

STERLING PUBLIC SCHOOL DISTRICT #33, JOHNSON COUNTY

Board of Education Regular Meeting
Monday, November 20, 2017 7:30 PM
Sterling Public Schools
250 Main Street
Sterling, NE 68443

- A. Call meeting to order and acknowledge Open Meetings Act
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of agenda; Any changes to the agenda will need approval.
- E. Consent Agenda
- F. Public Comment – To an item on the agenda
- G. Presentation of Financial Audit Information for the 2016-2017 School Year
- H. Teacher Report
- I. Board Committee Reports
- J. Administration Reports
- K. Action Items
 - K.1. Commendations
 - K.2. Holiday Gifts for all Sterling Public Schools Personnel
 - K.3. Review bids for Snow Removal for the 2017-2018 School Year
 - K.4. Review, Discuss, and Approve Board Policy 9300 Location of School Board Meetings
- L. Non-Action Items / Discussion Items:
 - L.1. Review and Discuss First Reading of Policy 8130.A Oath of Office
 - L.2. Review and Discuss First Reading of Policy 8260, 8260.A, 8260.C-2A, 8260.C-3, and 8260.C4 Conflict of Interest for Board Members
 - L.3. Review and Discuss First Reading of Policy 8342 Meetings
 - L.4. Review and Discuss First Reading of Policy 3003 Bidding for Construction, Remodeling, Repair or Site Improvement and Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds
 - L.5. Review and Discuss First Reading of Policy 3045 Use of Sniffer Dogs
 - L.6. Conflict of Interest in being Reimbursed for Expenses
 - L.7. Superintendent Evaluation.
 - L.8. Possible Early Out Day for construction reasons
 - L.9. Change of December Meeting to 6:00 p.m. due to conflict with Elementary Concert at 7:30 p.m.
 - L.10. Board Winter Retreat
- M. Adjourn

The Sterling Board of Education reserves the right to go into Closed Session at any time for purposes in accordance with § 84-1410(1).

General Fund 01
 Remaining Budget %
 Opening Balance 10/1/2017

\$ 1,198,556.40

Revenue	Oct-17	Oct-16
1110 - LOCAL PROPERTY TAXES	\$158,483.24	
1115 - CARLINE TAXES	\$0.00	
1125 - MOTOR VEHICLE TAXES	\$4,817.62	
1410 - INTEREST	\$262.38	
2110 - COUNTY FINES AND LICENSE FEES	\$1,377.13	
3110 - STATE AID	\$0.00	
3135 - PAYMENTS FOR HIGH ABILITY LEARNERS	\$0.00	
3180 - PRO-RATE MOTOR VEHICLE	\$595.43	
4310 - TITLE II, PART A NCLB TEACHER QUALITY GRANTS	\$2,035.80	
4700 - FEDERAL VOCATIONAL & APPLIED TECHNOLOGY EDUCATION	\$280.80	
4991 - IMPACT AREA ENHANCEMENT GRANT	\$561.60	
5400 - SALE OF PROPERTY	\$150.00	
5690 - OTHER NON-REVENUE RECEIPTS	\$6,222.76	
Sub Total	\$174,786.76	\$ 200,012.91
Expenditures	Oct-17	Oct-16
1100 - REGULAR INSTRUCTIONAL PROGRAMS	(\$126,895.26)	
1105 - PRESCHOOL	(\$11,063.53)	
1200 - SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	(\$27,907.84)	
2120 - GUIDANCE SERVICES	(\$10,822.38)	
2190 - OTHER PUPIL SUPPORT SERVICES	(\$7,253.08)	
2222 - SCHOOL LIBRARY SERVICES	(\$1,720.38)	
2224 - EDUCATIONAL TELEVISION SERVICES	(\$7,334.51)	
2230 -	(\$26,334.18)	
2310 - BOARD OF EDUCATION	(\$1,456.04)	
2320 - EXECUTIVE ADMINISTRATION SERVICES	(\$12,019.76)	
2410 - OFFICE OF THE PRINCIPAL	(\$16,744.10)	
2510 - BUSINESS SERVICES	(\$29,398.17)	
2610 - BUILDINGS	(\$44,322.93)	
2750 - REGULAR PUPIL TRANSPORTATION	(\$11,040.38)	
2760 - SCHOOL AGE SPECIAL EDUCATION PUPIL TRANSPORTATION	(\$2,015.40)	
4210 - TITLE I NCLB IMPROVING BASIC PROGRAMS ACCOUNTABILITY	(\$7,396.56)	
4404 - IDEA PART B (611) BASE ALLOCATION - BIRTH THROUGH AGE FOUR	(\$1,993.26)	
4410 - IDEA ENROLLMENT/POVERTY (611)	(\$9,765.56)	
4992 - REAP	(\$9,950.38)	
Sub Total	(\$365,433.70)	\$ 237,851.15
Balance	\$1,007,909.46	

