

**BOARD OF EDUCATION
YUTAN PUBLIC SCHOOLS**

**High School Media Center
February 10, 2025**

AGENDA

{{Name: Agenda Item Name}}

1. **Call to Order**
2. **Open Meetings Act**

This meeting will be conducted in accordance with the Nebraska Open Meetings Act. The Board of Education makes available at least one current copy of the Open Meetings Act posted in the meeting at a location accessible to members of the public.
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Excuse Absences of Board Members**
6. **Public Notice**

Per board policy 2008-Meetings, advance notice of all board meetings, other than emergency meetings, shall be publicized 48 hours or more in advance of the meeting in a newspaper of general circulation in the district. Meeting notices may also be posted on the school district website and posted in three prominent places in the school district.

 - **Publication:** Meeting notice was published in the Wahoo Newspaper on Friday, January 31, 2025.
 - **Postings:** Meeting notice was posted at the entrance of Yutan High School, Yutan Elementary School, Yutan Post Office, First State Bank-Yutan, and on the Yutan Public Schools web page on Wednesday, February 5, 2025.
 - **Agenda:** The agenda is kept current and available for public inspection at the Superintendent's office during normal business hours, and is posted on the school website in advance of the scheduled meeting. The agenda may not be altered later than 24 hours prior to the beginning of the meeting. The order of the items on the agenda may be changed by the board at or during the meeting.
7. **Approval of the Agenda**
8. **Public Comments**

Instructions for those who wish to speak during Public Comment:
The Board of Education recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted effectively and in an organized manner, a Public Comment period will be scheduled at some meetings. A Public Comment sign-in sheet is located on the table near the entrance and your name and topic must be entered on the sheet prior to the start of the meeting. If you are planning to speak about a personnel or a student matter involving an

individual, please understand that the district has complaint procedures to address such complaints and concerns. The Board requests that you follow the policy and procedures before commenting on these matters to the Board. Board members will not respond to any questions you ask or comments about individual staff members or students, but may direct your concerns to the appropriate administrator for further review. Each speaker shall be allowed a maximum of five minutes, and not more than twenty minutes will be allowed for a specific topic. Policy 2009-Procedure for Addressing the Board is made available in the meeting room.

Comments:

- Foundation Information:
- Booster Club Information:
- General Public Comments:

9. Administrative Reports

Written reports have been submitted from the elementary principal, high school principal, activities director, student services director, and superintendent. Each administrator will make comments on their respective report:

- Elementary Principal
- High School Principal
- Activities Director
- Student Services Director
- Superintendent

10. Consent Agenda

The Consent Agenda is used to help the efficiency of the meeting by allowing the Board to approve items such as prior meeting minutes, general business of noncontroversial nature, or routine communication. The Consent Agenda for this meeting includes:

- Minutes from the January 13, 2025 Board Meeting
- Treasurer's Report and Claims

11. Committee Reports

Reports from the following committee(s):

- Facilities Committee: Met on Tuesday, February 4, 2025 at 4:30pm
- Finance Committee: Met on Friday, February 7 at 12:00pm

12. Business Items

12.1. 2025-26 School Calendar

The superintendent is responsible for presenting a school calendar to the Board for consideration of approval. The school calendar must take the following items into account: instructional time, teacher contract days, student instruction days, teacher Inservice and work days, traditional holidays and no school days, and other facets of yearly and monthly school planning and activities. The school calendar under consideration was developed with input from administration and staff, and encompasses all items listed above. The board will consider, discuss, and take all necessary action to establish and approve the school calendar for the 2025-26 school year.

12.2. Option Enrollment

Per the provisions of policy 5004-Option Enrollment, the board of education may set

the numeric capacity of programs, classes, grade levels, or school buildings in regard to accepting option enrollment students. Numeric capacity is based upon factors such as available staff, facilities, and projected enrollment of resident students. The board will consider, discuss, and take necessary action to establishing numeric capacity for all grades and buildings for the 2025-26 school year.

12.3. Nebraska Association of School Boards (NASB) Annual Membership

The Board is currently a member of NASB and this membership provides benefits for board members and the school district through opportunities for board members' education and training, board leadership development, legislative advocacy, workshops and conferences, superintendent search services, strategic planning, custom workshops for the school board or district, and school district membership into the ALICAP insurance pool. The board will consider, discuss, and take all necessary action on annual membership in NASB.

12.4. Certified Staff Resignations

The board will consider, discuss, and take all necessary action to approve the resignation of the following certified staff effective upon the conclusion of the 2024-25 school year:

- Mrs. Chris Feller, FCS Teacher

12.5. Certified Staff Contracts

The board will consider, discuss, and take all necessary action to approve contracts for the following new certified staff members for the 2025-26 school year:

- Mr. Alex Nielsen, AD/AP/Transportation Director

12.6. HVAC Payment

The second installment for the HVAC work to be completed by Facility Advocates is scheduled for payment. The board will consider, discuss, and take all necessary action to approve the second installment payment to Facility Advocates.

12.7. Review and/or Revise Policies

The following policies are subject to approval and/or revision as part of the monthly policy review process. The policies presented have been reviewed by the Superintendent and are current by state statute, legal specifications, or NDE requirements; or have been revised or new policies presented to be in alignment with state statute, legal recommendation, or state and federal requirements. The board will consider, discuss, and take necessary action to affirm existing policies or approve revised or new policies as presented.

- 3020-Copyright Compliance
- 3021-Operation of School Business Office
- 3022-Volunteers
- 3023-Record Management and Retention
- 3024-Booster Club and Parent Teacher Organizations
- 3025-Returned or Outstanding Checks
- 3026-Handbooks
- 3027-Resolution of Conflicts Between Parents Over School Issues
- 3028-Sex Offenders
- 3029-Distribution of Flyers Advertising Non-School Organizations
- 3030-Automatic External Defibrillator (AED) Program

- 3031-Students Electing to Attend School in Adjoining State

13. Discussion and Informational Items

Items for discussion, information, or consideration - no action to be taken:

- Planning for End of the Year Lunch for all staff on Tuesday, May 21, 2025
- Line of Credit - ready for Treasurer's signature
- Rule 10 Audit and District Visit
- Update on Elementary HVAC Coil Repair/Replacement
- Policies for review at the March board meeting:
 - 3032-Fees for School District Records
 - 3033-Lending Textbooks to Children Enrolled in Private Schools
 - 3035-Chain of Command - District Administration
 - 3036-Purchasing (Credit) Card Program
 - 3037-Petty Cash
 - 3039-Threat Assessment and Response
 - 3040-School Safety and Security
 - 3041-Crisis Team Duties
 - 3042-Construction Management At Risk Contracts
 - 3043-Design-Build Contracts
 - 3044-Incidental or De Minimus Use of Public Resources
 - 3045-Use of Sniffer Dogs

14. Next Board Meeting

The next regular meeting of the Board is scheduled for Monday, March 10, 2025 at 6:00pm in the high school media center.

15. Closed Session

The Board of Education is authorized by state statute to hold closed sessions. Closed sessions may be held when clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual.

The Board will enter into Closed Session for the protection of the public interest to discuss collective bargaining negotiations between the Board of Education and the Yutan Education Association.

16. Action From Closed Session

The board will not take any action from the Closed Session.

17. Adjournment

84-1411. Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; virtual conferencing authorized; requirements; emergency meeting without notice; appearance before public body; applicability of section.

(1) Until January 1, 2025:

(a) Except as provided in subsection (10) of this section, each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committee, such notice shall be published in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website.

(ii) In the case of the governing body of a city of the second class or village or such body's advisory committee or the governing body of a rural or suburban fire protection district, such notice shall be published by:

(A) Publication in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website; or

(B) Posting written notice in three conspicuous public places in such city, village, or district. Such notice shall be posted in the same three places for each meeting.

(iii) In the case of a public body not described in subdivision (1)(b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.

(iv) In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the public body shall (A) post such notice on its website, if available, and (B) post such notice in a conspicuous public place in such public body's jurisdiction. The public body shall keep a written record of such posting. The record of such posting shall be evidence that such posting was done as required and shall be sufficient to fulfill the requirement of publication.

(c) In addition to a method of notice required by subdivision (1)(b)(i) or (ii) of this section, such notice may also be provided by any other appropriate method designated by such public body or such advisory committee.

(d) Each public body shall record the methods and dates of such notice in its minutes.

(e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting or (ii) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

(2) Beginning January 1, 2025:

(a) Except as provided in subsection (10) of this section, each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (2)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committees, such notice shall be given by:

(A)(I) Publication in a newspaper of general circulation within the public body's jurisdiction that is finalized for printing prior to the time and date of the meeting, (II) posting on such newspaper's website, if available, and (III) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers. Such notice shall be placed in the newspaper and on the websites by the newspaper; or

(B)(I) Posting to the newspaper's website, if available, and (II) posting to a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the public body's jurisdiction is to be finalized for printing prior to the time and date of the meeting. Such notice shall be placed in the newspaper and on the websites by the newspaper.

(ii) In the case of the governing body of a city of the second class or village, any advisory committee of such governing body, or the governing body of a rural or suburban fire protection district, such notice shall be given by:

(A)(I) Publication in a newspaper of general circulation within the public body's jurisdiction that is finalized for printing prior to the time and date of the meeting, (II) posting on such newspaper's website, if available, and (III) posting on a statewide website established and maintained as a repository for such notices by

a majority of Nebraska newspapers. Such notice shall be placed in the newspaper and on the websites by the newspaper;

(B)(I) Posting to the newspaper's website, if available, and (II) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the public body's jurisdiction is to be finalized for printing prior to the time and date of the meeting. Such notice shall be placed in the newspaper and on the websites by the newspaper; or

(C) Posting written notice in three conspicuous public places in such city, village, or district. Such notice shall be posted by the public body in the same three places for each meeting.

(iii) In the case of a public body not described in subdivision (2)(b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.

(iv) In case of refusal, neglect, or inability of the newspaper to publish the notice, the public body shall (A) post such notice on its website, if available, (B) submit a post on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (C) post such notice in a conspicuous public place in such public body's jurisdiction. The public body shall keep a written record of such posting. The record of such posting shall be evidence that such posting was done as required and shall be sufficient to fulfill the requirement of publication.

(3)(a) The following entities may hold a meeting by means of virtual conferencing if the requirements of subdivision (3)(b) of this section are met:

(i) A state agency, state board, state commission, state council, or state committee, or an advisory committee of any such state entity;

(ii) An organization, including the governing body, created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act;

(iii) The governing body of a public power district having a chartered territory of more than one county in this state;

(iv) The governing body of a public power and irrigation district having a chartered territory of more than one county in this state;

(v) An educational service unit;

(vi) The Educational Service Unit Coordinating Council;

(vii) An organization, including the governing body, of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act;

(viii) A community college board of governors;

(ix) The Nebraska Brand Committee;

(x) A local public health department;

(xi) A metropolitan utilities district;

(xii) A regional metropolitan transit authority; and

(xiii) A natural resources district.

(b) The requirements for holding a meeting by means of virtual conferencing are as follows:

(i) Reasonable advance publicized notice is given as provided in subsections (1) and (2) of this section, including providing access to a dial-in number or link to the virtual conference;

(ii) In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as would be provided if virtual conferencing was not used;

(iii) At least one copy of all documents being considered at the meeting is available at any physical site open to the public where individuals may attend the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act; and

(iv) Except as otherwise provided in this subdivision, subsection (1) of section 70-1014, subsection (2) of section 70-1014.02, or subsection (4) of section 79-2204, no more than one-half of the meetings of the state entities, advisory committees, boards, councils, organizations, or governing bodies are held by virtual conferencing in a calendar year. In the case of (A) an organization created under the Interlocal Cooperation Act that sells electricity or natural gas, (B) an organization created under the Municipal Cooperative Financing Act, (C) a

governing body of a risk management pool and any advisory committee of such governing body, or (D) any advisory committee of any state entity created in response to the Opioid Prevention and Treatment Act, such organization, governing body, or committee may hold more than one-half of its meetings by virtual conferencing if such organization holds at least one meeting each calendar year that is not by virtual conferencing.

(4) Virtual conferencing, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(5) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(6) When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by virtual conferencing. The provisions of subsection (5) of this section shall be complied with in conducting emergency meetings. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

(7) A public body may allow a member of the public or any other witness to appear before the public body by means of virtual conferencing.

(8)(a) Notwithstanding subsections (3) and (6) of this section, if an emergency is declared by the Governor pursuant to the Emergency Management Act as defined in section 81-829.39, a public body the territorial jurisdiction of which is included in the emergency declaration, in whole or in part, may hold a meeting by virtual conferencing during such emergency if the public body gives reasonable advance publicized notice as described in subsections (1) and (2) of this section. The notice shall include information regarding access for the public and news media. In addition to any formal action taken pertaining to the emergency, the public body may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body.

(b) The public body shall provide access by providing a dial-in number or a link to the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act. Reasonable arrangements shall be made to accommodate the public's right to hear and speak at the meeting and

record the meeting. Subsection (5) of this section shall be complied with in conducting such meetings.

(c) The nature of the emergency shall be stated in the minutes. Complete minutes of such meeting specifying the nature of the emergency and any formal action taken at the meeting shall be made available for inspection as provided in subsection (5) of section 84-1413.

(9) In addition to any other statutory authorization for virtual conferencing, any public body not listed in subdivision (3)(a) of this section may hold a meeting by virtual conferencing if:

(a) The purpose of the virtual meeting is to discuss items that are scheduled to be discussed or acted upon at a subsequent non-virtual open meeting of the public body;

(b) No action is taken by the public body at the virtual meeting; and

(c) The public body complies with subdivisions (3)(b)(i) and (ii) of this section.

(10) This section does not apply to a meeting of the Nebraska Power Review Board or a public power district, a public power and irrigation district, an electric membership association, an electric cooperative company, a municipality having a generation and distribution system, or a registered group of municipalities if such meeting is subject to section 70-1034.

Source: Laws 1975, LB 325, § 4; Laws 1983, LB 43, § 3; Laws 1987, LB 663, § 25; Laws 1993, LB 635, § 2; Laws 1996, LB 469, § 6; Laws 1996, LB 1161, § 1; Laws 1999, LB 47, § 2; Laws 1999, LB 87, § 100; Laws 1999, LB 461, § 1; Laws 2000, LB 968, § 85; Laws 2004, LB 821, § 38; Laws 2004, LB 1179, § 2; Laws 2006, LB 898, § 2; Laws 2007, LB199, § 9; Laws 2009, LB361, § 2; Laws 2012, LB735, § 1; Laws 2013, LB510, § 1; Laws 2017, LB318, § 1; Laws 2019, LB212, § 5; Laws 2020, LB148, § 3; Laws 2021, LB83, § 12; Laws 2022, LB742, § 1; Laws 2022, LB908, § 1; Laws 2022, LB922, § 13; Laws 2024, LB287, § 74; Laws 2024, LB399, § 4; Laws 2024, LB1370, § 8.

Note: The Revisor of Statutes has pursuant to section 49-769 correlated LB287, section 74, with LB399, section 4, and LB1370, section 8, to reflect all amendments.

Note: Changes made by LB287 became operative April 17, 2024. Changes made by LB399 became effective July 19, 2024. Changes made by LB1370 became operative July 19, 2024.

Cross References

Emergency Management Act, see section 81-829.36.

Intergovernmental Risk Management Act, see section 44-4301.

Interlocal Cooperation Act, see section 13-801.

Joint Public Agency Act, see section 13-2501.

Municipal Cooperative Financing Act, see section 18-2401.

Opioid Prevention and Treatment Act, see section 71-2485.

Annotations

Under subsection (1) of this section, the Legislature has imposed only two conditions on the public body's notification method of a public meeting: (1) It must give reasonable advance publicized notice of the time and place of each meeting and (2) it must be recorded in the public body's minutes. *City of Elkhorn v. City of Omaha*, 272 Neb. 867, 725 N.W.2d 792 (2007).

An emergency is "(a)ny event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition." *Steenblock v. Elkhorn Township Bd.*, 245 Neb. 722, 515 N.W.2d 128 (1994).

An agenda which gives reasonable notice of the matters to be considered at a meeting of a city council complies with the requirements of this section. *Pokorny v. City of Schuyler*, 202 Neb. 334, 275 N.W.2d 281 (1979).

When notice is required, a notice of a special meeting of a city council posted in three public places at 10:00 p.m. on the day preceding the meeting is not reasonable advance publicized notice of a meeting as is required by this section. *Pokorny v. City of Schuyler*, 202 Neb. 334, 275 N.W.2d 281 (1979).

Teacher waived right to object to lack of public notice in board of education employment hearing by voluntary participation in the hearing without objection. *Alexander v. School Dist. No. 17*, 197 Neb. 251, 248 N.W.2d 335 (1976).

A county board of commissioners and a county board of equalization are not required to give separate notices when the notice states only the time and place that the boards meet and directs a citizen to where the agendas for each board can be found. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).

A county board of equalization is a public body which is required to give advanced publicized notice of its meetings. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).

Notice of recessed and reconvened meetings must be given in the same fashion as the original meeting. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).

True notice of a meeting is not given by burying such in the minutes of a prior board proceeding. *Wolf v. Grubbs*, 17 Neb. App. 292, 759 N.W.2d 499 (2009).

An agenda notice which merely stated "work order reports" was an inadequate notice under this section because it did not give interested persons knowledge that plans for a 345 kv transmission line through the district was going to be discussed and voted upon at the meeting. Inadequate agenda notice under this section meant there was a substantial violation of the public meeting laws; however, later actions by the board of directors cured the defects in notice, and such actions were in substantial compliance with the statute. *Hansmeyer v. Nebraska Pub. Power Dist.*, 6 Neb. App. 889, 578 N.W.2d 476 (1998).



Students of the month:



Band Student of the month

Congratulations Henlie Wiebelhaus, our February band student of the month. Mr. Capron says: Henlie has shown remarkable improvement in her flute playing! Her dedication and hard work have truly paid off, and it's clear that she has been practicing diligently. Her progress is a testament to her commitment to honing her craft. Congratulations to Henlie on her incredible growth, keep working hard!

PE Student of the month

Congratulations to Walker Shearer, our February PE student of the month. Mrs. Thayer says: When Walker comes into class he's always excited to find out what activity we are doing that day. He's a hard worker and always does his best. You can tell Waker likes competition but never lets it get the better of him. He's always a good sport and students enjoy playing with him. Walker works hard on his athletic skills, which shows in P.E. Class. Keep up the great work Walker.

Art Student of the month

Congratulations to Sadie Higgins, our February Art student of the month. Mrs. Portis says. Saddle is my pick for the art student of the month. Thanks for all of your hard work, Sadie! Keep it up!!

Sweet-natured

Admirable

Dependable

Imaginative

Eager

Computer/Library Student of the month

Mrs. Herman says: Jordyn Sasse is a wonderful helper in the library. She comes in the morning before the bell rings to help distribute name tags and check-out tickets. She is more than willing to help me with anything that needs to get done. I truly appreciate her. Jordyn is my library hero.

Above and Beyond Award

Mr. Timm would like to nominate Mrs. Jennings for the Above & Beyond award!

Mr Timm says: Since coming to Yutan, Mrs. Jennings has put in an extraordinary effort to build strong relationships with our students. As the school counselor, she is someone that our students feel safe with and know they can lean on in times of need. She does a great job of collaborating with teachers to gauge the climates of each of our classrooms. She gets our input on what topics we would like covered in her lessons and then she presents great lessons for our students that are engaging and rewarding in and out of the classroom. In addition, she always carries herself with great energy and a positive attitude. We are very lucky to have her as our school counselor.

Yutan Elementary



SAVE THE DATES

1st and 2nd grade: Monday, May 12th @ 10:30

3rd and 4th grade: Tuesday, May 13th @ 10:00

5th and 6th grade: Wednesday, May 14th @ 9:30

AM & PM Preschool Fun Day: Thursday, May 15th @ 9:30

Kindergarten Fun Day: Thursday, May 15th @ 10:00

Rain Dates:

Thursday, May 15th in the afternoon

Friday, May 16th @ TBA

Next up

1. Midland job fair: January 17
2. PTC on Feb 26th. Pick-A-Time emails going out Feb 17th to parents to schedule.
3. Took nine, 5th and 6th graders to a Robotics and Engineering field trip on Jan 23rd in Fremont. On February 18th, I will be taking nine different students to a Theater Workshops with nationally-known artists Carrie Nath & Fran Sillau.



