

Board of Education Regular Meeting

October 12, 2020 7:00 PM

District Board Office, Central Services  
Building  
14801 South 108 Street  
Springfield, NE 68059-4925

## **Agenda**

- I. Americanism Committee Meeting
- II. Finance Committee Meeting
- III. Call to Order and Roll Call
- IV. Notice of Open Meetings Act - Posted
- V. Consent Agenda
  - A. Minutes of the Previous Month's Meetings
  - B. Treasurer's Report
  - C. Statement of Activity Fund Accounts
  - D. Recommendation for Bill Payment
- VI. Items From Patrons on Agenda Items
- VII. Old Business
  - A. Addendum to 2020-21 Negotiated Agreement
- VIII. New Business
  - A. Move \$40,500 from the Bond Fund to QCPUF Fund
  - B. 1st Reading of Policies 1300, 3560, 4190, 5101, 6111, 6117, 6380.
  - C. Nebraska Association of School Boards- Appoint Delegate from District for State Convention
  - D. School Calendar 2021-22
  - E. Superintendent Evaluation Process/ Timeline 2020
- IX. Reports
  - A. COVID-19 Related Items
  - B. Enrollment 2020-21
  - C. Americanism Committee Report
  - D. NASB Notes for October 2020
  - E. Student and Staff Successes
- X. Items from Patrons on Items Not on Agenda
- XI. Advance Planning
- XII. Adjourn

Springfield Platteview Community Schools  
Board Committee On American Civics  
Notification Agenda/Minutes  
Monday, October 12, 2020 at 6:00 p.m.

- I. Roll Call
  - a. Present: Brian Osborn, Kyle Fisher and Bob Icenogle
  - b. Absent: None
  - c. Others: Brett Richards, Superintendent and Heidi Zierott, Director of Learning
  
- II. Approval of Agenda

Motion made to approve agenda by Brian Osborn.
  
- III. Review of State Statute 79-724 Committee on American civics; created; duties; school board, State Board of Education, and superintendent; duties.
  - a. The committee reviewed the requirements for the Committee on American Civics.
    - Effective Date: September 1, 2019
    - Committee Established: American Civics
    - No Fewer than two Public Meetings Annually (October 12 and April 12)
      - At least one when public testimony is accepted
    - Minutes should include time, place, members that were in attendance or absent, details of matters discussed
  
  - b. The committee reviewed the current social studies offerings in grades K-12.
    - Curriculum is Aligned to state standards
      - Examples of 3rd Grade
      - Examples of Social Studies 7
      - Examples of Government
  
  - c. An assessment that is identical to the naturalization test at 8th and 12th grade: score presented to their parent
    - Department will review through standard alignment for best practices with standards and materials adoption
  
  - d. Attend a meeting of the public as defined by section 84-1409
    - a. Some students attend Government Day annually their junior year
  
  - e. Completion of a project or a paper for a holiday that includes: Washington, Lincoln or MLK Jr birthday, Native American Heritage, Constitution Day, Memorial Day, Veterans Day, and/or Thanksgiving Day
    - 10th and 11th grade students will write a summary of the information that was described and/or impacts them from the Veteran's Day program
  
  - f. The committee reviewed components of social studies curriculum for the possibility of curriculum material adoption.

- Review and Approve the Social Studies Curriculum
- Previously approved Fall 2014
- Currently reviewing textbooks
  - K-6: will review in the spring
  - 4th: NE History text updated edition but same text
  - 7-12: updated edition but same text
- Topics to consider when reviewing content
  - Services of the men and women who play a role in the achievement of national independence
  - Establish of our constitutional government
  - Preservation of the union
  - Incorporation of multicultural education
- Curriculum needs to be accessible to the public
  - Committee discussed how to make possible curriculum adoption accessible to the public. They would like to review and online and display option.

g. Utilizes formative, interim and summative assessments

- The committee reviewed the current practices of tests or projects to ensure understanding.

h. The committee reviewed the current practices and the impact of remote learning for the spring of 2020 and the 2020-21 school year

1. Inquiry (Dimension 1)
2. Focus on Content (Dimension 2)
  1. GRAPES
3. Evaluating Sources and Using Supporting Evidence (Dimension 3)
4. Communicating Conclusions (Dimension 4)

Complete presentation can be found [here](#).

IV. Adjourn – at 6:33 p.m.



# Committee on American Civics

Springfield Platteview Community Schools  
Board of Education Presentation  
October 12, 2020

# 79-724: Committee on American Civics

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1. Effective Date: September 1, 2019
2. Committee Established: American Civics
3. No Fewer than two Public Meetings Annually (October 12 and April 12)
  - a. At least one when public testimony is accepted
4. Minutes should include time, place, members that were in attendance or absent, details of matters discussed

# Responsibilities

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1. Curriculum is Aligned to state standards

Examples of 3rd Grade

Examples of Social Studies 7

Examples of Government

# Responsibilities

## 2. Review and Approve the Social Studies Curriculum

Previously approved Fall 2014

Currently reviewing textbooks

- K-6: will review in the spring
- 4th: NE History text updated edition but same text
- 7-12: updated edition but same text
- Services of the men and women who play a role in the achievement of national independence
- Establish of our constitutional government
- Preservation of the union
- Incorporation of multicultural education

## 3. Curriculum needs to be accessible to the public

## 4. Utilizes formative, interim and summative assessments

# Ensures that the Curriculum Incorporates one or more of the following for each student:

1. An assessment that is identical to the naturalization test at 8th and 12th grade: score presented to their parent
  - a. Department will review through standard alignment for best practices with standards and materials adoption
2. Attend a meeting of the public as defined by section 84-1409
  - a. Some students attend Government Day annually their junior year
3. Completion of a project or a paper for a holiday that includes: Washington, Lincoln or MLK Jr birthday, Native American Heritage, Constitution Day, Memorial Day, Veterans Day, and/or Thanksgiving Day
  - a. 10th and 11th grade students will write a summary of the information that was described and/or impacts them from the Veteran's Day program





# Naturalization Assessment

1. What is Susan B Anthony known for?
2. Where is the Statue of Liberty located?
3. The idea of self government are in the first three words of the Constitution.  
What are those words?
4. Who is the “Father of Our Country?”
5. How many justices typically are on the Supreme Court?

# Examples



[https://www.facebook.com/search/top/?q=springfield%20elementary%20school&epa=SEARCH\\_BOX](https://www.facebook.com/search/top/?q=springfield%20elementary%20school&epa=SEARCH_BOX)

# Courses will review all ethnic groups and stress their contributions by:

1. The development and growth into a great nation
2. Art, music, education, medicine, literature, science, politics, and government
3. Military in all this nation's wars

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## Instructional Shift

1. Inquiry (Dimension 1)
2. Focus on Content (Dimension 2)
  - a. GRAPES
3. Evaluating Sources and Using Supporting Evidence (Dimension 3)
4. Communicating Conclusions (Dimension 4)



# K-6 Expectations

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1. Discussion of noteworthy events pertaining to American history
  - a. Kindergarten through Sixth Grade
2. Historical Background, memorization and singing of patriotic songs
  - a. Kindergarten
  - b. Fourth Grade
  - c. Fifth Grade
3. Development of respect for the American Flag as a symbol of freedom and the sacrifices of those who secured that freedom
  - a. Kindergarten
  - b. First Grade
  - c. Second Grade
4. Proper conduct in the presentation of the American Flag
  - a. First Grade, Second Grade, Sixth grade

# Courses and Content Offered-5th-8th



1. Two out of three grade levels from 5th/8th grade will teach american history
  - a. Become competent, responsible, patriot and civil citizens who possess a deep understanding and respect for the Constitution of the United States and the Constitution of Nebraska
  - b. Prepare to preserve, protect and defend freedom and democracy in our nation and our world
    - i. 5th, 6th and 8th: American History
    - ii. 7th: World

# Courses and Content Offered-High School



1. Two courses in every high school will be devoted to teaching civics and American history
  - a. Declaration of Independence, the United States Constitution, the Constitution of Nebraska, and the structure and functions of local government in this state
    - i. American Government (proficient) , US History (beginning)
  - b. The benefits and advantages of government, rights, and responsibilities of citizenship in our government and the dangers and fallacies of forms of government that are restrict individual freedoms or possess anti democratic ideals
    - i. American Government, US History
  - c. The duties of citizenship, which include active participation in the improvement of a citizen's community, state, country, and the world and the value of practice of civil discourse between opposing interests
    - i. American Government, US History
  - d. The application of knowledge in civics, history, economics, financial literacy and geography to address societal issues.
    - i. Government, Personal Finance, Geography

# Ongoing Conversation

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- Textbook Conversation for Adoption
- Summary of Naturalization Test
- Review of current process, share content with public
- Adoption of state standards and summary
  - [Summary](#)





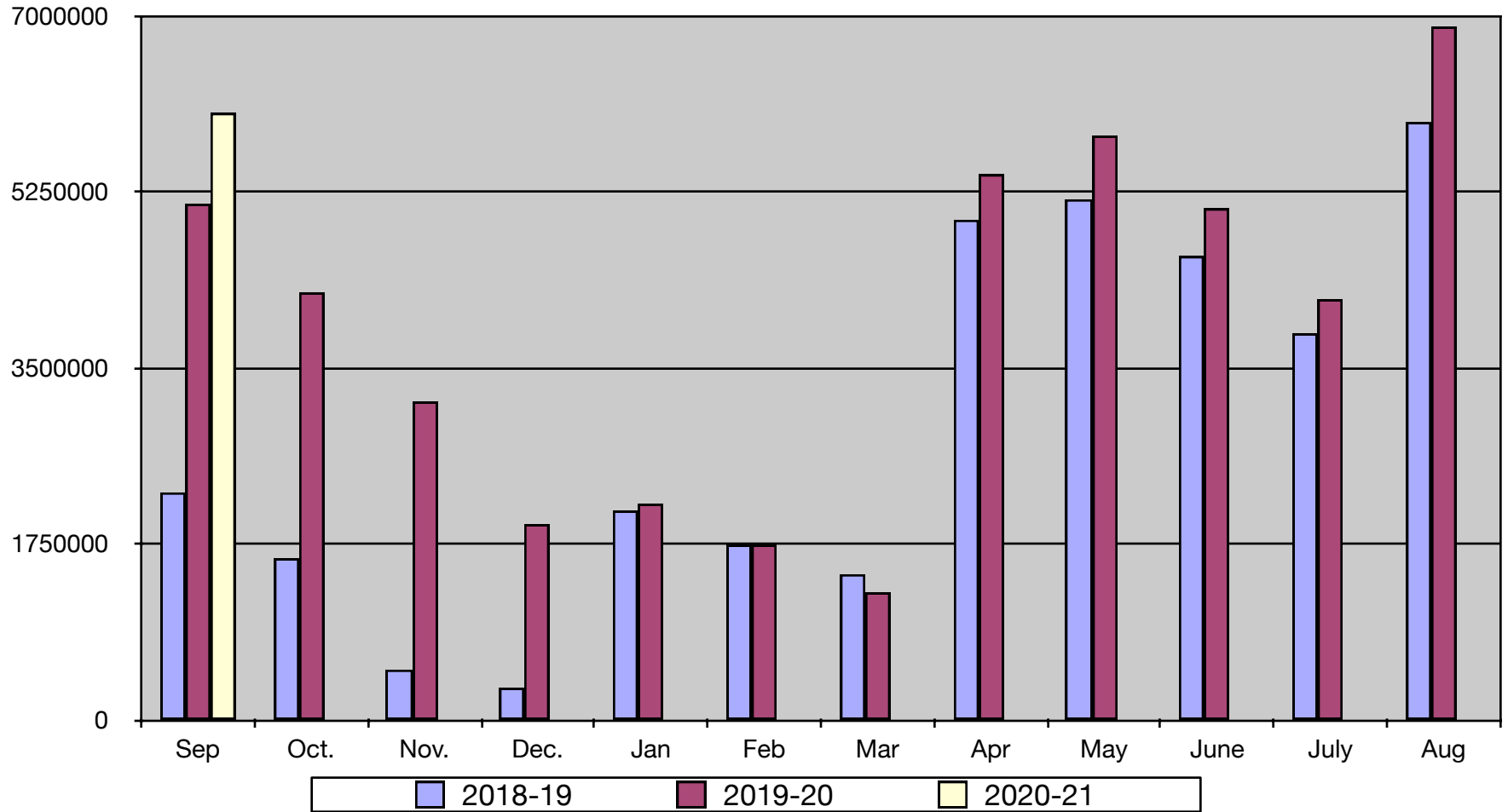
**Finance Committee Report**  
**October 2020**

- 2019-20 Audit is in process remotely by Dana Cole. It will be finalized by the auditors by the end of the month. You each will get a copy once we have it back from the auditor.
- The General Fund balance is at \$6,034,069. This includes the \$2 million we have to pay back from the tax anticipation loan in January 2021. Last year's balance at this time was \$5,334,717. So we were able to add to our cash reserve \$699,352 over the last year. We are able to go to 35% of our budget in our cash reserve. Once we get back to 35% in our cash reserve, we will no longer need a tax anticipation note each year. As I said before our tax revenue is down this year. I will work this week to figure out where we are coming up short.
- The Building Fund is at \$2,512,718. We will be paying our annual lease purchase loan at almost \$2 million in December.
- School Lunch, Bond, Depreciation, Employee Benefit, and QCPUF are all in normal ranges for this time of year as you review the cash comparisons report.

