

Board of Education Regular Meeting

Monday, July 21, 2025 6:00 PM

Board Room
323 N. 7th Ave
Broken Bow, NE 68822

Attendance Taken at 5:52 PM.

Colby Fisher: Absent

Pam Holcomb: Absent

Jennifer Jackson: Present

Tom Osmond: Present

Amy Staples: Present

JD White: Present

Attendance Update Taken at 6:10 PM.

Pam Holcomb: Present

I. Opening Procedures

I.A. Call Meeting to Order

Meeting called to order by President Tom Osmond at 6:11 pm

I.B. Pledge of Allegiance

I.C. Announce Open Meetings Act Posting and Location

II. New Board Member

Motion that the Board approve the following resolution appointing Jennifer Jackson to the Broken Bow Public School Board of Education Passed with a motion by JD White and a second by Amy Staples.

Jennifer Jackson: Abstain (With Conflict), Pam Holcomb: Yes, Tom Osmond: Yes, Amy Staples: Yes, JD White: Yes

III. Excuse Absentee Members

Motion to excuse Colby Fisher Passed with a motion by Amy Staples and a second by JD White.

Pam Holcomb: Yes, Jennifer Jackson: Yes, Tom Osmond: Yes, Amy Staples: Yes, JD White: Yes

IV. Verification of Publication and Notification

Motion to verify that notice of the meeting was given by posting on the school district's website, publication in the Custer County Chief, a legal newspaper for Custer County, and by written notice to each member of the board, the designated method of giving notice Passed with a motion by JD White and a second by Amy Staples.

Pam Holcomb: Yes, Jennifer Jackson: Yes, Tom Osmond: Yes, Amy Staples: Yes, JD White: Yes

V. Minutes of Previous Board Meeting(s)

Motion to approve minutes as presented Passed with a motion by Amy Staples and a second by JD White.

Pam Holcomb: Yes, Jennifer Jackson: Yes, Tom Osmond: Yes, Amy Staples: Yes, JD White: Yes

VI. Treasurer's Report and Claims Report

Motion to approve treasurer's report as presented Passed with a motion by Amy Staples and a second by JD White.

Pam Holcomb: Yes, Jennifer Jackson: Yes, Tom Osmond: Yes, Amy Staples: Yes, JD White: Yes

VII. District Accolades

All star volleyball game will be played on July 22nd with Addie Ellis playing and Skylar Morris coaching.

VIII. Public Comments

IX. Visitors

X. Board Comments

XI. Administrator Comments

Mr. Tobey updated the board on construction.

XII. Discussion And Action Items

XII.A. Fees/Prices

Motion to increase preschool tuition to \$155 for the 2026-2027 school year Passed with a motion by JD White and a second by Amy Staples.

Pam Holcomb: Yes, Jennifer Jackson: Yes, Tom Osmond: Yes, Amy Staples: Yes, JD White: Yes

Motion to increase substitute pay to \$155 for the 2025-2026 school year Passed with a motion by Pam Holcomb and a second by Amy Staples.

Pam Holcomb: Yes, Jennifer Jackson: Yes, Tom Osmond: Yes, Amy Staples: Yes, JD White: Yes

Motion to increase lunch prices for the 2025-2026 school year for breakfast \$2.15; Elementary lunch \$3.75 and Middle and High School lunch at \$3.85 Passed with a motion by JD White and a second by Amy Staples.

Pam Holcomb: Yes, Jennifer Jackson: Yes, Tom Osmond: Yes, Amy Staples: Yes, JD White: Yes

XII.B. Handbooks

Motion to approve the student handbook Passed with a motion by Amy Staples and a second by JD White.

Pam Holcomb: Yes, Jennifer Jackson: Yes, Tom Osmond: Yes, Amy Staples: Yes, JD White: Yes

XII.C. Name of Middle School

Motion to approve the Performing Arts Center naming of the old middle school Passed with a motion by Amy Staples and a second by Pam Holcomb.

Pam Holcomb: Yes, Jennifer Jackson: Yes, Tom Osmond: Yes, Amy Staples: Yes, JD White: Yes

XII.D. Annual Policy Updates

Motion to approve the policy updates to the following policies 1002; 2006; 2008; 3003; 3004.1; 3023; 3026; 3036; 3043; 3047; 3057; 4051; 4057; 4059; 5001; 5002; 5003; 5015; 5016; 5018; 5031; 5034; 6025; 6031; 6034; 6044; and 6045 Passed with a motion by Pam Holcomb and a second by Amy Staples.

Pam Holcomb: Yes, Jennifer Jackson: Yes, Tom Osmond: Yes, Amy Staples: Yes, JD White: Yes

XII.D.1. 1002 Creation, Amendment and Distribution of Policies

XII.D.2. 2006 Complaint Procedure

- XII.D.3. 2008 Meetings
- XII.D.4. 3003 Bidding for Construction, Remodeling, Repair, or Site Improvement
- XII.D.5. 3004.1 Fiscal Management for Purchasing and Procurement Using Federal Funds
- XII.D.6. 3023 Record Management and Retention
- XII.D.7. 3026 Handbooks
- XII.D.8. 3036 Purchasing (Credit) Card Program
- XII.D.9. 3043 Design-Build Contracts
- XII.D.10. 3047 Data Breach Response
- XII.D.11. 3057 Title IX Policy
- XII.D.12. 4051 Staff and District Social Media Use
- XII.D.13. 4057 Superintendent Evaluation
- XII.D.14. 4059 Behavioral and Mental Health Training
- XII.D.15. 5001 Compulsory Attendance and Excessive Absenteeism
- XII.D.16. 5002 Admission of Students
- XII.D.17. 5003 Admission of Part-Time Students
- XII.D.18. 5015 Protection of Pupil Rights
- XII.D.19. 5016 Student Records
- XII.D.20. 5018 Parent Involvement in Education Practices
- XII.D.21. 5031 Student Appearance
- XII.D.22. 5034 Intentionally Left Blank
- XII.D.23. 6025 Student Cell Phone and Other Electronic Devices
- XII.D.24. 6031 Emergency Exclusion
- XII.D.25. 6034 Concussion Awareness
- XII.D.26. 6044 Participation and Assignment of Athletic Teams
- XII.D.27. 6045 Behavioral Intervention

XII.E. Annual Policy Review

Motion to approve the policy review of the following policies 5057; 5054; 4031; 3040; 2007; 2005; 4053; and 5045 Passed with a motion by Pam Holcomb and a second by JD White.

Jennifer Jackson: Abstain (Without Conflict), Pam Holcomb: Yes, Tom Osmond: Yes, Amy Staples: Yes, JD White: Yes

XII.E.1. 5057 Parental Involvement in the Title I Program

XII.E.2. 5054 Student Bullying

XII.E.3. 4031 Evaluation of Probationary Certified Employees

XII.E.4. 3040 School Safety and Security

XII.E.5. 2007 Reimbursement and Miscellaneous Expenditures

XII.E.6. 2005 Conflict of Interest

XII.E.7. 4053 Conflict of Interest

XII.E.8. 5045 Student Fees

XIII. Set Next Meeting Date

XIV. Adjournment

Motion to adjourn meeting at 6:57 pm Passed with a motion by Amy Staples and a second by JD White.

Pam Holcomb: Yes, Jennifer Jackson: Yes, Tom Osmond: Yes, Amy Staples: Yes, JD White: Yes

Board President

Board Secretary

MOTION

_____ moved and _____ seconded the motion that the Board approve the following resolution appointing Jennifer Jackson to the Broken Bow Public School Board of Education.

RESOLUTION

WHEREAS, Jennifer Jackson was elected as a member of the Broken Bow Public Schools Board of Education for a term ending January 7, 2027 (the first Thursday after the first Tuesday in January, 2027); and

WHEREAS, on June 16, 2025, Tim Chancellor resigned from the board, thereby creating a vacancy; and

WHEREAS, NEB. REV. STAT. 32-570 provides for the remaining members of the board to fill the vacancy by appointment of a qualified registered voter for the remainder of the unexpired term; and

WHEREAS, the board provided notice of the vacancy to the county clerk and in a newspaper of general circulation as required by section 32-570, and on July 17, 2025 the board provided advance publicized notice of this meeting to be held today to appoint a new member to fill the vacancy; and

WHEREAS, Jennifer Jackson is a qualified, registered, legal voter of the district and has expressed an interest in school affairs; and

NOW, THEREFORE BE IT RESOLVED as follows:

1. That after due consideration, the board appoints Jennifer Jackson to the Broken Bow Public Schools Board of Education for a term ending on January 7, 2027.
2. The superintendent, in collaboration with the board secretary, shall cause a copy of this resolution and the required notice to be filed with the appropriate authorities informing them of the board's fulfillment of the vacancy.

ADOPTED this 21st day of July, 2025.

Custer County School District
21-0025, commonly known as
Broken Bow Public Schools

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

Board of Education Regular Meeting

Monday, June 16, 2025 6:00 PM

North Park Library
1135 H Street
Broken Bow, NE 68822

Attendance Taken at 5:51 PM.

Tim Chancellor: Absent
Colby Fisher: Present
Pam Holcomb: Present
Tom Osmond: Present
Amy Staples: Present
JD White: Present

I. Opening Procedures

I.A. Call Meeting to Order

Meeting called to order by President Tom Osmond at 6:03 pm

I.B. Pledge of Allegiance

I.C. Announce Open Meetings Act Posting and Location

II. Excuse Absentee Members

Tim Chancellor has moved out of the district and submitted his resignation from the Broken Bow Public Schools Board of Education.

III. Verification of Publication and Notification

Motion to verify that notice of the meeting was given by posting on the school district's website, publication in the Custer County Chief, a legal newspaper for Custer County, and by written notice to each member of the board, the designated method of giving notice Passed with a motion by JD White and a second by Colby Fisher.

Colby Fisher: Yes, Pam Holcomb: Yes, Tom Osmond: Yes, Amy Staples: Yes, JD White: Yes

IV. Minutes of Previous Board Meeting(s)

Motion to approve the previous minutes as presented Passed with a motion by Amy Staples and a second by Colby Fisher.

Colby Fisher: Yes, Pam Holcomb: Yes, Tom Osmond: Yes, Amy Staples: Yes, JD White: Yes

V. Treasurer's Report and Claims Report

Motion to approve the treasurer's report as presented Passed with a motion by JD White and a second by Amy Staples.

Colby Fisher: Yes, Pam Holcomb: Yes, Tom Osmond: Yes, Amy Staples: Yes, JD White: Yes

VI. District Accolades

Elementary Summer School started today with 22 of 25 students attending. Thanks to Mrs. Russell, Mrs. Cooksley, Mrs. Williams, Mrs. McMeen, Mrs. Evans and Mrs. Berghorst for teaching summer school.

Cal Wells participated in the football Shrine Bowl. Gaby Staples was a Strive winner for basketball. Gaby Staples, Maddie Deiderichs and Janae Marten played in the All Stars basketball game. Maren Chapin and Addie Ellis played in the East West All Star volleyball game. Gaby Staples and Janae Marten along with Braxton Johnson played in the New West SWC All Star basketball game. Marren Chapin, Addie Ellis, and Klarissa Dowdy played in the New West SWC All Star volleyball game. Cal Wells participated in the National Guard All Star Wrestling Duals. Addie Ellis and Coach Skylar Morris will participate in the NCA All Star volleyball game coming up in July.

VII. Public Comments

VIII. Visitors

IX. Board Comments

One of the Commissioner of Education's goals is to increase reading proficiency to 75% at the end of year three. North Park should be set to increase reading proficiency with the re-implination of Accelerated Reader program. There is grant money available through the Department of Education should BBPS like to pursue further reading programs.

President Tom Osmond thanks Tim Chancellor for his years of service to the board. His service is appreciated by all board members.

X. Administrator Comments

Mr. Tobey notified the board on the possibility of renaming the Middle School. This building will be used for the arts and music programs. He updated the construction process. Mr. Tobey reminded the board of Policy 5001 and that if changes should be made to that policy, now is the time to do so. The BBPS will be adding JH Girls Wrestling to the activity list beginning in the 2025-2026 school year.

XI. Discussion And Action Items

XI.A. Policy Review

Motion to approve the review of Policies 4051; 4052; 4054; 4056: 4057; 4058; 4059; 4060; 4061 4063 4064 Passed with a motion by JD White and a second by Amy Staples.

Colby Fisher: Yes, Pam Holcomb: Yes, Tom Osmond: Yes, Amy Staples: Yes, JD White: Yes

XI.A.1. 4051 Staff and District Social Media Use

XI.A.2. 4052 Job References to Prospective Employers

XI.A.3. 4054 Reporting Child Abuse or Neglect

XI.A.4. 4056 Resignation of Certificated Staff

XI.A.5. 4057 Superintendent Evaluation

XI.A.6. 4058 Confidentiality in Counseling and Guidance

XI.A.7. 4059 Behavioral and Mental Health Training

XI.A.8. 4060 School Vehicle Use

XI.A.9. 4061 Workplace or Non-Workplace Injuries or Illness and Return to Work

XI.A.10. 4063 Extra Duty and Extended Contract Assignments for Certificated Staff

XI.A.11. 4064 Transporting Students in Employee Vehicles

XI.B. Science Curriculum

Motion to approve the Science Curriculum purchase of \$176,379.80 Passed with a motion by Colby Fisher and a second by Amy Staples.

Colby Fisher: Yes, Pam Holcomb: Yes, Tom Osmond: Yes, Amy Staples: Yes, JD White: Yes

XII. Set Next Meeting Date

Work Session Monday, July 7th at noon

Board Meeting Monday, July 21st at 6 pm

XIII. Adjournment

Motion to adjourn meeting 6:51 pm Passed with a motion by Amy Staples and a second by JD White.

Colby Fisher: Yes, Pam Holcomb: Yes, Tom Osmond: Yes, Amy Staples: Yes, JD White: Yes

Board President

Board Secretary

Work Session Template

Monday, July 7, 2025 12:00 PM

Board Room
323 N. 7th Ave
Broken Bow, NE 68822

Attendance Taken at 12:00 PM.

Colby Fisher: Present

Pam Holcomb: Present

Tom Osmond: Present

Amy Staples: Present

JD White: Present

Attendance Update Taken at 2:00 PM.

Amy Staples: Absent

I. Call Work Session to Order

Work session called to order by President Tom Osmond at 12:04 pm

II. Announce Open Meetings Act Posting and Location

III. Verification of Publication and Notification

Motion to verify that notice of the meeting was given by posting on the school district's website, publication in the Custer County Chief, a legal newspaper for Custer County, and by written notice to each member of the board, the designated method of giving notice Passed with a motion by JD White and a second by Amy Staples.

Colby Fisher: Yes, Pam Holcomb: Yes, Tom Osmond: Yes, Amy Staples: Yes, JD White: Yes

IV. Public Comment

V. Discussion Items

V.A. Administrator Comments

V.A.1. Malachi Behrens, Elementary Principal

V.A.1.a. BIST Program

Elementary Principal Malachi Behrens presented to the board the new behavior intervention program that will be implemented in the 2025-26 school year in the elementary building.

V.B. Annual Policy Updates

Discussion was held on the policies to update.

V.B.1. 1002 Creation, Amendment and Distribution of Policies

V.B.2. 2006 Complaint Procedure

V.B.3. 2008 Meetings

V.B.4. 3003 Bidding for Construction, Remodeling, Repair, or Site Improvement

V.B.5. 3004.1 Fiscal Management for Purchasing and Procurement Using Federal Funds

V.B.6. 3023 Record Management and Retention

V.B.7. 3026 Handbooks

V.B.8. 3036 Purchasing (Credit) Card Program

V.B.9. 3043 Design-Build Contracts

V.B.10. 3047 Data Breach Response

V.B.11. 3057 Title IX Policy

V.B.12. 4051 Staff and District Social Media Use

V.B.13. 4057 Superintendent Evaluation

V.B.14. 4059 Behavioral and Mental Health Training

V.B.15. 5001 Compulsory Attendance and Excessive Absenteeism

V.B.16. 5002 Admission of Students

V.B.17. 5003 Admission of Part-Time Students

V.B.18. 5015 Protection of Pupil Rights

V.B.19. 5016 Student Records

V.B.20. 5018 Parent Involvement in Education Practices

V.B.21. 5031 Student Appearance

V.B.22. 5034 [Intentionally Left Blank]

V.B.23. 6025 Student Cell Phone and Other Electronic Devices

V.B.24. 6031 Emergency Exclusion

V.B.25. 6034 Concussion Awareness

V.B.26. 6044 Participation and Assignment of Athletic Teams

V.B.27. 6045 Behavioral Intervention

V.C. Annual Policy Review

Discussion was held on the annual review of policies.

V.C.1. 5057 Parental Involvement in the Title I Program

V.C.2. 5054 Student Bullying

V.C.3. 4031 Evaluation of Probationary Certified Employees

V.C.4. 3040 School Safety and Security

V.C.5. 2007 Reimbursement and Miscellaneous Expenditures

V.C.6. 2005 Conflict of Interest

V.C.7. 4053 Conflict of Interest

V.C.8. 5045 Student Fees

V.D. Handbooks

Administration and the Board reviewed changes to the student handbook.

V.E. Fees/Prices

Prices were discussed. Lunch prices will increase 15 cents for breakfast and lunch for all students.

V.F. Renaming Middle School Building

Suggestions on renaming the middle school were discussed.

V.G. Open School Board Position

The board makes recommendations for the appointment of a new member and then a vote will take place at a board meeting. This will be an appointment for the remainder of the vacant seat's term which is the end of 2026.

VI. Set Board Meeting Agenda

Next meeting is Monday, July 21st at 6 pm at the board room.

VII. Adjournment

Motion to adjourn at 2:33 pm Passed with a motion by JD White and a second by Colby Fisher.
Colby Fisher: Yes, Pam Holcomb: Yes, Tom Osmond: Yes, JD White: Yes

Board President

Board Secretary

Broken Bow Public School

Cash Summary Report

June 1-30, 2025

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance
01	General Fund	\$6,142,862.59	\$833,166.04	(\$1,125,170.83)	(\$4,391.05)	\$5,846,466.75
02	Depreciation Fund	\$37,249.94	\$0.00	\$0.00	\$0.00	\$37,249.94
05	Activity Fund	\$198,052.97	\$23,427.37	(\$46,509.70)	\$0.00	\$174,970.64
06	School Nutrition Fund	\$11,774.01	\$20,035.25	(\$41,102.22)	(\$9.45)	(\$9,302.41)
08	Special Building Fund	\$6,346,371.56	\$21,625.56	(\$3,581,566.70)	\$0.00	\$2,786,430.42
Sub Total		\$12,736,311.07	\$898,254.22	(\$4,794,349.45)	(\$4,400.50)	\$8,835,815.34
07	Bond Fund	\$6,550,089.15	\$109,432.61	\$0.00	\$0.00	\$6,659,521.76

June 1-30, 2024

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance
01	General Fund	\$4,656,278.19	\$1,199,852.05	(\$1,065,101.68)	(\$1,015.40)	\$4,790,013.16
02	Depreciation Fund	\$142,823.42	\$0.00	\$0.00	\$0.00	\$142,823.42
05	Activity Fund	\$164,273.86	\$31,921.48	(\$18,165.03)	\$0.00	\$178,030.31
06	School Nutrition Fund	\$88,544.47	\$3,729.84	(\$35,252.14)	\$0.00	\$57,022.17
08	Special Building Fund	\$26,167,559.89	\$97,272.73	(\$190,962.68)	\$0.00	\$26,073,869.94
Sub Total		\$31,219,479.83	\$1,332,776.10	(\$1,309,481.53)	(\$1,015.40)	\$31,241,759.00
07	Bond Fund	\$5,223,730.86	\$99.91	\$130,570.14	\$0.00	\$5,354,400.91

Broken Bow Public School

Cash Summary Report

September 1, 2024 -June 30, 2025

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance
01	General Fund	\$3,292,711.63	\$12,749,163.84	(\$10,195,151.49)	(\$257.23)	\$5,846,466.75
02	Depreciation Fund	\$121,465.44	\$0.00	(\$84,215.50)	\$0.00	\$37,249.94
05	Activity Fund	\$221,981.74	\$427,493.42	(\$474,504.52)	\$0.00	\$174,970.64
06	School Nutrition Fund	\$77,457.80	\$526,664.14	(\$613,450.22)	\$25.87	(\$9,302.41)
08	Special Building Fund	\$20,333,360.06	\$1,182,782.47	(\$18,520,935.02)	(\$208,777.09)	\$2,786,430.42
Sub Total		\$24,046,976.67	\$14,886,103.87	(\$29,888,256.75)	(\$209,008.45)	\$8,835,815.34

07	Bond Fund	\$5,359,678.28	\$1,316,328.20	(\$16,484.72)	\$0.00	\$6,659,521.76
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September 1, 2023- June 30, 2024

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance
01	General Fund	\$2,835,663.21	\$11,470,426.10	(\$9,519,712.48)	\$3,636.33	\$4,790,013.16
02	Depreciation Fund	\$291,207.89	\$0.00	(\$148,384.47)	\$0.00	\$142,823.42
05	Activity Fund	\$193,944.35	\$472,423.07	(\$489,519.72)	\$1,182.61	\$178,030.31
06	School Nutrition Fund	\$210,705.28	\$457,339.72	(\$611,022.83)	\$0.00	\$57,022.17
08	Special Building Fund	\$199,342.57	\$27,204,234.25	(\$1,329,706.88)	\$0.00	\$26,073,869.94
Sub Total		\$3,730,863.30	\$39,604,423.14	(\$12,098,346.38)	\$4,818.94	\$31,241,759.00

07	Bond Fund	\$5,066,804.35	\$304,081.28	(\$16,484.72)	\$0.00	\$5,354,400.91
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Broken Bow Public School

Rollup Report

General Fund Expenses

Object	Actuals (June 1-30, 2025)	Actuals (YTD)
110 - Salaries of Regular Employees Paid to Non-Instructional	\$0.00	\$0.00
111 - Salaries of Regular Employees Paid to Teachers/Professional Staff	\$246,345.90	\$2,420,833.61
112 - Salaries of Regular Employees Paid to Instructional Aides and Assistants	\$1,991.60	\$38,788.65
113 - Salaries of Regular Employees Paid to Substitute Teachers	\$11,672.50	\$86,562.63
120 - Salaries of Temporary Employees Paid to Non-Instructional	\$0.00	\$18,766.25
131 - Salaries for Overtime Employees Paid to Teachers/Professional Staff	\$0.00	\$1,515.24
132 - Salaries for Overtime Employees Paid to Instructional Aides and Assistants	\$866.63	\$2,996.55
150 - Additional Compensation Paid to Non-Instructional	\$80.00	\$1,697.50
151 - Additional Compensation Paid to Teachers/Professional Staff	\$26,034.13	\$242,584.63
152 - Additional Compensation Paid to Instructional Aides and Assistants	\$40.00	\$1,060.00
155 - Additional Compensation - Superintendent	\$0.00	\$1,092.06
210 - Group Insurance for Non-Instructional	\$2,249.85	\$22,681.49
211 - Group Insurance for Teachers/Professional Staff	\$72,071.82	\$735,068.98
212 - Group Insurance for Instructional Aides or Assistants	\$1.75	\$19.09
213 - Group Insurance for Substitute Teachers	\$1.57	\$6.44
215 - Group Insurance for Superintendents	\$0.00	\$129.34
220 - Social Security Payments for Non-Instructional	\$6.02	\$1,353.01
221 - Social Security Payments for Teachers/Professional Staff	\$19,924.25	\$194,563.13
222 - Social Security Payments for Instructional Aides or Assistants	\$219.84	\$3,269.64
223 - Social Security Payments for Substitute Teachers	\$890.07	\$6,609.05
225 - Social Security Payments for Superintendents	\$0.00	\$82.38
230 - Retirement Contributions for Non-Instructional	\$0.51	\$0.51
231 - Retirement Contributions for Teachers/Professional Staff	\$6,877.60	\$67,281.34
232 - Retirement Contributions for Instructional Aides or Assistants	\$72.44	\$808.26
233 - Retirement Contributions for Substitute Teachers	\$0.00	\$10.99
235 - Retirement Contributions for Superintendents	\$0.00	\$27.58
237 - Increased Retirement Contributions	\$20,239.97	\$198,390.63
239 - Early Retirement or Termination	\$4,411.07	\$55,943.19
261 - Unemployment Compensation Paid for Teachers/Professional Staff	\$0.00	\$1,257.89
271 - Worker's Compensation Paid for Teachers/Professional Staff	\$0.00	(\$6,441.00)
280 - Health Benefits Paid for Non-Instructional	\$0.73	\$907.55
281 - Health Benefits Paid for Teachers/Professional Staff	\$3,919.38	\$36,143.88
285 - Health Benefits Paid for Superintendents	\$0.00	\$22.10
320 - Professional Educational Services	\$1,286.99	\$44,109.14
330 - Employee Training and Development Services	\$0.00	\$40.00
340 - Other Professional Services	\$0.00	\$2,137.50
550 - Printing and Binding	\$725.57	\$1,058.70
580 - Travel	\$2,743.56	\$11,590.91
610 - General Supplies	\$10,959.23	\$69,831.64
629 - Other Energy	\$0.00	\$50,265.83
640 - Books and Periodical	\$11,973.73	\$48,131.34
641 - E-Books	\$0.00	\$309.00
643 - Web/Cloud Based Software	\$0.00	\$28,504.37
650 - Supplies-Technology Related	\$7,531.10	\$31,237.11
730 - Equipment	\$0.00	\$225.80
733 - Furniture and Fixtures	\$0.00	\$2,055.00
735 - Technology Software	\$0.00	\$779.00
810 - Dues and Fees	\$0.00	\$2,650.03
890 - Miscellaneous Expenditures	\$0.00	\$172.74
Subtotal of Account Type: Expenditure	\$453,137.81	\$4,427,130.70

