

Agenda

1. Osceola Public Schools Board of Education Information
2. Opening Procedures
 1. Call the Meeting to Order
 2. Roll Call
 3. Excuse Board Members Who Are Absent
3. Approval of Agenda
4. Recognition of Visitors/Communications from the Public
5. Reports
 1. AD Report
 2. Principals Reports
 1. Elementary Report
 2. MS/HS Report 1.) Homecoming was a HUGE success.
 3. 2.) Drug testing this morning.
 4. 3.) Beginning to look at new Social Studies textbooks for further pilot/review
 5. 4.) Subs have been a struggle to find as we raise Covid awareness.
 6. 5.) No active cases of Covid and no quarantine. Masks have made a difference.
 7. 6.) NHS blood drive this morning. Thank you to NHS !
 8. 7.) MAPS going well. Getting ready to join elementary for a data dig on Friday.
 9. 8.) 85% parental attendance at PTC.
 10. 9.) Thank you again to custodial and maint and teaching staff. Every little things has
 11. cooperatively made the difference we need to stay in school for face to face instruction.
 12. 10) Questions of me?
 13. 10.
 3. Superintendent's Report
 4. Board Reports
6. Action Items
 1. Consent Agenda
 1. Approval of the Previous Meeting's Minutes
 2. Treasurer's Report
 3. Payment of general fund claims in the amount of \$355,997.80
 4. Payment of special building fund claims in the amount of \$376,565.64
 2. Consent Agenda
 1. Consider, Discuss, and Take all necessary action to adopt the revised versions of each of the following policies:
5067 Student Assistance Team Process
2008 Meetings
3001 Budget.docx

3004.1 Fiscal Management for Purchasing and Procurement Using Federal Funds

4043 Professional Boundaries between Employees and Students

5018 Parent and Guardian Involvement In Education Practices

3. Coffin House - allow Osceola Fire Department to burn and use house for training.
4. Purchase of an updated phone system from Heartland Communication.
5. Proposal for Security cameras and key card readers to be installed on the elementary and addition.
7. Discussion Items
 1. Golf Co-op with Cross County
 2. Activities pay for helpers
 3. Superintendent Evaluation
8. Executive Session
9. Next Meeting Dates and Times
 1. Regular meeting November 9, 2020, 6:00 PM at the Osceola Middle/High School Media Center.
10. Adjournment

Activities Report 10-12-20 Reported by Bob Fuller

I. Activity Participation

- Dazzlers - 5
- Football - 23
- Volleyball - 12
- Softball - 8
- One act- 49
- Quizbowl - 7

II. Activity Results as of 10-9-20

- Football - 6-0 Playoffs begin Thursday Oct. 22 - Osceola will have a Home Game
- Volleyball - 8-8 1st round CRC this Saturday Oct. 17th
- Softball - (Osceola-High Plains-Cross County) Class C 11-17 final record
- Golf - co-op with Cross County for next 2 years

III. Nsaa - Proposed on all activities

- District meeting in November to vote on proposal of all activities sent to NSAA. Deadline for proposal request October 1st. The meeting has tentatively been set for November 4th date on Zoom!

Jeffrey Elementary

October 12, 2020

Brett Webster

- 1st Qt Ends Thursday
- MAPs retesting starts today for reading data
- Popcorn fundraiser starts today and goes through Oct. 26th. This is money raised for the Elementary fund.
- Book Buddy started in September. Every kid gets a new book once a month.
- PTC went well virtually. Only 2 families short of 100%
- Book Fair did not go well virtually.
- Backpack program started Friday Oct. 9th.

OSCEOLA PUBLIC SCHOOLS

PRINCIPAL BOARD REPORT October. 2020

DALE MAYNARD

- 1.) Homecoming was a HUGE success.
- 2.) Drug testing this morning.
- 3.) Beginning to look at new Social Studies textbooks for further pilot/review
- 4.) Subs have been a struggle to find as we raise Covid awareness.
- 5.) No active cases of Covid and no quarantine. Masks have made a difference.
- 6.) NHS blood drive this morning. Thank you to NHS !
- 7.) MAPS going well. Getting ready to join elementary for a data dig on Friday.
- 8.) 85% parental attendance at PTC.
- 9.) Thank you again to custodial and maint and teaching staff. Every little things has cooperatively made the difference we need to stay in school for face to face instruction.
- 10) Questions of me?

10. Any questions of me.....lots as we have so many unknowns but we are working on each one.



2020-2021 Budgets Hearing & 2020-2021 Final Property Tax Request Hearing

Middle School/High School Media Center

565 S. Kimmel

Osceola, NE 68651-0198

September 13, 2020 @ 6:00 PM

1. Osceola Public Schools Board of Education Information

Notice of the of 2020-2021 Budgets Hearings and the 2020-2021 Final Property Tax Hearing was posted at the Jeffrey Elementary School, Osceola Middle School/High School, Pinnacle Bank of Osceola, and the Osceola Post Office. Also both postings were published in "The Polk County News". A copy of the agenda items is tentative and may be changed by the Board if necessary.

2. Opening Procedures

2.1. Call the Meeting to Order

President Boruch called the regular meeting to order at 6:00 PM and informed those in attendance that a current copy of the Open Meetings Act is posted in the meeting room, then directed the public to its location.

2.2. Roll Call

Jennifer Boruch: Present

Michael Neujahr: Present

Jena Mentink: Present

Douglas Rathjen: Present

Anthony Mestl: Present

Chelsey Tonniges: Present

Also present were Superintendent Lavaley, Principal Maynard, Principal Webster and Debra Berry. There were no patrons present.

2.3. Excuse Board Members Who Are Absent

There were no board members absent.

3. 2020-2021 Budget Hearing

3.1. Open Budget Hearing

To open the 2020-2021 Budget Hearings at 6:02 PM passed with a motion by Douglas Rathjen and a second by Anthony Mestl.

Jennifer Boruch: Yea, Jena Mentink: Yea, Anthony Mestl: Yea, Michael Neujahr: Yea, Douglas Rathjen: Yea, Chelsey Tonniges: Yea

3.2. Discuss, consider, and receive input from the public about 2020-2021 budgets

Dr. Lavaley reviewed with the Board the budgets for the 2020-2021 school year. There were no patrons present.

3.3. Close Budget Hearing

To close the 2020-2021 Budgets Hearing at 6:07 PM passed with a motion by Jena Mentink and a second by Michael Neujahr.

Jennifer Boruch: Yea, Jena Mentink: Yea, Anthony Mestl: Yea, Michael Neujahr: Yea, Douglas Rathjen: Yea, Chelsey Tonniges: Yea

4. Final Property Tax Request Hearing 2020-2021.

4.1. Open Tax Request Hearing

To open the 2020-2021 Final Property Tax Request Hearing at 6:08 PM passed with a motion by Anthony Mestl and a second by Chelsey Tonniges.

