be renewing their MANDT training certificates this summer.
- b. Several staff are continuing course work at the graduate level.
- c. All staff have been invited to attend summer professional development at the ESU which offers a variety of sessions at no cost.
- d. I will be attending leadership professional development in Norfolk at the end of June.
- e. The admin team has met and planned for next year's staff PD with our district ESU 7 lead.
- f. Amplify Science onboarding will begin for K-3 teachers with their new materials.
- g. FastBridge refresher and cohort is planned to strengthen reporting analysis and best use of data.
- h. We will plan for an elementary Dreambox math supplement review for best use of the program to benefit student growth.

**3. Working toward Academic Success**

- a. Elementary Summer Jumpstart will take place from July 10th-July 25th.
- b. We offer three hours a day for 12 days.
- c. Initial invites went to families in report cards and a follow up invite and RSVP will be sent at the end of June.
- d. This is an optional opportunity and students are invited to attend to get a "jumpstart" on the year.
- e. The invitation list is determined by spring assessment data.

- f. We plan for three teachers as well as paraprofessional support if needed based on group or individual support.
- g. Each day focuses on Math, ELA, and Science.

#### **4. School Culture: Wrapping up the year at the elementary**

- a. We celebrated our Field Day successes at our field day ribbon ceremony. The top three students in each grade in each event are awarded ribbons.
- b. The elementary MTSS team planned a PBIS end of year trip to the movies as a finale of students meeting PBIS expectations all four quarters.
- c. All elementary students and staff attended our PK graduation ceremony to celebrate and welcome our newest Storm Kindergarten class. The PK students performed multiple songs for all attendees and everyone enjoyed a video of their growth over the last one or two years in our program.
- d. We had whole school activities for the last shortened day of school. This included 2nd-6th grade mixed age group teams competing in a kickball tournament. Our PK-1st grade students enjoyed sidewalk chalk and bubbles. All groups finished the morning with a glow dance party before lunch and awards ceremony.
- e. At our end of year academic awards ceremony we added an end of year video, continued the student slideshow throughout, and began to celebrate success throughout the year with medals.
- f. Students seemed to enjoy the addition of the medals at the spring ceremony and parents were complimentary of the atmosphere of celebration for students' hard work.

*Field Day Ribbon Ceremony*



*PK Graduation*



#### 13.4. **A.D. Wood**

# ACTIVITIES DIRECTOR'S REPORT

June, 2024.

## HS Track – Congratulations for a great season

- Boys placed 7<sup>th</sup> at State
- Dereck, Haden, Lance, Carter **State Champions** 4x800
- Gage, Lance, Carter, Gavin 3<sup>rd</sup> 4x400
- Gage, Gavin, Haden, Brody 4<sup>th</sup> 4x100
- Brody 8<sup>th</sup> Triple Jump
- Brody 8<sup>th</sup> Long Jump
- Wyatt 8<sup>th</sup> Shot Put
- Gavin 8<sup>th</sup> 400 M Run
- Haden 15<sup>th</sup> 1600 M Run
- Haden 16<sup>th</sup> 3200 M Run
- Camden 16<sup>th</sup> Pole Vault
- Dakota 18<sup>th</sup> 400 M Run
- Derek 22<sup>nd</sup> 800 M Run
- Peyton 24<sup>th</sup> 800 M run

## Gym Floors

- Another change of plans on the gym floors. The guy from Shelby backed out. We were fortunate to be able to get our original person back. He will be out July 6<sup>th</sup> to do the floors. The Shelby guy concerns was that he didn't think his product would stick. He was also concerned that in the Clarks gym there was some places that the finished had come up in spots. The main reason for this is happening, it has been at least 15 years since that gym floor has been sanded back to the wood and refinished. With 15 coats on top of each other it is going to flake off from time to time.

## Summer Weights

- Is off to a great start. We are once again providing transportation for you JH athletes. We have three sessions that we offer – HS girls, HS boys and JH.

Greg Wood  
HPC AD

**14. Policy Review**

**14.1. Review & Reaffirm Nebraska Family Military Leave Policy (4011.1)- no changes**

**4011.1**  
**Nebraska Family Military Leave Act**

The school district shall provide leave to its employees in accordance with the Nebraska Family Military Leave Act (NFMLA). The terms used herein shall have the meaning ascribed to them under the NFMLA. Employees may also qualify for leave under the Family and Medical Leave Act (FMLA), which is detailed in the district's FMLA policy. If an employee qualifies for leave under both the FMLA and NFMLA, any leave taken by the employee will count concurrently toward the leave limits of both.

**I. Qualifying for Leave**

**A. Qualified Employees**

To be eligible for unpaid leave under the NFMLA, an employee must:

1. Have been working for the school district for at least 12 months prior to the request; and
2. Have worked a minimum of 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

**B. Qualified Circumstances for Requesting Leave**

The school district will grant a qualified employee up to a total of 30 days of unpaid leave if:

1. The employee is the spouse or parent of a person called to military service lasting 179 days or longer with the state or United States pursuant to orders of the Governor or the President of the United States and;
2. The leave is scheduled to be taken during the time federal or state deployment orders are in effect.

### C. Qualifying Notice and Certification

Employees seeking to use the NFMLA will be required to provide:

- a. A consultation with the District to schedule leave so as not to unduly disrupt the operations of the school.
- b. Certification from the proper military authority to verify the employee's eligibility for the family military leave requested.
- c. 14-day advance notice of the intended date upon which the leave will begin, if leave will consist of five or more work days.
- d. As much advance notice as possible of the intended date upon which the leave will commence, if leave will consist of less than five work days.

## II. Relationship with District During Leave

### A. Leave to Be Unpaid

All leave provided to employees under the provisions of the NFMLA and this policy shall be unpaid leave.

