

## Regular Meeting of the St. Paul Board of Education

7:30 PM

August 13, 2018

Board Room, St. Paul Public School

The St. Paul School Board met in regular session on August 13, 2018 at 7:30 PM. The following board members were in attendance: Shelly Hueftle: Present, Jason Meinecke: Present, Janelle Morgan: Present, Marty Mrkvicka: Present, Dan Scheer: Present, Ken Swinarski: Present.

President Mrkvicka called the meeting to order at 7:30pm.

President Mrkvicka asked if there were any additions or corrections to the minutes of the previous meeting. None were made, and the minutes were declared approved.

The motion to approve the bills as presented by Superintendent Poppert, passed with a motion by Ken Swinarski and a second by Jason Meinecke.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Swinarski: Yea

Yea: 6, Nay: 0

Motion to pay the following from the Depreciation Fund: to WoodWind/Brasswind \$3,568.00; to WoodWind/Brasswind \$628.00; to John Poppert \$225.00 for a trumpet; and to Dustin Nilson \$275.00 for cabinet payment: passed with a motion by Marty Mrkvicka and a second by Shelly Hueftle.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Swinarski: Yea

Yea: 6, Nay: 0

As all receipts have been accounted for, the motion to pay the credit card bill as presented, passed with a motion by Shelly Hueftle and a second by Jason Meinecke.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Swinarski: Yea

Yea: 6, Nay: 0

The Superintendent presented the Financial Report.

There were no communications from the public.

Mrs. Hagen and Mrs. Paider shared information about science curriculum updates, "data day" on Sept. 17, the upcoming 7th grade experience at Camp Kaleo, assessments, and upcoming academic events. Mrs. Schulte shared information about special education numbers and staffing for the upcoming year. Mr. Peters shared the guidelines for funding state events. The Board/administration discussed the guidelines for money spent on meals and hotels at district/state events. A written guideline was provided by Mr. Peters, stating that the meal allowance for each coach and qualifier would be \$10/meal. Teams will attempt to stay at hotels at which breakfast is provided. Teams may go out for a special "team meal," one time per event, during which the entire meal will be paid for by the district. Participants will make reasonable food choices during this meal, but the cost of each meal may exceed the \$10 allowance. The \$10/meal allowance will be used to help cover the cost of this meal. Hotel rooms are provided for coaches and students with 3-4 students in a room and 1-2 coaches in a room. There is no set limit on the cost of hotel rooms due to the variability of room rates and availability during tournament times. However, it is understood that teams will stay in clean and comfortable rooms, that are not unreasonably priced. The school district will pay for hotels and meals at the above rate, for all paid coaches, regardless of the number of qualifiers. The district will pay for meals for volunteer coaches, but not hotel rooms. The district will pay for hotel rooms for student managers, but they are responsible for the costs of their own meals.

The Building committee had no report.

Mrs. Morgan shared information about strategies for improving Board relationships with the staff. The Board decided to make informal efforts to visit with and support staff members during the staff breakfast,

by classroom visits, and by attendance at inservices.

Motion to approve the Student Handbook as presented, passed with a motion by Dan Scheer and a second by Jason Meinecke.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Swinarski: Yea  
Yea: 6, Nay: 0

Motion to approve the faculty handbook, passed with a motion by Shelly Hueftle and a second by Janelle Morgan.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Swinarski: Yea  
Yea: 6, Nay: 0

Motion to approve the activity handbook, passed with a motion by Marty Mrkvicka and a second by Jason Meinecke.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Swinarski: Yea  
Yea: 6, Nay: 0

Motion to continue the Parent Involvement policy, as no changes were made this year, passed with a motion by Shelly Hueftle and a second by Marty Mrkvicka.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Swinarski: Yea  
Yea: 6, Nay: 0

Motion to declare the following as Excess Equipment and to have sealed bids to the office of the superintendent by Sept 13th: 3 computer carts; 1 time card holder; 3 teacher desks; 20 student desks; 1 4-pan Steam table; 1996 Lumina car: passed with a motion by Marty Mrkvicka and a second by Jason Meinecke.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Swinarski: Yea  
Yea: 6, Nay: 0

Motion to approve the Option Enrollment Report as presented, passed with a motion by Marty Mrkvicka and a second by Jason Meinecke.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Swinarski: Yea  
Yea: 6, Nay: 0

Mr. Poppert attempted to make contact with all the families that are optioning out. None expressed any concerns with the district. It was noted that enrollment has grown in recent days, not only by students optioning in, but by new students in the district registering to attend.

The Board reviewed Policy 5001 Attendance and Excessive Absenteeism. The Board discussed making a change to the policy regarding absences during inclement weather. The Board will formally discuss this change at the next meeting.

Motion to approve Brian Busse as a volunteer coach for cross country, passed with a motion by Marty Mrkvicka and a second by Jason Meinecke.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Swinarski: Yea  
Yea: 6, Nay: 0

Mr. Poppert reported that, as a result of the safety audit, St. Paul Public School was named to the Honor Roll for being in the top 10% statewide for Safety and Loss Control. The budget worksession was scheduled for Wed. August 22, 2018 at 7pm. Those interested in attending the labor relations conference are to let Mr. Poppert know in order to be registered. The Board calendar was reviewed.

Motion to go into executive session to discuss personnel to protect the public interest passed with a motion by Dan Scheer and a second by Shelly Hueftle.

Hueftle: Yea, Meinecke: Yea, Morgan: Yea, Mrkvicka: Yea, Scheer: Yea, Swinarski: Yea  
Yea: 6, Nay: 0

The Board went into executive session at 9:44pm.

The Board came out of executive session at 9:47pm.

No action was taken.

The meeting adjourned at 9:47pm.

President Mrkvicka noted that notice of the meeting was properly published in the Phonograph Herald and/or in 3 public places, per policy.

President Mrkvicka noted that the Open Meetings Law is posted on the wall of the meeting room.

The meeting was adjourned at \_\_\_\_\_.

Curt Dubas

Secretary

The St. Paul School Board met in special session on July 9, 2018 at 7:31 PM. President Mrkvicka stated that notice of the meeting was published in 3 public places, and/or the Phonograph Herald, and that the Open Meetings Law is posted on the wall of the meeting room. The following board members were in attendance: Shelly Harrahill: Present, Jason Meinecke: Absent, Janelle Morgan: Present, Marty Mrkvicka: Present, Dan Scheer: Present, Ken Swinarski: Absent.