Subtotal of Element: [Function] 01100 - Regular Instruction	\$453,137.81	\$4,427,130.70
111 - Salaries of Regular Employees Paid to Teachers/Professional Staff	\$5,565.90	\$57,685.60
211 - Group Insurance for Teachers/Professional Staff	\$3,407.02	\$34,173.95
221 - Social Security Payments for Teachers/Professional Staff	\$370.77	\$3,861.13
231 - Retirement Contributions for Teachers/Professional Staff	\$140.54	\$1,456.57
237 - Increased Retirement Contributions	\$409.25	\$4,241.48
281 - Health Benefits Paid for Teachers/Professional Staff	\$211.33	\$2,122.66
640 - Books and Periodical	\$2,232.80	\$2,232.80
Subtotal of Account Type: Expenditure	\$12,337.61	\$105,774.19
Subtotal of Element: [Function] 01150 - Limited English Proficiency Programs	\$12,337.61	\$105,774.19
111 - Salaries of Regular Employees Paid to Teachers/Professional Staff	\$11,266.58	\$112,610.80
211 - Group Insurance for Teachers/Professional Staff	\$3,555.83	\$35,406.85
221 - Social Security Payments for Teachers/Professional Staff	\$823.53	\$8,233.16
231 - Retirement Contributions for Teachers/Professional Staff	\$284.48	\$2,843.40
237 - Increased Retirement Contributions	\$828.41	\$8,280.03
Subtotal of Account Type: Expenditure	\$16,758.83	\$167,374.24
Subtotal of Element: [Function] 01160 - Poverty Programs	\$16,758.83	\$167,374.24
110 - Salaries of Regular Employees Paid to Non-Instructional	\$0.00	\$2,112.25
111 - Salaries of Regular Employees Paid to Teachers/Professional Staff	\$27,525.23	\$278,890.43
112 - Salaries of Regular Employees Paid to Instructional Aides and Assistants	\$31,661.17	\$344,563.91
113 - Salaries of Regular Employees Paid to Substitute Teachers	\$725.00	\$10,005.00
116 - Salaries of Regular Employees Paid to Professional Non-Certificated Staff	\$880.00	\$7,920.00
132 - Salaries for Overtime Employees Paid to Instructional Aides and Assistants	\$83.56	\$179.47
151 - Additional Compensation Paid to Teachers/Professional Staff	\$100.00	\$1,000.00
210 - Group Insurance for Non-Instructional	\$0.00	\$256.70
211 - Group Insurance for Teachers/Professional Staff	\$7,272.31	\$72,800.29
212 - Group Insurance for Instructional Aides or Assistants	\$1,288.62	\$7,803.11
213 - Group Insurance for Substitute Teachers	\$0.00	\$0.53
216 - Group Insurance for Professional Non-Certificated Staff	\$177.88	\$1,660.03
220 - Social Security Payments for Non-Instructional	\$0.00	\$161.59
221 - Social Security Payments for Teachers/Professional Staff	\$2,041.27	\$20,678.44
222 - Social Security Payments for Instructional Aides or Assistants	\$2,399.49	\$26,096.75
223 - Social Security Payments for Substitute Teachers	\$55.46	\$762.93
226 - Social Security Payments for Professional Non-Certificated Staff	\$63.17	\$567.31
230 - Retirement Contributions for Non-Instructional	\$0.00	\$53.33
231 - Retirement Contributions for Teachers/Professional Staff	\$697.54	\$7,067.26
232 - Retirement Contributions for Instructional Aides or Assistants	\$786.16	\$8,676.99
233 - Retirement Contributions for Substitute Teachers	\$0.00	\$29.29
236 - Retirement Contributions for Professional Non-Certificated Staff	\$22.22	\$199.98
237 - Increased Retirement Contributions	\$4,385.27	\$46,670.30
281 - Health Benefits Paid for Teachers/Professional Staff	\$550.25	\$5,515.74
282 - Health Benefits Paid for Instructional Aides or Assistants	\$224.72	\$1,348.32
286 - Health Benefits Paid for Professional Non-Certificated Staff	\$32.00	\$298.62
320 - Professional Educational Services	\$0.00	\$1,001.00
330 - Employee Training and Development Services	\$0.00	\$1,605.00
340 - Other Professional Services	\$0.00	\$2,472.00
580 - Travel	\$0.00	\$1,461.11
591 - Services Purchased From Another School District or Educational Services Agency Within the State	\$446.91	\$5,735.71
610 - General Supplies	\$1,102.13	\$9,290.19
640 - Books and Periodical	\$3,387.88	\$15,220.88
641 - E-Books	\$2,509.63	\$6,785.63
650 - Supplies-Technology Related	\$0.00	\$80.89
810 - Dues and Fees	\$435.00	\$685.00
Subtotal of Account Type: Expenditure	\$88,852.87	\$889,655.98
Subtotal of Element: [Function] 01200 - Special Education Instructional Programs - School Age	\$88,852.87	\$889,655.98

111 - Salaries of Regular Employees Paid to Teachers/Professional Staff	\$10,360.10	\$104,120.35
112 - Salaries of Regular Employees Paid to Instructional Aides and Assistants	\$8,714.96	\$99,381.31
113 - Salaries of Regular Employees Paid to Substitute Teachers	\$217.50	\$4,277.50
116 - Salaries of Regular Employees Paid to Professional Non-Certificated Staff	\$90.00	\$810.00
132 - Salaries for Overtime Employees Paid to Instructional Aides and Assistants	\$0.00	\$0.00
211 - Group Insurance for Teachers/Professional Staff	\$2,733.24	\$23,012.10
212 - Group Insurance for Instructional Aides or Assistants	\$4.93	\$60.74
216 - Group Insurance for Professional Non-Certificated Staff	\$18.18	\$169.74
221 - Social Security Payments for Teachers/Professional Staff	\$762.56	\$7,666.63
222 - Social Security Payments for Instructional Aides or Assistants	\$666.69	\$7,602.67
223 - Social Security Payments for Substitute Teachers	\$16.63	\$327.21
226 - Social Security Payments for Professional Non-Certificated Staff	\$6.45	\$58.02
231 - Retirement Contributions for Teachers/Professional Staff	\$261.60	\$2,629.12
232 - Retirement Contributions for Instructional Aides or Assistants	\$220.05	\$2,507.54
236 - Retirement Contributions for Professional Non-Certificated Staff	\$2.27	\$20.44
237 - Increased Retirement Contributions	\$1,409.17	\$15,017.18
281 - Health Benefits Paid for Teachers/Professional Staff	\$342.53	\$2,634.00
286 - Health Benefits Paid for Professional Non-Certificated Staff	\$3.27	\$30.55
320 - Professional Educational Services	\$0.00	\$805.00
540 - Advertising	\$0.00	\$282.00
610 - General Supplies	\$652.61	\$6,347.09
640 - Books and Periodical	\$0.00	\$37.37
Subtotal of Account Type: Expenditure	\$26,482.74	\$277,796.56
Subtotal of Element: [Function] 01291 - Special Education Instructional Programs - Ages 3-5	\$26,482.74	\$277,796.56
111 - Salaries of Regular Employees Paid to Teachers/Professional Staff	\$290.00	\$2,900.00
116 - Salaries of Regular Employees Paid to Professional Non-Certificated Staff	\$30.00	\$270.00
211 - Group Insurance for Teachers/Professional Staff	\$87.37	\$873.70
216 - Group Insurance for Professional Non-Certificated Staff	\$6.07	\$56.68
221 - Social Security Payments for Teachers/Professional Staff	\$21.80	\$218.15
226 - Social Security Payments for Professional Non-Certificated Staff	\$2.16	\$19.36
231 - Retirement Contributions for Teachers/Professional Staff	\$7.32	\$73.20
236 - Retirement Contributions for Professional Non-Certificated Staff	\$0.76	\$6.83
237 - Increased Retirement Contributions	\$23.53	\$233.07
286 - Health Benefits Paid for Professional Non-Certificated Staff	\$1.09	\$10.16
330 - Employee Training and Development Services	\$0.00	\$56.85
610 - General Supplies	\$0.00	\$177.08
Subtotal of Account Type: Expenditure	\$470.10	\$4,895.08
Subtotal of Element: [Function] 01292 - Special Education Instructional Programs - Ages 0-2	\$470.10	\$4,895.08
151 - Additional Compensation Paid to Teachers/Professional Staff	\$127.67	\$1,276.70
211 - Group Insurance for Teachers/Professional Staff	\$0.03	\$0.30
221 - Social Security Payments for Teachers/Professional Staff	\$9.77	\$97.70
231 - Retirement Contributions for Teachers/Professional Staff	\$3.22	\$32.20
237 - Increased Retirement Contributions	\$9.39	\$93.90
Subtotal of Account Type: Expenditure	\$150.08	\$1,500.80
Subtotal of Element: [Function] 01295 - Special Education Instructional Programs - Unified Sports	\$150.08	\$1,500.80
111 - Salaries of Regular Employees Paid to Teachers/Professional Staff	\$11,037.03	\$97,251.45
211 - Group Insurance for Teachers/Professional Staff	\$3,793.30	\$32,147.52
221 - Social Security Payments for Teachers/Professional Staff	\$815.66	\$7,198.17
231 - Retirement Contributions for Teachers/Professional Staff	\$278.69	\$2,455.61
237 - Increased Retirement Contributions	\$811.53	\$7,150.67
281 - Health Benefits Paid for Teachers/Professional Staff	\$342.53	\$2,480.62
320 - Professional Educational Services	\$0.00	\$32,617.10
580 - Travel	\$0.00	\$395.33
Subtotal of Account Type: Expenditure	\$17,078.74	\$181,696.47
Subtotal of Element: [Function] 02120 - Guidance Services	\$17,078.74	\$181,696.47

116 - Salaries of Regular Employees Paid to Professional Non-Certificated Staff	\$4,750.00	\$48,389.88
136 - Salaries of Overtime Employees Paid to Professional Non-Certificated Staff	\$0.00	\$0.00
216 - Group Insurance for Professional Non-Certificated Staff	\$1,904.29	\$19,042.90
226 - Social Security Payments for Professional Non-Certificated Staff	\$353.58	\$3,603.87
236 - Retirement Contributions for Professional Non-Certificated Staff	\$119.94	\$1,221.87
237 - Increased Retirement Contributions	\$349.26	\$3,558.03
286 - Health Benefits Paid for Professional Non-Certificated Staff	\$342.53	\$3,425.30
330 - Employee Training and Development Services	\$0.00	\$791.52
580 - Travel	\$0.00	\$183.40
610 - General Supplies	\$73.21	\$3,066.09
Subtotal of Account Type: Expenditure	\$7,892.81	\$83,282.86
Subtotal of Element: [Function] 02130 - Health Services	\$7,892.81	\$83,282.86
111 - Salaries of Regular Employees Paid to Teachers/Professional Staff	\$4,276.20	\$42,762.00
211 - Group Insurance for Teachers/Professional Staff	\$615.94	\$6,176.97
221 - Social Security Payments for Teachers/Professional Staff	\$325.47	\$3,254.70
231 - Retirement Contributions for Teachers/Professional Staff	\$107.98	\$1,079.80
237 - Increased Retirement Contributions	\$314.42	\$3,144.20
281 - Health Benefits Paid for Teachers/Professional Staff	\$105.26	\$1,055.60
591 - Services Purchased From Another School District or Educational Services Agency Within the State	\$4,638.08	\$48,355.42
610 - General Supplies	\$573.95	\$7,317.90
Subtotal of Account Type: Expenditure	\$10,957.30	\$113,146.59
Subtotal of Element: [Function] 02141 - Psychological Services - SPED - School Age	\$10,957.30	\$113,146.59
111 - Salaries of Regular Employees Paid to Teachers/Professional Staff	\$442.36	\$4,423.60
211 - Group Insurance for Teachers/Professional Staff	\$63.72	\$639.02
221 - Social Security Payments for Teachers/Professional Staff	\$33.67	\$336.62
231 - Retirement Contributions for Teachers/Professional Staff	\$11.17	\$111.70
237 - Increased Retirement Contributions	\$32.52	\$325.20
281 - Health Benefits Paid for Teachers/Professional Staff	\$10.89	\$109.18
591 - Services Purchased From Another School District or Educational Services Agency Within the State	\$579.76	\$6,044.42
Subtotal of Account Type: Expenditure	\$1,174.09	\$11,989.74
Subtotal of Element: [Function] 02142 - Psychological Services - SPED - Ages 3-5	\$1,174.09	\$11,989.74
111 - Salaries of Regular Employees Paid to Teachers/Professional Staff	\$196.61	\$1,966.10
211 - Group Insurance for Teachers/Professional Staff	\$28.32	\$283.97
221 - Social Security Payments for Teachers/Professional Staff	\$14.97	\$149.70
231 - Retirement Contributions for Teachers/Professional Staff	\$4.96	\$49.60
237 - Increased Retirement Contributions	\$14.46	\$144.60
281 - Health Benefits Paid for Teachers/Professional Staff	\$4.84	\$48.54
591 - Services Purchased From Another School District or Educational Services Agency Within the State	\$579.76	\$6,044.42
Subtotal of Account Type: Expenditure	\$843.92	\$8,686.93
Subtotal of Element: [Function] 02143 - Psychological Services - SPED - Ages 0-2	\$843.92	\$8,686.93
111 - Salaries of Regular Employees Paid to Teachers/Professional Staff	\$9,880.19	\$100,788.91
211 - Group Insurance for Teachers/Professional Staff	\$4,241.47	\$42,463.31
221 - Social Security Payments for Teachers/Professional Staff	\$731.41	\$7,466.03
231 - Retirement Contributions for Teachers/Professional Staff	\$249.48	\$2,544.94
237 - Increased Retirement Contributions	\$726.48	\$7,410.85
281 - Health Benefits Paid for Teachers/Professional Staff	\$342.53	\$3,425.30
330 - Employee Training and Development Services	\$0.00	\$1,106.66
333 - Mileage Paid to Staff	\$0.00	\$84.42
591 - Services Purchased From Another School District or Educational Services Agency Within the State	\$777.68	\$8,358.87
610 - General Supplies	\$0.00	\$1,731.35
650 - Supplies-Technology Related	\$0.00	\$184.00
810 - Dues and Fees	\$0.00	\$556.00
Subtotal of Account Type: Expenditure	\$16,949.24	\$176,120.64

Subtotal of Element: [Function] 02151 - Speech Pathology and Audiology Services - SPED - School Age	\$16,949.24	\$176,120.64
111 - Salaries of Regular Employees Paid to Teachers/Professional Staff	\$2,646.08	\$35,256.68
211 - Group Insurance for Teachers/Professional Staff	\$2,246.82	\$22,456.39
221 - Social Security Payments for Teachers/Professional Staff	\$162.65	\$2,299.58
231 - Retirement Contributions for Teachers/Professional Staff	\$66.81	\$890.19
237 - Increased Retirement Contributions	\$194.56	\$2,592.35
330 - Employee Training and Development Services	\$0.00	\$385.00
591 - Services Purchased From Another School District or Educational Services Agency Within the State	\$36.98	\$421.09
610 - General Supplies	\$187.25	\$270.78
Subtotal of Account Type: Expenditure	\$5,541.15	\$64,572.06
Subtotal of Element: [Function] 02152 - Speech Pathology and Audiology Services - SPED - Ages 3-5	\$5,541.15	\$64,572.06
320 - Professional Educational Services	\$4,149.79	\$47,018.83
591 - Services Purchased From Another School District or Educational Services Agency Within the State	\$998.51	\$9,602.44
Subtotal of Account Type: Expenditure	\$5,148.30	\$56,621.27
Subtotal of Element: [Function] 02153 - Speech Pathology and Audiology Services - SPED - Ages 0-2	\$5,148.30	\$56,621.27
320 - Professional Educational Services	\$4,446.07	\$49,831.55
Subtotal of Account Type: Expenditure	\$4,446.07	\$49,831.55
Subtotal of Element: [Function] 02161 - Occupational Therapy-Related Services - SPED - School Age	\$4,446.07	\$49,831.55
320 - Professional Educational Services	\$1,514.61	\$9,931.13
Subtotal of Account Type: Expenditure	\$1,514.61	\$9,931.13
Subtotal of Element: [Function] 02162 - Occupational Therapy-Related Services - SPED - Ages 3-5	\$1,514.61	\$9,931.13
320 - Professional Educational Services	\$808.02	\$6,516.64
Subtotal of Account Type: Expenditure	\$808.02	\$6,516.64
Subtotal of Element: [Function] 02163 - Occupational Therapy-Related Services - SPED - Ages 0-2	\$808.02	\$6,516.64
320 - Professional Educational Services	\$1,788.08	\$19,304.99
Subtotal of Account Type: Expenditure	\$1,788.08	\$19,304.99
Subtotal of Element: [Function] 02171 - Physical Therapy-Related Services - SPED - School Age	\$1,788.08	\$19,304.99
320 - Professional Educational Services	\$856.04	\$8,833.62
Subtotal of Account Type: Expenditure	\$856.04	\$8,833.62
Subtotal of Element: [Function] 02172 - Physical Therapy-Related Services - SPED - Ages 3-5	\$856.04	\$8,833.62
320 - Professional Educational Services	\$1,889.90	\$16,201.39
Subtotal of Account Type: Expenditure	\$1,889.90	\$16,201.39
Subtotal of Element: [Function] 02173 - Physical Therapy-Related Services - SPED - Ages 0-2	\$1,889.90	\$16,201.39
320 - Professional Educational Services	\$476.47	\$5,015.83
Subtotal of Account Type: Expenditure	\$476.47	\$5,015.83
Subtotal of Element: [Function] 02181 - Visually Impaired or Vision Services - SPED - School Age	\$476.47	\$5,015.83
320 - Professional Educational Services	\$0.00	\$1,232.19
Subtotal of Account Type: Expenditure	\$0.00	\$1,232.19
Subtotal of Element: [Function] 02183 - Visually Impaired or Vision Services - SPED - Ages 0-2	\$0.00	\$1,232.19
111 - Salaries of Regular Employees Paid to Teachers/Professional Staff	\$8,380.51	\$79,502.31
211 - Group Insurance for Teachers/Professional Staff	\$1,624.78	\$16,203.22
221 - Social Security Payments for Teachers/Professional Staff	\$638.44	\$6,055.32
231 - Retirement Contributions for Teachers/Professional Staff	\$211.61	\$2,007.44
237 - Increased Retirement Contributions	\$616.20	\$5,845.61
281 - Health Benefits Paid for Teachers/Professional Staff	\$285.89	\$2,850.78
610 - General Supplies	\$0.00	\$494.86
640 - Books and Periodical	\$0.00	\$4,396.35
Subtotal of Account Type: Expenditure	\$11,757.43	\$117,355.89
Subtotal of Element: [Function] 02220 - Library or Media Services	\$11,757.43	\$117,355.89
810 - Dues and Fees	\$292.87	\$4,751.40
Subtotal of Account Type: Expenditure	\$292.87	\$4,751.40

Subtotal of Element: [Function] 02230 - Instruction-Related Technology	\$292.87	\$4,751.40
110 - Salaries of Regular Employees Paid to Non-Instructional	\$0.00	\$0.00
210 - Group Insurance for Non-Instructional	\$0.00	\$0.00
220 - Social Security Payments for Non-Instructional	\$0.00	\$0.00
230 - Retirement Contributions for Non-Instructional	\$0.00	\$0.00
237 - Increased Retirement Contributions	\$0.00	\$0.00
280 - Health Benefits Paid for Non-Instructional	\$0.00	\$0.00
315 - Accounting/Auditing Services	\$0.00	\$22,500.00
320 - Professional Educational Services	\$0.00	\$2,923.00
540 - Advertising	\$112.71	\$908.29
580 - Travel	\$0.00	\$4,504.79
610 - General Supplies	\$1,423.03	\$7,913.15
650 - Supplies-Technology Related	\$0.00	\$2,600.00
810 - Dues and Fees	\$0.00	\$8,399.00
890 - Miscellaneous Expenditures	\$0.00	\$604.70
Subtotal of Account Type: Expenditure	\$1,535.74	\$50,352.93
Subtotal of Element: [Function] 02310 - Board of Education	\$1,535.74	\$50,352.93
105 - Salaries Paid to Superintendent	\$14,759.75	\$137,597.50
110 - Salaries of Regular Employees Paid to Non-Instructional	\$493.00	\$493.00
112 - Salaries of Regular Employees Paid to Instructional Aides and Assistants	\$0.00	\$0.00
116 - Salaries of Regular Employees Paid to Professional Non-Certificated Staff	\$6,370.00	\$49,660.00
155 - Additional Compensation - Superintendent	\$833.36	\$8,564.73
212 - Group Insurance for Instructional Aides or Assistants	\$0.00	\$0.00
215 - Group Insurance for Superintendents	\$1,308.39	\$15,420.60
216 - Group Insurance for Professional Non-Certificated Staff	\$1,287.51	\$10,382.79
220 - Social Security Payments for Non-Instructional	\$37.71	\$37.71
222 - Social Security Payments for Instructional Aides or Assistants	\$0.00	\$0.00
225 - Social Security Payments for Superintendents	\$1,176.16	\$9,882.51
226 - Social Security Payments for Professional Non-Certificated Staff	\$457.21	\$3,557.84
232 - Retirement Contributions for Instructional Aides or Assistants	\$0.00	\$0.00
235 - Retirement Contributions for Superintendents	\$393.72	\$3,690.55
236 - Retirement Contributions for Professional Non-Certificated Staff	\$160.84	\$1,253.92
237 - Increased Retirement Contributions	\$1,614.91	\$14,398.43
282 - Health Benefits Paid for Instructional Aides or Assistants	\$0.00	\$0.00
285 - Health Benefits Paid for Superintendents	\$223.32	\$2,632.57
286 - Health Benefits Paid for Professional Non-Certificated Staff	\$231.58	\$1,867.57
295 - Other Employee Benefits for Superintendents	\$2,192.28	\$21,920.64
320 - Professional Educational Services	\$75.00	\$495.00
382 - Distance Education & Telecommunications	\$1,396.05	\$8,301.17
440 - Rentals	\$340.86	\$4,275.39
530 - Communications	\$335.13	\$18,315.76
531 - Postage	\$0.00	\$6,041.09
540 - Advertising	\$0.00	\$366.50
550 - Printing and Binding	\$0.00	\$7,424.75
580 - Travel	\$9.20	\$2,053.14
610 - General Supplies	\$621.05	\$5,822.96
643 - Web/Cloud Based Software	\$0.00	\$26,650.67
650 - Supplies-Technology Related	\$0.00	\$10,581.24
810 - Dues and Fees	\$202.53	\$8,141.11
Subtotal of Account Type: Expenditure	\$34,519.56	\$379,829.14
Subtotal of Element: [Function] 02320 - Executive Administration	\$34,519.56	\$379,829.14
317 - Contracted Legal Services	\$5,136.50	\$13,279.50
Subtotal of Account Type: Expenditure	\$5,136.50	\$13,279.50
Subtotal of Element: [Function] 02330 - District Legal Services	\$5,136.50	\$13,279.50
110 - Salaries of Regular Employees Paid to Non-Instructional	\$10,984.12	\$112,465.20