### B. Benefits

1. Taking leave under the NFMLA shall not result in the loss of any employee benefit accrued before the date on which the leave commenced.
2. Any employee who takes leave under the NFMLA will be permitted to continue their benefits at their own expense.
3. Payment for benefits must be made to the district in advance of the date on which they are due. For example, if health insurance premiums are paid to the carrier by the district on the 1<sup>st</sup> of the month, the employee taking leave under the NFMLA must provide the full cost of the premium to the district

prior to that date. Failure to provide the full costs for all benefits the employee wishes to continue in advance of their due date may result in cancellation of benefits as permitted by law.

### **III. Return from Leave**

#### **A. Restoration to Position**

1. Any employee who exercises the right to leave under the NFMLA shall be restored by the district to the position held by the employee when the leave commenced or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment.
2. This section does not apply if the district proves that the employee was not restored because of conditions unrelated to the employee's exercise of rights under the NFMLA.

#### **B. Failure to Return**

If an employee fails to return after the period of leave to which the employee is entitled has expired, and no additional qualifications for leave exist, the employee will be subject to the district's policies governing unexcused absences up to and including termination of employment.

Adopted on: 7/10/17

Revised on: \_\_\_\_\_

Reviewed on: \_\_6/10/24\_\_\_\_\_

**14.2. Review & Reaffirm Staff Internet & Computer Use Policy (4012)- no changes**

## **4012 Staff Internet and Computer Use**

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

### **I. Staff Expectations in Use of the Internet**

#### **A. Acceptable Use While on Duty or on School Property**

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

#### **B. Unacceptable Use While on Duty or on School Property**

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.

3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

## **II. School Affiliated Websites**

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

## **III. Enforcement**

### **A. Methods of Enforcement**

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed

on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

**B. Any violation of school policy and rules may result in that staff member facing:**

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

#### **IV. Off-Duty Personal Use**

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In

addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Adopted on: 7/9/18

Revised on: \_\_\_\_\_

Reviewed on: 6/10/24\_\_\_\_\_

**14.3. Review & Reaffirm Prohibition Against Employment of Board Members  
Policy (4015)- no changes**

## **4015**

### **Prohibition Against Employment of Board Members**

Nebraska statutes prohibit board members from serving as a teacher on a regular teaching contract.

The board will allow a member of the board of education to be employed by the school district in a substitute capacity either certified or non-certified, including substitute teaching. Board members who are also employed by the district are strictly prohibited from discussing any issue with students, staff or parents in their capacity as an employee that may come before the board.

This policy does not prohibit the board from contracting with members of the board for services or products when the relationship is not one of employer/employee and such contracts are in compliance with the requirements of statute and board policy regarding conflicts of interest.

Adopted on: 2/13/17

Revised on: \_\_\_\_\_

Reviewed on: \_\_6/10/24\_\_\_\_\_

**14.4. Review & Reaffirm Jury Duty Policy (4016)- no changes**

**4016**  
**Jury Duty/Service as Witness in Court**

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Adopted on: 2/13/17

Revised on: \_\_\_\_\_

Reviewed on: \_\_6/10/24\_\_\_\_\_

**14.5. Review, Discuss, & Approve Substitute Teachers Policy (4028)- Changes**

**4028**  
**Substitute Teachers**

A substitute teacher is an educator who possesses the required certification from the Nebraska Department of Education and is employed to fill a teaching position on a temporary basis. The board shall establish the pay and benefits for substitute teachers.

Partial substitute pay based on periods taught.

Substitute arranged, but school canceled late- \$15.00

The substitute teacher shall not receive any benefits for services other than daily wage.

Substitute pay for long term substitute:

If a substitute teacher's consecutive days are for the same teacher, days 1-8 shall be at a rate of \$150/day. After the 8<sup>th</sup> consecutive day salary will be figured at 1/185th of the base salary.

Adopted on: 2/13/17

Revised on: 7/13/22, 8/3/23, 6/10/24

Reviewed on: \_08/09/21\_\_\_\_\_

**14.6. Review & Reaffirm Boundaries Policy (4043)- no changes**

## 4043

### **Professional Boundaries and Appropriate Relationships Between Employees and Students**

School district employees and student teachers or interns (“employees”) are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. Employees are required to establish and maintain professional boundaries with students and must have appropriate relationships with students. They may be friendly with students, but they are the students’ teachers, not their friends, and they must take care to see that this line does not become blurred. This applies to employees’ conduct and interactions with students and to material they post on personal web sites and other social networking sites including, but not limited to, Instagram, Facebook, and Twitter. The posting or publication of messages or pictures or other images that diminish an employee’s professionalism or ability to maintain the respect of students and parents may impair his or her ability to be an effective employee. Employees are expected to behave at all times in a manner supportive of the best interests of students.

**Sexual Relationships Prohibited.** Employees are prohibited from engaging in any relationship that involves sexual contact or sexual penetration with a student while the student is a current student and for a minimum of one year after the date of the student's graduation or the date the student otherwise ceases enrollment. Sexual contact has the same meaning as in section 28-318, and sexual penetration has the same meaning as in section 28-318.

**Grooming Prohibited.** Employees are prohibited from engaging in grooming with students. Grooming means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student’s life the sexual contact or sexual penetration would take place.

Unless an employee can clearly and convincingly demonstrate a legitimate educational purpose, grooming behaviors and related conduct that are a violation of this policy include, but are not limited to:

- Communicating about sex when the discussion is not required by a specific aspect of the curriculum.
- Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.
- Displaying sexually inappropriate material or objects.

- Making any sexual advance, whether written, verbal, or physical or engaging in any activity of a sexual or romantic nature.
- Kissing of any kind.
- Dating a student or a former student within one year of the student graduating or otherwise leaving the district.
- Intruding on a student's personal space (e.g. by touching unnecessarily, moving too close, staring at a portion of the student's body, or engaging in other behavior that makes the student uncomfortable).
- Initiating unwanted physical contact with a student.
- Communicating electronically (e.g. by e-mail, text messaging, or through social media) on a matter that does not pertain to school.
- Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students.
- Discussing the employee's personal issues or problems that should normally be discussed with adults.
- Giving a student a gift of a personal nature.
- Giving a student a ride in the employee's vehicle without first obtaining the express permission of the student's parents or a school administrator.
- Taking a student on an outing without first obtaining the express permission of the student's parents or a school administrator.
- Inviting a student to the employee's residence without first obtaining the express permission of the student's parents and a school administrator.
- Going to a student's home when the student's parent or a proper chaperone is not present.
- Repeatedly seeking to be alone with a student.
- Being alone in a room with an individual student at school with the door closed.
- Any after-school hours activity with only one student.
- Any other behavior which exploits the special position of trust and authority between an employee and student.