Jennifer Boruch: Yea, Jena Mentink: Yea, Anthony Mestl: Yea, Michael Neujahr: Yea, Douglas Rathjen: Yea, Chelsey Tonniges: Yea

4.2. Discuss, consider, and receive input from the public about 2020-2021 final property tax request

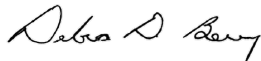
Dr. Lavaley explained to the Board the final property request for the 2020-2021 school year. There were no patrons present.

4.3. Close Tax Request Hearing

To close the 2020-2021 Final Property Tax Request Hearing at 6:11 PM passed with a motion by Douglas Rathjen and a second by Chelsey Tonniges.

Jennifer Boruch: Yea, Jena Mentink: Yea, Anthony Mestl: Yea, Michael Neujahr: Yea, Douglas Rathjen: Yea, Chelsey Tonniges: Yea

Respectfully submitted,



Debra D. Berry, Board Secretary Appointed

Board of Education Regular Meeting
Middle School/High School Media Center
565 S. Kimmel
Osceola, NE 68651-0198
September 13, 2020 @ 6:13 PM

1. Osceola Public Schools Board of Education Information

NOTICE for this meeting was posted at the Jeffrey Elementary School, Osceola Middle School/High School, Pinnacle Bank of Osceola, and the Osceola Post Office. A copy of the Open Meetings Act is posted on the wall for public access. The order of the agenda items is tentative and may be changed by the Board if necessary.

2. Opening Procedures

2.1. Call the Meeting to Order

President Boruch called the regular meeting to order at 6:13 PM and informed those in attendance that a current copy of the Open Meetings Act is posted in the meeting room, then directed the public to its location.

2.2. Roll Call

Jennifer Boruch:	Present	Michael Neujahr:	Present
Jena Mentink:	Present	Douglas Rathjen:	Present
Anthony Mestl:	Present	Chelsey Tonniges:	Present

Also present were Superintendent Lavaley, Principal Maynard, Principal Webster and Debra Berry. No patrons were present.

2.3. Excuse Board Members Who Are Absent

There were no board members absent.

3. Approval of Agenda

To approve the agenda as written passed with a motion made by Anthony Mestl and seconded by Chelsey Tonniges.

Jennifer Boruch: Yea, Jena Mentink: Yea, Anthony Mestl: Yea, Michael Neujahr: Yea, Douglas Rathjen: Yea, Chelsey Tonniges: Yea

4. Recognition of Visitors/Communications from the Public

There were no patrons at the meeting.

5. Reports

5.1. Activities Director Report

Superintendent Jason Lavaley reviewed the activities report prepared by A.D. Bob Fuller about: numbers of participation in Dazzlers (5), Football (22), Volleyball (12), Softball (8), One Act (49) and Quiz Bowl (7); wall posters have been delivered; Football is 3-0; Volleyball is 2-3; Softball is postponed until September 15th; and the NSAA District meeting is tentatively is scheduled for November 4th.

5.2. Principals' Reports

5.2.1. Elementary Report

Elementary Principal Brett Webster gave his written and oral report about: Maps and Acadience Testing are done; Parent Teacher Conferences will be virtual this year to keep traffic out of the building, with the exception of Pre-K 3's and Kindergarten; the Book Fair will be online this year with information going home next week; mask wearing is going well at the Elementary; and lunch in the classrooms is working out since the students are helping with the cleanup.

5.2.2. MS/HS Report

MS/HS Principal Dale Maynard gave his written and oral report about: met with the Band Parents to talk about the possibilities with 10 members and how to get students interested in band: MAPS testing starts next week; working with ESU 7 on revising and changing Threat Assessment, and Safety and Crisis Teams due to new guidelines from NDE; thank you to everyone who has been stepping up to clean due to being short custodial personnel; ACT testing is scheduled for September 22nd; the Ag department is working on the development of the Coffin property; weekly staff meetings are being held to boost communications; thank you to the staff at being to school at 7:45 AM to begin the day; Football Parent's Night was a huge success; updates on Homecoming; and Parent Teacher Conferences will be in person for the middle/high school.

5.3. Superintendent's Report

Superintendent Jason Lavaley gave his written and oral report about: building updates which included the news that the addition is on schedule to be finished the week of Thanksgiving; reviewed home events and Homecoming during COVID; school security license renewals with the security cameras and the shooter detection system; ideas about colors for graduation gowns; COVID leave for testing and quarantine is mandated at 10 days; an application for the CARES Act Lunch during COVID is being completed which will allow students to receive free lunch until the end of the 2020 calendar year or until the government money runs out whichever is first; Title IX which prohibits sex discrimination; NASB's legislative updates which includes inappropriate relationships between staff and students, and accident leave; upcoming expenses some of which should be at least partially covered by insurance because of storm damage; and the superintendent's calendar.

5.4. Board Reports

President Jennifer Boruch reported about: the NASB meetings are virtual this year; the State Education Conference also will be online this year but 500 people will be able to attend, and the start of teacher negotiations.

6. Action Items

6.1. Consent Agenda

To approve the consent agenda without the general fund claims due to a computer problem passed with a motion made by Douglas Rathjen and seconded by Jena Mentink.

Jennifer Boruch: Yea, Jena Mentink: Yea, Anthony Mestl: Yea, Michael Neujahr: Yea, Douglas Rathjen: Yea, Chelsey Tonniges: Yea

6.1.1. Approval of the Previous Meeting's Minutes

6.1.2. Treasurer's Report

6.1.3. Payment of general fund claims in the amount of \$?

6.1.4. Payment of special building fund claim of \$736,002.40

6.2. Consider, discuss, and take all necessary action to renew licensing agreements for school security systems.

To renew licensing for school security systems passed with a motion made by Douglas Rathjen and seconded by Chelsey Tonniges.

Jennifer Boruch: Yea, Jena Mentink: Yea, Anthony Mestl: Yea, Michael Neujahr: Yea, Douglas Rathjen: Yea, Chelsey Tonniges: Yea

6.3. Consider, discuss and take all necessary action to approve tax request resolution for 2020-2021 school year

6.3. To approve the Final Tax Request Resolution for the 2020-2021 school year passed with a motion made by Anthony Mestl and seconded by Jena Mentink.

Jennifer Boruch: Yea, Jena Mentink: Yea, Anthony Mestl: Yea, Michael Neujahr: Yea, Douglas Rathjen: Yea, Chelsey Tonniges: Yea

6.4. Consider, discuss and take all necessary action to approve the 2020-21 general fund, depreciation fund, employee benefit fund, school activities fund, school lunch fund, bond fund, special building fund, and qualified capital purpose undertaking fund budgets

To approve the 2020-2021 school year general fund, depreciation fund, employee benefit fund, school activities fund, school lunch fund, bond fund, special building fund, and qualified capital purpose undertaking fund budgets passed with a motion made by Jena Mentink and seconded by Douglas Rathjen.

Jennifer Boruch: Yea, Jena Mentink: Yea, Anthony Mestl: Yea, Michael Neujahr: Yea, Douglas Rathjen: Yea, Chelsey Tonniges: Yea

6.5. Consider, discuss and take all necessary action to approve final property tax request for the 2020-2021 school year

To approve the Final Property Tax Request for the 2020-2021 school year passed with a motion made by Douglas Rathjen and seconded by Chelsey Tonniges.

