

Board of Education Regular Meeting
Monday, October 11, 2021 7:00 PM Central

Middle School/High School Conference Room
700 South Kent St.
Madison, NE 68748-0450

Kate Ebeling: Present, Harlow Hanson: Present, Jim Knapp: Present, Deb Neidig: Present, Jim Reeves: Present, Steve Ruh: Present. Present: 6.

1. Call the Meeting to Order

1. Roll Call

2. Pledge of Allegiance

3. Open Meetings Act

4. Madison Public Schools Mission Statement

2. Consent Agenda

3. Public Forum

1. Curriculum Presentations (Mrs. Ernst)

4. Administrator and Other Reports

5. Board Committee Reports/Meeting dates

1. Discuss items related to Lunch Time Solutions and the current Food Service contract.

2. Discuss pending upcoming meeting with Norfolk Public Schools on November 14th at 1:00 on impact with lose of district funding in the future.

6. Action Items

1. Discuss, consider, and take all necessary action on certificated resignations or approval of contracts.

2. Discuss, consider, and take all necessary action to reaffirm board policies 3001-3041.

3. Discuss, consider and take all necessary action to approve a bid from Kolby Legate for concrete replacement at the Elementary.

4. Discuss, consider and take all necessary action on the purchase of a Wrestling mat.

5. Discuss, consider and take all necessary action to declare for 6,8, or 11 man football for the next two year cycle.

7. Executive Session

1. Enter executive session for a strategy session for negotiations and for the protection of the public interest.

8. Topics for next month's Board of Education meeting

9. Adjournment

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
Checking	1			
Checking	1	Fund: 01 GENERAL FUND		
A TO Z VAC.N.SEW	2224	SUPPLIES	96.75	
		Vendor Total:		96.75
ALBRACHT DISPOSAL SERVICE	35283	WASTE DISPOSAL	155.00	
ALBRACHT DISPOSAL SERVICE	35284	WASTE DISPOSAL	170.00	
		Vendor Total:		325.00
AMAZON.COM CREDIT	468364835476	SUPPLIES	237.03	
AMAZON.COM CREDIT	473946486474	SUPPLIES	379.60	
AMAZON.COM CREDIT	555697734684	SUPPLIES	237.75	
AMAZON.COM CREDIT	633688369399	SUPPLIES	24.25	
AMAZON.COM CREDIT	888465955954	SUPPLIES	25.70	
AMAZON.COM CREDIT	889637639858	SUPPLIES	5.98	
AMAZON.COM CREDIT	953767378966	SUPPLIES	59.78	
		Vendor Total:		970.09
APPEARA	0680896	SUPPLIES	34.50	
APPEARA	0684985	SUPPLIES	34.50	
APPEARA	0689138	SUPPLIES	34.50	
		Vendor Total:		103.50
ASHFALL FOSSIL BEDS	12026190	ADMISSION	145.00	
		Vendor Total:		145.00
BRADY & AMY'S	55308	SUPPLIES	63.98	
BRADY & AMY'S	55397	SUPPLIES	39.36	
		Vendor Total:		103.34
BRANDL ELECTRIC	12212	REPAIRS	137.50	
		Vendor Total:		137.50
BULLSEYE FIRE PROTECTION	84627	REPAIRS	694.53	
		Vendor Total:		694.53
CENTRAL NEBRASKA REHAB SERVICES	11758	SERVICES	3,407.38	
		Vendor Total:		3,407.38
CHARTWELLS	2642908382	SUPPLIES	88.00	
		Vendor Total:		88.00
CHOICE FOODS	1021 STMT	FUEL/SUPPLIES	2,791.18	
		Vendor Total:		2,791.18
CITY OF MADISON	0921 5045001	UTILITIES	450.27	
CITY OF MADISON	0921 5095001	UTILITIES	118.00	
CITY OF MADISON	0921 5097002	UTILITIES	140.99	
CITY OF MADISON	1021 7007001	UTILITIES	3,083.59	
CITY OF MADISON	1021 7008001	UTILITIES	7,122.94	
CITY OF MADISON	2122 LEASE	RENTAL	2,500.00	
		Vendor Total:		13,415.79
CORNHUSKER INTERNATIONAL TRUCK	242845	REPAIRS	667.00	
		Vendor Total:		667.00

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
CUSTOM SPORTS	30710	SUPPLIES	830.00	
			Vendor Total:	830.00
CUTTING EDGE LAWN CARE SERVICE	2132	LAWN CARE	2,000.00	
			Vendor Total:	2,000.00
DEERE CREDIT INC	2556107	LEASE PAYMENT	535.58	
			Vendor Total:	535.58
ECOLAB PEST ELIMINATION DIVISION	5294374	PEST CONTROL	121.85	
			Vendor Total:	121.85
EDUCATIONAL SERVICE UNIT #6	15887	REGISTRATION	30.00	
			Vendor Total:	30.00
ELLER HEATING & AIR CONDITIONING	210928-02	REPAIRS	1,903.98	
			Vendor Total:	1,903.98
ENGINEERED CONTROLS INC.	56105	CONTRACT	3,250.00	
ENGINEERED CONTROLS INC.	56106	CONTRACT	3,390.00	
			Vendor Total:	6,640.00
FIELDS HARDWARE	0921 STMT	SUPPLIES	223.77	
			Vendor Total:	223.77
FLOOR MAINTENANCE	Web-14144	SUPPLIES	182.76	
FLOOR MAINTENANCE	Web-14145	SUPPLIES	111.66	
FLOOR MAINTENANCE	Web-14453	SUPPLIES	686.41	
			Vendor Total:	980.83
FRONTIER	0921 STMT	PHONE SERVICE	742.44	
			Vendor Total:	742.44
GREATAMERICA FINANCIAL SERVICES CORPORATION	30163211	COPIER LEASE	2,448.09	
			Vendor Total:	2,448.09
JACKSON SERVICES	4632359	SUPPLIES	70.91	
JACKSON SERVICES	4632360	SUPPLIES	53.02	
			Vendor Total:	123.93
JACKSON, KYLE	1021 REIMB	REIMBURSEMENT	59.50	
			Vendor Total:	59.50
JOHNSON'S, INC	11706	REPAIRS	459.74	
			Vendor Total:	459.74
KSB SCHOOL LAW	10708	LEGAL SERVICE	2,540.00	
			Vendor Total:	2,540.00
LIFETRACK SERVICES	29519	SURVEY	522.00	
			Vendor Total:	522.00
LUNCHTIME SOLUTIONS, INC.	30984	SUPPLIES	823.28	
			Vendor Total:	823.28

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
MADISON JUNIOR WRESTLING ASSOCIATION	1021 STMT	RENTAL	6,000.00	
				Vendor Total: 6,000.00
MADISON STAR MAIL	14585	PUBLICATIONS	110.75	
MADISON STAR MAIL	14586	PUBLICATIONS	14.92	
MADISON STAR MAIL	14587	PUBLICATIONS	18.07	
MADISON STAR MAIL	14588	PUBLICATIONS	106.43	
MADISON STAR MAIL	14589	PUBLICATIONS	9.82	
MADISON STAR MAIL	14590	PUBLICATIONS	11.29	
MADISON STAR MAIL	14591	PUBLICATIONS	110.25	
MADISON STAR MAIL	14592	PUBLICATIONS	12.76	
MADISON STAR MAIL	14593	PUBLICATIONS	11.29	
MADISON STAR MAIL	14594	PUBLICATIONS	133.53	
MADISON STAR MAIL	14595	PUBLICATIONS	17.28	
MADISON STAR MAIL	14596	PUBLICATIONS	25.53	
MADISON STAR MAIL	14597	PUBLICATIONS	15.71	
MADISON STAR MAIL	14598	PUBLICATIONS	7.85	
				Vendor Total: 605.48
MENARDS - NORFOLK	11409	SUPPLIES	10.79	
MENARDS - NORFOLK	11437	SUPPLIES	15.98	
MENARDS - NORFOLK	11798	SUPPLIES	38.84	
				Vendor Total: 65.61
MIDWEST ALARM SERVICES	359304	CONTRACTED SERVICES	1,072.56	
				Vendor Total: 1,072.56
MPS ACTIVITY FUND	PO37133	SUPPLIES	36.00	
				Vendor Total: 36.00
MPS-PETTY CASH	PO37665	SUPPLIES	24.00	
				Vendor Total: 24.00
NASCO ARTS & CRAFTS	145041	SUPPLIES	9.60	
				Vendor Total: 9.60
NE REGIONAL DEAF ED PROGRAM	0921 STMT	SPED SERVICES	570.00	
NE REGIONAL DEAF ED PROGRAM	10052021	DEAF EDUCATION SERVICES	798.00	
				Vendor Total: 1,368.00
NEBRASKA NOTARY ASSOCIATION	PO37150	RENEWAL	158.27	
				Vendor Total: 158.27
ONE OFFICE SOLUTION	270540-00	REPAIRS	515.70	
				Vendor Total: 515.70
ONE SOURCE	2877-20210930	BACKGROUND CHECKS	45.00	
				Vendor Total: 45.00
PINKELMAN TRUCK AND TRAILER	17724	REPAIRS	1,350.03	
				Vendor Total: 1,350.03
PITNEY BOWES	1018965449	POSTAGE METER RENTAL	117.00	
				Vendor Total: 117.00

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
PRECISIONIT	109864	SUPPLIES	279.00	
PRECISIONIT	58922	SUPPLIES	47.50	
		Vendor Total:		326.50
PV BUSINESS SOLUTIONS	36879	SUPPLIES	298.50	
		Vendor Total:		298.50
REIGLE IMPLEMENT CO., INC.	37606	LAWN MOWER BATTERY	123.95	
		Vendor Total:		123.95
RESERVE ACCOUNT	PO37561	POSTAGE	1,000.00	
		Vendor Total:		1,000.00
SCHMIDT, COURTNEY	0921 STMT	MILEAGE	98.00	
		Vendor Total:		98.00
SCHOOL HEALTH CORPORATION	3955010-00	SUPPLIES	8,538.60	
		Vendor Total:		8,538.60
SODEXCO, INC & AFFILIATES	152212	MEALS	76.00	
		Vendor Total:		76.00
SPARKLIGHT (FORMERLY CABLE ONE)	1021 STMT	CABLE BOX RENTAL	27.02	
		Vendor Total:		27.02
STATE FIRE MARSHALL OFFICE	6976	INSPECTION	60.00	
		Vendor Total:		60.00
SYMMETRY ENERGY SOLUTIONS	11563834	UTILITIES	3,190.24	
SYMMETRY ENERGY SOLUTIONS	11616854	UTILITIES	3,272.29	
SYMMETRY ENERGY SOLUTIONS	11762324	UTILITIES	1,931.98	
		Vendor Total:		8,394.51
UNIVERSITY OF NEBRASKA-LINCOLN	0921 STMT	REGISTRATION	539.00	
		Vendor Total:		539.00
US BANK CARDMEMBER SERVICES	0921 STMT	SUPPLIES	5,720.26	
		Vendor Total:		5,720.26
WALMART COMMUNITY	1637773055	SUPPLIES	2.11	
		Vendor Total:		2.11
WATER ENGINEERING INC	IN75021	WATER SERVICE	175.00	
WATER ENGINEERING INC	IN75028	WATER SERVICE	250.04	
		Vendor Total:		425.04
WELLAND WELL	5954	REPAIR	10,397.45	
		Vendor Total:		10,397.45
		Fund Total:		91,324.24
		Checking Account Total:		91,324.24

September 2021 Board Meeting:

QCP Fund:

Wells Fargo	\$ 700.00	
Wells Fargo (reimburse Activity)	\$ 6,559.45	(Because of COVID, the IRS didn't process credits on time, so we had to reimburse Wells Fargo until they catch up)

October 2021 Board Meeting:

Special Building Fund:

Fakler Architect	\$1,875.00	Architectural Design
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MADISON PUBLIC SCHOOLS
TREASURER'S REPORT