Ms. Novotny Jr. / Sr. High School Board Report



February 2025

Student & Staff Highlights

- **Ksenia Bradford** participated in the 8th grade All-State Band playing her flute put on by NSBA.
- We recognized our top performers and students who were most improved in the Winter Math NSCAS testing
 - 7th-grade Top Scores: **Ella Eikmeier, Hartley Garges, Corryn Albers, Gavin Chapman, and Graycen Wentworth**
 - 7th-grade Most Improved: **Makenna Hoffer, Hartley Garges, Abel Kraft, Jackson Benjamin, and Ella Eikmeier**
 - 8th-grade Top Scores: **Logan Maloy, Jaxsyn Dahlhauser, Lucas Hoffart, Hayleigh Darling, and Ksenia Bradford**
 - 8th-grade Most Improved: **Ksenia Bradford, Liliana Hancock, Charizma Hancock, Nathal Engel, and Wyatt Ringer**
- We recognized three more students for Circle of Greatness: **Jada Reed, Caleb Walter, and Reagan Wilson!**
- 7th-grade students in art are working on Abstract Self-Portraits.
- Congratulations to the following students for making the NCC Honor Band: Brooklyn Bussing, Lucas Bussing, Madalynn Bussing, Addisyn Darling, Otto Henkel & Kinsley Smith.
- **Clark Cogdill** was the Humorous Prose Champion at the North Bend Speech Meet
- We honored our first semester honor roll students
 - Honor Roll of Merit: GPA 3.333 and no individual grade below 88%
 - Jackson Benjamin, Jaimeson Goeden, Reis Johnson, Logan Shearer, Clint Thompson, Hailley Wilson, Tatum DiGiacomo, Logan Maloy, Nolan Rupp, Ellie Steele, Jocelyn Sutter, Eli Thompson, Jace Wilke, Rhett Wilson, Jersey Daniels, Liam Maloy, Beau Ryan, Leah Thompson, Atlanta Jacobsen, Carson Jurey, Anna Rupp, Bennett Ell
 - Honor Roll of Distinction: GPA 3.75 and no individual grade below 91%
 - Corryn Albers, Myles Anderson, Ella Baulisch, Conley Bonnicksen, Ksenia Bradford, Draven Campbell, Reagan D'Angelo, Hayleigh Darling, Macy Dunn, Ella Eikmeier, Daisy Freeman, Ava Frye, Hudson Gardner, Hartley Garges, Kate Hoellen, Lucas Hoffart, Klayton Merryweather, Knox Mumm, Nolan Pehrson, Mollie Ryan, Colton Sake, Haiden Schake, Zailey Slepicka, Clara Tasich, Alec Wacker, Riley Walz, Graycen Wentworth, Capri Woster, Ashtyn Anderson, Isaac Anderson, AJ

Arensberg, Halle Arlt, Loganne Barta, Madalynn Bussing, Jordyn Campbell, Nathan Daniell, Addisyn Darling, Amelia Dieckman, Audrey Dieckman, Braydon Dunn, Madison Fenn, Kaleb Fenner, Adison Gale, Nolan Gayer, Mackenzie Govier, Gus Grint, Ella Henkel, Otto Henkel, Aniston Hoegh, Lincoln Hoffart, Kale Hoffer, Carson Hollst, Addison Jones, Gage Kolc, Kylie Krajicek, Madilyn Ledden, Cheyeen Luebbe, Cecilia Mayne-Hernandez, Kael Mumm, Alexis Pehrson, Aubrie Pehrson, Annastacia Peterson, Jada Reed, Weston Ringer, Jersey Siske, Kinsley Smith, Charles Tasich, Emilia Tederman, Gabi Tederman, Mylee Tichota, Maddox Wentworth, Madison Wilson, Libby Winn, Aubrey Zeleny, Britney Zeleny

- **Brooklynn Bussing** performed at the inaugural 43rd Army Band Pride of the Plains Honor Band.
- **Clark Cogdill** placed 2nd in Humorous Prose at the Elmwood-Murdock Speech Meet.

Teaching & Learning

- Junior students have finished up their John Baylor ACT Test prep. Our ACT Spring Test date is March 25th
- Met with Eileen Barks from ESU2 to start understanding/working with ESU2 grows evaluation system.
- Trevor and I had the opportunity to go to Midland to talk with potential educators about student teaching or practicum placements.
- Attended the ESU2 Leadership meeting where we talked about inclusion, writing IEPs, Co-teaching, and MTSS.
- Ms.Chvatal and I had the opportunity to attend a PowerScheduler conference to help us with using PowerSchool to create our schedule.

Staff Member Above & Beyond Winner - Chris Feller!!

- Chris has been a solid, reliable backbone of Yutan High School for many years. She is usually one of the first ones to help out and never says no when a coworker asks for a favor. When in doubt, whatever you need, Mrs.Feller usually has it in her room. She has been a vital part of our school and continues to show what true dedication and teamwork look like. Chris is a woman of many talents and has been a role model for other female teachers here at Yutan.



Activities Department Board Report- February 2025
Josh Lynch- Activities Director

- Girls Wrestling won the NCC team championship.
 - Addi Darling, Aubrie Pehrson, Alexis Pehrson, Jordyn Campbell, and Ella Henkel were also individual champions
- Girls team also won the Nebraska City and Cedar Bluffs tournaments
- Eli Kult was the champion at his weight class at the NCC tournament
- Both boys and girls basketball teams were NCC tournament runners-up
- Girls wrestling districts were last week, boys are this week
 - Both State tournaments are next week at the CHI Center
- Girls and boys basketball district tournaments are at the end of this month at locations TBD
- Signing Day was on Feb. 5th
 - Mckenna Jones, Northeast Community College, Volleyball
 - Gabi Tederman, Nebraska Wesleyan, Volleyball
 - Alexis Pehrson, Wartburg College, Wrestling
 - Aubrie Pehrson, Wartburg College, Wrestling



*Director of Student Services
Board Report
February 2025
Tahler Novotny*



Living Skills Field Trips: The living skills class started their career interest field trips. The class has visited the Heldt Produce, the bank, Dollar General, and the post office to learn about how those careers work. At the end of this month, the class will go to a job expo to learn about robotics, the hotel industry, food service, and other job opportunities.

Chieftain Buddies: We currently have 66 matches. I have heard positives from parents, teachers, elementary students, and high school students. Before Christmas Break, I created a scavenger hunt activity for them to do together. I plan to have another fun activity for them to do together each quarter.

Check-In's with all Special Education Staff: I completed all of my quarterly check-ins with all special education staff. I included paraprofessionals this quarter and will continue doing check-ins with them! Our new paraprofessional started last Monday, she has been a great addition to our special education team! Welcome Carol if you see her around!

RESTORE: Yutan started the second round of teachers to participate in the RESTORE grant. The RESTORE grant is a program for high ability learners. It teaches the team how to identify these students, how to implement challenging curriculum, and strategies to enhance these learners. Our team also learned a lot of about twice exceptional learners and how to best support those students as well. The teachers who participate will have lessons that they adapt to the high ability learners (differentiate) and then the ESU comes to observe those.

Superintendent Report

Board of Education Meeting

February 10, 2025

Enrollment

- Monthly enrollment numbers are attached.

Early Graduation

- February is the deadline for early graduation requests for the class of 2026.. Zero applications were received. Both Ms. Novotny and Mrs. Chvatal confirmed no applications were received or being considered.

School Board Member Week

- The week of January 26, 2025 served as School Board Recognition Week in Nebraska. Thanks to the 1,700 locally elected volunteers who make up the Board of Education for Nebraska's Public Schools and ESUs - and especially our own Yutan Public Schools board of education.
- Did You Know?
 - 79% of Nebraska's 1,700 locally elected school board members serve at or within 100 miles of where they graduated... and with 51% serving AT the district they graduated from.
 - 74.63% of school board members would consider themselves as someone connected to/engaged in production agriculture or agribusiness.
 - 58% of school board members have school-aged children in K-12.
 - 68% of board members in Nebraska are between the ages of 36 and 55.
 - 64% of board members have served between 1 to 8 years.
 - 4% of Nebraska's 1,700 school board members have served their board for more than 20 years.
 - On average, a school board in Nebraska is 37% female and 63% male, and...
 - 15% of Nebraska's school boards are served by a female majority,
 - Three (3) of Nebraska's school boards are all female,
 - 6% of Nebraska's school boards are all male.

End of 2023-24 (May)	2024-25 Enrollment as of: 2/10/2025			2024-25 Monthly Summary										
	Grad Year	Grade	Enrollment	Change from Prior Month	8-12-2024	9-9-2024	10-14-2024	11-11-2024	12-9-2024	1-13-2025	2-10-2025	3-10-2025	4-14-2025	5-12-2025
26	PreK	14	0	14	14	14	14	14	14	14	14			
41	Class of 2037	K	37	0	39	37	37	37	37	37	37			
33	Class of 2036	1	38	0	38	38	38	38	38	38	38			
30	Class of 2035	2	34	1	33	33	33	33	33	33	34			
34	Class of 2034	3	32	0	31	31	32	32	32	32	32			
39	Class of 2033	4	33	(-1)	34	34	34	34	34	34	33			
39	Class of 2032	5	41	0	42	42	41	41	41	41	41			
40	Class of 2031	6	35	(-1)	37	38	37	36	36	36	35			
32	Class of 2030	7	41	0	41	42	42	41	41	41	41			
47	Class of 2029	8	30	0	30	30	29	30	30	30	30			
27	Class of 2028	9	50	(-1)	50	51	51	53	53	51	50			
38	Class of 2027	10	32	0	31	31	32	32	32	32	32			
31	Class of 2026	11	34	1	36	36	35	34	35	33	34			
38	Class of 2025	12	31	0	31	31	31	31	31	31	31			
26	Total PK:		14	0	14	14	14	14	14	14	14			
256	Total K-6:		250	(-1)	254	253	252	251	251	251	250	0	0	0
213	Total 7-12:		218	0	219	221	220	221	222	218	218	0	0	0
469	Total K-12:		468	(-1)	473	474	472	472	473	469	468	0	0	0
495	Total PK-12:		482	(-1)	487	488	486	486	487	483	482	0	0	0

Average Class Size K-6:	35.71
Average Class Size 7-12:	36.33

**BOARD OF EDUCATION
YUTAN PUBLIC SCHOOLS**

**BOARD MEETING
High School Media Center
January 13, 2025**

AGENDA

1. Call to Order

The meeting was called to order at 6:00pm by President Wacker.

2. Open Meetings Act

This meeting will be conducted in accordance with the Nebraska Open Meetings Act. The Board of Education makes available at least one current copy of the Open Meetings Act posted in the meeting at a location accessible to members of the public.

3. Pledge of Allegiance

4. Roll Call

Attendance Taken at 6:00pm

Judy Daniell: Present
Bill Hancock: Present
Gary Hollst: Present
Dan Ridder: Present
Adam Wacker: Present
Eric Wilke: Present

5. Oath of Office

Newly elected board members - Dan Ridder, Adam Wacker, and Eric Wilke - will recite and sign the oath of office.

6. Election of Board Officers

As required by state statute, the board must reorganize each year by electing officers, appointing committees, and authorizing district representatives. The board will consider, discuss, and take all necessary action to elect officers for the 2025 calendar year:

- President: Hollst nominated Wacker, seconded by Wilke, Wacker accepted the nomination; Wacker nominated Hollst, seconded by Hancock, Hollst accepted the nomination. Upon ballot vote, Wacker wins by a vote of 5 to 1.
- Vice-President: Hollst nominated Daniell, seconded by Hancock, Daniell accepted the nomination. With no other nominations, Daniell wins.
- Secretary: Wilke nominated Hancock, seconded by Hollst, Hancock accepted the nomination. With no other nominations, Hancock wins.
- Treasurer: Wilke nominated Hollst, seconded by Daniell, Hollst accepted the nomination. With no other nominations, Hollst wins.

7. Public Notice

Per board policy 2008-Meetings, advance notice of all board meetings, other than emergency meetings, shall be publicized 48 hours or more in advance of the meeting in a newspaper of general circulation in the district. Meeting notices may also be posted on the school district website and posted in three prominent places in the school district.

- **Publication:** Meeting notice was published in the Wahoo Newspaper on Friday, January 3, 2025.
- **Postings:** Meeting notice was posted at the entrance of Yutan High School, Yutan Elementary School, Yutan Post Office, First State Bank-Yutan, and on the Yutan Public Schools web page on Wednesday, January 8, 2025.
- **Agenda:** The agenda is kept current and available for public inspection at the Superintendent's office during normal business hours, and is posted on the school website in advance of the scheduled meeting. The agenda may not be altered later than 24 hours prior to the beginning of the meeting. The order of the items on the agenda may be changed by the board at or during the meeting.

8. Approval of the Agenda

Moved by Judy Daniell, seconded by Eric Wilke to approve the agenda. Roll Call Vote: Daniell: Yes, Hancock: Yes, Hollst: Yes, Ridder: Yes, Wacker: Yes, Wilke: Yes. Yes: 6, No: 0 Motion Carried

9. Excuse Absences of Board Members

No motion needed – all members present.

10. Public Comments

Instructions for those who wish to speak during Public Comment:

The Board of Education recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted effectively and in an organized manner, a Public Comment period will be scheduled at some meetings. A Public Comment sign-in sheet is located on the table near the entrance and your name and topic must be entered on the sheet prior to the start of the meeting. If you are planning to speak about a personnel or a student matter involving an individual, please understand that the district has complaint procedures to address such complaints and concerns. The Board requests that you follow the policy and procedures before commenting on these matters to the Board. Board members will not respond to any questions you ask or comments about individual staff members or students, but may direct your concerns to the appropriate administrator for further review. Each speaker shall be allowed a maximum of five minutes, and not more than twenty minutes will be allowed for a specific topic. Policy 2009-Procedure for Addressing the Board is made available in the meeting room.

Comments:

- Foundation Information: None
- Booster Club Information: None

- General Public Comments: None

11. Administrative Reports

Written reports have been submitted from the elementary principal, high school principal, activities director, student services director, and superintendent. Each administrator will make comments on their respective report:

- Elementary Principal
- Jr/Sr High School Principal
- Activities Director
- Student Services Director
- Superintendent

12. Administrative Presentation - District Data Update

Ms. Novotny and Mr. Hoegh will share information regarding the district's AQuESTT rating and other related data/information.

13. Consent Agenda

The Consent Agenda is used to help the efficiency of the meeting by allowing the Board to approve items such as prior meeting minutes, general business of noncontroversial nature, or routine communication. The Consent Agenda for this meeting includes:

1. Minutes from the Board Meeting on December 9, 2024.
2. Minutes from the Special Board Meeting on December 16, 2024.
3. Treasurer's Report and Claims

Moved by Gary Hollst, seconded by Eric Wilke to approve the consent agenda. Roll Call Vote: Daniell: Yes, Hancock: Yes, Hollst: Yes, Ridder: Yes, Wacker: Yes, Wilke: Yes. Yes: 6, No: 0
Motion Carried

14. Committee Reports

Reports from the following committee(s):

- Facilities Committee - did not meet
- Finance Committee - met on Friday, January 10, 2025

15. Business Items

15.1. Board Committee Assignments

As part of the annual reorganization, the Board shall authorize committees to serve the interests of the board or as required by state statute. The President is authorized by board policy to make committee assignments. Committees for consideration:

Active Committees:

- Committee on American Civics
 - Current: Committee of the Whole
- Facilities Committee

- Current: Hancock, Wilke, Egr
- Finance Committee
 - Current: Daniell, Hollst, Wacker
- Negotiations Committee
 - Current: Daniell, Hancock, Wacker
 - NOTE: Current members will finish out the ongoing BOE-YEA negotiations cycle

Past Committees Not Active - no members assigned:

- Transportation Committee
- Curriculum Committee
- Public Relations Committee

President Wacker assigned the following members to the respective committees:

Committee on American Civics: Committee of the whole

Facilities/Grounds/Transportation Committee: Ridder, Wilke, Hancock

Finance Committee: Daniell, Hollst, Wacker

Curriculum Committee: Committee of the whole

Negotiations Committee: Will be assigned at a later date

15.2. Authorization to Sign Checks, Warrants, and Other Instruments

Board policy authorizes the President and Secretary to sign checks, warrants, and other instruments on behalf of the district. It has been the practice of the district to also delegate the Treasurer to sign and validate the same documents as part of the monthly claim approval process. The board will consider, discuss, and take all necessary action to approve the President, Secretary, and Treasurer to sign checks, warrants, and other instruments on behalf of the district.

Moved by Bill Hancock, seconded by Gary Hollst to authorize board president Wacker, board secretary Hancock, and board treasurer Hollst to sign checks, warrants, and other instruments on behalf of the district. Roll Call Vote: Daniell: Yes, Hancock: Yes, Hollst: Yes, Ridder: Yes, Wacker: Yes, Wilke: Yes. Yes: 6, No: 0 Motion Carried

15.3. Annual Board Authorizations

The board will consider, discuss, and take all necessary action to authorize the following representatives or agents:

- Newspapers of General Circulation
 - Wahoo Newspaper and Omaha World-Herald
- School District Legal Counsel
 - KSB School Law and BairdHolm
- General Depository:

- First State Bank of Yutan
- Superintendent Rex Pfeil:
 - Custodian of all district financial accounts and funds.
 - District agent for state and federal programs and funds.
 - Non-discrimination compliance coordinator.
- Activities Director Josh Lynch:
 - Title IX Coordinator.

Moved by Bill Hancock, seconded by Eric Wilke to approve the annual authorizations as presented. Roll Call Vote: Daniell: Yes, Hancock: Yes, Hollst: Yes, Ridder: Yes, Wacker: Yes, Wilke: Yes. Yes: 6, No: 0 Motion Carried

15.4. Reauthorization of Line of Credit

On an annual basis and upon Board approval, the district may access up to a \$1,000,000 line of credit from First State Bank-Yutan. The line of credit allows the district to borrow for short-term cash flow needs such as payroll and monthly claims. First State Bank offers the line of credit at a _____ interest rate. The Board will consider, discuss, and take all necessary action to authorize the Treasurer to sign for renewal of the annual line of credit and for Superintendent to act as custodian for the line of credit.

Moved by Judy Daniell, seconded by Eric Wilke to approve the authorization of board treasurer Hollst to sign for the annual renewal and allow Superintendent Rex Pfeil to act as custodian of the \$1,000,000 line of credit at First State Bank-Yutan not to exceed 6.5% interest rate. Roll Call Vote: Daniell: Yes, Hancock: Yes, Hollst: Yes, Ridder: Yes, Wacker: Yes, Wilke: Yes. Yes: 6, No: 0 Motion Carried

15.5. Preschool Tuition for 2025-26

On an annual basis, the board establishes the tuition rate for the preschool program. Tuition does not cover all the expenses of the program, but does help defray the cost of daily snacks, consumable supplies and materials. The administration is recommending NO INCREASE to the current preschool tuition cost of \$120 per month. The board will discuss, consider, and take all necessary action to set preschool tuition for the 2025-26 school year.

Moved by Bill Hancock, seconded by Gary Hollst to leave the current cost of preschool tuition at \$120 per month for the 2025-26 school year. Roll Call Vote: Daniell: Yes, Hancock: Yes, Hollst: Yes, Ridder: Yes, Wacker: Yes, Wilke: Yes. Yes: 6, No: 0 Motion Carried

15.6. Review and/or Revise Policies

The following policies are subject to approval and/or revision as part of the monthly policy review process. The policies presented have been reviewed by the Superintendent and are current by state statute, legal specifications, or NDE requirements; or have been revised or new policies presented to be in alignment with state statute, legal recommendation, or state and federal requirements. The board will consider, discuss, and take necessary action to affirm existing policies or approve revised or new policies as presented.

- 3010-Insurance
- 3011-Transportation - NOW BLANK - MOVED TO 5005 on 7-15-2024
- 3012-School Meal Program and Meal Charges
- 3013-Emergency Closings
- 3014-Use of School Property
- 3015-Time Away from School Activities
- 3016-Use of Tobacco Products
- 3017-Press Releases
- 3018-Denying Access to School Premises or Activities
- 3019-Sale or Disposal of School Property

Moved by Gary Hollst, seconded by Eric Wilke to approve the policies as presented. Roll Call Vote: Daniell: Yes, Hancock: Yes, Hollst: Yes, Ridder: Yes, Wacker: Yes, Wilke: Yes. Yes: 6, No: 0 Motion Carried

16. Discussion and Informational Items

Items for discussion, information, or consideration - no action to be taken:

- BOE-YEA Negotiations Meeting - January 22, 2025
- 2025-26 School Calendar - Mr. Pfeil provided the board with a draft copy of the 2025-26 school calendar. Mr. Pfeil will be sharing the document with all staff for feedback. The goal is to have a final document ready for board approval at the February 10, 2025 board meeting.
- Option Enrollment Capacities for 2025-26 - Mr. Pfeil reminded the board that the annual enrollment capacity resolution will be presented for board approval at the February 10, 2025 board meeting. Mr. Pfeil will be recommending no changes to the current 42 student per grade enrollment cap for option students.
- Timeline for Classified Staff and Administrative Staff Wage/Salary Increases - Per the request of the board, Mr. Pfeil has been developing cost estimates for all staff positions, including classified and administration, as part of the collective bargaining process so the board may have an accurate estimate when considering salary and wage increases for all staff positions as the 2025-26 budget is being developed.
- Planning for End of the Year Lunch for all staff on Wednesday, May 21, 2025 - Mr. Wilke has started the planning process for the end of the year luncheon. At this time, the lunch is planned to be held at County Drive Golf Course on either Tuesday, May 20th or Wednesday, May 21st. Mr. Wilke will continue to plan and communicate with Mr. Krajicek and Mr. Pfeil to finalize the date and details.
- Policies for review at the February 2025 board meeting:
 - 3020-Copyright Compliance
 - 3021-Operation of School Business Office
 - 3022-Volunteers
 - 3023-Record Management and Retention
 - 3024-Booster Club and Parent Teacher Organizations
 - 3025-Returned or Outstanding Checks

- 3026-Handbooks
- 3027-Resolution of Conflicts Between Parents Over School Issues
- 3028-Sex Offenders
- 3029-Distribution of Flyers Advertising Non-School Organizations
- 3030-Automatic External Defibrillator (AED) Program
- 3031-Students Electing to Attend School in Adjoining State

17. Next Board Meeting

The next regular meeting of the Board is scheduled for Monday, February 10, 2025, at 6:00pm in the high school media center.