Depreciation Fund 02

Opening Balance 10/1/17

\$

421,109.22

Revenue	Oct-17
	\$0.00
Sub Total	\$0.00
Expenditure	Oct-17
1100 - REGULAR INSTRUCTIONAL PROGRAMS	\$0.00
2190 - OTHER PUPIL SUPPORT SERVICES	(\$403.80)
2230 -	(\$28,560.00)
2610 -	\$0.00
Sub Total	(\$28,963.80)
Balance	<u>\$392,145.42</u>

Employee Benefit 03

Opening Balance 10/1/2017 \$ 12,046.86

Revenue	Oct-17
1990 - OTHER LOCAL RECEIPTS	\$331.00

Expenditures	Oct-17
9001- Non program Expenditures	\$ (873.74)

Balance \$ 11,504.12

Student Fee 05

Opening Balance 10/1/201 \$ 835.00

Revenue	Oct-17
	0
Balance	\$ 835.00

Sterling Public Schools

Date Range 10/17/17-11/14/2017

Voucher Number	Bank Name	Account Number	Warrant	Payment Vendor	Amount
227	First National Bank	8059655	27224	EGAN SUPPLY	\$105.38
Vendor	Account Code	Description	PO Number	Issue Date	Invoice
EGAN SUPPLY CO	01-2610-410-0	pink foaming skin cleanser	17-2074	10/11/2017	272346
EGAN SUPPLY CO	01-2610-410-0	Shipping	17-2074	10/11/2017	272346
Sub Total					\$105.38
Voucher Number	Bank Name	Account Number	Warrant	Payment Vendor	Amount
223	First National Bank	8059655	27200	RENEGADE	\$1,350.00
Vendor	Account Code	Description	PO Number	Issue Date	Invoice
RENEGADE	01-2610-318-0	work in student parking lot			170925
Sub Total					\$1,350.00
Voucher Number	Bank Name	Account Number	Warrant	Payment Vendor	Amount
223	First National Bank	8059655	27199	Kate Agena	\$189.95
Vendor	Account Code	Description	PO Number	Issue Date	Invoice
Kate Agena	01-1100-410-1	fb beanbags			po
Kate Agena	01-1100-410-1	bb bean bags			po
Sub Total					\$189.95
Voucher Number	Bank Name	Account Number	Warrant	Payment Vendor	Amount
224	First National Bank	8059655	27201	University of NE	\$400.00
Vendor	Account Code	Description	PO Number	Issue Date	Invoice
University of NE High	01-1100-467-2	2 classes of 5 needed for	17-2065	10/04/2017	100816
Sub Total					\$400.00
Voucher Number	Bank Name	Account Number	Warrant	Payment Vendor	Amount
224	First National Bank	8059655	27202	UNL	\$600.00
Vendor	Account Code	Description	PO Number	Issue Date	Invoice
UNL INDEPENDENT	01-1100-467-2	Introduction to Driving,	15-2058	08/24/2017	100020
Sub Total					\$600.00
Voucher Number	Bank Name	Account Number	Warrant	Payment Vendor	Amount
225	First National Bank	8059655	27204	NSIAAA	\$210.00
Vendor	Account Code	Description	PO Number	Issue Date	Invoice
NSIAAA	01-2190-310-2	Fall convention			10.30.17
Sub Total					\$210.00
Voucher Number	Bank Name	Account Number	Warrant	Payment Vendor	Amount