September 30, 2021

				<u>BALANCE</u>	<u>Last year's balance</u>
<u>General Fund</u>					
Balance Forward as of	<u>August 31, 2021</u>			\$2,688,021.66	
Receipts		+	\$ 1,139,861.88		
Expenditures		-	\$ 740,924.67		
Balance as of	<u>September 30, 2021</u>			\$3,086,958.87	\$3,475,103.79
<u>Employee Benefit Fund</u>					
Balance Forward as of	<u>August 31, 2021</u>			\$16,306.31	
Receipts		+	\$ 4,084.44		
Expenditures		-	\$ 3,946.08		
Balance as of	<u>September 30, 2021</u>			\$16,444.67	\$17,890.47
<u>Petty Cash Fund</u>					
Balance Forward as of	<u>August 31, 2021</u>			\$2,371.33	
Receipts		+	\$ 1,843.65		
Expenditures		-	\$ 1,842.43		
Balance as of	<u>September 30, 2021</u>			\$2,372.55	\$1,530.26
Total Assets for General Fund				\$3,105,776.09	\$3,494,624.52
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<u>Depreciation Fund</u>					
Balance Forward as of	<u>August 31, 2021</u>			\$743,438.52	
Receipts		+	\$ 611.05		
Expenditures		-			
Balance as of	<u>September 30, 2021</u>			\$744,049.57	\$537,779.56
<u>Bond Fund</u>					
Balance Forward as of	<u>August 31, 2021</u>			\$299,399.51	
Receipts		+	\$ 42,402.46		
Expenditures		-	\$ 10,021.80		
Balance as of	<u>September 30, 2021</u>			\$331,780.17	\$254,856.93
<u>Qualified Capital Purpose Fund</u>					
Balance Forward as of	<u>August 31, 2021</u>			\$540,871.82	
Receipts		+	\$ 16,180.63		
Expenditures		-	\$ 7,259.45		
Balance as of	<u>September 30, 2021</u>			\$549,793.00	\$500,508.40
<u>Special Building Fund</u>					
Balance Forward as of	<u>August 31, 2021</u>			\$1,373,139.45	
Receipts		+	\$ 178,732.17		
Expenditures		-			
Balance as of	<u>September 30, 2021</u>			\$1,551,871.62	\$1,641,481.34
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<u>Investment Checking</u>					
Balance Forward as of	<u>August 31, 2021</u>			\$328,692.21	
Receipts		+	\$ 270.16		
Expenditures		-	\$ -		
Balance as of	<u>September 30, 2021</u>			\$328,962.37	\$325,692.73

GENERAL FUND RECEIPTS					
LINE #	DESCRIPTION	BUDGET		CURRENT RECEIPTS	
	TOTAL LOCAL	\$6,143,673		\$1,037,166.01	
	TOTAL STATE AID	\$72,940		\$7,293.00	
	TOTAL FEDERAL	\$1,430,000		\$95,402.00	
1510	Interest			\$2,035	
1800	Community Service			\$5,103	
1920	Grants/Donations				
1925	Categorical Grants				
2210	ESU Receipts				
3120	SPED				
3125	SPED - Transportation				
3155	Textbook Loan				
3400	State Apportionment				
3500	Education Quest				
3512	Distance Learning			\$3,377	
3535	High Ability Learners				
3990	Other State Receipts				
4212	Title I - Support For Improvement				
4310	REAP			\$25,832	
4505	Title I			\$17,944	
4506	Title I Part A				
4508	Title ID Delinquent Ed			\$27,095	
4509	Title IIA			\$16,051	
4510	Titel IVA				
4512	IDEA Base				
4516	Idea Prop Share				
4518	IDEA Enrollment Poverty				
4521	IDEA PS				
4526	Migrant				
4531	21st Century				
4708	Medicaid in Public Schools				
4709	Neb-Mac Funds				
4969	ESSA				
4996	ESSERF				
5301	Insurance Adjustments				
5400	Non-Revenue Sources				
6212	Title Support for Improvements				
ESTIMATED BUDGET OF EXPENDITURES					
		CURRENT BUDGET		CURRENT SPENDING	Remaining
1100	REGULAR EDUCATION	\$4,663,000.00		\$334,164	93%
1200	SPECIAL EDUCATION	\$850,000		\$43,237	95%
2100/2150	SUPPORT SERVICES - PUPILS	\$521,000		\$32,503	94%
2200	SUPPORT SERVICES - STAFF	\$160,000		\$10,926	93%
2310	BOARD OF EDUCATION	\$68,000		\$2,903	96%
2320	EXECUTIVE ADMINISTRATION	\$205,000		\$17,923	91%
2330	DISTRICT LEGAL SERVICES	\$25,000		\$64	100%
2410	OFFICE OF THE PRINCIPAL	\$450,000		\$28,486	94%
2510	GENERAL ADMINISTRATION/BS	\$300,000		\$13,418	96%
2610	MAIN. & OPERATION OF BLDG.	\$876,570		\$132,249	85%
2710	REGULAR TRANSPORTATION	\$128,000		\$20,754	84%
2712/2730	SCHOOL AGE SPED TRAN.	\$15,000		\$813	95%
3155	TEXTBOOK LOAN			\$2,980	
3300	COMMUNITY SERVICES			\$7,290	
3400	PRIVATE/CATEGORICAL GRANTS	\$90,000		\$8,801	
3535/3551	STATE PROGRAMS	\$15,000		\$2,037	
4700	BUILDING IMPROVEMENTS				
6000	FEDERAL PROGRAMS	\$1,430,000		\$82,242	94%
8000	TRANSFER TO DEPRECIATION				
8000	TRANSFER TO ATHLETICS/LUNCH				
8000	TRANSFER TO OTHERS	\$35,000			100%
	BUDGET GROWTH	\$200,000.00			100%
	TOTAL BUDGET	\$10,031,570		\$740,791	93%

Budget Hearing
Room
Monday, September 13, 2021 6:30 PM Central

Middle School/High School Conference
700 South Kent St., Madison, NE 68748

Meeting Notice Posted for September Budget Hearing & Budget Summary

City Office	8-20-2021
Library	8-20-2021
Front door of high school	8-20-2021
Madison Star Mail (Mtg Notice)	8-26-2021

Kate Ebeling: Present, Harlow Hanson: Present, Jim Knapp: Present, Deb Neidig, Absent, Jim Reeves: Present, Steve Ruh: Present. Present: 5 Absent: 1

- 1: Call the meeting to order
 - 1.1. Roll Call/excuse absent board members

Motion to excuse board member Deb Neidig from the meeting. Passed with a motion by Jim Reeves and a second by Deb Ebeling. Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

- 1.1 Pledge of Allegiance
- 1.2 Open Meetings Act

- 2: Budget Hearing for 2021-22 School District Budget
- 3: Review public feedback and comments on the 2021-22 School District Budget.
- 4: Adjourn the Budget Hearing

Motion to adjourn Budget Hearing at 6:45 PM. Passed with a motion by Steve Ruh and a second by Jim Reeves. Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

President

Secretary

Meeting Notice Posted for September 2021 Meeting

City Office	8-20-2021
Library	8-20-2021
Front door of high school	8-20-2021
Madison Star Mail (Mtg Notice)	8-26-2021

Kate Ebeling: Present, Harlow Hanson: Present, Jim Knapp: Present, Deb Neidig, Absent, Jim Reeves: Present, Steve Ruh: Present. Present: 5; Absent: 1

- 1: Call the meeting to order
- 1.1 Roll Call/excuse absent board members

Motion to excuse board member Deb Neidig from the meeting. Passed with a motion by Steve Ruh and a second by Jim Knapp. Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

- 1.2 Open Meetings Act
- 1.3 Madison Public Schools Mission Statement

2: Consent Agenda

Motion to approve consent agenda items 2.1, 2.2, & 2.3 as presented and to make a correction on last month's Board Minutes. Passed with a motion by Steve Ruh and a second by Harlow Hanson. Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

A to Z Vac N Sew	Supplies	217.65
Acco Brands USA LLC	Supplies	92.03
Albracht Disposal Service	Waste Disposal	325.00
Amazon.com	Supplies	3,271.05
Appeara	Supplies	67.00
BCN	Phone Service	227.29
Brady & Amy's	Fuel	38.49
Brandl Electric	Repairs	575.77
BSN Sports, LLC	Supplies	8.43
Bullseye Fire Protection	Inspection	455.00
Central Nebraska Rehab Services	SpEd Services	549.52
Choice Foods	Supplies/Fuel	314.30
City of Madison	Utilities	11,975.02
Computer Hardware	Supplies	3,078.32
Cornerstones of Care	Training	255.00
Cornhusker International Truck	Supplies	215.47
Custom Sports	Supplies	2,420.00
Cutting Edge Lawn Care Service	Lawn Care	2,500.00
Deere Credit Inc.	Lease Payment	1,021.16
Eakes Office Solutions	Supplies	871.42
Ecolab Pest Elimination Division	Pest Control	121.85
Educational Service Unit #7	Training	75.00
Educational Service Unit #8	Training	1,681.80
Ehlers, Alan	Reimbursement	144.59
Employers Mutual Casualty Company	Insurance	95,019.00
Fakler Architects, LLC	Contracted Services	963.72
Fields Hardware	Supplies	64.43
Floor Maintenance	Supplies	656.90
Frontier	Phone	742.17
Greatamerica Financial Services Corporation	Copier Lease	1,019.97

Hy-Vee Food Store	Supplies	125.88
Innovative Office Solutions LLC	Supplies	6.12
International Academy of Science, Acellus Ed	License Renewal	8,750.00
IXL Learning	License Renewal	539.00
Jackson Services	Supplies	123.93
Johnson's, Inc.	Repairs	6,972.46
Kelly Supply Co.	Supplies	30.99
KSB School Law	Legal Services	64.00
Menards – Norfolk	Supplies	746.45
Midwest Alarm Services	Inspection	150.00
Miller, Chris	Reimbursement	144.00
Nebraska Appliance Center	Lease	540.00
Nebraska Association of School Boards	Registration	150.00
Nebraska Council of School Administrator	Registration	1,910.00
Nebraska Public Health Environmental Laboratory	Testing	31.00
Nebraska Safety Center Pupil Transportation	Training	250.00
Noredink Corp	Subscription	1,500.00
Norfolk Daily News	Publications	1,050.00
Northeast Community College	Dual Credit	4,197.50
Nubs Grub	Catering	600.00
One Source	Background Check	115.00
Pfeifer Auto Body	Repairs	2,167.00
Pitney Bowes	Postage	1,000.00
Positive Promotions	Supplies	404.41
Profire & Safety	Inspection	372.15
Proquest License Renewal	534.53	
Reigle Implement Co., Inc.	Repairs	286.22
Scholastic, Inc.	Supplies	190.86
School Datebooks	Supplies	278.41
School Outfitters	Supplies	8,360.88
Short Stop, The	Fuel	1,365.49
Sparklight (Formerly Cable One)	Cable Box Rental	27.02
State Fire Marshall Office	Certification	180.00
TWD Lock, Safe & Key	Repairs	125.00
University of Nebraska-Kearney	Contract	2,000.00
US Bank Cardmember Services	Supplies	1,552.08
Volkman Plumbing & Heating	Repairs	1,406.50
Voyager Sopris Learning	Supplies	6,637.40
Walmart Community	Supplies	99.76
Water Engineering Inc.	Water Service	425.04
Winsupply Norfolk NE Co	Supplies	210.18

3: Public forum

4: Administrator and other reports

5: Board Committee reports/meeting dates

6: Action Items

7: Discuss, consider, and take all necessary action on certified contracts.

8: Discuss, consider, and take all necessary action to reaffirm Board Policies 2001-2017.

Motion to reaffirm Board Policies 2001-2017. Passed with a motion by Jim Reeves and a second by Steve Ruh. Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

9: Discuss, consider, and take all necessary action on the 2021-22 General Fund Budget for the school district of Madison Public Schools #59-0001 with General Fund expenditures of \$9,831,570.00 as advertised and reviewed.

Motion to approve 2021-22 budget as presented. Passed with a motion by Jim Reeves and a second by Jim Knapp. Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

10: Discuss, consider, and take all necessary action on the 2021-22 budgets for the Depreciation Fund, Special Building Fund, Bond Fund, School Lunch Fund, QCPU Fund, School Activities Fund, Student Fee Fund of Madison Public School District #59-0001 as advertised and reviewed.

Motion to approve the 2021-22 budgets for the Depreciation Fund, Special Building Fund, Bond Fund, School Lunch Fund, QCPU Fund, School Activities Fund, Student Fee Fund of Madison Public School District #59-0001. Passed with a motion by Steve Ruh and a second by Kate Ebeling. Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

11: Discuss, consider, and take all necessary action on the 2021-22 property tax request of \$7,579,468.00 with an estimated property tax levy of \$0.945266 as advertised for the Madison Public Schools District #59-0001.

Motion to approve the 2021-22 property tax request of \$7,579,468.00 with an estimated property tax levy of \$0.945266. Passed with a motion by Jim Reeves and a second by Harlow Hanson. Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

12: Discuss, consider, and take all necessary action on agreement with the City of Madison on the annual rental agreement for use of the city auditorium.

Motion to approve an agreement with the City of Madison for use of the city auditorium at the cost of \$2,500.00. Passed with a motion by Jim Reeves and a second by Jim Knapp. Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

13: Discuss, consider, and take all necessary action to approve a rental agreement for use of the Alice Jones building.

Motion to approve the lease agreement for the Alice Jones building for the 2021-22 school year. Passed with a motion by Jim Knapp and a second by Kate Ebeling. Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Abstain (with conflict). Yea: 4, Nay: 0 Abstain: 1 (with conflict). Absent: 1

14: Discuss, consider, and take action on a resolution on open enrollment numbers in our MS/HS English Learners program and Alternative Education programs.

Motion to approve the Resolution on Option enrollment requests for the 2021-22 school year. Passed with a motion by Kate Ebeling and a second by Jim Reeves. Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

15: Discuss, consider, and take all necessary action to upgrade the districts wireless access points.

16: Discuss, consider, and take all necessary action to move forward to have computer prints designed for a future grades 4th and 5th grade building.

