

## **BOE Meeting Template**

Monday, August 14, 2023 7:00 PM

Freeman Media Center, 415 Eighth Street, Adams, NE 68301

Tiffany Buhr: Present  
Kyle Dorn: Present  
Eldon Ideus: Present  
Anthony Meints: Present  
Shawn Mencl: Present  
Myron Schoen: Present

### **1. Opening Procedures**

1.1. Call meeting to order

1.2. Roll Call

1.3. Acknowledge meeting notice and announcement

1.4. Approve agenda

1.5. Freeman Falcon Spotlight

1.6. Communication from the Public

1.7. Approval of Consent Agenda

1.8. Items Removed From the Consent Agenda

1.8.1. N/A

1.8.2. N/A

### **2. Discussion Items**

2.1. Discussion of Freemans 2023-24 EMC Insurance Policy

2.2. Discussion of Clark & Enersen Facility study.

### **3. Matters Requiring Board Action**

3.1. Consideration and possible action to approve the insurance program package as presented by EMC for the 2023-2024 school year.

3.2. Discussion, consideration, and possible action to approve ALTA/topographical survey proposals for potential future projects at Freeman Public Schools.

3.3. Discussion, consideration, and possible action to adopt resolution increasing the school district's base growth percentage used to determine the school district's property tax request authority by up to 7%.

3.4. Consideration and possible action to name Andrew Havelka as the authorized representative for federal programs at Freeman Public Schools.

3.5. Consideration and possible action to name Adams State Bank and First State Bank, Filley as depositories for Freeman Public Schools

3.6. Consideration and possible action to authorize the Superintendent to approve local substitute applications for the 2023-2024 school year.

3.7. Consideration and possible action to review policies 4042, 4044, 4046, 4048, 4050, 4051, 4052, 4053.

#### 4. **Reports**

4.1. Administrative Reports

4.2. Technology

4.3. Facilities

4.4. Board of Education

#### 5. **Announcements**

5.1. Next regular meeting: September 11th following the budget and levy hearings

#### 6. **Adjournment**

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Board Secretary

Tiffany Buhr: Absent  
Kyle Dorn: Present  
Eldon Ideus: Present  
Anthony Meints: Present  
Shawn Mencl: Present  
Myron Schoen: Present  
Present: 5, Absent: 1.

## 1. Opening Procedures

### 1.1. Call meeting to order

### 1.2. Roll Call

Motion to excuse absent board member Buhr. Passed with a motion by Kyle Dorn and a second by Anthony Meints.

Tiffany Buhr: Absent, Kyle Dorn: Yea, Eldon Ideus: Yea, Anthony Meints: Yea, Shawn Mencl: Yea, Myron Schoen: Yea  
Yea: 5, Nay: 0, Absent: 1

### 1.3. Acknowledge meeting notice and announcement

### 1.4. Approve agenda

Motion to approve agenda as presented Passed with a motion by Eldon Ideus and a second by Myron Schoen.

Tiffany Buhr: Absent, Kyle Dorn: Yea, Eldon Ideus: Yea, Anthony Meints: Yea, Shawn Mencl: Yea, Myron Schoen: Yea  
Yea: 5, Nay: 0, Absent: 1

### 1.5. Freeman Falcon Spotlight

Congratulations to the following Freeman classified staff members who reached a milestone:

1 Year: Angie Dowding, Sarah Pfeiffer, Clarissa Podtburg, Nikki Shubert, Leslie Norris, Ken Oncken

10 Year: Holly Klein

Retirement: Amy Larkins

### 1.6. Communication from the Public

### 1.7. Approval of Consent Agenda

Motion to approve the consent agenda including minutes of the previous meetings and claims in the amount of \$520,374.62 Passed with a motion by Myron Schoen and a second by Anthony Meints.

Tiffany Buhr: Absent, Kyle Dorn: Yea, Eldon Ideus: Yea, Anthony Meints: Yea, Shawn Mencl: Yea, Myron Schoen: Yea  
Yea: 5, Nay: 0, Absent: 1

#### 1.8. Items Removed From the Consent Agenda

1.8.1. N/A

1.8.2. N/A

### 2. Discussion Items

#### 2.1. Discussion of Clark & Enersen facility study

### 3. Matters Requiring Board Action

#### 3.1. Consideration and possible action to review policies 4030, 4031, 4032, 4034, 4037, 4038, 4039, 4041

Motion to review and approve policies 4030, 4031, 4032, 4034, 4037, 4038, 4039, and 4041. Passed with a motion by Anthony Meints and a second by Eldon Ideus.

Tiffany Buhr: Absent, Kyle Dorn: Yea, Eldon Ideus: Yea, Anthony Meints: Yea, Shawn Mencl: Yea, Myron Schoen: Yea  
Yea: 5, Nay: 0, Absent: 1

#### 3.2. Review and possible action to approve Freeman's Safe Return Plan

Motion to approve Freeman's Safe Return Plan. Passed with a motion by Kyle Dorn and a second by Eldon Ideus.

Tiffany Buhr: Absent, Kyle Dorn: Yea, Eldon Ideus: Yea, Anthony Meints: Yea, Shawn Mencl: Yea, Myron Schoen: Yea  
Yea: 5, Nay: 0, Absent: 1

#### 3.3. Consideration and possible action to approve Student, Staff, and Activity Handbooks for 2023-2024

Motion to approve Student, Staff, and Activity Handbooks for 2023-2024. Passed with a motion by Anthony Meints and a second by Myron Schoen.

Tiffany Buhr: Absent, Kyle Dorn: Yea, Eldon Ideus: Yea, Anthony Meints: Yea, Shawn Mencl: Yea, Myron Schoen: Yea  
Yea: 5, Nay: 0, Absent: 1

#### 3.4. Consideration and possible action to set substitute teacher rates for the 2023-24 school year.

Motion to set 2023-24 substitute teacher rates at \$155.00 per day (days 1-10) and \$160.00 per day (days 11+ per month). Passed with a motion by Anthony Meints and a second by Eldon Ideus.

Tiffany Buhr: Absent, Kyle Dorn: Yea, Eldon Ideus: Yea, Anthony Meints: Yea, Shawn Mencl: Yea, Myron Schoen: Yea  
Yea: 5, Nay: 0, Absent: 1

#### 3.5. Consideration and possible action to approve NRCSA membership dues for 2023-2024

Motion to approve NRCSA membership dues for 2023-2024. Passed with a motion by Kyle Dorn and a second by Myron Schoen.

Tiffany Buhr: Absent, Kyle Dorn: Yea, Eldon Ideus: Yea, Anthony Meints: Yea, Shawn Mencl: Yea, Myron Schoen: Yea  
Yea: 5, Nay: 0, Absent: 1

#### 4. Reports

##### 4.1. Administrative Reports

Mr. Havelka reported on 2023-24 Projected Enrollment.

Open House Activity Fair August 8th

5:30 to 6:30pm: Activity Fair

6:30 to 7:30pm: Classrooms open

7:30pm: Senior Meeting

5:30 to 8:00pm: Junior class hosting fundraiser meal

##### 4.2. Facilities

Mr. Havelka reported on summer projects: Chappell - done next week, North Gym Leak, Agena property , East entrance - removing wings, tie back into pillar, LEDs, Gym resurface - July 13th.

##### 4.3. Board of Education

#### 5. Announcements

5.1. Next regular meeting: August 14th at 7:00 PM

#### 6. Adjournment

Motion to adjourn at 8:37 p.m. Passed with a motion by Eldon Ideus and a second by Myron Schoen.