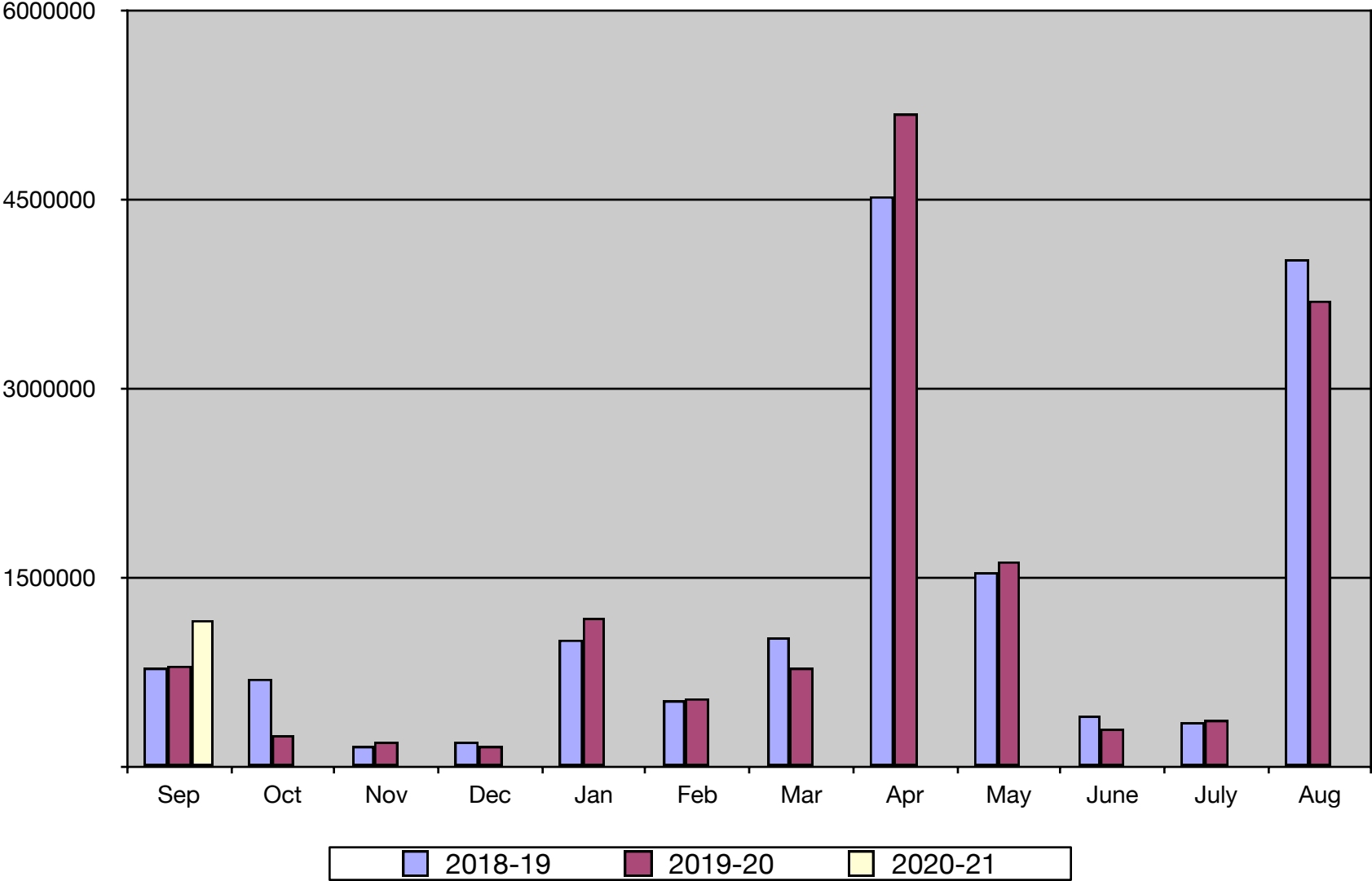
## CASH COMPARISONS as of Sept. 30, 2020

			2017-18	2018-19	2019-20
	<b>Jun</b>	General Fund	\$ 2,957,801.65	\$ 4,622,005.90	\$ 5,090,931.48
		Emp. Benefit Fund	\$ 2,514.66	\$ 174,929.58	\$ 175,167.86
		Building Fund	\$ 1,079,393.94	\$ 1,441,218.08	\$ 1,939,152.68
		School Lunch	\$ 79,029.68	\$ 130,648.09	\$ 156,392.80
		Bond Fund	\$ 288,554.86	\$ 286,406.80	\$ 300,676.84
		Depreciation Fund	\$ 2,503.38	\$ 37,547.01	\$ 72,637.33
		QCPUF	\$ 201,547.76	\$ 199,700.64	\$ 168,297.22
		June Total	\$ 4,611,345.93	\$ 6,892,456.10	\$ 7,903,256.21
	<b>July</b>	General Fund	\$ 2,082,417.89	\$ 3,843,443.59	\$ 4,192,685.14
		Emp. Benefit Fund	\$ 2,514.77	\$ 174,953.30	\$ 175,179.28
		Building Fund	\$ 1,501,007.30	\$ 1,260,387.86	\$ 1,795,116.77
		School Lunch	\$ 70,043.29	\$ 94,210.91	\$ 179,627.36
		Bond Fund	\$ 293,385.69	\$ 293,554.79	\$ 308,436.08
		Depreciation Fund	\$ 2,503.49	\$ 37,552.10	\$ 72,642.07
		QCPUF	\$ 204,831.08	\$ 185,224.98	\$ 173,652.57
		July Total	\$ 4,156,703.51	\$ 5,889,327.53	\$ 6,897,339.27
	<b>August</b>	General Fund	\$ 2,746,141.00	\$ 5,957,180.17	\$ 6,789,869.55
		Emp. Benefit Fund	\$ 362,694.00	\$ 174,974.87	\$ 175,188.21
		Building Fund	\$ 2,827,357.00	\$ 2,297,799.28	\$ 2,442,023.39
		School Lunch	\$ 101,890.00	\$ 127,840.72	\$ 230,392.40
		Bond Fund #1	\$ 436,683.00	\$ 441,473.19	\$ 440,356.67
		Bond Fund #2	N/A	N/A	\$ 9,854,139.03
		Depreciation Fund	\$ 37,504.00	\$ 72,557.30	\$ 72,645.77
		QCPUF	\$ 253,256.00	\$ 287,824.55	\$ 260,214.10
		August Total	\$ 6,765,525.00	\$ 9,359,650.08	\$ 20,264,829.12
	<b>September</b>	General Fund	\$ 2,458,575.19	\$ 5,334,717.04	\$ 6,034,068.88
		Emp. Benefit Fund	\$ 199,836.30	\$ 174,997.16	\$ 175,196.42
		Building Fund	\$ 2,805,118.81	\$ 577,739.70	\$ 2,512,717.65
		School Lunch	\$ 133,359.61	\$ 139,861.46	\$ 135,016.83
		Bond Fund	\$ 454,312.03	\$ 458,291.29	\$ 465,664.38
		Bond Fund #2 (2020)			\$ 9,317,817.53
		Depreciation Fund	\$ 37,506.87	\$ 72,566.54	\$ 72,649.17
		QCPUF	\$ 271,993.66	\$ 305,467.95	\$ 284,490.33
		Sept. Total	\$ 6,360,702.47	\$ 7,063,641.14	\$ 18,997,621.19