225		First National Bank		8059655		27203		CORPORATE		\$3,354.04	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount					
CORPORATE	01-2750-336-0	gas			10-9-17	\$42.50					
CORPORATE	01-2410-410-0	postcards			10-9-17	\$44.39					
CORPORATE	01-2610-410-0	office key			10-9-17	\$6.75					
CORPORATE	01-2190-410-2	football paint			10-9-17	\$336.50					
CORPORATE	01-2320-670-0	2 parking garages			10-9-17	\$12.50					
CORPORATE	01-2750-339-0	van wash - automatic			10-9-17	\$9.00					
CORPORATE	01-2320-670-0	4 meals			10-9-17	\$24.45					
CORPORATE	01-2410-670-0	4 meals			10-9-17	\$12.23					
CORPORATE	01-2120-670-0	4 meals			10-9-17	\$12.23					
CORPORATE	01-2510-381-0	stamps			10-9-17	\$17.45					
CORPORATE	01-2230-480-0	Battery Back ups/Rack-Mount			10-9-17	\$759.78					
CORPORATE	01-1100-420-1	SOAR Study skills			10-9-17	\$9.74					
CORPORATE	01-1100-420-2	SOAR Study skills			10-9-17	\$9.75					
CORPORATE	01-2510-410-0	visitor badge books			10-9-17	\$32.93					
CORPORATE	01-2610-410-0	surge protector power strips			10-9-17	\$71.97					
CORPORATE	01-1100-410-0	parent teacher conferences			10-9-17	\$90.85					
CORPORATE	01-2230-410-0	ipad covers			10-9-17	\$149.90					
CORPORATE	01-2230-480-0	wall mount open frame			10-9-17	\$71.95					
CORPORATE	01-2230-480-0	HDMI cables			10-9-17	\$54.91					
CORPORATE	01-2230-630-0	domain registry			10-9-17	\$9.00					
CORPORATE	01-2610-410-0	Hand sanitizer, super glue,			10-9-17	\$32.00					
CORPORATE	01-2410-460-0	web cam with microphone	17-2054	09/14/2017	9.17.2017	\$58.09					
CORPORATE	01-1100-410-2	Epson projector bulb	17-2059	09/26/2017	9.22.17	\$120.00					
CORPORATE	01-1100-410-2	Shipping	17-2059	09/26/2017	9.22.17	\$7.98					
CORPORATE	01-1100-410-2	Premium	17-2059	09/26/2017	9.22.17	\$88.00					
CORPORATE	01-4992-460-2	projector . ordered from	17-2064	10/04/2017	9.29.17	\$1,091.68					
CORPORATE	01-1100-420-2	Study and Executive	17-2066	10/04/2017	10.4.17	\$59.00					
CORPORATE	01-2230-460-0	wall mount for projector	17-2067	10/05/2017	17.2067	\$118.51					
Sub Total						\$3,354.04					
Voucher Number	Bank Name	Account Number	Warrant	Payment Vendor	Amount						
226	First National Bank	8059655	27205	NEBRASKA	\$15.00						
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount					
NEBRASKA	01-2320-310-0	Step Up to Quality			11.6.17	\$5.00					
NEBRASKA	01-1105-310-1	Step Up to Quality			11.6.17	\$10.00					
Sub Total						\$15.00					
Voucher Number	Bank Name	Account Number	Warrant	Payment Vendor	Amount						
227	First National Bank	8059655	27235	JET STOP INC.	\$2,427.99						
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount					
JET STOP INC.	01-2750-336-0	transportation gas			3431	\$2,057.57					