Motion to develop plans for a 4th and 5th grade building for future use. Passed with a motion by Steve Ruh and a second by Kate Ebeling. Kate Ebeling: Yea, Harlow Hanson: Nay, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Nay. Yea: 3, Nay: 2 Absent: 1

17: Discuss, consider, and take all necessary action for Madison Public Schools to offer a girls wrestling program.

Motion to approve a girls wrestling program. Passed with a motion by Steve Ruh and a second by Jim Reeves. Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

18: Discuss, consider, and take all necessary action on a technology program based on additional federal funds.

Motion to purchase additional student technology devices if full funding is approve. Passed with a motion by Jim Knapp and a second by Harlow Hanson. Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

19: Discuss, consider, and take all necessary action to approve a job description for the Transportation Director and Assistant Maintenance position.

Motion to approve the job description for the Transportation Director and Assistant Maintenance position. Passed with a motion by Steve Ruh and a second by Jim Reeves. Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

20: Topics for next month's Board of Education meeting.

21: Adjournment

Motion to adjourn at 8:06 pm. Passed with a motion by Kate Ebeling and a second by Steve Ruh. Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

President

Secretary

Meeting Notice Posted for September Special Hearing

City Office	8-20-2021
Library	8-20-2021
Front door of high school	8-20-2021
Madison Star Mail (Mtg Notice)	8-26-2021

Kate Ebeling: Present, Harlow Hanson: Present, Jim Knapp: Present, Deb Neidig, Absent, Jim Reeves: Present, Steve Ruh: Present. Present: 5 Absent: 1

1: Call the meeting to order

1.1. Roll Call/excuse absent board members

Motion to excuse board member Deb Neidig from the hearing. Passed with a motion by Jim Knapp and a second by Kate Ebeling. Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent:

1

1.2 Open Meetings Act

2: Special hearing to review the final tax request.

3: Adjourn the Hearing

Motion to adjourn Hearing at 6:57 PM. Passed with a motion by Steve Ruh and a second by Kate Ebeling.

Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

President

Secretary

Meeting Notice Posted for September Budget Hearing & Budget Summary

City Office	8-20-2021
Library	8-20-2021
Front door of high school	8-20-2021
Madison Star Mail (Mtg Notice)	8-26-2021

Kate Ebeling: Present, Harlow Hanson: Present, Jim Knapp: Present, Deb Neidig, Absent, Jim Reeves: Present, Steve Ruh: Present. Present: 5 Absent: 1

1: Call the meeting to order

1.1. Roll Call/excuse absent board members

Motion to excuse board member Deb Neidig from the meeting. Passed with a motion by Jim Reeves and a second by Deb Ebeling. Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

1

1.1 Pledge of Allegiance

1.2 Open Meetings Act

2: Budget Hearing for 2021-22 School District Budget

3: Review public feedback and comments on the 2021-22 School District Budget.

4: Adjourn the Budget Hearing

Motion to adjourn Budget Hearing at 6:43 PM. Passed with a motion by Steve Ruh and a second by Jim Reeves. Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

President

Secretary

Meeting Notice Posted for September Special Hearing

City Office	8-20-2021
Library	8-20-2021
Front door of high school	8-20-2021
Madison Star Mail (Mtg Notice)	8-26-2021

Kate Ebeling: Present, Harlow Hanson: Present, Jim Knapp: Present, Deb Neidig, Absent, Jim Reeves: Present, Steve Ruh: Present. Present: 5 Absent: 1

1: Call the meeting to order

1.1. Roll Call/excuse absent board members

Motion to excuse board member Deb Neidig from the hearing. Passed with a motion by Jim Knapp and a second by Kate Ebeling. Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

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3: Adjourn the Hearing

Motion to adjourn Hearing at 6:57 PM. Passed with a motion by Steve Ruh and a second by Kate Ebeling. Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

President

Secretary

Meeting Notice Posted for September Special Hearing

City Office	8-20-2021
Library	8-20-2021
Front door of high school	8-20-2021
Madison Star Mail (Mtg Notice)	8-26-2021

Kate Ebeling: Present, Harlow Hanson: Present, Jim Knapp: Present, Deb Neidig, Absent, Jim Reeves: Present, Steve Ruh: Present. Present: 5 Absent: 1

1: Call the meeting to order

1.1. Roll Call/excuse absent board members

Motion to excuse board member Deb Neidig from the meeting. Passed with a motion by Kate Ebeling and a second by Jim Knapp. Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

1.2 Pledge of Allegiance

1.3 Open Meetings Act

1.4 Madison Public Schools Missions Statement

2: Approve the Agenda

Motion to approve the agenda. Passed with a motion by Steve Ruh and a second by Kate Ebeling.

Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

3: View a zoom informational presentation on future EHS health plans.

4: Review negotiation ground rules with the MEA team.

5: Review of current Array, Insurance and Negotiated Agreement.

6: Move to caucus.

7: Entertain the MEA offer or select a second meeting date.

8: Board of Education request to caucus.

9: Discuss the Board of Education counter offer.

10: MEA agrees to take offer back to the MEA membership or schedule a second meeting date.

11: Adjourn the meeting.

Motion to adjourn Hearing at 7:45 PM. Passed with a motion by Kate Ebeling and a second by Jim Knapp.

Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

President

Secretary

Meeting Notice Posted for September Special Hearing

City Office	8-20-2021
Library	8-20-2021
Front door of high school	8-20-2021
Madison Star Mail (Mtg Notice)	8-26-2021

Kate Ebeling: Present, Harlow Hanson: Present, Jim Knapp: Present, Deb Neidig, Absent, Jim Reeves: Present, Steve Ruh: Present. Present: 5 Absent: 1

1: Call the meeting to order

1.1. Roll Call/excuse absent board members

Motion to excuse board member Deb Neidig from the hearing. Passed with a motion by Jim Knapp and a second by Kate Ebeling. Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent:

1

1.2 Open Meetings Act

2: Special hearing to review the final tax request.

3: Adjourn the Hearing

Motion to adjourn Hearing at 6:57 PM. Passed with a motion by Steve Ruh and a second by Kate Ebeling.

Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

President

Secretary

Meeting Notice Posted for September 2021 Meeting

City Office	8-20-2021
Library	8-20-2021
Front door of high school	8-20-2021
Madison Star Mail (Mtg Notice)	8-26-2021

Kate Ebeling: Present, Harlow Hanson: Present, Jim Knapp: Present, Deb Neidig, Absent, Jim Reeves: Present, Steve Ruh: Present. Present: 5; Absent: 1

- 1: Call the meeting to order
- 1.1 Roll Call/excuse absent board members

Motion to excuse board member Deb Neidig from the meeting. Passed with a motion by Steve Ruh and a second by Jim Knapp. Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

- 1.2 Open Meetings Act
- 1.3 Madison Public Schools Mission Statement

2: Consent Agenda

Motion to approve consent agenda items 2.1, 2.2, & 2.3 as presented and to make a correction on last month's Board Minutes. Passed with a motion by Steve Ruh and a second by Harlow Hanson. Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

A to Z Vac N Sew	Supplies	217.65
Acco Brands USA LLC	Supplies	92.03
Albracht Disposal Service	Waste Disposal	325.00
Amazon.com	Supplies	3,271.05
Appeara	Supplies	67.00
BCN	Phone Service	227.29
Brady & Amy's	Fuel	38.49
Brandl Electric	Repairs	575.77
BSN Sports, LLC	Supplies	8.43
Bullseye Fire Protection	Inspection	455.00
Central Nebraska Rehab Services	SpEd Services	549.52
Choice Foods	Supplies/Fuel	314.30
City of Madison	Utilities	11,975.02
Computer Hardware	Supplies	3,078.32
Cornerstones of Care	Training	255.00
Cornhusker International Truck	Supplies	215.47
Custom Sports	Supplies	2,420.00
Cutting Edge Lawn Care Service	Lawn Care	2,500.00
Deere Credit Inc.	Lease Payment	1,021.16
Eakes Office Solutions	Supplies	871.42
Ecolab Pest Elimination Division	Pest Control	121.85
Educational Service Unit #7	Training	75.00
Educational Service Unit #8	Training	1,681.80
Ehlers, Alan	Reimbursement	144.59
Employers Mutual Casualty Company	Insurance	95,019.00
Fakler Architects, LLC	Contracted Services	963.72
Fields Hardware	Supplies	64.43
Floor Maintenance	Supplies	656.90
Frontier	Phone	742.17
Greatamerica Financial Services Corporation	Copier Lease	1,019.97

Hy-Vee Food Store	Supplies	125.88
Innovative Office Solutions LLC	Supplies	6.12
International Academy of Science, Acellus Ed	License Renewal	8,750.00
IXL Learning	License Renewal	539.00
Jackson Services	Supplies	123.93
Johnson's, Inc.	Repairs	6,972.46
Kelly Supply Co.	Supplies	30.99
KSB School Law	Legal Services	64.00
Menards – Norfolk	Supplies	746.45
Midwest Alarm Services	Inspection	150.00
Miller, Chris	Reimbursement	144.00
Nebraska Appliance Center	Lease	540.00
Nebraska Association of School Boards	Registration	150.00
Nebraska Council of School Administrator	Registration	1,910.00
Nebraska Public Health Environmental Laboratory	Testing	31.00
Nebraska Safety Center Pupil Transportation	Training	250.00
Noredink Corp	Subscription	1,500.00
Norfolk Daily News	Publications	1,050.00
Northeast Community College	Dual Credit	4,197.50
Nubs Grub	Catering	600.00
One Source	Background Check	115.00
Pfeifer Auto Body	Repairs	2,167.00
Pitney Bowes	Postage	1,000.00
Positive Promotions	Supplies	404.41
Profire & Safety	Inspection	372.15
Proquest License Renewal	534.53	
Reigle Implement Co., Inc.	Repairs	286.22
Scholastic, Inc.	Supplies	190.86
School Datebooks	Supplies	278.41
School Outfitters	Supplies	8,360.88
Short Stop, The	Fuel	1,365.49
Sparklight (Formerly Cable One)	Cable Box Rental	27.02
State Fire Marshall Office	Certification	180.00
TWD Lock, Safe & Key	Repairs	125.00
University of Nebraska-Kearney	Contract	2,000.00
US Bank Cardmember Services	Supplies	1,552.08
Volkman Plumbing & Heating	Repairs	1,406.50
Voyager Sopris Learning	Supplies	6,637.40
Walmart Community	Supplies	99.76
Water Engineering Inc.	Water Service	425.04
Winsupply Norfolk NE Co	Supplies	210.18

3: Public forum

4: Administrator and other reports

5: Board Committee reports/meeting dates

6: Action Items

7: Discuss, consider, and take all necessary action on certified contracts.

8: Discuss, consider, and take all necessary action to reaffirm Board Policies 2001-2017.

Motion to reaffirm Board Policies 2001-2017. Passed with a motion by Jim Reeves and a second by Steve Ruh. Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

9: Discuss, consider, and take all necessary action on the 2021-22 General Fund Budget for the school district of Madison Public Schools #59-0001 with General Fund expenditures of \$9,831,570.00 as advertised and reviewed.

Motion to approve 2021-22 budget as presented. Passed with a motion by Jim Reeves and a second by Jim Knapp. Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

10: Discuss, consider, and take all necessary action on the 2021-22 budgets for the Depreciation Fund, Special Building Fund, Bond Fund, School Lunch Fund, QCPU Fund, School Activities Fund, Student Fee Fund of Madison Public School District #59-0001 as advertised and reviewed.

Motion to approve the 2021-22 budgets for the Depreciation Fund, Special Building Fund, Bond Fund, School Lunch Fund, QCPU Fund, School Activities Fund, Student Fee Fund of Madison Public School District #59-0001. Passed with a motion by Steve Ruh and a second by Kate Ebeling. Kate Ebeling: Yea, Harlow Hanson: Yea, Jim Knapp: Yea, Jim Reeves: Yea, Steve Ruh: Yea. Yea: 5, Nay: 0 Absent: 1

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20: Topics for next month's Board of Education meeting.