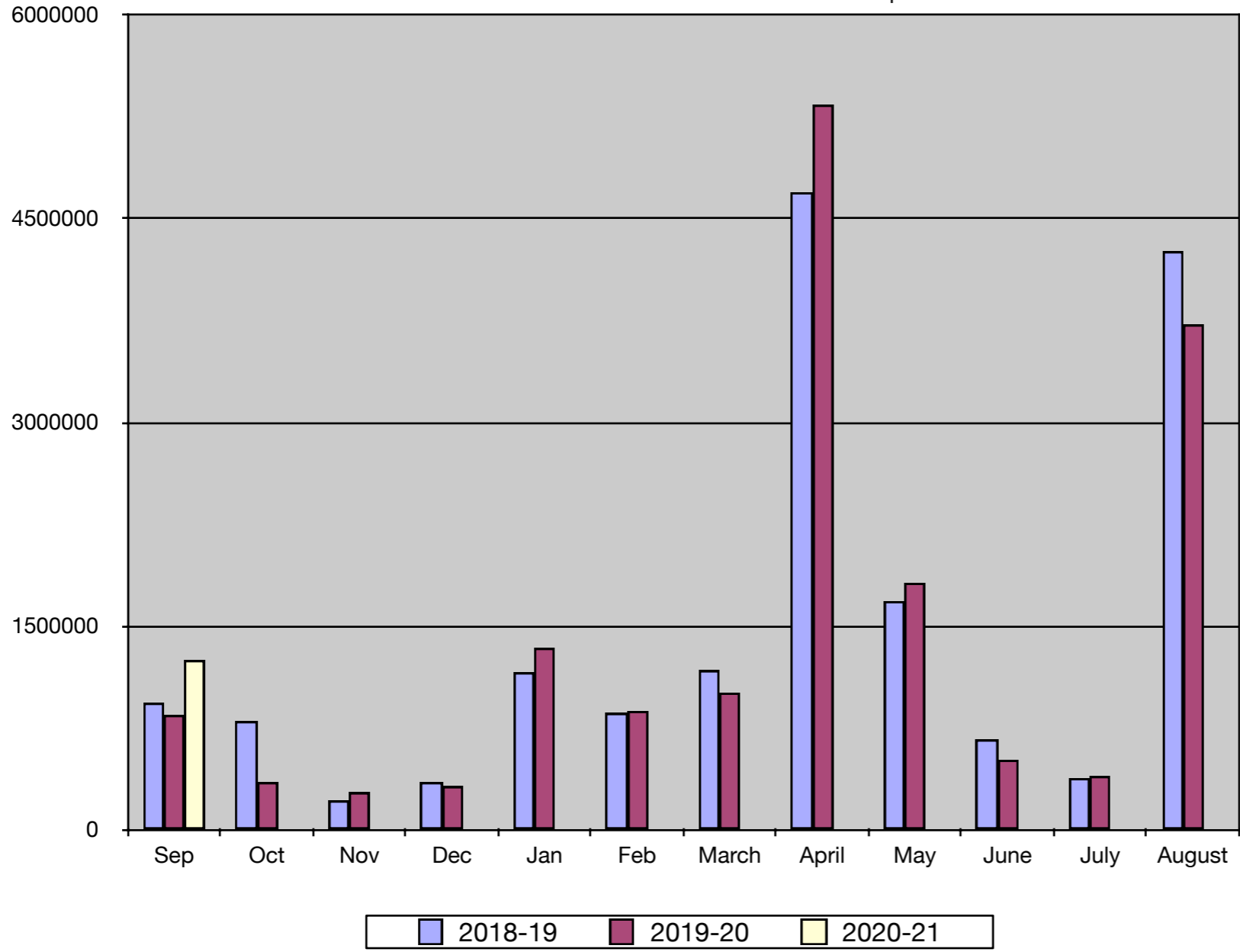
General Fund Balance 2020-21



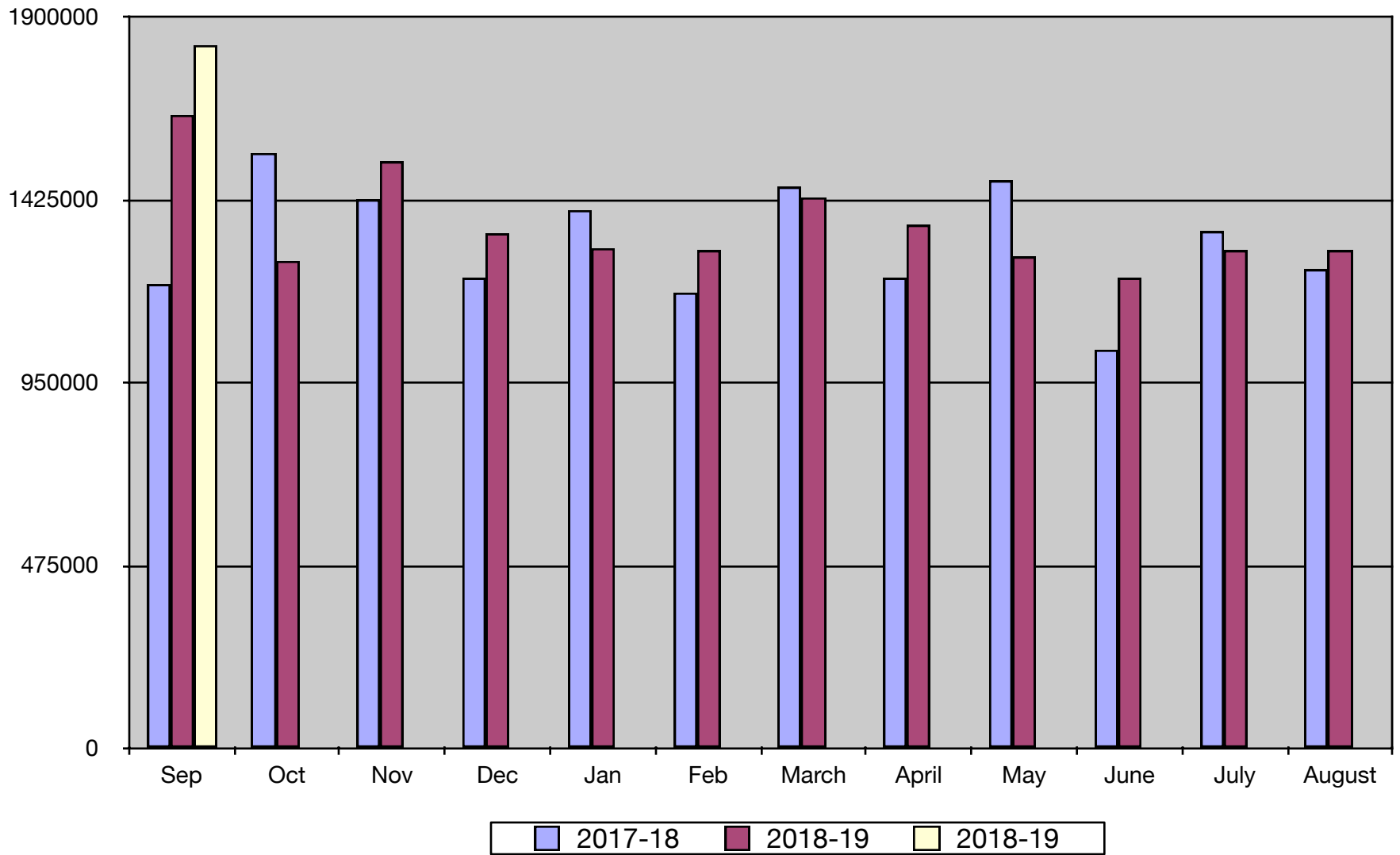
General Fund Tax Draws 2020-21



General Fund Receipts 2020-21



General Fund Expenses 2019-20



<b>Balance as of last day of the month</b>			
<b>Month</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
September	2,262,784	5,146,012	6,034,069
October	1,621,237	4,256,601	
November	505,607	3,159,199	
December	332,184	1,941,566	
January	2,074,009	2,162,383	
February	1,753,972	1,746,377	
March	1,457,617	1,277,310	
April	4,986,650	5,439,299	
May	5,189,232	5,814,163	
June	4,622,005	5,090,931	
July	3,843,444	4,192,685	
August	5,957,180	6,897,339	
<b>TOTALS</b>			<b>6,034,069</b>
<b>Tax Draw</b>			
<b>Month</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
September	794,849	811,549	1,173,235
October	710,175	252,712	
November	167,822	209,289	
December	203,071	177,342	
January	1,020,166	1,185,326	
February	527,109	552,015	
March	1,034,931	787,244	
April	4,537,279	5,192,561	
May	1,547,306	1,633,856	
June	419,632	309,899	
July	367,067	380,480	
August	4,024,777	3,703,578	
<b>TOTALS</b>	<b>15,354,184</b>	<b>15,195,851</b>	<b>1,173,235</b>
<b>Receipts</b>			
<b>Month</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
September	933,659	835,820	1,251,208
October	800,221	346,905	
November	218,493	266,213	
December	342,310	309,966	
January	1,161,150	1,331,404	
February	861,570	876,798	
March	1,176,426	1,002,911	
April	4,695,060	5,343,958	
May	1,676,490	1,812,553	
June	665,861	512,757	
July	369,171	393,226	
August	4,266,167	3,713,453	
<b>TOTALS</b>	<b>17,166,578</b>	<b>16,745,964</b>	<b>1,251,208</b>
<b>Expenses</b>			
<b>Month</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
September	1,203,738	1,646,988	1,829,100
October	1,546,444	1,265,293	
November	1,423,600	1,522,015	
December	1,221,604	1,340,222	
January	1,399,770	1,298,525	
February	1,184,238	1,292,350	
March	1,458,853	1,430,608	
April	1,220,185	1,360,785	
May	1,472,957	1,275,712	
June	1,037,630	1,221,768	
July	1,344,436	1,291,910	
August	1,247,098	1,296,132	
<b>TOTALS</b>	<b>15,760,553</b>	<b>16,242,308</b>	<b>1,829,100</b>

**Board of Education Work Session**  
Monday, September 28, 2020 6:45 PM

A meeting of the Board of Education of Springfield Platteview Community Schools in the County of Sarpy, in the State of Nebraska, was convened in open and public session at 6:45 p.m., Monday, September 28, 2020, at the District Board Office, Central Services Building. Present: Fisher, Icenogle, Osborn, Sherman, Swanson. Absent: Roseland.

Notice of the meeting was given in advance thereof by posting in at least five public places as shown by the certificate of posting notice attached to these minutes. Notice of this meeting was simultaneously given to all members of the Board of Education, and a copy of their acknowledgement of receipt of notice and the agenda was communicated in the advance notice and in the notice to the Board of Education of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public. Statute 84- 1407 to 84-1414 require that the Open Meetings Act be posted in the meeting room. President Swanson informed the board and the public that the Act is located on the west wall of the board room.

There was no public comment.

Action to approve the tax resolution for 2020-21 as read aloud by Board President Swanson and presented passed with a motion by Sherman and a second by Fisher. Vote: Yeas- Fisher, Icenogle, Osborn, Sherman, Swanson. Nays-None.

Action to approve the resolution read by Board President Swanson and as presented to authorize the early redemption of the district's outstanding limited tax obligation school bonds, series 2015 passed with a motion by Icenogle and a second by Fisher. Vote: Yeas- Fisher, Icenogle, Osborn, Sherman, Swanson. Nays-None.

Action to approve the resolution read by Board President Swanson and as presented to authorize the issuance and sale by Sarpy County School District 0046 of it's limited tax obligation refunding bonds, series 2020 passed with a motion by Fisher and a second by Icenogle. Vote: Yeas- Fisher, Icenogle, Osborn, Sherman, Swanson. Nays-none.

Action to adjourn the meeting at 6:57pm passed with a motion by Sherman and a second by Osborn. Vote: Yeas- Fisher, Icenogle, Osborn, Sherman, Swanson. Nays-None.



## **Special Hearing to Set Final Tax Request**

Monday, September 28, 2020 6:30 PM

A meeting of the Board of Education of Springfield Platteview Community Schools in the County of Sarpy, in the State of Nebraska, was convened in open and public session at 6:30 p.m., Monday, September 28, 2020, at the District Board Office, Central Services Building. Present: Fisher, Icenogle, Osborn, Sherman, Swanson. Absent: Roseland.

Notice of the meeting was given in advance thereof by posting in at least five public places as shown by the certificate of posting notice attached to these minutes. Notice of this meeting was simultaneously given to all members of the Board of Education, and a copy of their acknowledgement of receipt of notice and the agenda was communicated in the advance notice and in the notice to the Board of Education of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public. Statute 84- 1407 to 84-1414 require that the Open Meetings Act be posted in the meeting room. President Swanson informed the board and the public that the Act is located on the west wall of the board room. Superintendent Richards reviewed the 2020-2021 tax levy rates and compared them to 2019-2020.

Action to adjourn the meeting at 6:35 passed with a motion by Sherman and a second by Fisher. Vote: Yeas- Fisher, Icenogle, Osborn, Sherman, Swanson. Nays-None.

**Board of Education Regular Meeting**  
District Board Office, Central Services Building  
Monday, September 14, 2020 7:00 PM

The Policy Committee started at 6:00 p.m. Icenogle and Swanson were present. The Committee discussed policies 1300, 3560, 4190, 5101, 6111, 6117, 6380 and will be ready for 1st Reading at the next regular meeting. The committee meeting adjourned at 6:29 p.m.

The Finance Committee started at 6:30 p.m. Swanson, Sherman, and Icenogle were present. Finance reports were reviewed by the committee. Discussion of the bills took place. The committee meeting adjourned at 6:40p.m.

A meeting of the Board of Education of Springfield Platteview Community Schools in the County of Sarpy, in the State of Nebraska, was convened in open and public session at 7:00 p.m., Monday, September 14, 2020, at the District Board Office, Central Services Building. Present: Fisher, Icenogle, Osborn, Sherman, Swanson. Absent: Roseland.

Notice of the meeting and committee meetings were given in advance thereof by posting in at least five public places as shown by the certificate of posting notice attached to these minutes. Notice of this meeting was simultaneously given to all members of the Board of Education, and a copy of their acknowledgement of receipt of notice and the agenda was communicated in the advance notice and in the notice to the Board of Education of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public. Statute 84-1407 to 84-1414 require that the Open Meetings Act be posted in the meeting room. President Swanson informed the board and the public that the Act is located on the west wall of the board room.

Action to approve the Consent Agenda as presented passed with a motion by Sherman and a second by Fisher. Vote: Yeas- Fisher, Icenogle, Osborn, Sherman, Swanson. Nays-None. There were no items from patrons on agenda items.

Robin Hill updated the Board on the Cares Act which will allow all students free breakfast and lunch until Dec. 31,2020.

The Policy Committee and the Board of Education has reviewed policies 1040, 1200, 4002, 4003, 4003a, 4003b, 4260, 5001, 5103, 5401, 5401z, 5406, 5506, 6283A, 7060, 7070

Action to approve the policies listed on the agenda item as presented passed with a motion by Fisher and a second by Sherman. Vote: Yeas- Fisher, Icenogle, Osborn, Sherman, Swanson. Nays-None.

Action to approve the 2020-2021 Budget Resolution as read and presented by Board President Swanson passed with a motion by Sherman and a second by Osborn. Vote: Yeas Fisher, Icenogle, Osborn, Sherman, Swanson. Nays-None.

Action to approve the agreement for the SYAA to use district facilities as presented passed

with a motion by Sherman and a second by Fisher. Vote: Yeas- Fisher, Icenogle, Osborn, Sherman, Swanson. Nays-None.

Action to approve the social media rules of engagement for use of district social media accounts passed with a motion by Osborn and a second by Fisher. Vote: Yeas- Fisher, Icenogle, Osborn, Sherman, Swanson. Nays-None.

Action to approve the transfer of approximately 40.651 acres in the Belle Lago addition to the Bellevue Public Schools as presented passed with a motion by Fisher and a second by Osborn. Vote: Yeas- Fisher, Icenogle, Osborn, Sherman, Swanson. Nays-None.

Action to approve the staff leave resolution for district employees as read and presented by Board President Swanson passed with a motion by Fisher and a second by Sherman. Vote: Fisher, Icenogle, Osborn, Sherman, Swanson. Nays-None.

Action to approve the agreement to use City of Springfield facilities for our sports teams as presented passed with a motion by Sherman and a second by Osborn. Vote: Fisher, Icenogle, Osborn, Sherman, Swanson. Nays- None.

The Board discussed ideas for Homecoming Week Events.

Action to approve no school for students being held on Oct. 22 (early dismissal at 1:25 PM), Nov. 25 (.5 day), and January 6 (full day) to allow for additional teacher plan time during this pandemic passed with a motion by Fisher and a second by Sherman. Vote: Yeas- Fisher, Icenogle, Osborn, Sherman, Swanson. Nays-None.

Action to approve eSports to be added to the Negotiated Agreement as an extra duty position for 2020-21 and 2021-22 at 6% of the base passed with a motion by Fisher and a second by Osborn. Vote: Yeas-Fisher, Icenogle, Osborn, Sherman, Swanson. Nays-None. Icenogle updated the Board on the Policy Committee meeting.

Superintendent Richards updated the Board on well options for the PHS/PC site and plans for the new Springfield Elementary School.

Building Principals reported on student and staff successes in their respective buildings.

There were no items from patrons on items not on the agenda.

Board members reviewed their upcoming schedule of meetings, trainings, and conventions. Significant school calendar items were also discussed.

Action to adjourn the meeting at 7:58 p.m. passed with a motion by Sherman and a second by Fisher. Vote: Yeas- Fisher, Icenogle, Osborn, Sherman, Swanson. Nays-None.

STUDENT FEE ACCOUNT

10/5/2020

<u>Date</u>	<u>Num</u>	<u>Transaction</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
9/9/2020	1217	Westmont PTO cat: OUTDOOR ED memo: Refund- 2020 Outdoor Ed	1,050.00	R		7.58

Administrative  
10/5/2020

<u>Date</u>	<u>Num</u>	<u>Transaction</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
9/9/2020	TXFR	TraNSFER FROM GENERAL cat: /Aug 2020 Payable Transfer		R	4,752.75	2,742.50

**SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS**

**Treasurer's Report**

**For the month ended September 30, 2020**

<u>General Fund Now Account</u>			
Bank Balance: Beginning of Reporting Period			\$ 175,473.79
Deposits:			
Springfield State Bank - Interest	\$ 27.80		
Transfer from Admin Revolving	\$ 0.00		
Transfers from Investment Account	\$ 1,824,161.91		
Transfers from Bond Fund	\$ 536,771.25		
Transfer from QCPUF	\$ 0.00		
Transfers from Lunch Fund Investment	\$ 110,712.18		
Transfers from Building Fund Investment	\$ 125,641.57		
			\$ 2,597,314.71
			\$ 2,772,788.50
Disbursements			
Bank Balance: End of Reporting Period			\$ 539,003.87
Outstanding Checks: End of Reporting Period			\$ 392,045.41
<b>NOW Account Balance: End of Reporting Period</b>			<b>\$ 146,958.46</b>
<u>General Fund Investment Account</u>			
Available Balance: Beginning of Reporting Period			\$ 6,460,836.14
Deposits:			
Springfield State Bank - Interest	\$ 292.12		
Sarpy County Treasurer - Local Taxes	\$ 991,126.35		
Sarpy- MVT	\$ 182,109.07		
State Aid	\$ 76,250.00		
SPED SA Reimb- State	\$ 0.00		
Rentals	\$ 0.00		
Federal- IDEA SPED, Title, Perkins, etc.	\$ 0.00		
Medicaid	\$ 0.00		
County Fines/City Fees/ Liquor Licenses	\$ 0.00		
Summer School/ Preschool payments	\$ 600.00		
Refunds/ Reimbursements/ Payments	\$ 130.80		
iPad Fees and Insurance	\$ 700.00		
			\$ 1,251,208.34
			\$ 7,712,044.48
Disbursements			
Transfers to General Fund NOW	\$ 1,824,161.91		
Administrative Revolving	\$ 4,752.75		
Transfer to Depreciation	\$ 0.00		
Returned checks/ fees/ overpayment	\$ 0.00		
Bank and other Service Charges	\$ 185.30		
			\$ 1,829,099.96
<b>Investment Account Balance: End of Reporting Period</b>			<b>\$ 5,882,944.52</b>
<u>General Fund Administrative Revolving Account</u>			
Available Balance: Beginning of Reporting Period			\$ 1,389.25
Deposits:			