227		First National Bank	8059655	27217	CARPENTER,	\$91.00
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
CARPENTER, JAY	01-2750-630-0	school permit		10-31-17		\$66.00
CARPENTER, JAY	01-2750-670-0	cell phone		10-31-17		\$25.00
Sub Total						\$91.00
227		Bank Name	Account Number	Warrant	Payment Vendor	Amount
		First National Bank	8059655	27209	ALWUSK	\$303.77
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
ALWUSK	01-2610-318-0	lunch rm microwave circuits		6527		\$303.77
Sub Total						\$303.77
227		Bank Name	Account Number	Warrant	Payment Vendor	Amount
		First National Bank	8059655	27228	ESU #5	\$2,519.80
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
ESU #5	01-2120-467-0	power school cloud hosting		417 173		\$1,500.00
ESU #5	01-2120-465-0	power school license renewal		417 173		\$989.80
ESU #5	01-2120-310-0	training		417 173		\$30.00
Sub Total						\$2,519.80
227		Bank Name	Account Number	Warrant	Payment Vendor	Amount
		First National Bank	8059655	27227	Esu # 4	#####
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Esu # 4	01-1105-318-0			8573		\$18.65
Esu # 4	01-1100-318-0			8573		\$16.00
Esu # 4	01-2222-110-0			8573		\$2.50
Esu # 4	01-1105-318-0	Lamination Marshall		8602		\$27.85
Esu # 4	01-1100-310-2	M. Salberg/Woepel		8586		\$40.00
Esu # 4	01-4404-318-0	preschool special education		10.16.17		\$1,849.26
Esu # 4	01-1200-318-1	Elementary special education		10.16.17		\$7,292.24
Esu # 4	01-4410-318-2	High School Special		10.16.17		\$9,765.56
Sub Total						\$19,012.06
227		Bank Name	Account Number	Warrant	Payment Vendor	Amount
		First National Bank	8059655	27223	Eakes	\$1,216.48
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Eakes	01-2610-410-0	Genuine Joe roll paper	17-2073	10/11/2017	7360030	\$441.48
Eakes	01-1100-410-0	copier paper	17-2073	10/11/2017	7360030	\$237.93
Eakes	01-1100-410-0	laminating roll	17-2073	10/11/2017	7360030	\$124.58
Eakes	01-1100-410-0	lined notecards	17-2073	10/11/2017	7360030	\$8.20
Eakes	01-1100-410-0	insertable dividers	17-2073	10/11/2017	7360030	\$2.31
Eakes	01-1100-410-0	t	17-2073	10/11/2017	7360030	\$3.72
Eakes	01-1100-410-0	orange highlighters, 1 dz	17-2073	10/11/2017	7360030	\$3.72

Eakes	01-1100-410-0	pink highlighters, 1 dz	17-2073	7360030	10/11/2017	7360030	\$3.72
Eakes	01-1100-410-0	packing tape - 6 pack	17-2073	7360030	10/11/2017	7360030	\$14.19
Eakes	01-1100-410-0	8" scissors	17-2073	7360030	10/11/2017	7360030	\$11.97
Eakes	01-1100-410-0	swingline stapler	17-2073	7360030	10/11/2017	7360030	\$22.44
Eakes	01-1100-410-0	maxi pads	17-2073	7360030	10/11/2017	7360030	\$57.99
Eakes	01-1100-410-0	legal paper	17-2073	7360030	10/11/2017	7360030	\$159.98
Eakes	01-2510-410-0	rocket red astrobrights	17-2073	7360030	10/11/2017	7360030	\$55.96
Eakes	01-2510-410-0	orbit orange astrobright	17-2073	7360030	10/11/2017	7360030	\$125.91
Eakes	01-2510-410-0	lunar blue astrobright	17-2073	7360030	10/11/2017	7360030	\$27.98
Eakes	01-2510-410-0	terra green astrobright paper	17-2073	7360030	10/11/2017	7360030	\$41.97
Eakes	01-1100-410-0	1" binder	17-2073	7360030	10/11/2017	7360030	\$14.00
Eakes	01-1100-410-0	2" binder	17-2073	7360030	10/11/2017	7360030	\$23.80
Eakes	01-1100-410-0	Avery monthly dividers	17-2073	7360030	10/11/2017	7360030	\$6.73
Eakes	01-1100-410-0	Discount	17-2073	7360030	10/11/2017	7360030	(\$86.17)
Eakes	01-2510-410-0	Discount	17-2073	7360030	10/11/2017	7360030	(\$31.21)
Eakes	01-2610-410-0	Discount	17-2073	7360030	10/11/2017	7360030	(\$54.72)
Sub Total							\$1,216.48
Voucher Number	Bank Name	Account Number	Warrant	Payment Vendor Amount			
227	First National Bank	8059655	27225	Eldridge		\$6.95	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount	
Eldridge Publishing	01-1100-410-2	"How I Learned to Stop Being	15-2050	08/23/2017	1101479 2	\$6.95	
Company		Afraid of Mv Gvm Teacher"					
Sub Total						\$6.95	
Voucher Number	Bank Name	Account Number	Warrant	Payment Vendor Amount			
227	First National Bank	8059655	27208	Aimee Muehling		\$243.75	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount	
Aimee Muehling	01-2120-318-0	Perkins issues and resolutions	17-2088	11/08/2017	17-2088	\$68.75	
Aimee Muehling	01-2120-318-0	Initial NSSRS Uploads	17-2088	11/08/2017	17-2088	\$25.00	
Aimee Muehling	01-2120-318-0	NSSRS Corrections and	17-2088	11/08/2017	17-2088	\$150.00	
Sub Total						\$243.75	
Voucher Number	Bank Name	Account Number	Warrant	Payment Vendor Amount			
227	First National Bank	8059655	27207	AHRS	#####		
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount	
AHRS Construction	08-2515-520-0	building addition			Period to	\$76,024.98	
Sub Total						\$76,024.98	
Voucher Number	Bank Name	Account Number	Warrant	Payment Vendor Amount			
227	First National Bank	8059655	27250	Shanahan M & E		\$1,313.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount	
Shanahan M & E	01-2610-318-0	Heat pumps			20703	\$1,313.00	