Tiffany Buhr: Absent, Kyle Dorn: Yea, Eldon Ideus: Yea, Anthony Meints: Yea, Shawn Mencl: Yea, Myron Schoen: Yea  
Yea: 5, Nay: 0, Absent: 1

ACCO Brands USA LLC, L supplies, \$288.99; Adams Super Foods, food, \$141.19; Amazon Capital Services, Inc., classroom supplies, \$6388.34; AutoZone, Inc, classroom supplies, \$87.87; BCHHC, 5/30/23 Thomas Williams laceration to finger, \$318.00; Blick Art Materials, classroom supplies, \$5050.55; BSN Sports, E/S classroom supplies, \$65.16; Capital Business Systems, Inc., copiers, \$516.57; Cardmember Service, classroom supplies, \$1411.43; Cornhusker International Truc, 99-04 repairs, \$406.24; Cornhusker International Truc, 99-04 repairs, \$150.73; Culligan of Crete, 30 bags salt and service call, \$563.80; Davis Lawn & Striping, west parking lot, \$825.00; Diversified Drug Testing, LLC, clearinghouse silver membership, \$200.00; ESU 5, BD, PT, OT, Psych, VT, program supervision,, \$16,394.36; ESU Coordinating Council, K-12 movie streaming, \$901.00; Floth, Robert A, shop tools, \$34.00; Frontier Cooperative, gas/diesel, \$836.97; Gopher, PE supplies, \$1,743.50; Hampton Inn - Kearney, T Jensen conference, \$458.00; Havelka, Andrew, cell phone reimbursement, \$100.00; Health Licensing, 23-24 B&A license renewal, \$50.00; Home Science Tools, S classroom supplies, \$412.45; Innovative Learning Concepts Inc., supplies, \$3,886.71; Intermedia.net Inc., monthly billing, \$107.14; Johnson County Hospital dba Adams Primary Car, Ketelsen physical, \$214.00; Johnson County Hospital dba Adams Primary Car, D & C Podtburg physical, \$304.00; Johnstone Supply, filters,

\$1,663.00; Kaplan Early Learning Company, PK classroom supplies, \$233.33; KSB School Law, land purchase, \$70.00; Lakeshore Learning Materials, LLC, classroom supplies, \$1523.40; Lampton Welding Supply, welding supplies, \$133.65; Liminex, Inc, 454 license renewal, \$9,193.50; Live Voice, monthly answering service fee, \$90.74; Menards - Lincoln, supplies, \$177.52; Midwest Technology Products, S classroom supplies, \$925.05; Munn, Laura, mileage, \$19.00; Ne Council Of School Admin., 23-24 Admin Days Wallinger, \$286.00; Ne Council Of School Admin., 23-24 Havelka Admin Days, \$286.00; Ne Council Of School Admin., Jensen NCE Conference registration, \$350.00; Nebraska Workforce Development, 2023 Qtr 2 Confirmation #2322382936, \$183.08; Norris Public Power, monthly billing, \$11,102.33; Norris, Leslie S, meal reimbursement for training, \$38.51; NVAA District 1, 2023-24 district dues, \$150.00; Orkin Pest Control, monthly service, \$134.99; Perma-bound, books, \$1779.16; Quill Corporation, supplies, \$306.23; Really Good Stuff, supplies, \$317.14; rSchoolToday, facilities scheduler renewal, \$75.00; S&S Worldwide, supplies, \$365.42; School Health Companies, supplies, \$169.62; School Mate, student planners, \$292.50; School Specialty, supplies, \$1,575.39; Staples Advantage, paper order/supplies, \$12,679.24; State of NE, monthly service, \$238.13; Sterling Computers Corporation, lunchroom computer repair, \$328.00; Striv AV, LLC, Striv TV platform-bronze plan, \$1,975.00; Teacher Direct, E classroom supplies, \$67.18; Teacher Innovations, Inc, plan book renewal through 8-31-2024, \$432.00; Teaching Strategies, PK GOLD, \$379.50; The Home Depot Pro, S classroom supplies, \$17.22; Time Management Systems, monthly fee, \$68.90; TK Elevator Corporation, elevator maintenance, \$497.70; U.S. Cellular, monthly service, \$58.98; Unite Private Networks LLC, monthly fee, \$1,389.52; Verizon Wireless, monthly bill, \$53.62; Village Of Adams, water/garbage, \$1,772.20; Voice News, legals, \$180.02; WageWorks, monthly fee, \$100.00; WARDS SCIENCE, S classroom supplies, \$790.57; Westlake Ace Hardware, supplies, \$59.45; Windstream, monthly service, \$105.09; WoodRiver Energy, monthly bill, \$653.54; Clark Enersen Partners (The), facility study, \$1,007.30; Cornhusker State Industries, art room shelves, \$2,222.00; Jorgensen Surveying, Agena land survey, \$1,500.00; NL Driveway Maintenance LLC, west parking lot repairs, \$2,250.00; R&S Tuckpointing LLC, tuckpointing, \$12,000.00; White Electric Supply Co., LEDs, \$611.48;

All Data

## Consolidated Check Listing

Arranged By:  
Check Number  
Amount

Date	Check #	Vendor Name	Check Description	Amount
08/15/2023	55249	A Better Hood Cleaning LLC	kitchen hood certification	\$650.00
08/15/2023	55250	Adams Repair	19-1 service/inspection	\$880.09
08/15/2023	55250	Adams Repair	21-1 service/inspection	\$513.09
08/15/2023	55250	Adams Repair	24-1 service/inspection	\$513.09
08/15/2023	55250	Adams Repair	18-1 service/inspection	\$2,764.25
08/15/2023	55251	Amazon Capital Services, Inc.	S classroom supply	\$11.99
08/15/2023	55251	Amazon Capital Services, Inc.	lunch room supplies	\$103.94
08/15/2023	55251	Amazon Capital Services, Inc.	SPED classroom supplies	\$14.78
08/15/2023	55251	Amazon Capital Services, Inc.	SPED game	\$17.99
08/15/2023	55251	Amazon Capital Services, Inc.	E supplies	\$98.16
08/15/2023	55251	Amazon Capital Services, Inc.	L supplies	\$26.99
08/15/2023	55251	Amazon Capital Services, Inc.	L supplies	\$28.40
08/15/2023	55314	Apple Inc.	charging cables/adapters	\$76.00
08/15/2023	55252	Blick Art Materials	art supplies	\$70.10
08/15/2023	55253	Buss, Susan R	mileage to SFA mtg in Lincoln	\$58.95
08/15/2023	55254	Cannon Sports Inc.	E playground supplies	\$92.30
08/15/2023	55315	Cannon Sports Inc.	hot/cold packs	\$71.32
08/15/2023	55315	Cannon Sports Inc.	playground supplies	\$92.30
08/15/2023	55255	Capital Business Systems, Inc.	copiers	\$495.00
08/15/2023	55256	Cardmember Service	Admin meeting dinner	\$73.00
08/15/2023	55256	Cardmember Service	BTS supplies	\$48.00
08/15/2023	55256	Cardmember Service	BTS supplies	\$141.07
08/15/2023	55256	Cardmember Service	BTS supplies	\$94.12
08/15/2023	55256	Cardmember Service	certified letter	\$4.44
08/15/2023	55256	Cardmember Service	BBQ supplies	\$83.61
08/15/2023	55256	Cardmember Service	E supplies	\$409.85
08/15/2023	55256	Cardmember Service	E supplies	\$14.23
08/15/2023	55256	Cardmember Service	E supplies	\$48.87
08/15/2023	55256	Cardmember Service	new staff lunch	\$21.70
08/15/2023	55256	Cardmember Service	L supplies	\$908.78
08/15/2023	55256	Cardmember Service	Heggerty renewal	\$356.00
08/15/2023	55256	Cardmember Service	mulch	\$120.33
08/15/2023	55256	Cardmember Service	shower curtains	\$65.72
08/15/2023	55256	Cardmember Service	Brening NMEA registration	\$137.00
08/15/2023	55256	Cardmember Service	Smore	\$99.00
08/15/2023	55256	Cardmember Service	weed & feed	\$87.26
08/15/2023	55316	Cardmember Service	staff breakfast	\$410.23
08/15/2023	55316	Cardmember Service	20 white tables	\$1,824.75
08/15/2023	55316	Cardmember Service	E & S curriculum	\$1,072.35
08/15/2023	55257	Computer Hardware, Inc.	ipad cases	\$1,007.16
08/15/2023	55258	Cornhusker International Truc	18-1 repair	\$631.96
08/15/2023	55259	EBSCO Information Services	magazines	\$490.11
08/15/2023	55259	EBSCO Information Services	statement balance	(\$13.85)
08/15/2023	55260	Egan Supply Co.	supplies	\$11,944.07
08/15/2023	55260	Egan Supply Co.	gym floor refinishing	\$7,165.00
08/15/2023	55261	ESU 5	materials fee	\$20.00
08/15/2023	55317	Fireguard Inc	fire alarm system inspection	\$1,556.05
08/15/2023	55318	Freeman Revolving (Activity) Fund	2022 Facing History parking	\$130.00
08/15/2023	55318	Freeman Revolving (Activity) Fund	reimbursement for Hudl cameras/package	\$8,148.86
08/15/2023	55318	Freeman Revolving (Activity) Fund	staff meals @ open house--pay to Class of 2025	\$160.00
08/15/2023	55262	Frontier Cooperative	gas/diesel	\$983.37
08/15/2023	55319	Gopher	PE supplies	\$975.46
08/15/2023	55263	Grand Island Area Chamber of Commerce	HOH registration	\$125.00
08/15/2023	55264	Growing Leaders Inc.	leadership subscription renewal	\$1,996.00
08/15/2023	55265	Hampton Inn - Kearney	Sieh, Havelka, Wallinger Admin Days	\$649.75