21: Adjournment

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President

Secretary

MADISON PUBLIC SCHOOLS					
Activity Fund Balance Report					
SEPTEMBER 21		Fund 05			
<u>Chart of Account Description</u>	<u>Beg Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Bal Change</u>	<u>Balance</u>
AD	3,457.18	210.00	0.00	0.00	3,247.18
Art Club	1,016.24	0.00	0.00	0.00	1,016.24
Band	2,709.03	0.00	0.00	0.00	2,709.03
Boys BB	4,534.62	0.00	0.00	0.00	4,534.62
Boys BB FR	1,578.17	0.00	1,164.20	0.00	2,742.37
Cheerleaders	1,456.74	680.00	1,146.00	0.00	1,922.74
Class of 2021	189.72	0.00	0.00	0.00	189.72
Class of 2022	1,750.52	37.47	0.00	0.00	1,713.05
Class of 2023	870.00	83.60	0.00	0.00	786.40
Class of 2024	1,279.92	104.40	0.00	0.00	1,175.52
Class of 2025	110.00	24.55	0.00	0.00	85.45
Concessions	12,702.47	463.70	3,398.78	0.00	15,637.55
Courtesy	2,009.72	25.00	0.00	0.00	1,984.72
Cross Country	914.44	408.00	66.00	0.00	572.44
Cross Country FR	1,236.37	20.00	0.00	0.00	1,216.37
Danceline	1,889.32	0.00	250.00	0.00	2,139.32
District Funds	8,991.13	0.00	6,724.78	0.00	15,715.91
Elem Activity Acct	5,278.27	33.00	488.00	0.00	5,733.27
Elem PTO	1,684.47	0.00	0.00	0.00	1,684.47
Elem Student Council	47.00	0.00	0.00	0.00	47.00
ELL Class	554.91	0.00	0.00	0.00	554.91
Emergency Assistance	1,533.24	0.00	0.00	0.00	1,533.24
Ethnic Diversity Club	1,740.53	0.00	0.00	0.00	1,740.53
FCCLA	1,234.03	260.00	170.00	0.00	1,144.03
FFA	8,297.08	5,653.05	3,044.15	0.00	5,688.18
Football	4,421.33	4,397.00	2,252.00	0.00	2,276.33
Football FR	2,401.08	567.94	905.00	0.00	2,738.14
Football Youth	250.00	0.00	0.00	0.00	250.00
Girls BB	3,977.52	0.00	0.00	0.00	3,977.52
Girls BB FR	2,450.76	0.00	0.00	0.00	2,450.76
Golf	1,301.76	0.00	0.00	0.00	1,301.76
Golf FR	633.35	0.00	0.00	0.00	633.35
Homecoming	466.69	182.50	0.00	0.00	284.19
Honor Society	1,260.50	417.27	429.50	0.00	1,272.73
HS Student Council	1,351.86	47.48	250.02	0.00	1,554.40
M Club	6,346.33	0.00	0.00	0.00	6,346.33
Marketing Comm.	16,879.47	451.92	0.00	0.00	16,427.55
MS Activity Acct	4,079.88	301.00	0.00	0.00	3,778.88
MS Houses	563.15	106.90	600.00	0.00	1,056.25
Music Boosters	5,286.07	0.00	0.00	0.00	5,286.07
Musical	3,118.49	0.00	0.00	0.00	3,118.49

<u>Lunch Fund Balance Report</u>					
SEPTEMBER 21		Fund 06			
<u>Chart of Account Description</u>	<u>Beg Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Bal Change</u>	<u>Balance</u>
FUND BALANCE	131,964.93	648.37	8,922.88	0.00	140,239.44
					<u>FUND 06</u>

Student Fund Balance Report					
SEPTEMBER 21	Fund 12				
<u>Chart of Account Description</u>	<u>Beg Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Bal Change</u>	<u>Balance</u>
FUND BALANCE	5,196.35	0.00	40.43	0.00	5,236.78
					<u>FUND 12</u>

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
Checking	5			
Checking	5	Fund: 05 ACTIVITY FUND		
AMAZON.COM CREDIT	998598469383	Supplies	188.00	
		Vendor Total:		188.00
ANDERSON, NICOLE	Official-JV/V VB 9-7	Official-JV/V VB 9-7-21 Wakefield	150.00	
		Vendor Total:		150.00
AQUATIC CENTER	CC practice 9- 21-21	Cross Country Practice 9- 21-21	20.00	
		Vendor Total:		20.00
AVINA, HEATHER	Official- VB 9- 16	Official-C/JV/V VB 9-16-21 WP-Beemer	300.00	
AVINA, HEATHER	Official-JV/V VB 9-7	Official-JV/V VB 9-7-21 Wakefield	150.00	
		Vendor Total:		450.00
BARRY, ANN	Official-JV VB 9-9	Official-JV VB 9-9-21 Tri Plainview & WH	150.00	
BARRY, ANN	Official-MS VB 9-16	Official-MS VB 9-16-21 Schuyler (3)	135.00	
BARRY, ANN	Official-Res VB 9-20	Official-Reserve VB Tourney 9-20-21	100.00	
BARRY, ANN	V*Official-JV VB 9-9	Official-JV VB 9-9-21 Tri Plainview & WH	(150.00)	
		Vendor Total:		235.00
BARTEE, JIM	Official-V FB 9-10	Official-V FB 9-10-21 Niobrara-Verdigre	130.00	
		Vendor Total:		130.00
BOONE CENTRAL SCHOOLS	Entry Fee-HS CC 9-24	Entry Fee-HS CC 9-24-21 Boone Central	50.00	
BOONE CENTRAL SCHOOLS	Entry Fee-MS CC 9-24	Entry Fee-MS CC 9-24-21 Boone Central	50.00	
		Vendor Total:		100.00
BORER, JEFF	Official-V VB 9-9	Official-V VB 9-9-21 Tri Plainview & WH	300.00	
		Vendor Total:		300.00
BRADLEY, CRYSTAL	Official-JV VB 9-9	Official-JV VB Tri 9-9-21 Plainview & WH	150.00	
BRADLEY, CRYSTAL	Official-MS VB 9-13	Official-MS VB 9-13-21 Twin River (3)	135.00	
BRADLEY, CRYSTAL	Official-Res VB 9-20	Official-Res VB Tourney 9- 20-21	80.00	
		Vendor Total:		365.00
BRAUN, MELISSA	Official-V VB 10-4	Official-V VB Tri 10-4 Riverside & St Ed	150.00	
BRAUN, MELISSA	Official-V VB 9-13	Official-V VB Tri 9-13 Bloomfield & NO	150.00	
		Vendor Total:		300.00
BSN SPORTS, LLC	912286015	Yearly Helmet Reconditioning	1,197.00	
BSN SPORTS, LLC	913773099	Bars & Drinks for resale	155.00	
		Vendor Total:		1,352.00

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
CENTRAL CITY HIGH SCHOOL	Entry Fee-HS CC	Entry Fee-HS CC 9-16-21 9-16	100.00
CENTRAL CITY HIGH SCHOOL	Entry Fee-MS CC	Entry Fee-MS CC 9-16-21 9-16	60.00
Vendor Total:			160.00
CHOICE FOODS	001047260844	Supplies	24.60
CHOICE FOODS	002004021235	Supplies-Spirit Week	106.90
CHOICE FOODS	02030431713	Supplies	23.60
Vendor Total:			155.10
CRILLY, JIM	Official-JV FB	Official-JV FB 10-4-21 10-4	75.00
CRILLY, JIM	Official-JV FB	Official-JV FB 9-13-21 9-13	75.00
CRILLY, JIM	Official-MS FB	Official-MS FB 10-4-21 10-4	50.00
CRILLY, JIM	Official-MS FB	Official-MS FB 9-13-21 9-13	50.00
CRILLY, JIM	Official-MS FB	Official-MS FB 9-23-21 East 9-23	50.00
CRILLY, JIM	Official-MS FB	Official-MS FB 9-27-21 9-27	50.00
Vendor Total:			350.00
CRILLY, JOE	Official-MS FB	Official-MS FB 9-13-21 9-13	50.00
CRILLY, JOE	Official-JV FB	Official-JV FB 10-4-21 10-4	75.00
CRILLY, JOE	Official-JV FB	Official-JV FB 9-13-21 9-13	75.00
CRILLY, JOE	Official-MS FB	Official-MS FB 10-4-21 10-4	50.00
CRILLY, JOE	Official-MS FB	Official-MS FB 9-27-21 9-27	50.00
Vendor Total:			300.00
CUSTOM SPORTS	30536	MS Volleyball t-shirts	685.00
CUSTOM SPORTS	30640	Polo's	301.00
CUSTOM SPORTS	30642	FFA t-shirts, sweatshirts and crewnecks	1,105.00
CUSTOM SPORTS	30719	Cheer Camp t-shirts	680.00
Vendor Total:			2,771.00
DISTRICT IV NEBRASKA AG ED ASS'N	21 Dist IV NAEA	2021 District IV NAEA Dues Due	265.00
Vendor Total:			265.00
DOLLAR GENERAL	Prizes	Prizes for Spirit Week	3.50
Vendor Total:			3.50
DOSTAL, GREG	Official-V FB	Official-V FB 9-3-21 9-3-21	120.00
Vendor Total:			120.00
EATON, PAUL	Official-JV/V	Official-JV/V VB 9-23-21 VB9-23	150.00
Vendor Total:			150.00

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
EILERTS, MIKE	Official-V FB 9-24	Official-V FB 9-24-21 Howells-Dodge	120.00	
		Vendor Total:		120.00
EVANS, JERRY	Official-V FB 9-3-21	Official-V FB 9-3-21 Heartland	120.00	
		Vendor Total:		120.00
FAMILY, CAREER & COMMUNITY LEADERS OF AMERICA	110120	FCCLA National & State Dues	260.00	
		Vendor Total:		260.00
FFA CONVENTION TOUR - NEBRASKA GROUP	Nat'l FFA Bus Trip	2021 Nat'l FFA Convention Bus Trip	4,023.00	
		Vendor Total:		4,023.00
FIELDS HARDWARE	178564	Combo Lock	4.49	
		Vendor Total:		4.49
FLORAL EXPRESSIONS	0116571	Homecoming flowers	182.50	
		Vendor Total:		182.50
FOLEY, SUZANNE	Memorial-Father	Memorial - Father	25.00	
		Vendor Total:		25.00
FUN EXPRESS, LLC	711877666	Caramel Apple Pops for fundraiser	43.98	
		Vendor Total:		43.98
HARDER, TED	Official-V FB 9-24	Official-V FB 9-24-21 Howells-Dodge	120.00	
		Vendor Total:		120.00
HARTINGTON-NEWCASTLE SCHOOLS FFA	Lunches	Dairy Judging Lunches-11 @ \$3	33.00	
		Vendor Total:		33.00
HEALY AWARDS, INC.	049292	FB Helmet Decals	230.34	
		Vendor Total:		230.34
HENN, JENNIFER	Official-Res VB 9-20	Official-Reserve VB Tourney 9-20-21	80.00	
		Vendor Total:		80.00
HOWELLS-DODGE PUBLIC SCHOOLS	Land Judging- Lunches	Land Judging-21 lunches \$5 ea	95.00	
		Vendor Total:		95.00
JACKSON, KURT	Official-JV FB 10-4	Official-JV FB 10-4-21 Wisner-Pilger	75.00	
JACKSON, KURT	Official-JV FB 9-13	Official-JV FB 9-13-21 Winside	75.00	
JACKSON, KURT	Official-MS FB 10-4	Official-MS FB 10-4-21 Wisner-Pilger	50.00	
JACKSON, KURT	Official-MS FB 9-13	Official-MS FB 9-13-21 Winside	50.00	
JACKSON, KURT	Official-MS FB 9-23	Official-MS FB 9-23-21 East Butler	50.00	
JACKSON, KURT	Official-MS FB 9-27	Official-MS FB 9-27-21 Clarkson-Leigh	50.00	

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
				Vendor Total: 350.00
JACKSON, KYLE	Offical-MS FB 9-27	Official-MS FB 9-27-21 Clarkson-Leigh	50.00	
JACKSON, KYLE	Official-JV FB 10-4	Official-JV FB 10-4-21 Wisner-Pilger	75.00	
JACKSON, KYLE	Official-JV FB 9-13	Official-JV FB 9-13-21 Winside	75.00	
JACKSON, KYLE	Official-MS FB 10-4	Official-MS FB 10-4-21 Wisner-Pilger	50.00	
JACKSON, KYLE	Official-MS FB 9-13	Official-MS FB 9-13-21 Winside	50.00	
JACKSON, KYLE	Official-MS FB 9-23	Official-MS FB 9-23-21 East Butler	50.00	
				Vendor Total: 350.00
JOHNSON, ZACK	Official-V FB 9-24	Official-V FB 9-24-21 Howells-Dodge	120.00	
				Vendor Total: 120.00
KUBIK, DOUGLAS	Official-V FB 9-3-21	Official-V FB 9-3-21 Heartland	120.00	
				Vendor Total: 120.00
L'HEUREUX, ROD	Official-JV/V VB9-23	Official-JV/V VB 9-23-21 Twin River	150.00	
				Vendor Total: 150.00
LOVE SIGNS, INC.	113532	Vinyl on Pole Cover	375.00	
				Vendor Total: 375.00
LOWE, BOB	Official-V FB 9-10	Official-V FB 9-10-21 Niobrara-Verdigre	130.00	
				Vendor Total: 130.00
MAHASKA	941025	Beverages	178.83	
MAHASKA	941941	Beverages	190.20	
MAHASKA	942142	Beverages	48.24	
				Vendor Total: 417.27
MARVIN, MICHAEL	Official-V FB 9-3-21	Official-V FB 9-3-21 Heartland	120.00	
				Vendor Total: 120.00
MENARDS - NORFOLK	33490	Red Mulch	34.56	
				Vendor Total: 34.56
MFP, CHRIS MILLER	226	FB Shirts	182.60	
				Vendor Total: 182.60
MPS ACTIVITY FUND	Class Banners	Reimburse Student Council for materials	250.02	
MPS ACTIVITY FUND	Gatorade	Gatorade purchased from NHS	87.50	
MPS ACTIVITY FUND	Meal Deals-9-24-21	65 Meal Deal Fundraiser	140.00	
				Vendor Total: 477.52
NE SCHOOL ACTIVITIES ASSOC	Girls WR Membership	Girls Wrestling Membership Dues	210.00	
				Vendor Total: 210.00

