

Regular Meeting
Monday, January 13, 2025 7:00 PM
HPC Secondary- Polk BOE Room (Jan-June)
260 S Pine
Polk, NE 68654-0029

{{Name: Agenda Item Name}}

1. Call Meeting to Order

- 1.1. Public Meeting Announcement

- 1.2. Open Meetings Act Recognition

- 1.3. Oath Of Office

- 1.4. Board Member Attendance, Roll Call

- 1.5. HPC Student Council

- 1.6. Community Input

- 1.7. Consent Agenda

- 1.7.1. Consider Minutes of Previous Meeting(s) and Their Approval (Appendix A)

Regular Meeting

The Regular monthly meeting of the High Plains Community Schools Board of Education was held on Monday, December 9, 2024 at HPC Elementary- Clarks BOE Room. The meeting was called to order at 7:00 a.m. by President Shane Van Pelt. Present were Terry Carlstrom, Erin Meyer, Megan Pike, Nathan Spurling, Kraig Urkoski and Shane Van Pelt. There were 3 visitors

A motion to approve the consent agenda as presented for past minutes, bills, and financial statements passed with a motion by Nathan Spurling and a second by Erin Meyer. Yea: 6, Nay: 0

Peyton Hofmann and Madi Zerr, from the HPC Student council, updated the board on the ice cream machine, class competitions, MAPS goals reward, 7-12 Fun Day.

Elementary Principal Report – Mrs. Helgoth: Academic success; Connections and success beyond the classroom; Pre-kindergarten update; Positive school culture.

Junior High & High School Principal Report – Mr. Fisher: AQuESTT; MAP testing; EduClimber; Community partnerships; Senior seminar; FFA blood drive; Mental Health grant

AD Report – given by Mr. Fisher: One-Act; Volleyball post season honors; Football post season honors; Student Council; Holiday concert; FFA update; Moratorium; Holiday tournament; HPC wrestling meet.

Superintendent Report – Mr. Brown: Safety Audit; ESU7 boardmanship event; HPC Hall of Fame; Holiday break; End of semester; Retiring board members.

The board discussed COOP considerations for sports teams. Hampton and Osceola will both be considered as possible cooperative options. No decisions have been made.

Shane Van Pelt reviewed and discussed Superintendent Brown's evaluation with the board members. Mr. Brown's superintendent contract will roll-over for another year.

The board reviewed the quotes for purchasing 20 Macbooks. A motion to approve a quote from Apple Education in the amount of \$17,580.00 for 20 MacBooks

passed with a motion by Erin Meyer and a second by Terry Carlstrom. Yea:6, Nay:0

Offering a certificated contract for Mr. Tanner Wood for 2nd semester of the 2024-2025 school year was discussed and reviewed by the board. A motion to approve offering a teaching contract for Tanner Wood for second semester passed with a motion by Terry Carlstrom and a second by Nathan Spurling. Yea: 6, Nay: 0

The superintendent reviewed and discussed, the audit from the 2023-24 fiscal year. A motion to approve the official audit, attendance letter, recommendations and adjustments as presented for the 2023-24 fiscal year for High Plains Community School passed with a motion by Megan Pike and a second by Erin Meyer. Yea: 6, Nay: 0

The board reviewed and discussed, bids for a freezer for the kitchen in Polk. A motion to approve the bid from Central NE Refrigeration for a True freezer, in the amount of \$11,237.50, for a new stand up freezer for the kitchen at Polk passed with a motion by Nathan Spurling and a second by Terry Carlstrom. Yea: 6, Nay: 0

The board reviewed, discussed, and took all necessary action on mid-year policy updates. A motion to approve the revision to HPC school board policies #2008 & #3004.1 passed with a motion by Nathan Spurling and a second by Megan Pike.

A motion to adjourn the meeting at 8:25 a.m. and set the next regular meeting for January 13 at 7 PM in Polk in the boardroom passed with a motion by Megan Pike and a second by Nathan Spurling. Yea: 6, Nay: 0

Respectfully submitted,

Erin Meyer, Board Secretary

1.7.2. Consider Current Bills and Their Approval (Appendix B)

Board Report - Board

Unposted; Batch Description January 2025 invoices GF-0001

Invoice Number

Description

Amount

Fund Number

01

General Fund

Sams Club 12/24

office supplies

37.26

Sams Club Dec 2024

office supplies

42.24

walmart Dec 2024

supt supplies

487.86

567.36

ATS, LLC

2698

prof cleaning service

8,984.00

ATS, LLC

credit

credit for November billing

(1,500.00)

Total ATS, LLC

7,484.00

AWARDS UNLIMITED INC

206999

retirement clock BCarlstrom

80.92

Total AWARDS UNLIMITED INC

80.92

BLACK HILLS ENERGY

20250103

monthly Polk

862.72

Total BLACK HILLS ENERGY

862.72

BLACK HILLS ENERGY

20250103

monthly Polk

1,718.34

Total BLACK HILLS ENERGY

1,718.34

BLACK HILLS ENERGY

20250103

monthly Polk

1,697.75

Total BLACK HILLS ENERGY

1,697.75

BLACK HILLS ENERGY

20250107

monthly - Polk addition

2,471.93

Total BLACK HILLS ENERGY

2,471.93

BLUE CROSS BLUE SHIELD NE

Shenk/J

increase to family ins

559.47

Total BLUE CROSS BLUE SHIELD NE

559.47

BRUCE, MEGAN

Fall 2024 tuit reimb

tuition reimbursement

1,470.00

Total BRUCE, MEGAN

1,470.00

CARL'S SKRAP

249107

trash pick up

190.00

CARL'S SKRAP

249108

trash pick up

230.00

Total CARL'S SKRAP

420.00

CASH-WA DISTRIBUTING

C14448281

custodial Polk

440.50

Total CASH-WA DISTRIBUTING

440.50

CASH-WA DISTRUBUTING

14448285

office supplies Clarks

67.30

CASH-WA DISTRUBUTING

14474922

custodial supplies Clarks

885.59

Total CASH-WA DISTRUBUTING

952.89

CENTRAL CITY MALL

20250108

supplies Clarks

83.75

Total CENTRAL CITY MALL

83.75

CENTRAL TRUE VALUE

A600719

custodial Clarks

81.98

Total CENTRAL TRUE VALUE

81.98

CENTRAL VALLEY AG

20250108

monthly fuel/repairs

6,080.83

Total CENTRAL VALLEY AG

6,080.83

CLARKS LUMBER

20250107

custodial supplies

311.32

Total CLARKS LUMBER

311.32

Vendor Name	Invoice Number	Description	Amount
CULLIGAN OF GRAND ISLAND	81629	water supplies Clarks	113.00
CULLIGAN OF GRAND ISLAND	81948	water supplies Clarks	77.00
CULLIGAN OF GRAND ISLAND	82087	water supplies Clarks	86.00
CULLIGAN OF GRAND ISLAND	82206	water supplies Clarks	39.00
CULLIGAN OF GRAND ISLAND	82439	water supplies Clarks	113.00
CULLIGAN OF GRAND ISLAND	82569	water supplies Clarks	77.00
CULLIGAN OF GRAND ISLAND	82762	water supplies Clarks	39.00
Total CULLIGAN OF GRAND ISLAND			544.00
CULLIGAN of YORK	20250103	water supplies Polk	124.00
Total CULLIGAN of YORK			124.00
DIODE TECHNOLOGIES INC.	20250107	monthly openpath/rhombus	1,211.38
Total DIODE TECHNOLOGIES INC.			1,211.38
DISCOVERY EDUCATION INC.	CINV-149469	Dreambox math	3,210.00
Total DISCOVERY EDUCATION INC.			3,210.00
DUNHAM HARDWOODS, INC.	056628	supplies THofmann	2,486.72
Total DUNHAM HARDWOODS, INC.			2,486.72
EAKES OFFICE SOLUTIONS	9056368-0	supplies Ackerson	56.97
EAKES OFFICE SOLUTIONS	INV608999	monthly fax fee	56.64
EAKES OFFICE SOLUTIONS	INV610778	vacuum switch-Polk	66.49
EAKES OFFICE SOLUTIONS	INV612190	monthly copy fee	62.32
Total EAKES OFFICE SOLUTIONS			242.42
ECOLAB	6964165	pest control Polk West	109.68
Total ECOLAB			109.68
ECONOMY HOMETOWN MARKET	20250103	FCS supplies	3.90
ECONOMY HOMETOWN MARKET	20250103-0001	FCS supplies	179.87
Total ECONOMY HOMETOWN MARKET			183.77
ENVIRONMENTALSERVICES INC.	2024-546	asbestos management plan visit	1,627.68
Total ENVIRONMENTALSERVICES INC.			1,627.68
ESU #7	Nov 2024	Sped Services Nov 2024	21,720.26
Total ESU #7			21,720.26
ESU 7 NETWORK SUPPORT	Ianman Dec 2024	tech salary	8,525.00
ESU 7 NETWORK SUPPORT	mosyle Dec 2024		3,420.00
ESU 7 NETWORK SUPPORT	Network Ops Dec 2024	network operations	525.00
ESU 7 NETWORK SUPPORT	network service chg	network service charge	878.61
Total ESU 7 NETWORK SUPPORT			13,348.61
ESU7	Nov 2024 Reg Ed LMHP	Nov 2024 Reg Ed LMHP	2,114.10
Total ESU7			2,114.10
FINKRAL, KODEE	tuition Fall 2024	tuition reimbursement	2,160.00
Total FINKRAL, KODEE			2,160.00

Vendor Name	Invoice Number	Description	Amount
FLATLAND MOBILE SERVICES	857800	bus 21 supplies	45.26
FLATLAND MOBILE SERVICES	89383	bus 18 supplies	50.00
FLATLAND MOBILE SERVICES	908302	bus 21 supplies	60.61
Total FLATLAND MOBILE SERVICES			<u>155.87</u>
FULL BLOOM	1059	baby flowers	100.00
FULL BLOOM	1069	L'Heureux funeral flowers	50.00
Total FULL BLOOM			<u>150.00</u>
GO PHYSICAL THERAPY	Dec 2024 services	OT/PT	4,313.98
GO PHYSICAL THERAPY	Nov 2024 services	OT/PT services	5,663.98
Total GO PHYSICAL THERAPY			<u>9,977.96</u>
GRIGSBY, SARAH	tuition Fall 2024	tuition reimbursement	1,140.00
Total GRIGSBY, SARAH			<u>1,140.00</u>
HAMILTON TELECOMMUNICATIONS	10997476	internet	135.08
Total HAMILTON TELECOMMUNICATIONS			<u>135.08</u>
HINRICHS, MADISON	tuition Fall 2024	tuition reimbursement	1,470.00
Total HINRICHS, MADISON			<u>1,470.00</u>
HOMETOWN LEASING	20250103	printer lease	15.09
HOMETOWN LEASING	20250108	copier leases	2,565.36
HOMETOWN LEASING	20250108-0001	printer lease	33.88
HOMETOWN LEASING	Dec 2024	copier leases	1,282.68
Total HOMETOWN LEASING			<u>3,897.01</u>
HOT LUNCH FUND	Dec 2024 board food	Dec 2024 board meeting food	31.50
HOT LUNCH FUND	local food 4 school	deposited to GF instead of HLF	84.00
Total HOT LUNCH FUND			<u>115.50</u>
ISLAND SUPPLY WELDING CO	332458	supplies Kraeger	110.45
ISLAND SUPPLY WELDING CO	333604	supplies Kraeger	24.80
Total ISLAND SUPPLY WELDING CO			<u>135.25</u>
IXL LEARNING, INC	S508028	software 7-12	5,850.00
Total IXL LEARNING, INC			<u>5,850.00</u>
KLINGSPORN, BRITTANY	tuition Fall 2024	tuition reimbursement	1,470.00
Total KLINGSPORN, BRITTANY			<u>1,470.00</u>
MENARDS	96796	supplies THofmann	104.85
Total MENARDS			<u>104.85</u>
NANCE COUNTY ELECTION OFFIE	20250103	school board election fee	200.00
Total NANCE COUNTY ELECTION OFFIE			<u>200.00</u>
NE ASSOC SCHOOL BOARDS	N-52218	DBrown new board member workshop	150.00
Total NE ASSOC SCHOOL BOARDS			<u>150.00</u>
NORTHEAST NEBRASKA TELEPHONE COMPANY	20250103	telephone Clarks	211.93
NORTHEAST NEBRASKA TELEPHONE COMPANY	20250108	monthly phone Clarks	221.05

01/08/2025 02:14 PM

Unposted; Batch Description January 2025 invoices GF-0001

User ID: TLB

Vendor Name	Invoice Number	Description	Amount
Total NORTHEAST NEBRASKA TELEPHONE COMPANY			<u>432.98</u>
PETTY CASH FUND	Dec 2024	misc exp	198.64
Total PETTY CASH FUND			<u>198.64</u>
PHILLIPS GUTTER CLEANING SERVICE	20241231	gutter cleaning	600.00
Total PHILLIPS GUTTER CLEANING SERVICE			<u>600.00</u>
PHILLIPS, MARTIN	Fall 2024 tuition	tuition reimbursement	1,140.00
Total PHILLIPS, MARTIN			<u>1,140.00</u>
POLK CO HEALTH DEPT	Dec 2024 nursing	nursing services	2,791.49
Total POLK CO HEALTH DEPT			<u>2,791.49</u>
POLK COUNTY RPPD	20241231	monthly highway 92	23.08
POLK COUNTY RPPD	20250103	monthly Clarks	1,341.88
POLK COUNTY RPPD	20250103-0001	monthly Clarks	2,131.86
POLK COUNTY RPPD	20250103-0002	monthly Clarks	49.42
POLK COUNTY RPPD	7139	install LED lights at Hwy 92	953.30
Total POLK COUNTY RPPD			<u>4,499.54</u>
POLK LIGHT & WATER DEPT	20241231	monthly sewer/water/elec	4,023.05
Total POLK LIGHT & WATER DEPT			<u>4,023.05</u>
RALLY AUTO PARTS	380503	fuel additive - buses	263.76
Total RALLY AUTO PARTS			<u>263.76</u>
RHD PUBLISHING LLC	18613/18739/18742	monthly board advertising	134.38
Total RHD PUBLISHING LLC			<u>134.38</u>
SAPP BROTHERS PETROLEUM	IN4610489	propane Clarks	1,032.00
SAPP BROTHERS PETROLEUM	IN4627218	propane Clarks	438.60
Total SAPP BROTHERS PETROLEUM			<u>1,470.60</u>
SECTORNOW, LLC	2216	kiosk management	1,350.00
Total SECTORNOW, LLC			<u>1,350.00</u>
Sparq Data Solutions, Inc	S-3728	board/negotiations software	4,000.00
Total Sparq Data Solutions, Inc			<u>4,000.00</u>
TIME MANAGEMENT SYSTMS	325608	monthly timeclock fee	59.30
Total TIME MANAGEMENT SYSTMS			<u>59.30</u>
TRUCK CENTER COMPANIES	RA105013419:01 addtl	bus 14 supplies	216.75
TRUCK CENTER COMPANIES	RA105014098:01	bus 11	603.75
TRUCK CENTER COMPANIES	RA105014117:07	bus 14	581.22
TRUCK CENTER COMPANIES	RA105014129:01	bus 19	1,111.47
TRUCK CENTER COMPANIES	RA105014140:01	bus 22	913.48
TRUCK CENTER COMPANIES	RA105014173:01	bus 21	1,623.20
TRUCK CENTER COMPANIES	RA105014231:01	bus 17	735.64
Total TRUCK CENTER COMPANIES			<u>5,785.51</u>
U.S. BANK	4484730001185957J	credit card	179.74