227	First National Bank	8059655	27260	Water	\$135.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Water Engineering	01-2610-318-0	water management service			30261	\$135.00
Sub Total						\$135.00
Voucher Number	Bank Name	Account Number	Warrant	Payment Vendor	Amount	
227	First National Bank	8059655	27216	CAPITAL	\$1,577.20	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
CAPITAL BUSINESS	01-1100-410-2	HS copies			727010	\$230.79
CAPITAL BUSINESS	01-1100-410-1	ELEM copies			727010	\$268.35
CAPITAL BUSINESS	01-1100-410-0	B&W copies			727010	\$310.36
CAPITAL BUSINESS	01-2510-410-0	Color office			727010	\$518.07
CAPITAL BUSINESS	01-1100-410-0	Discount credit			727010	(\$166.91)
CAPITAL BUSINESS	01-1100-410-1	Discount credit			727010	(\$144.33)
CAPITAL BUSINESS	01-1100-410-2	Discount credit			727010	(\$124.12)
CAPITAL BUSINESS	01-2510-410-0	Discount credit			727010	(\$278.62)
CAPITAL BUSINESS	01-2510-327-0	copier lease			21524115	\$481.81
CAPITAL BUSINESS	01-1100-327-0	copier lease			21524115	\$481.80
Sub Total						\$1,577.20
Voucher Number	Bank Name	Account Number	Warrant	Payment Vendor	Amount	
227	First National Bank	8059655	27229	Esu #6	\$22.94	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Esu #6	01-2230-467-0	server back up			10/1/17	\$22.94
Sub Total						\$22.94
Voucher Number	Bank Name	Account Number	Warrant	Payment Vendor	Amount	
227	First National Bank	8059655	27219	CenterPoint	\$447.74	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
CenterPoint Energy	01-2610-321-0	center point			2893293	\$447.74
Sub Total						\$447.74
Voucher Number	Bank Name	Account Number	Warrant	Payment Vendor	Amount	
227	First National Bank	8059655	27253	Supply Works	\$14.56	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Supply Works	01-2610-410-0	vac bags	17-2056	09/14/2017	41728312	\$21.84
Supply Works	01-2610-410-0	Discount	17-2056	09/14/2017	41728312	(\$7.28)
Sub Total						\$14.56
Voucher Number	Bank Name	Account Number	Warrant	Payment Vendor	Amount	
227	First National Bank	8059655	27230	ESU	\$500.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
ESU Coordinating	01-2320-310-0	D. Heusman/S. Harrington/A.			00353	\$100.00