Motion to excuse the absences of Jason Meinecke and Ken Swinarki passed with a motion by Marty Mrkvicka and a second by Janelle Morgan. Roll Call vote: Morgan – Yea; Mrkvicka – Yea; Scheer – Yea; Harrahill – Yea.

A public hearing was held on Policy 5018 Parental Involvement. There were no comments from the public.

The meeting was adjourned at 7:33pm.

Shelly Harrahill  
Secretary

The St. Paul School Board met in special session on July 9, 2018 at 7:35 PM. President Mrkvicka stated that notice of the meeting was published in 3 public places, and/or the Phonograph Herald, and that the Open Meetings Law is posted on the wall of the meeting room. The following board members were in attendance: Shelly Harrahill: Present, Jason Meinecke: Absent, Janelle Morgan: Present, Marty Mrkvicka: Present, Dan Scheer: Present, Ken Swinarski: Absent.

Motion to excuse the absences of Ken Swinarski and Jason Meinecke passed with a motion by Marty Mrkvicka and a second by Janelle Morgan. Roll Call vote: Morgan – Yea; Mrkvicka – Yea; Scheer – Yea; Harrahill – Yea.

The Board held a hearing regarding student fees. There were no comments from the public.

The meeting adjourned at 7:38pm.

Shelly Harrahill  
Secretary

The St. Paul School Board met in regular session on July 9, 2018 at 7:41 PM. President Mrkvicka stated that notice of the meeting was published in 3 public places, and/or the Phonograph Herald, and that the Open Meetings Law is posted on the wall of the meeting room. The following board members were in attendance: Shelly Harrahill: Present, Jason Meinecke: Present, Janelle Morgan: Present, Marty Mrkvicka: Present, Dan Scheer: Present, Ken Swinarski: Absent.

Motion to excuse the absence of Ken Swinarski passed with a motion by Marty Mrkvicka and a second by Dan Scheer. Roll Call vote: Meinecke – Yea; Morgan – Yea; Mrkvicka –Yea; Scheer – Yea; Harrahill – Yea.

President Mrkvicka asked if there were any additions or corrections to the minutes of the previous meeting(s). None were made, and the minutes were declared approved.

The motion to approve the bills as presented by Superintendent Poppert passed with a motion by Marty Mrkvicka and a second by Shelly Harrahill. Roll Call vote: Meinecke – Yea; Morgan – Yea; Mrkvicka –Yea; Scheer – Yea; Harrahill – Yea.

Motion to pay the following bills from the Depreciation fund: Big Tray, \$2,650.00, for a new steam tray for the kitchen, and Central Nebraska Restaurant, \$2,527.00, for a new ice maker for the kitchen, passed with a motion by Janelle Morgan and a second by Shelly Harrahill. Roll Call vote: Meinecke – Yea; Morgan – Yea; Mrkvicka –Yea; Scheer – Yea; Harrahill – Yea.

Motion to pay the credit card bill as presented, passed with a motion by Marty Mrkvicka and a second by Janelle Morgan. Roll Call vote: Meinecke – Yea; Morgan – Yea; Mrkvicka –Yea; Scheer – Yea; Harrahill – Yea.

The Superintendent presented the Financial Report.

There were no communications from the public.

The building committee reported that they had discussed the Junior High Locker room, flooring possibilities, and air conditioning for Mrs. Coufal's room. Mr. Poppert is obtaining a bid for the air conditioning. The last pour of cement for the parking lot is to be completed on July 9. The garage from the preschool area has been moved. The cement slab will need to be replaced. The men's restroom is near completion. The hallway tile has been installed.

Motion to table Item 8.2 passed with a motion by Jason Meinecke and a second by Shelly Harrahill. Roll Call vote: Meinecke – Yea; Morgan – Yea; Mrkvicka –Yea; Scheer – Yea; Harrahill – Yea.

Motion to table Item 8.3 passed with a motion by Marty Mrkvicka and a second by Jason Meinecke. Roll Call vote: Meinecke – Yea; Morgan – Yea; Mrkvicka –Yea; Scheer – Yea; Harrahill – Yea.

Motion to approve the following new policies: 3048 Communicable Diseases; 3049 Drones and Unmanned Aircraft; 3050 Technology in the Classroom; 6021 District Criteria for Selecting Evaluators to be Used for Special Education Evaluation; and 6036 Reading Instruction and Intervention Services, passed with a motion by Marty Mrkvicka and a second by Jason Meinecke. Roll Call vote: Meinecke – Yea; Morgan – Yea; Mrkvicka –Yea; Scheer – Yea; Harrahill – Yea.

Motion to work with First National Bank on the possibility of refinancing the bond, passed with a motion by Marty Mrkvicka and a second by Jason Meinecke. Roll Call vote: Meinecke – Yea; Morgan – Yea; Mrkvicka –Yea; Scheer – Yea; Harrahill – Yea.

Motion to approve revisions to Policy 3040.1, Student and Staff Memorials, passed with a motion by Dan Scheer and a second by Marty Mrkvicka. Roll Call vote: Meinecke – Yea; Morgan – Yea; Mrkvicka –Yea; Scheer – Yea; Harrahill – Yea.

Motion to approve updates to Policy 5045 Student Fees, passed with a motion by Marty Mrkvicka and a second by Jason Meinecke. Roll Call vote: Meinecke – Yea; Morgan – Yea; Mrkvicka –Yea; Scheer – Yea;; Harrahill – Yea.

The Board reviewed Policy 5057 Title 1 Parent Involvement. Mr. Poppert discussed ways that parents are involved in the school and the curriculum.

The Board reviewed Policy 5054 Student Bullying.

The Board reviewed the multicultural activities reports that teachers submitted.

Motion to approve the Option Enrollment report as presented, passed with a motion by Marty Mrkvicka and a second by Jason Meinecke. Roll Call vote: Meinecke – Yea; Morgan – Yea; Mrkvicka –Yea; Scheer – Yea; Harrahill – Yea.

Supt. Poppert asked the Board to think about a date to have the budget work session. A work session regarding activities will be held on August 6 at 6:00 PM at the Harrahill cabin.

The meeting adjourned at 8:51pm.