01/08/2025 02:14 PM

Unposted; Batch Description January 2025 invoices GF-0001

User ID: TLB

Vendor Name	Invoice Number	Description	Amount
U.S. BANK	4484730153582126Jan	credit card	197.88
U.S. BANK	4484731000076031J	credit card	288.13
U.S. BANK	4484731000076130J	credit card	1,341.69
Total U.S. BANK			<u>2,007.44</u>

VILLAGE OF CLARKS	213460	monthly water/sewer Clarks	95.45
Total VILLAGE OF CLARKS			<u>95.45</u>

VYE BROADBAND	20250103	monthly internet	388.00
Total VYE BROADBAND			<u>388.00</u>

WINDSTREAM	20250103	monthly telephone Eastbldg	321.26
Total WINDSTREAM			<u>321.26</u>

WINDSTREAM	20250103	monthly Westbldg	175.81
Total WINDSTREAM			<u>175.81</u>

YORK GENERAL HOSPITAL	20250103	drug test	51.00
Total YORK GENERAL HOSPITAL			<u>51.00</u>

Fund Number 01			<u>129,106.11</u>
----------------	--	--	-------------------

Checking Account ID 01			<u>129,106.11</u>
------------------------	--	--	-------------------

Cornerstone 173,817.75
 BCBS 61,792.15
 CrossCounty 1126.01
 Madison LTD 370.37
 Union Bank & Trust 1483.61
 EFTPS 45,504.82
 NE Dept Rev 6,589.51
 NPERS 42,701.46

Total
 468,226.81

Others
 Ameritas 596.46
 Employee Benefit 29.23
 125 Plan 1515.81
 CF 992.39
 Madison LTD 20.26
 Mutual of Omaha 1044.27
 Misc 1311.00
 TransAmerica 225.60
5735.02

1.7.3. Consider Financial Statements and Treasurer's Report (Appendix C)

1.7.3.1. Activity Account Statements

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 1720	BOOKSTORE SALES	0.00	0.00	1,160.80	0.00	(1,160.80)

Revenue Summary Report
Processing Month: 12/2024

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	0.00	0.00	3,172.53	0.00	(3,172.53)

Elem. Act.
\$ 11,277.64

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 05	Fund Number 05	Activity Fund 7-12	
4 SEASONS FUNDRAISING	10089353.1	FFA SNACK STICK FUNDRAISER	1,905.20
Total 4 SEASONS FUNDRAISING			1,905.20
ARASMITH, CLETUS	BBALL REF VS GILTNER	BBALL REF VS GILTNER 12/20/24	160.00
ARASMITH, CLETUS	BBALL REF VS HARVARD	BBALL REF VS HARVARD 12/2/24	160.00
Total ARASMITH, CLETUS			320.00
AURORA NEWS REGISTER	4399	THREE SENIOR BANNERS	43.59
Total AURORA NEWS REGISTER			43.59
BOUTMAHAVONG, SOUKS	BBALL REF VS DORCHES	BBALL REF VS DORCHESTER 12/10/24	160.00
Total BOUTMAHAVONG, SOUKS			160.00
CAPITAL ONE	December Walmart Bil	Concessions/Stuco/FFA	500.37
Total CAPITAL ONE			500.37
CARRAHER, ELLIOTT	BBALL REF VS NE CHRI	BBALL REF VS NE CHRIST 12//17/24	160.00
Total CARRAHER, ELLIOTT			160.00
CASH-WA DISTRIBUTING	14441661	NACHO CHIPS FOR CONCESSIONS	43.55
CASH-WA DISTRIBUTING	14449798	CONCESSINS SUPPLIES	91.05
CASH-WA DISTRIBUTING	C14456099	STUCO SUPPLIES VENDING MACHINES/ICE CREA	222.34
Total CASH-WA DISTRIBUTING			356.94
CASH	STARTER CASH BBALL	BBALL STARTER CASH	2,300.00
Total CASH			2,300.00
CENTRAL CITY PUBLIC SCHOOLS	MIDDLE SCHOOL WRESTL	MIDDLE SCHOOL WRESTLING INVITE	5.00
Total CENTRAL CITY PUBLIC SCHOOLS			5.00
CENTRAL NEBRASKA BUFFALO	2170	BUFFALO JERKY FFA FUNDRAISER	895.70
Total CENTRAL NEBRASKA BUFFALO			895.70
CRETE PUBL.IC SCHOOLS	GIRLS WRESTLING MEET	GIRLS WRESTLING ENTRY FEE 12/14/24	50.00
Total CRETE PUBL.IC SCHOOLS			50.00
Custom Sports	39873	BBB warmups	622.00
Total Custom Sports			622.00
EAKES OFFICE SOLUTIONS	9052363	STORM LOGO HAND STAMPS	54.00
Total EAKES OFFICE SOLUTIONS			54.00
Ely Farms, LLC	0325	FFA FUNDRAISER PICKLES ITEMS	658.35
Total Ely Farms, LLC			658.35
FUNDRAISER BLANKETS	6915	FRESH/SOPH BLANKET FUNDRAISER	1,969.50

Vendor Name	Invoice Number	Description	Amount
Total FUNDRAISER BLANKETS			1,969.50
HARMS, AMY	BBALL REF VS NE CHRI	BBALL REF VS NE CHRIST 12/17/24	160.00
Total HARMS, AMY			160.00
HAUDER, NICHOLAS	BBALL REF VS GILTNER	BBALL REF VS GILTNER 12/20/24	160.00
HAUDER, NICHOLAS	BBALL REF VS HARVARD	BBALL REF VS HARVARD 12/2/24	160.00
Total HAUDER, NICHOLAS			320.00
HOOD, JOSHUA	BBALL REF VS GILTNER	BBALL REF VS GILTNER 12/20/24	160.00
Total HOOD, JOSHUA			160.00
HOT LUNCH FUND	FFA FALL BANQ/STUCO	FFA FALL BANQUETY/STUCO ICE CREAM SUPPLI	249.20
Total HOT LUNCH FUND			249.20
HPC GENERAL FUND	ONE ACT SUPPLIES	ONE ACT SUPPLIES PAYING BACK GF FROM CC	25.78
HPC GENERAL FUND	ONE ACT/FFA/CONC	ONE ACT SHIRTS/FFA MISC/CONC	997.98
Total HPC GENERAL FUND			1,023.76
LINDBLAD, BRADLEY	BBALL REF VS DORCHES	BBALL REF VS DORCHESTER 12/10/24	160.00
Total LINDBLAD, BRADLEY			160.00
MASON, NATHAN	JH BBALL REF 12/12/2	JH BBALL REF 12/12/24	110.00
Total MASON, NATHAN			110.00
MAXSON, TRAVIS	BBALL REF VS GILTNER	BBALL REF VS GILTNER 12/20/24	160.00
MAXSON, TRAVIS	JV BBALL REF VS GILT	JV BBALL REF VS GILTNER ADD ON AMOUNT	40.00
Total MAXSON, TRAVIS			200.00
MENARDS	95390A	FFA BIRTHING LAB CAMERA PROJECT SUPPLIES	84.17
Total MENARDS			84.17
MILLER, SCOTT	BBALL REF VS DORCHES	BBALL REF VS DORCHESTER 12/10/24	160.00
Total MILLER, SCOTT			160.00
MITTELSTADT, KIM	BBALL REF VS NE CHRI	BBALL REF VS NE CHRIST 12/17/24	160.00
MITTELSTADT, KIM	V*BBALL REF VS NE CH	BBALL REF VS NE CHRIST 12/17/24	(160.00)
Total MITTELSTADT, KIM			0.00
NAEA District 7	9-3	DISTRICT LDE COTEST MEALS	720.00
Total NAEA District 7			720.00
National FFA Organization	MDS339108	SHIPPING COST FOR FFA JACKETS	30.00

Vendor Name	Invoice Number	Description	Amount
Total National FFA Organization			30.00
OSCEOLA PUBLIC SCHOOLS	OSCEOLA WR INVITE	OSCEOLA WR INVITE ENTRY FEE	150.00
Total OSCEOLA PUBLIC SCHOOLS			150.00
PEPSICO BEVERAGE SALES LLC	50492007	PEPSI CONCESSION ORDER	306.25
Total PEPSICO BEVERAGE SALES LLC			306.25
Platteview High School	BOYS WREST. ENTRY FE	BOYS WRESTLING ENTRY FEE 12/20/24	150.00
Platteview High School	GIRLS WREST ENTRY FE	GIRLS WREST ENTRY FEE 12/21/24	30.00
Total Platteview High School			180.00
Pleasanton High School	BOYS WRESTLING MEET	BOYS WRESTLING MEET 1/4/25	150.00
Total Pleasanton High School			150.00
Regal Awards Group	203209	HPC HS TRACK INVITE PLAQUES & MEDALS	1,093.83
Total Regal Awards Group			1,093.83
SAM'S CLUB/SYNCHRONY BANK	CONCESSIONS SUPPLIES	CONCESSION SUPPLIES	216.26
SAM'S CLUB/SYNCHRONY BANK	PAY FOR GF 42.24	PAY FOR GF SAMS CLUB 42.24	42.24
SAM'S CLUB/SYNCHRONY BANK	PAY FOR HOT LUNCH	PAY FOR HOT LUNCH ACCOUNT	353.43
Total SAM'S CLUB/SYNCHRONY BANK			611.93
Schuyler Public Schools	MIDDLE SCH WRESTLING	MIDDLE SCHOOL WRESTLING INVITE	10.00
Total Schuyler Public Schools			10.00
SEWARD MIDDLE SCHOOL	MIDDLE SCHOOL WREST	MIDDLE SCHOOL WRESTLING 12/21/24	15.00
Total SEWARD MIDDLE SCHOOL			15.00
SHENK, DYLAN	JH BBALL REF 12/4/24	JUNIOR HIGH BBALL REF 12/4/24	60.00
Total SHENK, DYLAN			60.00
STITHEM, JORDAN	20241220	ALPHA TEST FOR WRESTLERS	45.00
Total STITHEM, JORDAN			45.00
ULFERTS, MARK	BBALL REF VS HARVARD	BBALL REF VS HARVARD 12/2/24	160.00
Total ULFERTS, MARK			160.00
Wahoo Public Schools	GIRLS WRES ENTRY FEE	GIRLS WREST. ENTRY FEE 12/20/24	50.00
Total Wahoo Public Schools			50.00
WILD ROOTS GREENHOUSE & MARKET	1590	FFA POINTSETTIAS FUNDRAISER	235.00
Total WILD ROOTS GREENHOUSE & MARKET			235.00
Willow Creek Honey	WILLOWCREEKHONE YLLC	FFA HONEY FUNDRAISER	488.00

Vendor Name	Invoice Number	Description	Amount
Total Willow Creek Honey			488.00
WILSON, BRIAN	BBALL REF FOR NE CHR	BBALL REF FOR NE CHRISTIAN 12/17/24	160.00
Total WILSON, BRIAN			160.00
Winnebago Public Schools	GIRLS WREST. ENTRY	GIRLS WRESTLING ENTRY FEE 1/03/24	50.00
Total Winnebago Public Schools			50.00
YORK HIGH SCHOOL	GIRLS WRESTLING INVI	YORK GIRLS WRESTLING INVITE	50.00
Total YORK HIGH SCHOOL			50.00
Fund Number 05			17,192.79
Checking Account ID 05			17,192.79

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	0.00	44.07	173.36	0.00	(173.36)
05 1710	ACTIVITIES Admissions Receipts	0.00	2,916.46	38,284.01	0.00	(38,284.01)
05 1730	STUDENT ORGANIZATION DUES	0.00	0.00	1,300.00	0.00	(1,300.00)
05 1740	STUDENT TECH FEES	0.00	35.00	105.00	0.00	(105.00)
05 1750	REVENUE FROM ACTIVITIES	0.00	1,645.00	23,830.65	0.00	(23,830.65)
05 1790	Activity Income from other Schools	0.00	1,480.00	9,514.53	0.00	(9,514.53)
05 1920	CONTRIBUTIONS & DONATIONS	0.00	600.00	22,055.27	0.00	(22,055.27)
05 1990	MISCELLANEOUS LOCAL REVENUE	0.00	1,528.54	3,607.90	0.00	(3,607.90)
Subtotal: LOCAL RECIEPTS		0.00	8,249.07	98,870.72	0.00	(98,870.72)
Fund Total:		0.00	8,249.07	98,870.72	0.00	(98,870.72)

Revenue Summary Report
Processing Month: 12/2024

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	0.00	8,249.07	98,870.72	0.00	(98,870.72)

Check Reconciliation Report - Summary
7-12 Activity Fund

<u>Processing Month</u>	<u>Checking Account ID</u>	<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
12/2024	05	197,843.02	(6,301.92)	191,541.10	191,541.10	0.00
Total:		197,843.02	(6,301.92)	191,541.10	191,541.10	0.00

1.7.3.2. Building Fund Account Statements

Check Reconciliation Report - Summary
BUILDING FUND

<u>Processing Month</u>	<u>Checking Account ID</u>	<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
12/2024	08	2,679,886.80	0.00	2,679,886.80	2,679,886.80	0.00
	Total:	2,679,886.80	0.00	2,679,886.80	2,679,886.80	0.00