Jennifer Boruch: Yea, Jena Mentink: Yea, Anthony Mestl: Yea, Michael Neujahr: Yea, Douglas Rathjen: Yea, Chelsey Tonniges: Yea

6.6. Consider, discuss, and take all necessary action to approve Andy Roberts as a paid assistant coach for the High School Football team.

To approve paying Mr. Andy Roberts for the position of Assistant Football Coach passed with a motion made by Michael Neujahr and seconded by Chelsey Tonniges.

Jennifer Boruch: Yea, Jena Mentink: Yea, Anthony Mestl: Yea, Michael Neujahr: Yea, Douglas Rathjen: Yea, Chelsey Tonniges: Yea

6.7. Consider, discuss, and take all necessary action to adopt a new Superintendent Evaluation tool.

To adopt new superintendent evaluation tool passed with a motion made by Anthony Mestl and seconded by Michael Neujahr.

Jennifer Boruch: Yea, Jena Mentink: Yea, Anthony Mestl: Yea, Michael Neujahr: Yea, Douglas Rathjen: Yea, Chelsey Tonniges: Yea

7. Next Meeting Dates and Times

7.1. Regular meeting on October 12, 2020, 7:00PM at the Osceola Middle/High School Media Center.

Also, a special meeting to approve the general fund bills that could not be processed due to computer issues has been scheduled for Friday, September 18, 2020, 6:00 PM at the Osceola Middle/High School Media Center.

8. Executive Session

To go into executive session at 8:10 PM until the finish of business for the discussion of personnel as an executive session is necessary for protection of the public interest and/or the prevention of needless injury to the reputation of an individual passed with a motion made by Douglas Rathjen and seconded by Chelsey Tonniges.

Jennifer Boruch: Yea, Jena Mentink: Yea, Anthony Mestl: Yea, Michael Neujahr: Yea, Douglas Rathjen: Yea, Chelsey Tonniges: Yea

President Boruch repeated that a motion to go into executive session at 8:10 PM until the finish of business for the discussion of personnel as an executive session is necessary for protection of the public interest and/or the prevention of needless injury to the reputation of an individual passed with a motion made by Douglas Rathjen and seconded by Chelsey Tonniges.

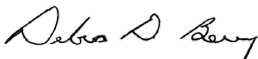
Came out executive session at 8:19 PM.

9. Adjournment

To adjourn at 8:20 PM passed with a motion by Anthony Mestl and seconded by Chelsey Tonniges.

Jennifer Boruch: Yea, Jena Mentink: Yea, Anthony Mestl: Yea, Michael Neujahr: Yea, Douglas Rathjen: Yea, Chelsey Tonniges: Yea

Respectfully submitted,



Debra D. Berry, Board Secretary Appointed

Board of Education Special Meeting

Middle School/High School Media Center

565 S. Kimmel Street

Osceola, NE 68651

September 18, 2020

1. Osceola Public Schools Board of Education Information

NOTICE for this meeting was posted at the Jeffrey Elementary School, Osceola Middle School/High School, Pinnacle Bank of Osceola, and the Osceola Post Office. A copy of the Open Meetings Act is posted on the wall for public access. The order of the agenda items is tentative and may be changed by the Board if necessary.

2. Opening Procedures

2.1. Call the Meeting to Order

President Boruch called the special meeting to order at 6:04 PM and informed those in attendance that a current copy of the Open Meetings Act is posted in the meeting room, then directed the public to its location. This special meeting was called to approve the September 2020 general fund claims that could not be approved at the September 13, 2020, regular meeting due to computer problems.

2.2. Roll Call

Jennifer Boruch:	Present	Michael Neujahr:	Present
Jena Mentink:	Absent	Douglas Rathjen:	Present
Anthony Mestl:	Present	Chelsey Tonniges:	Present

Also present were Superintendent Lavaley and Debra Berry. There were no patrons present.

2.3. Excuse Board Members Who Are Absent

To excuse Jena Mentink passed with a motion made by Douglas Rathjen and seconded by Chelsey Tonniges.

Jennifer Boruch: Yea, Anthony Mestl: Yea, Michael Neujahr: Yea, Douglas Rathjen: Yea, Chelsey Tonniges: Yea

3. Approval of Agenda

To approve the agenda as written passed with a motion made by Anthony Mestl and seconded by Michael Neujahr.

Jennifer Boruch: Yea, Anthony Mestl: Yea, Michael Neujahr: Yea, Douglas Rathjen: Yea, Chelsey Tonniges: Yea

4. Action Items

4.1. Payment of general fund claims in the amount of \$368,122.53

To approve the general fund claims in the amount \$368,122.53 passed with a motion made by Michael Neujahr and seconded by Anthony Mestl.

Jennifer Boruch: Yea, Anthony Mestl: Yea, Michael Neujahr: Yea, Douglas Rathjen: Yea, Chelsey Tonniges: Yea

5. Adjournment

To adjourn meeting at 6:08 PM passed with a motion made by Anthony Mestl and seconded by Douglas Rathjen.

Jennifer Boruch: Yea, Anthony Mestl: Yea, Michael Neujahr: Yea, Douglas Rathjen: Yea, Chelsey Tonniges: Yea

Respectfully submitted,

A handwritten signature in cursive script that reads "Debra D. Berry".