Shelly Harrahill  
Secretary

## August 2018 Vendor Bills

	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Amount</u>
	Advanced Climate Control Inc	6803	Install A/C in Ag Room	\$ 11,200.00
1	Total Advanced Climate Control Inc			\$ 11,200.00
	B2 ENVIRONMENTAL, INC.	20852	Post-Asbestos Air Clearance & Repor	\$ 1,300.00
2	Total B2 ENVIRONMENTAL, INC.			\$ 1,300.00
	BCN TELECOM	22526028	Phone bill	\$ 51.85
3	Total BCN TELECOM			\$ 51.85
	Black Hills Energy	442260067108062018	Gas service	\$ 742.25
	Black Hills Energy	442432314308062018	Gas service	\$ 252.04
	Black Hills Energy	657954202608062018	Gas service	\$ 33.07
	Black Hills Energy	658014305408062018	Gas service	\$ 53.69
	Black Hills Energy	800823568008062018	Gas service	\$ 27.12
4	Total Black Hills Energy			\$ 1,108.17
	Boggy Creek Express LLC	5645831-O	Pit repair mini van	\$ 45.00
5	Total Boggy Creek Express LLC			\$ 45.00
	BOMGAARS	07162018	Maint/Grounds/Tran supplies	\$ 602.45
6	Total BOMGAARS			\$ 602.45
	BRENNAN'S LAWN CARE INC.	07232018	Fertilizer and Application	\$ 1,316.00
7	Total BRENNAN'S LAWN CARE INC.			\$ 1,316.00
	Brown & Saenger	4016043-0	HS supplies	\$ 2,644.42
8*	Total Brown & Saenger			\$ 2,644.42
	Carpet Plus	57838	Carpet	\$ 1,748.88
	Carpet Plus	G57677	Tile	\$ 3,907.00
9	Total Carpet Plus			\$ 5,655.88
	CENTRAL NE COMMUNITY ACTION PARTNERSHIP, INC	07232018	4th qtr Sixpence	\$ 20,254.40
	CENTRAL NE COMMUNITY ACTION PARTNERSHIP, INC	07232018PS	4th qtr preschool bill	\$ 4,624.52
10	Total CENTRAL NE COMMUNITY ACTION PARTNERSHIP, INC			\$ 24,878.92
	Central Nebraska Rehabilitation Services	07092018	PT Services	\$ 259.20
11	Total Central Nebraska Rehabilitation Services			\$ 259.20
	CENTURY LINK	07102018	Phone bill	\$ 118.93
	CENTURY LINK	07102018ps	Phone bill PS	\$ 312.82
12	Total CENTURY LINK			\$ 431.75
	CHARTER COMMUNICATIONS	0100903072118	Internet service	\$ 481.28
	CHARTER COMMUNICATIONS	0101372072118	Cable TV	\$ 34.09

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	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Amount</u>
13	Total CHARTER COMMUNICATIONS			\$ 515.37
	CITY OF ST. PAUL	07062018	Zoning permit	\$ 25.00
	CITY OF ST. PAUL	07252018	2nd qtr shared Library exp	\$ 6,105.92
	CITY OF ST. PAUL	08062018	Utilities	\$ 10,141.24
14	Total CITY OF ST. PAUL			<u>\$ 16,272.16</u>
	Country Boy Flooring	07202018	Carpet install	\$ 690.00
15	Total Country Boy Flooring			<u>\$ 690.00</u>
	CRESCENT ELECTRIC SUPPLY	S505363441.001	Maint supplies	\$ 391.10
16	Total CRESCENT ELECTRIC SUPPLY			<u>\$ 391.10</u>
	DAS State Accounting-Central Finance	1121660	Internet monthly fee	\$ 234.93
17	Total DAS State Accounting-Central Finance			<u>\$ 234.93</u>
	EAKES OFFICE SOLUTIONS	7515954-0	English dept supplies	\$ 96.90
	EAKES OFFICE SOLUTIONS	7515956-0	Elem supplies	\$ 114.29
	EAKES OFFICE SOLUTIONS	7515957-0	Elem supplies	\$ 249.74
	EAKES OFFICE SOLUTIONS	7515958-0	Science dept supplies	\$ 298.61
	EAKES OFFICE SOLUTIONS	7515959-0	Elem supplies	\$ 201.02
	EAKES OFFICE SOLUTIONS	7515960-0	Spanish dept supplies	\$ 128.74
	EAKES OFFICE SOLUTIONS	7515961-0	Music dept supplies	\$ 483.60
	EAKES OFFICE SOLUTIONS	7515962-0	SS dept supplies	\$ 54.78
	EAKES OFFICE SOLUTIONS	7515963-0	Elem supplies	\$ 508.65
	EAKES OFFICE SOLUTIONS	7515964-0	Elem supplies	\$ 207.12
	EAKES OFFICE SOLUTIONS	7515965-0	Math dept supplies	\$ 74.88
	EAKES OFFICE SOLUTIONS	7515968-0	FACS supplies	\$ 157.71
	EAKES OFFICE SOLUTIONS	7528499-0	Ag Ed supplies	\$ 246.91
	EAKES OFFICE SOLUTIONS	7528500-0	SS dept supplies	\$ 34.90
	EAKES OFFICE SOLUTIONS	7528501-0	SS dept supplies	\$ 124.07
	EAKES OFFICE SOLUTIONS	7528502-0	Math dept supplies	\$ 69.51
	EAKES OFFICE SOLUTIONS	7535522-0	Sped supplies	\$ 70.63
	EAKES OFFICE SOLUTIONS	7535523-0	Sped supplies	\$ 92.80
	EAKES OFFICE SOLUTIONS	7554245-0	Chair	\$ 148.69
	EAKES OFFICE SOLUTIONS	7554636-0	Ag Ed supplies	\$ 370.79
	EAKES OFFICE SOLUTIONS	7554637-0	Elem supplies	\$ 2,793.46
	EAKES OFFICE SOLUTIONS	7554638-0	HS supplies	\$ 1,051.79
	EAKES OFFICE SOLUTIONS	7554769-0	Elem supplies	\$ 299.47
	EAKES OFFICE SOLUTIONS	7559842-0	Printer supplies	\$ 57.99
	EAKES OFFICE SOLUTIONS	7559842-1	Printer supplies	\$ 41.32
	EAKES OFFICE SOLUTIONS	7576736-0	Elem supplies	\$ 40.75
	EAKES OFFICE SOLUTIONS	7576736-2	Elem supplies	\$ 96.92
	EAKES OFFICE SOLUTIONS	7576737-0	Elem supplies	\$ 250.49
18*	Total EAKES OFFICE SOLUTIONS			<u>\$ 8,366.53</u>
	EGAN SUPPLY CO.	286687	Equipment repair	\$ 924.19
19	Total EGAN SUPPLY CO.			<u>\$ 924.19</u>