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
NORFOLK CATHOLIC SCHOOLS	Entry Fee-HS CC 9-10	Entry Fee-HS CC @ Norfolk Catholic	40.00
NORFOLK CATHOLIC SCHOOLS	Entry Fee-MS CC 9-10	Entry Fee-MS CC 9-10-21	56.00
		Vendor Total:	96.00
PEPPEL, EDWARD	Official-V FB 9-3-21	Official-V FB 9-3-21 Heartland	120.00
		Vendor Total:	120.00
PIERCE HIGH SCHOOL	Entry Fee-MS CC 9-28	Entry Fee-MS CC 9-28-21 Pierce	27.00
		Vendor Total:	27.00
PRIVETT, CORY	Official-V FB 9-10	Official-V FB 9-10-21 Niobrara-Verdigre	130.00
		Vendor Total:	130.00
RETHWISCH, RICH	Official-V FB 9-10	Official-V FB 9-10-21 Niobrara-Verdigre	130.00
		Vendor Total:	130.00
SCHAFER, JJ	Official-V FB 9-10	Official-V FB 9-10-21 Niobrara-Verdigre	130.00
		Vendor Total:	130.00
SCHWEERS, MITCH	Official-V FB 9-24	Official-V FB 9-24-21 Howells-Dodge	120.00
		Vendor Total:	120.00
SHIVELY, SALLY	Official-JV VB 9-9	Official-JV VB 9-9-21 Tri Plainview & WH	150.00
SHIVELY, SALLY	Official-MS VB 9-13	Official-MS VB 9-13-21 Twin River (3)	135.00
SHIVELY, SALLY	Official-MS VB 9-13A	Official-MS VB 9-13-21 Twin River (3)	135.00
SHIVELY, SALLY	Official-MS VB 9-16	Official-MS VB 9-16-21 Schuyler (3)	135.00
SHIVELY, SALLY	Official-Res VB 9-20	Official-Reserve VB 9-20-21 Tourney	80.00
SHIVELY, SALLY	V*Official-0001	Official-MS VB 9-16-21 Schuyler (3)	(135.00)
SHIVELY, SALLY	V*Official-MS VB 9-1	Official-MS VB 9-13-21 Twin River (3)	(135.00)
		Vendor Total:	365.00
STANTON COMMUNITY SCHOOLS	Entry Fee-XC 9-30	Entry Fee-HS & MS CC 9-30-21 Stanton	125.00
		Vendor Total:	125.00
STATE LAND JUDGING COMMITTEE	Registration Fees	Registration Fees - 19 @ \$2	38.00
		Vendor Total:	38.00
WALMART COMMUNITY	1042000314	Big Red Kickoff Supplies	76.92
WALMART COMMUNITY	Grandparents Day	Candy-Musical Chairs-Grandparents' Day	33.00
		Vendor Total:	109.92
WEST POINT-BEEMER SCHOOLS	Entry Fee-JV VB 10-2	Entry Fee-JV VB 10-2-21 WP-Beeme	85.00

Board Report
 SEPTEMBER 2021 ACTIVITY FUND

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
				Vendor Total: 85.00
WIETFELD, KAREN	Official-V VB 10-4	Official-V VB Tri 10-4 Riverside & St Ed	150.00	
WIETFELD, KAREN	Official-V VB 9-13	Official-V VB Tri 9-13 Bloomfield & NO	150.00	
				Vendor Total: 300.00
WILD ROOTS GREENHOUSE & MARKET	646	Poinsettia Plugs	55.00	
				Vendor Total: 55.00
WINNERS' CIRCLE	53585	Engravings on Awards	100.74	
WINNERS' CIRCLE	53722	Medals & Ribbons for Reserve VB Tourney	152.50	
				Vendor Total: 253.24
WISNER-PILGER SCHOOLS	Entry fee-JV VB 9-11	Entry Fee-JV VB Tourney 9- 11-21	100.00	
WISNER-PILGER SCHOOLS	Entry Fee-V VB 9-25	Entry Fee-V VB Tourney 9- 25-21	100.00	
				Vendor Total: 200.00
WOOLDRIK, CHRIS	Official-V FB 9-24	Official-V FB 9-24-21 Howells-Dodge	120.00	
				Vendor Total: 120.00
				Fund Total: 18,643.02
				Checking Account Total: 18,643.02

<u>Vendor Name</u>		<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
<u>Checking</u>		06		
Checking	06	Fund: 06	SCHOOL NUTRITION FUND	
BRANDL ELECTRIC		12213	Elem Kitchen Exhaust Hood Wiring	648.37
			Vendor Total:	648.37
			Fund Total:	648.37
			Checking Account Total:	648.37

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Superintendent Report October 2021

- **Parent contact requesting town pick-up points for student transportation**

I was contacted by a parent that would like to see transportation options for students that live inside the Madison city limits. She even suggested that the parents could maybe pay a weekly rate. I had a good conversation with her and told her I would report the topic to the Board of Education.

I also explained we simply don't have the number of drivers needed to provide transportation for I would estimate between 150-200 students daily. I also explained that the number of buses would be less than we currently have in our fleet. She brought up the idea of mini buses and I explained that it takes a bus license to drive those as well and people simply don't want to drive bus.

I just wanted to make you aware of the conversation at this time. The parent said she was talking with others that worked at Tyson about the need for additional transportation.

- **Custodial & Elementary Library Para positions**

The ad for these positions are in the local and Norfolk papers. At this point I have not received a call about these positions.

- **Activity Bus Purchase**

A transportation committee meeting will be help following the October Board meeting to discuss the possible purchase of a bus using ESSER III funds.

- **Stage lights and control board**

I have reached out to Midwest music from Norfolk to come look at our system. They have not returned a call at this point.



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Mrs. Ernst's August Board Report

- **Professional Development**
 - Our early out this year focused on the Explore phase of the planning framework. Teachers discussed and experienced ideas to get students to interact with and make connections to the concepts being taught in class.
 - The October 4th CSI day was busy- C3WP and Ready Math came to work with the English and Math teachers. We also had a sessions on engagement strategies, Google Docs, Google Forms, Google Sheets, Google Keep and Calendar, and assessment literacy.
- **Instuctional Coaching**
 - We've done one round of fidelity checks for our EIR intervention this year. We will continue doing monthly checks and meetings with interventionalists.
- **School Improvement**
 - At this time, the new rule adoption has been moved back even further. The department has said they will work with Cognia to allow accreditation through their system.

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Curriculum and Assessment

September 2021 Board Report

Curriculum:

- Showcase Inquiry based learning and student engagement strategies.
 - Mrs. Reeves's Math Class (2nd Grade)
 - Mr. Crilly's Science. Class (5th Grade)
 - Mrs. Middleton's Science Class (6th Grade)
 - Ms. Phillips's Horticulture Class (11th/12th Grade)

Assessment:

- Completed Fall MAP testing with grades K-10. I have some tests to make up before data is complete. We are looking for above average growth (50th%ile) and/or Grade Level Achievement (62nd%ile.)
 - Our goal was to have 65% of students meet growth/achievement criteria. (Data on next page)
- I am compiling data on our Preschool students to track their achievement/growth.
 - Here is what I have so far:
 - Current 3rd Grade 15 of 19 at or above on Fall Benchmark
 - Current 2nd Grade 21 of 27 at or above on Fall Benchmark
 - Current 1st Grade: 9 of 27 at or above on Fall Benchmark (Covid during 2nd Semester)

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LAST YEAR (Fall 2020 MAP Data)			
Grade	Subject	% of class at 50 th /62 nd %ile	Students above 62 nd %ile
Fourth	Math	25%	5 of 28
	Reading	62%	5 of 26
Fifth	Math	38%	7 of 29
	Reading	83%	13 of 30
Sixth	Math	27%	3 of 30
	Reading	20%	2 of 30
Seventh	Math	37%	11 of 35
	Reading	63%	10 of 35
Eighth	Math	38%	6 of 24
	Reading	46%	7 of 24
Freshmen	Math	41%	11 of 29
	Reading	67%	9 of 28
Sophomores	Math	60%	14 of 28
	Reading	56%	8 of 27
Juniors	Math	50%	10 of 30
	Reading	61%	6 of 31

Fall 2021 MAP Data			
Grade	Subject	% of class above 50 th /62 nd %ile	Students above 62 nd %ile
Second	Math	44%	15 of 36
	Reading	59%	18 of 37
Third	Math	69%	9 of 29
	Reading	81%	14 of 32
Fourth	Math	48%	7 of 25
	Reading	42%	9 of 31
Fifth	Math	48%	6 of 29
	Reading	58%	8 of 26
Sixth	Math	69%	9 of 26
	Reading	52%	10 of 31
Seventh	Math	52%	3 of 25
	Reading	64%	5 of 28
Eighth	Math	53%	11 of 34
	Reading	54%	7 of 26
Freshmen	Math	64%	7 of 22
	Reading	70%	11 of 23
Sophomores	Math	79%	10 of 28
	Reading	48%	5 of 27

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Mr. Ehrisman- October 6, 2021

NUMBER OF STUDENTS IN THE MIDDLE SCHOOL

Grade Level	Current as of 10/6/21	Start of the year 8/4/21
6th Grade	37	35
7th Grade	40	40
8th Grade	42	42
MS Total	119	117

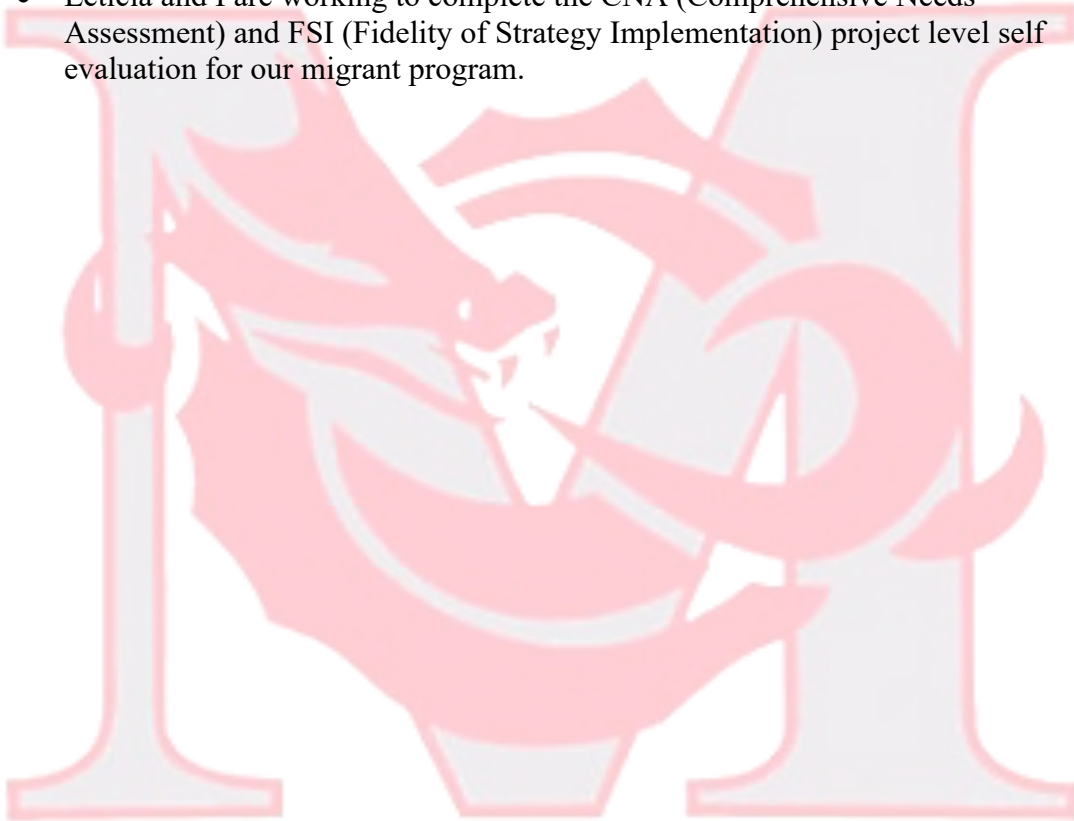
STUDENT REPORT

Grade Level	Attendance as of 10/6/21	8/11-8/31	9/1-9/30
6th Grade	95.28%	95.57%	95.34%
7th Grade	95.36%	96.42%	94.31%
8th Grade	95.66%	94.97%	96.65%
MS Total	95.44%	95.64%	95.46%

# of students in AMP	
Week 1 (9/6)	3
Week 2 (9/13)	2
Week 3 (9/20)	4
Week 4 (9/27)	7
Week 5 (10/4)	3

- Leticia and I hosted the first Migrant PAC meeting of the year on September 15th.
- Jacquie Winbolt, BIST consultant, was in the MS on September 16th, providing support for staff and students.
- I attended the ESU7 Title III consortium meeting on September 20th with two of our EL teachers.