Transfers From General Fund Investment Acc't	\$	4,752.75	
			\$ 4,752.75
			\$ 6,142.00
Disbursements			\$ 1,976.10
Bank Balance: End of Reporting Period			\$ 4,165.90
Outstanding Checks: End of Reporting Period			\$ 0.00
<b>Admin. Revolving Account Balance: End of Reporting Period</b>			<b>\$ 4,165.90</b>
General Fund Administrative Revolving Account			\$ 4,165.90
General Fund NOW Account			\$ 146,958.46
General Fund Investment Account			\$ 5,882,944.52
<b>TOTAL GENERAL FUND BALANCE</b>			<b>\$ 6,034,068.88</b>
<u>Employee Benefit Fund</u>			
Available Balance: Beginning of Reporting Period			\$ 175,188.21
Deposits:			
Springfield State Bank - Interest			\$ 8.21
Transfers From General Fund Investment Acc't			\$ 0.00
Bank Balance: End of Reporting Period			\$ 175,196.42
Certificate of Deposit			
Available Balance: End of Reporting Period			\$ 175,196.42
Disbursements			\$ 0.00
<b>TOTAL EMPLOYEE BENEFIT BALANCE</b>			<b>\$ 175,196.42</b>
<u>Special Building Fund Investment Account</u>			
Available Balance: Beginning of Reporting Period			\$ 2,442,023.39
Deposits:			
Land Transfers	\$	0.00	
Springfield State Bank - Interest	\$	116.24	
Lease Purchase Reimbursement	\$	0.00	
Sarpy County Treasurer - Local Taxes	\$	196,219.59	\$ 196,335.83
			\$ 2,638,359.22
Disbursements	\$	125,641.57	\$ 125,641.57
Available Balance: End of Reporting Period			\$ 2,512,717.65
<b>TOTAL SPECIAL BUILDING FUND BALANCE</b>			<b>\$ 2,512,717.65</b>
<u>School Lunch Investment Account</u>			
Available Balance: Beginning of Reporting Period			\$ 230,392.40
Deposits:			
Springfield State Bank - Interest	\$	8.75	
Hot Lunches	\$	10,305.50	
State/Federal Aid	\$	5,042.36	
KidsCare Reimbursement/ Other	\$	0.00	\$ 15,356.61
			\$ 245,749.01
Disbursements			

Transfers to NOW	\$	110,712.18	
Transfer to Admin Revolving	\$	0.00	
Returned checks debit/fees	\$	20.00	
			\$ 110,732.18
Available Balance: End of Reporting Period			\$ 110,732.18
<b>TOTAL SCHOOL LUNCH FUND BALANCE</b>			<b>\$ 135,016.83</b>
<u>Bond Fund #1 Investment Account</u>			
Available Balance: Beginning of Reporting Period			\$ 440,356.67
Deposits:			
Springfield State Bank - Interest	\$	21.23	
Sarpy County Treasurer - Local Taxes	\$	25,286.48	\$ 25,307.71
			\$ 465,664.38
Disbursements			\$ 0.00
Transfer to NOW			\$ 0.00
Available Balance: End of Reporting Period			\$ 465,664.38
<b>TOTAL BOND FUND #1 BALANCE</b>			<b>\$ 465,664.38</b>
<u>Bond Fund #2 Investment Account (Series 2020)</u>			
Available Balance: Beginning of Reporting Period			\$ 9,854,139.03
Deposits:			
Springfield State Bank - Interest	\$	449.75	
Sarpy County Treasurer - Local Taxes	\$	0.00	\$ 449.75
			\$ 9,854,588.78
Disbursements			\$ 536,771.25
Transfer to NOW			\$ 0.00
Available Balance: End of Reporting Period			\$ 9,317,817.53
<b>TOTAL BOND FUND #2 BALANCE (2020)</b>			<b>\$ 9,317,817.53</b>
<u>Depreciation Fund Account</u>			
Available Balance: Beginning of Reporting Period			\$ 72,645.77
Deposits:			
Springfield State Bank - Interest	\$	3.40	
Transfers from General Fund	\$	0.00	\$ 3.40
			\$ 72,649.17
Disbursements			
Transfer to NOW	\$	0.00	\$ 0.00
Available Balance: End of Reporting Period			\$ 72,649.17
<b>TOTAL DEPRECIATION FUND BALANCE</b>			<b>\$ 72,649.17</b>
<u>QCPUF Fund Account</u>			
Available Balance: Beginning of Reporting Period			\$ 260,214.10



Deposits:			
Transfer from Bond Fund	\$	0.00	
Springfield State Bank - Interest	\$	12.77	
Local Real Estate Taxes	\$	24,263.46	
			\$ 284,490.33
Disbursements			
Transfer to NOW	\$	0.00	
			\$ 0.00
Available Balance: End of Reporting Period			\$ 284,490.33
<b>TOTAL QCPUF FUND BALANCE</b>			<b>\$ 284,490.33</b>

# Bank Statement Reconciliation

Description

Adjustment Date

Adjustment Amount

Platteview High School

09/01/2020 through 09/30/2020

Checking

## Bank Statement Reconciliation Summary

Statement Balance	\$ 167,995.78
- Outstanding checks	\$ 6,338.20
+ Outstanding Deposits	\$ 0.00
+ Outstanding Adjustments	\$ 0.00
- Outstanding Investment Transfers	\$ 0.00
Total	<u>\$ 161,657.58</u>
+ Investments	\$ 0.00
Book Balance	<u>\$ 161,657.58</u>

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID; Filtered by Site.  
From 09/01/2020 to 09/30/2020.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
PCJH	Platteview Central Jr High							
D	Clubs/Organizations							
	440		National Honor Society	643.58	0.00	0.00	0.00	643.58
	465		Student Council	615.49	0.00	0.00	0.00	615.49
		D	Totals:	1,259.07	0.00	0.00	0.00	1,259.07
M	Miscellaneous							
	727		Destination Imagination	2,167.69	0.00	0.00	0.00	2,167.69
	745		Library	354.67	0.00	0.00	0.00	354.67
	750		Principal	3,118.73	3,910.00	2,296.15	0.52	4,733.10
	755		Parent Advisory Council	1,578.72	0.00	0.00	0.00	1,578.72
	765		Science In Motion	317.67	0.00	0.00	0.00	317.67
		M	Totals:	7,537.48	3,910.00	2,296.15	0.52	9,151.85
		PCJH	Totals:	8,796.55	3,910.00	2,296.15	0.52	10,410.92
			Report Totals:	8,796.55	3,910.00	2,296.15	0.52	10,410.92

*Rain Johnson*  
10-6-20

# Bank Statement Reconciliation

Description

Adjustment Date

Adjustment Amount

Springfield Elementary

09/01/2020 through 09/30/2020

Checking

## Bank Statement Reconciliation Summary

Statement Balance	\$ 13,368.00
- Outstanding checks	\$ 218.29
+ Outstanding Deposits	\$ 0.00
+ Outstanding Adjustments	\$ 0.00
- Outstanding Investment Transfers	\$ 0.00
Total	\$ 13,149.71
+ Investments	\$ 0.00
Book Balance	\$ 13,149.71

*Karla Jery Henegar*

10/7/2020

# Bank Statement Reconciliation

Description

Adjustment Date

Adjustment Amount

Westmont Elementary

09/01/2020 through 09/30/2020

Checking

## Bank Statement Reconciliation Summary

Statement Balance	\$ 10,503.48
- Outstanding checks	\$ 0.00
+ Outstanding Deposits	\$ 0.00
+ Outstanding Adjustments	\$ 0.00
- Outstanding Investment Transfers	\$ 0.00
Total	\$ 10,503.48
+ Investments	\$ 0.00
Book Balance	\$ 10,503.48

Melissa Hasty  
10/6/2020

# Springfield Platteview Community Schools

Check Payments By Fund Report October 12, 2020

General Fund			
Payee	Account Code	Reason	Amount
Abe's Portables	01-2-06996-420-000-01	Satellite Service - Ball Field	\$405.00
Abe's Portables	01-2-06996-420-000-01	Satellite Service - PHS	\$1,680.93
Advanced Audio Visual, Inc.	01-2-01100-642-002-11	EPSON Projector	\$581.64
Advanced Audio Visual, Inc.	01-2-01100-642-004-12	EPSON Projector	\$581.64
American Express	01-2-01100-560-000-01	Fa Machine - SE (K. Heneger)	\$129.99
American Express	01-2-01100-610-002-11	Laundry Bags - SE (K Heneger)	\$189.75
American Express	01-2-01100-610-002-11	Returned Book	(\$359.50)
American Express	01-2-01100-610-002-11	Supplies - SE	\$214.34
American Express	01-2-01100-610-004-12	Positive Sayings Carpet Markers - WE (M Hasty)	\$90.33
American Express	01-2-01100-643-000-01	Adobe	\$213.87
American Express	01-2-01100-643-000-01	Adobe Acropro (Frank S)	\$16.04
American Express	01-2-01100-643-000-01	Adobe ALL MLP SSP (N. Baugh)	\$29.99
American Express	01-2-01100-650-002-11	NEC Projector Lamps (K. Heneger)	\$115.96
American Express	01-2-01200-610-000-01	Youth Reusable Clear Masks - SPED	\$288.09
American Express	01-2-01200-643-005-21	Learning A-Z License (M. Woodward)	\$115.45
American Express	01-2-01291-610-002-11	Child Lap Trays	\$86.92
American Express	01-2-02130-610-000-01	Heartsaver CPR Trainer	\$315.00
American Express	01-2-02153-640-000-01	SCQ Kit & Forms (L. Wilson)	\$299.20
American Express	01-2-02210-640-000-01	Books (Mississippi Trial, Wizard of OZ, The Wave)	\$556.16
American Express	01-2-02210-640-000-01	Psychology: Themes Variations	\$819.00
American Express	01-2-02220-610-001-22	AV Supplies - PHS (A Thayer)	\$32.97
American Express	01-2-02220-610-001-22	Vinyl Adhesive Roll (A. Thayer)	\$17.98
American Express	01-2-02410-650-001-22	External Hard Drive (M. McLaughlin)	\$59.99
American Express	01-2-02510-890-000-01	Verizon Insr. Phone	\$99.00
American Express	01-2-02650-626-000-01	Fuel	\$428.88
American Express	01-2-06996-610-000-01	Plastic Disposable Gloves	\$999.00
American Express	01-2-06996-610-000-01	Returned Book	(\$16.95)
American Express	01-2-06996-610-000-01	Returned Books	(\$372.90)
American Express	01-2-06996-610-000-01	SparkGuard Flame Resistant Clothing	\$947.35
American Express	01-2-06996-610-000-01	Welding Gloves	\$395.55
American School Counselor	01-2-02120-810-005-21	ASCA Membership (S Svoboda)	\$164.00
Apple Inc.	01-2-02210-643-000-01	Computer Software Return	(\$4,676.89)
Apple Inc.	01-2-02410-734-000-22	iPad	\$299.00
Apple Inc.	01-2-02410-734-000-22	STM Dux Plus Duo for 10.2" iPad 7G	\$49.95
Apple Inc.	01-2-06996-650-000-01	iPads	\$5,880.00
ASCD	01-2-02410-810-000-12	2020-21-Membership (M. Hasty)	\$239.00
AT&T MOBILITY	01-2-06996-530-000-01	Wireless Services	\$616.04
Bellevue East High School	01-2-01100-561-001-22	2020-21 Swimming Coop w/BEHS	\$3,000.00
Bellevue East High School	01-2-01100-561-001-22	2020-21 Tennis Coop w/BEHS	\$3,000.00
Black Hills Energy	01-2-02610-621-004-12	WE - Natural Gas	\$148.60
Brad Zierott	01-2-06996-733-000-01	Transport/Deliver Desk Shields	\$500.00
Capital Business Systems, Inc. -	01-2-02510-443-000-01	Copier Lease 107-1569973-001	\$1,708.00
Capital Business Systems, Inc. -	01-2-02510-610-000-01	Staples	\$124.65
CENTURY LINK	01-2-02510-530-000-01	Long Distance	\$357.05
CHILDREN SUCCEED THERAPY,	01-2-02161-340-000-01	Occupational Therapy / PT	\$184.25
CHILDREN SUCCEED THERAPY,	01-2-02162-340-000-01	Occupational Therapy / PT	\$217.75
CHILDREN SUCCEED THERAPY,	01-2-02163-340-000-01	Occupational Therapy / PT	\$1,021.75
CHILDREN SUCCEED THERAPY,	01-2-02171-340-000-01	Occupational Therapy / PT	\$519.25
CHILDREN SUCCEED THERAPY,	01-2-02173-340-000-01	Occupational Therapy / PT	\$301.50
City Of Springfield	01-2-02610-410-000-11	Water & Sewer - SE	\$91.38
Clayton, Shannon L	01-2-02210-610-000-01	High Ability Learner Curriculum	\$99.33
Comine, Jon L	01-2-01100-810-000-22	NE State Bar Foundation - Mock Trial Registration	\$50.00