18. Closed Session

The Board of Education is authorized by state statute to hold closed sessions. Closed sessions may be held when clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual.

The Board will enter into Closed Session for the protection of the public interest to discuss collective bargaining negotiations between the Board of Education and the Yutan Education Association.

Moved by Gary Hollst, seconded by Eric Wilke to enter Closed Session for the protection of the public interest to discuss negotiations. Roll Call Vote: Daniell: Yes, Hancock: Yes, Hollst: Yes, Ridder: Yes, Wacker: Yes, Wilke: Yes. Yes: 6, No: 0 Motion Carried

The board entered into closed session at 8:04pm.

19. Action From Closed Session

The board reconvened in open session at 9:19pm. The board did not take any action from Closed Session.

20. Adjournment

Meeting was adjourned at 9:20pm.

YUTAN PUBLIC SCHOOLS									
FUND STATEMENT AND ACCOUNT BALANCES									
1/31/2025									
ACCOUNT	ACCOUNT #	BOOK BEG BALANCE	RECEIPTS	INTEREST	EXPENSES	TRANSFERS	BOOK END BALANCE	OUTSTANDING CHECKS	BANK STATEMENT BALANCE
GENERAL FUND									
CHECKING	467216	\$ 1,960,575.36	\$ 682,747.83	\$ 6,870.72	\$ 603,643.22		\$ 2,046,550.69	\$ 11,256.25	\$ 2,057,806.94
							\$ 2,046,550.69		\$ 2,057,806.94
							\$ 1,951,885.09	1/31/2024	
DEPRECIATION FUND									
CHECKING	467533	\$ 394,139.10		\$ 1,358.01	\$ 11,308.64		\$ 384,188.47		\$ 384,188.47
NLAF	9300749	\$ 1,097,739.91		\$ 3,859.19			\$ 1,101,599.10		\$ 1,101,599.10
							\$ 1,485,787.57		\$ 1,485,787.57
							\$ 1,740,629.44	1/31/2024	
BOND FUND									
CHECKING	910148304	\$ 842,262.44	\$ 26,450.01	\$ 2,968.12			\$ 871,680.57		\$ 871,680.57
							\$ 871,680.57		\$ 871,680.57
							\$ 850,928.04	1/31/2024	
QCPUF FUND									
CHECKING	910148293	\$ 684.05		\$ 2.37			\$ 686.42		\$ 686.42
							\$ 686.42		\$ 686.42
							\$ 654.17	1/31/2024	
BUILDING FUND									
CHECKING	689612	\$ 207,217.36	\$ 17,076.23	\$ 750.07			\$ 225,043.66		\$ 225,043.66
NLAF	9300012	\$ 515,538.59		\$ 1,812.41			\$ 517,351.00		\$ 517,351.00
							\$ 742,394.66		\$ 742,394.66
							\$ 835,151.55	1/31/2024	
UNEMPLOYMENT FUND									
SAVINGS	46945020	\$ 16,359.95					\$ 16,359.95		\$ 16,359.95
							\$ 16,359.95		\$ 16,359.95
							\$ 16,343.22	1/31/2024	
ACTIVITY FUND									
CHECKING	686097	\$ 89,448.97	\$ 17,031.90	\$ 310.50	\$ 20,982.91		\$ 85,808.46	\$ 7,343.27	\$ 93,151.73
							\$ 85,808.46		\$ 93,151.73
							\$ 81,422.79	1/31/2024	
STUDENT FEE									
SAVINGS	46855520	\$ 9,335.81					\$ 9,335.81		\$ 9,335.81
							\$ 9,335.81		\$ 9,335.81
							\$ 9,325.22	1/31/2024	
EMPLOYEE BENEFIT FUND									
CHECKING	467614	\$ 3,953.99	\$ 268.60				\$ 4,222.59		\$ 4,222.59
PAYFLEX	500301928	\$ 31,920.82	\$ 2,771.32		\$ 928.43		\$ 33,763.71		\$ 33,763.71
							\$ 37,986.30		\$ 37,986.30
							\$ 34,647.27	1/31/2024	
LUNCH FUND									
CHECKING	687371	\$ 225,385.02	\$ 28,654.97	\$ 780.25	\$ 30,826.80		\$ 223,993.44	\$ 8.20	\$ 224,001.64
							\$ 223,993.44		\$ 224,001.64
							\$ 216,372.12	1/31/2024	
TOTAL ALL FUNDS									
							\$ 5,520,583.87		\$ 5,539,191.59
							\$ 5,737,358.91	1/31/2024	
TOTALS		\$ 5,394,561.37	\$ 775,000.86	\$ 18,711.64	\$ 667,690.00	\$ -	\$ 5,520,583.87	\$ 18,607.72	\$ 5,539,191.59

YUTAN PUBLIC SCHOOLS
CONSENT ITEMS FOR PAYMENT
1/31/2025

<u>FUND</u>	<u>DATE</u>	<u>CHECKS</u>	<u>VENDOR</u>	<u>AMOUNT</u>
<u>SPECIAL BUILDING</u>				
Front Door Service/Repair-HS	2/10/2025	#244	DH Pace	\$ 6,379.12
				Total Special Building
				\$ 6,379.12
<u>DEPRECIATION</u>				
Training Center/Parking Lot Cameras	2/10/2025	#472	Diode Technologies	\$ 3,369.47
ESCO Contract/Mobilization-Scheduled Progress Billing 1 of 6	2/10/2025	#473	Facility Advocates, LLC	\$ 126,400.00
				Total Depreciation
				\$ 129,769.47
<u>QCPUF</u>				
				Total QCPUF
				\$ -
<u>BOND</u>				
Administrative Fees	2/10/2025	#3		\$ 300.00
				Total Bond
				\$ 300.00
<u>TRANSFERS</u>				
				Total Transfers
				\$ -
<u>LUNCH</u>				
Lunch Fund Bills	2/10/2025	#6883-6886		\$ 21,558.24
Direct Deposit	2/10/2025	#6887-6893		\$ 10,085.27
Third Party Checks (Benefits)	2/10/2025			\$ 221.07
Third Party Electronic Payment (HSA)	2/10/2025			\$ -
Tax Liabilities	2/10/2025			\$ 2,370.75
Nebraska Public Employees Retirement Systems	2/10/2025			\$ 1,648.65
Payflex	2/10/2025			\$ -
				Total Lunch Fund
				\$ 35,883.98
<u>GENERAL</u>				
General Fund Bills	2/10/2025	#23785-23848		\$ 127,049.28
Direct Deposit	2/10/2025	#23849-23858		\$ 261,241.06
Third Party Checks (Benefits)	2/10/2025			\$ 86,528.96
Third Party Electronic Payment (HSA)	2/10/2025			\$ 7,853.73
Tax Liabilities	2/10/2025			\$ 92,360.30
Nebraska Public Employees Retirement Systems	2/10/2025			\$ 68,611.11
Payflex	2/10/2025			\$ 2,296.98
				Total General Fund
				\$ 645,941.42
				TOTAL PAYMENTS
				\$ 818,273.99

Yutan Public Schools

January 2025 Revenue Report

Account	January Actuals	Actuals (YTD)	Estimated Actual Revenue Budget	YTD % of Estimated Actual Revenue Budget	Adopted NDE Budget	NDE Available	YTD % of NDE Budget
01100 - Taxes Levied/Assessed by the School District	(\$317,421.29)	(\$1,368,558.52)	\$3,964,322.00	34.52%	(\$4,045,227.00)	(\$2,676,668.48)	33.83%
01115 - Carline Taxes	\$0.00	(\$518.15)	\$4,860.00	10.66%	(\$4,860.00)	(\$4,341.85)	10.66%
01120 - Public Power District Sales Taxes	\$0.00	(\$143.17)	\$34,200.00	0.42%	(\$34,200.00)	(\$34,056.83)	0.42%
01125 - Motor Vehicle Taxes	(\$37,947.11)	(\$162,016.64)	\$362,100.00	44.74%	(\$362,100.00)	(\$200,083.36)	44.74%
01370 - Preschool Tuition & Fees	(\$1,990.00)	(\$9,710.00)	\$14,300.00	67.90%	(\$14,300.00)	(\$4,590.00)	67.90%
01510 - Interest on Investments	(\$6,870.72)	(\$42,454.32)	\$90,174.00	47.08%	(\$90,174.00)	(\$47,719.68)	47.08%
01951 - Miscellaneous Revenue From Other School Districts Within the State	(\$142.94)	(\$581.29)	\$0.00	0.00%	\$0.00	\$581.29	0.00%
02110 - County Fines & License Fees	(\$1,576.08)	(\$8,798.32)	\$24,560.00	35.82%	(\$24,560.00)	(\$15,761.68)	35.82%
02130 - Other County Receipts	\$0.00	(\$1,681.41)	\$0.00	0.00%	\$0.00	\$1,681.41	0.00%
03110 - State Aid	(\$224,423.00)	(\$1,127,632.00)	\$2,244,232.00	50.25%	(\$2,244,232.00)	(\$1,116,600.00)	50.25%
03120 - SPED (School Age)	(\$94,436.00)	(\$182,904.00)	\$608,420.00	30.06%	(\$608,420.00)	(\$425,516.00)	30.06%
03125 - Revenue from State Sources - Sped Transportation (School Age)	\$0.00	\$0.00	\$22,780.00	0.00%	(\$22,780.00)	(\$22,780.00)	0.00%
03133 - Nameplate Capacity Tax	\$0.00	\$0.00	\$280,000.00	0.00%	(\$280,000.00)	(\$280,000.00)	0.00%
03180 - Pro-Rate Motor Vehicle	(\$1,951.67)	(\$3,078.82)	\$8,260.00	37.27%	(\$8,260.00)	(\$5,181.18)	37.27%
03400 - State Apportionment	\$0.00	\$0.00	\$78,460.00	0.00%	(\$78,460.00)	(\$78,460.00)	0.00%
03535 - Payment for High Ability Learners	\$0.00	(\$5,772.00)	\$5,500.00	104.95%	(\$5,500.00)	\$272.00	104.95%
03551 - Career Education	\$0.00	\$0.00	\$7,500.00	0.00%	(\$7,500.00)	(\$7,500.00)	0.00%
04310 - REAP	\$0.00	\$0.00	\$20,160.00	0.00%	(\$20,160.00)	(\$20,160.00)	0.00%
04505 - Title I, Part A ESSA Imporving Basic Programs Operated by Local Educational Agencies	\$0.00	(\$34,039.00)	\$21,588.00	157.68%	(\$21,588.00)	\$12,451.00	157.68%
04509 - Title II, Part A ESSA: Supporting Effective Education	\$0.00	(\$7,329.00)	\$0.00	0.00%	\$0.00	\$7,329.00	0.00%
04516 - IDEA Preschool (619) Base/IDEA Enrollment Poverty Allocation	\$0.00	(\$2,242.00)	\$113,400.00	1.98%	(\$1,640.00)	\$602.00	136.71%
04518 - IDEA Part B (611) Base & Enrollment Poverty Allocation	\$0.00	(\$108,420.00)	\$0.00	0.00%	(\$104,890.00)	\$3,530.00	103.37%
04521 - IDEA Part B Proportionate Share	\$0.00	(\$4,360.00)	\$0.00	0.00%	(\$6,870.00)	(\$2,510.00)	63.46%
04525 - Federal Vocational & Applied Technology Education (Carl Perkins)	\$0.00	\$0.00	\$7,500.00	0.00%	(\$7,500.00)	(\$7,500.00)	0.00%
04708 - Medicaid in Public Schools	\$0.00	(\$49.73)	\$250.00	19.89%	(\$250.00)	(\$200.27)	19.89%
04709 - Medicaid Administrative Activities (MAAPS)	(\$399.99)	(\$895.30)	\$1,500.00	59.69%	(\$1,500.00)	(\$604.70)	59.69%
05690 - Other Non-Revenue Receipts	(\$1,167.74)	(\$6,784.37)	\$3,500.00	193.84%	(\$3,500.00)	\$3,284.37	193.84%
Totals	(\$688,326.54)	\$ (3,077,968.04)	\$7,917,566.00	38.88%	\$ (7,998,471.00)	(\$4,920,502.96)	38.48%

Yutan Public Schools

February 2025 Expense Report

Account	February Actuals	Actuals (YTD)	Estimated Actual Expenditure Budget	YTD % of Estimated Actual Expenditure Budget	Adopted NDE Budget	NDE Available	YTD% of NDE Budget
01100 - Regular Instructions Programs	\$267,256.45	\$1,664,642.20	\$3,326,433.00	50.04%	\$3,718,682.00	\$2,052,489.80	44.76%
01160 - Poverty Programs	\$9,188.40	\$55,130.40	\$110,241.00	50.01%	\$110,241.00	\$55,110.60	50.01%
01190 - Early Childhood Educational Programs	\$6,783.79	\$44,016.22	\$84,219.00	52.26%	\$88,719.00	\$44,702.78	49.61%
01200 - Special Education Instructional Programs - School Age	\$73,462.87	\$426,491.84	\$923,161.00	46.20%	\$1,256,953.00	\$830,332.16	33.93%
01291 - Special Education Instructional Programs - Ages 3-5	\$0.00	\$0.00	\$0.00	0.00%	\$8,500.00	\$8,500.00	0.00%
01292 - Special Education Instructional Programs - Ages 0-2	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$10,000.00	0.00%
02120 - Guidance Services	\$19,552.85	\$120,570.19	\$230,989.00	52.20%	\$247,989.00	\$127,418.81	48.62%
02130 - Health Services	\$4,136.94	\$25,705.54	\$48,569.00	52.93%	\$60,069.00	\$34,363.46	42.79%
02131 - Health Services - SPED - School Age	\$0.00	\$0.00	\$0.00	0.00%	\$35,000.00	\$35,000.00	0.00%
02141 - Psychological Services - SPED - School Age	\$17,274.50	\$52,555.12	\$56,000.00	93.85%	\$64,000.00	\$11,444.88	82.12%
02151 - Speech Pathology and Audiology Services - SPED - School Age	\$10,225.65	\$67,728.90	\$92,243.00	73.42%	\$99,243.00	\$31,514.10	68.25%
02153 - Speech Pathology and Audiology Services - SPED - Ages 0-2	\$0.00	\$724.80	\$1,000.00	72.48%	\$5,500.00	\$4,775.20	13.18%
02161 - Occupational Therapy-Related Services - SPED - School Age	\$8,012.75	\$24,038.25	\$44,000.00	54.63%	\$50,000.00	\$25,961.75	48.08%
02162 - Occupational Therapy-Related Services - SPED - Ages 3-5	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$10,000.00	0.00%
02163 - Occupational Therapy-Related Services - SPED - Ages 0-2	\$0.00	\$469.21	\$0.00	0.00%	\$10,000.00	\$9,530.79	4.69%
02171 - Physical Therapy-Related Services - SPED - School Age	\$655.85	\$2,409.92	\$3,300.00	73.03%	\$5,000.00	\$2,590.08	48.20%
02172 - Physical Therapy-Related Services - SPED - Ages 3-5	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$10,000.00	0.00%
02173 - Physical Therapy-Related Services - SPED - Ages 0-2	\$139.00	\$766.82	\$2,400.00	31.95%	\$3,500.00	\$2,733.18	21.91%
02181 - Visually Impaired-Related Services - SPED - School Age	\$0.00	\$0.00	\$750.00	0.00%	\$10,000.00	\$10,000.00	0.00%
02190 - Support Services - Student - Other	\$19,654.91	\$140,211.49	\$244,379.00	57.37%	\$244,379.00	\$104,167.51	57.37%
02211 - School Improvement	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$10,000.00	0.00%
02213 - Instructional Staff Training	\$0.00	\$0.00	\$3,500.00	0.00%	\$5,000.00	\$5,000.00	0.00%
02220 - Library or Media Services	\$11,026.71	\$74,665.70	\$155,387.00	48.05%	\$164,387.00	\$89,721.30	45.42%
02230 - Instruction-Related Technology	\$0.00	\$0.00	\$5,000.00	0.00%	\$15,000.00	\$15,000.00	0.00%
02310 - Board of Education	\$6,371.07	\$21,566.23	\$42,800.00	50.39%	\$53,500.00	\$31,933.77	40.31%
02320 - Executive Administration	\$24,223.58	\$145,078.46	\$290,543.00	49.93%	\$295,643.00	\$150,564.54	49.07%
02330 - District Legal Services	\$7,567.00	\$9,958.00	\$12,000.00	82.98%	\$50,000.00	\$40,042.00	19.92%
02410 - Office of the Principal	\$41,821.45	\$253,504.03	\$497,051.00	51.00%	\$514,850.00	\$261,345.97	49.24%
02510 - Fiscal Services	\$12,763.79	\$102,760.06	\$197,150.00	52.12%	\$233,350.00	\$130,589.94	44.04%
02610 - Operation of Buildings	\$46,735.55	\$222,722.94	\$525,598.00	42.38%	\$770,450.00	\$547,727.06	28.91%
02620 - Maintenance of Buildings	\$16,503.08	\$138,792.10	\$284,896.00	48.72%	\$373,895.00	\$235,102.90	37.12%
02630 - Care & Upkeep of Grounds	\$3,570.73	\$5,033.32	\$9,700.00	51.89%	\$30,000.00	\$24,966.68	16.78%
02660 - Security	\$646.00	\$1,351.66	\$0.00	0.00%	\$0.00	(\$1,351.66)	0.00%
02710 - Vehicle Operation & Purchasing- Regular Education	\$14,271.84	\$87,838.28	\$157,851.00	55.65%	\$389,160.00	\$301,321.72	22.57%
02712 - Vehicle Operation & Purchasing - School Age SPED	\$3,177.12	\$18,790.85	\$45,234.00	41.54%	\$181,934.00	\$163,143.15	10.33%
02713 - Vehicle Operation & Purchasing - Ages 3-5 SPED	\$0.00	\$0.00	\$500.00	0.00%	\$2,500.00	\$2,500.00	0.00%
02715 - Vehicle Operation & Purchasing - Ages 0-2 SPED	\$0.00	\$0.00	\$1,500.00	0.00%	\$2,500.00	\$2,500.00	0.00%
03300 - Community Services Operations	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$10,000.00	0.00%
03535 - High Ability Learners	\$895.16	\$5,370.96	\$10,733.00	50.04%	\$10,733.00	\$5,362.04	50.04%
06200 - Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	\$7,904.81	\$47,428.86	\$42,982.00	110.35%	\$43,982.00	(\$3,446.86)	107.84%
06406 - Federal Services - IDEA Preschool (619) Base Allocation	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$5,000.00	0.00%
06408 - Federal Services - IDEA Part B (611) Base & Enrollment Poverty Allocation - Birth Through Age 21	\$12,119.57	\$44,879.34	\$82,535.00	54.38%	\$123,935.00	\$79,055.66	36.21%
06412 - Federal Services - IDEA Part B Proportionate Share	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$10,000.00	0.00%
06423 - Federal Services - IDEA Part B ARP Proportionate Share	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$5,000.00	0.00%
06700 - Federal Services - Federal Vocational & Applied Technology Education (Carl Perkins)	\$0.00	\$6,236.75	\$7,500.00	83.16%	\$7,500.00	\$1,263.25	83.16%
06992 - REAP	\$0.00	\$0.00	\$57,287.00	0.00%	\$57,289.00	\$57,289.00	0.00%
08000 - Transfers (Outgoing)	\$0.00	\$0.00	\$250,000.00	0.00%	\$250,000.00	\$250,000.00	0.00%
Totals	\$645,941.42	\$3,811,438.44	\$7,847,431.00	48.57%	\$9,663,383.00	\$5,850,265.56	39.44%