- The MS MVP day, on September 21st, was a well attended event. The MVP's had the opportunity to eat breakfast with their student host, take part in several of our House challenges and then attended a class.
- The MS teachers and staff attended the Ron Clark Academy on September 22nd-25th. This was an incredible opportunity for our staff to grow as educators and as a team which in turn will help continue to move our MS in a positive direction.
- Our MS House leaders have been selected. The selection process started with a formal application and then was followed with an interview. The overall goal of having house leaders is to help make our House system more student driven.
- I am working to finalize our SFI grant application which is due this month.
- Leticia and I are working to complete the CNA (Comprehensive Needs Assessment) and FSI (Fidelity of Strategy Implementation) project level self evaluation for our migrant program.



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October Board Report 2021- High School Principal Jim Crilly

Enrollment

9th Grade- 30 Students
10th Grade-40 Students
11th Grade-37 Students
12th Grade- 36 students
Total enrollment 143 Students
September enrollment 142

Attendance

9th – Grade 91.28%
10th Grade 90.26%
11th Grade-96.47%
12th Grade-90.19

October 13th and 14 Parent Teacher Conferences 3:30-7:30

Seniors in the process of completeing FAFSA and applying to colleges.

MHS hosted an apply to college day with about 6 Nebraska Colleges of different levels getting Madison students registered.

Non-Tenured teacher evaluations are underway. Non Tenured teacher get evaluated each semester.

TEAMMATES continues to play an important role in the HS/MS. More and more mentors are coming in person with less COVID restrictions.

Juniors took the ASVAB test and the National Guard will be going over all scores with the Junior class.

Madison students participated in the Latino Summit in Norfolk in late September, Mrs. Englemann and Mrs. Rodriquez took around 22 Students. Students were represented from schools throughout Nebraska.



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Mrs. Kush – October 6, 2021
Elementary Principal

Number of Students in Elementary School

Grade Level	10/6/21	9/8/21	8/4/21
PreK-3	21	21	21
PreK-4	34	34	30
Kindergarten	38	37	36
1 st Grade	35	39	37
2 nd Grade	46	46	46
3 rd Grade	32	32	36
4 th Grade	30	28	28
5 th Grade	31	31	32
Total	267	268	266
			Last year ended with 271

Attendance Percentage

Sept. 2021	August 2021
94.18%	92.85%

1. Grandparent's Day was held on Wednesday, September 22nd with 107 adults attending. It was fun filled event with many students proud to spend the time with grandparents in the school.
2. Little Dragon's Cheercamp was Friday, September 24th. Special thanks to Aly Jurgensmier for putting this great event on for the elementary students.
3. QPR (Question. Persuade. Refer) training was given to all Madison Public Schools staff on Monday, October 4th. QPR is for suicide prevention.
4. Fire Prevention Week was October 4th-8th. Madison Volunteer Fire Department came to the elementary to talk with students about fire safety and to let them see the fire truck. We appreciated John Orłowski III reaching out to offer to do this.
5. Parent Teacher Conferences are scheduled for Oct. 13th and 14th.

6. There will be a K-8 Math Night at the elementary on October 21st. The intent is to give parents/families ways to make math fun and something for them to do together. We plan to offer hot dogs, chips, and a drink from 6-8pm during the event.
7. The Family Literacy Program will start on Oct.18th. This program will run throughout the year on Monday and Wednesday nights. Nixel Ortiz is the adult educator who teaches the parents English and Mariela Millan is the instructor of parent time. They also work together to get PACT times arranged with parents and the school. This year is our LEA Year 2 with the original allocation being \$60,000. We may be able to get some roll-over funds from last year. And this is TBD.
8. Childcare DHHS licensing will be out this month. We have plumbers finishing up adding a sink to the restroom in the childcare room and sinks in the infant room. I am working with staff to go through the checklist of requirements.



Madison Public Schools

Alan Ehlers
Superintendent

Jim Crilly
HS Principal
Reid Ehrisman
MS Principal/EL

Karla Kush
Elementary Principal

700 So Kent St.
P.O. Box 450
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District Phone (402) 454-3336 Fax (402) 454-2238
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Travis Jordan
Director of CAI
Crystal Ernst
Instructional Coach
Landon Mackey
Athletic Director
Celine Filsinger
Office Manager

The mission of Madison Public Schools is to prepare students to be competent, confident, productive, and responsible citizens.

October 2020 Board Report Landon Mackey, Athletic Director

- Dollamur pricing (see below)
- Proposed Girls Wrestling Schedule (see below)
- NSAA Football declaration (6-man, 8-man, or 11-man) is due in November for next cycle.
- Lil Guy Football, Grades 4-6, will be held the week of October 18th from 3:45pm-5:00pm. Camp will be Monday, Tuesday, Thursday, and Friday.
- Boys and Girls Basketball, Grades 3-8, held on four Sundays in October.
- EHC Conference meet was held on Thursday, October 7th. Districts are October 14th at Twin Creeks Golf Club in Pender.
- NSAA District Wrestling – Should be released later this month.
- Fall sports coaches meetings will be held at the conclusion of each season.
- Winter sports coaches meetings will be held prior to November 1st to discuss season, goals, and youth sports programs.
- Looking into expanding Little Dragon Wrestling into Little Dragons Sports Clubs offering multiple youth sports during the school year.
- Winter Sports start Monday, November 15th. Parents meetings will be held that evening.
- Roster numbers to this point:
 - Football—19
 - MS Football – 22
 - Volleyball---21
 - MS Volleyball--31
 - Cross Country—5
 - MS Cross Country--16

Dollamur Pricing

Plain Mat is 7900 delivered.

Mat with logo is \$8300 delivered.

Mat with lettering only is \$8400 delivered.

Mat with logo and lettering is \$8900 delivered.

State mat discount is \$1000 if we order and used at state wrestling in 2022.

Proposed Girls' Wrestling Schedule

Battle at the Point (West Point Beemer) - 12/11/21

Wolfpack Invite (Elgin) – 12/17/21 **OR** Pierce Invite - 12/18/21

Schuyler Invite - 1/14/21

Battle Creek - 1/17/22

Madison Invite – 1/21/22

Neligh-Oakdale - 1/22/22

Boone Central - 1/29/22

Scoreboard

Cross Country

Dragons have competed at Norfolk Catholic, Central City, and Boone Central. Wisner-Pilger and Stanton meets were cancelled due to weather. EHC Conference meet was held on Thursday, October 7th. Diego Avila medaled with a 12th place finish.

Districts are October 14th at Twin Creeks Golf Club in Pender.

Football (1-5)

Dragons defeated Niobrara-Verdigre on homecoming night. Losses have come to LHNE, Heartland, GACC, Howells-Dodge, and Clarkson-Leigh.

Volleyball (0-20)

Lady Dragons are continuing to work towards their first varsity win on the season. Lady Dragons have Winnebago, EHC Conference, triangular with Schuyler and St. Francis. Sub-districts will be hosted at the higher seed. Teams in the sub-district are Boone Central, Lakeview, Scotus, and David City.

3001
Budget and Property Tax Request

The board of education shall adopt a budget each year to support the school district's programs and services for the ensuing fiscal year. The superintendent of schools shall be responsible for developing the budget subject to the direction and decisions of the board. The budget document shall be under continuous development, based upon the requirements of the adopted educational program.

BUDGET PROCEDURES

Proposed Budget. The superintendent shall prepare the proposed budget in accordance with board policies and goals, state statutes, and regulations. As the district's spending plan, the budget will be based on up-to-date revenue estimates, and will reflect the assessed needs and programs approved by the board.

Budget Hearing Notice. Notice of place and time of the hearing, together with a summary of the proposed budget statement, must be published at least four calendar days prior to the date set for hearing in a newspaper of general circulation within the school district. The four calendar days shall include the day of publication but not the day of hearing. The notice shall include the following statement:

For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to: [Insert Internet address for the web site established pursuant to Laws 2021, LB528, section 5].

In addition, the district must electronically publish this statement on the school district web site. Such electronic publication must be prominently displayed with an active link to the Internet address for the web site established by the Nebraska Budget Act to allow the public access to the information.

Budget Hearing. The board must conduct a hearing prior to adopting the budget. The hearing must be held separately from any regularly scheduled meeting and may not be limited by time. The board must make a presentation outlining key provisions of the proposed budget statement, including, but not limited to, a comparison with the prior year's budget. Any member of the public desiring to speak on the proposed budget statement shall be allowed to address the board at the hearing and must be given a reasonable amount of time to do so. Five minutes shall generally be considered a reasonable amount

of time.

Budget Hearing Documents. The board must make at least three copies of the proposed budget statement and at least one copy of all other reproducible written material to be discussed at the hearing available to the public at the hearing.

Budget Adoption. After the budget hearing, the proposed budget statement shall be adopted or amended and adopted as amended. If the adopted budget statement reflects a change from that shown in the published proposed budget statement, a summary of the changes (including the items changed and the reasons for such changes) must be published in a newspaper of general circulation within the school district within twenty calendar days after its adoption without further hearing.

Certification and Filing. The amount to be received from personal and real property taxation shall be certified to the appropriate levying board as provided by law. The budget shall also be filed with the state auditor.

Purchase Authorization. Except for bids required under the section "Bid Letting and Contracts," the board's adoption of the budget shall authorize the purchases without further board action.

Monthly Report. At each monthly board meeting, the superintendent will provide a report on the current status of the major sections of the budget.

PROPERTY TAX REQUEST PROCEDURES – PROPERTY TAX REQUEST IS EQUAL TO OR LOWER THAN THE ALLOWABLE GROWTH PERCENTAGE

Property Tax Request Hearing. The board must hold a special public hearing called for the purpose of passing a property tax request resolution.

Property Tax Request Hearing Notice. The district must publish a hearing notice in a newspaper of general circulation in the school district at least four calendar days prior to the hearing. The four calendar days shall include the day of publication but not the day of hearing. The hearing notice must contain the following information: The certified taxable valuation under section 13-509 for the prior year, the certified taxable valuation under section 13-509 for the current year, and the percentage increase or decrease in such valuations from the prior year to the current year; the dollar amount of the prior year's tax request and the property tax rate that was necessary to fund that tax request; the property tax rate that would be necessary to fund last year's tax request if applied to the current year's valuation; the proposed dollar amount of the tax request for the current year and the property tax rate that will be

necessary to fund that tax request; the percentage increase or decrease in the property tax rate from the prior year to the current year; and the percentage increase or decrease in the total operating budget from the prior year to the current year.

Increase in Total Property Taxes Levied. If the annual assessment of property would result in an increase in the total property taxes levied as determined using the previous year's rate of levy, the district's property tax request for the current year shall be no more than its property tax request in the prior year, and the district's rate of levy for the current year shall be decreased accordingly when such rate is set by the county board of equalization.

Decrease or No Change in Total Property Taxes Levied. If the annual assessment of property would result in no change or a decrease in the total property taxes levied as determined using the previous year's rate of levy, the district's property tax request for the current year shall be no more than its property tax request in the prior year, and the district's rate of levy for the current year shall be adjusted accordingly when such rate is set by the county board of equalization.

Resolution. The board shall pass a resolution to set the amount of its property tax request only after holding the public hearing. The resolution setting the district's property tax request at an amount that exceeds the prior year's property tax request shall include, but not be limited to, the information required by section 77-1601.02(4).

Certification. The resolution setting the property tax request shall be certified and forwarded to the county clerk on or before October 15th of the year for which the tax request is to apply.

**PROPERTY TAX REQUEST PROCEDURES – PROPERTY TAX REQUEST IS GREATER
THAN THE ALLOWABLE GROWTH PERCENTAGE**

Property Tax Request Hearing. The board must hold a public hearing called for the purpose of passing a property tax request resolution. If another political subdivision within the county also seeks to exceed the allowable growth percentage, the hearing will be a joint hearing. In the event of a joint hearing, each political subdivision must designate one representative to attend the joint public hearing on behalf of the political subdivision. If a political subdivision includes area in more than one county, the political subdivision shall be deemed to be within the county in which the political subdivision's principal headquarters are located. The hearing agenda will only include discussion on each political subdivision's intent to increase its property

tax request by more than the allowable growth percentage.

The hearing must be held after 6 p.m. on or after September 17th and before September 28th and before the district files its adopted budget statement. Any member of the public must be allowed a reasonable amount of time to speak at the hearing.

At the joint public hearing, the representative of each political subdivision must give a brief presentation on the political subdivision's intent to increase its property tax request by more than the allowable growth percentage and the effect of such request on the political subdivision's budget. The presentation must include, at a minimum, all information and statements required by law.

Property Tax Request Hearing Notice. Notice of the joint public hearing must be provided by:

- The County Assessor sending a postcard with all required information to all affected property taxpayers. The postcard shall be sent to the name and address to which the property tax statement is mailed;
- Posting notice of the hearing with all required information on the home page of the relevant county's web site, except that this requirement shall only apply if the county has a population of more than twenty-five thousand inhabitants; *and*
- Publishing notice of the hearing with all required information in a legal newspaper in or of general circulation in the relevant county.