Construction Containers &	01-2-02620-420-000-01	Supplies	\$575.00
COX BUSINESS	01-2-02510-530-000-01	Phone service	\$625.27
Culligan Us Filter	01-2-02410-340-000-22	SUPPLIES	\$13.00
Culligan Us Filter	01-2-02510-890-000-01	Supplies	\$28.00
Dill, Shellee L	01-2-02140-333-000-01	Mileage (Aug/Sept)	\$93.15
Drake-Williams Steel	01-2-01100-610-001-22	Steel Sheeting for Shop Class	\$996.05
Educational Service Unit No. 3	01-2-01100-810-000-11	Follow The Leader (Oct 17, 2019)	\$90.00
Educational Service Unit No. 3	01-2-01100-810-000-12	Follow The Leader (Oct 17, 2019)	\$90.00
Educational Service Unit No. 3	01-2-01200-330-000-11	CPI RECERTIFICATION	\$40.00
Educational Service Unit No. 3	01-2-01200-330-000-12	CPI RECERTIFICATION	\$40.00
Educational Service Unit No. 3	01-2-02510-340-000-01	LASERFICHE	\$95.54
Educational Service Unit No. 3	01-2-06310-330-000-01	CPI RECERTIFICATION	\$360.00
Educational Service Unit No. 3	01-2-02210-320-000-01	Administrative Fees	\$23,345.00
Educational Service Unit No. 5	01-2-02210-382-000-01	Erate Consulting Services (9/1/20-8/31/21)	\$1,500.00
Egan Supply Company	01-2-02620-610-000-01	Supplies	\$2,069.60
Ehrke, Kirsten L	01-2-01100-610-001-22	Class Supplies	\$36.69
Fiber Platform, LLC	01-2-02510-530-000-01	Phone Service	\$2,091.86
Gopher Sport	01-2-01100-610-001-22	Supplies	\$1,532.65
Grainger	01-2-02620-610-000-01	Supplies	\$563.18
Great Plains Pest Services In	01-2-02620-420-000-01	Pest Control - Sep 2020	\$150.00
Greater Omaha Refrigeration	01-2-02620-430-000-01	Maintenance	\$279.50
Grunwald Mechanical Contractor	01-2-02620-430-000-01	Annual Back Flow Test - PHS, WE, SE	\$427.25
Grunwald Mechanical Contractor	01-2-02620-430-000-01	Garbage Disposal Black Rubber Drain Stopper	\$294.30
Grunwald Mechanical Contractor	01-2-02620-430-000-01	Repair Teachers Lounge RR - SE	\$247.96
Harris School Solutions	01-2-02510-610-000-01	Apta Forms	\$247.50
Haynes, Kelli L	01-2-02130-810-000-01	AHA BLS Provider Course (K. Haynes)	\$80.00
Hillyard/Sioux Falls	01-2-02620-610-000-01	Supplies	\$105.31
Home Depot/GECF	01-2-01100-610-000-01	Supplies (J Layher)	(\$629.00)
Home Depot/GECF	01-2-01100-610-001-22	Supplies (B. Michael)	\$362.82
Home Depot/GECF	01-2-01100-610-001-22	Supplies (D. Foutch)	\$1,122.90
Home Depot/GECF	01-2-01100-610-001-22	Supplies (J. Layher)	\$698.97
Home Depot/GECF	01-2-01100-610-001-22	Supplies (M Bos)	\$519.51
Intermountain Wood Products	01-2-01100-610-001-22	Supplies - Shop Class	\$1,197.91
JODI KOHL	01-2-02560-340-000-01	PR Services - Sep 2020	\$1,290.00
King, Matthew T	01-2-01100-610-001-22	Reimb. Supplies	\$57.98
King, Matthew T	01-2-01100-810-000-22	Reimb. Supplies	\$20.00
KUTA SOFTWARE, LLC	01-2-01100-643-000-22	Infinite Geometry & Algebra 2 Site Licenses	\$314.00
Learning A-Z	01-2-01100-643-000-12	Public Notifications	\$461.80
LEARNING WITHOUT TEARS	01-2-01291-640-000-10	My First School Book	\$483.00
LEARNING WITHOUT TEARS	01-2-01291-640-000-10	Shipping	\$50.93
LEARNING WITHOUT TEARS	01-2-01291-640-000-10	Slate Chalkboard	\$26.25
Lou's Sporting Goods	01-2-01291-610-000-10	Early Education T-Shirts	\$18.77
Mahoney, Jeremy R	01-2-01100-333-000-01	Mileage Claim	\$52.90
Mark's Plumbing Parts	01-2-02620-610-000-01	Supplies - Maintenance	\$873.60
McGraw Hill Education	01-2-01200-610-005-21	Reading/Math Materials & Workbooks	\$470.72
MCI	01-2-02510-530-000-01	Long Distance	\$48.40
Metropolitan Utilities Dist	01-2-02610-621-000-01	Level Payment	\$207.00
Metropolitan Utilities Dist	01-2-02610-621-001-22	Level Payment	\$1,904.00
Metropolitan Utilities Dist	01-2-02610-621-002-11	Level Payment	\$153.00
Metropolitan Utilities Dist	01-2-02610-621-005-21	PC - Natural Gas	\$73.00
Metropolitan Utilities Dist	01-2-02620-621-000-03	SB - Natural Gas	\$50.51
MobyMax, LLC	01-2-01100-643-000-11	MobyMax ALL Student License K-8	\$2,599.00
Music Is Elementary	01-2-01100-610-004-12	99 New Musial Games (Book/CD)	\$16.95
Music Is Elementary	01-2-01100-610-004-12	Boomwhackers 5 Note Chromatic Add-on Set	\$14.50
Music Is Elementary	01-2-01100-610-004-12	Boomwhackers 7 Note Bass Set	\$38.00
Music Is Elementary	01-2-01100-610-004-12	Kinder Xylophone Mallets, Yarn (Medium)	\$27.50
Music Is Elementary	01-2-01100-610-004-12	Rhythm Works Cabasa, Standard	\$25.95
Music Is Elementary	01-2-01100-610-004-12	Shipping	\$49.46
Music Is Elementary	01-2-01100-610-004-12	Stretchy Band - Large	\$74.95

NACIA	01-2-02210-810-000-01	2020-21 Membership (H. Zierott)	\$15.00
Nasco	01-2-01100-610-002-11	Supplies	\$6.60
Nasco	01-2-01100-610-004-12	Classroom Supplies	\$62.40
Nasco	01-2-01100-610-005-21	Supplies	\$10.16
NCSA-NE Council of School	01-2-01200-330-000-01	NASES WebEd Series (J Lucas)	\$150.00
NCSA-NE Council of School	01-2-01200-810-000-01	2020-21 Membership (J. Lucas)	\$510.00
NCSA-NE Council of School	01-2-02210-810-000-01	2020-21 Membership (H. Zierott)	\$335.00
NCSA-NE Council of School	01-2-02320-810-000-01	2020-21 Membership (B. Richards)	\$805.00
NCSA-NE Council of School	01-2-02410-810-000-11	2020-21 Membership (K. Heneger)	\$335.00
NCSA-NE Council of School	01-2-02410-810-000-21	2020-21 Membership (D. Johnson)	\$335.00
NCSA-NE Council of School	01-2-02410-810-000-22	2020-21 Membership (R. Alexander)	\$585.00
NE U.C. Fund	01-2-02510-340-000-01	Unemployment Insurance	\$3,151.11
OMAHA PERFORMING ARTS-	01-2-01100-810-000-22	NHS Theater Academy Registration	\$100.00
Omaha Public Power District	01-2-02610-621-000-02	Utilities - Level Pay	\$695.85
Omaha Public Power District	01-2-02610-621-001-22	Utilities - Level Pay	\$14,295.80
Omaha Public Power District	01-2-02610-621-002-11	Utilities - Level Pay	\$3,257.02
Omaha Public Power District	01-2-02610-621-004-12	Utilities - Level Pay	\$3,891.33
Omaha World Herald	01-2-02510-540-000-01	Public Notifications	\$1,199.75
One Source	01-2-02510-340-000-01	Background Checks	\$160.00
OPAA! FOOD MGT. OF NE, LLC.	01-2-01291-610-002-11	Pre-K Snacks	\$134.89
OPAA! FOOD MGT. OF NE, LLC.	01-2-01291-610-004-12	Pre-K Snacks	\$134.89
Papillion Sanitation	01-2-02620-420-000-01	Trash Removal	\$739.87
Pearson Assessments	01-2-02140-610-000-01	Supplies	\$756.00
Pearson Assessments	01-2-02140-610-000-01	Vineland-3 Q-Global Scoring Subscription (S. Dill)	\$120.00
Perry, Guthery, Haase &	01-2-02320-317-000-01	Legal Review - Selling/Send Policy	\$75.00
Pioneer Manufacturing Company	01-2-02620-610-000-01	Supplies	\$990.80
Platteview High School	01-2-02310-890-000-01	Trojan Zone Gift Card #11 (L. Lovercheck)	\$20.00
Platteview High School	01-2-02310-890-000-01	Trojan Zone Gift Card #11 (L. Michelle)	\$20.00
Platteview High School	01-2-02410-643-001-22	Acrobat Pro Subs \$15.81 / Setmore Premium Plan \$25	\$40.81
Prime Communications, Inc.	01-2-01100-432-000-01	Wi-Fi Issues - WE	\$85.00
Prime Communications, Inc.	01-2-02510-610-000-01	Sidecar for Avaya phone	\$240.40
Prime Communications, Inc.	01-2-02620-430-000-01	MAC Changes for SE	\$115.00
Prufrock Press	01-2-02210-610-000-01	Rating Scale - Behavioral Admin Manual	\$47.95
Quadient Finance USA, Inc.	01-2-02510-531-000-01	Postage	\$500.00
Quill Corp	01-2-02410-610-001-22	Supplies	\$97.69
Quill Corp	01-2-02510-610-000-01	Supplies	\$26.44
Quill Corp	01-2-02620-610-000-01	Supplies	\$125.63
Rainbow Glass And Supply	01-2-02410-340-000-22	Door Installation - PHS (J. Case)	\$1,260.00
Rainbow Glass And Supply	01-2-02410-610-001-22	Strattec Door Lock - PHS	\$799.00
Richard Buskirk	01-2-02650-626-000-01	OIL CHANGE	\$186.00
Sarpy County Treasurer's Offi	01-2-02660-340-000-01	SRO Grant Jul-Sep 2020	\$13,078.47
Sarpy County Treasurer's Offi	01-2-02660-340-000-01	SRO Grant Oct-Dec 2020	\$13,078.47
Satellite Shelters, Inc.	01-2-02620-442-000-01	Portable Classroom Rental - SE	\$1,168.00
School Datebooks	01-2-01100-610-002-11	Supplies	\$443.06
School Health	01-2-02130-610-000-01	Supplies	\$114.36
School Specialty	01-2-01100-610-004-12	Supplies	\$58.99
Sherwin-Williams Co. (The)	01-2-02620-610-000-01	Paint Supplies	\$104.89
SHRED-IT, USA	01-2-01100-890-005-21	Shredding Services	\$31.06
SHRED-IT, USA	01-2-02410-890-001-22	Shredding Services	\$62.13
Social Thinking	01-2-01200-610-004-12	The Zones Regulations	\$71.11
SPRINGFIELD ACE	01-2-02620-610-000-01	Supplies (Inv 3969, 4089)	\$48.57
Springfield Ace Hardware	01-2-01100-610-001-22	Supplies - Maint. 4026, 4068, 4086, 4096 PHS: 4113, 4130	\$54.12
Springfield Ace Hardware	01-2-02620-610-000-01	Supplies - Maint. 4026, 4068, 4086, 4096 PHS: 4113, 4130	\$133.62
Student Transportation of NE, Inc.	01-2-02790-510-000-01	Student Transportation	\$29,226.60
Student Transportation of NE, Inc.	01-2-02790-626-000-01	Fuel Escalator	\$213.54
Suburban Newspapers, Inc	01-2-02510-540-000-01	Public Notifications	\$637.96
Teaching Strategies	01-2-01291-643-002-11	Software	\$448.13



Teaching Strategies	01-2-01291-643-004-12	Software	\$448.12
The Daily Record	01-2-02510-890-000-01	Public Notifications	\$180.58
University of NE High School	01-2-01100-382-001-01	Online Academy 2020	\$900.00
VALENTINOS EXPRESS AND	01-2-02310-890-000-01	BTS Staff Coupons	\$390.00
Verizon Wireless	01-2-02510-530-000-01	Cellular Phones	\$212.74
VOCABULARYSPELLINGCITY.CO	01-2-01100-643-000-12	SpellingCity Premium Membership Renewal	\$270.00
WHC NE LLC	01-2-02712-510-000-01	SPED Transportation - Aug 2020	\$1,049.29
Wilson, Leslie A	01-2-02152-333-000-01	Mileage - Aug 2020	\$33.52
Wilson, Leslie A	01-2-02152-333-000-01	Mileage - Sep 2020	\$97.52
Wilson, Leslie A	01-2-02153-333-000-01	Mileage - Aug 2020	\$11.56
Wilson, Leslie A	01-2-02153-333-000-01	Mileage - Sep 2020	\$48.42
Windstream	01-2-02510-530-000-01	Phone Service	\$432.91
Yegros Educational,LLC	01-2-01100-643-000-22	Premium Site License 2020-21	\$60.00
ZOLL	01-2-02130-610-000-01	Medical Supplies	\$415.06
Bromm Nielsen & Mines	01-2-02510-314-000-01	NE Legislature lobby fee 2020 -2nd Payment	\$14,250.00
KSB School Law, PC LLO	01-2-02320-317-000-01	LEGAL SERVICE	\$5,354.00
		<b>SUB TOTAL</b>	<b>\$191,089.56</b>
<b>FOOD SERVICE FUND</b>			
<b>Payee</b>	<b>Account Code</b>	<b>Reason</b>	<b>Amount</b>
American Express	06-2-03100-610-000-23	Dishwasher Thermometers x 4	\$263.99
OPAA! FOOD MGT. OF NE, LLC.	06-2-03100-570-000-23	Food Service - Sep 2020	\$34,409.55
PROFESSIONAL PLASTICS, INC.	06-2-03100-733-000-23	Cafeteria Table Dividers	\$15,835.54
		<b>SUB TOTAL</b>	<b>\$50,509.08</b>
<b>BUILDING BOND FUND</b>			
<b>Payee</b>	<b>Account Code</b>	<b>Reason</b>	<b>Amount</b>
Olsson	07-2-04500-450-000-02	Due Diligence - SE	\$4,906.25
Olsson	07-2-04500-450-000-02	Due Diligence - WE	\$3,995.00
BOYD JONES CONSTRUCTION,	07-2-04500-450-000-02	SPRINGFIELD ELEMENTARY	\$90,587.57
A.P.M. ARCHITECTURE, INC.	07-2-04500-450-000-02	Project 19036 - SE Contract	\$158,507.33
		<b>SUB TOTAL</b>	<b>\$257,996.15</b>
<b>BUILDING FUND</b>			
<b>Payee</b>	<b>Account Code</b>	<b>Reason</b>	<b>Amount</b>
FIVE POINTS BANK	08-2-04900-831-000-01	Principal/Interest Payment	\$1,630,000.00
FIVE POINTS BANK	08-2-04900-832-000-01	Principal Payment	\$129,319.99
FIVE POINTS BANK	08-2-04900-832-000-01	Principal/Interest Payment	\$12,843.04
Hayes Mechanical, LLC	08-2-02515-720-001-22	IAQ Project-FP - PHS	\$25,400.00
Lamp, Rynearson & Associates, Inc.	08-2-02515-450-000-01	SPCS Misc. Projects -	\$337.21
		<b>SUB TOTAL</b>	<b>\$1,797,900.24</b>
<b>QCPF FUND</b>			
<b>Payee</b>	<b>Account Code</b>	<b>Reason</b>	<b>Amount</b>
BOK Financial	09-2-05000-831-000-01	Ser.2015 Principal due 12/1/2020	\$305,000.00
BOK Financial	09-2-05000-832-000-01	Ser.2015 Interest due at Closing*	\$17,140.94
		<b>SUB TOTAL</b>	<b>\$322,140.94</b>
		<b>TOTAL</b>	<b>\$2,619,635.97</b>