111 - Salaries of Regular Employees Paid to Teachers/Professional Staff	\$33,583.28	\$293,973.34
130 - Salaries for Overtime Employees Paid to Non-Instructional	\$127.50	\$1,747.50
210 - Group Insurance for Non-Instructional	\$4,519.44	\$45,194.40
211 - Group Insurance for Teachers/Professional Staff	\$6,414.36	\$61,030.63
220 - Social Security Payments for Non-Instructional	\$804.34	\$8,280.24
221 - Social Security Payments for Teachers/Professional Staff	\$2,531.38	\$22,155.13
230 - Retirement Contributions for Non-Instructional	\$280.57	\$2,883.87
231 - Retirement Contributions for Teachers/Professional Staff	\$847.98	\$7,422.84
237 - Increased Retirement Contributions	\$3,286.32	\$30,013.09
280 - Health Benefits Paid for Non-Instructional	\$806.54	\$8,065.40
281 - Health Benefits Paid for Teachers/Professional Staff	\$694.89	\$6,390.89
320 - Professional Educational Services	\$0.00	\$280.00
550 - Printing and Binding	\$0.00	\$153.00
580 - Travel	\$0.00	\$345.72
610 - General Supplies	\$144.90	\$14,169.74
810 - Dues and Fees	\$0.00	\$800.00
Subtotal of Account Type: Expenditure	\$65,025.62	\$615,370.99
Subtotal of Element: [Function] 02410 - Office of the Principal	\$65,025.62	\$615,370.99
443 - Rentals of Computers and Related Equipment	\$2,770.00	\$27,700.00
Subtotal of Account Type: Expenditure	\$2,770.00	\$27,700.00
Subtotal of Element: [Function] 02530 - Printing, Publishing, and Duplicating Services	\$2,770.00	\$27,700.00
296 - Other Employee Benefits for Professional Non-Certificated Staff	\$0.00	\$4,233.78
Subtotal of Account Type: Expenditure	\$0.00	\$4,233.78
Subtotal of Element: [Function] 02570 - Personnel Services	\$0.00	\$4,233.78
110 - Salaries of Regular Employees Paid to Non-Instructional	\$0.00	\$0.00
111 - Salaries of Regular Employees Paid to Teachers/Professional Staff	\$7,674.92	\$76,749.20
210 - Group Insurance for Non-Instructional	\$0.00	\$0.00
211 - Group Insurance for Teachers/Professional Staff	\$1,879.89	\$15,194.56
220 - Social Security Payments for Non-Instructional	\$0.00	\$0.00
221 - Social Security Payments for Teachers/Professional Staff	\$578.94	\$5,798.83
230 - Retirement Contributions for Non-Instructional	\$0.00	\$0.00
231 - Retirement Contributions for Teachers/Professional Staff	\$193.79	\$1,937.88
237 - Increased Retirement Contributions	\$564.33	\$5,643.28
610 - General Supplies	\$10,085.11	\$14,695.47
643 - Web/Cloud Based Software	\$0.00	\$4,040.00
650 - Supplies-Technology Related	\$0.00	\$79,410.70
734 - Technology-Related Hardware	\$0.00	\$13,851.95
735 - Technology Software	\$0.00	\$0.00
Subtotal of Account Type: Expenditure	\$20,976.98	\$217,321.87
Subtotal of Element: [Function] 02580 - Administrative Technology Service	\$20,976.98	\$217,321.87
110 - Salaries of Regular Employees Paid to Non-Instructional	\$8,202.67	\$82,875.22
130 - Salaries for Overtime Employees Paid to Non-Instructional	\$0.00	(\$56.62)
210 - Group Insurance for Non-Instructional	\$1,379.64	\$13,644.59
220 - Social Security Payments for Non-Instructional	\$588.81	\$6,147.55
230 - Retirement Contributions for Non-Instructional	\$207.12	\$2,069.75
237 - Increased Retirement Contributions	\$603.13	\$6,027.11
260 - Unemployment Compensation Paid for Non-Instructional	\$0.00	\$30,157.00
270 - Worker?s Compensation Paid for Non-Instructional	\$0.00	\$149,207.00
280 - Health Benefits Paid for Non-Instructional	\$245.70	\$2,430.02
350 - Technical Services	\$85,654.42	\$195,869.39
410 - Utility Services	\$3,096.00	\$26,371.67
430 - Repairs and Maintenance Services	\$115.25	\$5,115.16
431 - Non-Technology-Related Repairs and Maintenance	\$0.00	\$2,474.03
442 - Rentals of Equipment and Vehicles	\$0.00	\$840.00
610 - General Supplies	\$90,933.19	\$142,727.69

621 - Natural Gas	\$8,896.15	\$159,127.03
730 - Equipment	\$0.00	\$30,306.76
Subtotal of Account Type: Expenditure	\$199,922.08	\$855,333.35
Subtotal of Element: [Function] 02610 - Operation of Buildings	\$199,922.08	\$855,333.35
110 - Salaries of Regular Employees Paid to Non-Instructional	\$14,444.66	\$155,744.67
130 - Salaries for Overtime Employees Paid to Non-Instructional	\$34.16	\$1,302.46
210 - Group Insurance for Non-Instructional	\$4,095.79	\$41,401.04
220 - Social Security Payments for Non-Instructional	\$1,105.54	\$11,993.34
230 - Retirement Contributions for Non-Instructional	\$365.59	\$3,965.47
237 - Increased Retirement Contributions	\$1,064.59	\$11,547.36
280 - Health Benefits Paid for Non-Instructional	\$584.40	\$5,922.78
Subtotal of Account Type: Expenditure	\$21,694.73	\$231,877.12
Subtotal of Element: [Function] 02620 - Maintenance of Buildings	\$21,694.73	\$231,877.12
110 - Salaries of Regular Employees Paid to Non-Instructional	\$3,833.86	\$14,298.16
210 - Group Insurance for Non-Instructional	\$0.74	\$3.06
220 - Social Security Payments for Non-Instructional	\$291.45	\$1,091.98
230 - Retirement Contributions for Non-Instructional	\$36.79	\$109.82
237 - Increased Retirement Contributions	\$107.15	\$319.81
350 - Technical Services	\$0.00	\$2,516.88
430 - Repairs and Maintenance Services	\$64.43	\$626.74
431 - Non-Technology-Related Repairs and Maintenance	\$0.00	\$76.89
610 - General Supplies	\$108.98	\$5,008.95
Subtotal of Account Type: Expenditure	\$4,443.40	\$24,052.29
Subtotal of Element: [Function] 02630 - Care and Upkeep of Grounds	\$4,443.40	\$24,052.29
110 - Salaries of Regular Employees Paid to Non-Instructional	\$16,141.27	\$162,255.95
130 - Salaries for Overtime Employees Paid to Non-Instructional	\$0.00	\$102.69
210 - Group Insurance for Non-Instructional	\$2,186.46	\$21,319.46
220 - Social Security Payments for Non-Instructional	\$1,191.25	\$11,998.72
230 - Retirement Contributions for Non-Instructional	\$370.26	\$3,727.39
237 - Increased Retirement Contributions	\$1,078.18	\$10,854.08
280 - Health Benefits Paid for Non-Instructional	\$59.18	\$469.14
431 - Non-Technology-Related Repairs and Maintenance	\$0.00	\$11,377.42
580 - Travel	\$0.00	\$127.99
610 - General Supplies	\$0.00	\$103.77
626 - Gasoline	\$0.00	\$11,205.82
Subtotal of Account Type: Expenditure	\$21,026.60	\$233,542.43
Subtotal of Element: [Function] 02710 - Vehicle Operation and Purchasing - Regular Education	\$21,026.60	\$233,542.43
626 - Gasoline	\$90.07	\$1,349.06
Subtotal of Account Type: Expenditure	\$90.07	\$1,349.06
Subtotal of Element: [Function] 02712 - Vehicle Operation and Purchasing - School Age SPED	\$90.07	\$1,349.06
110 - Salaries of Regular Employees Paid to Non-Instructional	\$489.72	\$5,765.34
210 - Group Insurance for Non-Instructional	\$9.20	\$11.52
220 - Social Security Payments for Non-Instructional	\$33.86	\$410.60
230 - Retirement Contributions for Non-Instructional	\$12.36	\$145.54
237 - Increased Retirement Contributions	\$36.00	\$423.91
280 - Health Benefits Paid for Non-Instructional	\$1.62	\$1.62
519 - Student Transportation Purchased From Other Sources	\$0.00	\$47.60
626 - Gasoline	\$430.52	\$2,865.41
Subtotal of Account Type: Expenditure	\$1,013.28	\$9,671.54
Subtotal of Element: [Function] 02713 - Vehicle Operation and Purchasing - Below Age 5 SPED	\$1,013.28	\$9,671.54
215 - Group Insurance for Superintendents	\$17.73	\$177.30
225 - Social Security Payments for Superintendents	\$3.68	\$36.80
290 - Other Employee Benefits Paid for Non-Instructional	\$0.00	\$58.47
295 - Other Employee Benefits for Superintendents	\$50.00	\$500.00
350 - Technical Services	\$79.90	\$18,106.14

430 - Repairs and Maintenance Services	\$339.91	\$8,830.63
431 - Non-Technology-Related Repairs and Maintenance	\$85.89	\$5,299.92
610 - General Supplies	\$213.96	\$2,239.61
626 - Gasoline	\$4,422.00	\$37,821.07
732 - Vehicles	\$0.00	\$15.37
Subtotal of Account Type: Expenditure	\$5,213.07	\$73,085.31
Subtotal of Element: [Function] 02730 - Vehicle Servicing and Maintenance - Regular Education	\$5,213.07	\$73,085.31
111 - Salaries of Regular Employees Paid to Teachers/Professional Staff	\$2,000.00	\$2,000.00
113 - Salaries of Regular Employees Paid to Substitute Teachers	\$1,000.00	\$1,000.00
151 - Additional Compensation Paid to Teachers/Professional Staff	\$1,235.49	\$2,994.90
211 - Group Insurance for Teachers/Professional Staff	\$334.18	\$770.04
213 - Group Insurance for Substitute Teachers	\$370.84	\$370.84
221 - Social Security Payments for Teachers/Professional Staff	\$246.23	\$380.07
223 - Social Security Payments for Substitute Teachers	\$69.76	\$69.76
231 - Retirement Contributions for Teachers/Professional Staff	\$81.70	\$126.16
233 - Retirement Contributions for Substitute Teachers	\$25.25	\$25.25
237 - Increased Retirement Contributions	\$311.43	\$440.76
281 - Health Benefits Paid for Teachers/Professional Staff	\$51.14	\$97.85
320 - Professional Educational Services	\$0.00	\$4,123.32
610 - General Supplies	\$869.51	\$1,785.26
810 - Dues and Fees	\$0.00	\$1,000.00
Subtotal of Account Type: Expenditure	\$6,595.53	\$15,184.21
Subtotal of Element: [Function] 03535 - High Ability Learners	\$6,595.53	\$15,184.21
111 - Salaries of Regular Employees Paid to Teachers/Professional Staff	\$7,833.36	\$78,333.33
211 - Group Insurance for Teachers/Professional Staff	\$2,247.83	\$22,478.30
221 - Social Security Payments for Teachers/Professional Staff	\$571.48	\$5,714.80
231 - Retirement Contributions for Teachers/Professional Staff	\$197.80	\$1,978.00
237 - Increased Retirement Contributions	\$575.98	\$5,759.71
Subtotal of Account Type: Expenditure	\$11,426.45	\$114,264.14
Subtotal of Element: [Function] 03540 - State Early Childhood	\$11,426.45	\$114,264.14
340 - Other Professional Services	\$0.00	\$43,564.43
Subtotal of Account Type: Expenditure	\$0.00	\$43,564.43
Subtotal of Element: [Function] 03541 - Early Childhood Endowment Grants	\$0.00	\$43,564.43
720 - Buildings	\$0.00	\$65,403.75
Subtotal of Account Type: Expenditure	\$0.00	\$65,403.75
Subtotal of Element: [Function] 04700 - Building Improvements	\$0.00	\$65,403.75
111 - Salaries of Regular Employees Paid to Teachers/Professional Staff	\$11,122.96	\$111,369.10
211 - Group Insurance for Teachers/Professional Staff	\$3,331.86	\$33,334.05
221 - Social Security Payments for Teachers/Professional Staff	\$788.73	\$7,897.78
231 - Retirement Contributions for Teachers/Professional Staff	\$280.85	\$2,812.03
237 - Increased Retirement Contributions	\$817.85	\$8,188.76
281 - Health Benefits Paid for Teachers/Professional Staff	\$596.76	\$5,970.36
610 - General Supplies	\$0.00	\$33.11
Subtotal of Account Type: Expenditure	\$16,939.01	\$169,605.19
Subtotal of Element: [Function] 06200 - Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	\$16,939.01	\$169,605.19
111 - Salaries of Regular Employees Paid to Teachers/Professional Staff	\$10,671.19	\$107,343.82
211 - Group Insurance for Teachers/Professional Staff	\$3,765.16	\$37,419.19
221 - Social Security Payments for Teachers/Professional Staff	\$784.01	\$7,890.83
231 - Retirement Contributions for Teachers/Professional Staff	\$269.45	\$2,710.43
237 - Increased Retirement Contributions	\$784.64	\$7,892.83
Subtotal of Account Type: Expenditure	\$16,274.45	\$163,257.10
Subtotal of Element: [Function] 06408 - IDEA-PtB-611-Base-EP-6408	\$16,274.45	\$163,257.10
111 - Salaries of Regular Employees Paid to Teachers/Professional Staff	\$407.00	\$15,898.64
112 - Salaries of Regular Employees Paid to Instructional Aides and Assistants	\$1,879.08	\$32,530.87

116 - Salaries of Regular Employees Paid to Professional Non-Certificated Staff	\$0.00	\$2,000.00
131 - Salaries for Overtime Employees Paid to Teachers/Professional Staff	\$0.00	\$490.56
132 - Salaries for Overtime Employees Paid to Instructional Aides and Assistants	\$120.07	\$229.34
211 - Group Insurance for Teachers/Professional Staff	\$119.42	\$2,631.57
212 - Group Insurance for Instructional Aides or Assistants	\$0.43	\$1,671.36
216 - Group Insurance for Professional Non-Certificated Staff	\$0.00	\$420.61
221 - Social Security Payments for Teachers/Professional Staff	\$30.71	\$1,235.46
222 - Social Security Payments for Instructional Aides or Assistants	\$152.69	\$2,464.03
226 - Social Security Payments for Professional Non-Certificated Staff	\$0.00	\$143.17
231 - Retirement Contributions for Teachers/Professional Staff	\$10.27	\$413.84
232 - Retirement Contributions for Instructional Aides or Assistants	\$17.81	\$544.79
236 - Retirement Contributions for Professional Non-Certificated Staff	\$0.00	\$50.50
237 - Increased Retirement Contributions	\$81.76	\$2,938.58
281 - Health Benefits Paid for Teachers/Professional Staff	\$0.00	\$143.97
282 - Health Benefits Paid for Instructional Aides or Assistants	\$0.00	\$299.30
286 - Health Benefits Paid for Professional Non-Certificated Staff	\$0.00	\$75.66
320 - Professional Educational Services	\$0.00	\$510.00
530 - Communications	\$0.00	\$105.51
610 - General Supplies	\$0.00	\$2,827.98
Subtotal of Account Type: Expenditure	\$2,819.24	\$67,625.74
Subtotal of Element: [Function] 06968 - Federal Services - Title IV, Part B ESSA	\$2,819.24	\$67,625.74
112 - Salaries of Regular Employees Paid to Instructional Aides and Assistants	\$133.25	\$1,318.34
116 - Salaries of Regular Employees Paid to Professional Non-Certificated Staff	\$0.00	\$6,020.00
212 - Group Insurance for Instructional Aides or Assistants	\$0.00	\$0.22
216 - Group Insurance for Professional Non-Certificated Staff	\$0.00	\$1,286.10
222 - Social Security Payments for Instructional Aides or Assistants	\$10.19	\$100.85
226 - Social Security Payments for Professional Non-Certificated Staff	\$0.00	\$430.83
232 - Retirement Contributions for Instructional Aides or Assistants	\$0.00	\$11.90
236 - Retirement Contributions for Professional Non-Certificated Staff	\$0.00	\$152.00
237 - Increased Retirement Contributions	\$0.00	\$477.31
286 - Health Benefits Paid for Professional Non-Certificated Staff	\$0.00	\$231.33
Subtotal of Account Type: Expenditure	\$143.44	\$10,028.88
Subtotal of Element: [Function] 06998 - ARP Act ESSER III	\$143.44	\$10,028.88
Grand Total	\$1,125,170.83	\$10,195,151.49

Broken Bow Public School

Account Summary Report

General Fund Revenue

Account Code	Description	Actual (June 1-30, 2025)	Actual (YTD)
01-1-01100-000-000-000	Local Property Taxes	(\$289,218.40)	(\$5,083,713.84)
01-1-01115-000-000-000	Carline Taxes	\$0.00	(\$10,921.49)
01-1-01125-000-000-000	Motor Vehicle Taxes	(\$47,879.36)	(\$471,894.69)
01-1-01140-000-000-000	Penalties and Interest on Taxes	(\$190.11)	(\$13,954.99)
01-1-01370-000-000-000	Preschool Tuition and Fees	\$0.00	(\$27,284.65)
01-1-01510-000-000-000	Investment Interest	(\$10,766.02)	(\$88,265.35)
01-1-01520-000-000-000	Dividends	\$0.00	(\$74.36)
01-1-01740-000-000-000	Fees	\$0.00	(\$8,185.15)
01-1-01910-000-000-000	Rentals of School Equipment, Property, and Facilities	(\$3,420.00)	(\$17,226.60)
01-1-01911-000-000-000	Local License Fees	(\$23.73)	(\$2,936.99)
01-1-01921-000-000-000	County Fines and License Fees	(\$4,563.77)	(\$41,212.57)
01-1-01942-000-000-013	Book Fines	\$0.00	(\$7.00)
01-1-01990-000-000-000	Miscellaneous Local Revenue	\$0.00	(\$961,026.20)
01-1-02110-000-000-000	County Fines & License Fees	\$0.00	(\$4,794.90)
01-1-02210-000-000-000	ESU income/reimbursement	\$0.00	(\$450.00)
01-1-03110-000-000-000	State Aid	(\$128,663.00)	(\$1,286,639.00)
01-1-03120-000-000-000	Special Education Programs	(\$324,552.00)	(\$1,126,254.00)
01-1-03125-000-000-000	Special Education Trans	\$0.00	(\$38,367.00)
01-1-03130-000-000-000	Homestead Exemption	(\$23,492.40)	(\$91,809.99)
01-1-03131-000-000-000	Property Tax Credit	\$0.00	(\$647,224.20)
01-1-03133-000-000-000	Nameplate Cap-Wind Energy	\$0.00	(\$127,312.72)
01-1-03180-000-000-000	Pro Rate Motor Vehicle	\$0.00	(\$12,470.36)
01-1-03400-000-000-000	State Apportionment	\$0.00	(\$299,889.57)
01-1-03535-000-000-000	Payments for High Ability Learners	(\$50.00)	(\$9,632.00)
01-1-03541-000-000-000	Early Childhood Endowment Grants	\$0.00	(\$183,884.00)
01-1-03551-000-000-000	Career Education	\$0.00	(\$5,980.00)
01-1-03990-000-000-000	Other State Revenue	\$0.00	(\$964,043.97)
01-1-04505-000-000-000	Title I, Part A NCLB Improving Academic Achievement-Receipt	\$0.00	(\$150,978.00)
01-1-04509-000-000-000	Title II, Part A NCLB Teacher Quality Grants-Receipt	\$0.00	(\$27,892.00)
01-1-04518-000-000-000	IDEA Part B Base & Enrollment Poverty Allocation	\$0.00	(\$128,296.00)
01-1-04525-000-000-000	Federal Vocational & Applied Technology Education (Carl Perkins)	\$0.00	\$5,980.00
01-1-04527-000-000-000	Title III Part A ESSA - English Language Acquisition, Language Enhancement, and Academic Achievement	\$0.00	(\$150.00)
01-1-04531-000-000-000	Bow Club Revenue	(\$221.50)	(\$20,102.75)
01-1-04708-000-000-000	Medicaid in Public Schools	\$0.00	(\$57,559.93)
01-1-04709-000-000-000	Medicaid Administrative Activities	\$0.00	(\$4,794.21)
01-1-04969-000-000-000	Title IV, Part A	\$0.00	(\$11,379.00)
01-1-04998-000-000-000	ESSER III	\$0.00	(\$828,361.00)
01-1-05200-000-000-000	Transfers from Funds (Incoming)	\$0.00	(\$922.11)
01-1-05300-000-000-000	Sale of Property	(\$100.00)	(\$100.00)
01-1-05301-000-000-000	Insurance Adjustments	(\$25.75)	\$846.75
Sub Total		(\$833,166.04)	(\$12,749,163.84)

Broken Bow Public School

Check Listing Report

General Fund 6/17/2025 - 7/21/2025

Check Date	Check Number	Payee	Amount
06/18/2025	2038	Grocery Kart	\$265.84
06/18/2025	2041	JW Pepper & Son, Inc	\$74.80
06/18/2025	2042	Keaton Klimek	\$40.00
06/18/2025	2044	Trotter Service	\$4,560.79
06/25/2025	2048	Black Hills Energy	\$671.31
06/25/2025	2049	Century Link-Phoenix	\$1,111.65
06/25/2025	2050	Dave Ramsey Financial Peace	\$1,949.40
06/25/2025	2053	Tobey, Darren	\$2,192.28
06/25/2025	2054	Ivan Garcia Guonsalez	\$1,230.00
06/25/2025	2055	Javier Dominguez Molina	\$1,230.00
06/30/2025	2056	Blue Cross - Retired	\$4,411.07
06/30/2025	2057	CenturyLink	\$8.63
06/30/2025	2058	Grainger	\$114.56
06/30/2025	2059	Kay Einspahr	\$565.85
06/30/2025	2061	NCS Pearson	\$573.95
06/30/2025	2062	Nebraska Association of School Personnel Administrators	\$40.00
06/30/2025	2065	Tumbleweed Café	\$2,093.00
06/30/2025	2066	Zlomke, Jim	\$272.85
07/02/2025	2067	Broken Bow Municipal Utilities	\$11,650.90
07/02/2025	2069	Lyne's	\$16,925.00
07/02/2025	2070	Thermo King Christensen	\$2,136.69
07/02/2025	2071	PPG Architectural Finishes	\$14,405.00
07/08/2025	2085	Century Link-Phoenix	\$278.19
07/08/2025	2086	Great Plains Communications	\$175.96
07/08/2025	2089	Schaaf, Eddie	\$54.59
07/08/2025	2091	Zlomke, Jim	\$187.00
07/10/2025	2092	Harrison Vicente	\$3,952.50
07/10/2025	2093	Ivan Garcia Guonsalez	\$690.00
07/10/2025	2094	Javier Dominguez Molina	\$690.00
07/15/2025	2096	ARDE LLC	\$3,000.00
07/21/2025	2097	Ace Hardware	\$787.38
07/21/2025	2098	Amazon	\$10,585.99
07/21/2025	2099	Arrow Seed	\$1,347.76
07/21/2025	2100	Bluffs Facility Solutions	\$609.21
07/21/2025	2101	CDW Government, Inc	\$8,512.00
07/21/2025	2103	City of Broken Bow	\$10.00
07/21/2025	2104	Coach Masters	\$5,828.62
07/21/2025	2105	Communicate & Connect Therapy, LLC	\$3,591.46
07/21/2025	2106	Cummins Central Power, LLC	\$3,200.96
07/21/2025	2108	Custer County Chief	\$372.20
07/21/2025	2109	DAS State Accounting-Central Finance	\$292.87
07/21/2025	2110	Eakes Office Solutions	\$1,521.38
07/21/2025	2111	Electrical Engineering & Equipment	\$287.36
07/21/2025	2112	ESU #10	\$11,988.64
07/21/2025	2113	Evans Feed	\$15.00
07/21/2025	2114	Garrett Tires	\$360.00
07/21/2025	2116	GovConnection, Inc	\$309.20