All Data

## Consolidated Check Listing

Arranged By:

Date	Check #	Vendor Name	Check Description	Check Number	Amount
08/15/2023	55266	Hand2mind, Inc.	classroom supply		\$33.99
08/15/2023	55267	Havelka, Andrew	cell phone reimbursement		\$100.00
08/15/2023	55268	Innovative Office Solutions, LLC	supplies		\$3,886.71
08/15/2023	55268	Innovative Office Solutions, LLC	supplies		\$784.29
08/15/2023	55269	Instrumed	audiometer calibration		\$75.00
08/15/2023	55270	Intermedia.net Inc.	monthly billing		\$107.22
08/15/2023	55271	J W Pepper & Son Inc.	vocal music		\$50.99
08/15/2023	55271	J W Pepper & Son Inc.	vocal music		\$238.49
08/15/2023	55271	J W Pepper & Son Inc.	vocal music		\$36.00
08/15/2023	55271	J W Pepper & Son Inc.	vocal music		\$77.49
08/15/2023	55271	J W Pepper & Son Inc.	vocal music		\$81.99
08/15/2023	55272	Johnson County Hospital dba Adams Primary Car	Ketelsen physical		\$152.00
08/15/2023	55273	JourneyEd.com. Inc	23-24 Microsoft renewal		\$2,817.18
08/15/2023	55320	KSB School Law	land purchase		\$105.00
08/15/2023	55274	Lake Crest Pharmacy	albuterol		\$19.27
08/15/2023	55275	Lampton Welding Supply	welding supplies		\$137.77
08/15/2023	55276	LifeTrack Services	exit survey		\$325.00
08/15/2023	55277	Live Voice	monthly answering service fee		\$75.74
08/15/2023	55321	Live Voice	monthly answering service fee		\$90.74
08/15/2023	55278	Midwest Technology Products	S classroom supplies		\$12.78
08/15/2023	55279	National Art & School Supplies Inc.	supplies		\$2,985.50
08/15/2023	55280	NCSA Region 1	23-24 membership for Sieh & Wallinger		\$150.00
08/15/2023	55281	Ne Council Of School Admin.	23-24 renewal Klein		\$385.00
08/15/2023	55281	Ne Council Of School Admin.	23-24 Wallinger membership		\$385.00
08/15/2023	55282	Nebraska Department of Education	21-22 MOE		\$1,835.00
08/15/2023	55322	Nebraska Rural Comm Schools A	23-24 membership dues		\$850.00
08/15/2023	55283	Nebraska Safety Center	Ketelsen & Paul--small vehicle		\$200.00
08/15/2023	55284	Nebraska.Gov	subscription fee		\$100.00
08/15/2023	55285	Norris Public Power	monthly billing		\$12,606.29
08/15/2023	55323	Norris, Leslie S	scrub top		\$23.48
08/15/2023	55286	Oltman Farms	soil sterilization		\$1,200.00
08/15/2023	55287	One Source The Background Check Company	background checks		\$22.00
08/15/2023	55288	Orkin (Texas)	23-24 termite renewal		\$1,362.69
08/15/2023	55289	Orkin Pest Control	monthly service		\$134.99
08/15/2023	55290	Perma-bound	books		\$65.14
08/15/2023	55291	Pioneer Manufacturing Company	football field paint		\$2,335.40
08/15/2023	55292	Platte Valley Communications Inc	Paxton door entry repairs		\$1,912.50
08/15/2023	55293	Podtburg, Clarisa	summer reading supplies and library supplies		\$378.60
08/15/2023	55294	Quill Corporation	S classroom supplies		\$43.34
08/15/2023	55294	Quill Corporation	S classroom supplies		\$18.35
08/15/2023	55295	Really Good Stuff	E classroom supplies		\$223.00
08/15/2023	55295	Really Good Stuff	E classroom supplies		\$22.26
08/15/2023	55295	Really Good Stuff	classroom supplies		\$76.93
08/15/2023	55296	Rochester 100 Inc	Nicky folders		\$420.50
08/15/2023	55297	Scholastic Inc	yearly renewal		\$1,774.78
08/15/2023	55298	Screencastify LLC	subscription renewal 6/30/23-6/29/24		\$1,284.00
08/15/2023	55299	SectorNow, LLC	annual hosting		\$3,460.00
08/15/2023	55300	Sieh, Erin E	Admin Days meal and activity fair supplies		\$85.63
08/15/2023	55301	Staples Advantage	S classroom supplies		\$237.00
08/15/2023	55301	Staples Advantage	E supplies		\$151.80
08/15/2023	55302	State of NE	monthly service		\$238.13
08/15/2023	55324	State of NE	monthly service		\$238.13
08/15/2023	55303	Sterling Computers Corporation	repair		\$360.50

All Data

## Consolidated Check Listing

Arranged By:

Date	Check #	Vendor Name	Check Description	Check Number	Amount
08/15/2023	55304	Student Assurance Service Inc	23-24 renewal		\$658.00
08/15/2023	55305	Time Management Systems	monthly fee		\$68.90
08/15/2023	55306	Unite Private Networks LLC	monthly fee		\$7.57
08/15/2023	55307	Verizon Wireless	monthly bill		\$53.62
08/15/2023	55308	Village Of Adams	water/garbage		\$1,739.89
08/15/2023	55325	Virco	E student desks		\$1,162.00
08/15/2023	55309	Vivacity Tech PBC	44 Chromebooks		\$16,279.56
08/15/2023	55309	Vivacity Tech PBC	38 Chromebooks		\$8,702.00
08/15/2023	55309	Vivacity Tech PBC	8 adapters		\$225.00
08/15/2023	55310	WageWorks	monthly fee		\$100.00
08/15/2023	55311	Windstream	monthly service		\$105.40
08/15/2023	55326	WoodRiver Energy	monthly bill		\$255.99
08/15/2023	55312	World of Green, Inc	fertilizer		\$1,770.00
08/15/2023	55312	World of Green, Inc	fertilizer		\$1,770.00
08/15/2023	55313	Zach Lempka	2023 Drivers Ed-25 students @ \$170 and \$800 classroom instruction		\$5,050.00
			<b>Total General, Bond &amp; Lunch Fund</b>		<b>\$131,289.51</b>