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	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Amount</u>
	ESU COORDINATING COUNCIL	AEPA000818	Internet filter 1 year	\$ 2,065.25
20	Total ESU COORDINATING COUNCIL			<u>\$ 2,065.25</u>
	ETR	IP224925	Elem and High School Health Curric	\$ 3,231.11
21	Total ETR			<u>\$ 3,231.11</u>
	Future Seven LLC	07312018	Lodging B. Cates	\$ 335.00
22	Total Future Seven LLC			<u>\$ 335.00</u>
	Heartland Disposal	7567	Trash disposal	\$ 540.84
	Heartland Disposal	9038	Monthly service fee	\$ 260.00
	Heartland Disposal	9315	Trash disposal	\$ 56.83
23	Total Heartland Disposal			<u>\$ 857.67</u>
	HOMETOWN MARKET	07212018A	Maint supplies	\$ 47.60
24	Total HOMETOWN MARKET			<u>\$ 47.60</u>
	HOWARD COUNTY MEDICAL CENTER	CHAK4830	Driver testing	\$ 30.00
25	Total HOWARD COUNTY MEDICAL CENTER			<u>\$ 30.00</u>
	INCLUSIVE TLC	28629	Software Subscription to HelpKidz L	\$ 109.00
26*	Total INCLUSIVE TLC			<u>\$ 109.00</u>
	Irvine, Virginia	83188	Maint supplies	\$ 160.80
27	Total Irvine, Virginia			<u>\$ 160.80</u>
	JIM'S TRUCK STOP	07302018	Fuel	\$ 526.30
28	Total JIM'S TRUCK STOP			<u>\$ 526.30</u>
	JORGENSEN ELECTRIC	2018-2048	Repair exhaust fan	\$ 255.49
29	Total JORGENSEN ELECTRIC			<u>\$ 255.49</u>
	JW PEPPER & SON, INC.	03572249	Music dept supplies	\$ 660.00
30	Total JW PEPPER & SON, INC.			<u>\$ 660.00</u>
	Kid Academy	0020	March 2018 billing	\$ 626.32
	Kid Academy	0021	April 2018 billing	\$ 486.31
	Kid Academy	0022	May 2018 billing	\$ 483.51
	Kid Academy	0023	June 2018 billing	\$ 181.00
31	Total Kid Academy			<u>\$ 1,777.14</u>
	KSB School Law	4943	Legal services	\$ 44.00
32	Total KSB School Law			<u>\$ 44.00</u>
	KWIK STOP	07312018	Fuel	\$ 354.96
33	Total KWIK STOP			<u>\$ 354.96</u>

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	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Amount</u>
	Lincoln Lock & Safe	198386	Supplies	\$ 47.00
34	Total Lincoln Lock & Safe			\$ 47.00
	LOUP CENTRAL LANDFILL	06302018	Trash disposal	\$ 58.13
	LOUP CENTRAL LANDFILL	07312018	Trash disposal	\$ 7.59
35	Total LOUP CENTRAL LANDFILL			\$ 65.72
	Maly, Stephanie	100061	Sprinkler repairs	\$ 204.70
36	Total Maly, Stephanie			\$ 204.70
	MCGRAW-HILL EDUCATION, INC	103784263001	Reading materials	\$ 691.47
37*	Total MCGRAW-HILL EDUCATION, INC			\$ 691.47
	MENARDS	54209	Maint supplies	\$ 161.28
	MENARDS	54542	Maint supplies	\$ 96.85
	MENARDS	55301	Maint supplies	\$ 195.91
	MENARDS	55668	Grounds upkeep supplies	\$ 369.77
	MENARDS	55777	Maint supplies	\$ 612.94
	MENARDS	56239	Maint supplies	\$ 428.58
	MENARDS	56374	Supplies	\$ 273.98
38	Total MENARDS			\$ 2,139.31
	Music in Motion	00717584	Elem music supplies	\$ 1,366.15
39*	Total Music in Motion			\$ 1,366.15
	National Art & School Supplies Inc	688680	Supplies	\$ 224.45
40*	Total National Art & School Supplies Inc			\$ 224.45
	NEBRASKA SAFETY & FIRE EQUIP.	14175	Annual monitoring fee	\$ 360.00
	NEBRASKA SAFETY & FIRE EQUIP.	88710	Fire and Sprinkler Insp	\$ 725.00
	NEBRASKA SAFETY & FIRE EQUIP.	88711	Range Hood Fire Ext Inspection	\$ 200.00
41	Total NEBRASKA SAFETY & FIRE EQUIP.			\$ 1,285.00
	NEBRASKA TRUCK CENTER, INC	G47509	Bus repairs	\$ 274.49
42	Total NEBRASKA TRUCK CENTER, INC			\$ 274.49
	NEBRASKA/CENTRAL EQUIPMENT, INC.	0158854-IN	Parts for Bus #9	\$ 515.55
43	Total NEBRASKA/CENTRAL EQUIPMENT, INC.			\$ 515.55
	OFFICENET	IN26817	Supplies	\$ 41.20
	OFFICENET	IN29783	Copier usage	\$ 17.99
	OFFICENET	IN29784	Copier usage	\$ 83.44
	OFFICENET	IN29785	Copier usage	\$ 35.26
44	Total OFFICENET			\$ 177.89
	One Source The Background Check Compar	4408-20180731	Background cks/E-Verify	\$ 158.00
45	Total One Source The Background Check Company			\$ 158.00
	OVERLAND READY MIXED	78741	Maint supplies	\$ 95.00