Regular; Processing Month 12/2024; Accounts to Include Accounts with
Activity; Fund Number 02, 08, 56

Fund: 08 Building 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>
08 1100	TAXES	0.00	2,781.96	288,655.93	0.00	(288,655.93)
08 1115	CARLINE TAXES	0.00	0.00	176.37	0.00	(176.37)
08 1510	INTEREST ON INVESTMENTS	0.00	587.14	2,219.59	0.00	(2,219.59)
08 1990	MISCELLANEOUS LOCAL REVENUE	0.00	0.00	(35.00)	0.00	35.00
Subtotal: LOCAL RECIEPTS		0.00	3,369.10	291,016.89	0.00	(291,016.89)
08 3130	HOMESTEAD EXEMPTION	0.00	0.00	0.09	0.00	(0.09)
08 3180	PRO-RATE MOTOR VEHICLE	0.00	0.00	313.99	0.00	(313.99)
Subtotal: STATE RECEIPTS		0.00	0.00	314.08	0.00	(314.08)
Fund Total:		0.00	3,369.10	291,330.97	0.00	(291,330.97)

1.7.3.3. Depreciation Fund Account Statements

Check Reconciliation Report - Summary
DEPRECIATION FUND

<u>Processing Month</u>	<u>Checking Account ID</u>	<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
12/2024	02	465,104.68	0.00	465,104.68	465,104.68	0.00
Total:		465,104.68	0.00	465,104.68	465,104.68	0.00

1.7.3.4. General Fund Account Statements

January Board Meeting/December Receipts

Financial Statement	First State SN	First State MM	Cornerstone Pay	First State PC	Bank of Clarks CD
Bank Balance/November	\$448,126.57	\$1,626,494.48	\$15,348.35	\$3,222.23	\$89,348.43
Deposits for month	\$498,000.00	\$224,775.57	\$179,494.76	\$362.60	
Interest for month	\$203.59	\$3,566.31	\$0.00	\$1.30	
Total available	\$946,330.16	\$1,854,836.36	\$194,843.11	\$3,586.13	
Disbursements	\$486,636.51	\$498,005.71	\$179,494.76	\$447.18	
Bank Balance	\$459,693.65	\$1,356,830.65	\$15,348.35	\$3,138.95	
Outstanding Checks	\$14,108.87				
Bank Balance	\$445,584.78	\$1,356,830.65	\$15,348.35	\$3,138.95	
Certificates of Deposit		86,534.87			
Total Money available	\$1,996,786.03				
January Disbursements	\$468,226.81				

Receipts:	Budget	December	Last mo Y-T-D	Year to Date
1100 Taxes	\$4,953,000.00	\$11,947.97	\$1,199,495.68	\$1,211,443.65
1115 Carline tax	\$5,000.00	\$0.00	\$740.08	\$740.08
1120 Public Power District Sales	\$11,000.00	\$0.00	\$0.00	\$0.00
1125 Motor Vehicle Taxes	\$200,000.00	\$10,709.50	\$42,940.74	\$53,650.24
1510 Interest	\$28,000.00	\$4,466.93	\$16,647.61	\$21,114.54
1911 Local License Fees	\$800.00	\$0.00	\$2,150.00	\$2,150.00
1925 Categorical Grants	\$290.00	\$0.00	\$0.00	\$0.00
1990 Other Local Receipts	\$15,500.00	\$572.96	\$12,718.10	\$13,291.06
2110 County Fines	\$15,000.00	\$841.28	\$3,815.31	\$4,656.59
3110 State Aid	\$343,742.00	\$67,764.00	\$72,683.00	\$140,447.00
3120 Sp. Ed. Program	\$150,000.00	\$56,495.00	\$0.00	\$56,495.00
3125 Sp. Ed. Transportation	\$5,000.00	\$0.00	\$0.00	\$0.00
3130 Homestead Exemption	\$0.00	\$0.00	\$0.36	\$0.36
3131 Property Tax Credit	\$310,000.00	\$0.00	\$0.00	\$0.00
3180 Pro-Rata Vehicle	\$9,000.00	\$0.00	\$1,317.57	\$1,317.57
3400 State Apportionment	\$35,000.00	\$0.00	\$0.00	\$0.00
3512 Dist Ed Incentive	\$2,000.00	\$0.00	\$0.00	\$0.00
3535 High Ability Learners	\$2,500.00	\$0.00	\$0.00	\$0.00
3551 CTE Grant	\$0.00	\$0.00	\$0.00	\$0.00
4212 Title II	\$0.00	\$0.00	\$0.00	\$0.00
4310 REAP	\$0.00	\$0.00	\$0.00	\$0.00
4421 IDEA	\$0.00	\$0.00	\$0.00	\$0.00
4505 Title	\$27,000.00	\$6,778.00	\$35,403.00	\$42,181.00
4516 IDEA Preschool Enrollment Pov	\$0.00	\$0.00	\$2,081.00	\$2,081.00
4518 IDEA	\$0.00	\$67,390.00	\$0.00	\$67,390.00
4524 Federal Non-categorical receipts	\$89,000.00	\$0.00	\$0.00	\$0.00
4530 Grants	\$0.00	\$0.00	\$0.00	\$0.00
4708 Medicaid	\$4,400.00	\$0.00	\$807.86	\$807.86
4709 Medicaid Admin Activities	\$14,000.00	\$0.00	\$568.49	\$568.49
4998 ESSRS III	\$0.00	\$0.00	\$0.00	\$0.00
5300 Sale of Property	\$0.00	\$0.00	\$50.00	\$50.00
TOTAL	\$6,220,232.00	\$226,965.64	\$1,391,418.80	\$1,618,384.44
3100 Hot Lunch/Non Program			\$13,470.13	\$13,470.13
				\$1,631,854.57

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 56	Fund Number 56	Petty Cash Fund	
AMAZON CAPITAL SERVICES	20241217	misc Amazon purchases	133.57
Total AMAZON CAPITAL SERVICES			<hr/> 133.57
NEBRASKA/CENTRAL EQUIPMENT, INC	0173399-IN reissue	bus	53.54
Total NEBRASKA/CENTRAL EQUIPMENT, INC			<hr/> 53.54
POST OFFICE	20241220	IRS letter	11.54
POST OFFICE	Dec 2024 newsletters	newsletters	61.61
Total POST OFFICE			<hr/> 73.15
Fund Number 56			<hr/> 260.26
Checking Account ID 56			<hr/> 260.26

Check Reconciliation Report - Summary
PETTY CASH FUND

<u>Processing Month</u>	<u>Checking Account ID</u>	<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
12/2024	56	3,138.95	(65.08)	3,073.87	3,073.87	0.00
Total:		3,138.95	(65.08)	3,073.87	3,073.87	0.00

Regular; Processing Month 12/2024; Accounts to Include Accounts with Activity; Fund Number 01

Fund: 01 General 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>
01 1100	LOCAL DISTRICT TAXES	4,953,000.00	11,947.97	1,211,443.65	24.46	3,741,556.35
01 1115	CARLINE/AIRLINE TAXES	5,000.00	0.00	740.08	14.80	4,259.92
01 1120	Public Power District Sales Tax	11,000.00	0.00	0.00	0.00	11,000.00
01 1125	MOTOR VEHICLE TAXES	200,000.00	10,709.50	53,650.24	26.83	146,349.76
01 1510	INTEREST ON LOCAL REVENUE	28,000.00	3,769.90	18,471.25	65.97	9,528.75
01 1911	LOCAL LICENSE FEES	800.00	0.00	2,150.00	268.75	(1,350.00)
01 1925	CATEGORICAL GRANTS FROM CORPORATIONS & O	290.00	0.00	0.00	0.00	290.00
01 1990	OTHER LOCAL RECEIPTS	15,500.00	572.96	13,291.06	85.75	2,208.94
	Subtotal: LOCAL RECIEPTS	5,213,590.00	27,000.33	1,299,746.28	24.93	3,913,843.72
01 2110	COUNTY FINES & LICENSE FEE	15,000.00	841.28	4,656.59	31.04	10,343.41
	Subtotal: COUNTY AND ESU RECEIPTS	15,000.00	841.28	4,656.59	31.04	10,343.41
01 3110	STATE AID	343,742.00	67,764.00	140,447.00	40.86	203,295.00
01 3120	SPECIAL EDUCATION	150,000.00	56,495.00	56,495.00	37.66	93,505.00
01 3125	SPECIAL ED-TRANS	5,000.00	0.00	0.00	0.00	5,000.00
01 3130	HOMESTEAD EXEMPTION	0.00	0.00	0.36	0.00	(0.36)
01 3131	RELIEF TO PROPERTY TAXPAYE	310,000.00	0.00	0.00	0.00	310,000.00
01 3180	PRO-RATE MOTOR VEHICLE	9,000.00	0.00	1,317.57	14.64	7,682.43
01 3400	STATE APPORTIONMENT	35,000.00	0.00	0.00	0.00	35,000.00
01 3512	QUALITY ED GRANT	2,000.00	0.00	0.00	0.00	2,000.00
01 3535	HIGH ABILITY LEARNERS	2,500.00	0.00	0.00	0.00	2,500.00
	Subtotal: STATE RECEIPTS	857,242.00	124,259.00	198,259.93	23.13	658,982.07
01 4505	TITLE I	27,000.00	6,778.00	42,181.00	156.23	(15,181.00)
01 4516	IDEA PRESCHOOL(619) BASE ALLOCATION	0.00	0.00	2,081.00	0.00	(2,081.00)
01 4518	IDEA	0.00	67,390.00	67,390.00	0.00	(67,390.00)
01 4524	OTHER FEDERAL NON-CATEGORICAL REC	89,000.00	0.00	0.00	0.00	89,000.00
01 4708	MEDICAID IN PUBLIC SCHOOLS	4,400.00	0.00	807.86	18.36	3,592.14
01 4709	MEDICAID ADMIN ACTIVITIES	14,000.00	0.00	568.49	4.06	13,431.51
	Subtotal: FEDERAL RECEIPTS	134,400.00	74,168.00	113,028.35	84.10	21,371.65
01 5300	SALE OF PROPERTY	0.00	0.00	50.00	0.00	(50.00)
	Subtotal: NON-REVENUE RECEIPTS	0.00	0.00	50.00	0.00	(50.00)
01 6406	IDEA	0.00	0.00	0.00	0.00	0.00
	Subtotal: 6000	0.00	0.00	0.00	0.00	0.00
	Fund Total:	6,220,232.00	226,268.61	1,615,741.15	25.98	4,604,490.85

Revenue Summary Report

Processing Month: 12/2024

Regular; Processing Month 12/2024; Accounts to Include Accounts with
Activity; Fund Number 01

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	6,220,232.00	226,268.61	1,615,741.15	25.98	4,604,490.85

Check Reconciliation Report - Summary
GENERAL FUND

<u>Processing Month</u>	<u>Checking Account ID</u>	<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
12/2024	01	459,693.65	(10,021.38)	449,672.27	449,672.27	0.00
12/2024	03	1,356,830.65	1.62	1,356,832.27	1,356,832.27	0.00
Total:		1,816,524.30	(10,019.76)	1,806,504.54	1,806,504.54	0.00

2024-2025 **General Fund Expenditures:**

<u>Month</u>	<u>Bills/Expenses</u>	<u>Payroll</u>	<u>Monthly Total</u>	<u>YTD Expend.</u>	<u>% Spent</u>
Sept.	\$75,537.53	\$395,752.30	\$471,289.83	\$471,289.83	6.90%
Oct.	\$121,349.95	\$355,845.56	\$483,098.20	\$954,388.03	13.44%
Nov.	\$126,110.10	\$362,570.85	\$494,501.04	\$1,448,889.07	21.21%
Dec.	\$143,700.34	\$348,810.22	\$492,510.56	\$1,941,399.63	28.42%
Jan.	\$129,106.11	\$339,120.70	\$468,226.81	\$2,409,626.44	35.28%
Feb.					0.00%
March					0.00%
April					0.00%
May					0.00%
June					0.00%
July					0.00%
Aug					0.00%
Aug/EOY					0.00%

	<u>YTD Expend</u>	<u>YTD Revenue</u>	<u>Cash Balance</u>
Activities			
Elem Act			
Empl Ben			
Depreciation			
Building			
Nutrition			

General Fund Budget	\$6,830,500.00	2024-25 Operating Budget	
	\$7,102,164.00	2023-24 Operating Budget	(with grants)
		Average Monthly Bills =	42%
			\$481,925.29

Other Funds:

**Balances:
24-25 Year**

**BF & DF
Projects:**

**Balances:
24-25**

Transferred
\$115,000.00-(Aug 26th)

Other Funds:		Balances: 24-25 Year	BF & DF Projects:	Fund Name:	Balances: 24-25
9/1/2024	Building	\$2,421,662.54	Transferred \$115,000.00-(Aug 26th)	Activities (hs+elm)	\$118,937.53
	Depreciation	\$471,374.65		Nutrition	\$35,307.43
10/1/2024	Building	\$2,602,707.55		Activities (hs+elm)	\$55,257.24
	Depreciation	\$464,811.44		Nutrition	\$38,669.45
11/1/2024	Building	\$2,665,322.57		Activities (hs+elm)	\$217,489.83
	Depreciation	\$464,910.41		Nutrition	\$31,624.36
12/1/2024	Building	\$2,677,761.46		Activities (hs+elm)	\$211,797.82
	Depreciation	\$465,002.76		Nutrition	\$24,045.46
1/1/2025	Building	\$2,679,886.80		Activities (hs+elm)	\$202,818.74
	Depreciation	\$465,104.68		Nutrition	\$29,033.05
2/1/25	Building			Activities (hs+elm)	
	Depreciation			Nutrition	
3/1/2025	Building			Activities (hs+elm)	
	Depreciation			Nutrition	
4/1/2025	Building			Activities (hs+elm)	
	Depreciation			Nutrition	
5/1/2025	Building			Activities (hs+elm)	
	Depreciation			Nutrition	
6/1/2025	Building			Activities (hs+elm)	
	Depreciation			Nutrition	
7/1/2025	Building		Activities (hs+elm)		
	Depreciation		Nutrition		
8/1/2025	Building		Activities (hs+elm)		
	Depreciation		Nutrition		