Provide Information to County Clerk. Each political subdivision that participates in the joint public hearing shall provide the following information to the county clerk by September 5th: the date, time, and location for the joint public hearing; a listing of and telephone number for each political subdivision that will be participating in the joint public hearing; and the amount of each participating political subdivision's property tax request.

Resolution. The board shall pass a resolution to set the amount of its property tax request only after holding the public hearing. The resolution setting the district's property tax request at an amount that exceeds the prior year's property tax request, including any increase in excess of the allowable growth percentage shall include, but not be limited to, the information required by law.

Certification. The resolution setting the property tax request shall be certified and forwarded to the county clerk on or before October 15th of the year for which the tax request is to apply.

Adopted on: 6/14/21

Revised on: _____

Reviewed on: _____

**3002
Deposits**

The board of education shall designate the depository or depositories for all school funds. All funds received by the district shall be deposited promptly in the proper account of each such depository. All funds shall be insured by the Federal Deposit Insurance Corporation or a surety bond approved by the board on securities of the United States government pledged by joint custody receipt.

Funds collected by district representatives shall be receipted, accounted for, and directed without delay to the proper depository. Funds exceeding \$1000 shall not be left overnight in school buildings, except in safes provided for the safekeeping of valuables.

Adopted on: 12-14-15

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 \$118,000.

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: 6/14/21

Revised on: _____

Reviewed on: _____

3003.1

Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds

I. Applicability of the Policy

This policy applies only to construction and contracts 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.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$109,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

- A.** A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- B.** A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- C.** A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons

supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under \$250,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of 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.

2. Construction with an Anticipated Cost of between \$10,000 and \$250,000 (Small Purchase Procedures)

For construction projects subject to this policy, small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, 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.

B. Construction Projects with an estimated cost of between \$109,000 and \$249,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an

anticipated aggregate cost of \$109,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$109,000 and \$250,000.

IV. Construction Projects with an Anticipated Cost Over \$250,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$250,000 or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publicly advertised;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. Sealed bids will be publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
4. The contract will be awarded to the lowest responsive and responsible bidder.
 - a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
 - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
 - c) Any or all bids may be rejected if there is a sound documented reason.
5. 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. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on

the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids 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 shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. 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 bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

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. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

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.

V. 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, and labor surplus area firms are used when possible and consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in the U.S. or processed in the U.S. substantially using agricultural commodities produced in the U.S.

C. Full and Open Competition

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

D. 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, compliance with public policy, record of past performance, and financial and technical resources.

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.

E. Settlements of Issues Arising Out of Contract

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.

F. 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 construction projects for a minimum of five (5) years after the sale or demolition of the building. 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 Construction Records for Projects Financed with Federal Funds
- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, 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 construction records shall be in accordance with applicable law and Board policy.

VI. 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.** Contracts 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

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

VII. 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.

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. 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.

VIII. 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, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

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: 6/14/21

Revised on: _____

Reviewed on: _____

3004
General Purchasing and Procurement

I. Applicability of this policy.

Purchases made 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 Purchasing and Procurement with Federal Funds, which is found elsewhere in this section.

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

II. General Purchasing Policy

- A. The school district's budget shall be the guide for all purchases. No employee of the district may make a purchase that is not provided for in the budget without board or administrative approval.
- B. The board intends to purchase competitively, whenever possible, without prejudice and to seek maximum educational value for every dollar expended.
- C. 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.
- D. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.
- E. The Superintendent shall have the authority to authorize purchases costing under \$15,000.00 with prior approval.

III. Building-Specific Purchasing

- A. School buildings are operationally under the control of building principals. Principals have control and responsibility for the building and grounds, for all supplies and equipment housed at the building, for all school-related activities in the building, and for all pupils, teachers, and other employees assigned to the building.
- B. Principals, in consultation with their staff, are responsible for requisitioning, managing, distributing, and utilizing supplies within the building.
- C. The superintendent of schools or his designee is responsible for the requisitioning, managing, distributing, and utilizing of supplies for maintenance and transportation.
- D. The administration is responsible for purchasing of goods, services and supplies and for providing the necessary forms for establishing efficient procedures to facilitate the process.

IV. Purchasing Procedures

- A. School personnel must secure the approval of an authorized administrator before making any purchases.
- B. Employees seeking reimbursement for a purchase made with their personal funds must attach an itemized receipt or invoice to all requests for reimbursement; must sign all purchase receipts or charge slips; and must submit itemized receipts and any purchasing card or credit card receipts to the office of the superintendent no later than 10 days prior to the next regular board meeting. A non-itemized credit card receipt is not sufficient.
- C. Employees making purchases with a school district credit card or purchasing program must comply with the steps set forth in the district's Purchasing (Credit) Card Program.
- D. All purchases of goods and services made with district funds must be made on a properly executed purchase order.

- E. All purchases shall be initiated with a purchase order. Purchase orders are signed by the person responsible for that particular budget and finally by the superintendent.
- F. For purchases of more than \$10,000, authorized staff members must secure written quotes and/or estimates from a reasonable number of vendors. Staff will purchase from a responsible vendor with the lowest price unless the board approves the purchase from the more expensive vendor.

V. Relations with Vendors

- A. The board wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. The school shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery, with past services being a factor if all other considerations are equal. The administrative team may, in its discretion, use a Nebraska a 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.
- B. No purchase shall be made that violates any conflict of interest policy or law.
- C. No employee shall endorse any product of any type or kind in such a manner as will identify him/her in any way as an employee of the school district.
- D. The board believes in patronizing local businesses. Consequently, when proposals are judged to be equal in terms of quality, price, and/or service, the contract or purchase will be awarded to the firm that is located within the district. However, the board will not sacrifice either quality or economy to patronize local businesses.

Adopted on: 6/14/21

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 a purchase of 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 (Small Purchase Procedures)

Small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, 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.

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 item is available only from a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes 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.

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, compliance with public policy, record of past performance, and financial and technical resources.

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

The officers, employees, and agents 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, 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 which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.
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 \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
3. Computing Devices means machines used to 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.

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 original or replacement 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 FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

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.

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. 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.

VI. 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, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

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: 6/14/21

Revised on: _____

Reviewed on: _____

3005
School Activities Fund

The superintendent of schools shall establish an activities fund account to be used to finance the operations of student organizations, inter-school athletics, and other school activities that are not a part of any other fund. The school activities fund is a school district account. All transactions related to the activities fund shall be conducted through an account at a board-approved depository.

The superintendent shall manage the activities fund and serve as its treasurer. The superintendent may divide the activities fund into more than one account to allocate portions of the fund for different purposes.

Funds in an activity's account after the activity ceases to exist shall be transferred to the general fund or such other fund as the board may choose. Funds left in a graduating class's account may be transferred into any other school account at any time after graduation upon board approval.

As school activities are a responsibility of the school district, any deficit in the activity fund shall be paid from the general fund.

Adopted on: 12-14-15

Revised on: _____

Reviewed on: _____

3007
Review of Bills

The Board of Education as a whole shall review monthly bills listed in the monthly board materials prepared by the districts office manager. The president of the board of education may appoint a board member or committee of the board to meet with the superintendent of schools each month to review all bills that are to be presented to the board for payment. The board member or committee shall report its recommendations to the board.

Adopted on: 12-14-15

Revised on: _____

Reviewed on: _____

3008
Gifts, Grants and Bequests

The school district encourages those who wish to make gifts, grants, bequests or devises of property, real or personal, to the school district to make such donations through the district's foundation. The superintendent or his or her designee is authorized to accept on behalf of the school district gifts of personal property that are consistent with the district's mission and objectives and which the superintendent reasonably be lives has a fair market value of \$100,000 or less. In its sole discretion, the board of education may accept all other donations when they are consistent with the district's mission and objectives. Upon acceptance, donations shall become the sole property of the district. The donation will be under the complete control of the board or school district which will not have any obligation to replace it if it is destroyed or becomes obsolete.

Adopted on: 12-14-15

Revised on: _____

Reviewed on: _____

3009
Audit

The board of education shall appoint a certified public accountant or public accounting firm to audit all school accounts annually and report to the board of education. The audit shall include all areas required by law and the rules of the Nebraska Department of Education. The auditor is not obligated to follow generally accepted accounting principles (GAAP) but shall conduct the audit according to the standards of the auditing profession.

Adopted on: 12-14-15

Revised on: _____

Reviewed on: _____

3010
Insurance

The board or education shall purchase such insurance as it deems appropriate to protect the district, the board as a corporate body, individual board members, appointed officers, employees, and volunteers from financial loss arising from any claim, demand, suit or judgment. The district may, but is not required to, solicit bids or quotes for insurance coverage.

The board shall review its insurance coverage before its expiration date, or as need dictates.

Adopted on: 12-14-15

Revised on: _____

Reviewed on: _____

3020 Copyright Compliance

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

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

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

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

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

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

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

Adopted on: 6/11/2018

Revised on: _____

Reviewed on: _____

3021
Operation of School Business Office

The central office of the school district shall generally be open for business from 8:00 a.m. to 4:30 p.m. every weekday except for New Year's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving and Christmas Day. The office shall generally be open, even on days when school is cancelled due to inclement weather. The Superintendent shall be responsible for ensuring that the central office is appropriately staffed when the district is open for business and shall be responsible for supervising all staff employed in the central office.

Adopted on: 12-14-15

Revised on: _____

Reviewed on: _____

3022
Volunteers

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

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

Adopted on: 6/11/2018

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.

The district uses Office 365: Office 365 allows your system administrator to tailor complete data retention policies for data and communications inclusive of the Office 365 sphere. You will need to check with your system administrator to see how he or she has set the retention for electronically stored information. If the system administrator has selected the minimum retention options, you can adopt Option 1 above and if the system administrator has selected complete retention, you can adopt the following: The district will archive all Office 365 data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator will be able to retrieve electronic communication which has been deleted.

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

account is "school-affiliated" should refer to the Board's policy on Staff and District Social Media Use contained elsewhere in these policies.

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

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

Records Regarding Pending or Threatened Litigation. When litigation against the district or its employees is filed or threatened, the district will take all reasonable action to preserve all documents and records that pertain to the issue. When the district is made aware of pending or threatened litigation, a litigation hold directive will be issued by the superintendent or his/her designee. The directive will be given to all persons suspected of having records that may pertain to the potential issues in the litigation. The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted.

Adopted on: 6/11/2018

Revised on: _____

Reviewed on: _____

Booster Clubs and Parent-Teacher Organizations

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

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

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

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

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

Adopted on: 12-14-15

Revised on: _____

Reviewed on: _____

3025
Returned and Outstanding Checks

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

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

Adopted on: 6/11/2018

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. Although the board of education may take action to approve the handbooks annually, the administration has the authority to change the contents of any handbook so long as the changes are consistent with board policy.

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

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

Adopted on: 12-14-15

Revised on: _____

Reviewed on: _____

3027

Resolution of Conflicts Between Parents Over School Issues

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

1) Obtaining Records and Conferring with Teachers.

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

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

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

Adopted on: 12-14-15

Revised on: _____

Reviewed on: _____

3028
Sex Offenders

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

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

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

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

Adopted on: 12-14-15

Revised on: _____

Reviewed on: _____

3029

Distribution of Flyers Advertising Non-School Organization Activities

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

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

Adopted on: 12-14-15

Revised on: _____

Reviewed on: _____

3030

Automatic External Defibrillator (AED) Program

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

1. Equipment

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

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

2. Program Coordinator

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

b. The Program Coordinator shall:

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

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

3. Medical Oversight

- a. The medical advisor of the AED program is Lisa Yosten, MD.
- b. The medical advisor has ongoing responsibility for:

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

4. Volunteer Responders

3011 Transportation

The school district will provide transportation on each day school is in session to the students who reside in the district and qualify for transportation according to the district's transportation plan. The families of students who will not be provided transportation pursuant to the district's plan or who must drive students to a pick-up point will be reimbursed according to statute if they qualify for such reimbursement.

Students in grades Kindergarten thru Twelfth grade living outside of the Madison city limits shall be entitled to transportation to and from their attendance center at the expense of the school district. Preschool students may also be provided transportation to be determined by the Board of Education on a year-to-year basis.

Parents of students who live where transportation by bus is impracticable or unavailable may be required to furnish transportation to and from the designated attendance center at the expense of the school district. Those parents who transport their children at the expense of the school district shall be reimbursed in accordance with state statute. Payment to current parents has been grandfathered in until the school year of 2017-2018.

A student may be required, at the board's discretion, to meet a school vehicle without reimbursement up to three-fourths of a mile. The board may require the parent to transport their children up to two miles to connect with school bus vehicles at the expense of the school district when conditions deem it advisable. It shall be within the discretion of the board to determine such conditions.

When a student who has been attending the district is placed into foster care, school district staff will collaborate with state and local child welfare agencies to determine whether transportation is required under state law when it is in the child's best interest that their school of origin be maintained. The district will only provide transportation to students placed in foster care when the responsible child welfare agency agrees to reimburse the school district for the cost of transportation or when transportation is otherwise required by law. The board designates the Superintendent of Schools as the initial point of contact for child welfare agency representatives to discuss transportation issues related to children in foster care.