08/15/2023	2138	Beatrice Mechanical Service	new ice machine		\$4,955.48
08/15/2023	2139	Clark Enersen Partners (The)	facility study		\$1,212.10
08/15/2023	2140	R&S Tuckpointing LLC	tuckpointing		\$700.00
08/15/2023	2141	White Electric Supply Co.	LEDs		\$285.00
08/15/2023	2141	White Electric Supply Co.	LEDs		\$113.52
08/15/2023	2141	White Electric Supply Co.	LEDs		\$380.00
			<b>Total Special Building Fund</b>		<b>\$7,646.10</b>

			Gross Pay		\$281,787.71
			Withholdings		\$121,092.11
			<b>Total Payroll</b>		<b>\$402,879.82</b>
			<b>Grand Total</b>		<b>\$541,815.43</b>

# Freeman Public Schools

## 2022-23 Monthly Expense Summary

Fund	Function	Aug-23	Actuals (YTD)	22-23 Budget	Available	% of Budget Spent
01 - General Fund	01100 - Regular Instruction	\$299,287.23	\$3,524,222.37	\$3,631,958.00	\$107,735.63	97%
01 - General Fund	01125 - Regular Instructional School Age (Flex-Spending)	\$0.00	\$7,845.54	\$13,000.00	\$5,154.46	60%
01 - General Fund	01160 - Poverty Programs	\$0.00	\$22,991.23	\$0.00	(\$22,991.23)	0%
01 - General Fund	01190 - Early Childhood Educational Programs	\$8,280.82	\$114,643.83	\$144,320.00	\$29,676.17	79%
01 - General Fund	01200 - SPED - School Age	\$21,257.31	\$483,088.09	\$495,800.00	\$12,711.91	97%
01 - General Fund	02120 - Guidance Services	\$8,365.54	\$101,070.28	\$96,050.00	(\$5,020.28)	105%
01 - General Fund	02130 - Health Services	\$452.37	\$32,887.94	\$24,000.00	(\$8,887.94)	137%
01 - General Fund	02140 - Psychological Services	\$0.00	\$30,000.00	\$30,000.00	\$0.00	100%
01 - General Fund	02141 - Psychological Serv - SPED - School Age	\$0.00	\$27,572.82	\$33,093.00	\$5,520.18	83%
01 - General Fund	02151 - Speech - SPED - School Age	\$4,728.70	\$4,728.70	\$3,000.00	(\$1,728.70)	158%
01 - General Fund	02161 - Occupational Therapy - SPED - School Age	\$0.00	\$28,808.18	\$22,304.00	(\$6,504.18)	129%
01 - General Fund	02171 - Physical Therapy - SPED - School Age	\$0.00	\$6,893.01	\$9,659.00	\$2,765.99	71%
01 - General Fund	02181 - Visually Services - SPED - School Age	\$0.00	\$27,733.76	\$18,500.00	(\$9,233.76)	150%
01 - General Fund	02212 - Instruction and Curriculum Development	\$702.48	\$9,724.35	\$12,500.00	\$2,775.65	78%
01 - General Fund	02220 - Library or Media Services	\$10,025.19	\$125,616.36	\$123,960.00	(\$1,656.36)	101%
01 - General Fund	02224 - Educational Television Services	\$0.00	\$3,898.77	\$3,500.00	(\$398.77)	111%
01 - General Fund	02230 - Instruction-Related Technology	\$483.83	\$18,294.39	\$18,000.00	(\$294.39)	102%
01 - General Fund	02310 - Board of Education	\$850.00	\$14,931.46	\$15,000.00	\$68.54	100%
01 - General Fund	02320 - Executive Administration	\$16,255.40	\$193,465.93	\$193,997.00	\$531.07	100%
01 - General Fund	02330 - District Legal Services	\$105.00	\$3,795.50	\$7,500.00	\$3,704.50	51%
01 - General Fund	02410 - Office of the Principal	\$32,606.33	\$407,557.10	\$395,000.00	(\$12,557.10)	103%
01 - General Fund	02510 - Fiscal Services	\$9,720.33	\$131,784.34	\$138,610.00	\$6,825.66	95%
01 - General Fund	02610 - Operation of Buildings	\$71,457.70	\$603,672.14	\$585,445.00	(\$18,227.14)	103%
01 - General Fund	02650 - Non-Student Vehicle Oper and Maint	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0%
01 - General Fund	02710 - Vehicle Oper & Purch - Regular Education	\$3,561.34	\$219,434.47	\$200,000.00	(\$19,434.47)	110%
01 - General Fund	02712 - Vehicle Oper & Purch - School Age SPED	\$0.00	\$6,487.50	\$6,770.00	\$282.50	96%
01 - General Fund	02730 - Vehicle Service & Maint - Regular Ed	\$5,302.48	\$50,484.30	\$58,000.00	\$7,515.70	87%
01 - General Fund	03300 - Community Services Operations	\$1,504.42	\$45,532.99	\$46,000.00	\$467.01	99%
01 - General Fund	03535 - High Ability Learners	\$628.89	\$7,547.61	\$7,962.00	\$414.39	95%
01 - General Fund	05100 - IDEA Maintenance of Efford	\$1,835.00	\$1,835.00	\$0.00	(\$1,835.00)	0%
01 - General Fund	06200 - Title I, Part A	\$2,344.33	\$28,132.26	\$29,000.00	\$867.74	97%
01 - General Fund	06406 - Federal Services - IDEA Preschool Base	\$0.00	\$1,199.00	\$1,199.00	\$0.00	100%
01 - General Fund	06408 - IDEA Base 0-21	\$1,921.95	\$75,548.01	\$75,425.00	(\$123.01)	100%
01 - General Fund	06700 - Federal Services - Revision	\$0.00	\$1,331.20	\$0.00	(\$1,331.20)	0%
01 - General Fund	06992 - Federal Services - REAP	\$3,349.43	\$40,193.72	\$41,041.00	\$847.28	98%
01 - General Fund	06998 - ESSER III	\$24,981.56	\$52,279.66	\$54,772.00	\$2,492.34	95%
01 - General Fund	08000 - Transfers (Outgoing)	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0%
		<b>\$530,007.63</b>	<b>\$6,455,231.81</b>	<b>\$6,586,365.00</b>	<b>\$131,133.19</b>	<b>98%</b>