## August 2018 Vendor Bills

	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Amount</u>
	OVERLAND READY MIXED	TX79286	Grounds upkeep supplies	\$ 950.00
	OVERLAND READY MIXED	TX79548	Work at PS bldg	\$ 1,155.57
46	Total OVERLAND READY MIXED			<u>\$ 2,200.57</u>
	PARTITION PLUS INC	22989BM	Toilet Partitions	\$ 4,127.00
47	Total PARTITION PLUS INC			<u>\$ 4,127.00</u>
	PARTS BIN, INC., THE	07312018	Transportation Maint supplies	\$ 157.57
48	Total PARTS BIN, INC., THE			<u>\$ 157.57</u>
	Pearson Clinical Assessment	11723606	Diagnostic Assessment Tools	\$ 8,004.01
49*	Total Pearson Clinical Assessment			<u>\$ 8,004.01</u>
	PRESTO-X COMPANY	8573138	Pest control	\$ 90.00
	PRESTO-X COMPANY	8577374	Service at PS	\$ 31.50
50	Total PRESTO-X COMPANY			<u>\$ 121.50</u>
	QUALITY INN	42670271	Elem/Sec Principal lodging	\$ 104.95
	QUALITY INN	42670284	Supt lodging	\$ 104.95
51	Total QUALITY INN			<u>\$ 209.90</u>
	Rasmussen Mechanical Services	SRV057148	Work on chiller	\$ 5,398.00
52	Total Rasmussen Mechanical Services			<u>\$ 5,398.00</u>
	REALLY GOOD STUFF, INC.	6543351	Elem music supplies	\$ 289.43
53*	Total REALLY GOOD STUFF, INC.			<u>\$ 289.43</u>
	Rice Electric	19-CI418	Elem back lights	\$ 2,350.00
54	Total Rice Electric			<u>\$ 2,350.00</u>
	S.E. SMITH & SONS	07252018	Bldg and Grounds Maint	\$ 1,027.75
55	Total S.E. SMITH & SONS			<u>\$ 1,027.75</u>
	Schmitt High Dro Tech LLC	39416	Extinguisher inspections	\$ 373.00
56	Total Schmitt High Dro Tech LLC			<u>\$ 373.00</u>
	SCHOOL SPECIALTY INC.	208103050334	High School supplies	\$ 517.62
	SCHOOL SPECIALTY INC.	208120981588	High School Supplies	\$ 242.84
57*	Total SCHOOL SPECIALTY INC.			<u>\$ 760.46</u>
	SHERWIN-WILLIAMS	4528-7	Maint supplies	\$ 76.08
	SHERWIN-WILLIAMS	8971-2	Maint supplies	\$ 116.67
58	Total SHERWIN-WILLIAMS			<u>\$ 192.75</u>
	SMITH WELDING	5019	Maint supplies	\$ 16.00
	SMITH WELDING	5147	Bench braces	\$ 590.66
	SMITH WELDING	5276	Ag Education supplies	\$ 24.62

## August 2018 Vendor Bills

	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Amount</u>
59	Total SMITH WELDING			\$ 631.28
	ST. PAUL ACTIVITY ACCT.	08092018	Transfer to Athletics	\$ 10,000.00
60	Total ST. PAUL ACTIVITY ACCT.			\$ 10,000.00
	ST. PAUL DIST REIMBURSE ACCT	08012018	August reimbursements	\$ 1,900.73
61	Total ST. PAUL DIST REIMBURSE ACCT			\$ 1,900.73
	ST. PAUL SCHOOL DISTRICT #1	08032018	Transfer for Bus	\$ 45,000.00
	ST. PAUL SCHOOL DISTRICT #1	08082018	Transfer for Bleachers	\$ 50,000.00
62	Total ST. PAUL SCHOOL DISTRICT #1			\$ 95,000.00
	Stepanek, Jason	694911	Football field restroom	\$ 3,218.00
	Stepanek, Jason	694912	New water & drain lines Elem	\$ 933.00
	Stepanek, Jason	694913	Unplug drain	\$ 105.00
	Stepanek, Jason	694915	Repairs in Mens room HS	\$ 127.50
63	Total Stepanek, Jason			\$ 4,383.50
	Stuart's Flowers 'N Produce	07312018A	Ag Ed supplies	\$ 595.46
	Stuart's Flowers 'N Produce	07312018B	Ag Ed supplies	\$ 924.50
64*	Total Stuart's Flowers 'N Produce			\$ 1,519.96
	STUHR MUSEUM OF PRAIRIE PION	5777	HATS program	\$ 305.50
	STUHR MUSEUM OF PRAIRIE PION	5840	HATS program	\$ 220.00
65	Total STUHR MUSEUM OF PRAIRIE PION			\$ 525.50
	SupplyWorks	448455162	Maint supplies	\$ 702.82
	SupplyWorks	450339874	Maint supplies	\$ 95.52
	SupplyWorks	450339882	Maint supplies	\$ 4,892.15
66	Total SupplyWorks			\$ 5,690.49
	TAESE/USU	TriSt_57	Registration Tri-State Law Conf	\$ 420.00
67	Total TAESE/USU			\$ 420.00
	TOMMY-RENE PRINTERS, INC	06302018	Supplies and printing	\$ 206.17
	TOMMY-RENE PRINTERS, INC	07312018	Printing & Advertising	\$ 188.72
68	Total TOMMY-RENE PRINTERS, INC			\$ 394.89
	Twin Rivers Urgent Care, LLC	07052018	Driver physicals LP, TK	\$ 190.00
69	Total Twin Rivers Urgent Care, LLC			\$ 190.00
	U.S. BANK	07252018	Supplies/Books/Lodging	\$ 471.12
70	Total U.S. BANK			\$ 471.12
	U S BANK EQUIPMENT FINANCING	362967267	Copier lease	\$ 679.60
71	Total U S BANK EQUIPMENT FINANCING			\$ 679.60

## August 2018 Vendor Bills

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Amount</u>
WAGeworks	INV820027	Monthly fees	\$ 233.75
72 Total WAGeworks			<u>\$ 233.75</u>
Williams Cleaners	10895	Clean NHS stoles	\$ 106.78
73 Total Williams Cleaners			<u>\$ 106.78</u>
Woodwind & Brasswind	ARINV42308396	Instrumental Music supplies & equip	\$ 330.00
Woodwind & Brasswind	ARINV42314590	Instrumental Music supplies & equip	\$ 790.00
74* Total Woodwind & Brasswind			<u>\$ 1,120.00</u>
WPS	WPS-221586	ADOS Test Kit	\$ 3,945.70
75* Total WPS			<u>\$ 3,945.70</u>
Total General Fund bills			<u>\$ 246,917.21</u>
August 2018 salaries and benefits			<u>\$ 512,332.45</u>
Grand Total General Fund expenditures			<u><u>\$ 759,249.66</u></u>