Students who are homeless will be provided with transportation pursuant to Board Policy 5014.

The district will provide transportation to tuition students in accordance with the contract provisions, if any, for services from the contracting districts.

The use of buses for class parties, field trips, and similar purposes shall require the prior approval of the superintendent or appropriate principal.

Adopted on: 6-12-2017

Revised on: _____

Reviewed on: _____

3012

School Meal Program and Meal Charges

Meal Program. The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent.

Meal Charge Policy. The district will notify students and their families of the policy for **Charged Meals**, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

The district's policy on charged meals is:

If a student has no funds available to pay for a meal, the student will be permitted to charge up to three meals. Thereafter, if a student has no funds available to pay for a meal, a limited "courtesy meal" option, such as a plain sandwich and a piece of fruit will be provided based on the judgement of the building principal.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

Adopted on: 6-12-2017

Revised on: _____

Reviewed on: _____

3013
Emergency Closings

School shall be held on the dates set forth on the official calendar, and shall not be closed or dismissed except when superintendent or his or her designee determines that it is impossible or impracticable to hold school. When school is closed there will be no school-sponsored activities held without the permission of the superintendent or building administrator.

Adopted on: 12-14-15

Revised on: _____

Reviewed on: _____

3014
Use of School Property

1) General Use

School organizations may use school facilities at no cost to the group, if they restore the facilities to their normal state after using them.

The school district may permit the use of public school buildings or other school property under such rules and regulations as it may adopt. The board may charge a fee as may be necessary to meet the expense of such meeting, restore the property, pay for extra help required, or as otherwise deemed appropriate.

Any person or group using school facilities must assure that it will be responsible for maintaining order, protecting property, and providing security and safety. Activities or entertainment held on school premises shall be suitable for a school environment. Any person or school group using the school facilities, for any purpose, must comply with all of the district's policies, rules and regulations.

2) Entry and Participation Fees

Any person or group who uses the school's facilities for a recreational activity may not charge an entrance or participation fee for that activity unless the person or group has obtained insurance sufficient to indemnify the school district for any possible claims under the Nebraska Political Subdivision Tort Claims Act. Rental fees, if any, for school facilities and property shall be set by the board or the board's designee. The board may adjust rental fees at its discretion.

3) Supervision of Students

The kitchen, industrial technology, weight rooms, and other facilities or property containing potentially dangerous equipment may not be used by students when school is not in session, unless supervised by an adult approved by the administration.

4) Use of Equipment and Staff

The district shall bear any costs for a school group (e.g., the fee paid to a cook or a custodian required to be in attendance). All other groups will reimburse the school districts for reasonable staffing costs.

Students, faculty and community members may borrow school equipment for non-school use only if they have received the prior permission of the superintendent or building principal.

5) Denial of Access

Pursuant to Policy 3018, the superintendent or designee may limit or deny access to school buildings, grounds, and activities to any person or group whom the administrator deems to be using the facilities in a manner that is unsafe or inconsistent with the educational mission of the district.

Adopted on: 12-14-15
Revised on: _____
Reviewed on: _____

3015
Time Away From School Activities

As it is important for students to have some nights free from school activities, school activities will not be scheduled on Wednesday nights or on Sundays without the approval of the superintendent.

Adopted on: 12-14-15

Revised on: _____

Reviewed on: _____

**3016
Smoking**

Smoking, including the use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is permitted by non-students on school property only in specifically designated areas.

Adopted on: 6/10/19

Revised on: _____

Reviewed on: _____

3017
Press Releases

All press releases regarding school-related activities and events must have administrative approval prior to being given to the media. The superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

Adopted on: 2/8/2016

Revised on: 7/10/2017

Reviewed on: _____

3018

Denying Access to School Premises or Activities

The school district shall provide access to the district's buildings, grounds and activities to students, parents or guardians of students, and other persons who have legitimate reasons for being on school grounds. The superintendent of schools or his or her designee (referred to herein as the "administrator") may limit or deny access to school buildings, grounds, and activities to any person who:

1. Disrupts the educational environment;
2. Repeatedly fails or refuses to comply with the visitor protocol adopted by each building;
2. Is unreasonably boisterous;
3. Engages in violence, force, coercion, threats, intimidation, or similar conduct;
4. Causes or attempts to cause damage to school property or to the property of any student or school employee;
5. Causes or attempts to cause personal injury to any student, school employee or other person on school grounds or at a school activity on or off school grounds;
6. Uses vulgar, profane, or demeaning language; or
7. Uses fighting words;
8. Poses a danger to the safety and well being of students.

Upon determining that a person has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the administrator shall take such action as he or she determines appropriate, including directing the person to cease engaging in the conduct or to leave the school premises or activity immediately. The administrator may request assistance from law enforcement authorities to remove an offending person from the school grounds.

The administrator shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises. A person who enters school premises in violation of these conditions shall be deemed to be trespassing. The administrator may summon law enforcement authorities to remove the person and request that criminal proceedings be initiated.

Adopted on: 9-12-2016

Revised on: _____

Reviewed on: _____

3019

Sale or Disposal of School Property

In selling school property, whether real or personal, the board of education shall be mindful of its financial obligation to the taxpayers of the school district. The board may sell school property in the manner it deems most appropriate for the particular property (e.g., by taking bids, by auction, or by selling the property for a specified price). The board shall take action at a regular meeting to approve the sale or disposal of property by the statutorily required two-thirds vote of the members before selling or disposing of it.

Adopted on: 12-14-15

Revised on: _____

Reviewed on: _____

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

Adopted on: 12-14-15

Revised on: _____

Reviewed on: _____

3031

Students Electing to Attend School in Adjoining State

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

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

Adopted on: 12-14-15

Revised on: _____

Reviewed on: _____

3032

Copying Fees for School District Records

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

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

- Black and white letter or legal-sized photocopies: No charge for the first 10 copies; \$.10 cents for each copied page thereafter.
- Computer data printouts: No charge for the first 10 pages; \$.10 cents for each page thereafter.
- Other medium: Actual cost of reproduction.
- Postage fees: Actual cost

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

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

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

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

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

- For printouts of computerized data on paper, actual added cost may include computer run time and the cost of materials for making the copy.
- For electronic data, the actual added cost may include the reasonably calculated actual added cost of the computer run time, any necessary analysis and programming, and production of a report in the form furnished to the requester.
- The actual added cost shall not include any charge for the existing salary or pay obligation to public officer or employees for the first four hours of searching, identifying, physically redacting, or copying records, but fees may be charged after the first four hours.
- The district shall not charge any fee for copies of public records that is prohibited by law but reserves the right to charge any other fee allowed by law.

The fee schedule for public records copies is as follows:

- Black and white letter or legal-sized photocopies: No charge for the first 10 copies; \$.10 cents for each copied page thereafter.
- Computer data printouts: No charge for the first 10 pages; \$.10 cents for each page thereafter.
- Other medium: Actual cost of reproduction.
- Postage fees: Actual cost

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

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

Adopted on: 12-14-15

Revised on: _____

Reviewed on: _____

3033

Lending Textbooks to Children Enrolled in Private Schools

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

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

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

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

Any parent or legal guardian who wishes to borrow textbooks shall submit an application on the form prescribed by the Department of Education to the district's administration offices on or before January 15th prior to the school year for which the application is made. The district shall maintain a supply of blank application forms and receipt forms. It shall keep the forms that have been signed by parents and guardians in a separate file for at least 5 years. It shall notify the parents and guardians at least 10 days prior to the start of school when and where the textbooks will be available. It shall make

textbooks available to parents or guardians on or before August 15th. If the number of textbooks for a particular subject or grade level is insufficient to fill all of the requests, the textbooks shall be distributed to parents and guardians based on a random drawing.

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

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

Adopted on: 6-12-2017

Revised on: _____

Reviewed on: _____

3034
DISBURSEMENTS

Notwithstanding any provision of any other policy, facsimile signatures of board members may be used to sign any warrant, check, or other instrument drawn upon bank depository funds of the district, and a person or persons delegated by the board may sign and validate all warrants, checks, and other instruments drawn upon bank depository funds of the district.

Adopted on: 12-14-15

Revised on: _____

Reviewed on: _____

3035

Chain of Command – District Administration

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

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

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

policy does not supersede any individual's right to contact Board members directly. However, whenever a matter is brought directly to the Board as a whole or to a Board member as an individual, it will be referred to the appropriate individual in the chain of command for study and resolution. The most effective means of initial communication is a personal conference, e-mail, or telephone conversation. E-mail addresses and phone numbers can be found on the school district's website at <http://madison.esu8.org>
Adopted on: 12-14-15

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 shall determine the type of purchasing card or cards to be used in the program and shall 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. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee. The maximum amount that may be charged in a single day is \$7,500.00

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

Authorized Users. Individuals holding the following titles may be assigned an individual purchasing card: Superintendent, Business Manager and activity account Secretary. 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 shall also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent.

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

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 shall be immediately closed and he or she shall 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 shall reimburse the district within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

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

Purchase Review Procedures. The superintendent, or his or her designee, and Board Treasurer shall conduct independent reviews of credit card expenses, or a sample thereof, on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy shall be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee shall provide the board at each regular meeting with 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 shall be addressed as provided in this policy or as otherwise allowed by law.

Adopted on: 6-12-2017

Revised on: _____

Reviewed on: _____

3037 Petty Cash

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

Fund Custodians. The amount of each fund will not exceed \$2,000. The individuals holding the following employment positions shall be the custodians of each petty cash fund and shall administer and be responsible for them:

Elementary School:	Elementary Principal
High School:	Activities Secretary
District Office:	Office Manager

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

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

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

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

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

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

Adopted on: 7-10-2017

Revised on: _____

Reviewed on: _____

3039

Threat Assessment and Response

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

1. Definitions

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

with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

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

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

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

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

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

5. Communication with the Public about Reported Threats

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 are generally not allowed anywhere on school premises.

- ii. Individuals who wish to seek a waiver of the general prohibition against memorials must follow the steps outlined below:
 - a. The individual must first meet with the Superintendent or his/her designee to discuss the request for a memorial.
 - b. If the Superintendent determines that additional review is appropriate, he/she will refer the request for consideration by the crisis team.
 - c. The crisis team will consider:
 - i. The current research regarding the potential psychological harm that could be caused by a memorial;
 - ii. The potential disruption to the school's learning environment;
 - iii. The cost to the district of erecting and/or maintaining a memorial;
 - iv. Whether prior tragedies have been commemorated by a memorial;
 - v. The potential for future tragedies which could necessitate a similar memorial; and
 - vi. Any other factor which the crisis team deems relevant to its recommendation.
 - d. After consideration of the factors outlined above, the crisis team will make a recommendation as to whether the prohibition against memorials should be waived.

- e. The Superintendent will communicate the crisis team's recommendation to the individual requesting the memorial.
 - f. If the crisis team recommends waiver of the prohibition against memorials, the individual who made the initial request must inform the Superintendent if he/she wishes to ask the board to approve the memorial.
 - g. Memorials may only be approved by the board and only after completion of the process outlined in this policy.
- iii. This policy is not intended to discourage the acceptance of memorial funds or specific items.

II. Superintendent's Duties Related to Safety and Security

a. Appointment of Crisis Team

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

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

b. Compliance with Fire and Safety Codes

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

c. Annual Safety Audits

The Superintendent will arrange for the performance of an annual safety audits using an external 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: 6/11/2018

Revised on: _____

Reviewed on: _____

3041

Crisis Team Duties

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

1. Membership on and Chair of Team

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

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

2. Meetings of the Crisis Team

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

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

3. School Self-Assessment

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

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

4. All-Hazard School Safety Plan

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

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

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

5. Standard Response Protocol (SRP)

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

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

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

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

6. Consultation With Building Principals

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

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

7. Consultation with Threat Assessment Team

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

8. Review of Training

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

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

9. Communication with School Community and Stakeholders

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

10. Communication with the Board of Education

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

Adopted on: 9-12-2016

Revised on: _____

Reviewed on: _____

3041

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Adopted on: 9-12-2016

Revised on: _____

Reviewed on: _____

Gates Construction LLC
P.O. Box 621
Norfolk, NE 68701
402-992-2846
colbylegate@ymail.com

Estimate

ADDRESS

Madison Public Schools

ESTIMATE # 1202

DATE 10/07/2021

EXPIRATION DATE 10/07/2021

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Labor & Materials	540 square foot tear out and replace, 6" thick, broom finish, w/ 24" o.c. rebar	540	13.00	7,020.00

TOTAL **\$7,020.00**

Accepted By

Accepted Date

Gates Construction LLC
P.O. Box 621
Norfolk, NE 68701
402-992-2846
colbylegate@ymail.com

Estimate

ADDRESS

Madison Public Schools

ESTIMATE # 1201

DATE 10/07/2021

EXPIRATION DATE 10/07/2021

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Labor & Materials	285 square foot tear out and replace, 6" thick, broom finish, w/ 24" o.c. rebar	285	17.00	4,845.00

TOTAL **\$4,845.00**

Accepted By

Accepted Date