1.7.3.5. Nutrition Account Statements

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 06	Fund Number 06	Lunch Fund	
ACTIVITY FUND	20241212	Sams card repayment- Kitchen food	353.43
Total ACTIVITY FUND			<u>353.43</u>
CASH-WA DISTRIBUTING	14429285	Polk Food	400.45
CASH-WA DISTRIBUTING	14435503	Polk Food	437.46
CASH-WA DISTRIBUTING	14444501	Polk Food	699.49
CASH-WA DISTRIBUTING	CM14448282	Polk Food	198.55
Total CASH-WA DISTRIBUTING			<u>1,735.95</u>
CASH-WA DISTRIBUTING	14429286	Non Food Polk	36.60
CASH-WA DISTRIBUTING	14444502	Non Food Polk	55.65
Total CASH-WA DISTRIBUTING			<u>92.25</u>
CASH-WA DISTRIBUTING	14424563	Clark Non Food	57.65
CASH-WA DISTRIBUTING	14439488	Clark Non Food	88.76
Total CASH-WA DISTRIBUTING			<u>146.41</u>
CASH-WA DISTRUBUTING	14424562	Clarks Food	413.24
CASH-WA DISTRUBUTING	14439487	Clarks Food	454.57
CASH-WA DISTRUBUTING	14448284	Clarks Food	903.68
Total CASH-WA DISTRUBUTING			<u>1,771.49</u>
HILAND DAIRY FOODS	20241212	Milk both sites	1,387.49
Total HILAND DAIRY FOODS			<u>1,387.49</u>
OSANTOWSKI, SHELBY	20241212	eggs LFS	69.00
Total OSANTOWSKI, SHELBY			<u>69.00</u>
Fund Number 06			<u>5,556.02</u>
Checking Account ID 06			<u>5,556.02</u>

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	0.00	5,344.88	32,907.46	0.00	(32,907.46)
06 1630	Revenue Special Functions	0.00	290.40	521.11	0.00	(521.11)
06 1920	CONTRIBUTIONS & DONATIONS	0.00	400.00	1,200.00	0.00	(1,200.00)
	Subtotal: LOCAL RECIEPTS	0.00	6,035.28	34,628.57	0.00	(34,628.57)
06 3150	STATE REIMBURSEMENT(OF NUTRITION PROG)	0.00	0.00	17,523.10	0.00	(17,523.10)
	Subtotal: STATE RECEIPTS	0.00	0.00	17,523.10	0.00	(17,523.10)
06 4210	FEDERAL NUTRITION PROGRAM	0.00	5,131.38	5,131.38	0.00	(5,131.38)
	Subtotal: FEDERAL RECEIPTS	0.00	5,131.38	5,131.38	0.00	(5,131.38)
	Fund Total:	0.00	11,166.66	57,283.05	0.00	(57,283.05)

Revenue Summary Report
Processing Month: 12/2024

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	0.00	11,166.66	57,283.05	0.00	(57,283.05)

Hot Lunch

\$ 29,033.05

1.8. Appoint Board of Education Committees

1.9. Board of Education Reorganization

2. Discussion/Action Items

2.1. Administrator Reports

2.2. Elementary Principal Report

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

Date: 1/13/25

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. Academic Success

- a. Elementary Winter Academic Awards celebration will be held the afternoon of January 24th at the elementary gym.
- b. We will be celebrating growth and excellence on the following winter benchmark assessments: FastBridge Reading and Math, MAP Reading, Math, Language, Science, and NSCAS Growth ELA and Math.
- c. Art, Music, PE, and Social Studies will also share performance awards.
- d. Students will receive certificates and have their pictures taken.
- e. Parents are invited to celebrate with us and if they are unable to attend, the event will be on Hudl.
- f. Winter assessments were also reviewed by the MTSS team for further student supports and interventions to ensure students are gaining grade-level skills.

2. Student Leadership at the Elementary

- a. The elementary will be providing an opportunity for student leadership by organizing the 6th grade to be a student voice for elementary planning and projects.
- b. Sixth grade has lead our cheering at junior high competitions and at our building level assemblies
- c. We plan for them to be further involved in planning our assemblies, possibly holiday fun, and putting their own ideas into action on ways to strengthen our student experience and begin to integrate service projects for younger students or within the district. We look forward to seeing their positive impact on the school!

3. School Culture

- a. Our 4-6th grade students and Mrs. Hedrick hosted our 2nd annual Poetry Cafe on December 18th. Fourth and fifth grade students shared their poetry throughout four classrooms and sixth graders hosted our community guests and served coffee and donuts.
- b. Senior Seminar students visited before Christmas and read holiday books with our K-3 students. The elementary students enjoyed this

tremendously! We've asked them to return to the elementary to connect with students again in the second semester.

- c. The Winter Music Concert was a tremendous success again! K-12 music and band students shared a wonderful performance with guests.
- d. Students had some holiday fun having hot chocolate together while they tried to guess staff members in holiday disguise. They also had holiday game stations and popcorn treats to add to their classroom festivities.

4. Community Connections

- a. HPC elementary students created decorations for both Polk and Clarks town center trees this holiday season
- b. HPC elementary students also made holiday cards for 70 residents at the Midwest Covenant Home in Stromsburg to spread holiday cheer
- c. Five Storm Youth Sports basketball teams and the Maulers wrestling team are currently utilizing the facilities during the winter season to give kids the opportunity to develop their skills

5. Appreciation

- a. Happy Board Appreciation Month!
- b. The elementary staff and students would like to thank you for all of the time and effort you put into our school to help support students, staff, and families.



4th and 5th grade students performed their own poetry for guests at our Poetry Cafe



Senior Seminar students came to read holiday stories to our K-3 students



PK-6th students gathered for hot chocolate and to guess staff in holiday disguise



The K-12 Winter Music Concert was a wonderful performance

2.3. Junior High & High School Principal Report

- EducationQuest Parent Night - On January 22nd, HPC will hold a parents night for those that have Juniors and Seniors to discuss financial aid/FAFSA. Remember, legislation passed LB 705, which states that all students must complete FAFSA (Free Application for Federal Student Aid) as part of their High School graduation requirement. The school will not request any personal information, but acknowledgement that it is completed. You will also have the ability to opt out if you choose so. Administration will have to report back to NDE every year.
- Incentive Competition - Huge shoutout to Mr. Brown for coordinating the event and a special thanks to Student Council for their ongoing efforts. It was amazing to see our district come together to provide additional services to those in need. The competition included a canned food drive, hygiene drive, and MAP challenge. Each grade level was responsible for bringing in a specific quota. If each competition was a success, there would be no school on December 20th.
- “Fun Day” - Student Council and administration have recognized the many successes this year and we wanted to provide an opportunity to showcase or reward their efforts. The last day of the semester was a mixture of finalizing grades, award ceremony, and stations selected by the student council. Included below is some of the successes and were recognized during the ceremony.

Results of our Competition (No School on December 20th!)

- **Hygiene Drive**
 - 8th = had 60 items to collect. They collected 113
 - 7/9 = had 63 items to collect. They collected 89
 - 10th = had 63 items to collect. They collected 78
 - 11th = had 42 items to collect. They collected 94
 - 12th = had 84 items to collect. They collected 137
 - Staff = had 81 items to collect. They collected 84
- **Canned Food**
 - Staff - 325 total items = 244 items over goal
 - Seniors - 314 total items = 230 items over goal
 - Juniors - 51 total items = 9 items over goal
 - Sophomores - 128 total items = 68 items over goal
 - Freshmen/7th grade - 259 total items = 196 items over goal
 - 8th grade - 84 total items = 24 items over goal
- **MAP Testing**
 - MET THE GOAL IN 3 OUT OF THE 4 CATEGORIES!!!

Award Ceremony

- MAP Award
 - Any individual who was in the 75 percentile or above in a specific subject.
 - Subjects include Reading, Math, Science, or English
 - 39 students were presented an award
 - 17 students in one subject
 - 8 students in two subjects
 - 14 students in three or more subjects
- Attendance Award
 - Any individual who missed two or less days of school
 - 32 students made the list.. (9 JH and 23 HS)
 - 7 students had perfect attendance!! (3 JH and 4 HS)
- Academic/Activity Award

- Any individual who participated in a sport and/or activity this fall and had a cumulative GPA of 3.7 and above
 - 19 JH students represented our volleyball and football team
 - 24 HS students represented our activities programs

2.4. AD Report

ACTIVITIES DIRECTOR'S REPORT
Jan. 2025

N.M Wrestling Tournament: Girls was held Jan. 9th and the Boys was held on Jan 10th and 11th at the field house in Columbus.

- **Girls Invite** – This year we had 631 wrestlers compared to 314 wrestlers last year/ 56 Teams up from 44 teams. Dakota Gress placed 3rd Bailey Gress placed 4th.
- **Boys Invite** – 278 wrestlers compared to 252 wrestlers / 27 Teams up from 24 Teams. At the time of this report medal winners were not known.

Holiday Basket Tournament: Girls placed 3rd and the Boys placed 2nd.

JH and HS Quiz Bowl: They will compete at Nebraska Christian Monday, Jan 13th

JH Basketball: Their first game after the break is scheduled for Monday, Jan 13th

Winter Parent's Night Recognition: It will be between the girls varsity and boys varsity basketball game.

District 2 AD Meeting: Wednesday, Jan 15th at Boys Town Headquarters

CRC AD Meeting: Friday, Jan 17th

Speech: First speech meet will be held at HPC (Polk Site) Saturday, January 18th.

CRC Basketball Tournament: Jan 25th, 27th-31st at York. Passes will not be accepted.

Fundraiser Information: Here is the current information as to who has requested to do fundraisers for their activities.

Month (Start)	Name	Organization	Fundraiser	Range (Date)	Purpose of Fundraiser	
August	Martin Phillips	Golf	Dennis Gray Memorial 4-man Scramble	1st weekend in August, 2024	to help pay for summer camps for all organizations	Approved
August	Kodee Finkral	NHS	Eileen's Cookie Dough	Aug. 20th - Sept 16th	national membership dues, NHS attire for graduation, funds to donate to local organizations or charities	Approved
September	Michaila Gansebom	One-act	Mattress	September 14th	Costume/Set Costs	Approved
September	Lynn Hofmann	StuCo	Vending Machine & Ice cream at games	September - May	purchase student birthday cakes, prizes for various awards events,	Approved
September	Scott Musil	Quiz Bowl	School Spirit Items	September-October	Funds for quiz bowl meets	Approved

October	Tom Hofmann	FFA	Fruit, Honey, Meat and Cheese	Oct 16 to Oct 31	Contest Fees, State and National FFA Convention Costs, Washington Leadership Conference, COLT Conference	Approved
October	Michaila Gansebom	Band/Choir	Greenery	Oct.-Nov.	Yearly Trip	Approved
November	Ronda, JT, Sarah G.	Jr Class	Godfathers' pizza	Nov. 23	Prom	Approved
November	Kodee Finkral	Freshman/Sophomore Class	Storm blanket fundraiser	Nov. 11th - Nov. 22nd or Nov. 26th	Freshman & Sophomore class funds	Approved
March	Lynn Hofmann	Speech	Desert Auction	March 10 - 14	pay for VA supplies, state meal, snacks for practice	Approved
January	Lynn Hofmann	Speech	HPC storm invite/concession stand	Thursday, Jan 18, 2024	pay for VA supplies, state meal, snacks for practice,	Approved
January	Martin Phillips	Golf	Split the pot @wrestling invite	Norm invite (January)	Pay for HPC golf memberships	Approved
March	Lynn Hofmann	Speech	Desert Auction	March 10 - 14	pay for VA supplies, state meal, snacks for practice	Approved
March	Darius Williams & Brittany Klingsporn	Track	Pancake Feed	March	Black Squirrel Timing & Track Equipment Needs	Approved
	Kodee Finkral	Sophomore Class	Donut Fundraiser	February	Sophomore class funds	

2.5. Superintendent Report

High Plains Community School Superintendent Board of Education Report

January 13th Superintendent Report

HPC Schools-Mr. Brown

*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. Tanner Wood has started this semester as our social studies teacher. He is doing a great job. We look forward to watching him grow and building relationships with the students.
2. ESU 7 Boardmanship Event 5:00-8:30 on January 29th. Registration is due January 15th. Please let me know if you would like to attend.
3. Track project, we put out a notice in the second week of November for PCDs. We have heard from the following.

JP Das- White House -Tennessee

Duke McGinnis-Valley Cottage New York

Construct Connect-Cincinnati Ohio

None of these groups have given me the three criteria areas we posted in our notice.

- (1) A statement of your qualifications and performance data, which should include your capabilities to perform, the adequacy of your personnel, your past record and performance, your experience, and any other information that you feel is appropriate;
- (2) Documentation showing that you are licensed or certified to practice architecture or engineering pursuant to the Nebraska Engineers and Architects Regulation Act; and
- (3) Your billing practices and/or billing rates and an estimate of what you may charge for serving as the District's PCD for the Project.

I need to know how to proceed.

4. The Norm Mandstedt Wrestling Tournament was January 9-11th. It was a great event for the female and male wrestling teams. The Fieldhouse in Columbus is a great event. It was fun to watch and work the event and see everyone compete.
5. Roof project at Clarks. Keithan Karn continues to discuss with me the direction to go with this. He projects it will cost around one million dollars.

Board Meeting Guidance on the Agenda for December 9th, 2024

1.0 Open the meeting

1.1 Public Meeting Announcement

1.2 Open Meetings Act Recognition-Posted on the wall

1.3 Oath of Office

1.4 Board Member Attendance

1.5 HPC Student Council

1.6 Community Input

- 1.7 Consent Agenda-Take action on the following
 - 1.7.1 Appendix A-Previous Minutes, December 9th, 20024
 - 1.7.2 Appendix B- December Bills
 - 1.7.3 Appendix C-Financial statements for the General Fund, Nutrition Fund, Activity Fund, Depreciation Fund, and Special Building Fund Accounts.
- 1.8 Appoint Board of Education Committees
- 1.9 Board of Education Reorganization

II. Discussion Items

- 2.1 Admin. Reports
- 2.2 Mrs. Helgoth-Elementary
- 2.3 Mr. Fisher-JH/HS
- 2.4 Mr. Wood-AD Report
- 2.5 Mr. Brown-Supt. Report

III. Discussion/Action Items

2.6 Discuss, review, and take all action on the following board policies for #2008 (district publishing), did this one last month but discuss possibly adding the word “or” for the other two papers, would like to discuss, #2014 (distric legal counsel), we will keep this the same and still use KSB as the district’s attorneys, and #3002 (deposits) we will continue to use all the current banks for depository purposes for finances at HPC.