Prepared For  
**BRETT RICHARDS**  
**SO SARY SCHOOL 46**

Account Number  
 XXXX-XXXXX7-21006

Closing Date  
 09/22/20

Page 5 of 6

**Activity Continued**

**Card Number XXXX-XXXXX7-25023**

Reference Code

Amount \$

Date	Description	Location	State	Reference Code	Amount
08/23/20	S & H UNI WEB REF# 85166180236 914-937-6800 ROC NUMBER 8516618023698000	WHITE PLAINS	NY	SPED 85166180236 01-2-01200-610-000-01	288.09 ✓
08/23/20	AMZN MKTP US REF# MEJK5BAE6YX BOOK STORES	AMZN.COM/BILL	WA	COVID 01-2-06996-610-000-01	-135.60 ✓
08/23/20	AMZN MKTP US REF# 5BXAQX7I6NQ BOOK STORES	AMZN.COM/BILL	WA	COVID 01-2-06996-610-000-01	-203.40 ✓
08/24/20	AMZN MKTP US*MM5F38G REF# 58ZHWRNH25Y BOOK STORES	AMZN.COM/BILL	WA	WM 01-2-01100-610-004-12	90.33 ✓
08/24/20	AMZN MKTP US REF# 5UJEYOE63LN BOOK STORES	AMZN.COM/BILL	WA	COVID 01-2-06996-610-000-01	-33.90 ✓
08/24/20	AMZN MKTP US REF# 3KKATL51ITS BOOK STORES	AMZN.COM/BILL	WA	COVID 01-2-06996-610-000-01	-16.95 ✓
08/24/20	IN *ELEMENTS HEALTH DALLAS 237IAOHFG 217 752012 ROC NUMBER 237IAOHFG201MPJO		TX	Trainer-CPR 01-2-02130-610-000-01	315.00 ✓
08/25/20	B & D Pitstop REF# 85544020238 402-253-8004	SPRINGFIELD	NE	fuel 85544020238	33.03 ✓
08/25/20	AMZN MKTP US*MMOY35D REF# 628ALT183BG MERCHANDISE	AMZN.COM/BILL	WA	Hudr 01-2-02210-640-000-01	819.00 ✓
08/26/20	AMAZON.COM*MU5G854J1 REF# 35I2K9QC9NV MERCHANDISE	AMZN.COM/BILL	WA	Wm HAL 01-2-01100-610-004-12	556.16 ✓
08/26/20	MICHAELS #9480 REF# MIK27716219 ARTS/CRAFTS	800-642-4235	TX	PEEC 01-2-01291-610-002-11	86.92 ✓
08/27/20	ADOBE CREATIVE CLOUD SAN JOSE REF# 817844309 ADOBE.LY/ENUS		CA	01-2-01100-643-000-01	213.87 ✓
08/27/20	AMAZON.COM*MM5B5880 REF# 35RZ5RPWEZ5 MERCHANDISE	AMZN.COM/BILL	WA	PHS-Mike McLaughlin 01-2-02410-650-001-22	59.99 ✓
08/27/20	AMAZON.COM*MM7G82UC2 REF# 18A1SL36VHX MERCHANDISE	AMZN.COM/BILL	WA	COVID 01-2-06996-610-000-01	947.35 ✓
08/28/20	AMZN MKTP US*MUOY05N REF# 4B10Q9GPPMY BOOK STORES	AMZN.COM/BILL	WA	PHS-Amy Thayer 01-2-02220-610-001-22	17.98 ✓
08/29/20	AMZN MKTP US*MM30942 REF# 4DX2GE0HJ2C BOOK STORES	AMZN.COM/BILL	WA	COVID 01-2-06996-610-000-01	395.55 ✓
08/29/20	THERMOWORKS INC 0208 AMERICAN FORK 740340261 C9-2193685 84003 MISCELLANEOUS AND SP ROC NUMBER 7403402612		UT	FS-Food Serv 74034026120 06-2-03100-610-000-23	263.99 ✓
08/29/20	ADOBE ACROPRO SUBS A SAN JOSE REF# 813853095 ADOBE.LY/ENUS		CA	Frank 81385309500 01-2-01100-643-000-01	16.04 ✓
08/30/20	B & D Pitstop REF# 85544020243 402-253-8004	SPRINGFIELD	NE	fuel 85544020243	49.36 ✓
08/30/20	B & D Pitstop REF# 85544020243 402-253-8004	SPRINGFIELD	NE	fuel 85544020243	50.04 ✓
08/30/20	B & D Pitstop REF# 85544020243 402-253-8004	SPRINGFIELD	NE	fuel 85544020243	65.00 ✓
08/30/20	B & D Pitstop REF# 85544020243 402-253-8004	SPRINGFIELD	NE	fuel 85544020243	86.96 ✓
08/30/20	AMZN MKTP US*MU4RL2C REF# 3WB7L4CTH1T BOOK STORES	AMZN.COM/BILL	WA	PHS-Amy Thayer 01-2-02220-610-001-22	32.97 ✓
08/30/20	AMZN MKTP US*MU0B041 REF# 61DXT7PDQ7J BOOK STORES	AMZN.COM/BILL	WA	SP 01-2-01100-610-002-11	214.34 ✓
08/31/20	AMZN MKTP US*MU1JG4P REF# 9YQL2NETL2J BOOK STORES	AMZN.COM/BILL	WA	SP 01-2-01100-610-002-11	189.75 ✓
09/02/20	B & D Pitstop REF# 85544020246 402-253-8004	SPRINGFIELD	NE	fuel 85544020246	58.00 ✓
09/02/20	AMZN MKTP US REF# 9VPH68IINKH BOOK STORES	AMZN.COM/BILL	WA	SP 01-2-01100-610-002-11	-359.50 ✓

**Activity Continued**

				Reference Code	Amount \$
09/04/20	WPS 0685 TORRANCE CA	2536681105	09/03/20	SPED SPL 0-2 01-2-02153-640-000-01	299.20 ✓
(28)	REF# 2536681105 310-478-2051				
	MEDICAL SUPPLIES				
	ROC NUMBER 2536681105				
09/04/20	ADOBE STOCK TRIAL Ad SAN JOSE CA	839877268	09/03/20	Nichole B. 01-2-01100-643-000-01	29.99 ✓
(29)	REF# 839877268 ADOBE.LY/ENUS				
09/05/20	AMZN MKTP US*MU0UB63 AMZN.COM/BILL WA		09/01/20	SP 01-2-01100-650-002-11	115.96 ✓
(30)	REF# NTQED89D1X4 BOOK STORES				
09/06/20	AMZN MKTP US*MU75N3K AMZN.COM/BILL WA		09/04/20	covid 01-2-06996-610-000-01	999.00 ✓
(31)	REF# 1NVPWORJRCM BOOK STORES				
09/10/20	B & D Pitatop SPRINGFIELD NE	85544020254	09/09/20	fuel	40.36 ✓
(32)	REF# 85544020254 402-253-8004				
09/12/20	AMZN MKTP US*MU51G5U AMZN.COM/BILL WA		09/10/20	SP- Activity	705.24 ✓
(33)	REF# 37C941FDQAV BOOK STORES				
09/15/20	AMZN MKTP US*MU8ES07 AMZN.COM/BILL WA		09/11/20	SP- 01-2-01100-560-002-11	129.99 ✓
(34)	REF# 3KC7UT3DPPT BOOK STORES				
09/16/20	B & D Pitatop SPRINGFIELD NE	85544020280	09/15/20	fuel	48.13 ✓
(35)	REF# 85544020260 402-253-8004				
09/17/20	Asurion Wireless Ins Nashville US		09/14/20	Verizon Insr. Phone - 01-2-02510-890-000-01	99.00 ✓
(36)	REF# n6IiqedmJT n6IiqedmJT X1JBW			01-2-01200-643-005-21	
09/18/20	LEARNING A-Z, LLC 866-889-3729 TX		09/18/20	SPED-PC	115.45 ✓
(37)	REF# AJ3C3A54311 ONLINE ED				
<b>Total for BRETT A. RICHARDS</b>				New Charges/Other Debits	7,430.04
				Payments/Other Credits	-749.35

01-2-02650-626-000-01  
 Van fuel = \$428.88 ✓

4521



P.O. BOX 1507, GRAND ISLAND, NE 68802-1507

Address Service Requested



ACCOUNT:  
DOCUMENTS:

XXXXXX7773  
0

PAGE: 1  
09/30/2020



5271 1 AB 0.419 20



SARPY COUNTY SCHOOL DIST 0046  
14801 S 108TH ST  
SPRINGFIELD, NE 68059-4925

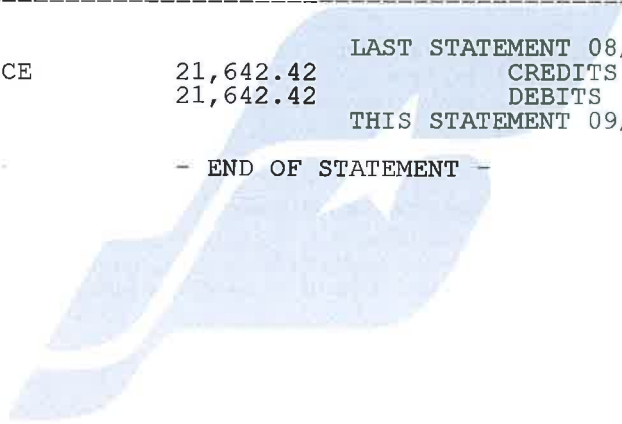


1-5PTS-DDAs-03.201001  
001-001-005271 000114110

=====  
Business Checking ACCOUNT XXXXXX7773  
=====

AVG AVAILABLE BALANCE	21,642.42	LAST STATEMENT 08/31/20	21,642.42
AVERAGE BALANCE	21,642.42	CREDITS	.00
		DEBITS	.00
		THIS STATEMENT 09/30/20	21,642.42

- END OF STATEMENT -



Community RelationsFund Raising Activities

Fundraising is the selling of a product, providing a service or activity, or requesting donations of any kind. School fundraising directly funds school programs and student organizations.

A. General Guidelines.

Springfield Platteview Community Schools recognizes a desire and a need for ongoing fundraising support. The school board also recognizes a need for restraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

All fundraising for student organizations and charitable giving campaigns must have prior administrative approval. School District employees who supervise official school programs or extracurricular activities are directed not to organize, conduct, or involve students in fundraising activities unless the fundraising activity has been approved by the building administration.

B. Student Organization Fundraising.

Student organizations are groups that are sponsored by the district and approved by the school board. They are designed to provide opportunities for students to participate, on an individual or group basis, in school and public events for the improvement of skills. Student organizations are directed or supervised by School District staff.

1. Approval Criteria. Student organization fundraising activities are to be considered for approval based on the following criteria: (1) the project will be fun and safe for students, (2) students will not be exploited for sectarian, political, or commercial purposes, (3) the project will accomplish the goals for the fundraiser without undue risk of financial loss, (4) the project will be consistent with the mission and goals of the School District and the student organization, (5) the number of fundraisers run by the particular student organization and within the school and the District within the last twelve months, and (5) the project meets all legal requirements.
2. Food Sales. The sale of foods as a fundraiser is subject to the School Wellness Policy.
3. Safety Considerations. The District does not sponsor activities involving driving vehicles unless a school employee or sponsor or a responsible adult is driving. Projects that involve door-to-door sales will not be approved for student participants who are not in high school. Parent approval must be given before any student is permitted to participate in door-to-door sales.

4. Non-Approved Activities. The following activities may not be approved as fundraising activities: raffles, lotteries, car bashes (or other comparable destructive activity), direct solicitation of money, and slave days.
5. Contracts. Teachers, coaches and sponsors are not authorized to sign contracts for the procurement of items to be sold or used in student organization fundraisers. Any contract that obligates school funds shall be submitted to the building principal for approval and execution.
6. Purchases. All purchases related to student organization fundraisers are to be made in the school district name. Deliveries of fundraising items for sale shall be made to the school building, not to personal addresses. Items shall be kept in a secure place to avoid theft. Items which are overpriced or of an embarrassing or controversial nature to the school will be rejected. Items which are in direct competition with local businesses shall be avoided where practicable.
7. Money-Handling. All funds collected must be given by the fundraiser sponsor intact (i.e., cash and checks must be deposited in the same cash/check mix in which they were received) to the building principal or designee for deposit into the School District depository account no later than the next school day following receipt. Funds may not be deposited into personal accounts and may not be taken home.
8. Inventory. The fundraiser sponsor shall maintain an inventory of items related to the project. Upon completion of the project, unsold items may not be given away. The items shall be returned to the vendor for credit, sold at reduced prices in a clearance sale, or kept for sale in a future student organization fundraising event.
9. Disbursement of Fundraising Proceeds. Fundraising proceeds shall be disbursed to and used by the student organization for the purposes for which the project was initiated.
10. Records. The fundraiser sponsor shall submit all records related to the fundraising project at the conclusion of the project. The records to be maintained and submitted include: fundraiser approval, purchase order or procurement card receipt, invoices and packing slips, student checkout sheets, deposit receipts, inventory of merchandise and list of unsold merchandise, receipt for return of merchandise and records of credit or receipt for returned merchandise.
11. Student Conduct. All students who participate in approved fundraising activities are expected to represent the school, the student organization, and the community in a positive manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.

If a donation of cash or equipment is offered to a staff member for a school organization or the School District, the coach or sponsor shall refer the intended donor to the building administration. If the donor insists on giving the cash or equipment immediately, the staff member shall turn the donation over to the building principal immediately upon receipt.

Coaches or sponsors who also coach, manage or otherwise participate in club teams or similar non-school organizations must clearly separate any student organization fundraising from fundraising activities for their club team. Such individuals who receive donation offers must

request that the donor be very clear as to whether the donation is intended for the student organization or the club team.