Debra D. Berry, Board Secretary Appointed

Board Report – Monthly

GENERAL FUND

Posted - During Check Cycle; Fund Number 01; Processing Month 10/2020

<u>Check #</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check Total</u>
33224	ALEXANDER, DANNY & JESSICA	PRESCHOOL TUITION REIMBURSEMENT	22.50
33225	CENGAGE LEARNING, INC.	BUSINESS EXAMS	165.00
33226	CENTRAL NEBRASKA REHABILITATION SERVICES	OT-RELATED SERVICES AGES 0-2	2,422.45
33227	CGSMUSIC	BAND SUPPLIES	89.08
33228	CITY OF OSCEOLA	WATER/SEWER/COMPACTOR	1,619.37
33229	COMPUTER HARDWARE	COMPUTER REPAIRS	549.00
33230	DICKEY, RYAN	PRESCHOOL TUTION REIMBURSEMENT	45.00
33231	EAKES OFFICE PLUS	SUPPLIES	5,582.79
33232	ESSENTIAL SCREENS	BACKGROUND CHECK FEES	454.00
33233	ESU #10	POWERSCHOOL CONSORTIUM FEES	4,400.00
33236	ESU #7 PRODUCTION DEPARTMENT	PRINTING	71.16
33238	ESU #7 SPECIAL EDUCATION DEPT	SPED SERVICES	8,201.21
33234	ESU #7	PLEXIGLASS DIVIDERS	856.25
33239	FILEWAVE USA, INC.	SOFTWARE	2,785.20
33240	FRONTIER COOPERATIVE COMPANY	FUEL	2,004.55
33241	GABEL, MIKE & KELSEY	PRESCHOOL TUITION REIMBURSEMENT	105.00
33242	GARY'S PLUMBING, LLC	SUPPLIES	190.84
33243	GLUNZ, BRENDA	PSYCHOLOGIST SERVICES	2,160.00
33244	HOME DEPOT PRO, THE	SUPPLIES	7.59
33245	JACKSON SERVICES, INC.	RUG SERVICE	260.36
33246	KSB SCHOOL LAW	LEGAL SERVICES	1,116.66
33247	MATHESON TRI-GAS, INC.	SUPPLIES	34.85
33248	MEAD LUMBER	SUPPLIES FOR SHOP CLASS	167.92
33249	NE ASSOCIATION OF SCHOOL BOARDS	STATE EDUCATION CONFERENCE FEES	2,072.00
33250	NEBRASKA SAFETY CENTER	BUS DRIVER TRAINING	125.00
33251	NEBRASKA STATE FIRE MARSHAL AGENCY	BOILER INSPECTONS	180.00
33252	NEBRASKALAND	SUBSCRIPTION	44.00
33253	NELSON, BARTLEY	LAWN SERVICE	652.00
33254	OFFICENET, INC.	TIME CARDS	690.90
33255	OSCEOLA FOOD MART	SUPPLIES	105.78
33256	OSCEOLA TIRE AND SERVICE, LLC	FREON	163.97
33257	PINNACLE BANK	FUEL	78.00
33258	PINNACLE BANK	SUBSCRIPTION	19.99
33259	PINNACLE BANK	SUPPLIES	1,116.13
33260	PLATFORM ATHLETICS, LLC	WEB-BASED TRAINING PLATFORM	900.00
33261	POLK COUNTY NEWS	PRINTING	502.82
33262	POLK COUNTY RPPD	ELECTRICITY	10,287.14

Board Report - Monthly

Posted - During Check Cycle; Fund Number 01; Processing Month 10/2020

User ID: DDB

<u>Check #</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check Total</u>
33263	PRESTO-X	PEST CONTROL	91.00
33264	PROSOSKI, CHERI	REFUND OF SAM'S CLUB MEMBERSHIP	40.00
33265	RENAISSANCE	ACCELERATED READER SUBSCRIPTION	3,560.68
33266	SCHMIDT SPEECH LANGUAGE PATHOLOGY SERVICES, LLC	SPEECH SERVICES	7,456.20
33267	SCHOOL SPECIALTY, INC	SUPPLIES	2,240.84
33268	SPORT SAFE TESTING SERVICE, INC.	RANDOM DRUG TESTING	209.00
33269	SYMMETRY ENERGY SOLUTIONS, LLC	NATURAL GAS	269.03
33270	TEXTBOOK WAREHOUSE	CORRECTIVE READING WORKBOOKS	173.50
33271	TONNIGES CHEVROLET, INC.	OIL AND FLUIDS	882.36
33272	TRIPLE "S" SERVICE, LLC	GARBAGE SERVICE	475.00
33273	TRUCK CENTER COMPANIES	PARTS	881.34
33274	UNIVERSITY OF NEBRASKA HIGH SCHOOL	DISTANCE LEARNING CLASS FEES	585.00
33275	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	COPIER LEASE	104.48
33276	WINDSTREAM	DISTANCE LEARNING SERVICE	53.44
33277	WINDSTREAM	TELEPHONE SERVICE	131.96
33278	WINDSTREAM	TELEPHONE SERVICE	401.89
33279	WINDSTREAM	STATE INTERNET CONTRACT	<u>9.54</u>
Checking Account Total:			67,813.77
<u>Checking</u>	1		
484	MG TRUST COMPANY	TSA PAYABLE	640.00
485	OPTUM	FLEX PLAN FUNDING	<u>301.04</u>
Checking Account Total:			941.04
<u>Checking</u>	4		
1998	DOLLAR GENERAL - REGIONS 410526	SUPPLIES	125.75
1996	PINNACLE BANK	LATEX GLOVES	1,217.10
1997	POSTMASTER	NEWSLETTER POSTAGE	85.34
Checking Account Total:			<u>1,428.19</u>
TOTAL OF CHECKS & PREPAIDS			70,183.00
TOTAL OF PAYROLL			<u>285,814.80</u>
GRAND TOTAL			<u><u>355,997.80</u></u>

SPECIAL BUILDING

Posted - All; Fund Number 08; Processing Month 10/2020

<u>Check #</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check Total</u>
139	BD CONSTRUCTION, INC/KEARNEY	BUILDING ADDITION	360,181.01
140	MID-STATE ENGINEERING & TESTING, INC.	SOIL TESTING FOR BUILDING	175.00
138	WILKINS ARCHITECTURE DESIGN	ARCHITECTURAL DESIGN	<u>16,209.63</u>
Checking Account Total:			<u><u>376,565.64</u></u>

2008 Meetings

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

1. Types of Meetings

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

2. Notice

[OPTION A: Posting in 3 Locations, Local Paper Optional] ~~The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public. Notice of regular and special meetings shall be published in a newspaper of general circulation within the district and, if available, on the newspaper's website. ~~posted in three prominent places within the school district. Newspapers of general circulation in the district include, but are not necessarily limited to, the _____ or the Omaha World-Herald.~~ Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board in a newspaper of general circulation within the district if, in the opinion of the superintendent, it is convenient and useful to do so.~~

[OPTION B: Posting on Website; Local Paper Optional] ~~The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public. Notice of regular and special meetings shall be posted on the school district's website. Such notice shall contain a statement that the agenda shall be~~

~~readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting in a newspaper of general circulation within the district if, in the opinion of the superintendent, it is convenient and useful to do so.~~

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

3. Weather Delays

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

4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and may be published on the school district's website.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2008 Meetings

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

1. Types of Meetings

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

2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public. Notice of regular and special meetings shall be published in a newspaper of general circulation within the district and, if available, on the newspaper's website. Newspapers of general circulation in the district include, but are not necessarily limited to, the Polk County News. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.

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

3. Weather Delays

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

4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and may be published on the school district's website.

Adopted on: November 11, 2019

Revised on: October 12, 2020

Reviewed on: _____

3001 Budget

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.

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.

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. The board shall present the proposed budget to the public so that patrons may review it and participate in any public hearing(s). The board shall consider and adopt the budget in accordance with Nebraska law.

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.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3001 Budget

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.

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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.

Adopted on: December 9, 2019

Revised on: October 12, 2020

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 with the limited exception 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 ~~at the board's discretion.~~

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. 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: _____

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

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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.

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- 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.

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

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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.

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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.

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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. 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: December 9, 2019

Revised on: October 12, 2020

Reviewed on: _____

4043

Professional Boundaries and Appropriate Relationships Between Employees and Students

School district employees and student teachers or interns (“employees”) are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. Employees are required to establish and maintain professional boundaries with students and must have appropriate relationships with students. They may be friendly with students, but they are the students’ teachers, not their friends, and they must take care to see that this line does not become blurred. This applies to employees’ conduct and interactions with students and to material they post on personal web sites and other social networking sites including, but not limited to, Instagram, Facebook, and Twitter. The posting or publication of messages or pictures or other images that diminish an employee’s professionalism or ability to maintain the respect of students and parents may impair his or her ability to be an effective employee. Employees are expected to behave at all times in a manner supportive of the best interests of students.