2.7 Discuss, review and take all action in reviewing the 2000s section on HPC Board of Education policies, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2009, 2010, 2011, 2012, 2013, 2014, 2016, 2017, 2018, and public comment rules for current board policies.

2.8 Discuss, review, and take all necessary action in approving in the 2025-26 Negotiated Agreement. The board negotiations committee can give some updates on negotiations this year. The board agreed to an \$830.00 raise on base salary. That takes base pay to \$41,000.00. The board added an extra duty clauue in which all certificated staff must work at two events in the fall and two in the winter. The insurance from the EHA plan went up 5.49%.

3.0 Ex. Session (If needed, my philosophy is to try and avoid Ex. Session if possible).

4.0 Adjourn the meeting and set the next regular meeting for February 10th at 6:30 in Polk.

2.6. Review, discuss, and take all necessary action to approve district publishing (policy #2008), district legal counsel (policy #2014), and district depository (Banks, policy #3002)

2008 Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

1. Types of Meetings

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public.

Publication Procedure if the Newspaper Will Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) published in a newspaper of general circulation within the district that is finalized for printing prior to the time and date of the meeting, (2) posting on the newspaper's website, if available, and (3) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers.

Publication Procedure if the Newspaper Will Not Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) posting on the newspaper's website, if available, and (2) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the school district's jurisdiction is to be finalized for printing prior to the time and date of the meeting.

Newspapers of general circulation in the district include the Aurora New-Register. Such notice shall contain a statement that the agenda shall be

readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.

In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the school district will (1) post the notice on its website, if available, (2) submit a post on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (3) post the notice in a conspicuous public place in the school district's jurisdiction. The school district will keep a written record of the posting.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

3. Weather Delays

In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board president. The board will communicate the delay to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media members and business owners to assist in notifying the public of the delay. Notice of the date, time, and location of the postponed meeting will be advertised as required in the "Notice" section above.

4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session,

and the record shall state how each member voted, or if the member was absent or not voting.

- c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

Adopted on: 7/10/17

Revised on: 6/13/22, 12/9/24

Reviewed on: 1/9/23, 1/8/24, 1/13/25

2014 Relationship with District Legal Counsel

The board will engage legal counsel to assist it and the administration in dealing with legal issues. When the district faces circumstances in which legal counsel may be needed between board meetings, the board president or superintendent may engage legal counsel on the board's behalf.

The superintendent and the board president shall have the authority to contact the school's legal counsel on behalf of the district. The superintendent may give other members of the administration permission to contact the district's legal counsel on an as-needed basis. Individual board members other than the president may not contact the district's legal counsel on behalf of the board without the approval of the board president or a majority of the board.

Any board member who contacts the district's legal counsel without board approval may be personally responsible for any legal fees incurred as a result of the unapproved contact.

The superintendent will, to the extent permitted by law, keep the board informed of matters in which the district's legal counsel is involved.

Adopted on: 7/8/19

Revised on: _____

Reviewed on: 1/9/23, 1/8/24, 1/13/25

3002 Deposits

The board of education shall designate the depository or depositories for all school funds. All funds received by the district shall be deposited promptly in the proper account of each such depository. All funds shall be insured by the Federal Deposit Insurance Corporation or a surety bond approved by the board on securities of the United States government pledged by joint custody receipt.

Funds collected by district representatives shall be receipted, accounted for, and directed without delay to the proper depository. Funds exceeding \$200.00 shall not be left overnight in school buildings, except in safes provided for the safekeeping of valuables.

Adopted on: 12-12-16

Revised on: _____

Reviewed on: 1/9/23, 1/8/24, 11/11/24, 1/13/25

2.7. Review, discuss, and take all necessary action in reviewing all the HPC Board of Education policies in the 2000s section.

2001 Role of the Board of Education

The board of education (board) is charged by the Legislature with the duty of providing public elementary and secondary education to the citizens of the district. The Legislature has also created the State Board of Education and the State Department of Education, and has delegated certain regulatory and advisory functions to them. The board is responsible to these agencies as specified by law.

The board's primary duties are: (1) to establish a mission, goals, and policies; (2) to establish and maintain school facilities; (3) to select a superintendent; (4) to adopt a fiscally responsible budget; and (5) to evaluate programs.

1. Establishment of Mission, Goals and Policies

The board shall concern itself with broad questions of mission, goals and policy, rather than administrative details. The application of policies is an administrative task to be performed by the superintendent of schools and his or her administrative staff, who shall be held responsible for the effective administration and supervision of the entire school district.

2. Establishment and Maintenance of School Facilities and Other Resources

The board is the legal agency through which the community works to provide the physical facilities, curriculum, instructional supplies and staff to enable the district's mission and objectives to be carried out. The board will establish and maintain school facilities necessary to educate the students of the district.

3. Selection of the Superintendent of Schools

The board will employ a superintendent of schools as the chief executive to whom it will delegate the administration of the school program. As the chief administrator for the board, the superintendent will implement board policies and supervise the day-to-day operation of the school system. The superintendent will keep the board informed of the implementation of the plans and policies, and will recommend changes to policies as necessary.

The superintendent will furnish educational leadership to the board, the school staff, and the community.

4. Fiscally Responsible Budget

The board will annually adopt a fiscally responsible budget that will permit the district to accomplish its goals and objectives. The management of the financial program and the development of the proposed budget for the district is delegated to the superintendent.

The board will work for adequate and dependable financial support of the public schools, promotion of effective and efficient organization, and administration of the district.

5. Evaluation of Program

The board will evaluate, or cause to be evaluated, the progress and results of the educational program on a continuous basis. In making these evaluations, the board will seek and give appropriate weight to the superintendent's analysis and recommendations.

Adopted on: 11/14/16

Revised on: _____

Reviewed on: _____

2002
Organization of the Board, Board Officers, Check Signing, and
Committees

1. Membership, Term and Election

- a. The Board of Education shall comprise six members who will be elected at large.
- b. Those who wish to serve on the board shall file, be elected, and serve terms of office on the board according to law.

2. Internal Organization and Officers

a. President

- i. At the regular January meeting, the board shall elect from among its members a president who shall serve in that capacity for one year.
- ii. The president shall preside at all board meetings, and shall perform such other duties as may be prescribed by law or by action of the board.

b. Vice President

- i. At the regular January meeting, the board shall elect from among its members a vice president who shall serve in that capacity for one year.
- ii. The vice president shall preside in the absence of the president, and shall perform such other duties as are assigned by the board.

c. Secretary

- i. At the regular January meeting, the board shall elect a secretary who need not be a member of the board. The secretary shall serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.

- ii. The secretary shall see that an accurate record of the proceedings of the board is kept, that a copy of the proceedings is provided to each board member and to the superintendent, and that a concise summary of each month's meeting is published along with a list of all approved claims. The secretary shall perform such other duties as are prescribed by law and assigned by the board.

d. Treasurer

- i. At the regular January meeting, the board shall elect, employ, or appoint a treasurer who need not be a member of the board if permitted by law. The treasurer shall serve in that capacity for one year, unless the board designates a longer term for the treasurer.
- ii. The treasurer may be designated to sign checks and certain other documents. The treasurer is the custodian of the monies of the district.
- iii. The treasurer shall give bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.
- iv. The treasurer shall issue no warrant of payment of claim against the district until such claim has been duly authorized.

3. Signing and Authorizing Checks, Warrants, and other Instruments.

- a. Unless otherwise delegated by the board, the president and treasurer of the board shall sign checks, warrants, and other instruments of the district.
- b. The board may delegate another person to sign and validate any checks, warrants, and other instruments. Facsimile signatures of board members may be used.
- c. The board delegates that the vice president or secretary may sign any warrant in the absence of either the president or the secretary.

4. Board Officer Voting and Tie Breakers

- a. The vote to elect board officers may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.
- b. In the event any officer cannot be elected by a majority after 10 votes; no votes occur after ten motions fail for lack of a "second,"; or no member volunteers to serve as an officer for a particular position, the tie will be broken by the applicable method:
 - i. If the board is split between two members, the officer will be determined by coin flip. The winning member will be the officer for the upcoming year unless the position changes by action of the board.
 - ii. If the board is split between more than two members who wish to serve as the officer, any member wanting to serve as the officer will put his or her name into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.
 - iii. If no member is willing to serve as an officer for a position which is required to be a member of the board, all non-officers' names will be put into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

5. Committees

- a. The board shall authorize such special committees as it deems necessary. The board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work.
- b. On or before the beginning of each calendar year, the board shall appoint three members to form a Committee on American Civics. The committee's duties shall be those prescribed by Nebraska statutes, which include:
 - i. Hold no fewer than two public meetings annually, at least one when public testimony is accepted;
 - ii. Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;

- iii. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section 79-760.01 and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;
- iv. Review and approve the social studies curriculum to ensure that it stresses the services of the men and women who played a crucial role in the achievement of national independence, establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education as set forth in sections 79-719 to 79-723 in order to instill a pride and respect for the nation's institutions and not be merely a recital of events and dates;
- v. Ensure that any curriculum recommended or approved by the committee on American civics is made readily accessible to the public and contains a reference to this section;
- vi. Ensure that the district develops and utilizes formative, interim, and summative assessments to measure student mastery of the social studies standards adopted pursuant to section 79-760.01;
- vii. Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:
 - 1. Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or
 - 2. Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body as defined by section 84-1409 followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or

3. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by a holiday listed in section 79-724(6) or on a topic related to such person or persons or event;
- viii. Take all such other steps as will assure the carrying out of the provisions of this section and provide a report to the school board regarding the committee's findings and recommendations.

6. Vacancies

- a. A vacancy on the board of education shall exist when any one of the following occurs:
 - i. A member submits his or her formal resignation from the board.
 - ii. A member removes himself or herself from the district or is absent from the district for a continuous period of sixty days.
 - iii. A member misses more than two consecutive regular board meetings unless excused by a majority of the remaining members.
 - iv. Such other reasons are set forth in Nebraska statutes.
- b. The board shall make note the vacancy in its minutes and shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term to (1) the election commissioner or county clerk, and (2) the public by published notice in a newspaper of general circulation in the district.
- c. Vacancies shall be filled in the manner set forth in Nebraska statutes.

Adopted on: 11/14/16

Revised on: 7-13-20

Reviewed on: 1/9/23, 7/10/23, 1/8/24, 1/13/25

2003
Development and Education of Board Members

1. New Board Member Orientation

- a. All new board members are required to attend at least one new board member training or workshop in order to be eligible to serve on committees of the board. Board members who refuse to attend at least one new board member training or a training described below in section 2 will not be appointed to board committees other than at the discretion of the board president.
- b. Sitting board members and the superintendent will assist each new member-elect to understand the board's functions, policies, and procedures before he or she takes office.

2. Ongoing Development and Education

- a. Board members provide the most effective service to the district when they are continuously updated on educational and legal issues. Attendance at meetings directly or indirectly related to education or school matters is encouraged for the value they have to the school system and the professional growth of board members.
- b. Board members are required to engage in continuing education in order to remain eligible to serve on committees of the board, such as:
 - i. Participation in local, regional and state conferences and workshops such as meetings of the Nebraska Association of School Boards, the Nebraska Rural Community Schools Association, and the Nebraska Council of School Administrators.
 - ii. Participation in legislative sessions and related activities.
 - iii. Participation in national conventions such as the National School Boards Association and/or the American Association of School Administrators on a rotating basis among the members.
 - iv. Examination of other school facilities and their programs.

The superintendent shall notify board members of all relevant conferences and workshops, other local and regional meetings, and/or in-service activities.

Board members should refer to Policy 2007 for information on reimbursement for attendance at continuing education and training.

Adopted on: 11/14/16

Revised on: 11/13/23

Reviewed on: 1/13/25

2004 Oath of Office

No board member is required to take an oath of office pursuant to Nebraska law. However, new board members may voluntarily take the following oath before entering into their official duties:

I,, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation or for purpose of evasion; and that I will faithfully and impartially perform the duties of the office of member of the board of education, according to law, and to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am in this position I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence. So help me God.

Board members may affirm the oath orally or in writing. Copies of written oaths will be retained as official records of the school district in the main administrative office and such other places as may be required by law. Board members who give the oath orally will be noted in the minutes.

Adopted on: 7/10/17

Revised on: _____

Reviewed on: 5/13/24, 1/13/25

2005 Conflict of Interest

Any member of the board of education who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

1. Definitions. For purposes of this policy:

a. Business with which a board member is associated shall include the following:

(1) A business in which the board member or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.

(2) A business in which the board member or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or the board member or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the board member reports the name and address of the company and stockbroker.

b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, or a business in which the individual or member of the immediate family is a stockholder.

c. Immediate family member or member of the immediate family shall mean a child residing in an individual's household, a spouse of an individual, or an individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes.

2. Contracts with the School District.

- a. No board member or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in any one year, with this school district unless the contract is awarded through an open and public process that (1) includes prior public notice and (2) allows the public to inspect during the school district's regular office hours the proposals considered and the contract awarded. Board members who enter into employment contracts with the school district must also comply with the board's policy on the employment of board members.
- b. The existence of any conflict of interest in any contract in which the board member has an interest and in which the school district is a party, or the failure to make public the board member's interest known, may render a contract null and void.
- c. The prohibition of a conflict of interest or requirement for the board member to make public notice shall apply when the board member, or his or her parent, spouse, or child has a business association with the business involved in the contract or will receive a payment fee or commission as a result of the contract.
- d. The prohibition in this section does not apply if the contract is an agenda item approved at a board meeting and the board member:
 - (1) Makes a declaration on the record to the school board regarding the nature and extent of his or her interest prior to official consideration of the contract;
 - (2) Does not vote on the matters of granting the contract, making payments pursuant to the contract, or accepting performance of work under the contract, or similar matters relating to the contract, except that if the number of members of the school board declaring an interest in the contract would prevent the board with all members present from securing a quorum on the issue, then all members may vote on the matters; and
 - (3) Does not act for the school board as to inspection or performance under the contract in which he or she has an interest.

1. Contracts with Board Member's Immediate Family.

a. If a person in a board member's immediate family is an employee of this school district, the board member may vote on all issues of a contract which are generally applicable to:

- (1) All district employees.
- (2) All employees within a specific classification but which does not single out the member of his or her immediate family.