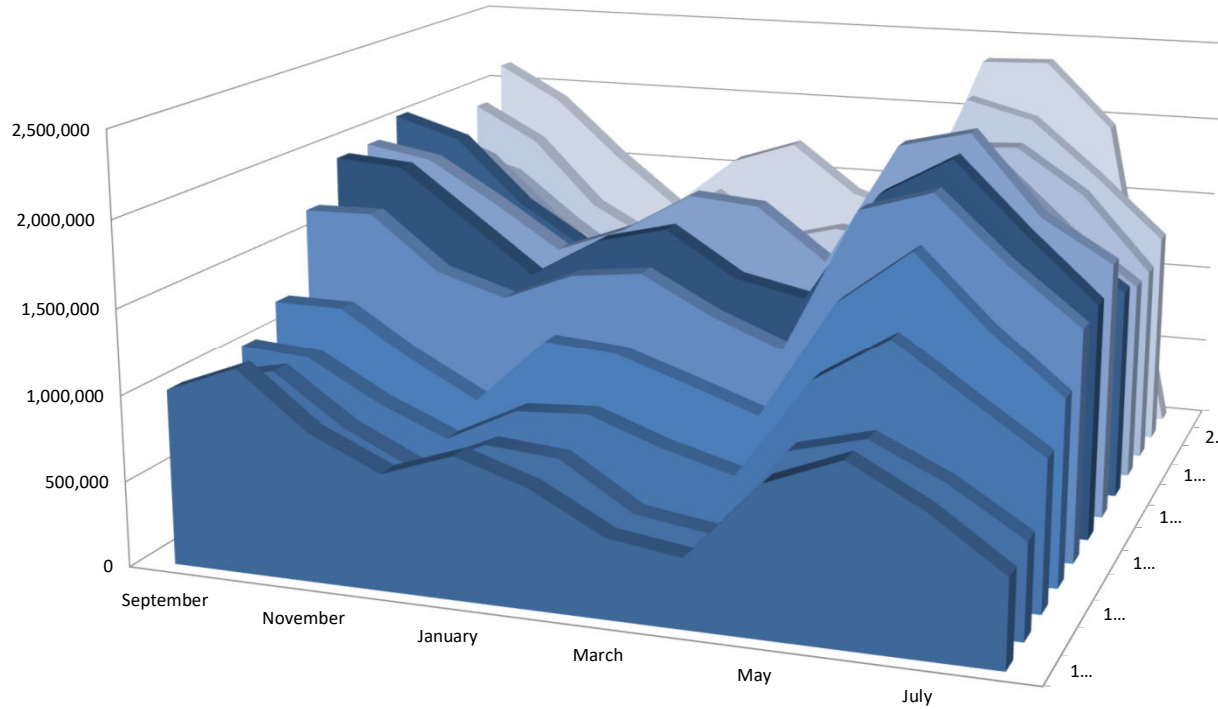
## Freeman Public Schools General Fund July 2023 Financial Report

		Month	Last Year	Year to Date	YTD Last Year	
<b>Receipts</b>	<b>Beginning Balance</b>	<b>2,355,601.03</b>	<b>2,047,786.63</b>	<b>1,328,170.55</b>	<b>1,208,665.30</b>	
	1100 Local Taxes - Gage	11,860.32	13,639.56	3,997,056.45	3,912,673.29	
	Local Taxes - Johnson	2,682.67	1,237.28	190,979.02	188,416.26	
	Local Taxes - Lancaster			19,575.99	26,695.75	
	Local Taxes - Otoe			29,576.53	24,032.72	
	1125 Motor Vehicle Tax - Gage	24,015.18	22,681.20	240,898.56	226,702.66	
	Motor Vehicle Tax - Johnson	657.09	470.42	6,823.37	5,904.19	
	Motor Vehicle Tax - Lancaster			769.22	1,036.01	
	Motor Vehicle Tax - Otoe	236.01		1,008.87	1,280.08	
	1115 Carline Taxes			2,527.43	3,223.47	
	1120 Public Power 5% Tax (in lieu)			111,801.63	108,689.87	
	1370 Pre-School Tuition			8,025.50	7,275.00	
	1140/1510 Interest on Investments	796.05	715.80	14,764.64	14,504.77	
	1911 Local License Fees & Other		200.00	800.00	850.00	
	1800 B&A Program Fees			27,623.02	26,539.99	
	1920 Local Contribution/Donation			290.00	200.00	
	1990 Student Fees/Driver Ed/Local Receipts			6,420.00	6,900.00	Science Camp / Drivers Ed
	2110 County Fines/License	1,449.14	1,040.27	16,953.53	10,822.37	
	2130 County Receipts/Other					
	2210 ESU Receipts	3,318.40	4,730.56	8,680.32	10,289.05	
	3110 State Aid			952,272.09	782,173.00	
	3120 SPED Program			201,204.00	222,167.00	
	3125 SPED Transportation			2,339.00	982.00	
	3130 Homestead Exemption	8,394.25	7,590.98	41,971.25	37,954.90	
	3131 Property Tax Relief			327,992.27	305,178.91	
	3535 High Ability Learners Payment			5,086.00	5,219.00	
	3165 Spec Education Below Age 5					
	3180 Pro Rate Motor Vehicles	3,244.32	3,147.74	13,000.13	12,827.10	
	3190 Other State Appropriations					
	3192 Option Transportation					
	3400 State Apportionment			58,630.70	42,100.11	
	3500/4509 State Ed& DL Grants				1,439.72	stipend reimbursements
	3540 PK Grant					
	3550 Technology Grant/Rule 88					
	3150/3990 /Other NE Receipts				2,367.68	
	4100 Title I (Carryover)					
	4505 Title I (Current)			21,215.00	23,287.00	
	4969 Title IV			10,000.00	10,000.00	
	4300/4992 Title VI (4320 REAP)			48,426.00	41,432.00	
	4401 Spec Education Pre School					
	4402 Pre-School Transportation					
	4512/16 IDEA Base			105,578.00	2,191.00	
	4519/20 IDEA Enroll/Poverty Grant				83,216.00	
	4709 SPED Medicaid/Outreach Reimb		1,107.22	3,391.44	3,304.03	
	4530/4996 Fed Funds	27,298.00		47,800.56	51,000.00	
	4998		45,665.00	13,809.00	45,665.00	
	4850 E-Rate Rebates					
	5300 Insurance Adjustments/Claims			846.00	5,476.08	
	5400 Sale of Equipment/Property					
	5500 Transfers from other funds					
5600 Other Non-Revenue Receipts	207.30	138.00	5,298.80	3,528.77	vending/book fines/etc.	
9000 Non-Programmed Receipts/Transfer			501.00		* specific expense reimbursement	
<b>TOTAL RECEIPTS</b>	<b>84,158.73</b>	<b>102,364.03</b>	<b>6,543,935.32</b>	<b>6,257,544.78</b>		
Beginning Balance Adjustments					refunds/transfers/reimbursements	
<b>Actual Revenue</b>	<b>84,158.73</b>	<b>102,364.03</b>	<b>6,543,935.32</b>	<b>6,257,544.78</b>		
<b>Expenses</b>	Payroll all funds)	405,641.42	372,896.54	5,108,885.64	4,803,331.46	Payroll approved last month
	Bills/Invoices (except bld fund)	95,142.42	76,979.69	1,812,398.08	1,809,260.87	Claims approved last month
	<b>Total approved last month</b>	<b>500,783.84</b>	<b>449,876.23</b>	<b>6,921,283.72</b>	<b>6,612,592.33</b>	
	Adjustments	-3,854.71	32.00	-28,463.78	-255.13	
	Minus Other Fund Expenses	4,051.06	4,100.05	967,595.76	850,469.60	Refunds to GF bank account
	<b>ACTUAL GF EXPENSES</b>	<b>492,878.07</b>	<b>445,808.18</b>	<b>5,925,224.18</b>	<b>5,761,867.60</b>	
	<b>GF FUND BALANCE</b>	<b>1,946,881.69</b>	<b>1,704,342.48</b>	<b>1,946,881.69</b>	<b>1,704,342.48</b>	Gen Fnd Cash Balance
	Net Gain/Loss	-408,719.34	-343,444.15	618,711.14	495,677.18	Receipts minus Expenses