Yutan Public Schools

Check Report

February 2025

Payee	Check Date	Check Number	Description	Type	Amount
Accurate Locksmiths, Inc	02/10/2025	23785	Install deadbolts on HS bathroom doors	Accounts Payable	\$2,658.00
Accurate Locksmiths, Inc	02/10/2025	23785	Repair on panic device-HS	Accounts Payable	\$200.00
All Star Plumbing, LLC	02/10/2025	23786	Plumbing Services-ELEM	Accounts Payable	\$350.00
Amazon Capital Services, Inc.	02/10/2025	23787	Classroom Supplies	Accounts Payable	\$102.86
Amazon Capital Services, Inc.	02/10/2025	23787	Printer-District Office	Accounts Payable	\$291.43
Amazon Capital Services, Inc.	02/10/2025	23787	Shelves-HS bathrooms	Accounts Payable	\$254.36
Apple, Inc.	02/10/2025	23788	Apple TV's	Accounts Payable	\$298.00
Boys Town	02/10/2025	23789	Instruction DEC 24	Accounts Payable	\$4,500.00
Brain Fire Therapy	02/10/2025	23790	Speech Language Services	Accounts Payable	\$2,375.00
Brase Electrical Contracting Corp	02/10/2025	23791	Call on time clocks for exterior lights	Accounts Payable	\$181.00
Brase Electrical Contracting Corp	02/10/2025	23791	Parking Lot Lights	Accounts Payable	\$3,570.73
Brase Electrical Contracting Corp	02/10/2025	23791	Replace Bad Breaker	Accounts Payable	\$4,113.73
Brase Electrical Contracting Corp	02/10/2025	23791	Service call on scoreboard -AC	Accounts Payable	\$207.00
City Of Yutan	02/10/2025	23792	Water Bills	Accounts Payable	\$532.00
Column Software PBC	02/10/2025	23793	Notice ID FBHU4iINRwTWQ7uBY8puWahoo Paper	Accounts Payable	\$20.19
Column Software PBC	02/10/2025	23793	Notice ID uuVuU5hZ7cHVqoiQp0lWWahoo Paper	Accounts Payable	\$370.81
Cubbys, Inc.	02/10/2025	23794	Fuel	Accounts Payable	\$736.95
Culligan Of Omaha	02/10/2025	23795	Solar Salt	Accounts Payable	\$323.00
DH Pace	02/10/2025	23796	Service Call Band room door	Accounts Payable	\$228.75
Diode Technologies	02/10/2025	23797	Door Repairs-ELEM	Accounts Payable	\$526.00
Diode Technologies	02/10/2025	23797	Service Call	Accounts Payable	\$119.48
Diode Technologies	02/10/2025	23797	Service on Cameras--ELEM	Accounts Payable	\$120.00
Diode Technologies	02/10/2025	23797	Yearly Zultys Firmware/Software	Accounts Payable	\$1,865.25
Eakes	02/10/2025	23798	Copier Contract	Accounts Payable	\$1,588.90
Eakes	02/10/2025	23798	EGoldFax	Accounts Payable	\$40.49
Eakes	02/10/2025	23798	Staples	Accounts Payable	\$81.99
Educational Service Unit #2	02/10/2025	23799	3rd Quarter Billing	Accounts Payable	\$40,157.01
Educational Service Unit #2	02/10/2025	23799	Leadership Meeting-SN	Accounts Payable	\$15.00
Educational Service Unit #2	02/10/2025	23799	Planning Region Team	Accounts Payable	\$45.00
Educational Service Unit #2	02/10/2025	23799	TIP Work Day	Accounts Payable	\$15.00
Egan Supply Co, Inc.	02/10/2025	23800	Custodial Supplies	Accounts Payable	\$950.96
Engineered Controls	02/10/2025	23801	IT call for mechanical room computer	Accounts Payable	\$688.00
Facts 4 Me, INC	02/10/2025	23802	Renewal- Extended School HoursK-6, 275 Students, 25 Teachers	Accounts Payable	\$150.00

First National Bank	02/10/2025	23803	Visa Charges	Accounts Payable	\$509.77
First State Bank	02/10/2025	23804	Safe Deposit Box	Accounts Payable	\$20.00
Follett Content Solutions, LLC	02/10/2025	23805	Library Books-ELEM	Accounts Payable	\$18.37
General Fire & Safety	02/10/2025	23806	Annual Fire Alarm System Inspection-AC	Accounts Payable	\$1,240.50
General Fire & Safety	02/10/2025	23806	Service Call on Alarm-HS	Accounts Payable	\$295.00
Griffith, Michelle	02/10/2025	23807	Mileage	Accounts Payable	\$714.00
Harris School Solutions	02/10/2025	23808	EOY Forms	Accounts Payable	\$358.04
Helm Service Inc	02/10/2025	23809	Call at ELEM	Accounts Payable	\$5,216.62
Helm Service Inc	02/10/2025	23809	Cold air blowing in commons-HS	Accounts Payable	\$405.00
Helm Service Inc	02/10/2025	23809	Service Call-HS	Accounts Payable	\$667.95
Hoegh, Trevor L	02/10/2025	23810	Mileage	Accounts Payable	\$504.00
Hometown Leasing	02/10/2025	23811	Copier Lease	Accounts Payable	\$1,738.03
Inland Truck Parts & Service	02/10/2025	23812	Bus Repairs/Vehicle Supplies	Accounts Payable	\$2,815.12
INTERMEDIA.NET INC	02/10/2025	23813	Phone Services	Accounts Payable	\$113.64
Junior Library Guild	02/10/2025	23814	Books-JH/HS	Accounts Payable	\$477.48
Jurey, Lindsey N	02/10/2025	23815	Mileage	Accounts Payable	\$18.90
JW Pepper & Son, Inc.	02/10/2025	23816	Band Music	Accounts Payable	\$148.33
JW Pepper & Son, Inc.	02/10/2025	23816	ELEM Music	Accounts Payable	\$11.25
Konecky Oil, Inc.	02/10/2025	23817	Vehicle Supplies	Accounts Payable	\$436.05
KSB School Law	02/10/2025	23818	District Legal Services	Accounts Payable	\$7,567.00
Learn 2 Move	02/10/2025	23819	PT Services	Accounts Payable	\$794.85
Lincoln Journal Star	02/10/2025	23820	ACCT #118-60104380Employment AD	Accounts Payable	\$175.70
Lynch, Joshua S	02/10/2025	23821	Mileage	Accounts Payable	\$204.40
Matheson Tri-Gas, Inc.	02/10/2025	23822	Tank Rentals	Accounts Payable	\$322.65
Matheson Tri-Gas, Inc.	02/10/2025	23822	Welding Supplies	Accounts Payable	\$14.00
MCI	02/10/2025	23823	Long Distance Plan	Accounts Payable	\$71.55
Menards	02/10/2025	23824	Maintenance Supplies	Accounts Payable	\$93.74
Menards	02/10/2025	23824	Shop Class-supplies	Accounts Payable	\$215.66
Metropolitan Utilities District	02/10/2025	23825	Natural Gas bills	Accounts Payable	\$2,211.00
Midwest Alarm Services	02/10/2025	23826	Service Call on ELEM- fire alarm	Accounts Payable	\$342.50
My Central Supply	02/10/2025	23827	Custodial supplies	Accounts Payable	\$2,159.45
NASB	02/10/2025	23828	New Board Member Workshop	Accounts Payable	\$300.00
NASB (Dues)	02/10/2025	23829	Annual Membership Dues-25/26	Accounts Payable	\$4,670.00
NASB ALICAP	02/10/2025	23830	23/24 Worker's Comp Audit	Accounts Payable	\$361.00
NASCD	02/10/2025	23831	Membership Dues-SN	Accounts Payable	\$40.00
Nationwide	02/10/2025	23832	Surety Bond-GH	Accounts Payable	\$175.00
Novotny, Stefanie E	02/10/2025	23833	Mileage	Accounts Payable	\$513.10
Novotny, Tahler M	02/10/2025	23834	Mileage	Accounts Payable	\$218.40

One Source	02/10/2025	23835	Background Checks	Accounts Payable	\$126.00
OPPD	02/10/2025	23836	Electric Bills	Accounts Payable	\$10,198.19
Pfeil, Rex W	02/10/2025	23837	Phone Allowance/Mileage	Accounts Payable	\$200.30
Porter Trustin Carlson Co	02/10/2025	23838	Stage Wall assessment	Accounts Payable	\$450.00
Quill LLC	02/10/2025	23839	BOE Stamp	Accounts Payable	\$44.79
Roll Door Inc.	02/10/2025	23840	Service on garage doors	Accounts Payable	\$945.91
Saunders County Clerk	02/10/2025	23841	General Election dues	Accounts Payable	\$594.58
TNT Cleaning Service	02/10/2025	23842	Cleaning Services	Accounts Payable	\$8,910.00
U.S. Bank	02/10/2025	23843	Vlsa Charges	Accounts Payable	\$216.50
Voss Lighting	02/10/2025	23844	Light bulbs	Accounts Payable	\$18.80
Wahoo Newspaper	02/10/2025	23845	ACT# 750-000002684839-Subscription	Accounts Payable	\$147.39
Waste Connections Of Ne, Inc.	02/10/2025	23846	Trash Services-ELEM	Accounts Payable	\$350.36
Waste Connections Of Ne, Inc.	02/10/2025	23846	Trash Services-HS	Accounts Payable	\$545.00
Windstream	02/10/2025	23847	Phone Services-ELEM	Accounts Payable	\$158.28
Windstream	02/10/2025	23847	Phone Services-HS	Accounts Payable	\$103.34
Yutan Lunch Fund	02/10/2025	23848	PreK Snacks	Accounts Payable	\$204.90
Total Accounts Payable General Fund					\$127,049.28
OneAmerica	02/10/2025	23849	OneAmerica Basic Life and AD&D	Payroll Liability	\$189.44
OneAmerica	02/10/2025	23849	OneAmerica Child Voluntary Life and AD&D	Payroll Liability	\$12.40
OneAmerica	02/10/2025	23849	OneAmerica Employee Voluntary Life and AD&D	Payroll Liability	\$274.72
OneAmerica	02/10/2025	23849	OneAmerica Long-Term Disability	Payroll Liability	\$1,211.56
OneAmerica	02/10/2025	23849	OneAmerica Short-Term Disability	Payroll Liability	\$890.83
OneAmerica	02/10/2025	23849	OneAmerica Spouse Voluntary Life and AD&D	Payroll Liability	\$33.17
Ameritas Life Insurance Corp	02/10/2025	23850	Ameritas Vision - Emp + Children	Payroll Liability	\$90.00
Ameritas Life Insurance Corp	02/10/2025	23850	Ameritas Vision - Emp + Spouse	Payroll Liability	\$74.24
Ameritas Life Insurance Corp	02/10/2025	23850	Ameritas Vision - Family	Payroll Liability	\$299.52
Ameritas Life Insurance Corp	02/10/2025	23850	Ameritas Vision - Single	Payroll Liability	\$77.40
Blue Cross / Blue Shield	02/10/2025	23851	BCBS Benefit - EE & Children HSA NB Plan	Payroll Liability	\$1,277.12
Blue Cross / Blue Shield	02/10/2025	23851	BCBS Benefit - EE & Children PPO NB Plan	Payroll Liability	\$2,975.86
Blue Cross / Blue Shield	02/10/2025	23851	BCBS Benefit - EE & Children PPO PSBC Plan	Payroll Liability	\$1,487.93
Blue Cross / Blue Shield	02/10/2025	23851	BCBS Benefit - EE & Spouse HSA NB Plan	Payroll Liability	\$1,449.69
Blue Cross / Blue Shield	02/10/2025	23851	BCBS Benefit - EE & Spouse HSA PSBC Plan	Payroll Liability	\$1,449.69
Blue Cross / Blue Shield	02/10/2025	23851	BCBS Benefit - EE & Spouse PPO NB Plan	Payroll Liability	\$3,377.96
Blue Cross / Blue Shield	02/10/2025	23851	BCBS Benefit - Family HSA NB Plan	Payroll Liability	\$5,839.65
Blue Cross / Blue Shield	02/10/2025	23851	BCBS Benefit - Family HSA PSBC Plan	Payroll Liability	\$19,465.50
Blue Cross / Blue Shield	02/10/2025	23851	BCBS Benefit - Family PPO BH Plan	Payroll Liability	\$2,267.88
Blue Cross / Blue Shield	02/10/2025	23851	BCBS Benefit - Family PPO NB Plan	Payroll Liability	\$15,875.16

Blue Cross / Blue Shield	02/10/2025	23851	BCBS Benefit - Family PPO PSBC Plan	Payroll Liability	\$9,071.52
Blue Cross / Blue Shield	02/10/2025	23851	BCBS Benefit - Single HSA BH Plan	Payroll Liability	\$1,380.62
Blue Cross / Blue Shield	02/10/2025	23851	BCBS Benefit - Single HSA PSBC Plan	Payroll Liability	\$2,070.93
Blue Cross / Blue Shield	02/10/2025	23851	BCBS Benefit - Single PPO BH Plan	Payroll Liability	\$804.30
Blue Cross / Blue Shield	02/10/2025	23851	BCBS Benefit - Single PPO NB Plan	Payroll Liability	\$2,412.90
Blue Cross / Blue Shield	02/10/2025	23851	BCBS Benefit - Single PPO PSBC Plan	Payroll Liability	\$3,217.20
Blue Cross / Blue Shield	02/10/2025	23851	BCBS Dental - EE & Children	Payroll Liability	\$266.61
Blue Cross / Blue Shield	02/10/2025	23851	BCBS Dental - EE & Spouse	Payroll Liability	\$90.39
Blue Cross / Blue Shield	02/10/2025	23851	BCBS Dental - Family	Payroll Liability	\$621.85
Blue Cross / Blue Shield	02/10/2025	23851	BCBS Dental - Single	Payroll Liability	\$631.12
Blue Cross / Blue Shield	02/10/2025	23851	Section 125 Dental	Payroll Liability	\$1,222.25
First State Bank - State Taxes	02/10/2025	23852	State Withholding - NE	Payroll Liability	\$11,448.74
First State Bank - Payroll Taxes	02/10/2025	23853	Federal Withholding	Payroll Liability	\$24,586.00
First State Bank - Payroll Taxes	02/10/2025	23853	FICA	Payroll Liability	\$45,649.42
First State Bank - Payroll Taxes	02/10/2025	23853	Medicare	Payroll Liability	\$10,676.14
Retirement Plan Consultants LLC	02/10/2025	23854	403b % (Traditional)	Payroll Liability	\$512.24
Retirement Plan Consultants LLC	02/10/2025	23854	403b % Roth	Payroll Liability	\$35.68
Retirement Plan Consultants LLC	02/10/2025	23854	403b (Traditional)	Payroll Liability	\$4,461.69
Retirement Plan Consultants LLC	02/10/2025	23854	403b Roth	Payroll Liability	\$150.00
State Of Nebraska NPERS	02/10/2025	23855	NPERS	Payroll Liability	\$68,611.11
Transamerica Life Insurance Company	02/10/2025	23856	Transamerica Basic Accident Plan Option 2	Payroll Liability	\$164.31
Transamerica Life Insurance Company	02/10/2025	23856	Transamerica Critical Illness	Payroll Liability	\$65.63
Yutan Flex Account	02/10/2025	23857	Dependent Care	Payroll Liability	\$935.33
Yutan Flex Account	02/10/2025	23857	Medical Flex	Payroll Liability	\$1,361.65
Yutan School Lunch	02/10/2025	23858	Lunch Deduction	Payroll Liability	\$730.00
DirectDep- First State Bank	02/10/2025	EFT	Direct Deposit	Payroll Liability	\$261,241.06
HSA Bank	02/10/2025	EFT	HSA Bank Benefit	Payroll Liability	\$7,853.73
Total Payroll General Fund					\$518,892.14
TOTAL GENERAL FUND					\$645,941.42
Ashland Lettuce Company	02/10/2025	6883	Lunch Food	Accounts Payable	\$185.04
Egan Supply Co, Inc.	02/10/2025	6884	Dishwasher Lease-ELEM	Accounts Payable	\$350.00
Egan Supply Co, Inc.	02/10/2025	6884	Dishwasher Lease-HS	Accounts Payable	\$275.19
Hiland Dairy	02/10/2025	6885	Milk-Elem	Accounts Payable	\$1,494.32
Hiland Dairy	02/10/2025	6885	Milk-HS	Accounts Payable	\$640.69
Martin Bros.	02/10/2025	6886	Lunch Food	Accounts Payable	\$18,613.00
Total Accounts Payable Lunch Fund					\$21,558.24

OneAmerica	02/10/2025	6887	OneAmerica Basic Life and AD&D	Payroll Liability	\$10.16
OneAmerica	02/10/2025	6887	OneAmerica Employee Voluntary Life and AD&D	Payroll Liability	\$27.50
OneAmerica	02/10/2025	6887	OneAmerica Long-Term Disability	Payroll Liability	\$28.42
OneAmerica	02/10/2025	6887	OneAmerica Short-Term Disability	Payroll Liability	\$21.27
Ameritas Life Insurance Corp	02/10/2025	6888	Ameritas Vision - Single	Payroll Liability	\$10.32
Blue Cross / Blue Shield	02/10/2025	6889	Section 125 Dental	Payroll Liability	\$72.32
First State Bank - State Taxes	02/10/2025	6890	State Withholding - NE	Payroll Liability	\$199.69
First State Bank - Payroll Taxes	02/10/2025	6891	Federal Withholding	Payroll Liability	\$271.72
First State Bank - Payroll Taxes	02/10/2025	6891	FICA	Payroll Liability	\$1,539.32
First State Bank - Payroll Taxes	02/10/2025	6891	Medicare	Payroll Liability	\$360.02
State Of Nebraska NPERS	02/10/2025	6892	NPERS	Payroll Liability	\$1,648.65
Transamerica Life Insurance Company	02/10/2025	6893	Transamerica Basic Accident Plan Option 2	Payroll Liability	\$51.08
DirectDep- First State Bank	02/10/2025	EFT	Direct Deposit	Payroll Liability	\$10,085.27
Total Payroll Lunch Fund					\$14,325.74
TOTAL LUNCH FUND					\$35,883.98
DH Pace	02/10/2025	244	Front Door Service/Repair-HS	Accounts Payable	\$6,379.12
Total Accounts Payable Special Building Fund					\$6,379.12
TOTAL SPECIAL BUILDING FUND					\$6,379.12
UMB Bank, N.A.	02/10/2025	3	Administrative Fees	Accounts Payable	\$300.00
Total Accounts Payable Bond Fund					\$300.00
TOTAL BOND FUND					\$300.00
Diode Technologies	02/10/2025	472	Training Center/Parking lot Cameras	Accounts Payable	\$3,369.47
Facility Advocates, LLC	02/10/2025	473	ESCO ContractMobilization-Scheduled Progress Billing 1 of 6	Accounts Payable	\$126,400.00
Total Accounts Payable Depreciation Fund					\$129,769.47
TOTAL DEPRECIATION FUND					\$129,769.47

Receipt History

Detail report. Sorted by Site, Receipt Number.
From 01/01/2025 to 01/31/2025.

Receipt Number	Receipt Date	Void Date	Deposit Number	Check Number	Received From	Receipt Description	Amount	Sales Tax	Amount
Activity ID	Activity Name		Fee Name & Student ID				Tax Amount		
Tax Name			Tax Activity		Tax Rate %				
YPS Yutan Public Schools									
001194	01/13/2025		001208		Vertical Raise	FBLA Discount APP Fundraiser			
600	FBLA						227.50	0.00	227.50
							Total For 001194:		227.50
001195	01/13/2025		001209		Gate Proceeds	Reserve BBB Gate-1/11			
980	Seed Money						450.00	0.00	450.00
210	Gate Receipts						99.00	0.00	99.00
							Total For 001195:		549.00
001196	01/23/2025		001210		Gate Proceeds	JV/V BBB Gate- 1/2			
980	Seed Money						450.00	0.00	450.00
210	Gate Receipts						658.00	0.00	658.00
							Total For 001196:		1,108.00
001197	01/13/2025		001211		Gate Proceeds	BWR Triangular Gate-1/3			
980	Seed Money						450.00	0.00	450.00
210	Gate Receipts						342.00	0.00	342.00
							Total For 001197:		792.00
001198	01/13/2025		001212		Box Tops	ELEM Student Council Box Tops			
450	Student Council- Elementary						28.40	0.00	28.40
							Total For 001198:		28.40
001199	01/13/2025		001213		Gate Proceeds	GBB Gate-1/18			
980	Seed Money						450.00	0.00	450.00
210	Gate Receipts						342.00	0.00	342.00
							Total For 001199:		792.00
001200	01/16/2025		001214		Gate Proceeds	WR Tournament Gate- 1/16			
980	Seed Money						450.00	0.00	450.00
210	Gate Receipts						1,052.00	0.00	1,052.00
							Total For 001200:		1,502.00
001201	01/20/2025		001215		Gate Proceeds	JVB/ VGB BB Gate-1/9			
980	Seed Money						450.00	0.00	450.00
210	Gate Receipts						619.00	0.00	619.00
							Total For 001201:		1,069.00
001202	01/31/2025		001216		Boosters	Girls/Boys BB Concession Stand			
115	Basketball- Girls Fundraising						350.00	0.00	350.00
125	Basketball-Boys- Fundraising						350.00	0.00	350.00
							Total For 001202:		700.00
001203	01/31/2025		001217		Parents	LIBRARY FEE-Book Fine			
865	Multi-Media - Elem Fundraising						12.00	0.00	12.00
							Total For 001203:		12.00
001204	01/31/2025		001218		Schools	WR Tournament Entry Fees-1/16			
195	Wrestling- Fundraising						1,200.00	0.00	1,200.00
							Total For 001204:		1,200.00
001205	01/31/2025		001219		Gate Proceeds	NCC GBB Gate-1/28			
980	Seed Money						450.00	0.00	450.00

Receipt History

Detail report. Sorted by Site, Receipt Number.
From 01/01/2025 to 01/31/2025.