Voucher Number 227	Bank Name First National Bank	Account Number 8059655	Warrant 27226	Payment Vendor Amount ELECTRONIC \$439.00
Vendor ELECTRONIC	Account Code 01-2610-318-0	Description FA test	PO Number	Invoice LN045035
Sub Total				Amount \$439.00
Voucher Number 227	Bank Name First National Bank	Account Number 8059655	Warrant 27239	Payment Vendor Amount NASCD \$660.00
Vendor NASCD	Account Code 01-2120-310-0	Description 2017 FALL CONFERENCE	PO Number	Invoice 2735
Vendor NASCD	Account Code 01-2320-310-0	Description 2017 FALL CONFERENCE		Amount \$165.00
Vendor NASCD	Account Code 01-2410-310-0	Description 2017 FALL CONFERENCE		Amount \$165.00
Vendor NASCD	Account Code 01-1100-310-1	Description 2017 FALL CONFERENCE		Amount \$165.00
Sub Total				Amount \$660.00
Voucher Number 227	Bank Name First National Bank	Account Number 8059655	Warrant 27244	Payment Vendor Amount PANKO \$75.00
Vendor PANKO	Account Code 01-2750-338-0	Description check and fixed front wheel	PO Number	Invoice 1738
Sub Total				Amount \$75.00
Voucher Number 227	Bank Name First National Bank	Account Number 8059655	Warrant 27236	Payment Vendor Amount JOHNSON \$152.00
Vendor JOHNSON COUNTY	Account Code 01-2750-339-0	Description physical/Carpenter	PO Number	Invoice 843c
Sub Total				Amount \$152.00
Voucher Number 227	Bank Name First National Bank	Account Number 8059655	Warrant 27249	Payment Vendor Amount School Specialty \$202.77
Vendor School Specialty	Account Code 01-1200-480-1	Description NeoRok stool - yellow	PO Number 17-2070	Invoice 20811949
Sub Total				Amount \$202.77
Voucher Number 227	Bank Name First National Bank	Account Number 8059655	Warrant 27259	Payment Vendor Amount WASTE \$400.00
Vendor WASTE	Account Code 01-2610-318-0	Description garbage	PO Number	Invoice 1618283
Sub Total				Amount \$400.00
Voucher Number 227	Bank Name First National Bank	Account Number 8059655	Warrant 27240	Payment Vendor Amount NE CNTR EDUC \$110.00
Vendor	Account Code	Description	PO Number	Invoice
				Amount

NE CNTR EDUC	01-1100-318-1								219	\$55.00
NE CNTR EDUC	01-1100-318-2							219	\$55.00	
Sub Total										\$110.00
Voucher Number	Bank Name	Account Number	Warrant	Payment Vendor	Amount					
227	First National Bank	8059655	27238	NASB	\$946.00					
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount				
NASB	01-2320-310-0				43257	\$24.00				
NASB	01-2310-310-0				43257	\$72.00				
NASB	01-2310-310-0	st conf breakfast			43257	\$50.00				
NASB	01-2320-310-0				43257	\$200.00				
NASB	01-2310-310-0				43257	\$600.00				
Sub Total						\$946.00				
Voucher Number	Bank Name	Account Number	Warrant	Payment Vendor	Amount					
227	First National Bank	8059655	27222	Dottie Heusman	\$50.00					
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount				
Dottie Heusman	01-2320-670-0	phone service			11.2017	\$50.00				
Sub Total						\$50.00				
Voucher Number	Bank Name	Account Number	Warrant	Payment Vendor	Amount					
227	First National Bank	8059655	27233	Harrington, Scott	\$50.00					
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount				
Harrington, Scott	01-2410-670-0	phone			11.2017	\$50.00				
Sub Total						\$50.00				
Voucher Number	Bank Name	Account Number	Warrant	Payment Vendor	Amount					
227	First National Bank	8059655	27211	Behrens, Gary	\$25.00					
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount				
Behrens, Gary	01-2750-670-0	cell phone			11.2017	\$25.00				
Sub Total						\$25.00				
Voucher Number	Bank Name	Account Number	Warrant	Payment Vendor	Amount					
227	First National Bank	8059655	27213	BODEN, RON	\$25.00					
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount				
BODEN, RON	01-2750-670-0	CELL PHONE			11.2017	\$25.00				
Sub Total						\$25.00				
Voucher Number	Bank Name	Account Number	Warrant	Payment Vendor	Amount					
227	First National Bank	8059655	27262	Wizard's Castle	\$399.90					
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount				
Wizard's Castle	01-1100-310-2	Registration for TDA Seminar for Freedom and Leia_BE	17-2092	11/13/2017	17-2092	\$399.90				