Sexual Relationships Prohibited. Employees are prohibited from engaging in any relationship that involves sexual contact or sexual penetration with a student while the student is a current student and for a minimum of one year after the date of the student's graduation or the date the student otherwise ceases enrollment. Sexual contact has the same meaning as in section 28-318, and sexual penetration has the same meaning as in section 28-318.

Grooming Prohibited. Employees are prohibited from engaging in grooming with students. Grooming means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student’s life the sexual contact or sexual penetration would take place.

Unless an employee can clearly and convincingly demonstrate has a legitimate educational purpose, the following grooming behaviors is and related conduct that are a violation of this policy include, but are not limited to: the professional boundaries that employees are expected to maintain with students. The following list is intended to illustrate inappropriate behavior involving students but not to describe every kind of prohibited behavior.

- Communicating about sex when the discussion is not required by a specific aspect of the curriculum.

- Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.
- Displaying sexually inappropriate material or objects.
- Making any sexual advance, whether written, verbal, or physical or engaging in any activity of a sexual or romantic nature.
- Kissing of any kind.
- Dating a student or a former student within one year of the student graduating or otherwise leaving the district.
- Intruding on a student's personal space (e.g. by touching unnecessarily, moving too close, staring at a portion of the student's body, or engaging in other behavior that makes the student uncomfortable).
- Initiating unwanted physical contact with a student.
- Communicating electronically (e.g. by e-mail, text messaging, or through social media) on a matter that does not pertain to school.
~~Electronic communications with students generally are to be sent simultaneously to multiple recipients and not just to one student except when the communication is clearly school related and inappropriate for persons other than the individual student to receive (i.e. grades).~~
- Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students.
- Discussing the employee's personal issues or problems that should normally be discussed with adults.
- Giving a student a gift of a personal nature.
- Giving a student a ride in the employee's vehicle without first obtaining the express permission of the student's parents or a school administrator.
- Taking a student on an outing without first obtaining the express permission of the student's parents or a school administrator.
- Inviting a student to the employee's residence without first obtaining the express permission of the student's parents and a school administrator.
- Going to a student's home when the student's parent or a proper chaperone is not present.
- Repeatedly seeking to be alone with a student.
- Being alone in a room with an individual student at school with the door closed.
- Any after-school hours activity with only one student.
- Any other behavior which exploits the special position of trust and authority between an employee and student.

This list is not exhaustive. Any behavior which exploits a student is unacceptable. If in doubt, ask yourself, "Would I be doing this if my family or colleagues were standing next to me?"

Communication Between Employees and Students. The preferred methods for employees to communicate with students are _____ [NOTE TO BE DELETED: identify the methods that your district prefers teachers to use to communicate with students such as in person, school e-mail accounts, and other preferred modes of communication. Employees may use the following personal communication systems to communicate with students: [NOTE TO BE DELETED: Identify the methods that your district prefers teachers to use to communicate with students such as school e-mail accounts, SeeSaw, Google classroom, and other approved personal communication systems]. A personal communication system is a device or software that provides for communication between two or more parties and is capable of receiving, displaying, or transmitting communication. Personal communication system includes, but is not limited to, a mobile or cellular telephone, an email service, or a social media platform.

Employee Communications with students through a communication system generally are to be sent simultaneously to multiple recipients and not just to one student-except when the communication is clearly school related and inappropriate for persons other than the individual student to receive (i.e. grades). The burden to demonstrate the appropriateness of a communication with a student only shall rest with the employee.

Reporting a Policy Violation. Anyone may report suspected grooming, other unacceptable employee conduct, or any violation of this policy as follows:

School District. Reports may be made to a principal, the superintendent, or the Title IX Coordinator in person, by mail, by telephone, or email.

Nebraska Department of Education. Reports may be made at: Nebraska Department of Education, Attn: Certification Investigations' Office, P.O. Box 94933, Lincoln NE 68509 or Nde.investigations@nebraska.gov.

Nebraska Department of Health and Human Services. Reports may be made by calling the Child Abuse and Neglect Hotline at (800) 652-1999.

Law Enforcement. Reports may be made to the local police department by calling () - , the county sheriff at () - , or the Nebraska State Patrol at () - .

An employee is required to make a report to a principal or the superintendent if the employee reasonably believes that another employee has violated or may have violated this policy. Minor concerns or violations shall be reported within 24 hours. Major concerns or violations shall be reported immediately. Violations committed by or concerns about the superintendent shall be reported to the school board president.

A student who feels his or her boundaries have been violated should directly inform the offender that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offender or if direct communication has been ineffective, the student should report the conduct or communication to a teacher, administrator, counselor, the Title IX coordinator, or other school employee with whom she or he feels comfortable.

Retaliation Prohibited. Retaliation for good faith reports or complaints made as a result of this policy is prohibited. Individuals who knowingly and intentionally make a false report shall be subject to discipline as provided by district policy and state law.

Policy Violations. ~~Any violation of this policy by an employee may result in disciplinary action up to and including dismissal from employment and/or referral to the Nebraska Department of Education, which may result in the suspension or revocation of the employee's certificate. Any violation involving sexual or other abuse will result in referral to the Nebraska Department of Health and Human Services, law enforcement, or both. A violation of this policy will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.~~

Policy Verification. ~~Employees shall verify that they have received, reviewed, and understood this policy by signing an acknowledgment document indicating the same.~~

No Limits on Reports to NDE. ~~Nothing in this policy shall be construed to limit any certificated employee's duty to report any known violation of the standards of professional practices (Title 92, Nebraska Administrative Code, Chapter 27, commonly known as Rule 27) adopted by the Nebraska Board of Education.~~

Adopted on: _____

Revised on: _____

Reviewed on: _____

4043

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- Kissing of any kind.
- Dating a student or a former student within one year of the student graduating or otherwise leaving the district.
- Intruding on a student's personal space (e.g. by touching unnecessarily, moving too close, staring at a portion of the student's body, or engaging in other behavior that makes the student uncomfortable).
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- Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students.
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This list is not exhaustive. Any behavior which exploits a student is unacceptable. If in doubt, ask yourself, "Would I be doing this if my family or colleagues were standing next to me?"

Communication Between Employees and Students. The preferred methods for employees to communicate with students are in-person, school e-mail account, school phone, Google Classroom, Google Drive or other Google education apps, SeeSaw, or other district approved methods of

communication such as Remind or other apps designated for school or activity purposes only. Employees may use the following personal communication systems to communicate with students: school e-mail or other approved personal communication systems. A personal communication system is a device or software that provides for communication between two or more parties and is capable of receiving, displaying, or transmitting communication. Personal communication system includes, but is not limited to, a mobile or cellular telephone, an email service, or a social media platform.