Receipt Number	Receipt Date	Void Date	Deposit Number	Check Number	Received From	Amount	Sales Tax	Amount
Activity ID	Activity Name		Fee Name & Student ID			Tax Amount		
	Tax Name		Tax Activity		Tax Rate %			
210	Gate Receipts					269.00	0.00	269.00
						Total For 001205:		719.00
001206	01/31/2025		001220		Gate Proceeds			JH GBB Gate-1/28
980	Seed Money					450.00	0.00	450.00
210	Gate Receipts					236.00	0.00	236.00
						Total For 001206:		686.00
001207	01/31/2025		001221		Gate Proceeds			NCC BB Gate- 1/27
980	Seed Money					450.00	0.00	450.00
210	Gate Receipts					500.00	0.00	500.00
						Total For 001207:		950.00
001208	01/27/2025		001222		Parents			FBLA Dues
600	FBLA					250.00	0.00	250.00
						Total For 001208:		250.00
001209	01/31/2025		001223		Students			Student Council Vending \$\$
460	Student Council- High School					250.00	0.00	250.00
						Total For 001209:		250.00
001210	01/27/2025		001224		Gate Proceeds			Reserve BBB Gate-1/20
980	Seed Money					450.00	0.00	450.00
210	Gate Receipts					115.00	0.00	115.00
						Total For 001210:		565.00
001211	01/27/2025		001225		Gate Proceeds			JV-G, V-B/G BB Gate-1/21
980	Seed Money					450.00	0.00	450.00
210	Gate Receipts					833.00	0.00	833.00
						Total For 001211:		1,283.00
001212	01/27/2025		001226		Gate Proceeds			JV BBB Gate-1/21
980	Seed Money					450.00	0.00	450.00
210	Gate Receipts					157.00	0.00	157.00
						Total For 001212:		607.00
001213	01/27/2025		001227		Gate Proceeds			JV-B, V-G/B BB Gate-1/24
980	Seed Money					450.00	0.00	450.00
210	Gate Receipts					1,063.00	0.00	1,063.00
						Total For 001213:		1,513.00
001214	01/27/2025		001228		Gate Proceeds			JVG BB Gate-1/24
980	Seed Money					450.00	0.00	450.00
210	Gate Receipts					235.00	0.00	235.00
						Total For 001214:		685.00
001215	01/27/2025		001229		Gate Proceeds			Training Center Membership/Key
930	Training Center					230.00	0.00	230.00
						Total For 001215:		230.00
001216	01/27/2025		001230		Woodhouse			Athlete of the Week
195	Wrestling- Fundraising					250.00	0.00	250.00
						Total For 001216:		250.00
001217	01/31/2025		001231		First State Bank			Checking Interest

Receipt History

Detail report. Sorted by Site, Receipt Number.
From 01/01/2025 to 01/31/2025.

Receipt Number	Receipt Date	Void Date	Deposit Number	Check Number	Received From	Receipt Description	Amount	Sales Tax	Amount
Activity ID	Activity Name		Fee Name & Student ID				Tax Amount		
Tax Name	Tax Activity			Tax Rate %					
950	Checking Interest						310.50	0.00	310.50
							Total For 001217:		310.50
001218	01/31/2025		001232		Gate Proceeds	NCC BBB Gate-1/30			
980	Seed Money						450.00	0.00	450.00
210	Gate Receipts						614.00	0.00	614.00
							Total For 001218:		1,064.00
							Site Total		17,342.40
							Report Total		17,342.40

Check Summary

Sorted by Activity ID, Site ID.
From 01/01/2025 to 01/31/2025.

Activity ID Site ID	Activity Name Site Name						
Check Number	Status	Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
110			Basketball- Girls				
<hr/>							
YPS	Yutan Public Schools						
029724	Cleared	01/07/2025	CORY GASTON		010625	Varsity G/B BB Official-1/9	100.00
029725	Cleared	01/07/2025	CHRIS EISCHEID		010625	Varsity G/B BB Official-1/9	100.00
029726	Cleared	01/07/2025	Matthew Eischeid		010625	Varsity G/B BB Official-1/9	100.00
029747	Cleared	01/17/2025	Ryan Bowers		011825	JV/V GBB Official-1/18	170.00
029748	Cleared	01/17/2025	CHRIS FRANCK		011825	JV/V GBB Official-1/18	170.00
029749	Cleared	01/17/2025	DALE EUREK		011825	JV/V GBB Official-1/18	170.00
029754	Cleared	01/21/2025	Jordan Brown		012125	V G/B BB Official-1/21	100.00
029755	Cleared	01/21/2025	Darryl Moore		012125	V G/B BB Official-1/21	100.00
029756	Cleared	01/21/2025	Christopher Gianunzio		012125	V G/B BB Official-1/21	100.00
029757	Cleared	01/21/2025	David Christensen		012125	JV GBB Official-1/21	70.00
029758	Cleared	01/21/2025	David Henely		012125	JV GBB Official-1/21	70.00
029763	Printed	01/23/2025	Noah Mastel		012425	V G/B BB Official-1/24	100.00
029764	Cleared	01/23/2025	Justin Schmale		012425	V G/B BB Official-1/24	100.00
029765	Cleared	01/23/2025	Vern Schulte		012425	V G/B BB Official-1/24	100.00
029766	Cleared	01/23/2025	Jason Hartung		012425	JV GBB Official-1/24	70.00
029767	Cleared	01/23/2025	JAIMEY HOLDORF		012425	JV GBB Official-1/24	70.00
029776	Cleared	01/28/2025	ERIC O'MALLEY		012825	JH GBB Official-1/28	90.00
029777	Cleared	01/28/2025	Logan O'Malley		012825	JH GBB Official-1/28	90.00
Total:							\$ 1,870.00
120			Basketball- Boys				
<hr/>							
YPS	Yutan Public Schools						
029697	Void	01/10/2025	JERRY WELLWOOD		121424	JH BBB Triangular Official-12/14	-135.00
029698	Void	01/10/2025	LARRY PESEK		121424	JH BBB Triangular Official-12/14	-135.00
029724	Cleared	01/07/2025	CORY GASTON		010625	Varsity G/B BB Official-1/9	100.00
029725	Cleared	01/07/2025	CHRIS EISCHEID		010625	Varsity G/B BB Official-1/9	100.00
029726	Cleared	01/07/2025	Matthew Eischeid		010625	Varsity G/B BB Official-1/9	100.00
029727	Cleared	01/07/2025	CLARK TONER		010625	JV BBB Official-1/9	70.00
029728	Cleared	01/07/2025	KYLE DEBUSE		010625	JV BBB Official-1/9	70.00
029733	Cleared	01/10/2025	BRANDON DINSLAGE		011125	Reserve BBB Official-1/11	70.00
029734	Cleared	01/10/2025	CLARK TONER		011125	Reserve BBB Official-1/11	70.00
029751	Cleared	01/17/2025	KYLE DEBUSE		012025	Reserve BBB Official-1/20	70.00
029752	Cleared	01/17/2025	JERRY WELLWOOD		012025	Reserve BBB Official-1/20	70.00
029754	Cleared	01/21/2025	Jordan Brown		012125	V G/B BB Official-1/21	100.00
029755	Cleared	01/21/2025	Darryl Moore		012125	V G/B BB Official-1/21	100.00
029756	Cleared	01/21/2025	Christopher Gianunzio		012125	V G/B BB Official-1/21	100.00
029759	Cleared	01/21/2025	Bob Heimann		012125	JV BBB Official-1/21	70.00
029760	Cleared	01/21/2025	JAIMEY HOLDORF		012125	JV BBB Official-1/21	70.00
029763	Printed	01/23/2025	Noah Mastel		012425	V G/B BB Official-1/24	100.00
029764	Cleared	01/23/2025	Justin Schmale		012425	V G/B BB Official-1/24	100.00
029765	Cleared	01/23/2025	Vern Schulte		012425	V G/B BB Official-1/24	100.00
029768	Printed	01/23/2025	Zach Allen		012425	JV BBB Official-1/24	70.00
029769	Cleared	01/23/2025	David Henely		012425	JV BBB Official-1/24	70.00
029781	Printed	01/29/2025	Zach Hunnell		012425	Reserve BBB Official-2/1	70.00
029782	Printed	01/29/2025	TOM HINRICHS		012425	Reserve BBB Official-2/1	70.00
Total:							\$ 1,470.00

Check Summary

Sorted by Activity ID, Site ID.
From 01/01/2025 to 01/31/2025.

Activity ID Site ID	Activity Name Site Name		Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
125			Basketball-Boys- Fundraising					
YPS			Yutan Public Schools					
029723	Cleared	01/07/2025	BSN SPORTS			928171623, 928315261	Coaches Clothing	504.69
029770	Printed	01/23/2025	Studio 123			1281	BBB Team Posters	140.00
Total:								\$ 644.69
145			Football- Fundraising					
YPS			Yutan Public Schools					
029750	Cleared	01/17/2025	Bober Academy			011725	FB Lineman Academy	500.00
Total:								\$ 500.00
190			Wrestling					
YPS			Yutan Public Schools					
029729	Cleared	01/07/2025	LOGAN VIEW PUBLIC SCHOOLS			010625	BWR Entry- 12/21	150.00
029732	Cleared	01/10/2025	HIGH PLAINS COMMUNITY SCHOOLS			010925	GWR Entry-1/9	120.00
029739	Cleared	01/14/2025	MALCOLM PUBLIC SCHOOLS			011125	BWR Tournament Entry-1/11	50.00
029740	Cleared	01/14/2025	CORY SHEDEED			11625	WR Tournament Official-1/16	325.00
029741	Cleared	01/14/2025	Stone Sindelar			11625	WR Tournament Official-1/16	325.00
029742	Cleared	01/14/2025	Nate Rodriguez			11625	WR Tournament Official-1/16	325.00
029743	Cleared	01/14/2025	CHRISTIN FELLER			011325	WR Hospitality Food	271.25
029744	Cleared	01/16/2025	Taylor McCord			011625	WR Tournament Official-1/16	325.00
029753	Cleared	01/21/2025	NEBRASKA CITY			011825	GWR Tournament Entry-1/18	175.00
029761	Cleared	01/21/2025	BATTLE CREEK HS			001825	BWR Tournament Entry-1/18	125.00
029773	Cleared	01/23/2025	BSN SPORTS			928515047	WR Headgear	217.95
029774	Cleared	01/23/2025	AWARDS UNLIMITED, INC.			88600	Wrestling Awards	261.96
029783	Printed	01/29/2025	Lewis Central High School			012825	GWR Entry-1/20	150.00
029784	Printed	01/29/2025	OAKLAND-CRAIG PUBLIC SCHOOLS			012825	JH WR Entry-1/27	100.00
Total:								\$ 2,921.16
195			Wrestling- Fundraising					
YPS			Yutan Public Schools					
029730	Cleared	01/07/2025	Millard West High School			010625	GWR Entry-1/4	200.00
Total:								\$ 200.00
220			General Athletics					
YPS			Yutan Public Schools					
029762	Printed	01/23/2025	TRAINING ROOM, INC.			102441	Athletic Tape	599.33
029785	Printed	01/29/2025	Sports Facility Maintenance			1375	Safety Straps-BB Goals	1,259.00
Total:								\$ 1,858.33

Check Summary

Sorted by Activity ID, Site ID.
From 01/01/2025 to 01/31/2025.

Activity ID Site ID	Activity Name Site Name		Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
300			Cheerleading-Fundraising					
YPS			Yutan Public Schools					
029735	Cleared	01/10/2025	U.S. BANK		DEC 24		December Visa Charges	175.00
Total:								\$ 175.00
330			Music- Vocal					
YPS			Yutan Public Schools					
029719	Printed	01/07/2025	WAYNE STATE COLLEGE		JAN25		Honor Choir Registration	30.00
029745	Cleared	01/16/2025	WAYNE STATE COLLEGE		JAN25-2		Honor Choir Auditions	15.00
Total:								\$ 45.00
340			Play Production- All School Play					
YPS			Yutan Public Schools					
029736	Cleared	01/10/2025	FIRST NATIONAL BANK		Dec 24		December Visa Charges	488.31
Total:								\$ 488.31
430			Quiz Bowl					
YPS			Yutan Public Schools					
029779	Printed	01/29/2025	CONCORDIA LUTHERAN SCHOOLS OF OMAHA		012925		MS/HS Quiz Bowl Entry	100.00
Total:								\$ 100.00
450			Student Council- Elementary					
YPS			Yutan Public Schools					
029722	Cleared	01/07/2025	AMAZON CAPITAL SERVICES		JAN25		Amazon Invoices	385.78
Total:								\$ 385.78
460			Student Council- High School					
YPS			Yutan Public Schools					
029720	Cleared	01/07/2025	MARTIN BROS		1818649		Vending Machine Snacks	52.95
029735	Cleared	01/10/2025	U.S. BANK		DEC 24		December Visa Charges	46.12
Total:								\$ 99.07
600			FBLA					
YPS			Yutan Public Schools					
029736	Cleared	01/10/2025	FIRST NATIONAL BANK		Dec 24		December Visa Charges	95.63
Total:								\$ 95.63

Check Summary

Sorted by Activity ID, Site ID.
From 01/01/2025 to 01/31/2025.

Activity ID Site ID			Activity Name Site Name				
Check Number	Status	Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
<hr/>							
840	Music- Instrumental						
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YPS	Yutan Public Schools						
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029721	Printed	01/07/2025	STANTON MUSIC BOOSTERS		#1	JH Honor Fest	300.00
029731	Cleared	01/07/2025	UNIVERSITY OF NEBRASKA-KEARNEY		2025Clinic	Honor Band Participation	60.00
029771	Printed	01/23/2025	DIETZE MUSIC HOUSE, INC.		122524	Band Supplies/Repairs	284.00
029772	Printed	01/23/2025	J.W. PEPPER & SON, INC		367051484	Music- Choir	58.99
Total:							\$ 702.99
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850	Music- Vocal						
<hr/>							
YPS	Yutan Public Schools						
<hr/>							
029772	Printed	01/23/2025	J.W. PEPPER & SON, INC		367051484	Music- Choir	116.95
Total:							\$ 116.95
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915	Donations In and Out						
<hr/>							
YPS	Yutan Public Schools						
<hr/>							
029716	Cleared	01/06/2025	YUTAN LUNCH FUND			LunchDonation Lunch Donations-HS s24	635.00
029717	Cleared	01/06/2025	YUTAN LUNCH FUND			LunchDonation Lunch Donations-HS s24	375.00
029718	Cleared	01/06/2025	YUTAN PUBLIC SCHOOL			PREKDonation Preschool Tuition Donations s24	250.00
Total:							\$ 1,260.00
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980	Seed Money						
<hr/>							
YPS	Yutan Public Schools						
<hr/>							
029737	Cleared	01/10/2025	YUTAN PUBLIC SCHOOL		011025	Gate Box Seed Money-1/13-1/18	450.00
029746	Cleared	01/17/2025	YUTAN PUBLIC SCHOOL		011625	Gate Box Seed Money- 1/20-1/25	2,250.00
029775	Cleared	01/24/2025	YUTAN PUBLIC SCHOOL		012725	Gate Box Seed Money- 1/27-2/1	2,700.00
029778	Printed	01/29/2025	YUTAN PUBLIC SCHOOL		020225	JH WR GATE/CONCESSION BOX-2/3	850.00
029780	Printed	01/29/2025	YUTAN PUBLIC SCHOOL		012925	Gate Box Seed Money-2/3-2/8	1,800.00
Total:							\$ 8,050.00
Report Total :							20,982.91

2025-26 YUTAN PUBLIC SCHOOLS CALENDAR

August 2025								
Su	M	Tu	W	Th	F	Sa		
					1	2		
3	4	5	6	7	8	9	7-8	Teacher In-Service
10	11	12	13	14	15	16	11-12	Teacher In-Service
17	18	19	20	21	22	23	13	FIRST DAY OF SCHOOL - Start of Quarter 1/Semester 1
24	25	26	27	28	29	30	18	First Day of Preschool
31								

September 2025								
Su	M	Tu	W	Th	F	Sa		
	1	2	3	4	5	6	1	NO SCHOOL - Labor Day
7	8	9	10	11	12	13	18	Planned Early Out - 1:00pm Dismissal
14	15	16	17	18	19	20	19	Teacher In-Service - No School for Students
21	22	23	24	25	26	27	24	Parent Teacher Conferences - No School for Students
28	29	30						

October 2025								
Su	M	Tu	W	Th	F	Sa		
			1	2	3	4		
5	6	7	8	9	10	11	16	End of Quarter 1
12	13	14	15	16	17	18	16	Planned Early Out - 1:00pm Dismissal
19	20	21	22	23	24	25	17	NO SCHOOL
26	27	28	29	30	31		20	Start of Quarter 2

November 2025								
Su	M	Tu	W	Th	F	Sa		
						1		
2	3	4	5	6	7	8	7	Planned Early Out - 1:00pm Dismissal
9	10	11	12	13	14	15	10	Teacher In-service - No School for Students
16	17	18	19	20	21	22		
23	24	25	26	27	28	29	26-28	NO SCHOOL - Thanksgiving Break
30								

December 2025								
Su	M	Tu	W	Th	F	Sa		
	1	2	3	4	5	6		
7	8	9	10	11	12	13	19	End of Quarter 2/Semester 1
14	15	16	17	18	19	20	19	Planned Early Out - 1:00pm Dismissal
21	22	23	24	25	26	27	22-31	NO SCHOOL - Christmas Break
28	29	30	31					

January 2026								
Su	M	Tu	W	Th	F	Sa		
				1	2	3	1-2	NO SCHOOL - Christmas Break
4	5	6	7	8	9	10	5	Teacher In-Service - No School for Students
11	12	13	14	15	16	17	6	Start of Quarter 3/Semester 2
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		

February 2026								
Su	M	Tu	W	Th	F	Sa		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14	19	Planned Early Out - 1:00pm Dismissal
15	16	17	18	19	20	21	20	NO SCHOOL
22	23	24	25	26	27	28	25	Parent Teacher Conferences - No School for Students
							or...19	Teacher In-Service - No School for Students. ???

March 2026								
Su	M	Tu	W	Th	F	Sa		
1	2	3	4	5	6	7	6	NO SCHOOL
8	9	10	11	12	13	14	12	End of Quarter 3
15	16	17	18	19	20	21	12	Planned Early Out - 1:00pm Dismissal
22	23	24	25	26	27	28	13	NO SCHOOL
29	30	31					16	Teacher In-Service - No School for Students
							17	Start of Quarter 4

April 2026								
Su	M	Tu	W	Th	F	Sa		
			1	2	3	4	2	Planned Early Out - 1:00pm Dismissal
5	6	7	8	9	10	11	3	NO SCHOOL - Easter Break
12	13	14	15	16	17	18	6	NO SCHOOL - Easter Break
19	20	21	22	23	24	25		
26	27	28	29	30				

May 2026								
Su	M	Tu	W	Th	F	Sa		
					1	2	6	Seniors' Last Day
							6-9	Senior Sliding Days
3	4	5	6	7	8	9	9	Graduation - Class of 2026
10	11	12	13	14	15	16	14	Last Day of Preschool
17	18	19	20	21	22	23	19	LAST DAY OF SCHOOL - End of Quarter 4/Semester 2
24	25	26	27	28	29	30	19	Planned Early Out - 1:00pm Dismissal
31							20	Teacher In-Service

Yutan Public Schools
1200 2nd Street
Yutan, NE 68073
402.625.2243



Semester 1 School Days
85 Student Days
92 Staff Days

2025-26 School Days
174 Student Days
185 Staff Days

Semester 2 School Days
89 Student Days
93 Staff Days

RESOLUTION ON SCHOOL DISTRICT STANDARDS FOR ACCEPTANCE OR REJECTION OF OPTION ENROLLMENT APPLICATIONS

WHEREAS, Yutan Public Schools is committed to providing an education of high quality to its students in an economically efficient manner; and

WHEREAS, the school district’s faculty, facilities, and equipment can serve only a limited number of students effectively; and

WHEREAS, the Yutan Board of Education, in consultation with the administration, has reviewed the school district’s faculty, facilities, equipment, interdisciplinary efforts and interrelationships of grades, subjects, and faculty; and has determined the maximum number of students it can serve effectively at any given grade level and in total;

NOW, THEREFORE BE IT RESOLVED that the board adopts the following standards for acceptance or rejection of option enrollment applications:

Special Education Capacity. Capacity for special education services will be determined on a case-by-case basis. If an application for option enrollment received by the school district indicates that the student has an individualized education program under the federal Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., or has been diagnosed with a disability as defined in section 79-1118.01, the application will be evaluated by the director of special education services or the director's designee who must determine if the school district and the appropriate class, grade level, or school building has the capacity to provide the applicant the appropriate services and accommodations. The Federal Educational Rights and Privacy Rights Act (FERPA) (20 U.S.C. § 1232g) permits the release of education records when a student seeks or intends to enroll in a different school district.