This list is not exhaustive. Any behavior which exploits a student is unacceptable. If in doubt, ask yourself, "Would I be doing this if my family or colleagues were standing next to me?"

**Communication Between Employees and Students.** The preferred methods for employees to communicate with students are **in person, school e-mail accounts, and school sponsored messenger system.** Employees may use the following personal communication systems to communicate with students: **School email, Remind 101, Google Classroom, SeeSaw, Infinite Campus School Messenger.** A personal

communication system is a device or software that provides for communication between two or more parties and is capable of receiving, displaying, or transmitting communication. Personal communication system includes, but is not limited to, a mobile or cellular telephone, an email service, or a social media platform.

Employee communications with students through a communication system generally are to be sent simultaneously to multiple recipients and not just to one student. The burden to demonstrate the appropriateness of a communication with a student only shall rest with the employee.

**Reporting a Policy Violation.** Anyone may report suspected grooming, other unacceptable employee conduct, or any violation of this policy as follows:

School District. Reports may be made to a principal, the superintendent, or the Title IX Coordinator in person, by mail, by telephone, or email.

Nebraska Department of Education. Reports may be made at: Nebraska Department of Education, Attn: Certification Investigations' Office, P.O. Box 94933, Lincoln NE 68509 or Nde.investigations@nebraska.gov.

Nebraska Department of Health and Human Services. Reports may be made by calling the Child Abuse and Neglect Hotline at (800) 652-1999.

Law Enforcement. Reports may be made to the **Merrick County Sheriff** at (308) 946 -2345, the **Polk County Sheriff** at (402) 747-2231 or the **Nebraska State Patrol** at (402) 471-4680.

An employee is required to make a report to a principal or the superintendent if the employee reasonably believes that another employee has violated or may have violated this policy. Minor concerns or violations shall be reported within 24 hours. Major concerns or violations shall be reported immediately. Violations committed by or concerns about the superintendent shall be reported to the school board president.

A student who feels his or her boundaries have been violated should directly inform the offender that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offender or if direct communication has been ineffective, the student should report the conduct or communication to a teacher, administrator,

counselor, the Title IX coordinator, or other school employee with whom she or he feels comfortable.

**Retaliation Prohibited.** Retaliation for good faith reports or complaints made as a result of this policy is prohibited. Individuals who knowingly and intentionally make a false report shall be subject to discipline as provided by district policy and state law.

**Policy Violations.** Any violation of this policy by an employee may result in disciplinary action up to and including dismissal from employment and/or referral to the Nebraska Department of Education, which may result in the suspension or revocation of the employee's certificate. Any violation involving sexual or other abuse will result in referral to the Nebraska Department of Health and Human Services, law enforcement, or both.

**Policy Verification.** Employees shall verify that they have received, reviewed, and understood this policy by signing an acknowledgment document indicating the same.

**No Limits on Reports to NDE.** Nothing in this policy shall be construed to limit any certificated employee's duty to report any known violation of the standards of professional practices (Title 92, Nebraska Administrative Code, Chapter 27, commonly known as Rule 27) adopted by the Nebraska Board of Education.

Adopted on: 3/13/17

Revised on: 10/12/20

Reviewed on: 6/12/23, 6/10/24\_\_\_\_\_

**14.7. Review & Reaffirm Student Bullying Policy (5054)- no changes**

## **5054 Student Bullying**

**Definition of Bullying.** Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” The school district’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. These definitions include both in-person and cyberbullying behaviors.

**Bullying Prohibited.** Students are prohibited from engaging in any form of bullying behavior.

**Reporting Bullying.** Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. **Students can use the district’s anonymous platform Safe2Help and direct form that can be turned in to make this report.** Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

**Bullying Investigations.** School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

**Disciplinary Consequences.** The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or

the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

**Bullying Based on Protected Class Status.** Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district's antidiscrimination policies.