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Law Enforcement. Reports may be made to the county sheriff at (402) 747-2231, or the Nebraska State Patrol at (800) 525-5555.

An employee is required to make a report to a principal or the superintendent if the employee reasonably believes that another employee has violated or may have violated this policy. Minor concerns or violations shall be reported within 24 hours. Major concerns or violations shall be reported immediately. Violations committed by or concerns about the superintendent shall be reported to the school board president.

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Adopted on: January 13, 2020

Revised on: October 12, 2020

Reviewed on: _____

5018

Parent and Guardian Involvement In Education Practices

The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
 - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
 - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
 - c. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide ~~NeSA~~ assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

- b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
 - a. Building principals may excuse a student from any single school experience at the parent's written request.
 - b. When appropriate, alternative experiences will be provided for the student by the school.
4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
 - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
 - b. State Assessments

~~The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law. State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents or guardians to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot "approve" the request. Parents who do not present their child for testing will~~

result in the child receiving the lowest score possible on the assessment.

c. National Assessment of Educational Progress

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

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

7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5018

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 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

Adopted on: February 10, 2020

Revised on: October 12, 2020

Reviewed on: _____

5067

Student Assistance Team or Comparable Problem Solving Team Process

Pursuant to the Rules of the Nebraska Department of Education, the school district uses a general education student assistance teams ("SAT"s) or a comparable problem solving team ("Team"). The SATs or Team will consider and createuse and document problem-solving and intervention strategies to assist ~~classroom~~ teachers in the provision of general education and to meet the needs of students who may be struggling in the general curriculum or who are struggling to comply with the student code of conduct or to meet acceptable behavioral and social norms.

If the SAT or Team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. The referral shall comply with the requirements of the Rules of the Nebraska Department of Education.

All teaching staff must:

- 1) Support the SAT or Team process by appropriately referring students who may benefit from the SAT or Team process; and
- 2) Faithfully and consistently implementing the intervention strategies recommended by the SAT or Team.

The failure to support the SAT or Team process is a serious matter and may constitute just cause for terminating or canceling a teacher's employment.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5067

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Adopted on: Feb 10, 2020

Revised on: October 12, 2020

Reviewed on: _____

PROPOSAL

Prepared by: Dan Throener
 Proposal Number: SDM000805

Osceola Public School
 565 Kimmel Street OSCEOLA, NE 68651

SCOPE OF WORK:

Axis Camera and 9 Doors

This is a proposal for Electronic Contracting Company (ECCo) to install fifteen (15) IP cameras and access control hardware for nine (9) doors for the Osceola Elementary in Osceola, NE.

These cameras will include an eight (8) Axis 4MP INDOOR mini-dome fixed IP camera, six (6) Axis 1080p, varifocal, OUTDOOR-rated dome IP cameras with IR, and one (1) INDOOR Axis 1080p Varifocal (Zoomable) 5mp camera for GYM. Each camera will connect to an ECCo provided 24-port Power over Ethernet (PoE+) data switch. These cameras will be added to the existing Genetec Video Management System (VMS). We have included one (1) year of Genetec Licensing for the 15 cameras.

The door control system will utilize the existing Genetec Security Center software to control the seven (7) IP Mercury two (2) door controllers. The door access will be secured by an Owner provided electronic crash bars and local Power Supply that is installed at each door by others, EXCEPT the SW Gym door which ECCo will add a surface-mounted strike to control. ECCo will provide and install nine (9) card reader that a user will present a card for access. One hundred (100) iCLASS cards are being provided.

The Genetec Synergis access control software and door controllers will allow access control of which users have access to certain doors and when they are allowed to enter. All door hardware will be reused with the exception of the readers. Schedules can be programmed to allow doors to be unlocked during certain time frames and days of the week. Reports can be run to track which users are going through which doors, and at what time and which days. This information can be used for traffic or personnel monitoring. One year of Genetec Advantage software and technical support is included.

Tax-Exempt paperwork will be required. If none is provided then Sales Tax shall be Billed.

NOTE: This proposal is subject to acceptance within 45 days. We reserve the right to submit new prices

Total \$54,472

ESTIMATE INCLUSIONS, ASSUMPTIONS AND EXCLUSIONS

Yes	No		Yes	No		Yes	No	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	120VAC Power and Disconnect	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Standard Backboxes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cable
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Licenses and Permits	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Installation of standard backboxes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cable Installation
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Infection Control Procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Conduit Stubups and Sleeves	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Device Installation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	System Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	J Hooks and similar Cable Supports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Device Programming
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CADD Drawings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cable Tray(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Device Testing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Freight (Included)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Patch and Paint	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Training
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specialty Backboxes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Firestopping (excluding existing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Record (as-built) Documentation
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Installation of Specialty Backboxes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Demo of Existing Cable and Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	O & M Manuals

ACCEPTANCE OF

Check Options Boxes above (if applicable) and sign below

I, the undersigned, operating as an Authorized Representative of the below referenced company, hereby accept the proposal Value(s) and Scope of Work. I further declare, under penalty of perjury, that I have been Authorized to sign on behalf of the facility/company for this

Authorized Signature: _____

Facility: _____

Printed Name: _____

Date: _____

Title: _____

Orders will only be processed upon Receipt of Signed Proposal. Please return via Email, Mail or Fax.

Purchase Orders Sent in Lieu of signing this Proposal constitutes Facilities' acceptance of the proposal Value(s) and Scope of Work as shown.

NEBRASKA SCHOOL ACTIVITIES ASSOCIATION GUIDELINES FOR COOPERATIVE SPONSORSHIP

Purpose:

The philosophy of the Nebraska School Activities Association is to provide an opportunity for high school students to participate in a variety of athletic and non-athletic activities. Through cooperative sponsorship, the opportunity for student participation will be maintained, or increased, by permitting students who do not have a program available in their school to go to another school for athletic and non-athletic activity participation. The problem of declining enrollment, the inherent financial ramifications of supporting the cost of the program, the lack of facilities and equipment, and the problem of providing quality coaching staff when the number of teaching positions is reduced, make cooperative sponsorship desirable.

Schools will not be permitted to use cooperative sponsorship to gain an advantage over other member schools.