US Bank Credit Card  
July 25, 2018 billing

Paid by Activity Account	\$	-	
General Fund			\$ 471.12
Elementary supplies	\$	188.26	
Elementary books	\$	85.35	
Elem Principal meals	\$	6.79	
HS teacher lodging	\$	140.08	
HS software license	\$	40.00	
Activity itunes license	\$	10.64	
	\$	471.12	



U.S. BANK  
P.O. BOX 6343  
FARGO ND 58125-6343



ACCOUNT NUMBER 4485 5945 5558 2731  
STATEMENT DATE 07-25-2018  
AMOUNT DUE \$471.12  
NEW BALANCE \$471.12  
PAYMENT DUE ON RECEIPT



000051225 01 SP 0.510 106481668807749 P  
ST PAUL PUBLIC SCHOOLS  
ATTN JOHN POPPERT  
PO BOX 325  
ST. PAUL NE 68873-0325

AMOUNT ENCLOSED  
\$

Please make check payable to  
U.S. BANK

U.S. BANK  
P.O. BOX 790428  
ST. LOUIS, MO 63179-0428

4485594555582731 000047112 000047112

Please tear payment coupon at perforation.

**CORPORATE ACCOUNT SUMMARY**

ST. PAUL PUBLIC SCHO 4485 5945 5558 2731	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	New = Balance
Company Total	\$3,664.79	\$480.84	\$0.00	\$0.00	\$0.00	\$9.72	\$3,664.79	\$471.12

**CORPORATE ACCOUNT ACTIVITY**

ST. PAUL PUBLIC SCHOOLS 4485-5945-5558-2731	TOTAL CORPORATE ACTIVITY			
	\$3,664.79 CR			
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-17	07-13	7479826819800000000477	PAYMENT - THANK YOU 00000 C	3,664.79 PY

**NEW ACTIVITY**

ATHLETICS 4485-5910-0148-5964	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$10.64	\$0.00	\$10.64
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-20	07-19	24692168200100667470649	APL* ITUNES.COM/BILL 866-712-7753 CA	10.64

**CUSTOMER SERVICE CALL**

800-344-5696

**ACCOUNT NUMBER**

4485-5945-5558-2731

**ACCOUNT SUMMARY**

PREVIOUS BALANCE	3,664.79
PURCHASES & OTHER CHARGES	480.84
CASH ADVANCES	.00
CASH ADVANCE FEES	.00
LATE PAYMENT CHARGES	.00
CREDITS	9.72
PAYMENTS	3,664.79
<b>ACCOUNT BALANCE</b>	<b>471.12</b>

STATEMENT DATE 07/25/18  
DISPUTED AMOUNT .00

**SEND BILLING INQUIRIES TO:**

U.S. BANK  
P.O. Box 6335  
Fargo, ND 58125-6335

**AMOUNT DUE**

471.12



Company Name: ST PAUL PUBLIC SCHOOLS
Corporate Account Number: 4485 5945 5558 2731
Statement Date: 07-25-2018

**NEW ACTIVITY**

<b>ELEMENTARY</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
4485-5906-0002-1766	\$9.72	\$290.12	\$0.00	\$280.40

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-28	06-27	24164078178091007860003	TARGET 00008573 KEARNEY NE	38.76
06-28	06-26	24639238178900011545078	BERGMAN INCENTIVES INC. 402-6617900 NE	159.22
07-03	07-02	24431068184083715396446	AMAZON.COM AMZN.COM/BILL AMZN.COM/BILL WA	85.35
07-04	07-02	74639238184900012101621	BERGMAN INCENTIVES INC. 402-6617900 NE	9.72 CR
07-16	07-12	24013398194002592531714	IMPERIAL PALACE EXPRESS KEARNEY NE	6.79

<b>HIGH SCHOOL</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
4485-5907-0002-1385	\$0.00	\$180.08	\$0.00	\$180.08

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-28	06-26	74198818178825664629514	PAYPAL *NOVISIGN 4029357733	40.00
07-16	07-12	24736938194002646072862	HOLIDAY INN EXPRESS LINCO LINCOLN NE	140.08

Department: 00000 Total:	\$471.12
Division: 00000 Total:	\$471.12



# St. Paul Public School

DISTRICT NO. 1  
P.O. Box 325  
St. Paul, Nebraska 68873

Phone (308) 754-4433

Fax (308) 754-5374



JENNIFER HAGEN  
SECONDARY PRINCIPAL

RICK PETERS  
ACTIVITIES DIRECTOR

JOHN POPPERT  
SUPERINTENDENT

KIM SCHULTE  
SPECIAL EDUCATION DIRECTOR

SARA PAIDER  
ELEMENTARY PRINCIPAL

**BOARD OF EDUCATION**

**PAGE 1**

**August 13, 2018**

## FINANCIAL REPORT

### GENERAL FUND

BEGINNING BALANCE		\$	3,704,266.60
RECEIPTS:			
J. STEPANEK (Garage)	\$	500.00	
LOCAL TAXES	\$	72,952.70	
CITIZENS MMA INTEREST	\$	21.53	
CITIZENS CKG INTEREST	\$	5.58	
ICS CHECKING INTEREST	\$	1,258.93	
ICS CD INTEREST	\$	249.48	
TOTAL RECEIPTS		\$	<u>74,988.22</u>
TOTAL AVAILABLE		\$	<u>3,779,254.82</u>
LESS DISBURSEMENTS FOR AUGUST 13, 2018 BOARD MEETING:			
BILLS	\$	(246,917.21)	
SALARIES & BENEFITS	\$	(512,332.45)	
		\$	<u>(759,249.66)</u>
<b>GRAND TOTAL GENERAL FUND</b>		\$	<b>3,020,005.16</b>