FREEMAN PUBLIC SCHOOLS  
**MISC FUNDS**  
**July 2023**

<b>BUILDING FUND</b>				<b>YTD</b>	<b>YTD Last Year</b>	<b>Comments</b>
	<b>BEGINNING BALANCE</b>	<b>255,425.88</b>	<b>455,289.75</b>	<b>386,923.39</b>	<b>511,300.83</b>	
	Receipts/Interest	201,555.16	1,147.45	396,807.88	186,445.76	
	Expenditures SP Bldg	19,600.78	18,504.00	346,351.01	259,813.39	
	Expenditures BOND proceeds	0.00	0.00	0.00	0.00	
	Special Bldg (Levy) Balance	0.00		0.00		
	Sp Bldg (Bond) Balance	0.00		0.00		
	<b>Total Fund Balance</b>	<b>437,380.26</b>	<b>437,933.20</b>	<b>437,380.26</b>	<b>437,933.20</b>	
<b>BOND FUND</b>						
		<b>Month</b>	<b>Last Yr</b>	<b>YTD</b>	<b>YTD Last Year</b>	<b>Comments</b>
	<b>BEGINNING BALANCE</b>	<b>401,023.13</b>	<b>581,521.61</b>	<b>590,060.84</b>	<b>564,531.42</b>	
	Receipts/Interest	3,349.93	3,443.34	588,323.47	592,234.78	
	Expenditures	0.00	0.00	774,011.25	571,801.25	
	CD Interest	0.00	0.00	0.00	0.00	
	CD Balance	0.00	0.00	0.00	0.00	
	<b>CASH BALANCE</b>	<b>404,373.06</b>	<b>584,964.95</b>	<b>404,373.06</b>	<b>584,964.95</b>	
<b>DEPRECIATION FUND</b>						
		<b>Month</b>	<b>Last Yr</b>	<b>YTD</b>	<b>YTD Last Year</b>	<b>Comments</b>
	<b>BEGINNING BALANCE</b>	<b>26,039.13</b>	<b>125,609.37</b>	<b>125,694.73</b>	<b>127,820.40</b>	
	Receipts/Interest	13.27	39.92	157.67	3,453.98	
	Expenditures	0.00	0.00	99,800.00	5,625.09	
	<b>CASH BALANCE</b>	<b>26,052.40</b>	<b>125,649.29</b>	<b>26,052.40</b>	<b>125,649.29</b>	
	CD Balance	0.00		0.00		
<b>LUNCH FUND</b>						
		<b>Month</b>	<b>Last Yr</b>	<b>YTD</b>	<b>YTD Last Year</b>	<b>Comments</b>
	<b>BEGINNING BALANCE</b>	<b>143,740.23</b>	<b>150,915.50</b>	<b>162,605.89</b>	<b>80,450.66</b>	
	Receipts/Interest	611.87	120.44	262,408.77	330,661.51	
	Expenditures	1,968.75	2,497.59	282,631.31	262,573.82	
	<b>CASH BALANCE</b>	<b>142,383.35</b>	<b>148,538.35</b>	<b>142,383.35</b>	<b>148,538.35</b>	
<b>ACTIVITY FUND</b>						
		<b>Month</b>	<b>Last Yr</b>	<b>YTD</b>	<b>YTD Last Year</b>	<b>Comments</b>
	<b>BEGINNING BALANCE</b>	<b>59,391.11</b>	<b>123,380.26</b>	<b>128,800.25</b>	<b>91,757.96</b>	
	Receipts/Interest	2,542.16	3,912.83	360,060.94	300,454.64	
	Expenditures	18,761.01	11,359.67	446,934.57	276,279.18	
	Adjustment	44.00	0.00	-1,201.64	0.00	
	<b>CASH BALANCE</b>	<b>43,128.26</b>	<b>115,933.42</b>	<b>43,128.26</b>	<b>115,933.42</b>	
<b>COOPERATIVE FUND</b>						
		<b>Month</b>	<b>Last Yr</b>	<b>YTD</b>	<b>YTD Last Year</b>	<b>Comments</b>
	<b>BEGINNING BALANCE</b>	<b>7,516.63</b>	<b>8,598.18</b>	<b>7,888.86</b>	<b>8,697.81</b>	
	Receipts/Interest	903.47	901.78	9,394.46	9,920.68	
	Expenditures	2,117.26	1,630.41	10,980.48	10,748.94	
	<b>CASH BALANCE</b>	<b>6,302.84</b>	<b>7,869.55</b>	<b>6,302.84</b>	<b>7,869.55</b>	

### Cash Balances (End of Month)



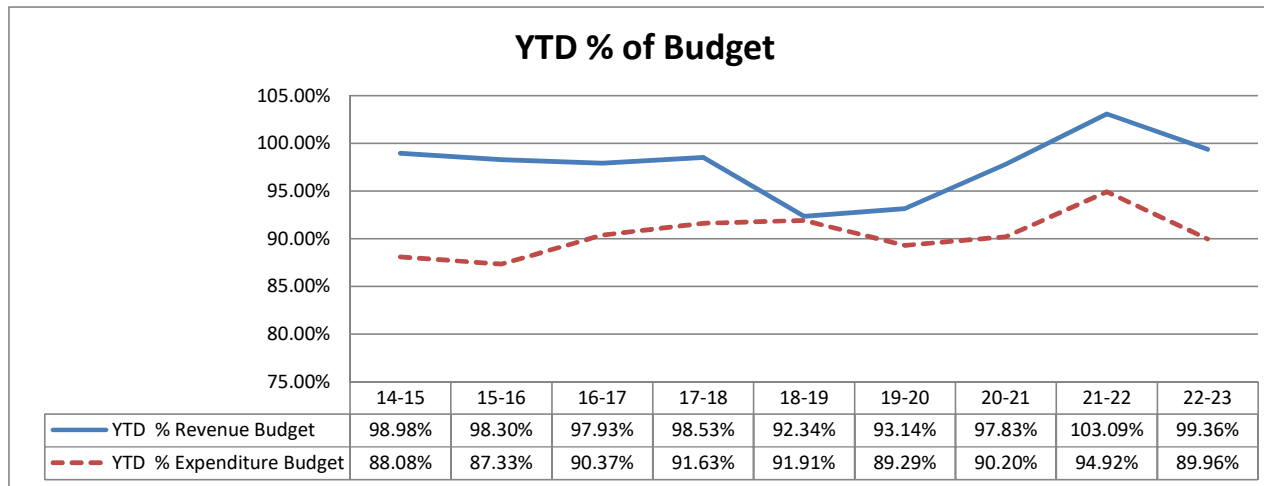
	September	October	November	December	January	February	March	April	May	June	July	August
■ 11-12	1,020,938	1,185,373	860,530	673,811	821,948	687,020	463,436	403,600	861,194	1,032,912	806,673	511,825
■ 12-13	973,823	1,056,509	765,439	570,361	759,410	725,079	459,493	398,330	907,296	1,019,602	822,725	558,852
■ 13-14	1,057,291	1,025,489	797,706	623,853	832,437	858,424	708,076	594,003	1,181,446	1,451,280	1,160,090	877,152
■ 14-15	1,222,661	1,218,998	956,102	736,115	1,132,911	1,101,332	961,847	816,757	1,509,754	1,839,200	1,430,933	1,087,898
■ 15-16	1,694,017	1,701,426	1,381,963	1,256,950	1,426,836	1,475,121	1,256,403	1,091,317	1,947,287	2,078,435	1,696,874	1,371,002
■ 16-17	1,937,386	1,906,937	1,605,244	1,301,831	1,545,675	1,648,631	1,386,097	1,298,282	1,951,325	2,191,169	1,783,219	1,406,577
■ 17-18	1,946,850	1,874,741	1,630,437	1,365,606	1,522,142	1,768,538	1,732,806	1,425,154	2,161,595	2,264,361	1,792,941	1,545,473
■ 18-19	2,054,464	1,930,328	1,541,268	1,287,275	1,482,564	1,454,969	1,213,434	1,073,936	1,941,353	1,995,346	1,570,554	1,278,610
■ 19-20	1,891,365	1,728,934	1,360,720	1,065,797	1,130,724	1,172,083	871,807	941,746	1,906,941	1,889,916	1,513,792	1,213,777
■ 20-21	1,656,894	1,543,070	1,227,175	954,800	1,151,525	1,248,349	947,545	935,764	1,925,237	1,946,784	1,669,731	1,208,665
■ 21-22	1,909,481	1,691,720	1,273,323	1,052,037	1,416,037	1,124,913	1,235,664	1,197,150	2,156,969	2,047,786	1,704,342	1,328,170
■ 22-23	2,128,048	1,906,974	1,540,728	1,218,349	1,557,285	1,700,787	1,391,555	1,267,709	2,340,757	2,355,601	1,946,881	