**Support for Students Who Have Experienced Bullying.** Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

**Bullying Prevention and Education.** Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

**Policy Review.** The school district shall review this policy annually.

Adopted on: 5/8/17

Revised on: 7/13/20

Reviewed on: 6/13/22, 5/8/23, 6/10/24\_\_\_\_\_

**15. Consider and Approve Financial Reports**

**15.1. General Fund Report**

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 01	Fund Number 01	General Fund	
AMERICAN FIRE & LIFE SAFETY, L.L.C.	4243	clarks firealarm/extinguishers test	1,321.50
AMERICAN FIRE & LIFE SAFETY, L.L.C.	4246	fire alarm inspe/fire extinguishers	1,105.50
<b>Total AMERICAN FIRE &amp; LIFE SAFETY, L.L.C.</b>			<b>2,427.00</b>
AURORA NEWS REGISTER	85478/85589	subscription/board advertising	51.90
<b>Total AURORA NEWS REGISTER</b>			<b>51.90</b>
BLACK HILLS ENERGY	20240605	monthly Polk	367.34
<b>Total BLACK HILLS ENERGY</b>			<b>367.34</b>
BLACK HILLS ENERGY	20240604	monthly	274.62
<b>Total BLACK HILLS ENERGY</b>			<b>274.62</b>
BLACK HILLS ENERGY	20240604	monthly West bldg Polk	210.99
<b>Total BLACK HILLS ENERGY</b>			<b>210.99</b>
BLACK HILLS ENERGY	20240604	addition Polk	434.88
<b>Total BLACK HILLS ENERGY</b>			<b>434.88</b>
Capital One	20240605	walmart credit card	39.44
<b>Total Capital One</b>			<b>39.44</b>
CARL'S SKRAP	245032	trash pickup	190.00
CARL'S SKRAP	245033	trash pickup Polk	230.00
<b>Total CARL'S SKRAP</b>			<b>420.00</b>
CARLSTROM ELECTRIC, LLC	2808	West bldg bathrm light/Ball field/Grnho	257.52
<b>Total CARLSTROM ELECTRIC, LLC</b>			<b>257.52</b>
CENTRAL NE REHAB SERVICES	Apr 2024	OT/PT services	4,636.88
<b>Total CENTRAL NE REHAB SERVICES</b>			<b>4,636.88</b>
CENTRAL VALLEY AG	May 2024	fuel - May 2024	2,142.92
<b>Total CENTRAL VALLEY AG</b>			<b>2,142.92</b>
CENTURY HSE CHIROPRACTIC	11076543	driver physical-KShively	87.00
<b>Total CENTURY HSE CHIROPRACTIC</b>			<b>87.00</b>
CLARKS LUMBER	May 2024	custodial/THofmann/office	210.51
<b>Total CLARKS LUMBER</b>			<b>210.51</b>
CLASS INTERCOM	5202	software	975.00
<b>Total CLASS INTERCOM</b>			<b>975.00</b>
COMPUTER HARDWARE INC	G23369	CAcuna computer damage	496.00
COMPUTER HARDWARE INC	G23370	CDubas computer damage	496.00
COMPUTER HARDWARE INC	G23447	GLesiak computer damage	496.00
COMPUTER HARDWARE INC	G23448	CMattox computer damage	496.00
<b>Total COMPUTER HARDWARE INC</b>			<b>1,984.00</b>
CULLIGAN of YORK	May 2024	water supplies Polk	162.00
<b>Total CULLIGAN of YORK</b>			<b>162.00</b>

DIODE TECHNOLOGIES INC.	20240605	Openpath/Rhombus	1,194.80
Total DIODE TECHNOLOGIES INC.			<u>1,194.80</u>
EAKES OFFICE SOLUTIONS	8935673-0	printer ink	471.99
EAKES OFFICE SOLUTIONS	inv551159	monthly fax fee	56.64
Total EAKES OFFICE SOLUTIONS			<u>528.63</u>
ECOLAB	5307252	pest control clarks	96.21
ECOLAB	5307592	pest control West Bldg Polk	102.50
Total ECOLAB			<u>198.71</u>
ESU #7	April 2024	sped services	26,035.10
Total ESU #7			<u>26,035.10</u>
ESU 7 NETWORK SUPPORT	6/6/24	network	10,855.00
Total ESU 7 NETWORK SUPPORT			<u>10,855.00</u>
ESU7	LMHP Apr 2024	Reg Ed LMHP	4,109.01
Total ESU7			<u>4,109.01</u>
FLATLAND MOBILE SERVICES	442303	DEF bus 21	37.98
FLATLAND MOBILE SERVICES	959498	bus 21 DEF	56.97
Total FLATLAND MOBILE SERVICES			<u>94.95</u>
FRIESEN CHEVROLET, INC.	764457C	cargo van door	127.70
Total FRIESEN CHEVROLET, INC.			<u>127.70</u>
GANSEBOM, MICHAILA	Spr 24 tuition reimb	tuition reimbursement	1,956.00
Total GANSEBOM, MICHAILA			<u>1,956.00</u>
HANS SERVICE, LLC	12385	Polk toilet	95.00
Total HANS SERVICE, LLC			<u>95.00</u>
HINRICHS, MADISON	tuition reimb	tuition reimbursement	1,440.00
Total HINRICHS, MADISON			<u>1,440.00</u>
HIRERIGHT, LLC	P1225206	driver drug tests	632.80
Total HIRERIGHT, LLC			<u>632.80</u>
HOMETOWN LEASING	June 2024	copier leases	2,593.76
Total HOMETOWN LEASING			<u>2,593.76</u>
HOUGHTON MIFFLIN CO	956010131	Math Expressions - Elem	1,262.40
Total HOUGHTON MIFFLIN CO			<u>1,262.40</u>
ISLAND SUPPLY WELDING CO	318761	supplies THofmann	24.80
Total ISLAND SUPPLY WELDING CO			<u>24.80</u>
KLINGSPORN, BRITTANY	tuition reimburse	tuition reimbursement	1,440.00
Total KLINGSPORN, BRITTANY			<u>1,440.00</u>
KSB SCHOOL LAW	16481	legal fees/Annual Policy update	1,602.00

Vendor Name	Invoice Number	Description	Amount
Total KSB SCHOOL LAW			1,602.00
KWIK STOP	May 2024	Fuel	984.81
Total KWIK STOP			984.81
LIGHTBOX SYSTEMS	9051	hardware router	1,943.63
Total LIGHTBOX SYSTEMS			1,943.63
MID AMERICAN RESEARCH	0818313-IN	custodial Polk	298.00
MID AMERICAN RESEARCH	0818314-IN	custodial Polk	298.00
MID AMERICAN RESEARCH	0819959-IN	custodial Polk	1,243.70
Total MID AMERICAN RESEARCH			1,839.70
NEBRASKA CENTER for the EDUCATION of CHILDREN who are BLIND or VISUALLY IMP	May 2024	sped	4,900.00
Total NEBRASKA CENTER for the EDUCATION of CHILDREN who are BLIND or VISUALLY IMP			4,900.00
POLK CO HEALTH DEPT	Apr 2024	nursing Apr 2024	4,593.40
Total POLK CO HEALTH DEPT			4,593.40
POLK COUNTY NEWS	4279	board advertising	115.63
POLK COUNTY NEWS	4699	board advertising	8.00
Total POLK COUNTY NEWS			123.63
POLK COUNTY RPPD	20240605	monthly	864.21
POLK COUNTY RPPD	20240605-0001	monthly	1,862.55
POLK COUNTY RPPD	20240605-0002	monthly	101.32
POLK COUNTY RPPD	6945	fix lightbulbs at ballfield Clarks	323.00
POLK COUNTY RPPD	hwy 92 lightM	hwy 92 light	23.08
Total POLK COUNTY RPPD			3,174.16
POLK LIGHT & WATER DEPT	20240605	monthly Polk	5,040.71
Total POLK LIGHT & WATER DEPT			5,040.71
PRINCIPAL LIFE INSURANCE COMPANY	June 2024	LTD	383.75
Total PRINCIPAL LIFE INSURANCE COMPANY			383.75
REDMAN TURF SERVICE	3896	lawncare Polk	684.50
Total REDMAN TURF SERVICE			684.50
RENAISSANCE	INV5325089	Fastbridge	2,376.80
Total RENAISSANCE			2,376.80
RHD PUBLISHING LLC	16668/16782	subscription/advertising	27.50
Total RHD PUBLISHING LLC			27.50
S&S TREE SERVICE LLC	INV0071	tree branch removal in clarks	750.00
Total S&S TREE SERVICE LLC			750.00
SWANSON, RAYDEE	tuition reimb	tuition reimb less \$250 comp damage pay	2,090.00
Total SWANSON, RAYDEE			2,090.00
TIME MANAGEMENT SYSTMS	310247	Red Rover manageent on the timeclock	1,507.20