C. Fundraising by Outside Organizations.

Outside organizations are non school-funded groups such as parent/teacher organizations, sports booster groups, and commercial enterprises that provide supplementary services to existing school entities. Outside organizations are separate and apart from the School District. Decisions on fundraising activities and the expenditure of fundraising proceeds should involve consultation with the school administration.

Independent sales consultants may not use schools as a source of sales, even if the consultant intends to donate a portion of the funds raised to the school. An independent sales consultant includes individuals who operate as a franchisee for businesses that sell products such as food storage containers, cosmetics, etc.

D. Charitable Giving Campaigns.

A charitable giving campaign is fundraising conducted for the purpose of providing money for a charitable cause not directly related to any District goal. Purposes for which such a campaign may be permitted include fundraising for student scholarships or student exchange programs, to assist families within the District who have experienced a catastrophe, or to fund community projects.

Any fund-raising activity conducted by any such organization using [Name] Public Schools' facilities or using the District's name in solicitation of donations must have prior approval of the [Name] Board of Education. If the request is approved, the organization shall include a statement that the [Name] Public Schools is not endorsing the organization or campaign and has no affiliation with the event.

District funds cannot be used to off-set, front-fund, or pre-pay expenses for any charitable giving campaign. A charitable giving campaign shall not be permitted to conduct fundraising among the student population.

E. Sales Outside of Fund Raising.

Other than those fund raising activities authorized and approved under this policy, the selling of goods and services is prohibited on District property, except for those sales that are de minimis. "De minimis" means sales of five dollars or less or are otherwise approved in advance by an administrator. Transactions related to sales (such as Craigslist deliveries) are strictly prohibited on school property. Students or staff who desire to sell goods or services must do so off school property and outside of school hours.

Date of Adoption: November 9, 2020

Business OperationsRecords Management and Disposition

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.
2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.
3. Electronic Messages. Electronic messages are communications using an electronic system for the conduct of school district business internally, between other state and local government agencies, and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (EDI). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. The school district's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:
  - a. Categories for Retention. Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. The district will organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require long-term retention, determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.
    - i. *Transitory messages*. Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic materials, notes or drafts; unwanted and unneeded "junk" mail; "personal" mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages, or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. Employees sending or receiving such communications may delete them immediately without obtaining approval.
    - ii. *Less than permanent retention records*. These records are governed by the retention period for equivalent hard copy records as specified in the approved records retention and disposition schedules. Questions relating



to the retention or destruction of these records should be referred to the records officer.

- iii. *Permanent/archival retention records.* These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records should be made by the records officer in consultation with NSHS, and the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency and format of the transfer should be determined cooperatively by the records officer, the NSHS, and the State Records Administrator.
- b. Electronic Storage. The district's computer systems will store electronic messages throughout all user accounts for a period as provided by law.
- c. Proper Use of Electronic Messages.
  - i. Non-Discrimination. Electronic messaging is not permitted to be used to promote discrimination on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status; promote sexual harassment; or to promote personal, political, or religious business or beliefs.
  - ii. Permissible Use. Electronic messaging is to be used only for purposes that are consistent with the mission of the school district. Electronic messaging is not permitted to be used for personal purposes except for: incidental, intermittent or occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement, and use that represents a form of the employee's compensation. Electronic messaging is not permitted to be used for personal financial gain or 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. Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such use serves a school purpose or facilitates school district business.
  - iii. Conduct. Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, send electronic messages under another employee's name without the employee's consent or administrative authorization, or change or alter any portion of a previously sent electronic message without administrative authorization.
  - iv. Other Regulations. Electronic messaging is subject to all requirements of

the school district's "Acceptable Use of Computers, Network, Internet and Websites" policy and may be monitored and accessed at any time without prior notice. The school district has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

#### 4. Electronic Records

All books, papers, documents, reports, and records kept by the District may be retained as electronic records. Minutes of the meetings of the school board may be kept as an electronic record.

#### 5. Litigation Holds

When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue. Such action will in particular be taken when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the records officer until the hold is released.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

#### 6. Settlement Agreements

A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

The foregoing does not apply to claims made in connection with insured or self-insured health insurance contracts.

Legal Reference:     Neb. Rev. Stat. Sections 84-712 through 84-712.09  
                          Neb. Rev. Stat. Sections 84-1201 to 84-1227  
                          Laws 2010, LB 742  
                          State Records Administrator Guidelines:  
                              Schedule 10: Records of Local School Districts (Feb. 1989)  
                              Schedule 24: Local Agencies General Records (March 2005)  
                              Electronic Imaging Guidelines (March 2003)

Date of Adoption:    November 9, 2020

Personnel - Certificated EmployeesStandards of Ethical and Professional Performance – Certificated Staff

Both the State of Nebraska and the Board of Education recognize that teaching and its related services, including administrative and supervisory services, are a profession with all of the rights, responsibilities, and privileges accorded other recognized professions. The Board recognizes and endorses the Standards of Ethical and Professional Performance as established by the Nebraska Department of Education and expects all certificated employees to abide by these standards.

Certificated Personnel-Professional Performance and Code of Ethics

It is the expectation of this District that all certificated staff shall comply with the ethics standards set forth by the Nebraska Department of Education, as such standards may be modified from time to time. The ethics standards which certificated staff shall follow shall include the standards set forth in this policy. References to “educator” shall include all certificated employees of the District.

**Preamble**

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for all educators with respect to ethical and professional conduct.

**Principle I - Commitment as a Professional Educator:**

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.

2. Shall not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
5. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not have had revoked for cause in Nebraska or another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which an educator's certificate is issued in Nebraska.
8. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
9. Shall report to the Superintendent any known violation of these standards.
10. Shall seek no reprisal against any individual who has reported a violation of these standards.

**Principle II - Commitment to the Student:**

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
2. Shall not deliberately suppress or distort subject matter for which the educator is responsible.

3. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
4. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
5. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
6. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
7. Shall not discipline students using corporal punishment.
8. Shall not engage in physical or sexual abuse of students, including engaging in inappropriate sexual behaviors with students.

**Principle III - Commitment to the Public:**

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

**In fulfillment of the obligation to the public, the educator:**

1. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair professional judgment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of his or her professional position.

**Principle IV - Commitment to the Profession:**

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

**In fulfillment of the obligation to the profession, the educator:**

1. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
2. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
3. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

**Principle V - Commitment to Professional Employment Practices:**

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

**In fulfillment of the obligation to professional employment practices, the educator:**

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct professional business through designated procedures, when available, that have been approved by the Board of Education.
5. Shall not assign to unqualified personnel tasks for which an educator is responsible.
6. Shall permit no commercial or personal exploitation of his or her professional position.
7. Shall use time on duty and leave time for the purpose for which intended.

Legal Reference: Neb. Rev. Stat. Sections 79-859, 79-866; 92 NAC 27 (NDE Rule 27)

Date of Adoption: November 9, 2020

StudentsStudent Discipline

- A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.
1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
    - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
    - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.



- e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
  3. Expulsion:
    - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
    - b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
  - d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
  - e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
  - f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
  - b. If the student’s conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make

temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or

- had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
  13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
  14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
  15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
  16. Willfully violating the behavioral expectations for riding school buses or vehicles.
  17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
    - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
    - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
  18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

For purposes of this policy, the term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). In the event that a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student’s locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
  - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
  - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.

- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang related.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

## 2. Academic Integrity.

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student’s level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:

- (1) “Cheating” means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
- (a) Tests (includes tests, quizzes and other examinations or academic performances):
- (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
  - (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
  - (iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
  - (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
  - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):



- i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
  - (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
  - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
  - (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
  - (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
  - (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources.

To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

- (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
  
- (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
  
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
  - (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
  - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
  - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

### 3. Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

- (1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
- (2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
  - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
  - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
  - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.
  - (iv) Any student in receipt of “sexting” communication should promptly report such incident to school authorities or law enforcement.

c. Possession and Use of Electronic Devices.

- (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by the school district or this policy. Cell phone usage is prohibited during any class period; including voice usage, digital imaging, or text messaging.
- (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a

photography class; student use of a lap top computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

(ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

(i) Students found in possession of a "sexting" message shall be subject to a minimum one (1) day suspension from school, unless reported to school authorities prior to being found in possession.

(ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

(4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

- e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.
- E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
1. 1st Offense: Student will be confronted and directed to cease.
  2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
  3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.
- If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.
- F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:
1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
  2. Students in the hallway during class time must have a pass with them.
  3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
  4. Students are expected to bring all books and necessary materials to class. This includes study halls.
  5. Assignments for all classes are due as assigned by the teacher.
  6. Students are not to operate the mini-blinds or the windows.
  7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
  8. Students are to be in their seats and ready for class on the tardy bell.
  9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
  10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
  11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
  12. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.  
The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296

Date of Adoption: November 9, 2020

InstructionClassroom Environment

At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner.

Date of Adoption: November 9, 2020



InstructionCeremonies, Observances, and the Pledge of Allegiance

Appropriate patriotic exercises suitable to the occasion shall be held under the direction of the Superintendent on George Washington's birthday, Abraham Lincoln's birthday, Dr. Martin Luther King, Jr.'s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veterans Day, and Thanksgiving Day, or on the day or week preceding or following such holiday, if the school is in session. In addition, appropriate exercises may be held for Flag Day and State Fire Day.

The flags of the United States of America and the State of Nebraska shall be prominently displayed on the school grounds on each day such school is in session. All flag displays shall be in accordance with the standards prescribed for the display of the flag of the United States of America.

Each of the District's schools shall establish a period of time during the school day, when a majority of the students are scheduled to be present, during which time students will be led in the recitation of the Pledge of Allegiance in the presence of the flag of the United States of America. Student participation in the recitation of the Pledge of Allegiance shall be voluntary. Students not participating in the recitation of the Pledge of Allegiance shall be permitted to silently stand or remain seated but shall be required to respect the rights of those students electing to participate.

Legal Reference: Neb. Rev. Stat. Sections 79-705; 79-707, 79-708, 79-724; and NDE Rule 10  
70 Federal Register 55507 (Constitution Day)

Date of Adoption: November 9, 2020

InstructionEqual Opportunity: Instruction Program

The school district pledges itself to avoid discriminatory actions, and seeks to foster good human and educational relations which help to attain:

1. Equal rights and opportunities for students and employees in the school community.
2. Equal opportunity for all students to participate in the instructional program of the schools.
3. Continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences.
4. Frequent training opportunities for improving staff responsiveness to educational and social needs.
5. Opportunities in educational programs which are broadly available to pupils which are not solely based upon sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.

Date of Adoption: November 9, 2020

**Springfield Platteview Community Schools  
2021 - 2022**

11	New Teacher Workshop	<b>August 2021</b>							<b>January 2022</b>							3-5	Winter Break
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
12	All Certified Staff Report	1	2	3	4	5	6	7							1	6	1st Day 2nd Semester
16-17		8	9	10	11	12	13	14	2	3	4	5	6	7	8		
17	All Classified Staff Report	15	16	17	18	19	20	21	9	10	11	12	13	14	15	17	Martin Luther King Day No School
18	First Day of Classes	22	23	24	25	26	27	28	16	17	18	19	20	21	22		
		29	30	31					23	24	25	26	27	28	29		
									30	31							
		<b>September 2021</b>							<b>February 2022</b>							16-17	Early Dismissal 1:25 PM PT Conferences
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	18	Comp Day - No School
6	Labor Day - No School				1	2	3	4			1	2	3	4	5	21	President's Day No School
		5	6	7	8	9	10	11	6	7	8	9	10	11	12		
27	Teacher In-Service No Classes	12	13	14	15	16	17	18	13	14	15	16	17	18	19		
		19	20	21	22	23	24	25	20	21	22	23	24	25	26		
		26	27	28	29	30			27	28							
15	End of 1st Quarter	<b>October 2021</b>							<b>March 2022</b>							11	End of 3rd Quarter
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	14-18	Spring Break No School
20-21	Early Dismissal - 1:25 PM PT Conferences						1	2			1	2	3	4	5	21	1st Day of 4th Quarter
22	Comp Day - No School	3	4	5	6	7	8	9	6	7	8	9	10	11	12		
		10	11	12	13	14	15	16	13	14	15	16	17	18	19		
		17	18	19	20	21	22	23	20	21	22	23	24	25	26		
		24	25	26	27	28	29	30	27	28	29	30	31				
		31															
		<b>November 2021</b>							<b>April 2022</b>								
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	15-18	No School
24	Early Dismissal - 11:25 AM .5 Teacher Contract Day		1	2	3	4	5	6						1	2	29	Teacher In-Service No Classes
		7	8	9	10	11	12	13	3	4	5	6	7	8	9		
25-26	Thanksgiving Break No School	14	15	16	17	18	19	20	10	11	12	13	14	15	16		
		21	22	23	24	25	26	27	17	18	19	20	21	22	23		
		28	29	30					24	25	26	27	28	29	30		
20-22	Early Dismissal - 1:25 PM	<b>December 2021</b>							<b>May 2022</b>							18	Last Day for Seniors
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	22	Commencement
22	Early Dismissal - 11:25 .5 Teacher Contract Day End of 1st Semester				1	2	3	4	1	2	3	4	5	6	7	23-24	Early Dismissal - 1:25
		5	6	7	8	9	10	11	8	9	10	11	12	13	14		
23-31	Winter Break- No School	12	13	14	15	16	17	18	15	16	17	18	19	20	21	25	Early Dismissal - 11:25 Last Day for Students
		19	20	21	22	23	24	25	22	23	24	25	26	27	28	26	Teacher Work Day
		26	27	28	29	30	31		29	30	31						

Color Code	
	New Teacher Workshop
	No School
	Early Dismissal
	1 Hour Late Start
	Teacher Work Day/InService
	Regular School Day

1st Qtr.	41 Student Days 46 Teacher Days
2nd Qtr.	45 Student Days 45 Teacher Days
3rd Qtr.	44 Student Days 45 Teacher Days
4th Qtr.	46 Student Days 48 Teacher Days
<b>TOTAL</b>	<b>176 Student Days 184 Contract Days</b>

## Administration

Evaluation Instrument of Superintendent**I. EVALUATION PLAN**

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

1. Review of Superintendent's performance by individual board members (October).
2. Completion of Superintendent's Appraisal form by individual members (October 20).  
Completion of self evaluation using Superintendent's Appraisal form by Superintendent (October 20)
3. Individual member consultation with Superintendent. (Optional - November)
4. Compilation of ratings by Board President (by November Board Meeting).
5. Meeting with Board members to review compiled ratings, identify strengths, areas for improvement, and superintendent's goals for current year (December Board Meeting).
6. Meeting with the Superintendent to review ratings, strengths, and areas for improvement (December Board Meeting).
7. Determination of salary and/or contract terms (December Board Meeting).
8. Superintendent response to evaluation and revisions of goals for ensuing year (January).