07/21/2025	2117	Grainger	\$14.98
07/21/2025	2118	Greenland Constructions 2, LLC	\$10,000.00
07/21/2025	2119	Grocery Kart	\$326.93
07/21/2025	2121	Hermesmeyer Occupational Therapy, LLC	\$1,344.00
07/21/2025	2122	Hometown Leasing	\$2,770.00
07/21/2025	2123	Houghton Mifflin	\$406.00
07/21/2025	2124	JourneyEd	\$38.84
07/21/2025	2125	KSB School Law	\$778.50
07/21/2025	2126	Love Signs	\$1,586.00
07/21/2025	2127	Margarita Longoria-Dimas	\$60.00
07/21/2025	2128	Mastercard	\$15,813.15
07/21/2025	2129	McGraw-Hill Education	\$1,225.77
07/21/2025	2130	Melham Medical Center	\$60.00
07/21/2025	2131	NCSA - Nebraska Council of School Administrators	\$600.00
07/21/2025	2132	Nebraska Integral Wellness	\$375.00
07/21/2025	2133	NRCSA - Nebraska Rural Community Schools Association	\$850.00
07/21/2025	2134	Prime Plumbing LLC	\$632.00
07/21/2025	2135	Quad-C Consulting	\$5,791.00
07/21/2025	2136	Ranchland Ford	\$10.54
07/21/2025	2137	Rasmussen Mechanical Services	\$1,702.50
07/21/2025	2139	School Mate	\$886.50
07/21/2025	2140	School Specialty-WEB	\$460.14
07/21/2025	2141	Taylor Heating & Cooling	\$116.00
07/21/2025	2142	TEAM Physical Therapy, P.C.	\$2,680.98
07/21/2025	2143	Tobey, Darren	\$2,542.28
07/21/2025	2144	V-Bar Sales	\$106.20
07/21/2025	2145	Visa-Pinnacle Bank	\$791.77
07/21/2025	2146	Weathercraft Co	\$350.00
07/21/2025	2147	Wenquist, Inc	\$42.79
07/21/2025	2149	WPCI	\$33.00
Sub Total			\$177,566.71

Broken Bow Public School

Check Listing Report

General Fund 6/17/2025 - 7/21/2025

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-18-25-AW	Nebraska State Bank	565016	2038	Grocery Kart	\$351.80	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Grocery Kart		565	01-2-01100-610-001-013	seeds, baking cups, jet puffed		\$8.07
Grocery Kart		145	01-2-01100-610-001-031	cream cheese		\$7.50
Grocery Kart		3195	01-2-01100-610-004-013	snacks Cole		\$91.36
Grocery Kart		04292	01-2-02130-610-000-013	pudding		\$1.25
Grocery Kart		03168	01-2-02320-610-000-013	supply		\$83.36
Grocery Kart		625	01-2-02410-610-001-021	coffee		\$64.34
Grocery Kart		2074	01-2-02730-610-000-000	bath tissue		\$9.96
Sub Total						\$265.84
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-18-25-AW	Nebraska State Bank	565016	2041	JW Pepper & Son, Inc	\$74.80	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
JW Pepper & Son, Inc		367504663	01-2-01100-610-001-028	music		\$74.80
Sub Total						\$74.80
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-18-25-AW	Nebraska State Bank	565016	2042	Keaton Klimek	\$40.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Keaton Klimek		061225	01-2-02730-626-000-000	gas		\$40.00
Sub Total						\$40.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-18-25-AW	Nebraska State Bank	565016	2044	Trotter Service	\$4,560.79	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Trotter Service		BBSCH-053125	01-2-02712-626-001-071	gas		\$90.07
Trotter Service		BBSCH-053125	01-2-02713-626-010-071	gas		\$430.52
Trotter Service		BB1158-053125	01-2-02730-626-000-000	gas		\$120.66
Trotter Service		BBSCH-053125	01-2-02730-626-000-000	gas		\$3,919.54
Sub Total						\$4,560.79
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-25-25-AW	Nebraska State Bank	565016	2048	Black Hills Energy	\$671.31	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Black Hills Energy		5511-061725	01-2-02610-621-000-013	natural gas Bus Barn		\$54.95
Black Hills Energy		2089-061725	01-2-02610-621-000-019	natural gas Province house		\$49.85
Black Hills Energy		6952-061725	01-2-02610-621-001-000	natural gas HS		\$352.76
Black Hills Energy		5483-061825	01-2-02610-621-001-017	natural gas AB		\$45.37
Black Hills Energy		3511-061725	01-2-02610-621-004-000	natural gas NP		\$67.24
Black Hills Energy		6153-061725	01-2-02610-621-004-000	natural gas NP		\$101.14
Sub Total						\$671.31
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-25-25-AW	Nebraska State Bank	565016	2049	Century Link-Phoenix	\$1,111.65	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Century Link-Phoenix		740667476	01-2-02320-382-001-013	telephone		\$1,111.65
Sub Total						\$1,111.65
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-25-25-AW	Nebraska State Bank	565016	2050	Dave Ramsey Financial Peace	\$1,949.40	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount

Dave Ramsey Financial Peace	FY2425-000521	2717823	01-2-01100-610-001-032	Request a PO to Order 2025-2026 Dave Ramsey books for the fall Personal Finance class	05/15/2025	\$1,949.40
Sub Total						\$1,949.40
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-25-25-AW	Nebraska State Bank	565016	2053	Tobey, Darren	\$2,192.28	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Tobey, Darren		062425	01-2-02320-295-000-000	car		\$800.00
Tobey, Darren		070125	01-2-02320-295-000-000	house		\$1,250.00
Tobey, Darren		062025	01-2-02320-295-000-000	phone		\$142.28
Sub Total						\$2,192.28
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
6-25-25-AW	Nebraska State Bank	565016	2054	Ivan Garcia Guonsalez	\$1,230.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Ivan Garcia Guonsalez		255	01-2-02610-350-006-000	painting		\$1,230.00
Sub Total						\$1,230.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
6-25-25-AW	Nebraska State Bank	565016	2055	Javier Dominguez Molina	\$1,230.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Javier Dominguez Molina		111	01-2-02610-350-006-000	painting		\$1,230.00
Sub Total						\$1,230.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-30-25-AW	Nebraska State Bank	565016	2056	Blue Cross - Retired	\$4,411.07	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Blue Cross - Retired		070125	01-2-01100-239-000-000	Fahnholz, Scott		\$1,893.24
Blue Cross - Retired		070125	01-2-01100-239-000-000	Garner		\$2,517.83
Sub Total						\$4,411.07
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-30-25-AW	Nebraska State Bank	565016	2057	CenturyLink	\$8.63	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
CenturyLink		740648960	01-2-02320-530-000-013	phone		\$8.63
Sub Total						\$8.63
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-30-25-AW	Nebraska State Bank	565016	2058	Grainger	\$114.56	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Grainger		9506924589	01-2-02610-610-001-000	flag		\$114.56
Sub Total						\$114.56
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-30-25-AW	Nebraska State Bank	565016	2059	Kay Einspahr	\$565.85	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Kay Einspahr		062025	01-2-02320-530-000-013	phone		\$141.96
Kay Einspahr		062925	01-2-02320-610-000-013	board room kitchen		\$423.89
Sub Total						\$565.85
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-30-25-AW	Nebraska State Bank	565016	2061	NCS Pearson	\$573.95	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
NCS Pearson		28335378	01-2-02141-610-001-071	testing		\$102.03
NCS Pearson		28489371	01-2-02141-610-001-071	testing		\$51.47
NCS Pearson		28595379	01-2-02141-610-001-071	testing		\$30.16
NCS Pearson		28335378	01-2-02141-610-004-071	testing		\$143.48
NCS Pearson		28489371	01-2-02141-610-004-071	testing		\$72.38
NCS Pearson		28595379	01-2-02141-610-004-071	testing		\$42.41
NCS Pearson		28335378	01-2-02141-610-006-071	testing		\$73.34

NCS Pearson		28489371	01-2-02141-610-006-071	testing		\$37.00
NCS Pearson		28595379	01-2-02141-610-006-071	testing		\$21.68
Sub Total						\$573.95
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-30-25-AW	Nebraska State Bank	565016	2062	Nebraska Association of School Personnel Administrators	\$40.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Nebraska Association of School Personnel Administrators		062525	01-2-02320-810-000-013	membership Einspahr		\$40.00
Sub Total						\$40.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-30-25-AW	Nebraska State Bank	565016	2065	Tumbleweed Café	\$4,890.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Tumbleweed Café		71	01-2-01100-610-001-013	hospitality, staff party, CTE Speaker, EOY, teacher appreciation		\$298.00
Tumbleweed Café		71	01-2-01100-610-004-013	hospitality, staff party, CTE Speaker, EOY, teacher appreciation		\$1,195.00
Tumbleweed Café		71	01-2-01100-610-006-000	hospitality, staff party, CTE Speaker, EOY, teacher appreciation		\$600.00
Sub Total						\$2,093.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-30-25-AW	Nebraska State Bank	565016	2066	Zlomke, Jim	\$272.85	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Zlomke, Jim		18130	01-2-02610-610-000-013	summer		\$272.85
Sub Total						\$272.85
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-02-25-AW	Nebraska State Bank	565016	2067	Broken Bow Municipal Utilities	\$12,585.64	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Broken Bow Municipal Utilities		9089-061625	01-2-02610-410-000-017	Water/Sewer AB		\$173.55
Broken Bow Municipal Utilities		9085-061625	01-2-02610-410-000-018	Water/Sewer Bus Barn		\$78.47
Broken Bow Municipal Utilities		9690-061625	01-2-02610-410-000-019	Water/Sewer Kusek		\$96.82
Broken Bow Municipal Utilities		9520-061625	01-2-02610-410-000-019	Water/Sewer Province		\$100.27
Broken Bow Municipal Utilities		11580-061625	01-2-02610-410-000-019	Water/Sewer Sixpence		\$104.76
Broken Bow Municipal Utilities		10210-061625	01-2-02610-410-000-114	Water FB Concessions		\$50.31
Broken Bow Municipal Utilities		10211-061625	01-2-02610-410-000-114	Water FB Field		\$145.03
Broken Bow Municipal Utilities		10251-061625	01-2-02610-410-000-114	Water Warm up Field		\$683.75
Broken Bow Municipal Utilities		10250-061625	01-2-02610-410-001-000	Water/Sewer HS		\$789.41
Broken Bow Municipal Utilities		11335-061625	01-2-02610-410-004-000	Water/Sewer NP		\$425.02
Broken Bow Municipal Utilities		9091-061625	01-2-02610-410-006-000	Water/Sewer JH		\$137.82
Broken Bow Municipal Utilities		10212-061625	01-2-02610-410-006-000	Water/Sewer SW corner of MS		\$235.18
Broken Bow Municipal Utilities		14988-061625	01-2-02610-621-000-013	Electricity Dump Hill		\$34.60
Broken Bow Municipal Utilities		10200-061625	01-2-02610-621-000-013	Electricity S Gravel Lot		\$33.44
Broken Bow Municipal Utilities		9085-061625	01-2-02610-621-000-013	Gas/Electricity Bus Barn		\$270.61
Broken Bow Municipal Utilities		9087-061625	01-2-02610-621-000-016	Gas Wrestling Bldg		\$329.96
Broken Bow Municipal Utilities		9089-061625	01-2-02610-621-000-017	Gas AB		\$396.40
Broken Bow Municipal Utilities		9690-061625	01-2-02610-621-000-019	Electricity Kusek		\$104.44
Broken Bow Municipal Utilities		11580-061625	01-2-02610-621-000-019	Electricity Sixpence		\$133.77
Broken Bow Municipal Utilities		9520-061625	01-2-02610-621-000-019	Electricity Province		\$113.21
Broken Bow Municipal Utilities		10210-061625	01-2-02610-621-000-114	Electricity FB Concession		\$120.74
Broken Bow Municipal Utilities		15500-061625	01-2-02610-621-000-114	Electricity FB Field Lights 2652-16-15500		\$91.20
Broken Bow Municipal Utilities		10252-061625	01-2-02610-621-000-114	Electricity Ticket Booth		\$31.00
Broken Bow Municipal Utilities		10208-061625	01-2-02610-621-000-114	Electricity FB Scoreboard		\$35.94
Broken Bow Municipal Utilities		10250-061625	01-2-02610-621-001-000	Electricity HS		\$3,133.22
Broken Bow Municipal Utilities		11336-061625	01-2-02610-621-004-000	Electricity North Park		\$2,036.51
Broken Bow Municipal Utilities		11335-061625	01-2-02610-621-004-000	Electricity NP		\$1,063.36
Broken Bow Municipal Utilities		9090-061625	01-2-02610-621-006-000	Gas/Electricity JH		\$702.11
Sub Total						\$11,650.90

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-02-25-AW	Nebraska State Bank	565016	2069	Lyne's	\$16,925.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Lyne's		7867	01-2-01100-610-000-013	refrigerators, dishwashers, microwaves		\$3,050.00
Lyne's		6990	01-2-01100-610-001-013	TV's		\$4,550.00
Lyne's		7956	01-2-01100-610-001-013	washer/dryer, refrigerator, dishwasher, stove, cooktop		\$900.00
Lyne's		7956	01-2-01200-610-001-071	washer/dryer, refrigerator, dishwasher, stove, cooktop		\$5,300.00
Lyne's		7867	01-2-02320-610-000-013	refrigerators, dishwashers, microwaves		\$3,125.00
Sub Total						\$16,925.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-02-25-AW	Nebraska State Bank	565016	2070	Thermo King Christensen	\$2,136.69	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Thermo King Christensen		WG13285	01-2-02730-350-000-000	air condin Bus 20		\$2,136.69
Sub Total						\$2,136.69
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
7-2-25-AW	Nebraska State Bank	565016	2071	PPG Architectural Finishes	\$14,405.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
PPG Architectural Finishes		836620006793	01-2-02610-610-006-000	paint outside		\$3,205.00
PPG Architectural Finishes		836620007065	01-2-02610-610-006-000	paint outside		\$600.00
PPG Architectural Finishes		836620007083	01-2-02610-610-006-000	paint outside		\$6,000.00
PPG Architectural Finishes		836620007256	01-2-02610-610-006-000	paint outside		\$2,000.00
PPG Architectural Finishes		836620007320	01-2-02610-610-006-000	paint outside		\$2,600.00
Sub Total						\$14,405.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-08-25-AW	Nebraska State Bank	565016	2085	Century Link-Phoenix	\$278.19	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Century Link-Phoenix		29134-070125	01-2-02320-382-001-013	telephone		\$278.19
Sub Total						\$278.19
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-08-25-AW	Nebraska State Bank	565016	2086	Great Plains Communications	\$175.96	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Great Plains Communications		96748-070125	01-2-02320-530-000-013	fiber		\$175.96
Sub Total						\$175.96
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-08-25-AW	Nebraska State Bank	565016	2089	Schaaf, Eddie	\$54.59	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Schaaf, Eddie		061825	01-2-02730-626-000-000	gas		\$54.59
Sub Total						\$54.59
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-08-25-AW	Nebraska State Bank	565016	2091	Zlomke, Jim	\$187.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Zlomke, Jim		070825	01-2-02570-296-000-018	DOT physical		\$187.00
Sub Total						\$187.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
3839	Nebraska State Bank	565016	2092	Harrison Vicente	\$3,952.50	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Harrison Vicente		071025	01-2-02610-350-000-013	tile work AB		\$3,952.50
Sub Total						\$3,952.50
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-10-25-AW	Nebraska State Bank	565016	2093	Ivan Garcia Guonsalez	\$690.00	Accounts Payable

Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Ivan Garcia Guonsalez		071025	01-2-02610-350-006-000	painting		\$690.00
Sub Total						\$690.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-10-25-AW	Nebraska State Bank	565016	2094	Javier Dominguez Molina	\$690.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Javier Dominguez Molina		071025	01-2-02610-350-001-000	painting		\$690.00
Sub Total						\$690.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
3842	Nebraska State Bank	565016	2096	ARDE LLC	\$3,000.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
ARDE LLC		62225-01	01-2-02610-350-001-000	install athletic signage		\$3,000.00
Sub Total						\$3,000.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2097	Ace Hardware	\$787.38	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Ace Hardware		117592	01-2-02610-610-000-013	battery		\$8.59
Ace Hardware		119001	01-2-02610-610-000-013	blade		\$16.99
Ace Hardware		127488	01-2-02610-610-000-013	brass shutoff hose, leader hose, elbow, fasteners		\$58.26
Ace Hardware		127962	01-2-02610-610-000-013	claw bar		\$14.99
Ace Hardware		124939	01-2-02610-610-000-013	diab recip		\$25.99
Ace Hardware		127286	01-2-02610-610-000-013	flagging tape		\$3.59
Ace Hardware		121396	01-2-02610-610-000-013	fuse		\$4.59
Ace Hardware		123736	01-2-02610-610-000-013	hole saw		\$24.99
Ace Hardware		124826	01-2-02610-610-000-013	mlw rcip torch		\$47.98
Ace Hardware		124123	01-2-02610-610-000-013	mlw rcip wrk		\$27.99
Ace Hardware		121431	01-2-02610-610-000-013	o ring, fasteners		\$3.65
Ace Hardware		124885	01-2-02610-610-000-013	plycut blade		\$33.98
Ace Hardware		127186	01-2-02610-610-000-013	plycut blade		\$33.98
Ace Hardware		125190	01-2-02610-610-001-000	better brsh, masking tape		\$25.97
Ace Hardware		123878	01-2-02610-610-001-000	fasteners		\$5.28
Ace Hardware		123433	01-2-02610-610-001-000	Goo Gone		\$23.98
Ace Hardware		125564	01-2-02610-610-001-000	great stuff, concrete sealer		\$21.17
Ace Hardware		117578	01-2-02610-610-001-000	paint supplies		\$53.94
Ace Hardware		119633	01-2-02610-610-001-000	paint supplies		\$13.77
Ace Hardware		120046	01-2-02610-610-001-000	paint supplies		\$7.80
Ace Hardware		120712	01-2-02610-610-001-000	paint supplies		\$29.97
Ace Hardware		127169	01-2-02610-610-001-000	paint supplies		\$48.12
Ace Hardware		127546	01-2-02610-610-001-000	paint supplies		\$93.55
Ace Hardware		123845	01-2-02610-610-001-000	power strip, slimplug		\$19.98
Ace Hardware		127273	01-2-02610-610-001-000	primer		\$28.99
Ace Hardware		123700	01-2-02610-610-001-000	putty knife		\$7.98
Ace Hardware		146A01	01-2-02610-610-006-000	paint supplies		\$25.58
Ace Hardware		117586	01-2-02610-610-006-000	stud sensor		\$59.97
Ace Hardware		117723	01-2-02610-610-006-000	switch hanger		\$2.99
Ace Hardware		119748	01-2-02610-610-006-000	wd 40		\$6.99
Ace Hardware		127584	01-2-02630-610-000-013	elbow		\$2.99
Ace Hardware		122040	01-2-02630-610-000-013	tarp strap		\$2.79
Sub Total						\$787.38
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2098	Amazon	\$10,968.94	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Amazon		1F3R-KWYF-4WJP	01-2-01100-610-001-013	tables & chairs		\$3,885.60
Amazon		16VW-3G7W-CFKR	01-2-01100-610-001-013	tenBensel class chairs		\$576.80
Amazon		1H7M-49MH-TYCM	01-2-01100-642-001-021	TV		\$327.99

Amazon		17WJ-H7NT-CD4L	01-2-01100-650-000-000	power adapters		\$53.97
Amazon		1WAF-JPJC-LJ63	01-2-01200-610-001-071	life skills room		\$597.23
Amazon		1XGJ-39PH-R9NR	01-2-02310-610-000-013	dishwashing soap, organizer, glasses, staple remover		\$80.21
Amazon		1C37-T6KT-JMFR	01-2-02310-610-000-013	plates		\$129.10
Amazon		1C37-T6KT-JMFR	01-2-02320-610-000-013	air		\$15.99
Amazon		1NPF-GGHK-NLCW	01-2-02320-610-000-013	boxes		\$108.69
Amazon		1RW3-DHGV-3FVQ	01-2-02320-610-000-013	calendar		\$9.49
Amazon		1D9V-3V1P-LJQV	01-2-02320-610-000-013	calendar, tape, boxes		\$109.27
Amazon		1P9Q-TJP7-R9PJ	01-2-02320-610-000-013	desk organizer, wall organizer		\$57.70
Amazon		117F-XJD7-9XX3	01-2-02320-610-000-013	hanging file folder frame		\$27.44
Amazon		1WVY-MFPK-WW49	01-2-02320-610-000-013	Kobe		\$16.90
Amazon		1MP6-C9J9-GXTT	01-2-02320-610-000-013	wite-out		\$17.98
Amazon		1VX4-GN41-7363	01-2-02320-610-000-013	wite-out, stickers, correction tape		\$25.44
Amazon		1C1L-YWJY-6K3P	01-2-02610-610-000-013	backpack		\$133.45
Amazon		16XV-9WRC-N1QF	01-2-02610-610-000-013	cabinets		\$179.98
Amazon		11HK-MYHV-7FRN	01-2-02610-610-000-013	gloves		\$47.52
Amazon		1G7G-RCJQ-GG66	01-2-02610-610-000-013	water filter		\$89.99
Amazon	FY2425-000538	1NJM-QXHJ-TKK3	01-2-01100-610-004-013	170 Pcs Building Toys for Kids Ages 4-8 with Toy Box Storage, Idea Guide, Building Blocks STEM Toys for 3 4 5 6 7 8 9 Year Old Creative Kids Activity, Christmas Birthday Gift for Boys Girls	05/29/2025	\$79.77
Amazon	FY2425-000538	1NJM-QXHJ-TKK3	01-2-01100-610-004-013	All About Weather: A First Weather Book for Kids (The All About Picture Book Series)	05/29/2025	\$4.39
Amazon	FY2425-000538	1NJM-QXHJ-TKK3	01-2-01100-610-004-013	Dinosaurs (National Geographic Kids Readers, Level 1)	05/29/2025	\$4.50
Amazon	FY2425-000538	1NJM-QXHJ-TKK3	01-2-01100-610-004-013	Each Kindness	05/29/2025	\$41.56
Amazon	FY2425-000538	1NJM-QXHJ-TKK3	01-2-01100-610-004-013	Harry and the Bucketful of Dinosaurs (Harry and the Dinosaurs)	05/29/2025	\$7.08
Amazon	FY2425-000538	1NJM-QXHJ-TKK3	01-2-01100-610-004-013	Kindness is my Superpower: A children's Book About Empathy, Kindness and Compassion (My Superpower Books)	05/29/2025	\$35.64
Amazon	FY2425-000538	1NJM-QXHJ-TKK3	01-2-01100-610-004-013	Storm Is Coming!	05/29/2025	\$8.36
Amazon	FY2425-000538	1NJM-QXHJ-TKK3	01-2-01100-610-004-013	Talk and Work It Out (Learning to Get Along®)	05/29/2025	\$6.50
Amazon	FY2425-000538	1NJM-QXHJ-TKK3	01-2-01100-610-004-013	The Best Part of Me: Children Talk About their Bodies in Pictures and Words	05/29/2025	\$48.40
Amazon	FY2425-000538	1NJM-QXHJ-TKK3	01-2-01100-610-004-013	The Sandwich Swap	05/29/2025	\$9.94
Amazon	FY2425-000538	1NJM-QXHJ-TKK3	01-2-01100-610-004-013	The Skin You Live In	05/29/2025	\$32.34
Amazon	FY2425-000538	1NJM-QXHJ-TKK3	01-2-01100-610-004-013	Understand and Care (Learning to Get Along, Book 3)	05/29/2025	\$10.89
Amazon	FY2425-000549	1JGJ-VYLJ-MXMR	01-2-02610-610-001-000	Rubbermaid Commercial High Security Housekeeping Janitorial Cart with Wheels, Yellow Vinyl Bag, Locking Hood and Cabinets for Commercial	06/12/2025	\$570.74
Amazon	FY2425-000549	1JGJ-VYLJ-MXMR	01-2-02610-610-001-000	Rubbermaid Commercial Products HYGEN Charging Bucket for 18 inch Microfiber Mop Pads, Great for Storage for Janitorial/Professional Cleaners and Heavy-Duty Industrial Mopping/Cleaning	06/12/2025	\$68.67
Amazon	FY2425-000552	17CX-7G7X-VQGD	01-2-01100-610-001-030	AIO EYEUJ Adjustable Jump Rope for Fitness and Exercise-PVC Skipping Rope for Men,Women and Kids-Tangle-Free for Keeping Fit, Training, Workout	06/16/2025	\$36.08
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	1050 PCS 3/4 Inch Round Color-Code Dot Stickers, Color Coded Circle Stickers for Classroom, Office	06/18/2025	\$10.98
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	2025-2027 Monthly Planner - 2025-2027 Planner from July 2025 to June 2027, 2025-2026 Planners 8.5" x 11", 2-Year Monthly Calendar with Monthly Tabs,	06/18/2025	\$9.59
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	Amazon Basics 100-Pack AA Alkaline High-Performance Batteries, 1.5 Volt, 10-Year Shelf Life	06/18/2025	\$53.98
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	Amazon Basics 24-Pack 9V Alkaline Batteries, 5-Year Shelf Life - for Smoke/CO Detector, Electronics & Audio	06/18/2025	\$29.33
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	Amazon Basics AAA Alkaline High-Performance Batteries, 1.5 Volt, 10-Year Shelf Life, 100 Count	06/18/2025	\$59.98
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	Amazon Basics Dry-Erase Whiteboard Eraser, for School, Office, Home, and Classroom, Black, 8-Pack,	06/18/2025	\$24.30
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	Amazon Basics Packaging Tape Dispenser Gun, Easy-to-Use, 3-Inch Inner Paper Core, for 1.88-Inch Wide Packing Tape	06/18/2025	\$24.72

Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	Amazon Basics Reclosable Gallon Food Storage Bags, RPA Free, 120 Count	06/18/2025	\$20.68
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	Amazon Basics Sheet Protector, 1200-Pack, Clear	06/18/2025	\$39.99
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	Amazon Basics Strong Plastic Adhesive Packaging Tape for Shipping, Moving and Storage, Clear, Low Odor, 1.88 in x 54.6 yds, 12-Pack	06/18/2025	\$17.59
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	Amazon Basics Ultra Paper Plates, 9 Inch, Disposable, 880 Count (4 pack of 220), (Previously Encore)	06/18/2025	\$48.61
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	American Flag 3x5 Outdoor, 210D 3x5 Flags Outside, Heavy Duty Spun Polyester USA Flag, All Weather US Flags with Embroidered Stars Sewn Stripes Brass Grommets, Vivid Color for Outdoor Indoor (3 by 5)	06/18/2025	\$14.99
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	BIC Wite Out Quick Dry Correction Fluid, 20 mL, White, Goes on Easy With A Reduced Dry Time, 12-Count Pack	06/18/2025	\$15.09
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	Bostitch Office Personal Electric Pencil Sharpener, Powerful Stall-Free Motor, High Capacity Shavings Tray, Blue	06/18/2025	\$70.55
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	ComfLife Anti Fatigue Floor Mat – 3/4 Inch Thick Kitchen Mats for Floor, Standing Desk Mat, Kitchen Rug – Comfort at Home, Office – Durable – Stain Resistant – Non-Slip Bottom (20" x 32", Charcoal)	06/18/2025	\$52.99
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	Command Variety Pack, Including 10 Pairs of Picture Hanging Strips, 6 Wire Hooks and 8 Utility Hooks for Hanging, Organization and Storage, Damage Free Hanging (16 to 40 Weight, 4.14)	06/18/2025	\$11.57
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	Dart 5BWWC 5-6 oz White Unlaminated Foam Bowl (Case of 1000)	06/18/2025	\$30.90
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	Dart 6PWCR Concorde Foam Plate, 6" dia, White (Case of 1000)	06/18/2025	\$27.91
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	Door Stoppers, 4 Pack Premium Rubber Stoppers Wedge, Stops for Carpet Heavy Duty Door, Bottom of on Tile, Concrete, Carpet, Wooden Floor (Black)	06/18/2025	\$19.98
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	EXPO Dry Erase Markers Chisel Tip Black Low-Odor Perfect for Whiteboards Non-Porous Surfaces & Home Offices (Pack of 1 36 Count Total)	06/18/2025	\$140.94
Amazon	FY2425-000553	1P1L-T7QX-DLN9	01-2-01100-610-004-013	GBC Thermal Laminating Film, Rolls, Ultima 65 EZLoad, Nap I, 1.5 mil, 27" x 500', 2-Pack (3126061E7)	06/18/2025	\$73.65
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	GBC Thermal Laminating Film, Rolls, Ultima 65 EZLoad, Nap I, 1.5 mil, 27" x 500', 2-Pack (3126061E7)	06/18/2025	\$220.95
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	H4D Index Card Holder 3x5 Inches with 25 Plastic Dividers, Black	06/18/2025	\$8.99
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	Lichamp Masking Tape 10 Pack General Purpose Beige White Color, 0.75 inch x 55 Yards x 10 Rolls (550 Total Yards), for Painting, Home, Office, School (Shipping, Art, Crafts, etc.) (200)	06/18/2025	\$35.36
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	Loctite Fun-Tak Mounting Putty 2-Ounce (1087306) - 4 Pack	06/18/2025	\$27.30
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	Misofuki 4000 PCS 3/4" Garage Sale Price Stickers Rolls for Office Classroom Student, 8 Colors Yard Sale Price Stickers for Home Decorative, Round Color Coding Labels, Circle Dot Stickers	06/18/2025	\$19.90
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	Nebraska State Flag 3x5 Outdoor Double Sided 240D 3 Layers Polyester State of Nebraska Flags Sewing 4 Rows of Thread with Durable Canvas Header and Brass Grommets Nebraska Decor for Indoor Wall	06/18/2025	\$43.98
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	Neenah Paper Exact Index Card Stock, 110 lb Index Weight, 8.5 x 11, Canary, 250/Pack	06/18/2025	\$18.24
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	Neenah Paper Exact Index Card Stock, 94 Bright, 110 lb Index Weight, 8.5 x 11, White, 250/Pack	06/18/2025	\$10.96
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	OneLeaf 80PCS Reusable Cable Ties, Black Adjustable 6-Inch Cord Organizer Ties, Multi-purpose Hook Loop Cable Management Wire Ties for Organizing Home, Office, Data Centers	06/18/2025	\$5.99
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	Quelay 30 Pcs 2" Gold Medals for Awards, Winner Encourage Team Participation for Kids Adults Trophy Award Prize Gift Competitions Graduation Party (Student of The Month)	06/18/2025	\$260.91
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	Sharpie Felt Tip Pens Fine Point (0.4Mm) Felt Tip Markers Journaling Pens Art Drawing Markers Black 12 Count	06/18/2025	\$17.68
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	Sharpie Felt Tip Pens, Fine Point (0.4mm), Blue, 12 Count	06/18/2025	\$17.99
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	Sharpie Felt Tip Pens, Fine Point (0.4mm), Red, 12 Count	06/18/2025	\$17.45

Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	Sharpie Permanent Markers Bulk Set Fine Tip Markers Set For Plastic Metal Wood And More Black 36 Count	06/18/2025	\$17.99
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	Staples 490891 Cardstock Paper 110 lbs 8.5-Inch x 11-Inch Blue 250/Pack (49702)	06/18/2025	\$13.97
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	TaoBary 180 Pieces Adhesive Plastic Sticky Clips White Reusable Removable Poster Wall Clips Hanging Bulletin Board for Home Office	06/18/2025	\$13.99
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	Ultra Duster Canned Air Industrial Strength 10oz 4 Pack Y	06/18/2025	\$19.99
Amazon	FY2425-000553	1XKF-3M6V-TG7N	01-2-01100-610-004-013	XUXU 3 Pack Duct Tape Heavy Duty Waterproof, Strong Adhesive Silver Duct Tape Bulk for Indoor Outdoor Repairs Tear by Hand, 60 Yards x 2 Inch	06/18/2025	\$29.97
Amazon	FY2425-000558	11HK-MYHV-KCHQ	01-2-01200-610-004-071	12 PCS Chair Pockets for Classroom, 15.6x16.8 Inch Seat Pockets for Classroom Chairs, Black Seat Sacks for Classroom Chairs with Name Tag, Back of Chair	06/30/2025	\$27.99
Amazon	FY2425-000558	11HK-MYHV-KCHQ	01-2-01200-610-004-071	4-Piece Multi-Function Electronic Timer, Learning Management, Suitable for Kitchen, Study, Work, Exercise Training, Outdoor Activities(not Including	06/30/2025	\$6.99
Amazon	FY2425-000558	11HK-MYHV-KCHQ	01-2-01200-610-004-071	50 Pack Binder Rings 2 Inch - Metal Rings for Index Cards, Silver Book Ring Loose Leaf Binder Ring for Index Cards, Notebooks, Flashcard, Papercards, DIY	06/30/2025	\$12.99
Amazon	FY2425-000558	11HK-MYHV-KCHQ	01-2-01200-610-004-071	8 Packs Magnetic Number Line Boards, Dry Erase Writable and Erasable Math Board Addition & Subtraction White Board Magnets for Kids, Students, Classroom and Home (Each Measures 12" x 3.5")	06/30/2025	\$8.99
Amazon	FY2425-000558	11HK-MYHV-KCHQ	01-2-01200-610-004-071	ACCO Binder Clips, Medium, Black, 12 per Box, 2 Boxes (72062)	06/30/2025	\$5.96
Amazon	FY2425-000558	11HK-MYHV-KCHQ	01-2-01200-610-004-071	Amazon Basics Clear Thermal Laminating Plastic Paper Laminator Sheets, 9 x 11.5-Inch, 200-Pack, 2mil	06/30/2025	\$31.06
Amazon	FY2425-000558	11HK-MYHV-KCHQ	01-2-01200-610-004-071	Amazon Basics Narrow Ruled 5-Inch by 8-Inch Lined Writing Note Pads, 6 Count (50 Sheet Pads), Multicolor	06/30/2025	\$7.96
Amazon	FY2425-000558	11HK-MYHV-KCHQ	01-2-01200-610-004-071	BEYGORM Magnetic Dry Erase Marker Holder for Whiteboard, Non-slip Acrylic Magnet Pen Holder for Fridge Refrigerator, Locker Organizer for Work, Locker Accessories, Pencil Cup for Desk, Marker Organizer	06/30/2025	\$12.99
Amazon	FY2425-000558	11HK-MYHV-KCHQ	01-2-01200-610-004-071	Clorox Disinfecting Wipes (105 Count Value Pack), Cleaning Wipes without Bleach - 3 Pack - 35 Count Each (CLO30112)	06/30/2025	\$15.69
Amazon	FY2425-000558	11HK-MYHV-KCHQ	01-2-01200-610-004-071	Cute Animal Water Bottle Stickers, 200 Pcs Stickers for Kids, Teens, Boys, Girls, Waterproof Vinyl Kawaii for Laptop, Classroom, Phone Case, Luggage, Stationery	06/30/2025	\$9.99
Amazon	FY2425-000558	11HK-MYHV-KCHQ	01-2-01200-610-004-071	Cuukie File Sorter Organizer, 5 Sections Acrylic Letter Tray for Desk, Mail Organizer Letter Holder for Envelopes, Mail, Electronics (1 PCS)	06/30/2025	\$43.99
Amazon	FY2425-000558	11HK-MYHV-KCHQ	01-2-01200-610-004-071	Ioukin 4 Pack Magnetic Whiteboard Cleaning Cloth, Dry Erase Cleaning Cloth for Classroom, Home and Office Use, Reusable & Washable, Gray, 12" x 12", 1 Bottle of 3.4 fl oz Whiteboard Cleaner Included	06/30/2025	\$16.19
Amazon	FY2425-000558	11HK-MYHV-KCHQ	01-2-01200-610-004-071	Mead Spiral Notebook, 6 Pack, 1 Subject, Wide Ruled Paper, 7-1/2" x 10-1/2", 70 Sheets per Notebook, Assorted Pastel Colors (9300505CM)	06/30/2025	\$8.10
Amazon	FY2425-000558	11HK-MYHV-KCHQ	01-2-01200-610-004-071	Motivational Inspirational Stickers 100 Pcs Positive Affirmation Quote Neon Sticker Packs, Teacher Classroom Prizes for Reward, Waterproof Vinyl Stickers for Water Bottles Laptop Scrapbook Journal	06/30/2025	\$5.99
Amazon	FY2425-000558	11HK-MYHV-KCHQ	01-2-01200-610-004-071	ONEDONE Punch Cards (Pack of 200) Reward Punch Cards for Classroom Behavior Incentive Awards for Kids Students Teachers Home Classroom School Business Loyalty Gift Card - 3.5" x 2"	06/30/2025	\$9.95
Amazon	FY2425-000558	11HK-MYHV-KCHQ	01-2-01200-610-004-071	Oxford Twin-Pocket Folders, Textured Paper, Letter Size, Orange, Holds 100 Sheets, Box of 25 (57510EE)	06/30/2025	\$10.17
Amazon	FY2425-000558	11HK-MYHV-KCHQ	01-2-01200-610-004-071	Oxford Twin-Pocket Folders, Textured Paper, Letter Size, Teal, Holds 100 Sheets, Box of 25 (57555)	06/30/2025	\$12.48
Amazon	FY2425-000558	11HK-MYHV-KCHQ	01-2-01200-610-004-071	Post-it Flags Combo Pack, 4 On-The-Go Dispensers/Pack, 120 .94 in Wide and 200 .47 in Wide Flags, Assorted Colors (692 YL1)	06/30/2025	\$9.99
Amazon	FY2425-000558	11HK-MYHV-KCHQ	01-2-01200-610-004-071	Scotch Thermal Laminating Pouches, for Use with Thermal Laminators, 8.9 x 11.4 Inches, Letter Size Sheets, 100 Pack	06/30/2025	\$14.99

Amazon	FY2425-000558	11HK-MYHV-KCHQ	01-2-01200-610-004-071	Sports Stickers 150PCS Gift for Water Bottles - Basketball, Baseball, Football, Volleyball, Soccer - Stickers for Teens/Kids	06/30/2025	\$6.99
Amazon	FY2425-000561	1V6G-733R-7QVM	01-2-02410-610-001-021	25 Packs Certificate Holders, Black Certificate Covers, Diploma Holders, Certificate Folders with Gold Foil Border for Letter Size 8.5" x 11" Certificates, Diploma Documents, Award Certificates	07/08/2025	\$14.44
Amazon	FY2425-000561	1V6G-733R-7QVM	01-2-02410-610-001-021	BAMEOS Drawer Dividers Bamboo Separators Organization Expandable Organizers for Kitchen Bedroom Bathroom Dresser Office Desk	07/08/2025	\$25.49
Amazon	FY2425-000561	1V6G-733R-7QVM	01-2-02410-610-001-021	CHANCETSUI 11-Piece Stackable Drawer Organizer Set, Multi-size Desk Drawer Organizer Trays Vanity Storage Bins for Storing Makeup, Stationery, Utensils in Bathroom Dresser, Office and Kitchen	07/08/2025	\$27.49
Amazon	FY2425-000561	1V6G-733R-7QVM	01-2-02410-610-001-021	DocNest 4 Tier Paper Letter Tray File Organizer, Mesh Desk File with Handle, Workspace Desk Organizers with Pen Holder, Office Organization Storage Accessories, Black	07/08/2025	\$19.53
Amazon	FY2425-000561	1V6G-733R-7QVM	01-2-02410-610-001-021	GoldOrcle Hanging File Organizer, Letter-Size File Holder with 5 Folders, Modern Metal Mesh Storage Basket, Black and Grey, 12.2 x 9.45 x 5.45 inches	07/08/2025	\$71.36
Amazon	FY2425-000560	17RC-313C-KQX1	01-2-02410-610-001-021	1-inch 3 Ring Binder with 2 Interior Pockets, 1" Basic Binders Holds US Letter Size 8.5" x 11" Paper - Versatile Binders for Office, Home, and School Use, 6 Pack (White)	07/08/2025	\$27.50
Amazon	FY2425-000560	17RC-313C-KQX1	01-2-02410-610-001-021	1800 Paper Clips Assorted Sizes Large, Medium and Small, Durable and Rustproof, Paperclips for Office School and Personal Use, Office Supplies Document Organizing (50mm, 33mm, 28mm) (Silver)	07/08/2025	\$16.99
Amazon	FY2425-000560	17RC-313C-KQX1	01-2-02410-610-001-021	2025-2026 Desk Calendar - 18 Months Large Monthly Desk Calendar 2025-2026, Jul.2025 - Dec.2026, 22" x 17", Large Ruled Blocks, To-do List & Notes	07/08/2025	\$19.99
Amazon	FY2425-000560	17RC-313C-KQX1	01-2-02410-610-001-021	6-Pack Compatible Dymo D1 Label Tape 45013 1/2 Inch x 23 Ft Replace DYMO Label Maker Refills d1 a45013 S0720530, Black on White, for Dymo LabelManager 160 280 210D 360D 420P PnP	07/08/2025	\$16.14
Amazon	FY2425-000560	1G7R-GW1G-PW63	01-2-02410-610-001-021	Amazon Basics 3 Ring Binders, 2 Inch, 4 Pack, D-Ring Organizer for School, Home Office, White	07/08/2025	\$17.65
Amazon	FY2425-000560	17RC-313C-KQX1	01-2-02410-610-001-021	Blue Sky 2025-2026 Weekly and Monthly Academic Year Planner Calendar, July 2025 - June 2026, 8.5" x 11", Flexible Cover, Wirebound, Storage Pocket, Laminated Table Mats	07/08/2025	\$16.88
Amazon	FY2425-000560	17RC-313C-KQX1	01-2-02410-610-001-021	Business Source 20861 Laminating Pouch, Bus Card, 5Mil 2-1/4x3-3/4 100/RX CI	07/08/2025	\$30.96
Amazon	FY2425-000560	17RC-313C-KQX1	01-2-02410-610-001-021	DYMO LabelManager 160 Portable Label Maker Bundle, Easy-to-Use, One-Touch Smart Keys, QWERTY Keyboard, Large Display, For Home & Office	07/08/2025	\$55.89
Amazon	FY2425-000560	17RC-313C-KQX1	01-2-02410-610-001-021	EASEPRES 10 Pocket Mesh Hanging Wall File Organizer, Wall Mounted Mail Paper Document Folder Holder, Clipboard Storage Organization Magazine Rack with Nametag Label for Office Home	07/08/2025	\$49.90
Amazon	FY2425-000560	17RC-313C-KQX1	01-2-02410-610-001-021	Energizer AA Batteries Alkaline Power, 32 Count Alkaline Double A Battery Pack	07/08/2025	\$19.97
Amazon	FY2425-000560	17RC-313C-KQX1	01-2-02410-610-001-021	Energizer Alkaline Power AAA Batteries, 32 Count, Long-Lasting Triple A Batteries, Suitable for Everyday Electronics and Emergency Gear	07/08/2025	\$17.61
Amazon	FY2425-000560	17RC-313C-KQX1	01-2-02410-610-001-021	Fuutreo 1 Pieces 18 Slots Construction Paper Storage, Classroom Mailbox, Back to School Literature Sorter, Sturdy Cardboard Paper Organizer for Teacher, Student, Office, 29.5" x 14.2" x 12.4"	07/08/2025	\$41.99
Amazon	FY2425-000560	17RC-313C-KQX1	01-2-02410-610-001-021	Madisi Wood-Cased #2 HB Pencils, Yellow, Pre-sharpened, Bulk Pack 1000 pencils	07/08/2025	\$61.74
Amazon	FY2425-000560	17RC-313C-KQX1	01-2-02410-610-001-021	STRABELLA Dish Drying Mat Super Absorbent – 12" x 18" Coffee Mat for Countertops – Non-Slip Drying Mat for Kitchen Counter – Easy to Clean Water Absorbent Mat – Quick Dry Dish Drying Mats (Black)	07/08/2025	\$13.99
Amazon	FY2425-000560	17RC-313C-KQX1	01-2-02410-610-001-021	Swingline Heavy Duty Stapler, 160 Sheet Capacity, Jam Free, Metal, Black and Gray (39005)	07/08/2025	\$29.86
Amazon	FY2425-000560	17RC-313C-KQX1	01-2-02410-610-001-021	Swingline Optima High Capacity Staples, for 60/70 Sheets staplers, 3/8-Inch Leg Length, 125 per Strip, 2500 per Box (S703550) 2 Pack	07/08/2025	\$16.90
Amazon	FY2425-000560	17RC-313C-KQX1	01-2-02410-610-001-021	Two Pocket Folders, PANDRI 75 Pack 2 Pocket Folders, Letter Size Paper File Folder for School Office Home Business, Assorted 5 Colors	07/08/2025	\$24.69

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2104	Coach Masters	\$5,828.62	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Coach Masters		4861	01-2-02730-350-000-000	fuel tank Bus 11		\$3,169.50
Coach Masters		4897	01-2-02730-350-000-000	preventive maintenance 15 MCI		\$2,659.12
Sub Total						\$5,828.62
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2105	Communicate & Connect Therapy, LLC	\$3,591.46	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Communicate & Connect Therapy, LLC		1026	01-2-02153-320-005-071	contracted services		\$3,591.46
Sub Total						\$3,591.46
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2106	Cummins Central Power, LLC	\$3,200.96	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Cummins Central Power, LLC		J7-250670840	01-2-02730-350-000-000	nitrogen oxide sensor 15 MCI		\$3,200.96
Sub Total						\$3,200.96
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2108	Custer County Chief	\$372.20	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Custer County Chief		300030976	01-2-02310-540-000-013	expenditures		\$77.22
Custer County Chief		300030889	01-2-02310-540-000-013	meeting 6/16		\$7.80
Custer County Chief		300031017	01-2-02310-540-000-013	meeting 7/7		\$6.24
Custer County Chief		300030978	01-2-02310-540-000-013	school board vacancy		\$5.85
Custer County Chief		071725	01-2-02320-610-000-013	subscriptions		\$65.00
Custer County Chief		062525	01-2-02410-610-004-051	envelopes		\$210.09
Sub Total						\$372.20
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2109	DAS State Accounting-Central Finance	\$292.87	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
DAS State Accounting-Central Finance		1485715	01-2-02230-810-000-061	May 2025		\$292.87
Sub Total						\$292.87
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2110	Eakes Office Solutions	\$1,521.38	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Eakes Office Solutions		9161124	01-2-01100-610-004-013	general supply order Kristie		\$1,255.58
Eakes Office Solutions		9160362	01-2-01100-610-004-013	paper		\$225.48
Eakes Office Solutions		9160362-1	01-2-01100-610-004-013	paper		\$40.32
Sub Total						\$1,521.38
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2111	Electrical Engineering & Equipment	\$287.36	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Electrical Engineering & Equipment		888757	01-2-02610-610-004-000	GEL 68853		\$287.36
Sub Total						\$287.36
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2112	ESU #10	\$11,988.64	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
ESU #10		052825	01-2-01200-330-001-071	Transition Bootcamp Savala		\$20.00
ESU #10		063025	01-2-01200-591-000-071	Sped Supervision		\$3,154.16
ESU #10		063025	01-2-01200-591-001-071	Secondary Vocational		\$266.67
ESU #10		062425	01-2-01291-330-010-071	Autism & Early Childhood Wood		\$40.00
ESU #10		063025	01-2-02141-591-004-071	Elementary Psychology		\$2,446.01