**GENERAL FUND TOTAL FROM AUGUST 14, 2017**

**\$3,810,546.07**

<u>BUILDING MAINTENANCE FUND</u>			
BEGINNING BALANCE			\$ 2,387.89
	JULY INTEREST		\$ 0.11
			\$ 2,388.00
MONEY MARKET	BEGINNING BALANCE	\$ 284,455.11	
	LOCAL TAXES	\$ 1,193.47	
	JULY INTEREST	\$ 111.98	
			\$ 285,760.56
<b>GRAND TOTAL BUILDING MAINTENANCE FUND</b>			<b>\$ 288,148.56</b>
	2017-2018 BLDG FUND BUDGET	\$ 357,472.00	
	YEAR TO DATE EXPENSES	\$ -	
	REMAINING BUDGET	\$ 357,472.00	

<u>DEPRECIATION FUND</u>			
BEGINNING BALANCE			\$ 117.70
	TRANSFER FROM MMA		\$ 4,696.00
	WOODWIND BRASSWIND		\$ (3,568.00)
	WOODWIND BRASSWIND		\$ (628.00)
	JOHN POPPERT		\$ (225.00)
	A+CONSTRUCTION (Nilson)		\$ (275.00)
	JULY INTEREST		\$ 0.05
			\$ 117.75
MONEY MARKET	BEGINNING BALANCE	\$ 567,605.45	
	REFUND FROM OFFICENET	\$ 275.00	
	TRANSFER TO MMA	\$ (4,696.00)	
	JULY INTEREST	\$ 224.70	
			\$ 563,409.15
<b>GRAND TOTAL DEPRECIATION FUND</b>			<b>\$ 563,526.90</b>
	2017-2018 DEPR FUND BUDGET	\$ 520,785.00	
	YEAR TO DATE EXPENSES	\$ (47,476.40)	
	REMAINING BUDGET	\$ 473,308.60	

<u>BOND FUND</u>			
BEGINNING BALANCE			\$ 239.69
	JULY INTEREST		\$ 0.01
			\$ 239.70
MONEY MARKET	BEGINNING BALANCE	\$ 236,206.31	
	COUNTY TREASURER	\$ 3,619.61	
	JULY INTEREST	\$ 71.92	
			\$ 239,897.84
<b>GRAND TOTAL BOND FUND</b>			<b>\$ 240,137.54</b>

2017-2018 BOND FUND BUDGET	\$ 677,781.00
YEAR TO DATE EXPENSES	\$ (360,443.75)
REMAINING BUDGET	\$ 317,337.25

<u>EMPLOYEE BENEFIT FUND</u>			
BEGINNING BALANCE			\$ 93.31
	JULY INTEREST		\$ -
			\$ 93.31
MONEY MARKET	BEGINNING BALANCE	\$ 16,233.92	
	JULY INTEREST	\$ 3.56	
			\$ 16,237.48
<b>GRAND TOTAL EMPLOYEE BENEFIT FUND</b>			<b>\$ 16,330.79</b>

2017-2018 EMP BEN BUDGET	\$ 16,297.00
YEAR TO DATE EXPENSES	\$ -
REMAINING BUDGET	\$ 16,297.00

<u>HOT LUNCH FUND</u>			
BEGINNING BALANCE			\$ 25,800.90
	RECEIPTS		\$ 1,444.96
	CONVENIENCE FEES		\$ 8.00
TOTAL AVAILABLE			\$ 27,253.86
	LESS DISBURSEMENTS		\$ (4,296.30)
	VANCO INVOICED FEES		\$ -
	VANCO PROCESSING FEES		\$ (21.60)
			\$ 22,935.96
MONEY MARKET	BEGINNING BALANCE	\$ 27,810.35	
	JULY INTEREST	\$ 7.32	
			\$ 27,817.67
<b>GRAND TOTAL HOT LUNCH FUND</b>			<b>\$ 50,753.63</b>

GRAND TOTAL HOT LUNCH FUND FROM AUGUST 14, 2017 \$ 52,907.56

2017-2018 LUNCH FUND BUDGET	\$ 425,000.00
YEAR TO DATE EXPENSES	\$ (339,734.85)
REMAINING BUDGET	\$ 85,265.15

MONTHLY FINANCIAL REPORT

July 2018

Number			
100	GENERAL FUND		\$ 766.87
101	STUDENT AGENDA		\$ 1,081.48
103	WILDCAT EXPRESS		\$ 1,267.93
104	ELEMENTARY		\$ 3,281.04
105	ESU REIMBURSEMENT		\$ 3,036.03
106	INTEREST		\$ 774.02
107	WILDCAT BUCK PROGRAM		\$ -
108	DL CLASSES		
113	YEARBOOK		\$ 1,267.24
213	CLASS OF 2018		\$ -
214	CLASS OF 2021 (SOPHOMORES)		\$ 899.04
215	CLASS OF 2019 (SENIORS)		\$ 3,287.91
216	CLASS OF 2020 (JUNIORS)		\$ 1,380.15
217	CLASS OF 2022 (FRESHMAN)		\$ -
302	CHEER SQUAD		\$ 12,109.94
303	ROBOTICS		\$ 585.48
304	DANCE SQUAD		\$ 6,193.40
320	SCHOLARSHIP		\$ 23,033.78
340	VOCAL MUSIC		\$ 325.50
350	INSTRUMENTAL MUSIC		\$ 63.18
360	MUSICAL/VARIETY SHOW		\$ 2,177.34
362	ALL SCHOOL PLAY		\$ 1,390.39
370	STUDENT COUNCIL		\$ 438.28
380	SENIOR ART TRIP		\$ 579.92
381	ART CLUB		\$ 1,198.10
390	TRANSPORTATION FUND		\$ 3,073.03
500	ATHLETICS		\$ 1,852.11
501	WRESTLING - BOLLING		\$ 857.03
502	WEIGHT ROOM KEYS		\$ 1,747.51
503	FOOTBALL - FULLER		\$ 877.35
504	GIRLS BASKETBALL - RUNCIE		\$ 2,066.34
506	BOYS BASKETBALL - REINSCH		\$ (298.73)
507	VOLLEYBALL - KOEHN		\$ 1,104.96
508	SOFTBALL - VOLK		\$ 1,098.75
509	CONCESSIONS		\$ 12,895.09
600	FFA		\$ 10,699.57
602	MATILDA		\$ 4,463.34
700	FCCLA		\$ 6,387.49
800	FBLA		\$ 1,212.06
801	MATH/SCIENCE CLUB		\$ 9,774.80
			\$ 122,947.72
	2017-2018 BUDGET		\$ 400,000.00
	YEAR TO DATE EXPENSES		\$ 329,693.28
	REMAINING BUDGET		\$ 70,306.72