Date of Adoption: November 8, 2010  
Date of Revision: September 12, 2011  
Date of Review: August 11, 2011



## Superintendent Evaluation Instrument

**Standard #1- School Culture:** *Superintendent understands and acts on the important role a system's culture has in the exemplary performance of all schools. He understands the people in the district and community, how they came into their current state, and how to connect with their traditions in order to move them forward to support the district's efforts to achieve individual and collective goals. While supporting and valuing the history, traditions, and norms of the district and community, a superintendent must be able to "re-culture" the district, if needed, to align the district's goals of improving student and adult learning and to infuse the work of the adults and students with passion, meaning, and purpose.*

Indicators	
Establishes and maintains a common vision, mission, and goals district-wide	
Creates a culture of collegiality, collaboration, strong relationships, respect, support, and trust amongst stakeholders	
Communicates to administration and faculty high expectations for student achievement, improvement, and excellence	
Supports high expectations for extra-curricular programs' success, growth, and path toward excellence	
Uses multiple ways to communication channels for stakeholders to stay involved in district and school matters	
Creates strong teacher engagement and leadership in school improvement process	
Schools have welcoming and friendly environments for all stakeholders	
System is set up for shared decision-making opportunities for stakeholders	
Clear rules, procedures, expectations, and appropriate consequences for unwanted student behavior to support student learning for all	
Facilities are clean, well kept, and great learning environment for students	
System provides for each student to have an adult advocate	

**Possible Evidence:**

- Student, Staff, and Parents surveys (done every 3 years)
- Board reports
- School Improvement system and presentations
- Student achievement improvement plans and results
- Extra- curricular program participation and results
- District communications to staff and parents
- Stakeholder involvement in strategic plan development and implementation
- School discipline reports
- Facility plan and summer maintenance plan



**Strengths:**

**Areas of Improvement:**

**Goals:**



**Standard #2- Curriculum/ Academic and Extra-Curricular Programs:** Superintendents create conditions that result in a successful system for curriculum implementation and delivery. A rigorous curriculum challenges students and meets students' individual needs to ensure our mission is accomplished. It is imperative of our school district to create and sustain schools where all students are learning, where performance gaps are systemically reduced over time, and where the primary goal of the adults in the system is to ensure that every student meets our mission. The superintendent needs to facilitate the learning process by creating a system focused on creating and maintaining quality academic and extra-curricular programs.

Indicators	
Builds rigorous, aligned curriculum to state standards (PK-12) and ACT standards grades 9-12 in each content area	
Establishes system to have lessons and assessments that require higher level thinking skills	
Ensures student progress/grades are determined by specific, clearly defined criteria of content area learning targets	
Monitors classroom and building level interventions are in place to effectively support struggling students, especially in math and reading	
Establishes ideal class sizes and are defined with the Board of Education and are being followed by admin	
Ensures college credits are available for students to obtain in multiple ways and in multiple subject areas	
Supports distinguished diploma to promote rigor and college readiness and ensures participation is increasing in this pathway	
Maintains and develops online learning programs with courses for students in multiple areas of interest	
Ensures comprehensive, relevant offerings in career/ technical education for HS students	
Ensures college and career readiness skills are being systemically built into instruction and curriculum	
Develops and implements quality college and career center for students, graduates, and families within the district to utilize	

**Possible Evidence:**

- Curriculum outline and for each grade level and course
- Student achievement results in NWEA, NSCAS, and ACT
- Instruction Model and Professional Development Plan
- Grading Policy
- Intervention programs at each school in math and reading
- Class size guide for option enrollment vs. actual numbers
- Dual enrollment and online course participation annual report
- Distinguished diploma participation numbers
- Career Education offerings and participation
- Partnerships with colleges and businesses
- ReVision grant/ process report
- Strategic Plan report/ goal updates
- 1 to 1 initiative vision and planning



**Strengths:**

**Areas of Improvement:**

**Goals:**





**Standard #3- Teacher Effectiveness:** *The superintendent ensures effective processes are in place to recruit, mentor, support, evaluate, develop, and retain a high performing staff. Superintendent uses systemic leadership to support instructional improvement and plan effective professional development to focus on student learning.*

Indicators	
Establishes process to recruit and hire quality teachers within the district	
Establishes and trains faculty in a district instructional model that is research based and includes effective elements of teaching and planning	
Ensures professional development plan is aligned to essential district instructional strategies identified in the instructional model and is flexible to meet individual teacher needs	
Monitors and adjusts collaborative system to allow teachers time to share/refine best-practice instructional strategies	
Implements and monitors the use of quality, research-based certified employee and administration appraisal systems	
Challenges principals and building leadership teams to respond to the learning needs of each student by analyzing student achievement data	
Ensures administrators are visible in classrooms by reviewing walkthrough and evaluation data and coaching on how to assist in improvement	
Challenges and trains staff to have passion, caring, and enthusiasm when working with students	
Monitors and communicates the effectiveness of instructional programs at the student, building, and program levels	
Ensures the efficient use of funds for student learning programs that produce effective results	
Deals with personnel issues/ emergencies in an effective manner	

**Possible Evidence:**

- Certified hiring process/ Human Resources information and processes
- Instructional model and annual professional development plan
- Administrator and Certified Staff Appraisal Documents
- PLC and School Improvement system model
- Student achievement data disaggregation models at each building
- Student achievement results



**Strengths:**

**Areas of Improvement:**

**Goals:**



**Standard #4- Stakeholder Involvement:** Superintendent seeks stakeholders involvement when developing the strategic plan and other major decisions. Structures are in place that result in broad community engagement with support for and ownership in the district's mission, vision, and strategic plan. Acknowledging that strong schools build strong communities and have parent and community involvement in place to participate in programming, assistance, and good will. The superintendent works to create ways of effective communication for parent/community understanding and support for the school district initiatives. External stakeholders bring positive experiences and ideas that can make a difference in our schools.

Indicators	
Maintains good relationships with stakeholder groups in district and is visible at activities and community events	
Effectively serves as district spokesperson and organizes district's public relations program	
Ensures stakeholder committee is in place and active at each school to support school improvement plans	
Monitors each school for PTO or Parent Advisory Committees that meet regularly to support programs at each school	
Promotes parent and community volunteers at schools and ensures background checks when needed	
Supports and seeks out community and business partnerships for the benefits of employees, students, and programs	
Ensures schools have workshops for parents that directly affect their families	
Encourages fundraising efforts to support local school programs	
Promotes strong parental and community support for extra-curricular activities	
Maintains good relationships with outside agencies that partner with district	

**Possible Evidence:**

- Student, Staff, and Parent surveys (done every 3 years)
- School improvement presentations at each school
- Communications from schools and district levels
- PTO/ Parent Advisory meeting and events schedules
- Volunteer schedules from each school
- School improvement presentations
- Partnerships with business for internships, career programs, and colleges
- Workshops for adults at each school annually
- Annual Report
- Fundraising accounts and needs explained at each school
- Booster Clubs are active and raising needed dollars for each program
- Strategic Planning includes multiple stakeholders input



**Strengths:**

**Areas of Improvement:**

**Goals:**



**Standard #5- Leadership/ Operations:** Board and administrator teamwork is critical for the success of students and programs. Roles and relationships within the system are important. The development and implementation of a shared mission, vision, and strategic plan are essential. The Board and district administration need to effectively articulate policies, initiatives, and other strategies being done for the district's well being. The superintendent is responsible for the results of the plans for improvement and the overall operations of the school district.

Indicators	
Board and superintendent have clear roles established on mutual expectations that result in an effective working relationship	
Establishes process for reviewing policies with the Board of Education	
Prepares and recommends policies to enhance district performance	
Ensures proper updates in policies in response to changes in the law	
Utilizes lawyers appropriately for review of contracts, discipline situations, and personnel issues to protect the district's interests and well being	
Implements and monitors effectiveness of collaborative school improvement process by analyzing data and outcomes of programs	
Fiscal resources are aligned to mission, vision, and strategic plan initiatives	
Creates equity among schools for funding and quality of facilities	
Investigates innovative and creative initiatives for district programming	
Models and encourages administrators to be leaders and experts in the education community	
Creates facility plan to develop quality facilities that are competitive with other metro area school districts	
Keeps Board members informed of district issues. Is available to answer Board questions and provides adequate information for negotiations	
Creates and implements a school safety program that promotes safe school environments and quality facilities	
Effectively organizes budget to match expenditures that met district's operational needs, strategic plan, Board goals, and facility needs	
Ensures cash reserve and budget authority space for sustainable future budgets and planning needs	
Develops procedures/processes to increase transparency of Board meetings and strategic plan initiatives	

**Possible Evidence:**

- Annual Report
- Standards for Success vision is reviewed annually with District Leadership Team and Board of Education and posted on website
- Strategic Plan and Board goals reports
- Board meeting agenda items are aligned to Standards for Success, Strategic Plan Initiatives, and School improvement plans
- Growth Studies reported and updated annually
- Policy Updates from Perry Law Firm



- *Board Roles and Relationship agreement review*
- *Grievance/ Complaints from stakeholders*
- *NDE audits on programs*
- *Annual Financial Audits*
- *Facility Plan updates and posted on website*
- *Annual Financial Report*
- *District communications/ website review*
- *Information from safety meetings*

**Strengths:**

**Areas of Improvement:**

**Goals:**



**Enrollment Summary as of 10/7/2020    Total Records: 9**

School	-2	-1	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Platteview High School												103	93	102	94	392
Platteview Central Jr. High Schools										84	87					171
Westmont Elementary School			26	31	26	33	39	37	40							232
Springfield Elementary School			43	54	35	40	43	40	37							292
Platteview Early Childhood	5	14														19
Westmont Early Childhood	3	12														15
Census School				1	1		1								1	4
Special Services	15						1						3		2	25
District Total	23	26	69	86	62	73	84	77	77	84	87	103	96	102	97	1150



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**NASB Monthly Update for Board Meetings - Agenda Item: October 2020**

**View the Monthly Update in video form now at: <https://vimeo.com/463167625>**

**“NASB Update”**

As a board, some items you should be focused on during **October** include:

- Monitor progress of district goals, link goals to discussion and action items
- Strategic Plan Progress Report
- Fall district enrollment figures
- Review Statewide Assessment Results
- AQuESTT Classification Review Educational Service Unit
- Publish Report of Yearly Activities of the ESU Board; Due November 1
- Negotiations shall begin; Due November 1
- Appoint Delegate Assembly Representative
- Review Annual Emergency Safety Plan
- Superintendents file Financial Report; Due November 1

**Networking & Events: <http://members.nasbonline.org/index.php/events>**

- ***Area Membership Meetings: Home Invasion!*** Is now available to register for and view!  
<http://members.nasbonline.org/index.php/area-membership-meetings>
- ***2020 State Education Conference*** – Registration is now open for the annual State Conference as well, to be held both in-person and virtually November 18-20 in Omaha.  
<http://members.nasbonline.org/index.php/state-education-conference>
- ***New Board Member Workshops & Webinars*** - Registration Opens Monday, October 5  
<http://members.nasbonline.org/index.php/new-board-member-workshops>

**Advocacy/2020 Legislative Session:**

- The 2020 legislative session has wrapped up. Keep tabs with all things pertinent to your school at NASB’s Govt Relations page at <http://members.nasbonline.org/index.php/government-relations>
- The ***2020 Delegate Assembly*** will be virtual this year on November 13 at 1:00 PM CT. Start thinking of who your boards Delegate will be now.
- Stay engaged during the Session and follow along with the bills NASB is tracking at: <https://nasb.envisiams.com/legislative-bills> and through NASB’s ***Legislative Notes*** e-updates.

**NASB COVID-19 RESOURCE LINKS**

- <http://members.nasbonline.org/index.php/news-resources/covid-19-resources>
- We are continuing to add items & updates as they arise

Follow NASB on twitter at [www.twitter.com/NASBOnline](http://www.twitter.com/NASBOnline) using the hashtag #liveNASB  
and on facebook at [www.facebook.com/NASBOnline](http://www.facebook.com/NASBOnline)

Watch all of the NASB videos at <http://members.nasbonline.org/index.php/news-resources/videos>

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the **Board Notes newsletter** for “This Month In ...” To access the latest newsletter, click here:  
<http://members.nasbonline.org/index.php/news-resources/board-notes>





14801 S. 108th St.  
Springfield, NE 68059  
402-592-1300  
[www.springfieldplatteview.org](http://www.springfieldplatteview.org)

## Future Planning

**Oct. 12, 2020**

10/21-22/20	Virtual Parent Conferences- 2 to 7:30 PM
10/22-23/20	No School- Teacher work day 22nd until 2 PM. Off- Friday 23rd
10/26/20	Personnel Committee 6:15 PM/ Board Work Session 7 PM
11/9/20	Regular Board Meeting 7 PM/ Personnel Committee 6 PM; Finance at 6:30 PM
11/13/20	NASB Delegate Assembly
11/18-20/20	NASB State Conference at CHI Center or Virtual
11/23/20	Board Work Session
11/25/20	Thanksgiving Break starts for students- .5 day staff
11/30/20	NASB New Board Member Workshops Start
12/14/20	Regular Board Meeting 7 PM; Site Committee 6 PM; Finance 6:30 PM
12/23/20	Holiday Break