2. Employing Members of the Immediate Family.

a. A board member may recommend for employment or supervise the employment of an immediate family member if:

- (1) The board member does not abuse his or her position.
- (2) Abuse of official position shall include, but not be limited to, employing an immediate family member:
 - (i) who is not qualified for and able to perform the duties of the position;
 - (ii) for any unreasonably high salary;
 - (iii) who is not required to perform the duties of the position.
- (3) The board makes a reasonable solicitation and consideration of applications for employment.
- (4) The board member makes a full disclosure on the record to the governing body of the school district and to the secretary of the board. If the secretary of the board of education would be the individual filing the disclosure statement, the statement shall be filed with the president of the board of education.
- (5) The board approves the employment or supervisory position.

b. The board has not terminated the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.

3. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment

a. No board member shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:

- (1) a public official, public employee, or candidate.
- (2) a member of the immediate family of an individual listed in Subparagraph 'a' above.
- (3) a business with which an individual listed in Subparagraph (1) or (2) above is associated.

b. No board member shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the board member would thereby be influenced.

c. A board member shall not use or authorize the use of his or her public office or any confidential information received through the holding of a public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which he or she is associated.

d. A board member shall not use personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.

4. Conflict of Interest Relating to Campaigning or Political Issues

- a. Except as provided below, the board shall not authorize the use of personnel, property, resources, or funds under its jurisdiction for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- b. This does not prohibit the board from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.
- c. This does not prohibit the board from discussing and voting upon a resolution supporting or opposing a ballot question.
- d. This does not prohibit the board, while legally seated as a body, from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.
 - (1) The board may designate one or more members of its body, or one or more of its school administrators, to speak on behalf of the board on specific occasions such as public meetings or legislative hearings.
 - (2) Any member of the board may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the board. However, this shall not be done during a time that the individual is engaged in his or her official duties.

5. Conflict of Interest Statement

- a. Any board member who would be required to take any action or make any decision in the discharge of his or her official duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she

is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:

- (1) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict;
 - (2) Deliver a copy of the statement to the school board secretary who shall enter the statement onto the school district's public records; and
 - (3) Abstain from participating or voting on the matter in which he or she has a conflict of interest.
- b. If the board member would like a formal opinion from the NADC as to whether there is an actual conflict of interest, he/she shall deliver a copy of the statement to the NADC.

6. Recordkeeping

- a. The board secretary shall maintain a separate record of the following information for every contract entered into by the school board in which a board member has an interest and for which disclosure was made pursuant to section 2d of this policy:
- (1) The names of the contracting parties.
 - (2) The nature of the interest of the board member in question.
 - (3) The date that the contract was approved.
 - (4) The amount of the contract.
 - (5) The basic terms of the contract.

b. The information supplied relative to the contract shall be provided no later than ten (10) days after the contract has been signed by both parties. The ledger kept by the board secretary shall be available for public inspection during normal working hours of the office in which it is kept.

9. Conflict. To the extent that there is a conflict between this policy and the Nebraska Political Accountability and Disclosure Act ("Act"), the Act shall control.

Adopted on: 7/10/17

Revised on: 7/10/21

Reviewed on: 1/9/23, 1/8/24, 1/13/25

2006 Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below. Students and employees who believe they have been subjected to sex harassment in violation of Title IX should refer to the board's policy titled "Title IX."

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

- d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the

administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) calendar days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

- d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 calendar days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president or designee will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families

have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Adopted on: 8/6/20

Revised on: _____

Reviewed on: 1/9/23, 1/8/24, 1/13/25

2007
Reimbursement and Miscellaneous Expenditures

1. Board members, employees, and volunteers of the school district are expected to maintain and enhance their effectiveness by being well-informed on issues affecting education. They are encouraged to attend education workshops, conferences, training programs, official functions, hearings, and meetings sponsored by the school district or state and national educational organizations which are helpful to them in performing their duties or which are in the best interests of the school district.

2. This board hereby gives prior approval for board members to attend meetings described in the preceding paragraph. Upon approval by the board president, or the superintendent or designee when the board president is unavailable, such board members may attend authorized meetings without further action or approval by the board, and shall be paid or reimbursed for registration costs, tuition costs, fees or charges, travel expenses, and costs of meals and lodging as permitted by law.

a. The superintendent or the superintendent's designee may authorize employees and volunteers to attend meetings described in the first paragraph and may authorize the payment of such registration costs, tuition costs, fees, charges, travel expenses, costs of meals, and/or costs of lodging as he or she deems appropriate and as permitted by law.

b. Expenses for attendance at any of the above activities shall be paid by the school district as allowed by law. The Board shall pay or reimburse attendees for expenses that are actually, necessarily, and reasonably incurred in attending educational seminars, conventions, and workshops; conferences; training programs; official school functions, hearings or meetings, provided that such reimbursement is permitted by law.

c. The board authorizes the expenditure of funds for non-alcoholic beverages for individuals attending public meetings of the board and non-alcoholic beverages and meals for individuals while performing or immediately after performing relief, assistance, or support activities in emergency situations, and for any volunteers during or immediately following their participation in any activity approved by the board.

d. It is in the best interest of this school district to recognize service by board members, employees, and volunteers. The board

Page 1 of 2

authorizes the president, superintendent or the superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted, provided that no such plaque, certificate, flowers or other item of value shall cost more than \$100.00.

e. Funds may be spent for one recognition dinner each year for elected and appointed officials, employees or volunteers of the school district. The maximum cost per person for such a dinner shall not exceed \$50.00.

Adopted on: 7/9/18

Revised on: _____

Reviewed on: 1/13/25

2009
Public Participation at Board Meetings

The board of education shall conduct its meetings in accordance with the Nebraska Open Meetings Act.

The board shall make reasonable efforts to accommodate the public's right to hear the discussions and testimony presented at its meetings. The board shall make available at the meeting, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed in open session of the meeting.

Except for closed sessions, the board will allow members of the public an opportunity to speak at each meeting. The board may make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, photographing, or recording its meetings.

The board shall not require members of the public to identify themselves as a condition for admission to the meeting, nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. However, the board shall require members of the public desiring to address the board to identify themselves, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

Adopted on: 11/14/16

Revised on: 11/10/21

Reviewed on: 1/13/25

2010 Preparation for Board Meetings

The superintendent will create the agenda and board packet in consultation with the board president. The materials will be sent or delivered to each board member in advance of the meeting. Members of the public have no entitlement to place an item on the board's agenda, but may address the board during the next meeting at which the board receives public comment.

Adopted on: 11/14/16

Revised on: _____

Reviewed on: 1/13/25

2011 Membership in Organizations

The board may hold membership in organizations approved by the board.

Adopted on: 11/14/16

Revised on: _____

Reviewed on: 10/10/23, 1/13/25

2012 Board Code of Ethics

The board recognizes that collectively and individually, all members of the board must adhere to an accepted code of ethics in order to improve public education. Board members must conduct themselves professionally and in a manner fitting of their position.

Each board member shall:

1. Attend all regularly scheduled board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
2. Endeavor to make policy decisions only after full discussion at publicly held board meetings;
3. Render all decisions based on the available facts and his or her independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. Encourage the free expression of opinion by all board members, and seek systematic communication between the board and students, staff and all elements of the community;
5. Work with other board members to establish effective board policies and to delegate authority to the superintendent to administer the school district;
6. Communicate expressions of public reaction to the board policies and school program to other board members and the superintendent;
7. Learn about current educational issues by individual study and through participation in seminars and programs, such as those sponsored by the state and national school board associations;
8. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;

9. Avoid being placed in a position of conflict of interest, and refrain from using the board member's position on the board for personal or political gain;
10. Refrain from discussing the confidential business of the board in any setting except a board meeting;
11. Refrain from micro-managing the affairs of the school district;
12. Recognize the superintendent as the executive officer of the board;
13. Work constructively and collegially with the other members of the board, students, staff and patrons.
14. Refer complaints to the superintendent or building principal, as appropriate;
15. Always be mindful of his/her fiduciary obligation to the school district, including duties of loyalty and care, by placing the interests of the district above the board member's personal interests.
16. Remember that a board member's first and greatest concern must be the educational welfare of the students attending this district's schools.

Adopted on: 11/14/16

Revised on: _____

Reviewed on: 1/10/22, 1/9/24, 1/13/25

2013 Violation of Board Ethics

The board of education is responsible for enforcing the code of ethics of its members. If any member of the board commits a serious or repeated violation of the code, the board may take any of the following steps:

1. The board president may confer with the board member who has violated the code of ethics in order to:
 - a. Identify the provision of the code that the member has violated;
 - b. Propose how the member can remedy the violation;
 - c. If the board member who violated the code is the board president, the vice president is empowered to confer with the president about the violation.
2. The board may discuss the violation as an agenda item at a meeting to confront the offending board member. However, the board will not enter closed session to hold the discussion of the ethics violation unless the Open Meetings Act authorizes a closed session.
3. The board may vote to publicly censure any board member who commits a serious or repeated violation of the code. The board will pass a censure motion to inform the community that an individual member of the board is not fulfilling the responsibilities for which he or she was elected.

Adopted on: 7/9/18

Revised on: _____

Reviewed on: 1/10/22, 1/13/25

2015 STUDENT MEMBER OF SCHOOL BOARD

In order to provide the School Board a greater insight into student activities, programs, and needs; and to encourage student involvement in school district governance activities the board may allow one nonvoting student member(s) on the Board of Education. The role of a student member is advisory. The board shall decide whether to have a student member at its regular May board meeting or at such other meeting determined by the board.

Selection and Term of Student Member

The student member shall be the student body or student council president, the senior class representative, or a representative elected from and by the entire student body, as designated by the voting members of the School Board.

The term of office will be one school year, beginning on September 1 and ending on June 1.

Student members will not participate in executive or closed sessions.

Guidelines

Student members may not introduce motions.

Student members are expected to attend all public meetings of the Board and can be appointed to committees of the Board at the discretion of the president.

The president of the board, in consultation with the Superintendent of Schools, has the right to bar the participation of a student member at the board's discretion. The decision of the board president is final and is not subject to review.

Adopted on: 11/14/16

Revised on: _____

Reviewed on: 9/13/23, 1/13/25

2016 Participation in Insurance Program by Board Members

Members of the board of education may participate in the school district's health and life insurance plans which are provided to school district employees. A board member electing to participate in the insurance program of the school district shall pay both the employee and the employer portions of the premiums to the district in advance of any payments being due from the district to the insurance carrier.

Every three months, the board will place on its agenda a report identifying the board members who have elected to purchase insurance coverage through the district. This report shall be made available in the school district office for review by the public upon request.

Adopted on: 7/10/17

Revised on: _____

Reviewed on: 6/13/22, 12/11/23, 1/13/25

2017 Indemnification and Liability Insurance

In addition to circumstances where it is obligated to provide indemnity or procure insurance, the school board has broad authority to purchase insurance or otherwise indemnify school board members, officers, employees, or agents of the school district. The school board will purchase liability insurance and provide indemnification at its discretion and review its current coverages and indemnification obligations when it deems appropriate.

In the event the school district's current insurance, indemnification agreements, contract obligations, or other promises to indemnify do not cover a situation which the school board can agree to cover, the school board may authorize indemnification. The school board may elect to indemnify any board member, officer, agent, or employee if he or she is a party or is threatened to be made a party in any pending or completed suit, proceeding, or any other action, whether criminal, civil, administrative, or investigative, if the individual is involved because of current or past service on the board, employment, or agency relationship with the school district. However, the indemnification and defense will only be considered if such person acted in good faith and in a manner he or she reasonably believed to be in the best interests or not opposed to the best interests of the school district, including in a criminal proceeding if he or she had no reasonable cause to believe the conduct was unlawful.

In circumstances involving employees, the board delegates to the Superintendent the authority to provide the indemnification to the extent the Superintendent is authorized to procure legal services, as long as the indemnification is otherwise consistent with the authority granted under the law.

Adopted on: 7/8/19

Revised on: _____

Reviewed on: 10/10/23, 1/13/25

2018 Board Member Computers

The board conducts its meetings using electronic means to create efficiency and transparency, and to utilize software purchased by the board to assist it in complying with the Open Meetings Act and other state laws. In order to do so, the district purchases computers or other devices ("devices") for the board members to use in their official capacities to conduct district business.

When new members are added to the board, the district often upgrades the devices consistent with technological advances. At the end of their terms, outgoing board members have offered to purchase the existing devices. Board members are under no obligation to purchase the existing devices. In the event the board elects to sell any device to an outgoing board member, the following obligations apply:

- (1) The board will not authorize the sale of these devices to a board member until that board member's term expires and the newly sworn board of education approves the purchase;
- (2) All current and former board members must comply with the board's conflict of interest and ethics policies, in addition to the Political Accountability and Disclosure Act;
- (3) The board will obtain "fair market value" for the devices and authorizes the Superintendent to secure information necessary to ensure it receives fair market value;
- (4) The board will collect all necessary taxes on the purchase and authorizes the Superintendent to submit them as required by law; and
- (5) The board shall take action at a regular meeting to approve the sale or disposal of the devices by the statutorily required two-thirds vote of the members before selling them.

The sale of any other district property to current or former board members shall be done in accordance with district policy and state law.

Adopted on: 2/13/17

Revised on: _____

Reviewed on: 1/13/25

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 identify yourself, including an address and the name of any organization you represent. The board may waive the address requirement to protect the security of the individual.
- **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 on: 11/14/16

Revised on: 6/13/22

Reviewed on: 1/13/25

2.8. Review, discuss, and take all necessary action for the 2025-26 negotiated agreement for certificated staff

HIGH PLAINS COMMUNITY SCHOOLS
NEGOTIATED AGREEMENT
PUBLIC SCHOOL BOARD OF EDUCATION
and the
EDUCATION ASSOCIATION
2025-26

I, Tom Hofmann, will certify this 13th day of January 2025 that the foregoing results of the negotiations between the High Plains Community Education Association and the High Plains Community Board of Education were presented to the High Plains Community Education Association by electronic notification during the week of January 13th and approved by a majority of the membership.

_____	<u>HPCEA President</u>	_____
Name- Tom Hofmann	Title	Date

I, (BOE President), will certify this 13th day of January 2025 that the foregoing results of the negotiations between the High Plains Community Board of Education and the High Plains Community Education Association were presented to the total High Plains Community Board of Education at a meeting on January 13, 2025 and approved by a majority of the membership.