**Sara Paider and Jennifer Hagen**  
*Elementary Principal and Secondary Principal - St. Paul Public School*  
**Rick Peters and Kim Schulte**  
*HS Assistant Principal and Special Education Director*  
**August 13, 2018 Board Meeting**

***The mission of the St. Paul Public Schools is to provide a comprehensive and enriching education for all students.***

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- **K-12 School Improvement: Goal = To increase Kindergarten through 12th grade reading skills.**
  - **School Improvement Meeting Information:**
    - The team will meet to discuss our next steps for this year once we get underway.
  - **Data (new tests/actual results from assessments and/or surveys):**
    - Just a note... Mrs. Buchanan, Mrs. Hill, Mrs. Lukasiewicz, and Mrs. Hand attended a 3 day NDE work session this summer to work on writing state test questions (Science will be next... we'll see if we ever get to Social Studies). They also created the cut scores for the state with educators from around the state. In talking with these folks, they shared that the questions are much more rigorous than in the past (and cut scores will be harder to achieve)...so expect to see an implantation dip in scores this year for sure.
  - **Curriculum:**
    - After we completed our HELP Institute we purchased the K-12 Health curriculum to better meet all of the health standards (we have not had a comprehensive program before).
  - **Instruction and Staff Development:**
    -
  - **Assessment:**
    - MAPS (3-6, 7-11) - Fall, Winter, and Spring (k-6 only)
    - DIBELS K-6 - Fall, Winter, and Spring
    - NSCAS (old NeSA) - R, M, S (3-8) - April
    - ASVAB (11th) - Sept. 26
    - ACT (11th) - April
    - Accuplacer (11th/12th) - Spring
  - **Other:**
    - Open House scheduled for Monday, August 13th.
    - Staff Breakfast/Coffee Cart Tuesday August 14th provided by Board of Education.
    - August 21st and 22nd - 7th grade Kamp Kaleo
    - August 20th - 24th - Homecoming Week (1:30 out on Friday)
    - August 23rd and 24th – Student pictures
    - August 29th - Band students at State Fair
    - August 31st - 8th Grade goes to UNL for Challenge Course ?
    - September 3rd - No School...Labor Day
    - September 10th - Jostens here - 1st period = sophomores look at rings, 2nd period = seniors pick caps/gowns
    - September 12th and 13th - MAP testing
    - September 17th - Data Day
    - September 26th - ASVAB for Juniors in the morning
    - September 26th and 27th - PT Conferences, 2:00 outs
    -
  - **Rick Peters:**
  - **Sped (Kim Schulte):**

**2018-2019 Option Students**  
**August**

**Option In**

<b><u>NAME</u></b>	<b><u>GRADE</u></b>	<b><u>FROM</u></b>
Alexander Cardenas	4	Centura
Alex Cramer	5	GINW
Parker Cramer	8	GINW
Hunter Cramer	9	GINW

**Option Out**

<b><u>NAME</u></b>	<b><u>GRADE</u></b>	<b><u>TO</u></b>
Keylee Gregg	K	Elba
Nolan Gross	K	Elba
Jaylynn Hutson	K	Elba
Madeline Koperski	5	Palmer
Alyssa Rasmussen	7	Elba
Tasia Silva-Herbig	8	Elba

## **5001 Compulsory Attendance and Excessive Absenteeism**

*"School success is 90 percent showing up; the other half is mental." Yogi Berra*

Research on policies and practices that effectively encourage regular student attendance share some key components:

1. Education of parents regarding school attendance requirements.
2. Effective policies and practices to monitor attendance.
3. Clear definition of excessive absenteeism and a two-stage response to excessive absences.

The board has considered this educational research and used it to create the following policy on Compulsory Attendance and Excessive Absenteeism.

### **Required Attendance**

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

### **Mandatory Attendance Age**

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

### **Discontinuing Enrollment – 5 Year Old Students**

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or

actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

### **Discontinuing Enrollment – 16 and 17 Year Old Students**

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

### **Attendance Officer**

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

### **Expectations for Regular Attendance:**

1. Students are expected to attend every class, every day.
2. "Medical" absences shall be:
  - a. excused absences when a licensed health care provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice, the student is so physically or mentally ill that attendance impractical or impossible.
3. "Activity" absences shall be:
  - . excused when a student attends a mandatory school-sponsored activity;

- a. excused when a student has been suspended or expelled from school by the school district;
  - b. excused absences that are required by law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district;
  - c. excused absences for the observance of religious holidays of the student's own faith; and
  - d. excused when upperclassmen wish to visit a college of their choice with Administrator or Counselor approval. Upperclassmen wishing to attend a college should bring a note from their parents, make arrangements with the college or university, schedule the visit with the Guidance Counselor, and secure an admit slip to be signed by the student's teacher.
4. "Excused" absences shall be:
- . excused absences when the Nebraska State Patrol confirms in writing that weather conditions have made the roads impassable so that the student's attendance impracticable or impossible.
  - a. excused absences marked "illness" for all minor illnesses of a student, including the illness of a student's child when a parental note is written.
  - b. excused for all other absences, such as family events, funerals, or weddings when a parental note is written.
5. **High school** students must not be absent from any course more than ten days in any given quarter in order to earn academic credit for that course for that quarter. Students who lose credit in any given course due to absences may appeal that loss of credit to his/her building principal.

## **Response to Absences**

1. An automated call will be sent out to parents via telephone for every absence, if the parent has not contacted the school in advance.
2. When a student receives 5 excused and/or unexcused absences or the hourly equivalent in any quarter, the Attendance Officer will follow the procedure for addressing barriers to the student's attendance
3. When a student is absent (excused or unexcused) more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer must file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer must file a report with the appropriate county attorney (NEB. REV. STAT. § 43-247(3)(a) and (b).

4. Any high school student who is absent more than ten (10) times per class per semester is subject to loss of grades and credits for any course(s) in which the absences occurred during that semester and/or summer school.

Adopted on: July 10, 2017

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

Reviewed on: \_\_\_\_\_