Freeman Schools  
Fiscal Year  
Revenue Vs. Expenditures

Revenue										Expenditures									
Year	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	Year	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23
September	958,339	1,070,213	1,093,373	1,011,738	1,001,157	1,128,107	1,007,529	1,291,637	1,438,191	September	612,830	464,094	526,989	471,465	492,166	515,355	564,413	590,821	638,313
October	392,377	425,637	394,823	390,881	363,728	409,442	399,848	292,910	306,071	October	396,040	418,228	425,273	462,990	487,864	571,873	513,672	510,671	527,146
November	123,953	93,899	139,551	222,437	128,242	150,337	150,057	161,276	170,118	November	386,849	413,363	441,244	466,741	517,302	518,551	465,952	579,673	536,363
December	161,869	289,381	118,647	171,974	215,543	185,622	212,406	285,022	185,755	December	381,856	414,394	422,059	436,805	469,536	480,545	484,781	506,308	508,134
January	815,658	777,280	731,177	658,821	730,322	634,771	748,411	907,446	925,610	January	418,862	607,394	487,333	502,285	535,033	569,844	544,686	543,446	586,674
February	427,746	466,484	529,707	690,447	476,591	516,175	560,038	184,902	667,930	February	459,325	418,199	426,751	444,051	504,186	474,816	470,214	476,026	524,428
March	252,928	190,191	151,151	392,955	208,742	198,175	235,372	617,456	211,282	March	392,414	408,910	413,685	428,687	450,277	498,451	536,176	506,705	520,514
April	250,991	253,945	401,698	155,474	343,982	537,364	452,818	472,544	469,574	April	396,081	419,030	489,513	463,126	483,480	467,425	464,599	511,058	593,420
May	1,091,809	1,274,927	1,069,845	1,252,625	1,324,007	1,425,064	1,458,134	1,458,300	1,564,417	May	398,812	418,957	416,802	516,184	456,590	459,869	468,662	498,481	491,369
June	742,679	547,632	656,991	524,187	500,396	437,059	481,110	483,687	520,826	June	413,234	416,485	417,147	421,421	446,403	454,084	459,562	592,870	505,982
July	52,437	66,918	50,377	45,998	62,897	66,647	142,807	102,364	84,158	July	460,703	448,479	458,327	517,418	487,689	442,771	419,860	445,808	492,878
August	153,431	105,051	98,566	170,790	193,923	193,919	67,342	144,190		August	496,466	430,923	475,208	418,258	485,867	493,934	528,773	520,362	
<b>Total</b>	<b>5,424,217</b>	<b>5,561,560</b>	<b>5,435,906</b>	<b>5,688,327</b>	<b>5,549,530</b>	<b>5,882,682</b>	<b>5,915,872</b>	<b>6,401,734</b>	<b>6,543,932</b>	<b>Total</b>	<b>5,213,471</b>	<b>5,278,456</b>	<b>5,400,331</b>	<b>5,549,431</b>	<b>5,816,393</b>	<b>5,947,518</b>	<b>5,921,350</b>	<b>6,282,229</b>	<b>5,925,221</b>
<b>YTD</b>	<b>5,270,786</b>	<b>5,456,509</b>	<b>5,337,340</b>	<b>5,517,537</b>	<b>5,355,607</b>	<b>5,688,763</b>	<b>5,848,530</b>	<b>6,257,544</b>	<b>6,543,932</b>	<b>YTD</b>	<b>4,717,005</b>	<b>4,847,533</b>	<b>4,925,123</b>	<b>5,131,173</b>	<b>5,330,526</b>	<b>5,453,584</b>	<b>5,392,577</b>	<b>5,761,867</b>	<b>5,925,221</b>
<b>Budget</b>	<b>5,325,352</b>	<b>5,550,796</b>	<b>5,450,000</b>	<b>5,600,000</b>	<b>5,800,000</b>	<b>6,107,626</b>	<b>5,978,440</b>	<b>6,070,226</b>	<b>6,586,365</b>	<b>Budget</b>	<b>5,355,652</b>	<b>5,550,796</b>	<b>5,450,000</b>	<b>5,600,000</b>	<b>5,800,000</b>	<b>6,107,626</b>	<b>5,978,440</b>	<b>6,070,226</b>	<b>6,586,365</b>
<b>YTD % Budget</b>	<b>98.98%</b>	<b>98.30%</b>	<b>97.93%</b>	<b>98.53%</b>	<b>92.34%</b>	<b>93.14%</b>	<b>97.83%</b>	<b>103.09%</b>	<b>99.36%</b>	<b>YTD % Budget</b>	<b>88.08%</b>	<b>87.33%</b>	<b>90.37%</b>	<b>91.63%</b>	<b>91.91%</b>	<b>89.29%</b>	<b>90.20%</b>	<b>94.92%</b>	<b>89.96%</b>

FY Beg Cash **1,328,170**  
Current Balance **1,946,881**

	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23
YTD % Revenue Budget	98.98%	98.30%	97.93%	98.53%	92.34%	93.14%	97.83%	103.09%	99.36%
YTD % Expenditure Budget	88.08%	87.33%	90.37%	91.63%	91.91%	89.29%	90.20%	94.92%	89.96%



**RESOLUTION OF THE BOARD OF EDUCATION TO  
INCREASE BASE GROWTH PERCENTAGE TO  
DETERMINE ITS PROPERTY TAX REQUEST AUTHORITY**

WHEREAS, the Board of Education ("Board") for **Gage County School District 34-0034**, commonly known as **Freeman Public Schools** (the "School District"), is planning the School District's annual budget for the 2023–2024 school year; and

WHEREAS, in an effort to maintain budget flexibility and to ensure the ability to secure adequate funding in the current or future school years so that the School District is in a position to meet its obligations to its students, the Board believes that it is prudent to increase the base growth percentage used to determine the School District's property tax request authority under NEB. REV. STAT. § 79-3403; and

WHEREAS, Nebraska law authorizes the Board, upon an affirmative vote of at least seventy percent (70%) of the Board, to increase such base growth percentage by up to 7%.

BE IT THEREFORE RESOLVED that, pursuant to NEB. REV. STAT. § 79-3405(2), the Board hereby increases the base growth percentage used to determine its property tax request authority for the 2023–2024 budget in an amount of 7%.

Said Resolution was adopted by the Board of Education by a vote of \_\_\_\_ to \_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
President of the Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board of Education

**4042**  
**Employee Social Security Numbers**

Nebraska law prohibits employers from using or publishing an employee's social security number except under certain specified circumstances. This district shall comply with this law and take reasonable steps to protect the confidentiality of employees' social security numbers. However, neither state law nor this policy prohibits the district from using the last four digits of an employee's social security number as an employee identification number or in any other reasonable manner.