_____	<u>HPC Board President</u>	_____
Name- Shane VanPelt	Title	Date

PREAMBLE

This agreement is made and entered into by and between the Board of Education of the School District of High Plains Community, #75, in the county of Polk, in the State of Nebraska (hereinafter referred to as the “Board”) and the High Plains Community Education Association (hereinafter referred to as the “Association”).

GENERAL PURPOSE

The Board and the Association recognize that the development of a quality educational program for the children attending the public school of High Plains Community is a joint responsibility, which can best be achieved by agreement that all parties work toward common goals. The Board and the Association enter into this Agreement with mutual dedication, recognizing that the experience, creativity, and judgment of all parties are necessary to reach the educational needs of the community.

NONDISCRIMINATION

The Board and Association shall not discriminate against any employee or applicant who is to be employed for performance of this Agreement with respect to their hire, tenure, terms, conditions, or privileges of employment, because of their race, color, religion, sex, disability, or national origin.

ARTICLE I RECOGNITION

The Board recognized the Association as the exclusive and sole collective bargaining representative for all the teachers employed by the District for the **2025-26** school contract bargaining. Teacher shall mean all certificated teaching personnel and other professional personnel employed by the district, but excluding the Superintendent of Schools and Principal(s).

ARTICLE II TEACHER RIGHTS

Nothing contained in this Agreement shall be construed to deny any teacher those rights provided under Nebraska law or other applicable laws and regulations. Rights granted to teachers herein shall be deemed to be in addition to those provided elsewhere.

The Board will not discriminate against any teacher with respect to terms and conditions of employment by reason of membership in the Association and its affiliates, participation in collective negotiations with the Board, or institution of a grievance under the terms of this Agreement.

ARTICLE III ASSOCIATION RIGHTS

A. Association Use of District Property

1. Representatives of the Association and its affiliates shall be allowed to conduct Association business on school property during school hours, providing such business does not cause undue interruption of the school program.

2. The Association shall be allowed the use of the school buildings for meetings, providing that such use does not result in unscheduled maintenance cost, in which case an appropriate fee for that use will be negotiated between the parties to this Agreement.
3. The Association shall be allowed the use of school equipment including typewriters/computers, duplication machines, audiovisual equipment and standard office equipment, provided that the Board may assess the Association a reasonable fee for expendable supplies consumed during such use.
4. The Association shall be allowed to make reasonable use of the school's communication systems, including teachers' mailboxes, intercom, teacher bulletins, etc. Such use of systems shall not cause unnecessary interruption of the educational programs of the school.
5. Administration must be notified of place and time of meetings.

ARTICLE IV GRIEVANCE PROCEDURE

Grievance Policy. The grievance policy is contained hereto and made a part of this negotiated agreement. A copy shall be in the possession of the Board and of the President of High Plains Community Education Association. Each copy shall be signed and dated at the conclusion of each yearly negotiating procedure.

Definition of Grievance. A grievance is an allegation by an employee or group of employees that there has been a violation of a provision of the negotiated agreement or a policy of the Board of Education.

Procedural Steps. The procedure for handling grievances is as set forth below.

Step 1 - Oral Notice to Principal. The grievant shall initiate the grievance by presenting it to his or her principal or immediate supervisor within ten (10) days from the date that the grievant knew or should have known of the incident giving rise to the grievance.

Step 2 - Written Grievance to the Principal. If the grievance is not resolved to the satisfaction of the grievant within ten (10) days of the meeting with the principal, the grievant representative may present the grievance in writing to the principal. The failure to present the grievance within ten (10) days shall result in the waiver of the grievance. The grievance must contain a detailed description of all facts giving rise to the grievance, a list of all witnesses, all relevant documents, and the requested resolution. The grievant shall sign and date the grievance. The principal shall schedule a meeting within three (3) days of receipt of the written grievance to discuss the elements of the grievance. The grievant must present all evidence at this meeting. The parties shall record this meeting. The principal shall submit his or her determination in writing to the grievant within five (5) days of the meeting. If there are new facts after Step 2, then there would be a new/separate grievance.

Step 3 - Written Appeal to the Superintendent of Schools. If the determination of the principal is not satisfactory to the grievant, the grievant may appeal it to the superintendent of schools or his or her designated representative. Said appeal shall be presented, in writing, to the office of the superintendent of schools within five (5) days of receipt of the principal's determination. The appeal shall be based on, and limited to, the facts produced at Step 2. In other words, this is an "appeal on the record." The superintendent of schools or a designee shall hold a formal meeting within seven (7) days of receiving the written appeal. The superintendent of schools or a designated representative shall make a written determination regarding the grievance within five (5) days of the date of the meeting.

Step 4 - Appeal to the Board of Education. If the determination of the superintendent of schools is not satisfactory to the grievant, the grievant may appeal it to the board within five (5) days of receipt of the superintendent's decision. The appeal shall be based on, and limited to, the facts produced at Step 2. In other words, this is an "appeal on the record." The board shall hear the grievance within thirty (30) days in open or closed session in accordance with the law. The board shall notify the grievant of its decision within five (5) days of hearing the grievance.

Written Presentation. All grievances presented at Step 2 and subsequent steps of the procedure shall set forth in writing all facts giving rise to the grievance, the provision(s) of the Agreement or policy alleged to have been violated, the names of the grievant(s), the names of all witnesses, and the remedy sought by the grievant. All grievances at Step 2 and appeals at Step 3 and Step 4 shall be signed and dated by the aggrieved employee. All written answers submitted by the district shall be signed and dated by the appropriate district representative.

Grievance Meetings or Hearings. All meetings and hearings conducted under this procedure up to and including Step 3 shall be conducted in private and shall include only the administration's representatives, the grievant, the grievant's representatives, and witnesses (Step 2 only) as necessary.

Association Representation. A grievant shall have the right to have an Association representative present to represent the grievant at each level of the grievance procedure.

Reprisals. No reprisals of any kind shall be taken against any employee who uses this grievance procedure in good faith.

Withdrawal of a Grievance. A grievant may withdraw his or her grievance at any level of the procedure without fear of reprisal from any party.

Advanced Step Filing. A grievance shall be filed initially at the level at which the decision resulting in the grievance was made.

Time Limitations. Time limitations herein are critical. All references to days are to calendar days. No grievance shall be accepted by the district unless it is submitted or appealed within the time limits set forth in this Agreement. If at any time during the grievance process, it is discovered that the grievance was not filed or appealed in a timely manner, the grievance shall be dismissed. If the grievance is not submitted in a timely manner at Step 1 or Step 2, it shall be deemed to be waived. If the grievance is not appealed to Step 3 in a timely manner, it shall be deemed to have been settled in accordance with the district's Step 2 determination. If the district fails to answer within the time limits set forth in this Agreement, the grievance shall automatically proceed to the next step.

When the deadline for taking an action falls on a Saturday, a Sunday or a legal holiday, the time for taking the action shall be extended to the next working day.

ARTICLE V SALARIES

A. Salary Schedule

1. The salary of each teacher covered by this Agreement is to be determined from Schedule A, which is attached hereto and made part hereof. Such salary schedule shall remain during the designated periods.

2. A teacher's position on the salary schedule shall be stated on his/her teacher's contract or contract attachment.

B. Initial Placement

1. When hired, teachers will receive credit for **all full** years of previous experience if experience was in an approved or an accredited school.

C. Base Salary

1. The base salary shall be **\$ 41,000** for the **2025-26** school year. **This is an increase on the base salary of \$830.00 and an overall total package percentage increase of 5.10%**

D. Horizontal Movement

1. In the event the teacher anticipates a horizontal increase due to additional summer study, he/she must inform the Superintendent, in writing, prior to June 1st of the present academic year. His/Her contract will not show this horizontal increase but will be revised to do so at the beginning of the school term when evidence of work completed has been presented to the Superintendent.
2. Graduate hours shall earn credit for horizontal advancement on the salary schedule only when such hours are within an endorsed area or are to develop an additional endorsement. The Superintendent must agree to this additional endorsement. Once a step has been attained, it will not be rescinded.
3. **A teacher may advance only one step horizontally per year on the salary schedule.**

E. Vertical Movement

1. Teachers shall be placed on the proper vertical step in accordance with their experience in the District plus credited prior experience.
2. A teacher may advance only one step vertically per year on the salary schedule.

F. Extra Duty

1. **Where a contractual agreement has been reached between an individual teacher and the District relating to the performance of extracurricular duties, the salary paid shall be in accordance with provisions of the extra-duty salary schedule attached hereto and made a part hereof as Schedule B.**
2. **One sponsor will be assigned for each activity unless more are necessary.**
3. **Activity Pay**

HPC staff will be required to work school activities outside of the contracted day. HPC staff will be required to work two events at fall activities and two events at winter activities. The following types of events include but are not limited to: ticket taking, operating the score clock, operating the shot clock, working a concession stand, line judging, doing scorebook, video board, and others to be determined.

A complete schedule for the fall and winter will be done and completed within the first two weeks of the school year whereby assignments will be made according to the needs and desires of the staff and administration. Each staff member will be responsible for their assigned nights and a replacement if the assigned person cannot fulfill their obligation.

Sponsors or coaches that are in season will not be required to fulfill the two-event requirement. When out of season, sponsors and coaches will be required to work school activities.

1. After working one event, CRC passes will be given to certificated employees and spouses.
2. Pay for assigned duties will be as follows.

Fall (VB)	Varsity/JV	JH		Winter (BB)	Varsity/JV	JH
Clock	\$15 p/g	\$10 p/g		Clock	\$25 p/g	\$15 p/g
Book	\$15 p/g	\$10 p/g		Book	\$15 p/g	\$10 p/g
Libero	\$10 p/g	NA		Shot Clock	\$25 p/g	NA
Lines	\$20 p/g	\$15 p/g		Video board	\$10 p/g	NA
Official	NA	\$15 p/g		Official	NA	\$20 p/g
Video Board	\$10 p/g					
Fall (FB)	HS	JV/JH		Winter (WR)	Varsity/JV	JH
Clock	\$25 p/g	Students		Ticket Takers	\$10 p/h	
Chain Crew	\$15 p/g	Students		Table Workers	\$10 p/h	
Officials	NA	\$25 p/g				
Line/Field Prep	\$15.5 per/hour					
Ticket Taker	\$15 p/g					
Fall (SB)						
Ticket Taker	\$15 p/g					
Score Board	\$10 p/g					

G. Miscellaneous Items

1. A teacher/coach will be provided registration fees or mileage at the rate currently paid by the School District for professional growth with prior approval of the Superintendent or his/her designee.
2. Each teacher will receive at least 40-minutes of plan time to occur between the start and dismissal bell of a regular scheduled school day.
3. Teachers who are required to drive their private vehicles between school sites as part of their assignments will be paid the current Special Education transportation mileage reimbursement for such driving. **There will be no reimbursement if a school vehicle is available for the teacher's use.**
4. If a first-year teacher elects to be paid in 13 salary payments, the first such salary payment shall be made in August immediately preceding the school fiscal year for which the teacher has been employed, and the remaining 12 salary payments shall be made during the school fiscal year. This only applies to first-year teachers who did not hold a teaching contract the previous school year.
5. **Compensation for Zero Hour.** The Superintendent or his or her designee may assign staff to perform duties during a "zero hour" period. Zero hour will be a period prior to the start of

the regular school day. Employees assigned to zero hour who are also expected to be on duty for the regular eight-period day will be paid an additional one-eighth of the employee's regular daily rate (excluding extracurricular assignments). Employees assigned to zero hour must arrive at least **15 minutes** prior to the time zero hour begins.

**ARTICLE VI
INSURANCE**

A. Health Insurance

1. The Board shall provide the Health Care Insurance described below.
For the **2025-26** school year, the Board shall pay the full premium amount for each of the four Blue Cross/Blue Shield tiers as they apply to each teacher covered by this agreement. **(\$1,050 Deductible/\$3,800 Deductible HSA Eligible - Dual Choice)**

The Board shall offer a \$3,800 Deductible Health Savings Account concurrent with the \$1,050 Deductible Health Insurance Plan. The School District's contribution shall be the equivalent to the contribution made for the \$1,050 Deductible Health Insurance Plans. The difference in annual premiums between the \$1,050 Deductible and \$3,800 Deductible Health Savings Account shall be deposited into the teacher's health savings account.

In the event that a new contract hasn't been reached to replace this one, the School District's contribution to Health and Dental insurance shall remain the same, and any increase in Health and Dental insurance will be deducted from salaries. Deducted amounts to be reimbursed upon successful completion of negotiations.

Single dental insurance will be provided for every teacher. PPO-100% A, 75% B, 50% C coverage- Option 2. Family dental will be available if the teacher elects to pay the additional premium. Any teacher may elect to refuse insurance.

2. Carrier - Blue Cross Blue Shield Insurance Company for **2025-26** school year.

B. Disability Insurance

1. The Board will provide disability insurance. Benefits will be 60% of salary not to exceed \$6,000.00 per month, to begin after 60 calendar days of disability.

**ARTICLE VII
LEAVES**

The teachers shall be entitled to the following leaves of absence each school year.

A. Personal Leave

1. Up to **three (3)** days of personal leave of absence for personal, legal, business, household, or family matters which require absence during school hours. Staff will carry over any accrued, unused personal leave days to the next contract year and will get only the number of days needed to bring their total back to three (3) days for the next contract year. For example, a staff member who uses only two (2) days during the current contract year will carry the remaining accrued, unused personal leave day to the next year and will receive two (2) "new" days to bring the staff

member's total to begin the next contract year up to three (3) days. Application to the Principal or Superintendent for personal leave shall be made at least three (3) days before taking such leave (except in the case of emergencies) and the applicant for the leave shall not be required to state the reason for taking such leave. Four times each school year, staff may trade three (3) sick leave days for one additional personal day which must be used immediately, and staff may not trade in the sick days to bank an additional personal leave day. Conversion of the three (3) sick leave days for one personal leave day will be made the day the personal leave day is actually used. However, no more than **seven (7)** personal days total may be used in one year. Upon separation of employment, a staff member may have up to three (3) accrued, unused personal leave days, which will be paid out at the employee's daily rate based on their scheduled salary the last full year of employment. **(Scheduled Salary / 185)** Amount will be paid the last payroll period of the employee's last paycheck of the employee's employment period.

B. Professional Leave

1. The teachers shall be entitled to leaves of absence with full pay for professional meetings, which require absence during school hours. Use of these days will be with the approval of the Administration.