Guidelines:

1. A maximum of four schools may combine and form a cooperative program.
2. The combining schools must be in the same geographical area, and the school districts must be contiguous or all schools located in the same school district. If a school has attempted to cooperatively sponsor a program with a contiguous district and was denied, the contiguous requirement may be waived.
3. **The cooperative sponsorship agreement shall be for a minimum of two years.**
The cooperative agreement may be voided at any time by mutual agreement of both/all schools **and approval by the Board of Directors.** No other cooperative agreement in the same activity may be made with another school until the original two-year period elapses.
4. The cooperative agreement will be for each activity. A school may have a cooperative agreement with one school in a particular activity and with another school in another activity.
5. Where there is an absence of an effective program in one school, a cooperative program may be established, provided a need is shown to the Board of Directors. Examples which may constitute need are: 1) insufficient numbers; 2) lack of staff; and 3) lack of facilities.
6. In multi-school districts, the central administration must designate the schools which may request permission to cooperatively sponsor activities.
7. If a school in one district wishes to join with a school in a multi-school district in a cooperatively sponsored activity, the school must join with the nearest high school in the multi-school district which offers the activity.
8. If a school previously has offered a program in an activity and there has been no significant decrease in high school enrollment, the school would not be permitted to participate in a cooperative program.
9. If a school has previously played eleven-man football and has sufficient interest and enrollment for eight-man football, the school would not be permitted to cooperatively sponsor football with another school. If two/three schools which have previously played six-man football agree to cooperatively sponsor football, the cooperative team may continue to play six-man football if the enrollment requirement is met. If two/three schools which have previously played eight-man football agree to cooperatively sponsor football, the cooperative team may play eight-man football if the combined enrollment of the schools is less than 83.
10. If, through a cooperative sponsorship, the number participating in a program in either school would be reduced, the request would not be approved.
11. The enrollment (grades 9, 10, and 11, as taken from the forms sent to the NSAA office for classification purposes) of all of the schools entering into a cooperative sponsorship will be combined to determine the class in which the combined program will participate. Each school will continue to participate in its class in all activities except where the cooperative sponsorship applies.
12. All schools of a cooperative program are required to pay the yearly registration fee.

Problems Schools Need to Resolve Before Entering Into a Cooperative Program:

1. If you already have a program, are students from another school going to replace students from your community? *Possibly or likely if numbers are high.*
2. Who will pay the cost of equipment and travel? *Split.*
3. How will gate receipts be dispersed? *Osceola*
4. Who is responsible for the cost of travel to and from practice? *Both in charge of own students.*
5. Where will practice be held? *Osceola Golf Course*
6. Where will contests be played? *Osceola + other invites*
7. Which school's identity will be used? Mascot, colors, etc. *CCO will be name. Mascot: Maverick*
8. Are local eligibility rules, lettering guidelines, etc., the same at both/all schools? *Each school has own rules or other*
9. Selection of cheerleaders. Who's eligible? *No cheerleaders*
10. Will activity tickets and/or season tickets be honored? *Yes*
11. How will coaches be employed and paid? *Head coach from Osceola*
12. Insurance. *Both cover*
13. If students are combined for girls basketball, for example, the boys' teams may be assigned to different districts--possibly even different classes. *N.A.*
14. Expenses for facilities, lights, heating, showers, towels, laundry, etc., including maintenance of practice and playing facilities. *Split cost for H.S. membership @ Osceola*
15. Expenses for scouting, coaches' meetings, etc. Who is responsible? *Split.*
16. Contracts with other schools, officials, etc. *N.A.*
17. Responsibilities for hosting and supervising events. *Osceola will continue to host own invite*
18. Resolution of disputes. *A.D.s + Supts from both schools will meet.*
19. Which school will handle eligibility?

↳ Each school handles eligibility issues with their students.

Application:

1. The application form, available from the NSAA office, must be completed by both/all schools and submitted to the NSAA. A copy of the action item from your Board of Education minutes, stating the application was approved, must be attached.
2. Applications are to be initiated by both/all Boards of Education. If possible, the applications should be made by April 1 preceding the year in which the cooperative agreement is to be implemented. **If it is not possible to submit the application by April 1, the applications must be submitted prior to district assignments being made. These dates are, June 1 for fall activities, September 1 for winter activities and January 1 for spring activities.**
3. Member schools may apply for cooperative sponsorship in any activity recognized by the NSAA.
4. To renew an existing cooperative program, the Superintendents of the schools involved must submit a "Cooperative Program Renewal Agreement" form. It must be submitted to the Board of Directors (by June 1 for fall activities, September 1 for winter activities or January 1 for spring activities) preceding the school year or season in which the coop program is to be implemented.
5. When completing the application form, be specific when listing the activities. Example: boys' and/or girls' cross country rather than cross country.
6. Be specific when giving the school year(s) for the coop program.

KEY FOR ACTIVITY ABBREVIATIONS (see next page)—

FB6-Football 6-man
FB8-Football 8-man
FB11-Football 11-man
VB-Volleyball
BCC-Boys Cross Country
GCC-Girls Cross Country
GGO-Girls Golf
BTE-Boys Tennis
GSB-Girls Softball

PP-Play Production
SP-Speech
DEB-Debate
VMU-Vocal Music
IMU-Instrumental Music
J-Journalism
WR-Wrestling
BBB-Boys Basketball
GBB-Girls Basketball

BSW-Boys Swimming
GSW-Girls Swimming
BA-Baseball
BTR-Boys Track
GTR-Girls Track
GTE-Girls Tennis
BGO-Boys Golf
BSO-Boys Soccer
GSO-Girls Soccer



CROSS COUNTY COUGARS

1270 123rd Road
PO Box 525
Stromsburg, NE 68666-0525
402-764-5521

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AGREEMENT FOR COOPERATIVE SPONSORSHIP:

[Guidelines for Cooperative Sponsorships \(PDF\)](#)

Is this a **NEW** Cooperative Sponsorship or a **RENEWAL** of an existing Cooperative Sponsorship?

NEW RENEWAL

This Agreement is made between/among the School Boards of:

School District No. Osceola Nebraska and
School District No. Cross County Nebraska and
School District No. Select School Nebraska and
School District No. Select School Nebraska.

The parties agree as follows:

- Joint Application.** The above-named governing boards shall jointly make an application to the Nebraska School Activities Association (NSAA) Board of Directors before (July 1 for fall activities, September 1 for winter activities or January 1 for spring activities) 2020, for approval for cooperative sponsorship of a joint high school program.

Please check the activity or activities for which the above-named governing boards are applying for cooperative sponsorship.

FALL	<input type="checkbox"/> FB6	<input type="checkbox"/> FB8	<input type="checkbox"/> FB11	<input type="checkbox"/> VB	<input type="checkbox"/> BCC	<input type="checkbox"/> GCC	<input type="checkbox"/> GGO	<input type="checkbox"/> BTE	<input type="checkbox"/> SB	<input type="checkbox"/> UBO
WINTER	<input type="checkbox"/> BSW	<input type="checkbox"/> GSW	<input type="checkbox"/> WR	<input type="checkbox"/> BBB	<input type="checkbox"/> GBB	<input type="checkbox"/> BBO	<input type="checkbox"/> GBO	<input type="checkbox"/> PP	<input type="checkbox"/> SP	<input type="checkbox"/> DE
SPRING	<input type="checkbox"/> BA	<input type="checkbox"/> BTR	<input type="checkbox"/> GTR	<input type="checkbox"/> GTE	<input checked="" type="checkbox"/> BGO	<input type="checkbox"/> BSO	<input type="checkbox"/> GSO	<input type="checkbox"/> UTR		
OTHER	<input type="checkbox"/> VM	<input type="checkbox"/> IM	<input type="checkbox"/> JO							

hereinafter "combined program," for students attending the above-named schools for years:

- 2020-2021
 2021-2022
 2022-2023

(Check all school years to be covered. Cooperative Sponsorship Agreements must be for a minimum of two years.)