06/06/2024 06:30 AM

Unposted; Batch Description June 2024 invoices GF-0001

User ID: TLB

Vendor Name

Invoice Number

Description

Amount

TIME MANAGEMENT SYSTMS

310738

monthly timeclock fee

65.55

Total TIME MANAGEMENT SYSTMS

1,572.75

TRUCK CENTER COMPANIES

RA105012033:01

bus 14

2,186.93

Total TRUCK CENTER COMPANIES

2,186.93

U.S. BANK

4484730073189507Ma  
y

misc credit card

811.47

U.S. BANK

4484730153582126Ma  
y

misc credit card

364.79

U.S. BANK

4484731000029923Ma  
y

misc credit card

967.91

Total U.S. BANK

2,144.17

VILLAGE OF CLARKS

20240604

water/sewer Clarks

136.66

Total VILLAGE OF CLARKS

136.66

VYE BROADBAND

20240604

monthly fee

613.00

Total VYE BROADBAND

613.00

WINDSTREAM

20240604

monthly bill

108.55

Total WINDSTREAM

108.55

WINDSTREAM

20240605

monthly phone bill East bldg Polk

320.22

Total WINDSTREAM

320.22

WINDSTREAM

20240604

monthly telephone Polk

165.82

Total WINDSTREAM

165.82

YANDA'S AUDIO VIDEO LIGHTING

701047

video board training

224.70

Total YANDA'S AUDIO VIDEO LIGHTING

224.70

YORK NEWS TIMES

1216372-1

advertising

100.00

Total YORK NEWS TIMES

100.00

YORK VACUUM CENTER

2136721

custodial polk

61.85

Total YORK VACUUM CENTER

61.85

Fund Number 01

105,419.90

Checking Account ID 01

105,419.90

Cornerstone  
BCBS  
Cross Country  
Hofmann ITSA  
EFT PS  
NE Dept Rev  
NPERS

164,171.35  
59,283.95  
1104.03  
335.84  
45,186.51  
6,749.32  
43010.04

Added to Transfer  
AFLAC 1216.81  
Ameritas 554.16  
175 Plan 1438.33  
misc 1311.00  
Total = 425,260.94  
Total transfer =  
429,781.24

June Board Meeting/Mayreceipts

Financial Statement	First State SN	First State MM	Cornerstone Pay	CD Bank of Clarks
Bank Balance/April	\$380,337.02	\$1,832,805.60	\$15,673.91	<b>\$86,714.05</b>
Deposits for month				
Interest for month			\$0.00	
Total available	\$380,337.02	\$1,832,805.60	\$15,673.91	
Disbursements				
Bank Balance	\$380,337.02	\$1,832,805.60	\$15,673.91	
Outstanding Checks				
Bank Balance	<b>\$380,337.02</b>	<b>\$1,832,805.60</b>	<b>\$15,673.91</b>	
Certificates of Deposit		<b>83,459.06</b>		