C. Jury Duty Section 25-1640

1. Any person who is summoned to serve on jury duty shall not be subjected to discharge from employment, loss of pay, loss of sick leave, loss of vacation time or any other form of penalty as a result of his/her absence from employment due to such jury duty upon giving reasonable notice to his/her employer of such summons. Any person who is summoned to service on jury duty shall be excused upon request from any shift work for those days required to serve as a juror without loss of pay. No employer shall subject an employee to discharge, loss of pay, loss of sick leave, loss of vacation time or any other form of penalty on account of his/her absence from employment by reason of jury duty, except that an employer may reduce the pay of an employee by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

D. Bereavement Leave

1. Up to **four (4)** days of paid leave per year shall be granted to each teacher in the event of the death of a teacher's immediate family or one whose closeness warrants absence, at the discretion of the Administration. In the event additional bereavement days are needed, the teacher shall have the option to use any remaining available sick days.

E. Sick Leave

1. At the beginning of each school year, each teacher shall be credited with **(10)** sick leave allowance to be used for absences caused by illness or physical disability of the teacher, spouse, children, parents, or parents of spouse. The unused portion of such allowance shall accumulate from year to year to a total of forty-five (45) days. The Board shall furnish to each teacher a written statement at the beginning of each school year setting forth the total of sick leave credit.

F. Sick Leave Bank

1. The purpose of the sick leave bank is to provide a bridge to long-term disability, and provide an employee additional paid sick leave who experience a medical necessity. It is designed to be used for but not limited to the following issues: Major injury or illness of self, close family

member such as a spouse, child, parent, in-law, etc. or other person that may be a dependent. It is not designed for paid maternity/paternity leave for an otherwise healthy child.

2. The sick leave bank is voluntary. Each full-time teacher wishing to join the sick leave bank will initially contribute two (2) of their sick leave days. Part-time teachers will contribute a percentage equal to their employment status. Those wishing to join must notify the district bookkeeper by September 1 of each school year.
3. The sick leave bank is cumulative to sixty (60) days. After a teacher has participated, they may have to contribute additional days in the future years to bring the balance of the sick bank up to at least fifty (50) days. This is to be done at the end of the school year in May. Each teacher belonging to the sick bank that has above fifteen (15) days of personal sick leave must contribute one (1) day. If the result of one (1) day does not result in at least fifty (50) days, then a second may be required. If individual teachers want to contribute more to the bank, this is allowed but the sick bank will only allow the maximum of sixty (60) days. If the days added to the bank at the end of the year result in the total being above sixty (60), again those days above will not contribute to the total. For example, if twenty-five (25) teachers belong and the days fall to forty-five (45) by end of school year and twenty (20) of the teachers have above fifteen (15) days of personal sick time, the resulting total from the addition is sixty-five (65) days, which will revert back to (60) days in the sick leave bank.
4. Once days are put into the sick bank by a teacher, they are to remain in the bank until the sick bank is used as they are no longer an individual's days, and belong to the sick bank. If a teacher wants to join and the sick bank is at its maximum of sixty (60) days, they must still contribute two (2) of their days to belong, but their days will not be added to the total as this would put it past sixty (60) days.
5. Application for sick leave must be submitted on a form provided by a committee of five (5) composed of the Superintendent, Building Principal, President of the teachers association, and two additional representatives of the teachers association. Individuals applying for withdrawal must have exhausted their accumulated sick leave and personal leave. The committee of five (5) will review the request for approval and vote to approve or deny the application by a simple majority vote. Records of the sick leave bank membership, days accumulated and days borrowed shall be kept by the committee. If one of the committee members is the one applying for sick bank use, then an alternate must be chosen to be part of the decision for that instance due to potential conflict of interest.
6. The application form for pre-planned incidents where the member belonging is accessible before the needed days must pre-apply for the requested days. If the member is inaccessible (for conditions such as but not limited to serious personal injury or serious family illness), they or their assigned emergency contact, will have the opportunity to apply for the needed days. Once contacted, either the individual or their emergency contact will have five (5) working days to get signed paperwork back to the committee.
7. The committee of five (5) will work closely with the district bookkeeper to make every attempt to pre-sign paperwork, either by the individual or their assigned emergency contact, when a member of the sick bank has a potential long term incident and their personal sick bank falls to fifteen (15) or below. This is to allow for the individual's paycheck, and everything else that falls under that calculation (Retirement, FMLA, etc...), to be correct when the district bookkeeper processes paychecks.
8. The application form will be for every five (5) days requested for pre-planned incidents. If it is a post incident, they may apply for the days that are required and the committee can make a decision as to approve the full requested number of days, a partial approval of days or deny the requested days. It is recommended that a max of fifteen (15) days be received by any one person per year. If there are extenuating circumstances including but not limited to major

injuries or terminal illnesses, the committee can grant more days to the person requesting additional days.

ARTICLE VIII SAFETY

A certified staff member shall be selected annually by the High Plains Community Education Association to be on the District #75 safety committee. The High Plains Community Education Association shall notify the district Superintendent of the name of this representative by September 1 of each school year.

ARTICLE X MISCELLANEOUS

A. Mileage

1. Staff will receive mileage at the rate equal to Special Education Transportation for pre-approved travel, if a school vehicle is not available. Mileage will be paid following the regular board meeting when the teacher hands in transportation reimbursement form.

B. IRS Section 125 Plan

1. The District will pay the administration fee for a plan commonly known as a “Section 125 Plan”. The plan is also commonly known as a “Cafeteria Plan”.

C. Sub Pay for Covering Classes

1. Teachers who must cover other classes when a substitute is not available will be compensated **\$20.00** for each period equivalent to a high school class period. The covering of classes must result in losing the only plan period said teacher has during the teaching day. Teachers requesting sub pay must fill out a form in each building's office and have it verified by the Administration, or his/her designee, to be eligible for said pay.

D. Tuition Reimbursement Program (see attached)

High Plains Community Schools Teacher Educational Tuition Reimbursement Program
(Effective September 1, 2018)
(Revised February 2022)

Establishment of Tuition Reimbursement Program. A total of up to \$25,000 may be available for educational credits on a first come first serve basis for employees subject to this Agreement on the terms outlined below. Employees must apply for funds after successfully completing courses in curriculum instruction or their educational field.

Definitions. For the purpose of defining the terms of this provision, the following definitions will apply:

- “district” will refer to High Plains Public Schools.
- “teacher” means any certified employee who is regularly employed for the instruction of pupils in the public schools;
- “teach” means and includes, but is not limited to, the following responsibilities: (a) The organization and management of the classroom or the physical area in which the learning experiences of pupils take place; (b) the assessment and diagnosis of the individual educational needs of the pupils; (c) the planning, selecting, organizing, prescribing, and directing of the learning experiences of pupils; (d) the planning of teaching strategies and the selection of available materials and equipment to be used; and (e) the evaluation and reporting of student progress;
- “administrator” will refer to the district employee whose title and function includes superintendent or principal;
- “administration” will refer to the collective set of district administrators;
- “college course” will refer to classwork culminating in an end-of-term grade that is not deemed as an audit or pass/fail at an accredited post-secondary education institution;

Purpose. This benefit is made available to the teachers employed by the district to provide financial relief for a teacher to pursue educational enhancement that returns benefit to the district.

Other Program Restrictions. No administration courses will qualify. Reimbursements are for tuition costs from Nebraska institutions only. Reimbursement will not be provided for the costs of textbooks, travel, or any other non-tuition expense.

There is no maximum reimbursement per person, but employees eligible for the Program may be assessed taxable income in accordance with the then-current IRS regulations, including any required deductions and withholdings as required by law.

Qualifications. College courses that are eligible for the benefit must either be (a) in, relating to, or a prerequisite for college courses, specific to the subject area or subject matter the teacher is teaching in the district; or (b) in, relating to, or a prerequisite for college courses, specific to a new endorsed instructional area that is pre-approved by the administration. College courses in administration, unless specifically required for reference material, resource management or student guidance, will not be covered by this benefit.

Procedure. The teacher will notify the administration prior to registering for a college course of their interest in taking a particular college course or courses. The teacher will provide the administration with the estimated tuition costs associated with the course or courses, and the administration will provide back to the teacher the availability of the reimbursement budget for covering the college course or courses.

The teacher can then register for the college course and provide the administration with a copy of a successful registration to the college course. This will set the date to give “first come, first served” priority in providing reimbursement.

The teacher will complete the course, and when the grades for the college course are made available, the teacher will supply an official report of the grade achieved along with a receipt or other proof of the amount the teacher paid to take the college course, to the administration. The district will reimburse the teacher within 30 days of receiving the verification of attaining at least a “B” in the college course and proof that the teacher had paid for the college course.

A teacher shall **not be required to repay** the cost of tuition costs paid under the provision, provided that the teacher remains in the employment of the school district for **3 full years** after the date of disbursement payment of such tuition.

A teacher who leaves the employment of the school district for any reason or is relieved of their duties for any reason in fewer than three full school years after the payment of the tuition shall be responsible for repaying the school district as follows:

1. Two full school years after the payment of the tuition shall repay one-third of the tuition paid under this provision.
2. One full school year after the payment of the tuition, shall repay two-thirds of the tuition paid under this provision.
3. A teacher who has been employed for less than one full school year after the payment of the tuition, shall repay all of the tuition paid under this provision.

****This is a fringe benefit not subject to retirement****

A teacher may advance one step horizontally, and one step vertically per year on the salary schedule.

SCHEDULE A SALARY SCHEDULE

	4x4.5						2025-2026 HPC Salary Schedule							
	BASE	\$41,000	(\$830 increase)											
	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Step	BA		BA9		BA18		BA27		BA36/MA		MA9		MA18	
1	1.000	\$41,000.00	1.045	\$42,845.00	1.090	\$44,690.00	1.135	\$46,535.00	1.180	\$48,380.00	1.225	\$50,225.00	1.270	\$52,070.00
2	1.040	\$42,640.00	1.085	\$44,485.00	1.130	\$46,330.00	1.175	\$48,175.00	1.220	\$50,020.00	1.265	\$51,865.00	1.310	\$53,710.00
3	1.080	\$44,280.00	1.125	\$46,125.00	1.170	\$47,970.00	1.215	\$49,815.00	1.260	\$51,660.00	1.305	\$53,505.00	1.350	\$55,350.00
4	1.120	\$45,920.00	1.165	\$47,765.00	1.210	\$49,610.00	1.255	\$51,455.00	1.300	\$53,300.00	1.345	\$55,145.00	1.390	\$56,990.00
5	1.160	\$47,560.00	1.205	\$49,405.00	1.250	\$51,250.00	1.295	\$53,095.00	1.340	\$54,940.00	1.385	\$56,785.00	1.430	\$58,630.00
6	1.200	\$49,200.00	1.245	\$51,045.00	1.290	\$52,890.00	1.335	\$54,735.00	1.380	\$56,580.00	1.425	\$58,425.00	1.470	\$60,270.00
7	1.240	\$50,840.00	1.285	\$52,685.00	1.330	\$54,530.00	1.375	\$56,375.00	1.420	\$58,220.00	1.465	\$60,065.00	1.510	\$61,910.00
8			1.325	\$54,325.00	1.370	\$56,170.00	1.415	\$58,015.00	1.460	\$59,860.00	1.505	\$61,705.00	1.550	\$63,550.00
9					1.410	\$57,810.00	1.455	\$59,655.00	1.500	\$61,500.00	1.545	\$63,345.00	1.590	\$65,190.00
10							1.495	\$61,295.00	1.540	\$63,140.00	1.585	\$64,985.00	1.630	\$66,830.00
11									1.580	\$64,780.00	1.625	\$66,625.00	1.670	\$68,470.00
12									1.620	\$66,420.00	1.665	\$68,265.00	1.710	\$70,110.00
13									1.660	\$68,060.00	1.705	\$69,905.00	1.750	\$71,750.00
14									1.700	\$69,700.00	1.745	\$71,545.00	1.790	\$73,390.00
15											1.785	\$73,185.00	1.830	\$75,030.00
16													1.870	\$76,670.00

SCHEDULE B EXTRA DUTY SALARY SCHEDULE

Groups I-III are NOT split per coach/sponsor if more than 1	
Group I:	11% (1-2 years) 12% (3-4 years) 13% (5-6 years) 14% (7+ years)
Head High School Coaches/Activities	Football, Volleyball, Softball Basketball - Boys, Basketball - Girls, Wrestling (Boys/Girls - 1) Track - Boys, Track - Girls, Golf
Group II:	
Assistant High School Coaches/Activities	7% (1-2 years) 8% (3-4 years) 9% (5-6 years) 10% (7+ years) Football - 2, Volleyball - 1, Softball - 2, Basketball Boys - 1, Basketball Girls - 1, Wrestling Boys - 1, Wrestling Girls - 1 Track Boys - 1, Track Girls - 1 FFA, Speech, One-Act, Cheer/Spirit, Music, Infinite Campus
Group III:	4% (1-2 years) 5% (3-4 years) 6% (5+ years)
Middle School Coaches/Activities	Football - 2, Volleyball - 2, Boys Basketball, Girls Basketball, Track - 2 Concessions-man., Senior Class, Junior Class, Summer Weights - 2, Yearbook, Newsletter/Social Media Wrestling Speech Asst, One-Act Asst., Infinite Campus Asst., FFA Assistant
Groups IV-V ARE split per coach/sponsor if more than 1	
Group IV:	2% (1-2 years) 3% (3-4 years) 4% (5+ years)
Other Activities	FCCLA, FBLA, HS Quiz Bowl, HPC TV, HS Student Council, Concessions-asst.
Group V:	1% (1-2 years) 2% (3-4 years) 3% (5+ years)
Other Activities	MS Quiz Bowl, HPC Website, HPC Activities Google Calendar, MS Student Council, Freshman Class, Sophomore Class, National Honor Society
Groups VI are NOT split per coach/sponsor if more than 1	
Group VI:	1% (1-2 years) 2% (3+ years)
Other Activities	Team Chairs, Mentoring Program, Mentor Teachers
Other:	
AD	16%
**Grandfathered 12% for Music & 4.5% Mentor Program if current sponsors stay in that position	
**Senior Class Sponsor and Assistant Concession will be grandfathered in at their current percentage until a new sponsor assumes the duties. Assistant Concession will be grandfathered at 3.5% instead of 2%. Senior Class Sponsor will be grandfathered at 6% instead of 5%.	

3. Executive Session
4. Motion to Adjourn
5. ***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**
6. ***SEQUENCE OF AGENDA: The sequence of agenda topics is subject to change at the discretion of the board.**