Numeric Capacity. The capacity in the following grade levels, programs, classes, and/or school buildings is as follows:

Building or Grade	Capacity
Kindergarten	42
First	42
Second	42
Third	42
Fourth	42
Fifth	42
Sixth	42

Building: Yutan Elementary	294
Seventh	42
Eighth	42
Ninth	42
Tenth	42
Eleventh	42
Twelfth	42
Building: Yutan Jr/Sr High School	252
District: Yutan Public Schools	546

The Board of Education reserves the discretion and authority to further determine numeric capacity of classes, grade levels, or school buildings by operation of resolution or by action of the Superintendent as the board's designee or through freestanding action to the extent permitted by law and policy.

Other Standards. The school district shall not accept an option student when acceptance of the student:

- (a) Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
- (b) Would require the procurement of new equipment, technology, or furnishings;
- (c) Would cause or require the rearrangement of caseloads for staff and contracted professionals;
- (d) Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
- (e) May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.

After the above resolution was read, board member _____ moved for passage of the motion. Board member _____ seconded the motion. After discussion, and on roll call vote, the following members voted in favor of the motion:

The following members voted against the motion:

The following members did not vote:

Having been consented to by a majority of the voting members, the board president declared the motion to have been passed and adopted.

Dated this 10th day of February 2025.

President, Board of Education

Secretary, Board of Education

Option Enrollment for 2025-26

Graduating Class	Grade for 2025-26	Current Enrollment	Capacity	OPEN or CLOSED	POTENTIAL Option Slots Available
Class of 2038	K		42		
Class of 2037	1	37	42	OPEN	5
Class of 2036	2	38	42	OPEN	4
Class of 2035	3	34	42	OPEN	8
Class of 2034	4	32	42	OPEN	10
Class of 2033	5	33	42	OPEN	9
Class of 2032	6	41	42	OPEN	1
Class of 2031	7	35	42	OPEN	7
Class of 2030	8	41	42	OPEN	1
Class of 2029	9	30	42	OPEN	12
Class of 2028	10	50	42	FULL	-8
Class of 2027	11	32	42	OPEN	10
Class of 2026	12	34	42	OPEN	8
	Total K-12	437	546		

5004 Option Enrollment

The board of education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for ensuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

1. Definitions

- a. Option Student Defined.** Option student means a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- b. Resident School District Defined.** Resident school district means the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.
- c. Option School District Defined.** Option school district means the school district that a student chooses to attend other than his or her resident school district.
- d. Elementary School Defined.** Elementary school means grades K through 6.
- e. Middle School Defined.** Middle school means grades 7 and 8.
- f. High School Defined.** High school means grades 9 through 12.

2. Persons Entitled to Apply for Option Enrollment of Students. Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting *in loco parentis* are not authorized and will be automatically denied.

3. Duties, Entitlements and Rights of Option Students. Except as otherwise provided herein, once an option student's option enrollment application has been accepted he/she shall be treated as a resident student of the school district.

4. **Standards for Acceptance or Rejection of Option Students.**

- a. **Special Education Capacity.** Capacity for special education services will be determined on a case-by-case basis. If an application for option enrollment received by the school district indicates that the student has an individualized education program under the federal Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., or has been identified as a student with a disability as defined in section 79-1118.01, the application will be evaluated by the director of special education services or the director's designee who must determine if the school district and the appropriate class, grade level, or school building has the capacity to provide the applicant the appropriate services and accommodations. The Federal Educational Rights and Privacy Rights Act (FERPA) (20 U.S.C. § 1232g) permits the release of education records when a student seeks or intends to enroll in a different school district.

- b. **Numeric Capacity.** The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, and projected number of students with which the option school district will contract based on existing contractual arrangements. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.

- c. **Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, prior to October 15 of each school year, declare a program, a class, or a school unavailable for the next school year to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.

- d. **Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept an option student when acceptance of the student:

- i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
 - ii. Would require the procurement of new equipment, technology, or furnishings;
 - iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
 - iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
 - v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.
 - e. **Prohibited Standards.** The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.
 - f. **Order of Acceptance.** If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:
 - i. Students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;
 - ii. Thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.
 - g. **Maximum Capacity Report.** The school district will annually establish, publish, and report the capacity for each school building under the district's control pursuant to procedures, criteria, and deadlines established by the Nebraska Department of Education.
- 5. False or Misleading Option Applications.** If, prior to the student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.

- 6. Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.
- 7. Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.
- 8. Procedure for Students Optioning Into or Out of the School District.**
 - a.** The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.
 - b.** On or before April 1st, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.
- 9. Late Applications and Requests for Release**
 - a.** The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15th under the following conditions:
 - i.** When the district has already entered into contracts with teaching staff for the following school year;
 - ii.** When the district has already contracted for the performance of specific services for the student;
 - iii.** When the release of the student would have a negative financial impact or loss of revenue for the district.

- b.** The board of education will approve late applications to option into the district under the following conditions:
 - i. When the resident district has released the student, or if the student is an option student at the time of such application and applying to become an option student at a subsequent option school district, a release approval from the option school district the student is attending at the time of such application;
 - ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;
- b.** The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15th no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

10. Students Who Do Not Need a Release from the Resident District

- a.** A student does not need to be released from his/her resident district or the option school district the student is attending at the time of application under the following circumstances:
 - i. When the student has relocated to a different resident school district after February 1
 - ii. When a student's option school district merges with another district effective after February 1
- b.** The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

11. Cancellation of Option.

Students who option either into or out of the school district shall:

- a.** Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a

cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.

- b.** Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

12. Authority of Superintendent.

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

Adopted on: 12-14-2020

Revised on: 6-10-2024

Reviewed on:

3020 Copyright Compliance

Restrictions on Use and Permission. Copyrighted works such as print, audio, video, software, applications, and other documents or media (“works”) may be reproduced or used for educational purposes only when the use of the reproduction is a fair use in compliance with state and federal copyright law or when the written permission or license for such use has been obtained from the copyright holder. A staff member who wishes to use any non-original work must obtain the prior written permission of the building principal. Unless the district has obtained a license for use of a work for its intended educational purpose, no principal shall grant permission for a requested use of a copyrighted work unless the principal has reasonable grounds to believe that it is a fair use under applicable copyright law. Only works requested to be used in the course and scope of employment with the district will be permitted.

Distribution of Copyright Compliance Materials. The district will make information available to staff and students which describes and promotes compliance with copyright laws.

Course Materials Subject to Copyright Protection. The purpose of this provision is to provide notice to all staff, students, and parents that course materials may be subject to copyright protection. No class materials may be used or copied for use outside of the class session or sessions in which the materials are used for educational purposes unless authorized or required by law. No student or staff member may take audio or video recording of any class in which copyrighted materials are used unless authorized or required by law or an applicable educational plan provided under state and federal disability laws. Any such recordings will be kept only long as required to fulfill the purpose of the recording, such as for evaluative purposes, or the applicable retention period required by law.

Copies for Individuals with Disabilities. This policy does not restrict district staff members from reproducing or distributing copies of copyrighted works in a specialized format for use by individuals with disabilities to gain access to the work.

Removal of Unauthorized Copyrighted Works. Upon obtaining knowledge or awareness of an unauthorized use of copyrighted works, the district will take reasonable steps to remove, deny access to, and stop use of any unauthorized copyrighted work stored in the district’s

paper or digital files or programs. This includes but is not limited to administrators accessing staff files and equipment for the purpose of physically removing curricular materials or directing staff members to cease using the materials immediately when there has been no license granted or fair use determination made. The superintendent or superintendent's designee may limit or deny access to district materials and programs to students or staff members who engage in violations of this policy or copyright law. The district may require the student or staff member to obtain training on copyright protections and limitations in order to regain access to any such materials or programs.

Violations by Students and Staff. Any staff member who violates this policy will face disciplinary action up to and including the cancellation, nonrenewal, or termination of the employee's employment. Any student who violates this policy may face disciplinary action up to and including expulsion. Individuals who subject the school district to financial penalty for copyright violations may be required to reimburse the district for its costs for such violation.

Adopted on: 10-12-2020

Revised on:

Reviewed on: 2-10-2025

3021
Operation of School Business Office

The central office of the school district shall generally be open for business from 7:30 a.m. to 4:00 p.m. every weekday except for New Year's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving and Christmas Day. The office shall generally be open, even on days when school is cancelled due to inclement weather. The Superintendent shall be responsible for ensuring that the central office is appropriately staffed when the district is open for business and shall be responsible for supervising all staff employed in the central office.

Adopted on: 10-12-2020

Revised on:

Reviewed on: 2-10-2025

3022 Volunteers

Volunteers provide valuable assistance to school district staff and enrich the education program. Community members are encouraged to volunteer their services to the district under the conditions set forth below.

1. Volunteers must provide the district with directory information including their name, address, and telephone number.
2. Upon request by the district, volunteers must promptly execute a Volunteer Services Agreement.
3. The district may, but is not required to, conduct a criminal background check on any volunteer. A potential volunteer who refuses to undergo a background check will not be permitted to volunteer for the district.
4. Volunteers shall not perform the duties of a teacher as that term is defined in Nebraska statutes or regulations.
5. Volunteers do not have any property right in or to a volunteer assignment. The school district may deny or terminate a volunteer assignment for any reason that is not unconstitutional or unlawful. The superintendent's decision shall be final.

Adopted on: 10-12-2020

Revised on:

Reviewed on: 2-10-2025

3023 Record Management and Retention

The school district will comply with all federal record retention requirements, the Nebraska Records Management Act, and with Schedules 10 and 24 of the Nebraska Secretary of State's Records Management Division. These requirements apply to both physical and digital records. When permitted by Schedule 10 and Schedule 24 of the Nebraska Secretary of State's Office, records will be transferred to durable electronic media for long-term storage.

Special Rules Related to Electronic Forms of Communication.

Electronically stored information such as e-mail, instant messaging, and other electronic communication are important to the district's overall operation. E-mail and other forms of electronic communication which is subject to retention under the Nebraska Records Management Act may be moved to a storage method other than their original format. Each individual who creates or receives electronic communications that belong to or pertain to the operation of the district is responsible for determining whether and in what format those records must be maintained. Duplicate records may be destroyed at any time prior to the approved retention period. Staff members who are uncertain about whether a record should be retained should consult with their supervising administrator.

The district will archive all Google Apps data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator or other designated individual will be able to retrieve electronic communication and other electronically stored information which has been vaulted.

The district will archive all Office 365 data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator will be able to retrieve electronic communication which has been deleted.

School-affiliated Social Media Posts. Communication on school-affiliated social media accounts are considered short-term communications pursuant to the Records Management Act. As such, they will be retained in their original form on the vendor's system and will not be deleted by the user for at least 6 months. Individuals who are uncertain as to whether a specific social media account is "school-affiliated" should refer to the Board's policy on Staff and District Social Media Use contained elsewhere in these policies.

Special Rules Related to Security Camera Footage. Video footage from security cameras is generally considered working papers under the Records Management Act, and will be overwritten consistent with the district's audio and video recording policy. Video footage which captures an event of educational or behavioral significance and contains personally-identifiable information will be maintained by the school district pursuant to its policy on student records.

Student Records. The retention of student records is also governed by the board's policy on student records.

Records Regarding Pending or Threatened Litigation. 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. When the district is made aware of pending or threatened litigation, a litigation hold directive will be issued by the superintendent or his/her designee. The directive will be given to all persons suspected of having records that may pertain to the potential issues in the litigation. 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.

Adopted on: 10-12-2020

Revised on:

Reviewed on: 2-10-2025

3024

Booster Clubs and Parent-Teacher Organizations

Parent-teacher organizations and booster clubs (collectively, "Supporting Entities") promote goodwill throughout the community and strengthen educational programs via parental and community involvement in the district. However, the district's involvement with Supporting Entities may result in negative legal and political consequences.

Supporting Entities are separate entities from the district and board. Therefore, district employees may only participate in a Supporting Entity's activities as a member, officer, or director of the Supporting Entity. District employees may not participate in Supporting Entities in their capacity as a district employee. Further, in-school announcements for Supporting Entity sponsored functions must provide a clear indication that the function is sponsored by the Supporting Entity.

Notwithstanding anything herein to the contrary, an administrator employed by the district may attend the meetings of the Supporting Entity. An administrator who attends Supporting Entity meetings must strongly **recommend** that the Supporting Entity adopt the following policies:

1. The Supporting Entity should legally establish itself as a Nebraska Nonprofit Organization.
2. The Supporting Entity should require that:
 - a. all checks written out of the Supporting Entity's checking account contain two signatures;
 - b. sales slips, receipts, or invoices for every expenditure be provided to the Supporting Entity's treasurer and kept in the Supporting Entity's records; and
 - c. bank statements be reviewed and approved by the Supporting Entity treasurer and reconciled by a Supporting Entity officer that does not have check-signing authority.

Supporting Entities may only use the district's facilities for meetings or public activities, and may only use the district's names, logos, or mascots, upon prior written approval of a district administrator.

Adopted on: 10-12-2020

Revised on:

Reviewed on: 2-10-2025

3025

Returned and Outstanding Checks

Returned Checks. Any individual or entity that writes a check to the school district which is returned due to insufficient funds must reimburse the school district in cash for the amount of the check plus a \$30.00 returned check charge. Individuals or entities whose checks are repeatedly returned due to insufficient funds may be prohibited from paying amounts due to the school district via check.

Outstanding Checks. The superintendent will review outstanding checks issued from the school district's accounts. Outstanding checks are those which have not been deposited by the payee within 180 days of issuance. The board authorizes the superintendent or his or her designee to resolve all matters related to outstanding checks, including stopping payment and reissuing checks.

Adopted on: 10-12-2020

Revised on:

Reviewed on: 2-10-2025

3026 Handbooks

The school district's handbooks for students and staff are intended to convey information and explain school regulations and procedures that are necessary for the school to run smoothly and efficiently. Although the board of education may take action to approve the handbooks annually, the administration has the authority to change the contents of any handbook so long as the changes are consistent with board policy.

None of the district's handbooks creates a "contract" between the school district, staff members, parents or students.

If any information contained in any handbook conflicts with board policy or state statute, the policy or statute will govern.

Adopted on: 10-12-2020

Revised on:

Reviewed on: 2-10-2025

3027

Resolution of Conflicts Between Parents Over School Issues

It is in students' best educational interests to have parents work cooperatively with each other and with school personnel regarding their children's education. In certain circumstances, parents disagree with each other regarding their children's education or other issues involved with the school district. Though such disagreements typically occur with separated or divorced parents, this regulation is not limited to those circumstances.

1. Obtaining Records and Conferring with Teachers.

All parents can obtain their children's records and meet with their children's teachers regardless of custody or visitation rights unless a court enters an order otherwise or their parental rights have been terminated. The district will not schedule separate parent-teacher conferences absent extraordinary circumstances.

2. Accessing a Child at School/Picking Up a Child.

School personnel will neither interpret nor enforce court orders governing the relations between separated or divorced parents unless the court order terminates the parental rights of a parent, limits a parent to supervised visitation with minor children or otherwise specifically limits the parent's access to the child at school. In all other circumstances, parents may contact their child while at school or pick a child up from school at any time. School staff are not responsible for enforcing visitation schedules contained in any court order to which the school district is not a party.

Adopted on: 10-12-2020

Revised on:

Reviewed on: 2-10-2025

3028 Sex Offenders

The safety of the students attending school is very important to the board of education. School employees, parents, and students should be aware of dangers posed by sex offenders living within the school district, and should be vigilant in providing protection against these dangers.

The Nebraska Legislature has enacted the Nebraska Sex Offender Registration Act. The Act requires sex offenders to register with the local county sheriff where they reside. When notified by the county sheriff, the school district shall notify staff members, parents, and students of any registered sex offenders residing in the school district by providing the web link to the State Patrol's sex offender web page. The school district shall inform these recipients of the prohibition against using the information for any retaliatory purpose against the sex offender, the offender's family, or the offender's employer. Only information deemed non-confidential pursuant to NEB. REV. STAT. §§ 29-4006 and 29-4009 will be disclosed in the aforementioned notification.

The board does not generally permit registered sex offenders on school grounds, at any school sponsored activity, or on any property under the control of the school district. The superintendent or his/her designee is hereby empowered to notify sex offenders of this policy and to grant limited permission to attend certain activities on a case-by-case basis.

Students who are registered sex offenders shall not be precluded from receiving a free education from the school district on that basis. The school district will consider a student's status as a registered sex offender in determining the student's educational placement and program.

Adopted on: 10-12-2020

Revised on:

Reviewed on: 2-10-2025

3029
Distribution of Flyers Advertising Non-School Organization
Activities

As students can derive social and educational benefits from activities sponsored by non-school organizations, groups or individuals, the district will distribute flyers advertising activities of non-school organizations that meet the requirements set forth below:

1. The flyer may not contain statements that are obscene, lewd, vulgar, profane; violate federal, state or local laws or regulations; violate board policy; advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health or welfare of students, such as tobacco, alcohol or illegal drugs; incite violence; advocate use of force or urge violation of federal, state or municipal law, district policy or regulations; interfere with or advocate interference with the rights of any individual or the orderly operation of the schools and their programs.
2. The non-school organization must contact the district office to (a) inform the district that it wishes to have flyers distributed to students and (b) obtain a date from the office on which the flyers will be delivered.
3. The non-school organization must provide a sufficient number of copies of the flyer and must deliver them to the district at least three days before the date the flyers are to be distributed.
4. The flyer may not advertise any activity which will take place during instructional time or during school-sponsored activities.
5. The flyer must include a statement explaining that the organization is not affiliated with or endorsed by the district.

Adopted on: 10-12-2020

Revised on:

Reviewed on: 2-10-2025

3030 Automatic External Defibrillator (AED) Program

An automatic external defibrillator (AED) is a portable device used to induce electrical stimulation to the heart muscle in the event of a potential cardiac arrest. The school district has a limited number of AEDs in its facilities. The location of the AEDs will be determined by the AED Program Coordinator in consultation with members of the school district administration and the local fire/EMS department. The presence of AEDs in certain locations in selected district buildings does not imply that AEDs will generally be available in all locations or in all district buildings. Likewise, the district does not make any promise, express or implied, that a trained staff member will be available to operate the AED in the event of a potential cardiac arrest.

1. Equipment

Equipment shall be an automated external defibrillator in working condition that meets standards established by the Federal Food and Drug Administration and is in compliance with the manufacturer's maintenance schedule. Gifts, grants and donations, including in-kind donations, designated for obtaining an automated external defibrillator, or for inspection, maintenance or training in the use of an automated external defibrillator will be accepted and placed into a special district account to assist in obtaining and maintaining AEDs.

When the school acquires an AED it will notify the local emergency medical service of the existence, location, and type of the AED, and will notify EMS of any change in the location of such defibrillator. If an AED is located in a bus or other school vehicle, only the primary site where the vehicle or object is located will be reported to EMS.

2. Program Coordinator

a. The School District's AED Program Coordinator is the school nurse.

b. The Program Coordinator shall:

i. Consult with the school's administration and the medical advisor to develop a written protocol for the use of AEDs, and post such protocol near each AED

ii. Select employees for AED training

- iii. Arrange for appropriate training of anticipated users at least annually
- iv. Maintain a training schedule that includes the names of those trained and dates both of current training and dates for recertification.
- v. Check equipment according to the manufacturer's guidelines and take appropriate action in the event of any variance or need
- vi. Maintain on file a specification sheet on each approved AED model
- vii. Monitor the effectiveness of this system
- viii. Communicate with medical director on issues related to medical emergency response program including post-event reviews
- ix. Coordinate with the local fire department and police department
- x. Take appropriate steps after an AED event, including sharing of data with appropriate medical and EMS personnel, cleaning, replacing or recharging components of the AED as appropriate.

3. Medical Oversight

a. The medical advisor of the AED program is _____, MD.

b. The medical advisor has ongoing responsibility for:

- i. Providing medical direction for use of AEDs
- ii. Writing a prescription for AEDs
- iii. Reviewing and approving guidelines for emergency procedures related to use of AEDs and cardio pulmonary resuscitation
- iv. Evaluation of post-event review forms and digital files downloaded from the AED

4. Volunteer Responders

Anyone may, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience, and may include CPR, AED or medical first aid.

Adopted on: 10-12-2020

Revised on:

Reviewed on: 2-10-2025

3031
Students Electing to Attend School in Adjoining State

The board shall deny applications of students seeking to attend school in an adjoining state. The board shall make an exceptions to this policy only upon a showing by the student's family that (1) the student will suffer extreme and unusual harm if not allowed to attend school in an adjoining state; or (2) the district's financial circumstances will be unaffected by the out-of-state transfer.

This policy shall not apply to out-of-state placements of students with verified disabilities by their Individualized Education Plan Teams.

Adopted on: 10-12-2020

Revised on:

Reviewed on: 2-10-2025

3032

Fees for School District Records

Requests for school district records shall be subject to applicable fees. No fee shall be charged for providing a copy of a student or public record if a specific law or regulation requires the copy to be provided without charge.