ESU #10		063025	01-2-02141-591-006-071	Secondary Psychology		\$2,446.01
ESU #10		063025	01-2-02142-591-010-071	Preschool Psychology		\$611.51
ESU #10		063025	01-2-02143-591-005-071	Baby Pschology		\$611.51
ESU #10		063025	01-2-02151-591-004-071	Elementary Audiology		\$594.64
ESU #10		063025	01-2-02151-591-006-071	Secondary Audiology		\$171.07
ESU #10		063025	01-2-02152-591-010-071	Preschool Audiology		\$42.77
ESU #10		063025	01-2-02153-591-005-071	Baby Audiology		\$887.11
ESU #10		063025	01-2-02161-320-004-071	O & M elementary		\$194.81
ESU #10		063025	01-2-02181-320-004-071	Elementary Vision		\$502.37
Sub Total						\$11,988.64
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2113	Evans Feed	\$15.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Evans Feed		807981	01-2-02610-350-000-013	pallet		\$15.00
Sub Total						\$15.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2114	Garrett Tires	\$360.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Garrett Tires		21701658	01-2-02712-332-001-071	tires 2020 Connect		\$238.05
Garrett Tires		21701711	01-2-02730-350-000-000	alignment Van 17		\$121.95
Sub Total						\$360.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2116	GovConnection, Inc	\$309.20	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
GovConnection, Inc	FY2425-000559	76635085	01-2-02580-643-000-061	10 Chrome OS Licenses	07/07/2025	\$309.20
Sub Total						\$309.20
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2117	Grainger	\$14.98	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Grainger		9519808936	01-2-02610-610-004-000	SPUD		\$14.98
Sub Total						\$14.98
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2118	Greenland Constructions 2, LLC	\$10,000.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Greenland Constructions 2, LLC		576	01-2-02610-350-000-013	AB work		\$10,000.00
Sub Total						\$10,000.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2119	Grocery Kart	\$405.37	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Grocery Kart		38557	01-2-02310-610-000-013	galley		\$71.34
Grocery Kart		5098	01-2-02310-610-000-013	galley kitchen		\$143.72
Grocery Kart		9249	01-2-02310-610-000-013	galley kitchen		\$64.34
Grocery Kart		7792	01-2-02320-610-000-013	board room		\$11.30
Grocery Kart		12560709	01-2-02320-610-000-013	distilled water		\$10.31
Grocery Kart		84020625	01-2-02320-610-000-013	galley		\$11.96
Grocery Kart		0152	01-2-02610-610-000-013	gator		\$13.96
Sub Total						\$326.93
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2121	Hermesmeyer Occupational Therapy, LLC	\$1,344.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Hermesmeyer Occupational Therapy, LLC		063025	01-2-02161-320-004-071	Elementary		\$328.38
Hermesmeyer Occupational Therapy, LLC		063025	01-2-02162-320-010-071	Preschool		\$293.46

Hermesmyer Occupational Therapy, LLC		063025	01-2-02163-320-005-071	Birth -2		\$722.16
Sub Total						\$1,344.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2122	Hometown Leasing	\$2,770.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Hometown Leasing		47	01-2-02530-443-000-000	Copier Lease		\$2,770.00
Sub Total						\$2,770.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2123	Houghton Mifflin	\$406.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Houghton Mifflin		956289795	01-2-01150-640-004-051	textbooks		\$92.80
Houghton Mifflin		956289796	01-2-01150-640-004-051	textbooks		\$313.20
Sub Total						\$406.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2124	JourneyEd	\$38.84	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
JourneyEd		10564385	01-2-01100-643-000-051	microsoft Overages April 2025		\$38.84
Sub Total						\$38.84
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2125	KSB School Law	\$778.50	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
KSB School Law		19126	01-2-02330-317-000-013	legal		\$778.50
Sub Total						\$778.50
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2126	Love Signs	\$1,586.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Love Signs		16474	01-2-02610-350-001-000	removal of video board		\$1,586.00
Sub Total						\$1,586.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2127	Margarita Longoria-Dimas	\$60.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Margarita Longoria-Dimas		0625	01-2-02173-320-005-071	PT translator		\$60.00
Sub Total						\$60.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2128	Mastercard	\$20,123.25	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Mastercard		9211-063025	01-2-01100-580-001-024	hotel		\$2,579.14
Mastercard		9211-063025	01-2-01100-610-004-013	Target		\$163.91
Mastercard		9211-063025	01-2-01100-650-000-000	tamper proof labels		\$227.38
Mastercard		9211-063025	01-2-01200-810-000-071	membership Custer		\$225.00
Mastercard		9211-063025	01-2-02320-580-000-013	uber		\$52.99
Mastercard		9211-063025	01-2-02320-610-000-013	air fryer		(\$182.92)
Mastercard		9211-063025	01-2-02320-610-000-013	command hooks		\$14.93
Mastercard		9211-063025	01-2-02320-610-000-013	Formative		\$16.00
Mastercard		9211-063025	01-2-02320-610-000-013	lettering		\$218.59
Mastercard		9211-063025	01-2-02320-610-000-013	meal		\$206.98
Mastercard		9211-063025	01-2-02320-610-000-013	return glasses		(\$14.21)
Mastercard		9211-063025	01-2-02610-610-000-013	flagpole topper		\$140.08
Mastercard		9211-063025	01-2-02610-610-000-013	shelves		\$2,472.00
Mastercard		9211-063025	01-2-02610-610-000-013	TV's		\$3,830.32
Mastercard		9211-063025	01-2-02730-626-000-000	car wash		\$10.70
Mastercard		9211-063025	01-2-02730-626-000-000	gas		\$162.84

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2137	Rasmussen Mechanical Services	\$1,702.50	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Rasmussen Mechanical Services		CON013996	01-2-02610-350-004-000	preventive maintenance		\$1,702.50
Sub Total						\$1,702.50
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2139	School Mate	\$886.50	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
School Mate	FY2425-000460	632574	01-2-01100-610-004-013	Student Planners	04/08/2025	\$781.00
School Mate	FY2425-000460	632574	01-2-01100-610-004-013	Teacher Planners	04/08/2025	\$35.50
School Mate	FY2425-000460	632574	01-2-01100-610-004-013	Wall Chart	04/08/2025	\$70.00
Sub Total						\$886.50
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2140	School Specialty-WEB	\$460.14	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
School Specialty-WEB	FY2425-000554	208135769336	01-2-01100-610-004-013	Elmer's Glue-All Multi-Purpose Liquid Glue, 7-5/8 Ounces, White	06/18/2025	\$22.70
School Specialty-WEB	FY2425-000554	208135769336	01-2-01100-610-004-013	Prang Medium Weight Construction Paper, 12 x 18 Inches, Bright Green, 50 Sheets	06/18/2025	\$46.60
School Specialty-WEB	FY2425-000554	208135769336	01-2-01100-610-004-013	Prang Medium Weight Construction Paper, 12 x 18 Inches, Brown, 50 Sheets	06/18/2025	\$25.20
School Specialty-WEB	FY2425-000554	208135769336	01-2-01100-610-004-013	Rainbow Kraft Duo-Finish Kraft Paper Roll, 40 lb, 36 Inches x 1000 Feet, Black	06/18/2025	\$55.65
School Specialty-WEB	FY2425-000554	208135769336	01-2-01100-610-004-013	School Smart 2-Pocket Folders with Fasteners, Assorted Colors, Pack of 25	06/18/2025	\$24.56
School Specialty-WEB	FY2425-000554	208135769336	01-2-01100-610-004-013	School Smart Academic Desk Pad Calendar, July 2025-August 2026, 22 x 17 Inches	06/18/2025	\$146.80
School Specialty-WEB	FY2425-000554	208135769336	01-2-01100-610-004-013	School Smart Blank Plain Index Card, 3 x 5 Inches, White, Pack of 100	06/18/2025	\$12.50
School Specialty-WEB	FY2425-000554	208135769336	01-2-01100-610-004-013	School Smart Ruled Index Cards, 5 x 8 Inches, White, Pack of 100	06/18/2025	\$16.20
School Specialty-WEB	FY2425-000554	208135769336	01-2-01100-610-004-013	School Smart Unruled Index Cards, 4 x 6 Inches, White, Pack of 100	06/18/2025	\$9.48
School Specialty-WEB	FY2425-000554	208135769336	01-2-01100-610-004-013	Tru-Ray Sulphite Construction Paper, 9 x 12 Inches, Dark Brown, 50 Sheets	06/18/2025	\$25.95
School Specialty-WEB	FY2425-000557	208135800447	01-2-01100-610-004-013	Prang Medium Weight Construction Paper, 12 x 18 Inches, Holiday Green, 50 Sheets	06/30/2025	\$74.50
Sub Total						\$460.14
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2141	Taylor Heating & Cooling	\$116.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Taylor Heating & Cooling		114	01-2-02610-350-000-013	system		\$116.00
Sub Total						\$116.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2142	TEAM Physical Therapy, P.C.	\$2,680.98	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
TEAM Physical Therapy, P.C.		063025	01-2-02171-320-004-071	Elementary		\$120.08
TEAM Physical Therapy, P.C.		063025	01-2-02172-320-010-071	Preschool		\$544.44
TEAM Physical Therapy, P.C.		063025	01-2-02173-320-005-071	Birth to 2 years		\$2,016.46
Sub Total						\$2,680.98
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2143	Tobey, Darren	\$2,542.28	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Tobey, Darren		062825	01-2-02320-295-000-000	car		\$1,150.00
Tobey, Darren		060125	01-2-02320-295-000-000	house		\$1,250.00
Tobey, Darren		061925	01-2-02320-295-000-000	phone		\$142.28
Sub Total						\$2,542.28
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2144	V-Bar Sales	\$106.20	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount

V-Bar Sales		34161	01-2-02730-350-000-000	jack Black Trailer		\$106.20
Sub Total						\$106.20
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2145	Visa-Pinnacle Bank	\$1,398.81	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Visa-Pinnacle Bank		8982-070225	01-2-01200-610-001-071	desks		\$395.88
Visa-Pinnacle Bank		8982-070225	01-2-01200-610-004-071	desks		\$395.89
Sub Total						\$791.77
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2146	Weathercraft Co	\$350.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Weathercraft Co		23512	01-2-02610-350-006-000	flashing membrane on MS roof		\$350.00
Sub Total						\$350.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2147	Wenquist, Inc	\$42.79	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Wenquist, Inc		435825	01-2-02730-610-000-000	oil drain plug Bus 25 shon towels		\$42.79
Sub Total						\$42.79
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2149	WPCI	\$33.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
WPCI		S169622	01-2-02570-296-000-018	testing Sullivan		\$33.00
Sub Total						\$33.00
Grand Total						\$177,566.71

Broken Bow Public School

Check Listing Report

Depreciation Fund 6/17/2025 - 7/21/2025

Check Date	Check Number	Payee	Amount
07/21/2025	2102	Chapins Furniture & Decorating	\$6,914.32
Sub Total			\$6,914.32

Broken Bow Public School

Check Listing Report

Depreciation Fund 6/17/2025 - 7/21/2025

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2102	Chapins Furniture & Decorating	\$6,914.32	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Chapins Furniture & Decorating		north park	02-2-02900-431-000-000	carpet north park		\$6,914.32
Sub Total						\$6,914.32
Grand Total						\$6,914.32

Broken Bow Public School

Check Listing Report

Activity Fund 6/17/2025 - 7/21/2025

Check Date	Check Number	Payee	Amount
06/18/2025	2035	Charlee Myers	\$87.50
06/18/2025	2036	Gaby Staples	\$87.50
06/18/2025	2037	Geared4Sports	\$617.50
06/18/2025	2038	Grocery Kart	\$85.96
06/18/2025	2039	Harco Athletic Reconditioning	\$3,813.00
06/18/2025	2040	Jaycee Staples	\$87.50
06/18/2025	2043	Maren Chapin	\$87.50
06/18/2025	2045	Volt Athletics, Inc	\$3,500.00
06/25/2025	2047	Awards Unlimited	\$389.74
06/25/2025	2051	Morris, Skylar	\$411.60
06/25/2025	2052	Scholastic, Inc	\$79.83
06/30/2025	2060	Misko	\$3,356.38
06/30/2025	2063	NSAA	\$1,505.00
06/30/2025	2064	Stadium Sports	\$1,523.40
06/30/2025	2065	Tumbleweed Café	\$2,797.00
07/02/2025	2068	BSN Sports - Collegiate Pacific	\$528.22
07/08/2025	2084	Amanda Schultze	\$2,160.00
07/08/2025	2088	Ord Public School	\$1,410.00
07/08/2025	2090	Tobey, Darren	\$60.15
07/21/2025	2098	Amazon	\$382.95
07/21/2025	2107	Custer County 4-H Activities	\$55.50
07/21/2025	2115	Geared4Sports	\$1,333.00
07/21/2025	2119	Grocery Kart	\$78.44
07/21/2025	2128	Mastercard	\$4,310.10
07/21/2025	2138	Scholastic, Inc	\$743.16
07/21/2025	2145	Visa-Pinnacle Bank	\$607.04
Sub Total			\$30,097.97

Broken Bow Public School

Check Listing Report

Activity Fund 6/17/2025 - 7/21/2025

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-18-25-AW	Nebraska State Bank	565016	2035	Charlee Myers	\$87.50	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Charlee Myers		061825		05-2-02900-890-001-168	Adams BINGO	\$87.50
Sub Total						\$87.50
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-18-25-AW	Nebraska State Bank	565016	2036	Gaby Staples	\$87.50	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Gaby Staples		061825		05-2-02900-890-001-168	Adams BINGO	\$87.50
Sub Total						\$87.50
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-18-25-AW	Nebraska State Bank	565016	2037	Geared4Sports	\$617.50	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Geared4Sports		D589		05-2-02900-890-001-117	shirts Rising Stars camp	\$617.50
Sub Total						\$617.50
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-18-25-AW	Nebraska State Bank	565016	2038	Grocery Kart	\$351.80	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Grocery Kart		2068		05-2-02900-890-001-129	sundae's	\$10.88
Grocery Kart		897		05-2-02900-890-001-143	chips, lemonade	\$75.08
Sub Total						\$85.96
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-18-25-AW	Nebraska State Bank	565016	2039	Harco Athletic Reconditioning	\$3,813.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Harco Athletic Reconditioning		31055		05-2-02900-890-001-107	football helmets	\$3,813.00
Sub Total						\$3,813.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-18-25-AW	Nebraska State Bank	565016	2040	Jaycee Staples	\$87.50	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Jaycee Staples		061825		05-2-02900-890-001-168	Adams BINGO	\$87.50
Sub Total						\$87.50
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-18-25-AW	Nebraska State Bank	565016	2043	Maren Chapin	\$87.50	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Maren Chapin		061825		05-2-02900-890-001-168	Adams HOSA	\$87.50
Sub Total						\$87.50
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-18-25-AW	Nebraska State Bank	565016	2045	Volt Athletics, Inc	\$3,500.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Volt Athletics, Inc		9645		05-2-02900-890-001-107	weight lifting program	\$3,500.00
Sub Total						\$3,500.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-25-25-AW	Nebraska State Bank	565016	2047	Awards Unlimited	\$389.74	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Awards Unlimited		315732		05-2-02900-890-001-121	awards	\$389.74

Sub Total						\$389.74
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-25-25-AW	Nebraska State Bank	565016	2051	Morris, Skylar	\$411.60	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Morris, Skylar	FY2425-000556	072925	05-2-02900-890-000-115	Air B & B to stay at volleyball camp	06/23/2025	\$411.60
Sub Total						\$411.60
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-25-25-AW	Nebraska State Bank	565016	2052	Scholastic, Inc	\$79.83	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Scholastic, Inc		73413394	05-2-02900-890-004-127	Salvation Army Order Cooksley		\$79.83
Sub Total						\$79.83
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-30-25-AW	Nebraska State Bank	565016	2060	Misko	\$3,356.38	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Misko		4346	05-2-02900-890-000-107	supplies		\$3,356.38
Sub Total						\$3,356.38
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-30-25-AW	Nebraska State Bank	565016	2063	NSAA	\$1,505.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
NSAA		063025	05-2-02900-890-000-107	membership		\$1,505.00
Sub Total						\$1,505.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-30-25-AW	Nebraska State Bank	565016	2064	Stadium Sports	\$1,523.40	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Stadium Sports		14307	05-2-02900-890-000-107	supplies		\$1,523.40
Sub Total						\$1,523.40
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
06-30-25-AW	Nebraska State Bank	565016	2065	Tumbleweed Café	\$4,890.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Tumbleweed Café		71	05-2-02900-890-000-105	hospitality, staff party, CTE Speaker, EOY, teacher appreciation		\$1,374.00
Tumbleweed Café		71	05-2-02900-890-001-107	hospitality, staff party, CTE Speaker, EOY, teacher appreciation		\$1,423.00
Sub Total						\$2,797.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-02-25-AW	Nebraska State Bank	565016	2068	BSN Sports - Collegiate Pacific	\$528.22	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
BSN Sports - Collegiate Pacific		930124798	05-2-02900-890-001-115	tanks		\$528.22
Sub Total						\$528.22
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-08-25-AW	Nebraska State Bank	565016	2084	Amanda Schultze	\$2,160.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Amanda Schultze	FY2425-000564	071025	05-2-02900-890-001-115	Northeast Individual Camp Payment	07/08/2025	\$2,160.00
Sub Total						\$2,160.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-08-25-AW	Nebraska State Bank	565016	2088	Ord Public School	\$1,410.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Ord Public School	FY2425-000565	071025	05-2-02900-890-001-115	Ord Team Camp	07/08/2025	\$1,410.00
Sub Total						\$1,410.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type

07-08-25-AW	Nebraska State Bank	565016	2090	Tobey, Darren	\$60.15	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Tobey, Darren		061725	05-2-02900-890-001-168	uber		\$60.15
Sub Total						\$60.15
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2098	Amazon	\$10,968.94	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Amazon		17HV-WR3N-4QPP	05-2-02900-890-000-111	tv		\$331.58
Amazon		1DXV-VW1L-4LJC	05-2-02900-890-001-115	popsicles		\$11.38
Amazon	FY2425-000560	1G7R-GW1G-PW63	05-2-02900-890-000-111	Mind Reader Coffee Tea Utensil and Condiment Station, Countertop Organizer, Coffee Bar, Kitchen, 6" x 9" x 16" H, Black	07/08/2025	\$39.99
Sub Total						\$382.95
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2107	Custer County 4-H Activities	\$55.50	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Custer County 4-H Activities		070125	05-2-02900-890-001-143	banner		\$55.50
Sub Total						\$55.50
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2115	Geared4Sports	\$1,333.00	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Geared4Sports		D591	05-2-02900-890-001-115	camp shirts		\$1,333.00
Sub Total						\$1,333.00
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2119	Grocery Kart	\$405.37	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Grocery Kart		3762	05-2-02900-890-001-117	gatorade, pop, candy door prizes for camp		\$78.44
Sub Total						\$78.44
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2128	Mastercard	\$20,123.25	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Mastercard		9211-063025	05-2-02900-890-000-105	food		\$485.06
Mastercard		9211-063025	05-2-02900-890-000-105	rebate		(\$15.00)
Mastercard		9211-063025	05-2-02900-890-000-107	food		\$21.30
Mastercard		9211-063025	05-2-02900-890-000-107	Forté Spirit Solutions		\$198.00
Mastercard		9211-063025	05-2-02900-890-000-107	hotel		\$136.12
Mastercard		9211-063025	05-2-02900-890-000-107	Spotify		\$12.83
Mastercard		9211-063025	05-2-02900-890-001-107	state golf		\$86.00
Mastercard		9211-063025	05-2-02900-890-001-107	state golf food		\$25.07
Mastercard		9211-063025	05-2-02900-890-001-126	Envato		\$211.86
Mastercard		9211-063025	05-2-02900-890-001-126	Gipper Media		\$1,500.00
Mastercard		9211-063025	05-2-02900-890-001-142	Kearney Paddle Sports		\$400.00
Mastercard		9211-063025	05-2-02900-890-001-168	airport parking		\$90.00
Mastercard		9211-063025	05-2-02900-890-001-168	escape room		\$333.55
Mastercard		9211-063025	05-2-02900-890-001-168	food		\$215.24
Mastercard		9211-063025	05-2-02900-890-001-168	Top Golf		\$286.32
Mastercard		9211-063025	05-2-02900-890-001-168	uber		\$323.75
Sub Total						\$4,310.10
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2138	Scholastic, Inc	\$743.16	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Scholastic, Inc		51753454	05-2-02900-890-004-127	Salvation Army books Cole		\$85.48
Scholastic, Inc		51883747	05-2-02900-890-004-127	Salvation Army Books Drake		\$80.23
Scholastic, Inc		57527922	05-2-02900-890-004-127	Salvation Army books Morris		\$79.13

Scholastic, Inc		66331868	05-2-02900-890-004-127	Salvation Army books Myers		\$85.58
Scholastic, Inc		7350646	05-2-02900-890-004-127	Salvation Army books Neely		\$83.43
Scholastic, Inc		71955444	05-2-02900-890-004-127	Salvation Army books Potter		\$85.51
Scholastic, Inc		65591523	05-2-02900-890-004-127	Salvation Army books Rosentreader		\$79.07
Scholastic, Inc		1739796	05-2-02900-890-004-127	Salvation Army books Russell		\$79.15
Scholastic, Inc		58447899	05-2-02900-890-004-127	Salvation Army books Slagle		\$85.58
Sub Total						\$743.16

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2145	Visa-Pinnacle Bank	\$1,398.81	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Visa-Pinnacle Bank		6686-070225	05-2-02900-890-001-142	hotel		\$607.04
Sub Total						\$607.04
Grand Total						\$30,097.97

Broken Bow Public School

Check Listing Report

Lunch Fund 6/17/2025 - 7/21/2025

Check Date	Check Number	Payee	Amount
07/02/2025	2067	Broken Bow Municipal Utilities	\$934.74
Sub Total			\$934.74

Broken Bow Public School

Check Listing Report

Special Building 6/17/2025 - 7/21/2025

Check Date	Check Number	Payee	Amount
07/08/2025	2087	Nebraska State Bank(AP)	\$263,823.75
07/21/2025	2120	Hausmann Construction Inc.	\$1,374,231.31
07/21/2025	2148	Wilkins Architecture Design Planning LLC	\$19,221.61
Sub Total			\$1,657,276.67

Broken Bow Public School

Check Listing Report

Special Building 6/17/2025 - 7/21/2025

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-08-25-AW	Nebraska State Bank	565016	2087	Nebraska State Bank(AP)	\$263,823.75	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Nebraska State Bank(AP)		071525	08-2-04500-831-000-000	payment		\$255,000.00
Nebraska State Bank(AP)		071525	08-2-04500-832-000-000	payment		\$8,823.75
Sub Total						\$263,823.75
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2120	Hausmann Construction Inc.	\$1,374,231.31	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Hausmann Construction Inc.		063025	08-2-04500-450-000-000	June 2025		\$1,374,231.31
Sub Total						\$1,374,231.31
Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
07-21-25-BB	Nebraska State Bank	565016	2148	Wilkins Architecture Design Planning LLC	\$19,221.61	Accounts Payable
Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Wilkins Architecture Design Planning LLC		6771	08-2-04500-450-000-000	June		\$19,221.61
Sub Total						\$19,221.61
Grand Total						\$1,657,276.67

1002
Creation, Amendment and Distribution of Policies

Each of these policies shall become the official policy of the school district when the board has approved it by majority vote of the members present at any lawfully convened meeting of the board.

It shall generally be the practice of the board to adopt or amend any policy after a single reading at any regular or special board meeting. However, the board may, in its discretion, review policies at multiple meetings prior to taking action.

The superintendent shall maintain an official copy of the board's policies, which may be in paper copy in the central office or on the district's website or electronic board meeting site. For any policies with specific review, hearing, or posting requirements, the superintendent will ensure those obligations are completed. The superintendent will also ensure all board members have access to a copy of the district's policies.

Adopted on: _____
Revised on: _____
Reviewed on: _____

2006 Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

- b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may be submitted to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the respondent.
 - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:

- 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
- d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.
- a) The appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
 - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve allegations against the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
 - a) When the complaint is about a board policy, not implementation of the policy;
 - b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
 - c) When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

- d) This appeal must be in writing.
- e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated the decision to the complainant.
- f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint or appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
- g) The board president will notify the complainant and any other person legally required to receive the decision in writing of the decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the

decision within 180 calendar days after receiving the written appeal.