Adopted on: July 2017

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

Reviewed on: March 2019, April 2021

## **4044 Political Activity by Staff Members**

The Board recognizes its individual employees' rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may seek an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

The following activities are prohibited during an employee's work time (including duty-free lunch and planning periods):

1. Soliciting votes or contributions for or against a particular candidate or ballot proposition.
2. Discussing with students opinions regarding a political candidate or ballot proposition unless the topic is part of the approved curriculum.
3. Preparing, displaying, wearing or distributing campaign literature, materials, or signs for or against a candidate or ballot proposition (this prohibition does not apply to bumper stickers on personal vehicles).
4. Soliciting volunteers to assist with a campaign for or against a political candidate or ballot proposition.
5. Preparing for, organizing, or participating in any political meeting, petition, rally, or event.
6. Other prohibited political activity as defined by state law.

The following activities are prohibited at all times:

1. Using any school district resources including, but not limited to, facsimile machines, copy machines, computers or e-mail accounts, for political campaign activities.
2. Using school district property or facilities for any political campaign activities, unless such use is approved pursuant to school board rules or policy.

3. Spending district funds to urge votes to vote for or against a candidate or ballot proposition
4. Requiring employees to engage in political campaign activities as part of their job duties.
5. Providing employees with additional compensation or benefits for engaging in political activities.
6. Representing an employee's personal political position as the position of the school district or the board of education.
7. Engaging in any other activity prohibited by state law.

Adopted on: July 2017

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

Reviewed on: March 2019, April 2021

## 4046

### Internet Searches Regarding Potential Employees

Members of the administrative team or of a hiring committee (hereinafter "the committee") may conduct internet research about job applicants by using the following protocol, except that no criminal history record information check shall be made until the school district has determined that the applicant meets the minimum employment qualifications:

1. The committee may conduct internet searches using candidates' full names and any aliases. The committee may also search candidates' full names and any aliases on Facebook, Instagram, LinkedIn, Twitter, YouTube, and other social networking websites.
2. All applicants or all finalists must have the same research conducted about them. For example, if the committee conducts a search on Google using the name of one applicant in order to determine whether to include that applicant in the list of finalists, the committee must also conduct an identical search of all applicants' names.
3. The committee may not use deception to gain access to applicants' social networking pages, blogs, or other on-line media and will not require applicants for employment to provide the district with their username or password to personal social media accounts.
4. The committee must take reasonable steps to verify the reliability of the information obtained in the search, including consulting with the applicant for confirmation of accuracy, if appropriate.
5. The committee will consider the following information to be relevant in making hiring decisions about an applicant based on information obtained through internet research:
  - a. Disparaging remarks made about current or former co-workers, supervisors, or employers;
  - b. Discriminatory, harassing, or demeaning behavior or comments;
  - c. Unprofessional, lewd, or obscene behavior or remarks;
  - d. Criminal activity;

- e. Information which indicates the applicant will or will not be able to perform the essential functions of the position sought; and
  - f. Information which indicates that the applicant is particularly suited or unsuited to the position sought.
6. The committee will retain documents to demonstrate its compliance with this policy with other documentation relevant to the job search.

Adopted on: July 2017

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

Reviewed on: March 2019, April 2021

**4048**  
**Assessment Administration and Security**

The purpose of all testing and assessments is to measure students' knowledge, skills or abilities in the area tested. All staff members are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. This policy applies to all national, state, and local assessments, including both standardized and general classroom assessments.

**1. Assessment Responsibilities**

a. Each building principal, in consultation with the Superintendent and classroom teachers, will be responsible for:

- overseeing the scheduling of state administered assessments, training all staff who administer assessments, and ensuring that all assessments, including make-up testing, is completed within required testing windows;
- obtaining Standards, Assessment and Accountability Updates from the Department of Education and circulating the relevant portions of those updates to other staff members;
- informing the board of education of changes to the Nebraska State Accountability Security Procedures; and
- signing and enforcing the Nebraska State Accountability Test Security Agreement.

b. Every classroom teacher or other staff member who administers assessments is responsible for:

- complying with the Nebraska State Accountability Security Procedures;
- taking all reasonable and prudent steps to ensure the accuracy and integrity of all academic testing, including statewide assessments; and
- ensuring the security of all test materials.

## **2. Security Violations and Cheating**

### **a. Classroom assessments**

Staff members who suspect students of having cheated on a classroom assessment should conduct a reasonable inquiry and impose consequences on the student consistent with classroom rules and the student handbook.

### **b. State Accountability Tests**

Staff members who suspect a breach of security on State Accountability Tests, must promptly report their suspicions to the building principal or superintendent. The superintendent must notify the Department of Education's Statewide Assessment Office and follow the Department's protocol for Reporting and Investigating Test Security Violations.

Staff members who engage in or enable students to engage in academic dishonesty in any testing or assessment will be subject to discipline up to and including the immediate cancellation of their employment contract.

Adopted on: July 2017

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

Reviewed on: March 2019, April 2021

## **4050 Overtime and Compensatory Time**

Employees who are "non-exempt" under the Fair Labor Standards Act and who work more than 40 hours in a workweek will be paid at the rate of time-and-one-half (1½) times their regular rate of pay for all overtime hours or will be provided compensatory time. All overtime must be approved in advance by the employee's supervisor. Scheduled holidays, vacation days, time off for jury duty, and time off for sickness, emergencies or other personal reasons will not be considered hours worked for overtime purposes.

The district may grant compensatory time in lieu of overtime pay at a rate of one and one-half (1½) hours off for each hour of overtime the employee worked. Employees may accrue a maximum of 240 hours of compensatory time, which represents 160 hours of actual overtime worked. When an employee has accrued 240 hours of compensatory time, the district shall pay him/her at the rate of one and one-half (1½) times his/her regular rate of pay for each additional hour of overtime. An employee who asks to use compensatory time shall be permitted to use it within a reasonable period after the request if its use does not unduly disrupt the district's operations.

Upon termination of employment, an employee shall be paid for unused compensatory time at a rate of compensation not less than: (1) the average regular hourly rate paid to the employee during the last three years of his/her employment, or (2) the final regular hourly rate paid to the employee, whichever is higher.

Payment for unused compensatory time shall be at the employee's regular rate of pay for each hour of compensatory time, not one and one-half (1½) times the regular rate of pay.

Adopted on: July 2017

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

Reviewed on: April 2019, April 2021

**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., “Falcon 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 may be 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.

## **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 instructional purposes.
2. Staff may use social media for school-related communication with fellow educators, students, parents, and patrons.
3. 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.

**C. Unacceptable Use**

1. Staff shall not 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, Twitter, and Instagram on school-owned devices or during school time unless such access is for an educational activity which has been 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, 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 may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, 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 threatening, harassing, or discriminatory words or phrases;

4. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
5. Contains any other threat to the safety of students and staff.

Every account administrator must keep a copy of any removed content 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: July 2017

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

Reviewed on: April 2019, May 2021

## **4052**

### **Job References to Prospective Employers**

All requests for employment-related references or employment history by prospective employers of current or former employees must be referred to a member of the administrative team. The administrator will either provide a reference in compliance with this policy or will forward the request to the superintendent.

If the school district is subject to a written separation agreement regarding a particular employee, the terms of that agreement will govern the district's response to requests for information, regardless of any written consent provided to the school district.

If the school district is not bound by a separation agreement and receives a legally enforceable written consent to release information, the district may provide the information authorized by that document. The school district may provide additional truthful information to prospective employers of current and former employees in accordance with this policy.

### **Employees Suspected of Sexual Misconduct Against a Minor or Student**

Apart from the routine transmission of administrative and personnel files or unless otherwise permitted by law, the district and any employee, contractor, or agent of the school district is prohibited from providing any employee any assistance in obtaining a new job if the school district or the individual acting for the school district has probable cause to believe said employee has engaged in sexual misconduct with a student or minor in violation of the law.

Adopted on: July 2017

Revised on: June 2019

Reviewed on: June 2019, May 2021

**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 the employee 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.
  - 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 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 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: July 2017

Revised on: July 10, 2017

Reviewed on: April 2019, May 2021