Student Records. Students and their parents or guardians shall not be charged any fee to inspect and review the student's files or records. Students and their parents or guardians who desire a copy of the student's files or records shall pay the reasonable cost of reproduction as follows:

- Black and white letter or legal-sized photocopies: No charge for current students, former students, or alumni of Yutan Public Schools.
- Computer data printouts: No charge for current students, former students, or alumni of Yutan Public Schools.
- Other medium: Actual cost of reproduction may be assessed.
- Postage fees: Actual cost of postage may be assessed.

Students and their parents or guardians **shall not be charged any fee:**

- To search for or retrieve any student's files or records.
- For a copy of a student's Individualized Education Plan (IEP).
- For copy of the special education evaluation report and the documentation of determination of eligibility for special education services upon completion of the administration of assessments and other evaluation measures.
- If the fee effectively prevents the parents from exercising their right to inspect and review student records.

Student Records – Transfer School. A copy of the student's files or records, including academic material and any disciplinary material relating to any suspension or expulsion shall be provided at no charge, upon request, to any public or private school to which the student transfers.

Public Records. Individuals requesting copies of public records shall pay the actual added cost of making the copies available.

- For photocopies, actual added costs may include a reasonably apportioned cost of the supplies, such as paper, toner, other equipment used in preparing the copies, and any additional payment obligation for the time of contractors necessarily incurred to comply with the copy request.

- For printouts of computerized data on paper, actual added cost may include computer run time and the cost of materials for making the copy.
- For electronic data, the actual added cost may include the reasonably calculated actual added cost of the computer run time, any necessary analysis and programming, and production of a report in the form furnished to the requester.
- For residents of Nebraska, the actual added cost shall not include any charge for the existing salary or pay obligation to public officer or employees for the first eight hours of searching, identifying, physically redacting, or copying records, but fees may be charged after the first eight hours. The fee for records shall not include any charge for the services of an attorney or any other person to review the requested public records seeking a legal basis to withhold the public records from the public. No special service charge or fee shall be charged for copies of blank forms or pages that have all meaningful information redacted.
- For nonresidents of Nebraska, the actual added cost used as the basis for the calculation of a fee for records may include a charge for the proportion of the existing salary or pay obligation to the public officers or employees, including a proportional charge for the services of an attorney to review the requested public records, for the time spent searching, identifying, physically redacting, copying, or reviewing such records.
- The district shall not charge any fee for copies of public records that is prohibited by law but reserves the right to charge any other fee allowed by law.

The fee schedule for public records copies is as follows:

- Black and white letter or legal-sized photocopies: No charge for current students, former students, or alumni of Yutan Public Schools.
- Computer data printouts: No charge for current students, former students, or alumni of Yutan Public Schools
- Other medium: Actual cost of reproduction may be assessed.
- Postage fees: Actual cost of postage may be assessed.

Deposit. The school district may require a deposit before providing copies of student or public records if the estimated cost to fulfill the request exceeds fifty dollars.

Waiver. Documents may be furnished without charge or at a reduced charge where the district determines that waiver or reduction is in the public interest.

Adopted on: 10-12-2020

Revised on: 8-12-2024

Reviewed on:

**POLICY HAS BEEN TERMINATED BY STATE STATUTE
EFFECTIVE JULY 1, 2024**

3033

Lending Textbooks to Children Enrolled in Private Schools

Through June 30, 2024, the school district shall make textbooks available to private school children who reside within the district or are otherwise entitled to borrow them pursuant to statute and 92 Nebraska Administrative Code, section 4. The district is obligated to purchase and lend textbooks only to the extent that the Legislature appropriates funds to the Nebraska Department of Education to be distributed for this purpose. As used in this policy, "textbooks" shall have the definition adopted by the Nebraska State Board of Education in Rule 4.

The district shall make a request for funds by filing an application on the form prescribed by the Department of Education no later than February 15th prior to the school year for which the application is made. The application shall include: the number of applications received; the number of textbooks requested; the number of textbooks needed to be purchased to fill the requests; the purchase price of the textbooks needed to be purchased which may include up to 5% of the cost to defray administrative expense; the title, purchase price, and number requested of each textbook including any shipping or handling charges; and if applicable the amount of carryover funds remaining from the previous year, amount of funds on hand from sale of unused textbooks, and amount of funds on hand from reimbursements for damaged textbook.

Textbooks which have not been requested for three consecutive years may be classified as unused and disposed of by sale or otherwise.

On or before November 15th, the district shall prepare a list of textbooks that are designated for use in the district during the current year and a list of new textbooks designated for use the following school year. The lists shall be kept current and in a place where they may be viewed during regular business hours. The district shall maintain a separate inventory of textbooks purchased for the use of private school children residing in the district.

Any parent or legal guardian who wishes to borrow textbooks shall submit an application on the form prescribed by the Department of Education to the district's administration offices on or before January 15th prior to the school

year for which the application is made. The district shall maintain a supply of blank application forms and receipt forms. It shall keep the forms that have been signed by parents and guardians in a separate file for at least 5 years. It shall notify the parents and guardians at least 10 days prior to the start of school when and where the textbooks will be available. It shall make textbooks available to parents or guardians on or before August 15th. If the number of textbooks for a particular subject or grade level is insufficient to fill all of the requests, the textbooks shall be distributed to parents and guardians based on a random drawing.

Parents and guardians shall sign a receipt on the form prescribed by the Department of Education when they pick up the textbooks and shall return the textbooks that can be returned no later than 15 days after the district's last day of class. The district shall assess the returned textbooks for damage beyond normal wear and tear. The parent or guardian who signed the receipt is responsible for paying the reasonable cost of the repair or replacement of any book that is damaged, lost, stolen, or not returned.

The school district shall limit the loan each year to ten textbooks per student for students in grades K-6 and to eight textbooks per student for students in grades 7-12.

This policy shall terminate July 1, 2024.

Adopted on: 10-12-2020

Revised on: 8-14-2023

Reviewed on: 3-13-2023

3035

Chain of Command – District Administration

The superintendent shall be in control of all school district operations except as provided by another policy or as otherwise provided by law. Following is the administrative chain of command working from the lowest level on the chain upward.

Student Discipline:	1. Classroom Teacher 2. Principal/Assistant Principal 3. Superintendent
Instruction or Curriculum:	1. Teacher 2. Principal/Curriculum Director 3. Superintendent
Transportation:	1. Bus Driver 2. Principal/Assistant Principal 3. Superintendent
Facilities, Grounds, or Maintenance:	1. Custodial staff 2. Head custodian 3. Principal 4. Superintendent
Policy or Handbook:	1. Principal 2. Superintendent
Athletics:	1. Coach 2. Athletic/Activities Director 3. Principal 4. Superintendent
Personnel:	1. Employee in question 2. Principal 3. Superintendent
All Other Matters	1. Building Principal 2. Superintendent

Absent extraordinary circumstances, each matter must be addressed at whatever level the initial action occurred. If the matter is not resolved, the individual may raise it with the next person on the chain of command. This

policy does not supersede any individual's right to contact Board members directly. However, whenever a matter is brought directly to the Board as a whole or to a Board member as an individual, it will be referred to the appropriate individual in the chain of command for study and resolution. The most effective means of initial communication is a personal conference, e-mail, or telephone conversation. E-mail addresses and phone numbers can be found on the school district's website at yutanpublicschools.com.

Adopted on: 10-12-20

Revised on: _____

Reviewed on: 3-13-23

3036 Purchasing (Credit) Card Program

The board approves the use of a purchasing card (credit card) program for the purchase of goods and services for and on behalf of the school district. The board will determine the type of purchasing card or cards to be used in the program and may contract with a third-party provider as provided by law.

Authorized Purchases. Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses and purchasing supplies/technologies/requisitions. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee. The maximum amount that may be charged in a single day is limited on each credit card.

Unauthorized Purchases. In no event shall the purchasing card be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

Authorized Users. Individuals holding the following titles may be assigned an individual purchasing card: Superintendent or Business Manager. The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes. The school may also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent.

Documentation. Employees seeking reimbursement for a purchasing card purchase must submit an itemized receipt ***and*** a purchasing card receipt to the school district. The itemized receipt must include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. ***A non-itemized credit card receipt alone is not sufficient.*** Designated school personnel shall maintain the documentation for at least 7 years or as otherwise required by Schedule 10 – Local School Districts or Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees must maintain copies of any documentation submitted to the school district.

Suspension or Termination of Privileges. The board or the superintendent (or his or her designee) (1) ***shall*** temporarily or permanently suspend the purchasing card privileges of any individual that does not submit an itemized receipt for each purchasing card purchase, and (2) ***may*** temporarily or permanently suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account must be immediately closed and he or she must return the purchasing card to the superintendent or board. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the individual making the purchase must reimburse the district within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

Reward Points or Rebates. Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of the school district.

Purchase Review Procedures. The superintendent, or his or her designee, and business manager will conduct independent reviews of credit card expenses, or a sample thereof, on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy will be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee will provide the board at each regular meeting with the documentation submitted pursuant to this policy or a summary of that documentation with a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase must be addressed as provided in this policy or as otherwise allowed by law.

Adopted on: 10-12-2020

Revised on: 8-14-2023

Reviewed on: 3-13-2023

3037 Petty Cash

The elementary school, jr. high/high school, and school district office each shall have a petty cash fund for the purchase of materials, supplies, services, or other school related goods and services in circumstances requiring immediate payment.

Fund Custodians. The amount of each fund will not exceed \$100. The individuals holding the following employment positions shall be the custodians of each petty cash fund and shall administer and be responsible for them:

Elementary School:	Principal/Secretary
Jr. High/High School:	Principal/Secretary
District Office:	Superintendent/Business Manager/Secretary

Petty fund disbursements may only be made with the authorization of the petty cash fund custodian or the superintendent.

Documentation. All petty cash fund disbursements are to be supported by an itemized receipt or other sufficient evidence that documents the expenditure. The itemized receipt or supporting documentation shall include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. Designated school personnel shall maintain the documentation for at least 10 years or as otherwise required by Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees shall maintain copies of any documentation submitted to the school district. Expenses will be assigned to the proper budget account.

Unauthorized Purchases. In no event shall the petty cash fund be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

Purchase Review Procedures. The superintendent, or his or her designee, and the school district treasurer shall conduct independent reviews of petty cash fund expenditures on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy shall be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee shall provide the board at each regular meeting with petty cash fund

documentation that includes a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase shall be addressed as provided by board policy or as otherwise allowed by law.

Reconciliation and Closeout. Each petty cash fund will be reconciled by the school district treasurer and closed out at the end of the fiscal year (June 30th). The petty cash fund will be reestablished by the board of education at its July meeting or at such other meeting as determined by the board.

Adopted on: 10-12-20
Revised on: _____
Reviewed on: 4-10-23

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy governing those actions.

- ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent of schools, building principal(s), guidance counselor(s) and local law enforcement. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Adopted on: 10-12-20

Revised on: _____

Reviewed on: 4-10-23

3040
School Safety and Security

In order to fulfill its obligation to provide a safe and secure learning environment, the Board of Education has adopted this School Safety and Security Policy. Although the district will take reasonable steps to protect students and staff, no entity can provide complete safety and security at all times. This policy does not make the district a guarantor of the safety of students, staff or patrons.

I. General Safety and Security

a. NDE Rubric

The District will meet at least the minimum requirement for each school safety and security standard indicator adopted by the Nebraska Department of Education.

b. School Hours

- i. During a crisis situation, the administration will maintain established school hours and proceed with all co-curricular activities as scheduled whenever possible.
- ii. If, during a crisis situation, the parent(s) or guardian of a student decide that the student needs to be absent, this absence will be excused.

c. Access to School Facilities

- i. The school's facilities may not be used for funeral or memorial services during the school day.
- ii. This policy does not discourage the presentation of traditional American Legion memorial services which promote patriotism.

d. Memorials

- i. Memorials often create a visual reminder of a particular crisis that may reintroduce feelings of grief for students. Therefore, memorials may not be displayed anywhere on school premises.

- ii. This policy is not intended to discourage the acceptance of memorial funds or specific items.

II. Superintendent's Duties Related to Safety and Security

a. Appointment of Crisis Team

The Superintendent shall appoint members to serve on the school district's crisis team. The superintendent may, but is not required, to include representatives from the following groups on the crisis team:

- Administrators
- Teachers
- Health/mental health
- Facilities staff
- Transportation staff
- Food service staff member
- Information technology staff
- Students
- Parents
- Staff member with expertise on the needs of students with disabilities
- Organizations that serve the disabled
- Organizations that serve the needs of minority populations (ELL, race, etc.)
- Representatives from local early responders (law enforcement, fire and rescue personnel, railroad, factories, etc.)

b. Compliance with Fire and Safety Codes

The Superintendent will ensure that the school district meets all current fire and life safety codes or is in the process of coming into compliance.

c. Annual Safety Audits

The Superintendent will arrange for the performance of an annual safety audits using an external consultant utilizing the standardized audit protocol adopted by the Nebraska Department of Education.

d. Mutual Aid Agreements

The Superintendent will enter into mutual aid agreements to address the academic, physical, operational, psychological, and emotional recovery areas when possible with appropriate local entities.

III. Building Principals' Duties Related to Safety and Security

a. Positive and Safe Learning Environment

Each building principal shall implement a school-wide behavior process to create a positive and safe learning environment.

Each building principal shall conduct training on and require enforcement of the district's anti-bullying and dating violence policies.

Each building principal shall ensure that staff complete the required suicide prevention training as required by board policy.

Each building principal shall require staff to engage in active supervision of students at all times.

b. Visitor Protocol.

Each building principal shall adopt a protocol for visitors to his/her school building to sign in upon arrival and departure and to be identified as a visitor while they are in the building during the school day. The protocol must also address visitors in specialized areas of the school such as playgrounds, gyms, cafeterias and the like.

This protocol may be written or unwritten but must be clearly communicated to and enforced by all staff.

The building principal will report individuals who repeatedly violate the visitor protocol to the superintendent for possible exclusion from school facilities pursuant to board policy.

c. Emergency Drills

Each building principal must ensure that the following drills are conducted in his/her building:

- i. Fire drills (evacuation): One fire drill conducted monthly with one additional drill being conducted during the first 30 days of school.
- ii. Tornado drills (shelter): One drill during the first two weeks of school and the second drill during the month of March.
- iii. Bus evacuation drills: Two drills during the school year involving all students and appropriate staff. Recommended that one drill occur during the first month of school.

Each building principal must also conduct any non-required drills recommended by crisis team.

Each building principal shall conduct a performance review of each of the drills conducted pursuant to this policy. This review does not have to be in writing.

Adopted on: 10-12-20

Revised on: _____

Reviewed on: 4-10-23

3041

Crisis Team Duties

The crisis team is responsible for planning for the safety and security of the school, staff, and students. The teams will respond to and manage any safety or security incident that occurs in the school setting or which has the potential to disrupt the orderly operation of the school system.

1. Membership on and Chair of Team

The superintendent will appoint members to serve on the crisis team.

If the superintendent does not serve on the crisis team personally, he/she shall appoint an individual to serve as the chair of the crisis team. The chair of the crisis team shall have the responsibility of scheduling crisis team meetings, documenting crisis team actions and reporting to the board at least annually on the district's All-Hazard School Safety Plan and other activities of the crisis team.

2. Meetings of the Crisis Team

The crisis team will meet at least twice annually with representatives from local law enforcement and local fire and rescue personnel. At these meetings, the team will coordinate with local agencies to prepare for and communicate about a variety of real-world scenarios.

The crisis team will meet at such additional times as necessary to fulfill the duties given to it pursuant to this policy.

3. School Self-Assessment

The crisis team shall conduct the self-assessment created by the Nebraska Department of Education as part of its School Safety and Security Standards. This assessment shall be conducted for each school building. The team shall report the results of this self-assessment to the superintendent and to the board of education.

Either the superintendent or the chair of the safety committee will also report the results of the self-assessment to the Nebraska Department of Education.

4. All-Hazard School Safety Plan

The crisis team will create an All-Hazard School Safety Plan. The plan must be customized to the needs of each of the school district's buildings. The plan must include all of the components required by the School Safety and Security Standards adopted by the Nebraska Department of Education and shall meet at least the minimum indicators set by those Standards.

The crisis team shall share a copy of the district's All-Hazard School Safety Plan with local authorities and first responders.

The chair of the crisis team shall provide a copy of the district's All-Hazard School Safety Plan to the NDE Security Assessor at least one-week prior to the assessor's scheduled visit to the district.

5. Standard Response Protocol (SRP)

Crisis team shall be knowledgeable about the Standard Response Protocol promoted by the "I love u guys" Foundation.

The crisis team will coordinate with members of the administrative team to arrange for all students, employees and other individuals who routinely use the district's facilities to receive SRP training and guidance.

The crisis team will assess the need for SRP to be implemented at off campus locations where students may be present for school activities.

The crisis team will confer with individuals knowledgeable about students, staff or patrons who may have special needs in order for those individuals to be able to understand and implement the SRP.

6. Consultation with Building Principals

The crisis team shall confer with the principal of each building within the district to ensure that visible signage is present in each building which meets the needs of local emergency responders.

The crisis team will review the utility of non-required drills in light of the needs and unique circumstances present within each building within the district. Non-required drills recommended by NDE include lock-down, lock out, evacuation, shelter and reunification process. The crisis team will consult with building principals to review both required and non-required drills.

7. Consultation with Threat Assessment Team

The crisis team will consult with members of the threat assessment team to determine if the district's All-Hazard School Safety Plan has been appropriately implemented and if it should be modified or updated.

8. Review of Training

The crisis team shall review the training which the school system provides for specified employees in required areas to comply with local, state, and federal regulations.

The crisis team shall also review any non-required training which could be provided to appropriate staff to increase the safety and security of the school district and its students, staff and patrons. If the team believes such non-required training would be beneficial, it shall recommend to the superintendent that the training be provided to the identified staff member at district expense.

9. Communication with School Community and Stakeholders

The crisis team will work continuously to improve communication with the school community and relevant stakeholders. This communication shall include, but not be limited to, the communication strategies and protocols identified in the district's All-Hazard School Safety Plan.

10. Communication with the Board of Education

The crisis team will report to the board at least annually on its activities. This report may be included as part of the superintendent's report at a regular board meeting.

Adopted on: 10-12-20

Revised on: _____

Reviewed on: 4-10-23

3042

Construction Management at Risk Contracts

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

The board shall adopt a resolution by a two-thirds affirmative vote selecting the construction management at risk contract delivery system prior to proceeding with any of the steps involved with solicitation or execution of any construction contract. For a project authorized under subsection (3) of section 13-2914, the resolution shall include a statement that the political subdivision has made a determination that the construction management at risk contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the construction management at risk contract delivery system.

Definitions. For purposes of this policy:

1. Construction management at risk contract means a contract by which a construction manager (a) assumes the legal responsibility to deliver a construction project within a contracted price to the school district, (b) acts as a construction consultant to the school district during the design development phase of the project when the school district's architect or engineer designs the project, and (c) is the builder during the construction phase of the project;
2. Construction manager means the legal entity which proposes to enter into a construction management at risk contract pursuant to the Act;
3. Proposal means an offer in response to a request for proposals by a construction manager to enter into a construction management at risk contract for a project pursuant to the act;
4. Request for proposals means the documentation by which a school district solicits proposals; and
5. School district means Yutan Public Schools.

Procedures.

1. Procedures for the preparation and content of requests for proposals shall include the following:

A. At least thirty days prior to the deadline for receiving and opening proposals, notice of the request for proposals shall be published in a newspaper of general circulation within the school district and filed with the State Department of Education. The request for proposals shall contain, at a minimum, the following elements:

1. The identity of the school district for which the project will be built and the school district that will execute the contract;
2. Policies adopted by the school district pursuant to the Act;
3. The proposed terms and conditions of the contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the construction manager selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
4. Any bonds and insurance required by law or as may be additionally required by the school district;
5. General information about the project which will assist the school district in its selection of the construction manager, including a project statement which contains information about the scope and nature of the project, the project site, the schedule, and the estimated budget;
6. The criteria for evaluation of proposals and the relative weight of each criterion; and
7. A description of any other information which the school district chooses to require.

2. Procedures for the preparation and submission of proposals by the

construction manager shall be determined on a project-by-project basis and included within the requests for proposals.

3. Procedures for evaluating requests for proposals submitted to the school district by a construction manager shall include the following:

A. The school district shall refer the proposals for recommendation to a selection committee. The selection committee shall be a group of at least five persons designated by the school district. Members of the selection committee shall include (1) members of the school board, (2) members of the school administration or staff, (3) the school's architect or engineer (4) any person having special expertise relevant to selection of a construction manager under the Act, and (5) a resident of the school district other than an individual included in subdivisions (1) through (4) of this subsection. A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a construction manager who has a proposal being evaluated and shall not be employed by the school district or the school's architect or engineer.