- h) There is no appeal from any decision of the board unless authorized by law.
6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
 - b) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.

- d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

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

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

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

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

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

disability or will provide prior written notice of the district's refusal to do so.

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

2008 Meetings

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

1. Types of Meetings

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

2. Notice

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

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

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

Newspapers of general circulation in the district include the Custer County Chief. Such notice shall contain a statement that the agenda shall be readily

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

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

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

3. Weather Delays

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

4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.

- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

3003

Bidding for Construction, Remodeling, Repair, or Site Improvement

I. Applicability of this policy.

Construction and contracts undertaken with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Construction with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases and contracts made by the school district for construction, remodeling, repair and other site improvements.

II. Projects with an Estimated Cost of Less than \$109,000

- A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than \$109,000.
- B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
- C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
- D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.
- E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than \$109,000 they must follow the formal procedures outlined in this policy.

III. Formal Bidding for Major Purchases and Construction

- A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project

exceeds \$109,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds \$144,000.

C. Advertising for Bids

1. The superintendent or designee will arrange to advertise for bids under this section by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
2. Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

D. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.
2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.
3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
6. Sealed bids will be opened in a place and at the specific time

stated in the bid form. Bidders shall be notified of the opening and invited to be present.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications.
- E. Any or all bids may be rejected if there is a sound documented reason
- F. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3004.1

Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to \$10,000 (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between \$10,000 and \$250,000 (Simplified Acquisition Procedures)

Simplified acquisitions are purchases that, in the aggregate amount, are more than \$10,000 and less than \$250,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement. If sealed bids are not accepted for a purchase of over \$250,000, the district will retain an explanation for that decision.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications.

The district will make an independent estimate of costs prior to receiving bids or proposals.

4. Noncompetitive Proposals (Sole Sourcing)

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - 1) The procurement transaction can only be fulfilled by a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes written approval of noncompetitive proposals in response to a written request from the District; or
 - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

5. Competitive Proposals.

- a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements

apply:

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered;
 - 2) Proposals must be solicited from an adequate number of qualified sources; and
 - 3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used to procure A/E professional services. The method may not be used to purchase other services provided by A/E firms are a potential source to perform the proposed effort.
- c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, board members, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$10,000.

2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$10,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
3. Computing Devices means machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;
4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current fair market value of \$10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity. The Superintendent or his/her designee will utilize sales procedures which ensure the highest possible return on the disposal of the equipment.

I. Equipment Retention

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

J. Equipment and Capital Expenditures

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

K. Depreciation

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

L. Reporting and Recording Federal Property Interest

The district will comply with federal interest reporting and submit annual reports, if required, regarding a real property

interest due to a renovation, major remodeling, construction, or real property project funded by federal grant funds.

V. Financial Management

A. Identification

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes. The District takes reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under subpart E (Cost Principles) of this part;
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local funds but is used to meet a required "match" in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee's salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

C. Fringe Benefits

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

D. Leave

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

E. Unexpected or Extraordinary Circumstances

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

F. Documentation for Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

Buy American. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d).

The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.
- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____
Revised on: _____
Reviewed on: _____

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.

Due to the nature and volume of forms of electronic communication related to the operation of the district, transitory or multiple copies of electronic communication will be retained with metadata intact for 30 days. After this time, the electronically stored information with metadata intact shall be subject to overwriting or deletion from the district's electronic files and records, except as otherwise required by these policies or state and federal law.

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.

Federal Award Records. The district will retain federal award records as required by 2 C.F.R. § 200.334. This includes retaining all federal award records for three years from the date of submission of their final financial report. For awards that are renewed quarterly or annually, the district will retain records for three years from the date of submission of their quarterly or annual financial report, respectively. Records to be retained include but are not limited to, financial records, supporting documentation, and statistical records.

Adopted on: _____

Revised on: _____

Reviewed on: _____

**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. The district's handbooks are an extension of these policies and have the force and effect of board policy when approved by the board of education. Although the board may approve the handbooks annually, the administration has the authority to change the contents of any handbook without board approval so long as the changes are consistent with board policy.

The administration may provide only the amendment to the individuals affected by the change without providing them with the full handbook unless required by law.

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: _____
Revised on: _____
Reviewed on: _____

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 building level expenses. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee.

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: Administrators and Department heads. 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 making 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 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: _____

Revised on: _____

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).

- I. **Definitions.** For purposes of this policy:
- A. **Act** means the Nebraska Political Subdivisions Construction Alternatives Act.
 - B. **Board** means the District's Board of Education.
 - C. **Department** means the Nebraska Department of Education.
 - D. **Design-Build Contract** (D-B 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 Act and (b) labor, materials, supplies, equipment, and construction services for a project pursuant to the Act.
 - E. **Design-Builder** means the legal entity which proposes to enter into a D-B Contract which is subject to qualification-based selection pursuant to the Act.
 - F. **District** means Broken Bow Public Schools.
 - G. **Letter of Interest** means a statement indicating interest to enter into a D-B Contract for a project pursuant to the Act.
 - H. **NEARA** means the Nebraska Engineers and Architects Regulation Act.
 - I. **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 to assist the District in the development of Project Performance Criteria, Requests for Proposals, evaluation of Proposals, evaluation of the construction under a D-B 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.
 - J. **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 water retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the project.

- K. **Proposal** means an offer in response to a Request for Proposals (RFP) by a Design-Builder to enter into a D-B Contract for a project pursuant to the Act.
- L. **Qualification-based selection process** means a process of selecting a design-builder based first on the qualifications of the design-builder and then on the design-builder's proposed approach to the design and construction of the project;
- M. **Request for letters of interest** means the documentation or publication by which the District solicits letters of interest;
- N. **Superintendent** means the District's Superintendent of Schools, or his or her designee.

II. **Resolution to Select Design-Build.** 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 described below.

- A. For a project, in whole or in part, for water, wastewater, utility, or sewer construction, the resolution shall include a statement that the District 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.

III. **Selecting and Hiring a Performance-Criteria Developer (PCD)**

- A. **Selecting the Most Qualified PCD for Contract Negotiations.** The required procedures for selecting the most qualified PCD for contract negotiations differ depending on the magnitude of the District's estimate of the project's basic construction cost, as described in this section 3.1.

- 1. **Project Cost \$896,000 and Below.** For a project whose basic construction cost is estimated by the District to be \$896,000 or less, the District will use the following procedures for identifying the most qualified PCD:
 - a. The Superintendent will solicit statements of qualification from potential PCDs. Such solicitation shall include a general description of the project and shall indicate how interested individuals or firms can apply for consideration by the District.

The Superintendent may, but is not required to, give public notice of such solicitation.

- b. Based on the statements of qualifications and any other relevant information that the Superintendent receives, the Superintendent shall make a finding identifying the applicant most qualified to serve as the PCD for the project based on the applicant's capabilities to perform, adequacy of personnel, past record and performance, experience, and such other factors as may be determined by the Superintendent to be applicable to the District's particular requirements for the project.
 - c. Following such finding, the Superintendent shall recommend to the Board that it negotiate a contract with the applicant so identified.
2. **Project Cost in Excess of \$896,000.** For a project whose basic construction cost is estimated by the District to exceed \$896,000, the District will use the following procedures for identifying the most qualified PCD:
- a. The District will encourage individuals or firms who desire to provide professional services to the District as its PCD for the project to submit a statement of qualifications. At least fifteen (15) days prior to the deadline to respond, the District will 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:
 - i. A general description of the project;
 - ii. How interested firms can apply for consideration by the District; and
 - iii. The date by which individuals or firms must submit their statements of qualifications; and
 - iv. A statement that any individual or firm 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 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; equipment and facilities; promptness; 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 in accordance with its terms.
 - d. The Board will evaluate each qualified applicant's statement of qualifications and any other relevant the District has received. The Board will conduct discussions with, and may require public presentations by, at least three applicants regarding their qualifications, approach to the project, and ability to furnish the required service.
 - e. The Board will select, in order of preference, at least three applicants deemed to be most highly qualified to perform the required services after considering the factors identified above.
- B. Negotiating a Contract with the PCD.** The Board shall negotiate a contract with the most qualified applicant (identified via the procedures above) for professional services at compensation that the Board determines is fair and reasonable. In making such 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 professional service 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 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.

1. **Prohibition Against Contingent Fees.** The contract between the District and the PCD must 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.

C. Effect of Unsuccessful Negotiations

1. If the Board is unable to negotiate a satisfactory contract with the applicant to be the most qualified at a price the Board determines to be fair and reasonable, negotiations with that applicant shall be formally terminated. The Board shall then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified firm, the Board shall terminate negotiations with such applicant. The Board shall then undertake negotiations with the third most qualified applicant.
2. If the Board is unable to negotiate a satisfactory contract with any of the selected applicants, the Board 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.

- D. Board-Designated Committee.** The Board may may designate a committee to carry out any or all of the Board's duties under this PCD selection and hiring 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.

- E. **Open Meetings Act.** The public shall not be excluded from the meetings or proceedings under this section in accordance with the Open Meetings Act.
- F. 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 PCD.
- G. The PCD is prohibited from being employed by or having any financial or other interest in a Design-Builder that will submit a proposal.

IV. **Pre-Qualifying Design-Builders**

- A. **Letters of Interest.** The District shall prepare a request for Letters of Interest, which request 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 thirty (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; equipment and facilities; promptness; the quality of work previously done; 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 Design-Builder could perform it in accordance with its terms.

- V. **Preparing Requests for Proposals (RFP).** The District, with the assistance of the PCD, will prepare the RFP, which shall contain:

- A. The identity of the District for which the project will be built and the District that will execute the design-build contract;
- B. A copy of this Design-Build Contract Policy and all other policies related to the D-B Contract;
- C. The proposed terms and conditions of the D-B 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;
- D. A project statement which contains information about the scope and nature of the project;
- E. Project Performance Criteria;
- F. Budget parameters for the project;
- G. Any bonds and insurance required by law or as may be additionally required by the District;
- H. The criteria for evaluation of Proposals and the relative weight of each criterion;
- I. A requirement that the Design-Builder provide a written statement of the Design-Builder's 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;
- J. A requirement that the Design-Builder agree to the following conditions:
 - 1. An architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;
 - 2. 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;
 - 3. 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;

4. 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
5. 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 NEARA; and

K. Other information which the District chooses to require.

VI. **Notice of RFP.** At least thirty (30) days prior to the deadline for receiving and opening proposals, the District shall cause a Notice of RFP to be:

- A. Published in a newspaper of general circulation within the District;
- B. Filed with the Department; and
- C. Sent directly to the prequalified Design-Builders only.

VII. **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.

VIII. **Evaluating Proposals**

- A. The District may only proceed to negotiate and enter into a D-B Contract if there are at least two proposals from prequalified Design-Builders.e
- B. The Board shall designate members of a selection committee, which shall include at least five persons. Members of the selection committee must include:
 1. One or more members of the Board;

2. One or more members of the District's administration or staff;
3. The PCD;
4. Any person having special expertise relevant to selection of a Design-Builder or construction manager 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 PCD.

- C. The District shall refer the Proposals for recommendation to the selection committee.
- D. The selection committee and the District shall evaluate Proposals taking into consideration the criteria enumerated in subsections (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)**.
- E. 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.

- F. The District shall then evaluate and rank each Proposal on the basis of best meeting the criteria in the RFP and taking into consideration the recommendation of the selection committee.

IX. Negotiating a Design-Build Contract

- A. The District may attempt to negotiate a D-B Contract with the highest ranked Design-Builder selected by the District and may enter into a Design-Build 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 D-B Contract with the highest ranked Design-Builder, the District 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 D-B Contract after negotiations.
- D. If the District is unable to negotiate a satisfactory contract with the second highest ranked Design-Builder, the District may undertake negotiations with the third highest ranked Design-Builder, if any, and may enter into a D-B Contract after negotiations.
- E. If the District is unable to negotiate a satisfactory contract with any of the ranked Design-Builders, the District may either revise the RFP and solicit new proposals or cancel the Design-Build process under the Act.
- F. If the District is able to negotiate a satisfactory D-B Contract with a Design-Builder, the District shall file a copy of all D-B Contract documents with the Department within thirty (30) days after their full execution. Within thirty (30) days after completion of the project, the Design-Builder shall file a copy of all contract modifications and change orders with the Department.

X. Formal Protests Relating to the Solicitation or Execution of D-B Contracts

- A. **Definitions.** For this section on "Formal Protests Related to the Solicitation of Execution of D-B Contracts" the following definitions apply:
 - 1. **Interested party** shall mean an actual or prospective Design-Builder 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 Design-Builder.

2. **Protest** shall mean a written objection by an interested party on any phase of the bidding procurement process, including specification, preparation, performance criteria development, RFP, pre-qualification, ranking, contract negotiations, and 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 the event giving rise to the protest. Protests based on alleged apparent improprieties in a solicitation or other request for Proposals must be filed before Proposal opening or the deadline 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 Proposal 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 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 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 Design-Builders. 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 Board shall consider the Decision of the Superintendent and shall make the final decision on the protest. The Board's decision shall be final.

XI. **Refinements and Changes.** A D-B 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 D-B Contract. Later refinements shall not, however, exceed the scope of the project statement contained in the RFP.

XII. **Adherence to Performance Criteria.** Throughout the project, the PCD shall remain engaged on the project and shall be responsible for monitoring the Design-Builder's adherence to the Performance Criteria in the Design-Builder's performance of the D-B Contract. Upon PCD's observation that the Design-Builder's performance of the D-B Contract has or is reasonably likely to materially diverge from the Performance Criteria, the PCD shall promptly notify the District of such observation and the basis for the same.

XIII. **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: _____
Revised on: _____
Reviewed on: _____

3047 Data Breach Response

I. Preparation

A data breach is an instance in which personal information as defined by state law or personally identifiable information as defined by federal law is released or accessed in an unauthorized manner. The district will implement and maintain reasonable security procedures and practices that are appropriate to the nature and sensitivity of the personal information handled by the district. In order to ensure compliance with state and federal law; in the event of a breach the following preparatory steps shall be taken.

A. Data Governance

The superintendent, or their designee, will create an annually updated data directory that will include:

1. Computing devices purchased by the district,
2. Software that is installed on district devices,
3. Approved vendors/contractors that have access to personal information or personally identifiable information,
4. Staff members with access to district devices,
5. Staff members with active usernames and passwords for any district software.

B. New Devices and Software

Any new software or device that is used in a district building for district purposes will be submitted to the superintendent or their designee for inclusion in the directory.

II. Incident Response Plan

A. Assessment and Investigation

1. If the District becomes aware of a data breach it will make every reasonable effort to remedy the cause of the breach as soon as possible.

2. The District will contact its cyber or relevant data breach insurance provider in the event of a suspected breach.
3. The District will conduct a good faith, reasonable, and prompt investigation to determine the likelihood that personal information has been or will be used for an unauthorized purpose.
4. This investigation will include, but not be limited to, an assessment of what software, hardware, and physical documents were accessed; which District personnel had access to the compromised data; and what specific data was compromised.

B. Notification of Effected Individuals

1. If the investigation determines that the use of information about a Nebraska resident for an unauthorized purpose has occurred or is reasonably likely to occur, the district shall give notice to the affected Nebraska resident.
2. Notice shall be made as soon as possible and without unreasonable delay, consistent with the legitimate needs of law enforcement and consistent with any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the computerized data system.

C. Notification of Law Enforcement and Outside Organizations

1. Should notice of the breach be required to any individual, notice of the breach will be simultaneously sent to the Nebraska Attorney General's office.
2. The Superintendent will determine if the Family Policy Compliance Office will be notified of the breach.
3. The Superintendent will determine if the Privacy Technical Assistance Center will be notified of the breach.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3057
Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4051
Staff and District Social Media Use

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

I. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. School-Affiliated Social Media Use

1. Any social media account which purports to be “the official” account of the school district (e.g., “Bow Wrestling”), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district’s business purpose. Staff members may not use “official” accounts for personal use.
2. Staff are required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.
4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections. They are also not allowed to make any press releases or other official communications on behalf of the district without prior administrative approval. In other words, staff do not speak “for the district” directly or indirectly unless specifically authorized and directed to do so.

II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use

A. General Use and Conditions

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board’s policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

B. Acceptable Use

1. Staff may use social media for school-related communication with fellow educators, parents, and patrons. Student communication must be consistent with the district's professional boundaries policies and expectations.
2. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter. This includes spotting AI-generated content, fakes, spoofs, and discerning the quality and reliability of content.

C. Unacceptable Use

1. Staff shall never access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.
2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.
3. Staff shall not access social media networking sites such as Facebook, X, Instagram, Snapchat, and TikTok on school-owned devices or during school time unless permitted by district policy or preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in

social media applications and includes posting on social networking sites using personal electronic devices.

III. School-Affiliated Digital Content

A. General Use and Conditions for School-Affiliated Accounts

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, blogs, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

B. Moderation of Third Party Content

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages or tags or links to official school accounts on another account may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, lascivious, true threat, or appeals to prurient interests;
2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;
3. Contains fighting words or content that is threatening, harassing, or discriminatory;
4. Advocates, promotes, or encourages the use of drugs, alcohol, or other prohibited substances;
5. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
6. Contains any other threat to the safety of students and staff.

The district may restrict access to its official accounts for violations of these rules, such as deleting comments or prohibiting comments. Accounts that are not official school accounts are those owned and operated by board members and employees for their personal use, even if they discuss school matters.

Every official school account administrator must keep a copy of any removed content or banned/blocked individual account and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4057 Superintendent Evaluation

The board shall observe and evaluate the superintendent based upon actual classroom observations for an entire instructional period at least twice during his first year of employment and at least once each year thereafter. Additional evaluations may be conducted at the discretion of the board. For the purposes of this policy, "actual classroom observation" shall mean observing the superintendent performing activities that are typical of his or her position. An "entire instructional period" for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of some aspect of the superintendent's work during the semester for no less than 40 minutes.

Purpose. The purposes of the formal job evaluation are:

1. To provide a means of rational, structured communication between the board and superintendent to create a more constructive and effective working relationship.
2. To provide a basis for commending, rewarding, and reinforcing good work, as well as identifying areas where the superintendent needs to improve.
3. To clarify the superintendent's role and inform the superintendent of the board's expectations.

Dates. Unless otherwise provided for in the superintendent's employment contract, the first year evaluations should take place (1) at or prior to the December board meeting, and (2) at or prior to the June board meeting. Annual evaluations shall generally take place during the month before the date in the superintendent's employment contract by which the board must notify the superintendent of its intention to consider the nonrenewal or amendment of the contract. In the absence of such a contract provision, the annual evaluation should take place at or prior to the March board meeting. The Superintendent shall remind the Board members in writing at least 45 days before the date of each upcoming evaluation and shall make his evaluation an agenda item for the board meeting.

Evaluation Document. The superintendent shall submit a recommended evaluation document to the board. The board shall meet and discuss the proposed document with the superintendent. The board may amend and adopt the proposed evaluation document. The board may amend the document or adopt a new document without amending this policy. The superintendent shall submit the evaluation document to the Nebraska Department of Education.

Evaluation Procedures. Each board member shall have the opportunity to complete a draft evaluation document. The board president shall compile the individual draft evaluations into a single and final evaluation, provide a copy to the superintendent, and discuss it with him or her. If the superintendent's evaluation is conducted at a board meeting, the superintendent's evaluation may be conducted in closed session if it is necessary to prevent needless injury to the superintendent's reputation and if he or she has not requested it be done in open session.

Deficiencies. If deficiencies are noted in the superintendent's work performance, the board shall provide the superintendent at the time of the observation with a list of deficiencies and a list of suggestions for improvement and assistance in overcoming the deficiencies. The board shall also provide the superintendent with follow-up evaluations and assistance when deficiencies remain, a timeline for improvement, and sufficient time to improve. In the alternative, the board may rely upon the superintendent's education, training, and expertise and require him or her to submit a "list of suggestions for improvement" or plan of improvement for the board's consideration.

Personnel File. The evaluation shall be signed by the board president (or other member of the board) and the superintendent. The superintendent shall place a copy of the evaluation in his or her personnel file. The superintendent may provide a written response to the evaluation to the board. A copy of the response shall also be placed in the superintendent's personnel file. The board may meet with the superintendent to discuss the written response.

Policy Limitation. The evaluation procedures are included in this policy as a result of the board's statutory obligation to evaluate the superintendent and do not give the superintendent any rights not provided by statute. The board's failure to comply with any procedures provided in this policy but not required by law shall not prohibit the board from taking any action regarding the superintendent's employment, up to and including the nonrenewal, amendment, or cancellation of the employment contract.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4059
Behavioral and Mental Health Training

All public school employees who interact with students and any other appropriate personnel are required to complete behavioral and mental health training with a focus on suicide awareness and prevention training every year. The training may include, but need not be limited to, topics such as identification of early warning signs and symptoms of behavioral and mental health issues in students, appropriate and effective responses for educators to student behavioral and mental health issues, trauma-informed care, and procedures for making students and parents and guardians aware of services and supports for behavioral and mental health issues.

The superintendent will determine the appropriate personnel required to receive the training. The training materials for this training must be included in the Nebraska Department of Education's list of approved training materials. The length of the training shall be a reasonable amount as determined by the school board.

These employees must complete the training designated by the school district or superintendent no later than October 31 of each school year or within 30 days of their initial employment, whichever is later. Failure to complete this training may subject the employee to employment-related discipline.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5001 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.

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

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 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 an exempt 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 exempt 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.

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation

6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits

Excessive Absenteeism

When a student is absent 5 times or the hourly equivalent in any semester, the Attendance Officer may send written notification of the student's total absences to the student's parent or guardian. When a student receives 10 absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives 15 absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.

When a student is absent more than twenty days per year or the hourly equivalent, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Making Up Absences

When a student receives 5 absences or the hourly equivalent in any semester, the student shall be required to make up those absences through attendance before or after school normal hours (Bow School). Absences shall be made up at a rate of 1 hour per period missed.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5002
Admission of Students

Students shall be admitted to the school district who are required by law to be enrolled or are permitted to enroll by law or board policy.

Students who have been placed in a foster home within the school district are not residents of the district and will not be permitted to enroll unless the district has received a written determination from the Nebraska Department of Health and Human Services that it is in the best interests of the student not to attend his or her district of residence.

Prior to enrolling any student who is a ward of the state of Nebraska or a ward of any court, the district will ask to review a completed copy of the "Education Court Report Form" promulgated by the Nebraska Supreme Court's Commission on Children and Families in the Courts – Education Sub-Committee. If there is no such completed form, district staff will offer assistance to the appropriate responsible individual in securing the information necessary to complete the form as part of the district's enrollment process.

Except in adult education classes or when otherwise required by law, no student who is of 21 years of age or older, or who has earned a high school diploma or its equivalent will be allowed to be enrolled in or continue to attend school in the district.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation. Grade level placement will be determined in accordance with district policy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5003 Admission of Part-Time Students

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable curricular practices when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a primary basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

Eligibility and Application for Enrollment. A student may be eligible for part-time enrollment if the student:

1. is of appropriate age to attend school;
2. is a resident of this school district or a resident of another school district attending a private, denominational, parochial, or exempt school. For residents of another school district, the student is only eligible to part-time enroll if
 - a. this school district is the closest to the student's residence that offers the extracurricular sport or activity they desire to participate in, and their resident school district does not offer that sport or activity, or
 - b. the school building the student would attend if accepted for part-time enrollment is closer than the school building the student attends or would attend at the resident district;
3. has not graduated from high school; and
4. has not received a graduate equivalency diploma.

The parent or guardian must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district by August 15th prior to the year of enrollment. For second semester high school courses, the application must be filed by December 15th. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one school year to the next, and the parent or guardian must apply for enrollment each school year.

Limitations Based on Resources. The part-time enrollment of students is subject to limitations for grades, classes, courses, and programs based on the limited resources available to the school district. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

Placement of Students. Students accepted for part-time enrollment shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

Grades and Academic Honors. Students accepted for part-time enrollment shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district requirements including earning a sufficient number of credit hours and semesters of attendance.