Total Money available	<b>\$2,398,989.64</b>
June Disbursements	\$429,781.24

Receipts:	Budget	May	Last mo Y-T-D	Year to Date
1100 Taxes	\$4,529,383.00	\$1,118,168.82	\$2,455,176.48	\$3,573,345.30
1115 Carline tax	\$5,500.00	\$1,392.79	\$1,334.24	\$2,727.03
1120 Public Power District Sales	\$5,500.00	\$0.00	\$15,376.07	\$15,376.07
1125 Motor Vehicle Taxes	\$190,000.00	\$14,936.03	\$167,342.52	\$182,278.55
1510 Interest	\$33,000.00	\$6,765.44	\$34,162.14	\$40,927.58
1911 Local License Fees	\$900.00	\$0.00	\$980.00	\$980.00
1925 Categorical Grants	\$300.00	\$0.00	\$0.00	\$0.00
1990 Other Local Receipts	\$38,000.00	\$0.00	\$30,438.56	\$30,438.56
2110 County Fines	\$18,000.00	\$675.99	\$9,756.18	\$10,432.17
3110 State Aid	\$355,717.00	\$35,572.00	\$284,576.00	\$320,148.00
3120 Sp. Ed. Program	\$235,000.00	\$71,094.00	\$353,298.00	\$424,392.00
3125 Sp. Ed. Transportation	\$8,000.00	\$0.00	\$0.00	\$0.00
3130 Homestead Exemption	\$25,000.00	\$5,490.69	\$10,982.12	\$16,472.81
3131 Property Tax Credit	\$400,000.00	\$270,726.16	\$273,845.28	\$544,571.44
3180 Pro-Rata Vehicle	\$8,500.00	(\$5.39)	\$7,411.77	\$7,406.38
3400 State Apportionment	\$30,000.00	\$0.00	\$35,646.29	\$35,646.29
3512 Dist Ed Incentive	\$0.00	\$0.00	\$1,000.00	\$1,000.00
3535 High Ability Learners	\$3,000.00	\$0.00	\$2,342.00	\$2,342.00
3551 CTE Grant	\$0.00	\$0.00	\$7,500.00	\$7,500.00
4212 Title II	\$1,000.00	\$0.00	\$0.00	\$0.00
4310 REAP	\$20,000.00	\$0.00	\$24,017.60	\$24,017.60
4421 IDEA	\$62,000.00	\$0.00	\$0.00	\$0.00
4505 Title	\$23,000.00	\$0.00	\$26,011.00	\$26,011.00
4516 IDEA Preschool Enrollment Pov	\$75,000.00	\$0.00	\$2,061.00	\$2,061.00
4518 IDEA	\$60,000.00	\$0.00	\$37,939.00	\$37,939.00
4530 Grants	\$75,000.00	\$0.00	\$3,500.00	\$3,500.00
4708 Medicaid	\$15,000.00	\$0.00	\$5,123.10	\$5,123.10
4998 ESSRS III	\$51,000.00	\$0.00	\$51,198.00	\$51,198.00
5300 Sale of Property	\$2,500.00	\$450.00	\$2,585.00	\$3,035.00
	\$25,000.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$6,295,300.00</b>	<b>\$1,525,266.53</b>	<b>\$3,843,602.35</b>	<b>\$5,368,868.88</b>
3100 Hot Lunch/Non Program		\$10,929.07	\$41,028.64	\$51,957.71

\$5,420,826.59

5 368,992.68



## 15.2. Nutrition Services Report

Fund: 06 Lunch Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
06 1611	DAILY SALES-SCHOOL LUNCH PROGRAM	72,000.00	3,708.56	56,159.11	78.00	15,840.89
06 1620	DAILY SALES-NONREIMBURS PROG	7,700.00	0.00	5,027.09	65.29	2,672.91
06 1630	Revenue Special Functions	16,000.00	38.00	1,153.31	7.21	14,846.69
06 1920	CONTRIBUTIONS & DONATIONS	1,050.00	0.00	1,950.00	185.71	(900.00)
Subtotal: LOCAL RECIEPTS		98,750.00	3,746.56	64,289.51	66.45	32,460.49
06 3150	STATE REIMBURSEMENT(OF NUTRITION PROG)	0.00	6,811.46	42,948.58	0.00	(42,948.58)
06 3200	GRANTS	6,000.00	0.00	10,069.39	167.82	(4,069.39)
Subtotal: STATE RECEIPTS		6,000.00	6,811.46	53,017.97	883.63	(47,017.97)
06 4210	FEDERAL NUTRITION PROGRAM	87,000.00	0.00	10,455.84	12.02	76,544.16
Subtotal: FEDERAL RECEIPTS		87,000.00	0.00	10,455.84	12.02	76,544.16
06 5200	TRANSFER FROM GENERAL FUND	35,000.00	0.00	0.00	0.00	35,000.00
Subtotal: NON-REVENUE RECEIPTS		35,000.00	0.00	0.00	0.00	35,000.00
Fund Total:		224,750.00	10,558.02	127,763.32	56.85	96,986.68

Revenue Summary Report  
Processing Month: 05/2024

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	224,750.00	10,558.02	127,763.32	56.85	96,986.68

Hot Lunch Fund

\$ 25,277.61

06/05/2024 02:11 PM

User ID: SE

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 06	Fund Number 06	Lunch Fund	
CASH-WA DISTRIBUTING	14175887	Polk Food	323.85
CASH-WA DISTRIBUTING	14175888	Polk Food	154.65
CASH-WA DISTRIBUTING	14184237	Polk Food	493.43
CASH-WA DISTRIBUTING	14192349	Polk Food	798.14
CASH-WA DISTRIBUTING	14200308	Polk Food	656.63
CASH-WA DISTRIBUTING	CM3550935	Polk Food	(253.86)
CASH-WA DISTRIBUTING	CM3597191	Polk Food	(30.25)
Total CASH-WA DISTRIBUTING			<u>2,142.59</u>
CASH-WA DISTRIBUTING	14184238	Non Food Polk	49.95
CASH-WA DISTRIBUTING	14192350	Non Food Polk	55.65
Total CASH-WA DISTRIBUTING			<u>105.60</u>
CASH-WA DISTRIBUTING	14192357	Clark Non Food	40.55
CASH-WA DISTRIBUTING	14200479	Clark Non Food	73.15
Total CASH-WA DISTRIBUTING			<u>113.70</u>
CASH-WA DISTRUBUTING	14175882	Clarks Food	382.29
CASH-WA DISTRUBUTING	14184242	Clarks Food	486.15
CASH-WA DISTRUBUTING	14192356	Clarks Food	384.13
CASH-WA DISTRUBUTING	14200478	Clarks Food	219.46
CASH-WA DISTRUBUTING	CM3550934	Clarks Food	(138.23)
CASH-WA DISTRUBUTING	CM3603635	Clarks Food	(15.29)
CASH-WA DISTRUBUTING	CM3614576	Clarks Food	(27.38)
Total CASH-WA DISTRUBUTING			<u>1,291.13</u>
HILAND DAIRY FOODS	20240508	Milk both sites	1,884.50
Total HILAND DAIRY FOODS			<u>1,884.50</u>
HPC GENERAL FUND	20240508	Stand Mixer for Clarks	481.49
HPC GENERAL FUND	20240508-0001	kitchen Wages	10,929.07
Total HPC GENERAL FUND			<u>11,410.56</u>
MIDWEST RESTAURANT SUPPLY	0175549-IN	Polk Stove Repair	184.99
Total MIDWEST RESTAURANT SUPPLY			<u>184.99</u>
OSANTOWSKI, SHELBY	20240508	Farm Eggs for Fresh Food Grant	107.00
Total OSANTOWSKI, SHELBY			<u>107.00</u>
SHIVLEY, KAYLN	20240508	Polk Food reimburse for Sam's Club	111.10
Total SHIVLEY, KAYLN			<u>111.10</u>
US FOODS-GRAND ISLAND	4032813	Food both sites	1,111.33
Total US FOODS-GRAND ISLAND			<u>1,111.33</u>
Fund Number 06			<u>18,462.50</u>
Checking Account ID 06			<u>18,462.50</u>