B. The selection committee and the school district shall evaluate proposals taking into consideration the criteria enumerated in subdivisions (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

(1) The financial resources of the construction manager to complete the project **(up to ten percent)**;

(2) The ability of the proposed personnel of the construction manager to perform **(up to thirty percent)**;

(3) The character, integrity, reputation, judgment, experience, and efficiency of the construction manager **(up to thirty percent)**;

(4) The quality of performance on previous projects **(up**

to thirty percent);

- (5) The ability of the construction manager to perform within the time specified **(up to thirty percent);**
- (6) The previous and existing compliance of the construction manager with laws relating to the contract **(up to ten percent);** and
- (7) Such other information as may be secured having a bearing on the selection **(up to twenty percent).**

The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84-712.01.

- C. The school district shall then evaluate and rank each proposal on the basis of best meeting the criteria in the request for proposals and taking into consideration the recommendation of the selection committee.
4. Procedures for negotiations between the school district and the construction managers submitting proposals prior to the acceptance of a proposal if any such negotiations are contemplated shall include the following:
- A. The school district may attempt to negotiate a construction management at risk contract with the highest ranked construction manager and may enter into a construction management at risk contract after negotiations.
 - B. The negotiations shall include a final determination of the manner by which the construction manager selects a subcontractor.
 - C. If the school district is unable to negotiate a satisfactory contract with the highest ranked construction manager, the school district may terminate negotiations with that construction manager. The school district may then undertake negotiations with the second highest ranked construction manager and may enter into a construction management at risk contract after negotiations.
 - D. If the school district is unable to negotiate a satisfactory contract with the second highest ranked construction manager, the school district may undertake negotiations with the third highest ranked construction manager, if any,

and may enter into a construction management at risk contract after negotiations.

- E. If the school district is unable to negotiate a satisfactory contract with any of the ranked construction managers, the school district may either revise the request for proposals and solicit new proposals or cancel the construction management at risk process under the act.
 - F. If the school district is able to negotiate a satisfactory contract with a construction manager, the school district shall file a copy of all construction management at risk contract documents with the State Department of Education within thirty days after their full execution. Within thirty days after completion of the project, the construction manager shall file a copy of all contract modifications and change orders with the State Department of Education.
5. Procedures for filing and acting on formal protests relating to the solicitation or execution of construction management at risk contracts shall include the following:
- A. Definitions.
 - (1) Interested party shall mean an actual or prospective bidder whose direct economic interest would be affected by the award of a contract by the school district to another party or by the failure of the school district to award a contract to such actual or prospective bidder.
 - (2) Protest shall mean a written objection by an interested party on any phase of the bidding process, including specification, preparation, bid solicitation, and intent to award.
 - B. Right to Protest. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after public notice of the bid. Protests based on alleged apparent improprieties in a solicitation or other request for proposals must be filed before bid opening or the closing date for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the construction manager. To expedite handling of protests, the envelope containing the protest should be

clearly labeled "Protest". The written protest shall include as a minimum the following:

- (1) The name and address of the interested party;
- (2) Appropriate identification of the relevant solicitation, and if a bid has been opened, its number, and date of opening;
- (3) A detailed statement of reasons for the protest;
- (4) Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
- (5) The action(s) the protestor desires the school district to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The school district shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the school district.

- C. Authority to Resolve Protests. Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the

administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protester and all other bidders. If not satisfied with the decision of the Superintendent, any interested party protester may appeal to the Board, but the decision shall be final unless the interested party protester files a timely appeal with the Board.

D. Board Appeal Procedures. Any interested party protester, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. The school district board of education shall consider the Decision of the Superintendent and shall make the final decision on the protest. The school district board of education's decision shall be final.

6. A construction management at risk contract may be conditioned upon later refinements in scope and price and may permit the school district in agreement with the construction manager to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the project statement contained in the request for proposals.

Prohibitions. The school district shall not use a construction management at risk contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

Adopted on: 10-12-20
Revised on: 7-12-21
Reviewed on: _____

3043
Design-Build Contracts

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

The board shall adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps involved with solicitation or execution of any construction contract. For a project authorized under subsection (3) of section 13-2914, the resolution shall include a statement that the political subdivision has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.

Definitions. For purposes of this policy:

1. Board means the District's Board of Education.
2. Department means the Nebraska Department of Education.
3. Design-Build Contract (DB Contract) means a contract which is subject to qualification-based selection between the District and a Design-Builder to furnish (a) architectural, engineering, and related design services for a project pursuant to the Nebraska Political Subdivisions Construction Alternatives Act (Act) and (b) labor, materials, supplies, equipment, and construction services for a project pursuant to the Act.
4. Design-Builder means a legal entity which proposes to enter into a DB Contract which is subject to qualification-based selection pursuant to the Act.
5. District means Yutan Public Schools.
6. NEARA means the Nebraska Engineers and Architects Regulation Act.
7. Performance-Criteria Developer (PCD) means any person licensed or any organization issued a certificate of authorization to practice architecture or engineering pursuant to the NEARA who is selected by the District pursuant to this policy to assist the District in the development of Project Performance Criteria, Requests For Proposals, evaluation of Proposals, evaluation of construction under

a DB Contract to determine adherence to the Project Performance Criteria, and any additional services requested by the District to represent its interests in relation to a project.

8. Project Performance Criteria means the performance requirements of the project suitable to allow the Design-Builder to make a Proposal. Performance requirements include the following, if required by the project: capacity, durability, standards, ingress and egress requirements, description of the site, surveys, soil and environmental information concerning the site, interior space requirements, material quality standards, design and construction schedules, site development requirements, provisions for utilities, storm weather retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the project.
9. Proposal means an offer in response to a Request For Proposals ("RFP") by a Design-Builder to enter into a DB Contract for a project pursuant to the Act.
10. Act means the Nebraska Political Subdivisions Construction Alternatives Act.
11. Request for Proposals (RFP) means the documentation by which the District solicits Proposals.
12. Superintendent means the District's Superintendent of Schools.

Procedures. The District shall follow the procedures below in connection with any DB Contract.

1. Rules and Procedures for Selecting and Hiring a PCD for a Specific Project.

A. The District shall encourage eligible persons or organizations who desire to provide services to the District as a PCD to submit a statement of qualifications and performance data to the District. At least thirty days prior to selecting and hiring a PCD, the District shall publish notice in a newspaper of general circulation in the District that it is seeking a PCD for a design-build project. The notice shall include the following:

- (1) A general description of the Design-Build project;

- (2) Directions regarding how interested persons or organizations can apply for consideration by the District;
 - (3) The date by which persons or organizations must submit their applications; and
 - (4) A statement that any person or organization applying for consideration by the District must obtain a copy of the District's Design-Build Contract Policy from the Superintendent.
- B. To apply to be the District's PCD, applicants must submit a current statement of qualifications and performance data to the District. The statement of qualifications must include evidence that the applicant is licensed or certified to practice architecture or engineering pursuant to the NEARA. Applicants must update any information provided to the District to reflect any changed conditions of the applicant.
- C. Applicants shall first be certified by the Superintendent as qualified to act as a PCD for the District. In order to certify an applicant, the Superintendent shall make a finding that a PCD is fully qualified to render the required service. Factors to be considered in making this finding shall include capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; experience; equipment and facilities; promptness, and the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it strictly in accordance with its terms capabilities to perform.
- D. The Board shall evaluate each qualified applicant's current statement of qualifications and performance data. The Board shall conduct discussions with, and may require public presentations by no less than three applicants regarding their qualifications, approach to the project, ability to furnish the required service, and other factors identified above.
- E. The Board shall select, in order of preference, at least three applicants deemed to be most highly qualified to perform the required services after considering the factors outlined above.

- F. The Board shall negotiate a contract with the most qualified applicant for compensation which the Board determines is fair and reasonable. In making this determination, the Board shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For all lump-sum or cost-plus-a-fixed-fee professional service contracts, the Board shall require the applicant receiving the award to execute a certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any contract under which such a certificate is required shall contain a provision that the original contract price and any additions thereto shall be adjusted to exclude any significant sums by which the Board determines the contract price had been increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one year following the end of the contract.

- G. If the Board is unable to negotiate a satisfactory contract with the applicant considered to be the most qualified at a price the Board determines to be fair and reasonable, it shall terminate negotiations with that applicant. The Board may then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified applicant, it shall terminate negotiations with that applicant. The Board shall then undertake negotiations with the third most qualified applicant.

- H. If the Board is unable to negotiate a satisfactory contract with any of the selected applicants, it shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.

- I. The Board may designate a committee to carry out any or all of the Board's duties under the PCD selection section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.

- J. The public shall not be excluded from the meetings or proceedings under this section of this policy in accordance with the Open Meetings Act.
- K. The contract between the District and the PCD shall contain a prohibition against contingent fees as follows: "The PCD warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the PCD, to solicit or secure this agreement and that the PCD has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the PCD, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or the making of this agreement." Upon violation of such provision, the District shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, or consideration.
- L. The PCD is ineligible to be included as a provider of any services in a Proposal for the project on which it has acted as a PCD.
- M. A PCD may not be employed by or may not have a financial or other interest in a Design-Builder that will submit a Proposal.

2. Procedures and standards to be used to prequalify Design-Builders.

- A. The District, with the help of the PCD, shall prepare a request for letters of interest. The request for letters of interest shall:
 - (1) Describe the project in sufficient detail to permit a Design-Builder to submit a letter of interest;
 - (2) Be published in a newspaper of general circulation within the District at least 30 days prior to the deadline for receiving letters of interest; and
 - (3) Be sent by first-class mail to any Design-Builder upon request.
- B. Letters of interest shall be reviewed by the District in consultation with the PCD. The District and the PCD will evaluate prospective Design-Builders based on the information submitted to the District in response to the request for letters of interest.

- C. The District shall select at least three prospective Design-Builders, except that if only two Design-Builders have submitted letters of interest, the District shall select at least two prospective Design-Builders. Such selected Design-Builders shall be considered prequalified and eligible to receive and respond to the RFP.
- D. The District and PCD shall use the following standards when selecting which prospective Design-Builders to prequalify: capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; experience; equipment and facilities; promptness, and the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it strictly in accordance with its terms capabilities to perform.

3. Procedures for the preparation and content of RFPs.

- A. The District, with the help of the PCD, shall prepare the RFP, which shall contain:
 - (1) The identity of the school district for which the project will be built and will execute the Design-Build Contract;
 - (2) A copy of this Design-Build Contract Policy and all other policies adopted by the District relating to the DB Contract;
 - (3) The proposed terms and conditions of the DB Contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the Design-Builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
 - (4) A project statement which contains information about the scope and nature of the project;
 - (5) Project Performance Criteria;
 - (6) Budget parameters for the project;

- (7) Any bonds or insurance required by law or as may be additionally required by the District;
- (8) The criteria for evaluation of Proposals and the relative weight of each criterion;
- (9) A requirement that the Design-Builder provide a written statement of its proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction but shall not include price proposals;
- (10) A requirement that the Design-Builder agree to the following conditions:
 - (i) An architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;
 - (ii) At the time of the design-build offering, the Design-Builder will furnish to the Board a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project;
 - (iii) The architect or engineer engaged by the Design-Builder to perform the architectural or engineering work with respect to the design-build project will have direct supervision of such work and may not be removed by the Design-Builder prior to the completion of the project without the written consent of the Board;
 - (iv) A Design-Builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will: (a) comply with the NEARA by procuring a certificate of authorization to practice architecture or engineering and (b) submit proof of sufficient professional liability insurance; and
 - (v) The rendering of architectural or engineering services by a licensed architect or engineer employed by the Design-Builder will conform to the NEARA and rules and regulations adopted under the Act; and
- (11) Other information the District chooses to require.

- B. At least 30 days prior to the deadline for receiving and opening Proposals, the notice of the RFP shall be:
 - (1) Published in a newspaper of general circulation within the District;
 - (2) Filed with the Department; and
 - (3) Sent by first-class mail to the prequalified Design-Builders only.

4. Procedures for preparing and submitting Proposals.

- A. Prequalified Design-Builders shall prepare and submit Proposals as required by the RFP.
- B. All Proposals shall be sealed. Proposals shall not be opened until expiration of the time established for making Proposals as set forth in the RFP.
- C. Proposals may be withdrawn at any time prior to acceptance.
- D. The District has the right to reject any and all Proposals except for the purpose of evading the law. The District may thereafter solicit new Proposals using the same or a different Project Performance Criteria.

5. Procedures for evaluating Proposals.

- A. The District may only proceed to negotiate and enter into a DB Contract if there are at least two proposals from prequalified Design-Builders.
- B. The District shall refer the proposals for recommendation to a selection committee. The selection committee shall be a group of at least five persons designated by the District. Members of the selection committee shall include (1) members of the school board, (2) members of the school administration or staff, (3) the school's architect or engineer (4) any person having special expertise relevant to selection of a design-builder under the Act, and (5) a resident of the District other than an individual included in subdivisions (1) through (4) of this subsection. A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a design-builder who has a proposal being evaluated and shall not be employed by the District or the school's architect or engineer.

C. The selection committee and the District shall evaluate proposals taking into consideration the criteria enumerated in subdivisions (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

- (1) The financial resources of the design-builder to complete the project **(up to ten percent)**;
- (2) The ability of the proposed personnel of the design-builder to perform **(up to thirty percent)**;
- (3) The character, integrity, reputation, judgment, experience, and efficiency of the design-builder **(up to thirty percent)**;
- (4) The quality of performance on previous projects **(up to thirty percent)**;
- (5) The ability of the design-builder to perform within the time specified **(up to thirty percent)**;
- (6) The previous and existing compliance of the design-builder with laws relating to the contract **(up to ten percent)**; and
- (7) Such other information as may be secured having a bearing on the selection **(up to twenty percent)**.

The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84-712.01.

D. The District shall then evaluate and rank each proposal on the basis of best meeting the criteria in the request for proposals and taking into consideration the recommendation of the selection committee.

6. Procedures for Negotiations between the District and Design-Builders Submitting Proposals Prior to the District's Acceptance of a Proposal.

- A. The District may attempt to negotiate a DB Contract with the highest ranked Design-Builder selected by the Board and may enter into a DB Contract after negotiations.
- B. The negotiations shall include a final determination of the manner by which the design-builder selects a subcontractor.
- C. If the District is unable to negotiate a satisfactory DB Contract with the highest ranked Design-Builder, it may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the second highest ranked Design-Builder and may enter into a DB Contract with that Design-Builder after negotiations.
- D. If the District is unable to negotiate a satisfactory DB Contract with the second highest ranked Design-Builder, it may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the third highest ranked Design-Builder, if any, and may enter into a DB Contract with that Design-Builder after negotiations.
- E. If the District is unable to negotiate a satisfactory DB Contract with any of the ranked Design-Builders, it may either revise the RFP and solicit new Proposals or cancel the design-build process.
- F. If the District is able to negotiate a satisfactory contract with a design-builder, the District shall file a copy of all design-build contract documents with the State Department of Education within thirty days after their full execution. Within thirty days after completion of the project, the design-builder shall file a copy of all contract modifications and change orders with the State Department of Education.

7. Procedures for Filing and Acting on Formal Protests Relating to the Solicitation or Execution of DB Contracts.

- A. Definitions.
 - (1) Interested party shall mean an actual or prospective bidder whose direct economic interest would be affected by the award of a contract by the District to another party or by the failure of the District to award a contract to such actual or prospective bidder.
 - (2) Protest shall mean a written objection by an interested party on any phase of the bidding process, including specification, preparation, bid solicitation, and intent to award.

B. Right to Protest. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after public notice of the bid. Protests based on alleged apparent improprieties in a solicitation or other request for proposals must be filed before bid opening or the closing date for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the design-builder. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

- (1) The name and address of the interested party;
- (2) Appropriate identification of the relevant solicitation, and if a bid has been opened, its number, and date of opening;
- (3) A detailed statement of reasons for the protest;
- (4) Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
- (5) The action(s) the protestor desires the school district to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The school district shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the District.

C. Authority to Resolve Protests. Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a Decision to the protestor within a reasonable time after the written protest was

received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protester and all other bidders. If not satisfied with the decision of the Superintendent, any interested party protester may appeal to the Board, but the decision shall be final unless the interested party protester files a timely appeal with the Board.

D. Board Appeal Procedures. Any interested party protester, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. The school district board of education shall consider the Decision of the Superintendent and shall make the final decision on the protest. The school district board of education's decision shall be final.

8. Refinements and Changes. A DB Contract may be conditioned upon later refinements in scope and price and may permit the District, in agreement with the Design-Builder, to make changes in the project without invalidating the DB Contract. Later refinements shall not, however, exceed the scope of the project statement contained in the RFP.

9. Projects Excluded. The District shall not use a design-build contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

Adopted on: 10-12-20

Revised on: 7-12-21

Reviewed on: _____

3044

Incidental or De Minimis Use of Public Resources

The board prohibits its members and employees from using public resources for personal or political purposes as prohibited in the Nebraska Political Accountability and Disclosure Act ("Act"). However, the board recognizes that incidental or de minimis uses of public resources are sometimes necessary and within reason. The purpose of this policy is to comply with the Act and to authorize certain uses of public resources as permitted by the Act.

The following uses of public resources are permitted as incidental or de minimis:

- Limited communications with family members or other non-district employees for personal purposes, such as e-mails or text messages with a spouse using district hardware, software, internet, accounts, or other public resources so long as this communication does not distract from or interfere with employees performing their official duties, with interference determined in the sole and unfettered discretion of an employee's supervising administrator;
- Traveling to or from the person's home when the primary purpose serves the interests of the district. If an employee is unsure whether the primary purpose serves the interests of the district, the employee should obtain the approval of his or her supervising administrator, who is authorized to make that determination under this policy;
- Making a limited number of copies of personal documents when the person cannot make alternative arrangements;
- Using personal social media accounts or accessing appropriate websites which are consistent with the district's digital citizenship curriculum while off duty;
- Using district-owned computer programs, such as Word, Excel, Adobe, and others for personal purposes while off duty;
- Any other uses contained in the collective bargaining agreement or individual contract of the employee;
- Other uses by employees authorized by the superintendent or superintendent's designee. The board intends to allow the superintendent to authorize such uses on a case-by-case basis to the maximum extent permitted by the Act; and
- Other uses by the superintendent or board members authorized by the board president. The board intends to allow the board president to authorize such uses on a case-by-case basis to the maximum extent permitted by the Act

All uses pursuant to this policy must be (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. It is the responsibility of each board member or employee to account for their own tax liability, and the district will not indemnify or account for any personal use of public resources by the board member or employee.

All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Adopted on: 10-12-20
Revised on: _____
Reviewed on: 4-10-23

3045
Use of Sniffer Dogs

The board of education finds that the possession of illegal drugs and other contraband on school grounds is unlawful, is disruptive of the educational process, is harmful to students and staff, and is contrary to the interests of the school district. Accordingly, to minimize the presence of these items on school grounds, the administration is authorized to use sniffer dogs according to the protocol set forth in this policy.

Protocol for Use of Sniffer Dogs

1. The superintendent, or the building principal with the superintendent's permission, may initiate the use of specially trained sniffer dogs to conduct an inspection.
2. The administration will contact the canine provider and/or the appropriate law enforcement agency to schedule the use of a sniffer dog or dogs. The administration shall require an assurance from the provider that any sniffer dogs to be used in the school have been properly trained, and may request evidence of the training and/or certification of the dogs. In no event will the school district authorize a sniffer dog to sniff any person.
3. The superintendent or if designated by the superintendent, the building principal, and law enforcement representatives or canine provider will confer regarding the specific plan of areas to be inspected. The plan may involve any or all school building facilities, vehicles in the school parking lot, or other areas where student and staff vehicles are parked on school property during or after school hours.
4. If the inspection is scheduled for a day when school is in session, students and staff will be informed over the public address system, and will be directed to remain in their rooms until given further directions.
5. During the inspection, administrators may assign personnel to designated areas as deemed appropriate to assist in the smooth handling of the inspection.
6. After the inspection is finished, students and staff will be notified over the public address system, and will be thanked for their cooperation.
7. If the sniffer dog alerts, the alert will constitute reasonable cause for the administration to conduct a search of the property. If the sniffer

dog alerts on a vehicle on school grounds, the owner will be required to unlock the vehicle doors and trunk for further inspection of the interior of the vehicle. If the owner refuses to unlock the vehicle, the matter will be turned over to law enforcement authorities. The owner will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law. This may include discipline for the refusal to obey an administrative directive.

8. Any illegal drugs or contraband found on school grounds, whether in a desk, locker, vehicle, or any other place on school grounds, will be confiscated and turned over to law enforcement authorities. A student's parents will be contacted. The individual will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law.
9. At the conclusion of the inspection, school officials will confer with the canine provider and/or any law enforcement authorities who were involved in the inspection to review the results of the inspection. The administration may authorize any follow-up inspections or other action deemed appropriate.

NOTICE TO STUDENTS AND STAFF

Students and staff shall be informed of the District's policy regarding the use of sniffer dogs as soon as practicable after the adoption of this policy. Thereafter, students and staff shall be informed of the policy at the beginning of the school year. By this policy and/or via the provision in the student or staff handbook, students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Adopted on: 10-12-20

Revised on: _____

Reviewed on: 5-15-23