- Purpose.** The purposes for the above-named boards agreeing to apply for authority to cooperatively sponsor the combined program are as follows: (Specify conditions which have prompted the Boards to agree.)

a.

Low participation, especially at Cross County.

b.

The desire to continue offering golf in spring.

c.

Best utilize available coaching.

d.

Desire to field a more competitive golf team

- 3. **Agreement to Cooperate.** If the joint application is approved by the NSAA Board of Directors, the above-named governing boards agree that they will cooperatively sponsor the combined program in the school years specified, provided that nothing in this provision shall be deemed to require that the governing boards offer that combined program at all in any particular year.
- 4. **Terms and Conditions of Cooperative Sponsorship.** Any combined program shall be cooperatively sponsored upon the following terms and conditions:

a. **Team Name, Mascot and Team Colors.** The team shall be known as (Name) CCO, (Mascot) Mavericks?, with School District No. _____ serving as host school district. The team colors are Orange / W. Blue.

b. **Contracts.** Except as otherwise provided herein, contracts related to the cooperatively sponsored team with groups such as referee associations, with individuals, or with other schools or school districts, shall be made by the governing board of School District No. _____, after consultation with the governing board of the cooperating school district. **In the event this co-op qualifies for reimbursement for any state championships, the check should be written to the head school.**

c. **Allocation of Costs.** All costs of the combined program shall be allocated between/among the parties in the manner indicated below for each expenditure category listed:

I. Expenses for transportation, including daily transportation of participants to and from practice sessions and contests. (Specify method of allocation.)

Golf meets, split costs.
Practice -> Both schools in charge of getting kids to practice.

II. Expenses for transportation to "away contests." (Specify method of allocation.)

Split cost.

III. Expenses for spectator buses. (Specify method of allocation.)

N.A.

IV. Expenses for facilities, lights, heating, showers, towels, laundry, etc., of the host school, including maintenance of practice and competitive facilities. (Specify method of allocation.)

Split cost of H.S. spring membership at Osceola Golf Course

V. Expenses for banquets and awards. (Specify method of allocation.)

Each school maintains individual banquets + awards
Coach would go to both.

VI. Expenses for scouting, coaches' meetings and workshops. (Specify method of allocation.)

If there is costs, schools will split.

VII. Expenses for payment of referees and other personnel necessary to stage the event. (Specify method of allocation.)

Osceola still hosts own tournament. They will maintain that.

VIII. Expenses for purchasing of supplies and equipment. (Specify method of allocation.)

Split costs for supplies such as golf bags, balls, polos, etc.

IX. Expenses for salary and fringe benefit costs for coaches and other activity personnel. (Specify method of allocation.)

Osceola will provide golf coach.

X. Other expenses. (Specify method of allocation.)

Entry fees to golf meets - split cost.

In the event that the allocation of an expenditure item is not specified above, the costs of that item shall be shared EQUALLY between/among the cooperating parties.

d. Allocation of Gate Receipts. Funds from gate receipts shall be divided by the parties after payment of referees and other personnel in the following manner: (Specify method of allocation.)

Osceola receives any gate or profit from their tournament.

In the event the gate receipts are insufficient to make the payments, the parties shall make up the difference in the following manner: (Specify method of allocation.)

Split away cost.

e. Concessions. The provision of concessions at home contests shall be the responsibility of the home location school, and concession revenues shall not be covered by the provisions of this Agreement unless the parties specifically agree to the contrary herein.

f. Utilization of Resources. Personnel in charge of the program shall make every attempt to utilize the resources of each of the cooperating schools, such as equipment and uniforms.

g. Employment of Personnel.

I. The head coach of the combined program shall be employed by the school board of School District No. Osceola

II. Other joint program personnel, if any, shall be employed as follows:

POSITION	EMPLOYER

III. Recommendations for employment of personnel by each board shall be in accordance with the board's policies.

IV. Coaches and other personnel employed by a school district shall meet applicable state requirements.

h. Control and Supervision of Programs and Participants. The control and supervision of a combined program, and of the behavior of student participants in the program, shall be the responsibility of the host school district.

The control and supervision of student participants while in transport to and from the host school district shall be the responsibility of the home school district.

5. Interdistrict Advisory Board. An Interdistrict Advisory Board may be formed from members of the schools to work on the improvement of the various co-sponsored programs.

6. Resolution of Disputes. Any disputes relating to this Agreement, or items in this Agreement requiring clarification, will be investigated by the school superintendents from each school, and they will present their findings and recommendations to their respective boards.

7. Term, Dissolution. The term of this Agreement shall be for school years 2020 and 2021. The Agreement shall terminate at the end of the last school year specified, unless extended by mutual agreement. If the parties determine to extend the Agreement beyond the period specified, they agree to submit a "Cooperative Program Renewal Agreement" form to the NSAA Board of Directors prior to July 1 for fall activities, September 1 for winter activities and January 1 for spring activities, preceding the school year or season in which the co-op program is to be implemented. If the parties determine to dissolve the Agreement at an earlier date, they agree to submit a request in writing from both schools signed by the Superintendent and Board Chairperson prior to July 1 for fall activities, September 1 for winter activities, and January 1 for spring activities. If the early dissolution of the Agreement is not approved, the combined program must be offered cooperatively, or not at all, during the remaining terms of the Agreement.

8. Liability Insurance. Nothing contained in this Agreement shall relieve any party to this Agreement from liability for its negligence or that of its officer, agents and employees. Each party shall carry a minimum liability insurance limit in the amount of \$ [] for any one liability occurrence and carry a minimum aggregate liability insurance limit of \$ [] for any accumulation of separate liability

occurrences that may occur during the insured policy period. The policy shall name the officers, agents and employees of the other party as named insured. Each party shall provide the other party with a certificate evidencing such insurance coverage.

Save & Continue

NOTE: Clicking **Save & Continue** will take you to your school's Resolution Form that will need to be completed **AND** will alert the schools you selected above for this co-op that they need to review this form and complete their portion as well.

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RENEWALS

If the high schools plan to continue cooperatively sponsor the same program(s) as they sponsored during the preceding school year, the head school should mark "RENEWAL" at the top of the Cooperative Sponsorship Agreement form, and mark the activities and years for which the combined program will be in effect. The superintendent of each high school must then electronically sign their portion of the form before it is submitted to the NSAA.

It will not be necessary for the schools to complete the entire Cooperative Program Application form unless additional programs are added.

The agreement to continue the cooperative program should be approved by the schools' Boards of Education/Governing Bodies, but it is not necessary for members of the Board of Education/Governing Body to sign the agreement. Hopefully, this will save time and simplify the renewal process.

Renewal requests must be received by the NSAA by the applicable renewal dates:

1. June 1 for cooperative programs that will be implemented during the following fall sports season;
2. September 1 for cooperative programs that will be implemented during the following winter sports season; and
3. January 1 for cooperative programs that will be implemented during the following spring sports season.