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
06	Lunch Fund								
1190	EARLY CHILDHOOD ED PROGRAMS	200.00	0.00	0.00	0.00	200.00	0.00	0.00	200.00
06 1190 610 002	SUPPLIES	200.00	0.00	0.00	0.00	200.00	0.00	0.00	200.00
610	SUPPLIES	200.00	0.00	0.00	0.00	200.00	0.00	0.00	200.00
1190	EARLY CHILDHOOD ED PROGRAMS	200.00	0.00	0.00	0.00	200.00	0.00	0.00	200.00
2190	OTHER PUPIL SUPPORT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 2190 610 002	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2190	OTHER PUPIL SUPPORT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3100	FOOD SERVICE								
06 3100 110 000	REGULAR SALARIES	103,000.00	8,546.64	58,251.73	56.56	44,748.27	0.00	0.00	44,748.27
110	REGULAR SALARIES	103,000.00	8,546.64	58,251.73	56.56	44,748.27	0.00	0.00	44,748.27
06 3100 120 000	Temporary Non-instructional-sub	5,500.00	821.56	4,087.21	74.31	1,412.79	0.00	0.00	1,412.79
120	Temporary Non-instructional	5,500.00	821.56	4,087.21	74.31	1,412.79	0.00	0.00	1,412.79
06 3100 130 000	Overtime non-instructional	300.00	0.00	0.00	0.00	300.00	0.00	0.00	300.00
130	STIPENDS	300.00	0.00	0.00	0.00	300.00	0.00	0.00	300.00
06 3100 210 000	HEALTH INSURANCE NON INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
210	HEALTH INSURANCE NON INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 220 000	SOCIAL SECURITY NON INSTRUCTIONAL	8,000.00	716.66	4,768.92	59.61	3,231.08	0.00	0.00	3,231.08
220	SOCIAL SECURITY NON INSTRUCTIONAL	8,000.00	716.66	4,768.92	59.61	3,231.08	0.00	0.00	3,231.08
06 3100 230 000	RETIREMENT NON INSTRUCTIONAL	11,000.00	844.21	5,754.00	52.31	5,246.00	0.00	0.00	5,246.00
230	RETIREMENT NON INSTRUCTIONAL	11,000.00	844.21	5,754.00	52.31	5,246.00	0.00	0.00	5,246.00
06 3100 430 000	REPAIRS AND MAINTENANCE	0.00	184.99	690.99	0.00	(690.99)	0.00	0.00	(690.99)
430	REPAIRS AND MAINTENANCE	0.00	184.99	690.99	0.00	(690.99)	0.00	0.00	(690.99)
06 3100 431 000	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
431	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 610 001	SUPPLIES	5,000.00	105.60	2,449.13	48.98	2,550.87	0.00	0.00	2,550.87
06 3100 610 002	SUPPLIES	5,000.00	595.19	1,852.45	37.05	3,147.55	0.00	0.00	3,147.55
610	SUPPLIES	10,000.00	700.79	4,301.58	43.02	5,698.42	0.00	0.00	5,698.42
06 3100 630 001	FOOD	49,000.00	3,413.86	42,630.07	87.00	6,369.93	0.00	0.00	6,369.93
06 3100 630 002	FOOD	37,000.00	3,233.79	32,833.34	88.74	4,166.66	0.00	0.00	4,166.66
630	FOOD	86,000.00	6,647.65	75,463.41	87.75	10,536.59	0.00	0.00	10,536.59
06 3100 695 000	INDIRECT COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
695	INDIRECT COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 731 001	Machinery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
731	Machinery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 890 000	OTHER MISC EXPENSES	500.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00
890	OTHER MISC EXPENSES	500.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00
3100	FOOD SERVICE	224,300.00	18,462.50	153,317.84	68.35	70,982.16	0.00	0.00	70,982.16
8000	TRANSFERS (OUTGOING)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 8000 912 000	TRANSFERS TO THE SCHOOL LUNCH FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
912	TRANSFERS TO THE SCHOOL LUNCH FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8000	TRANSFERS (OUTGOING)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06	Lunch Fund	224,500.00	18,462.50	153,317.84	68.29	71,182.16	0.00	0.00	71,182.16

Expenditure Report by Function/Object - Detail

### 15.3. Activity Report

**Fund: 05      Activity Fund 7-12**

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
05 1510	INTEREST ON INVESTMENTS	400.00	0.00	233.23	58.31	166.77
05 1710	ACTIVITIES Admissions Receipts	4,500.00	75.00	29,881.00	664.02	(25,381.00)
05 1730	STUDENT ORGANIZATION DUES	5,000.00	0.00	1,100.00	22.00	3,900.00
05 1740	STUDENT TECH FEES	9,800.00	0.00	88.75	0.91	9,711.25
05 1750	REVENUE FROM ACTIVITIES	146,000.00	4,019.98	98,020.21	67.14	47,979.79
05 1790	Activity Income from other Schools	0.00	125.00	19,448.71	0.00	(19,448.71)
05 1920	CONTRIBUTIONS & DONATIONS	19,500.00	0.00	17,076.26	87.57	2,423.74
05 1990	MISCELLANEOUS LOCAL REVENUE	14,000.00	1,085.00	8,533.50	60.95	5,466.50
Subtotal: LOCAL RECIEPTS		199,200.00	5,304.98	174,381.66	87.54	24,818.34
Fund Total:		199,200.00	5,304.98	174,381.66	87.54	24,818.34