Applicability of School Rules. Students accepted for part-time enrollment are subject to all rules and standards of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and staff. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course, course-related activity, or an extracurricular activity or sport, unless the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

Extracurricular Sports and Activities. Students who are enrolled in a private, denominational, or parochial school may not participate in extracurricular sports and activities sponsored by the school district if they participate in extracurricular sports and activities at any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member must be enrolled in 5 credit hours in this school district to participate. Students seeking to participate in extracurricular sports and activities not regulated by such an entity may only participate if they enroll in at least 5 credit hours on a part-time basis.

Exempt school students may only participate in extracurricular sports and activities if they are enrolled in at least 20 credit hours per semester and enrolled in the number of credit hours at this school district set out below.

Exempt school students are not eligible to participate in extracurricular sports and activities sponsored by the school district if they participate in any sport or activity sponsored by any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member must be enrolled in 5 credit hours in this school district to participate. Students seeking to participate in extracurricular sports and activities not regulated by such an entity may only participate if they enroll in at least 5 credit hours on a part-time basis.

All students permitted to participate in extracurricular sports and activities under this policy must also meet all other eligibility requirements set by the board, administration, and coach/sponsor prior to participating and for continued participation in the sport or activity. This includes but is not limited to rules for completing courses; up/down lists for deficient grades and/or incompletes; and all eligibility and other requirements of the Nebraska School Activities Association and any other governing bodies for the activity or sport.

Transportation. Part-time school students are not entitled to transportation or reimbursement for transportation to and from the school for class attendance purposes, unless required by law. Eligible part-time students are entitled to transportation to and from practices and extracurricular events to the same extent as the school district's full-time students, but part-time students must arrange their own transportation and arrive timely to the designated pick-up point for such transportation.

Option Enrollment. Students may not enroll on a part-time basis pursuant to the school's option enrollment program.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5015
Protection of Pupil Rights

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

1. Surveys

- a. Surveys Created by a Third Party
 - i. This section applies to every survey:
 - (1) that is created by a person or entity other than a district staff member or student;
 - (2) regardless of whether the student answering the questions can be identified; and
 - (3) regardless of the subject matter of the questions
 - ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.
- b. Surveys Requesting Particular Sensitive Information
 - i. Sensitive information shall include:
 - (1) Political affiliations or beliefs of the student or the student's parent(s);
 - (2) Mental or psychological problems of the student or the student's family;
 - (3) Sexual behavior or attitudes;
 - (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
 - (5) Critical appraisals of other individuals with whom respondents have close family relationships;
 - (6) Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
 - (7) Religious practices, affiliations, or beliefs of the student or student's parent(s); or
 - (8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
 - ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.

- iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the written consent of a student's parent(s) before the student participates in the survey.
- iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.
- v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.
- c. **Survey Inspection Requests**
 - i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.
 - ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.
 - iii. The principal shall respond to survey inspection requests without delay.
- d. The district will also comply with any survey requirements found in the district's policy on Parent Involvement in Education Practices.

2. Invasive Physical Examinations

- a. The term "invasive physical examination" means:
 - i. any medical examination that involves the exposure of private body parts; or
 - ii. any act during such examination that includes incision, insertion, or injection into the body; and
 - iii. does not include a hearing, vision, or scoliosis screening.
- b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:
 - i. required as a condition of attendance;
 - ii. administered by the school and scheduled by the school in advance; and
 - iii. not necessary to protect the immediate health and safety of the student, or of other students.

- c. This policy does not apply to any physical examination or screening that:
 - i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;
 - ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*)
 - iii. is otherwise authorized by Board policy.

3. Collection of Personal Information from Students for Marketing

- a. The term “personal information” means individually identifiable information including:
 - i. student’s and parent(s)’ first and last name;
 - ii. home or other physical address;
 - iii. telephone number; and/or
 - iv. social security number.
- b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
- c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
 - i. post-secondary education recruitment;
 - ii. military recruitment;
 - iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
 - iv. student recognition programs.

4. Inspection of Instructional Material

- a. Definition
 - i. The term “instructional materials” means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
 - ii. The term does not include academic tests or academic assessments.

- b. Parents may inspect, upon their request, any instructional material used as part of their child’s education curriculum.
- c. Curriculum inspection requests must be made to the building principal in writing.
- d. Building principals shall respond to inspection requests within a reasonable amount of time.

5. Notification of Rights and Procedures

- a. The superintendent shall notify parents of:
 - i. this policy and its availability upon request from the office of the district;
 - ii. how to opt their child out of participation in activities as provided for in this policy;
 - iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
 - iv. how to request access to any survey or other material described in this policy.
- b. This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5016 Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as email, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is Infinite Campus.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and

use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights

under this policy and the Family Educational Rights and Privacy Act.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5018
Parent Involvement in Education Practices

For purposes of this policy, “parent” includes a parent, guardian, or educational decisionmaker (a person designated or ordered by a court to make educational decisions on behalf of a student).

The school district recognizes the importance of parental involvement in the education of their children. To the extent practicable, the school district will make a reasonable effort to make any learning materials, including original materials, available for inspection by a parent upon request.

The school district will take the following steps to ensure that the rights of parents to participate in the education of their children are preserved.

1. Parents will be provided access to textbooks, tests, activities information; digital materials; websites or applications used for learning; training materials for teachers, administrators, and staff; procedures for the review and approval of training materials, learning materials, and activities; and other curriculum materials (“curricular materials”) as follows:
 - a. A parental request to review specific curricular materials (written, visual, or audio) should be made to the principal of the building where the curricular materials are used.
 - b. The building principal will assess the request and determine the allowable volume and time frame of the review to prevent disruption to the efficient operations of the district.
 - c. The purpose of this provision is to allow reasonable access to the extent practicable. Individuals who make requests (a) for the purpose of adding staff burden; (b) at an unreasonable frequency or volume; or (c) for purposes inconsistent with the efficient operations of the district may be denied access to materials.
 - d. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In

the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.

2. Parents will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents are invited to make appointments with the building principal to visit classes, assemblies, and other instructional activities. The principal shall give permission after determining that parental observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
 - b. Parents may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents may request that their children be excused from testing (except as provided below), classroom instruction, learning materials, activities, guest speaker events, and other school experiences ("school events") that parents find objectionable.
 - a. Parents must submit this request in writing to the building principal for consideration.
 - b. Building principals may excuse a student from any school events at the parent's written request if, in the principal's professional judgment, excusal from the activity would not result in diminution of the student's educational experience.
 - c. When the building principal determines it appropriate, alternative experiences may be provided for the student by the school.
4. Parents will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.

6. Parents will be informed of the circumstances under which they may opt-out of state and federal assessments.

a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.

b. State Assessments

State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot “approve” the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.

c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents of eligible students with reasonable notice prior to the exam being administered. Parents wishing to opt their students out of the NAEP assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents will be notified of their right to remove their children from surveys prior to district participation in surveys.

- a. The principal must approve all surveys intended to gather information from students before they are administered to students.
- b. Students' participation in surveys is voluntary. Parents may restrict their child from participating in any survey.
- c. If the school administers (1) a survey requesting that students provide sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation, or any other information that the school board deems to be sensitive in nature or (2) a non-anonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use, the school district shall, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers of students that are to receive such survey. The notice will be made through the school's electronic notification system or by physical mail to the address on file for the student. The notice will describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed.
- d. Parents have the right to: (1) request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, (2) review the survey in person at the school, and (3) exempt their child from participating in the survey.
- e. Unless required by federal or state law or regulation, school personnel administering any survey shall not disclose personally identifiable information of a child.
- f. No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.
- g. The district will also comply with any survey requirements found in the district's policy on Protection of Pupil Rights.

8. The district will make this policy accessible by a prominently displayed link on its public website. Any amended policy will be made accessible within a reasonable time of its amendment.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5031 Student Appearance

The board directs the Administration to develop and maintain a dress code that governs student appearance and that shall be included within the student handbook(s). The Administration may elect to adopt different versions of the dress code for different schools, buildings, or grades (e.g., elementary dress code, high school dress code, etc.).

General Regulations. Dress codes adopted in conformance with this policy may prohibit student attire or appearance that:

- Causes or is reasonably likely to cause a material and substantial disruption to the District's programs and activities.
- Invades the rights of others.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, lewd speech, indecent speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

Students may be required to adhere to uniform standards and/or wear district-approved or issued uniforms in order to participate in activities.

Specific Limitations on Dress Codes. Except as provided in the *Health and Safety Standard* below, the specific dress codes enacted pursuant to this policy may not:

- Target, disproportionately impact, discriminate, or be applied in a discriminatory manner against any students on the basis of race, religion, sex, disability, or national origin;
- Prohibit a student from wearing attire associated with race, national origin, or religion (including religious attire, natural and protective hairstyles, adornments or other such characteristics); or
- Require a student's hair be permanently or temporarily altered.

Health and Safety Standard. Notwithstanding these *Specific Limitations on Dress Codes*, this policy allows for dress codes to regulate characteristics associated with race, national origin, or religion under the following circumstances:

- In the absence of regulating the student's appearance or attire, it is reasonably certain that the health and safety of the student or another individual will be impaired;

- Regulating the student's appearance or attire is for nondiscriminatory reasons;
- Regulation of the student appearance or attire is applied equally;
- The administrator (or his or her designee) engages in a good-faith effort to reasonably accommodate the student and notifies the student's parent or guardian, in a language that such parent or guardian understands, of the school district's attempt to accommodate the student's appearance or attire; and
- The school district uses a process to obtain written or oral consent from a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire.

Record Retention. When the *Health and Safety Standard* is used, the school must keep records on each effort to reasonably accommodate a student's appearance or attire, hairstyle, adornment, or other characteristics associated with race, national origin, or religion occurring at school, on school grounds, or at a school-sponsored event and ensure that such records allow for analysis of related data and delineate:

- The reason for such student's referral relating to the dress code; and
- Federally identified demographic characteristics of such student.

Dress Code Enforcement. School personnel are authorized to request immediate changes in the appearance or attire of student so as to remedy any dress code violations. Enforcement of dress code violations must be done in a manner that is consistent with a school's overall discipline plan and in a consistent manner. A student's violation of the dress code shall not subject the student to long-term suspension, expulsion, or mandatory reassignment as provided in NEB. REV. STAT. § 79-267. A violation of the dress code may not require the student to miss substantial classroom time, instruction time, or school activities.

Under no circumstances is any administrator, teacher, other member of the school district's staff, or any school district contractor allowed to permanently or temporarily alter or cut a student's hair.

No student shall be disproportionately affected by dress code enforcement because of the student's gender, race, color, religion, disability, or national origin.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5034
[INTENTIONALLY LEFT BLANK]

Adopted on: _____

Revised on: _____

Reviewed on: _____

6025
Student Cell Phone and Other Electronic Devices

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including any calls or downloads.

Students who violate this policy may have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6031 Emergency Exclusion

Grounds for Emergency Exclusion. Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

(a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

(b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

Extension of Exclusion. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing. The notice shall include notice of a recommended hearing examiner and an alternate hearing examiner for consideration by the parent(s) or guardian(s) if a hearing is requested.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit a request for a hearing on the proposed extension of the exclusion within one school day of receiving the notice of the proposed extension.

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within one school day of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. The parent(s) or guardian(s) shall notify the superintendent within one school day of receiving notice of the recommended extension and proposed hearing examiner and alternate hearing examiner if the alternate hearing examiner is preferred.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within ten school days after the initial date of exclusion; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony. The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify. The school district shall make available to testify at the hearing any employee who is a witness to the matter upon request from the parent(s) or guardian(s).

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6034 Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the “most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed.”

The School District will:

- a. Require all coaches and trainers to complete a training course approved by the Chief Medical Officer on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury.
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - 1 The signs and symptoms of a concussion;
 - 2 The risks posed by sustaining a concussion; and
 - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student’s parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall follow the model provided by the Nebraska Department of Education. Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6044

Participation and Assignment of Athletic Teams

Designation of Athletic Team or Sport. The terms male, female, and coed are defined as provided by state law. All athletic and sports teams of the district are hereby designated as male, female, or coed as follows:

Sport/Team	Designation
Football	Male
Volleyball	Female
Cross Country	Male and Female Teams
Golf	Male and Female Teams
Basketball	Male and Female Teams
Wrestling	Male and Female Teams
Track	Male and Female Teams
Unified Bowling	Coed Teams

Participation on Assigned Teams. Males shall not participate on teams designated for females. Females may only participate on male teams when there is no female team offered or available for such sport. Males and females may participate on coed teams and in coed events as long as their participation is consistent with the eligibility and other rules of that team or event.

Determination of Student Sex. To determine eligibility, a student and the student's parent or guardian shall provide the district with confirmation of the student's sex on a document signed by a doctor or signed under authority of a doctor.

Conduct of Visitors and the Public. Visitors and members of the public attending district interscholastic team activities are expected to comply with all district policies and practices, including sportsmanship rules.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6045

Behavioral Intervention

General Approach. The district utilizes a tiered system of support to foster a positive school climate and culture, encourage appropriate student behavior, and provide the necessary supports for academic and behavioral success.

Interaction with Student Discipline Policy. This policy does not replace the Student Discipline policy or limit the District's authority under the Student Discipline Act when behaviors warrant action under that policy or Act.

Classroom Removal. Students may be removed from the classroom if the student poses a threat to their own safety, the safety of others, or the environment or if the student's behavior is disruptive to the learning environment. When appropriate, prior to removal staff should consider the use of de-escalation techniques, behavior redirection, or other Tier 1 or Tier 2 or comparable interventions.

When classroom removal is appropriate, the District will consider whether the student requires additional support to transition back to the classroom and continue to monitor the student's behavior to adjust interventions and supports as needed.

Required Training. The School District, independently or through the educational service unit, will develop and provide behavioral awareness and intervention training to employees with behavioral management responsibilities. Each employee with behavior management responsibilities must complete the behavioral awareness and intervention training during the 2026-27 school year or during the first year of employment with the district. The length of such training will be at least .5 hours.

Behavioral Awareness Point of Contact (BAPC). Each school building must designate one or more school employees as a BAPC. Each BAPC must have knowledge of community services providers and other resources available for students and families. Each BAPC must coordinate access to support services for students.

The BAPC will be identified on the district website and in the school directory.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5057
Parental Involvement In the Title I Program

The school district will jointly develop with parents a School-Parent-Student Compact that outlines shared responsibility for improved student academic achievement.

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parental involvement in the Title I program. Parental Involvement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, type and extent of participation, parental input in educational decisions, coordination and integration with other district programs, and evaluations of progress. This information may be included in the annual Title I Individual Education Plan (IEP) for the student.
3. Opportunities for parent involvement activities, such as training on ways to support children's learning. This opportunity may include, but is not limited to, attendance at the annual Nebraska State Title I Parent Involvement Conference. The goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, and parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parental Involvement Policy, and the Board will either (1) alter the policy and adopt it as altered, or (2) reaffirm the policy, following a public hearing.

Adopted on: June 19, 2017

Revised on: _____

Reviewed on: July 15, 2024

5054 Student Bullying

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

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

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

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

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

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

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts

the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

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

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

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

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

Adopted on: June 19, 2017
Revised on: July 20, 2020
Reviewed on: July 15, 2024

4031 Evaluation of Probationary Certified Employees

A certificated administrator will observe and evaluate each probationary certified employee for a full instructional period once each semester. The administrator will provide each employee with a written list of deficiencies, concrete suggestions for improvement, and sufficient time to improve.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

Entire Instructional Period. For certified employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

Actual Classroom Observation. Actual classroom observation consists of observing the certified employee in any activities in a classroom setting. When a certified employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certified employee performing activities that are typical of his or her position.

Adopted on: June 19, 2017

Revised on: _____

Reviewed on: April 21 ,2025

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 the school premises without board approval.

- 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
- 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 consultants 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.

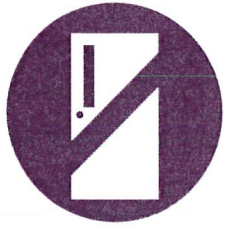
Each building principal shall conduct a performance review of each of the drills conducted pursuant to this policy. This review does not have to be in writing.

Adopted on: June 19, 2017

Revised on: _____

Reviewed on: July 15, 2024

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

2007
Reimbursement and Miscellaneous Expenditures

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

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

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

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

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

d. It is in the best interest of this school district to recognize service by board members, employees, and volunteers. The board authorizes the president, superintendent or the superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted, provided that no such plaque, certificate, flowers or other item of value shall cost more than \$100.00.

e. Funds may be spent for one recognition dinner each year for elected and appointed officials, employees or volunteers of the school district. The maximum cost per person for such a dinner shall not exceed \$75.00.

Adopted on: June 19, 2017

Revised on: _____

Reviewed on: February 12, 2024

2005 Conflict of Interest

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

1. Definitions. For purposes of this policy:

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

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

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

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

2. Contracts with the School District.

a. No board member or member of his or her immediate family shall enter into a contract valued at two thousand dollars or

more, in any one year, with this school district unless the contract is awarded through an open and public process that (1) includes prior public notice and (2) allows the public to inspect during the school district's regular office hours the proposals considered and the contract awarded. Board members who enter into employment contracts with the school district must also comply with the board's policy on the employment of board members.

- b. The existence of any conflict of interest in any contract in which the board member has an interest and in which the school district is a party, or the failure to make public the board member's interest known, may render a contract null and void.
- c. The prohibition of a conflict of interest or requirement for the board member to make public notice shall apply when the board member, or his or her parent, spouse, or child has a business association with the business involved in the contract or will receive a payment, fee, or commission as a result of the contract.
- d. The prohibition in this section does not apply if the contract is an agenda item approved at a board meeting and the board member:
 - (1) Makes a declaration on the record to the school board regarding the nature and extent of his or her interest prior to official consideration of the contract;
 - (2) Does not vote on the matters of granting the contract, making payments pursuant to the contract, or accepting performance of work under the contract, or similar matters relating to the contract, except that if the number of members of the school board declaring an interest in the contract would prevent the board with all members present from securing a quorum on the issue, then all members may vote on the matters; and
 - (3) Does not act for the school board as to inspection or performance under the contract in which he or she has an interest.

3. Contracts with Board Member's Immediate Family.

- a. If a person in a board member's immediate family is an employee of this school district, the board member may vote on all issues of a contract which are generally applicable to:
 - (1) All district employees.
 - (2) All employees within a specific classification but which does not single out the member of his or her immediate family.

4. Employing Members of the Immediate Family.

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

- (5) The board approves the employment or supervisory position.
 - b. The board has not terminated the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.
5. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment
 - a. No board member shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:
 - (1) a public official, public employee, or candidate.
 - (2) a member of the immediate family of an individual listed in Subparagraph 'a' above.
 - (3) a business with which an individual listed in Subparagraph (1) or (2) above is associated.
 - b. No board member shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the board member would thereby be influenced.
 - c. A board member shall not use or authorize the use of his or her public office or any confidential information received through the holding of a public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which he or she is associated.
 - d. A board member shall not use personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.
6. Conflict of Interest Relating to Campaigning or Political Issues

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

7. Conflict of Interest Statement

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

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

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

8. Recordkeeping

- a. The board secretary shall maintain a separate record of the following information for every contract entered into by the school board in which a board member has an interest and for which disclosure was made pursuant to section 2d of this policy:
- (1) The names of the contracting parties.
 - (2) The nature of the interest of the board member in question.
 - (3) The date that the contract was approved.
 - (4) The amount of the contract.
 - (5) The basic terms of the contract.
- b. The information supplied relative to the contract shall be provided no later than ten (10) days after the contract has been signed by both parties. The ledger kept by the board secretary

shall be available for public inspection during normal working hours of the office in which it is kept.

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

Adopted on: June 19, 2017

Revised on:

Reviewed on: January 15, 2024

4053 Conflict of Interest

Any school district employee who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

1. Definitions. For the purposes of this policy:
 - a. Business with which an employee is associated shall include the following:
 - (1) A business in which the employee or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.
 - (2) A business in which the employee or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or he or she, or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the employee reports the name and address of the company and stockbroker.
 - b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, or a business in which the individual or member of the immediate family is a stockholder.
2. Contracts with the School District.
 - a. No employee or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in any one year, with this school district unless the contract is awarded through an open and public process that (1) includes prior public notice and (2) allows the public to inspect during the school district's regular business hours the proposals considered and the contract awarded.

- b. The existence of any conflict of interest in any contract in which the employee has an interest and in which the school district is a party, or the failure to make public the employee's interest known, may render a contract null and void.
 - c. The prohibition of a conflict of interest or requirement for public notice shall apply when the employee, or his or her immediate family (parent, spouse, or child) has a business association with the business involved in the contract or will receive a direct pecuniary fee or commission as a result of the contract.
3. Employing Members of the Immediate Family.
- a. An employee may employ or recommend or supervise the employment of an immediate family member if:
 - (1) The employee does not abuse his or her position.
 - (a) Abuse of official position shall include, but not be limited to, employing an immediate family member:
 - (i) who is not qualified for and able to perform the duties of the position;
 - (ii) for any unreasonably high salary;
 - (iii) who is not required to perform the duties of the position.
 - (2) The employee makes a reasonable solicitation and consideration of applications for employment.
 - (3) The employee makes a full disclosure on the record to the governing body of the school district and to the secretary of the board.
 - (4) The board approves the employment or supervisory position.
 - b. The employee shall not terminate the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.

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

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

(1) a public official, public employee, or candidate.

(2) a member of the immediate family of an individual listed in Subparagraph 'a' above.

(3) a business with which an individual listed in Subparagraph (1) or (2) above is associated.

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

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

d. An employee shall not use or authorize the use of personnel, resources, property, or funds under that person's official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items for personal financial gain, other than compensation provided by law.

5. Conflict of Interest Relating to Campaigning or Political Issues

a. Except as provided below, an employee shall not authorize the use of school district personnel, property, resources, or funds for the purpose of campaigning for or against the

nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

- b. This does not prohibit an employee from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.
 - c. This does not prohibit an employee from discussing and voting upon a resolution supporting or opposing a ballot question.
 - d. This does not prohibit an employee under the direct supervision of a public official from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.
 - e. An employee may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the school district. However, this shall not be done during a time that the individual is engaged in his or her official duties.
6. Conflict. To the extent that there is a conflict between this policy and the Nebraska Political Accountability and Disclosure Act ("Act"), the Act shall control.

Adopted on: June 19, 2017

Revised on: _____

Reviewed on: _____

5045 Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

A. Definitions.

- 1.** "Students" means students, their parents, guardians or other legal representatives.
- 2.** "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
- 3.** "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school

buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$50.

As with all school property, students may be charged for damage to such devices.

6. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may

charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student Participation Fee: \$60
 - Required of all students who participate in athletics and/or other extracurricular activities
 - Covers admission to extracurricular events at Broken Bow
- Future Business Leaders of America, HOSA: \$50
- National Honor Society: \$50
- Cheerleading, Drill Team, Flag Corps: \$2000
 - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: \$2000 • Football: \$ 50
 - Students must provide their own football shoes, undergarments, and mouthguards
- Golf: \$50
 - Students must provide their own golf shoes, undergarments, and clubs
- Track, Volleyball, and Wrestling Cross Country: \$50
 - Students must provide their own shoes and undergarments
- Future Farmers of America: \$50
 - Students must purchase their own jackets and pay dues
- Spanish Club: \$50

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated

with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who choose to apply for post-secondary education credit for these

courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution

8. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be \$1000.

9. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$.30 per page for reproduction of student records.

12. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-5
 - Regular Price \$2.00
 - Reduced Price \$.30
- Breakfast Program – Grades 6-12
 - Regular Price \$2.00
 - Reduced Price \$.30
- Lunch Program – Grades K-5
 - Regular Price \$3.60

- Reduced Price \$.40
- Lunch Program – Grades 6-12
 - Regular Price \$3.70
 - Reduced Price \$.40
- Lunch Program – Adults
 - Regular Price \$5.00

13. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. The following list details the maximum dollar amount of all musical extracurricular activities fees and the equipment or attire required for participation in musical extracurricular activities:

- Band: \$1000
 - Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers
- Swing Choir: \$100
 - Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$150

14. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students

who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund raising activity was meant to defray.

G. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve as a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

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Revised on: July 15, 2024

Reviewed on: _____