**Revenue Summary Report**  
Processing Month: 05/2024

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	199,200.00	5,304.98	174,381.66	87.54	24,818.34

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 05	Fund Number 05	Activity Fund 7-12	
ACTIVITY FUND	Golf Shirts	Adult Golf Shirts	89.00
Total ACTIVITY FUND			89.00
ASPI Solutions Inc	34986	JH track invite	144.00
Total ASPI Solutions Inc			144.00
AWARDS UNLIMITED INC	92466	9-12 HP invite medals	1,093.83
Total AWARDS UNLIMITED INC			1,093.83
CAPITAL ONE	CC April 24	Jr Class Track Meet Concessions	32.48
Total CAPITAL ONE			32.48
CASH	State track meals	state track meals	750.00
Total CASH			750.00
CENTRAL CITY MALL	Stuco Supplies	Stuco Supplies	72.07
Total CENTRAL CITY MALL			72.07
ECONOMY HOMETOWN MARKET	Jr Class Supplies	Junior Class Supplies	64.34
Total ECONOMY HOMETOWN MARKET			64.34
GARRETT, JASON	Senior Class Video	Senior Class Video	364.00
Total GARRETT, JASON			364.00
HIGH PLAINS COMMUNITY SCHOOLS	CRC Golf cash box	CRC golf cash box	300.00
Total HIGH PLAINS COMMUNITY SCHOOLS			300.00
HPC CONCESSIONS	Jr class bill	Jr class bill to concessions	316.98
Total HPC CONCESSIONS			316.98
HPC GENERAL FUND	April 2024 Sams Club	April Sams Club Card	546.42
HPC GENERAL FUND	CC Apr 2024 Charges	Misc Activity	4,806.24
Total HPC GENERAL FUND			5,352.66
KEARNEY CATHOLIC HIGH SCHOOL	20240523	bball camp	300.00
Total KEARNEY CATHOLIC HIGH SCHOOL			300.00
KEARNEY PUBLIC SCHOOLS	20240523	bball camp	400.00
Total KEARNEY PUBLIC SCHOOLS			400.00
KUCERA, JOHN	District Golf	Dist Glf minus Glf Shirt owed	14.00
Total KUCERA, JOHN			14.00
LEADERSHIP CENTER, THE	2024-H431	COLT conference FFA	343.00
Total LEADERSHIP CENTER, THE			343.00
MILLER TROPHY	554522A	CRC Golf Plaque	35.00
MILLER TROPHY	554523	CRC golf plaque/All around student award	51.00
Total MILLER TROPHY			86.00
Mustang Inc	19834	FFA sweatshirts	190.00
Total Mustang Inc			190.00

Vendor Name	Invoice Number	Description	Amount
NAEA District 7	9-1	district dues ffa	50.00
Total NAEA District 7			<u>50.00</u>
National FFA Organization	MDS322142	Banquet	86.50
National FFA Organization	WLC13247	Student Quad	1,100.00
Total National FFA Organization			<u>1,186.50</u>
NE FFA Association c/o Grafton & Associates	COLT 3042	FFA COLT	1,200.00
Total NE FFA Association c/o Grafton & Associates			<u>1,200.00</u>
ON TIME SPORTS	79162	for CVA Poster Adv	499.00
Total ON TIME SPORTS			<u>499.00</u>
OSCEOLA PUBLIC SCHOOLS	District track 2024	district track fee 2024	100.00
Total OSCEOLA PUBLIC SCHOOLS			<u>100.00</u>
PEPSICO BEVERAGE SALES LLC	19036359A	concessions - whole bill not paid	298.60
PEPSICO BEVERAGE SALES LLC	50614008	staff machine	267.39
PEPSICO BEVERAGE SALES LLC	80860909A	reissue lost check-Concessions	818.03
Total PEPSICO BEVERAGE SALES LLC			<u>1,384.02</u>
SUMMIT SERVICE AND INSTALLATION LLC	2617	video board installation	9,000.00
Total SUMMIT SERVICE AND INSTALLATION LLC			<u>9,000.00</u>
Fund Number 05			<u>23,331.88</u>
Checking Account ID 05			<u>23,331.88</u>

Fund: 55      Activities Fund K-6

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
55 1630	Revenue Special Function	0.00	0.00	(51.25)	0.00	51.25
55 1790	Activity Income	9,000.00	63.80	285.05	3.17	8,714.95
	Subtotal: LOCAL RECIEPTS	9,000.00	63.80	233.80	2.60	8,766.20
	Fund Total:	9,000.00	63.80	233.80	2.60	8,766.20

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 55	Fund Number 55	Activities Fund K-6	
Amazon	20240606	labels for awards	31.38
Amazon	20240606-0001	Last Day Glow Sticks, Chalk	132.89
Total Amazon			<hr/> 164.27
Fox Theater	20240606	Movie Day	503.50
Total Fox Theater			<hr/> 503.50
High Plains FFA	20240521	Plants for Teacher Appreciation Week	90.00
Total High Plains FFA			<hr/> 90.00
HOT LUNCH FUND	20240521	Round up Muffins and Juice	38.00
Total HOT LUNCH FUND			<hr/> 38.00
Jones School Supply	20240606	Award Medals	490.98
Total Jones School Supply			<hr/> 490.98
Fund Number 55			<hr/> 1,286.75
Checking Account ID 55			<hr/> 1,286.75

Expenditure Report by Function/Object - Detail

Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
4,500.00	1,286.75	2,310.25	51.34	2,189.75	0.00	0.00	2,189.75
<b>Grand Total:</b>							

16. **Schedule Next BOE Meeting (Date, Time, Location)**
17. **Motion to Adjourn**
18. **\*CLOSED SESSION: If, during the course of the meeting, discussion of any item on the agenda should be held in closed meeting, the board will conduct a closed meeting in accordance with the Nebraska Open Meetings Act**
19. **\*SEQUENCE OF AGENDA: The sequence of agenda topics is subject to change at the discretion of the board.**