Sterling Public Schools

Voucher by Warrant with Date Range Report

Warrant	Warrant	Vendor	Amount
10/20/2017	27199	Kate Agena	\$189.95
10/20/2017	27200	RENEGADE TRUCKING INC	\$1,350.00
10/23/2017	27201	University of NE High School	\$400.00
10/23/2017	27202	UNL INDEPENDENT HIGH SCHOOL	\$600.00
10/31/2017	27203	CORPORATE PAYMENT SYSTEMS	\$3,354.04
10/31/2017	27204	NSIAAA	\$210.00
11/06/2017	27205	NEBRASKA DEPARTMENT OF	\$15.00
11/14/2017	27206	Abe's Porta Potty	\$240.00
11/14/2017	27207	AHRS Construction Co	\$76,024.98
11/14/2017	27208	Aimee Muehling	\$243.75
11/14/2017	27209	AL WUSK ELECTRIC	\$303.77
11/14/2017	27210	ARTFX	\$112.00
11/14/2017	27211	Behrens, Gary	\$25.00
11/14/2017	27212	BLACK HILLS ENERGY	\$233.29
11/14/2017	27213	BODEN, RON	\$25.00
11/14/2017	27214	BOK FINANCIAL	\$223,218.75
11/14/2017	27215	Buss Pest Control	\$131.67
11/14/2017	27216	CAPITAL BUSINESS SYSTEMS, INC	\$1,577.20
11/14/2017	27217	CARPENTER, JAY	\$91.00
11/14/2017	27218	Cash-wa Distribution	\$437.91
11/14/2017	27219	CenterPoint Energy Services Retail,	\$447.74
11/14/2017	27220	Clark Enersen Partners	\$1,391.90
11/14/2017	27221	DAS State Accounting - Central	\$234.93
11/14/2017	27222	Dottie Heusman	\$50.00
11/14/2017	27223	Eakes	\$1,216.48
11/14/2017	27224	EGAN SUPPLY CO	\$105.38
11/14/2017	27225	Eldridge Publishing Company	\$6.95
11/14/2017	27226	ELECTRONIC CONTRACTING	\$439.00
11/14/2017	27227	Esu # 4	\$19,012.06
11/14/2017	27228	ESU #5	\$2,519.80
11/14/2017	27229	Esu #6	\$22.94
11/14/2017	27230	ESU Coordinating Council	\$500.00
11/14/2017	27231	GRAFTON	\$130.00
11/14/2017	27232	Handwriting Without Tears	\$20.45
11/14/2017	27233	Harrington, Scott	\$50.00
11/14/2017	27234	HILAND DAIRY	\$915.41
11/14/2017	27235	JET STOP INC.	\$2,427.99
11/14/2017	27236	JOHNSON COUNTY HOSPITAL	\$152.00
11/14/2017	27237	KSB SCHOOL LAW	\$42.00
11/14/2017	27238	NASB	\$946.00
11/14/2017	27239	NASCD	\$660.00
11/14/2017	27240	NE CNTR EDUC BLIND	\$110.00
11/14/2017	27241	Nebraska Council School Admin	\$1,145.00
11/14/2017	27242	Nebraska Public Power Distric	\$3,585.98
11/14/2017	27243	Olsson Associates	\$2,135.50
11/14/2017	27244	PANKO	\$75.00
11/14/2017	27245	PEPSI-COLA	\$112.75
11/14/2017	27246	PRTS, LLC	\$2,902.56
11/14/2017	27247	Recycling Enterprises	\$60.00
11/14/2017	27248	Salberg, Chris	\$141.87
11/14/2017	27249	School Specialty	\$202.77
11/14/2017	27250	Shanahan M & E	\$1,313.00
11/14/2017	27251	SOFTCHOICE CORPORATION	\$925.20

11/14/2017	27252	Sterling Lumber Co	\$222.75	
11/14/2017	27253	Supply Works	\$14.56	
11/14/2017	27254	SYSCO OF LINCOLN	\$2,581.58	
11/14/2017	27255	UNITE PRIVATE NETWORKS, LLC	\$727.26	
11/14/2017	27256	Village Of Sterling	\$224.00	
11/14/2017	27257	VIRCO INC	\$677.75	
11/14/2017	27258	VOICE NEWS	\$100.00	
11/14/2017	27259	WASTE CONNECTIONS OF	\$400.00	
11/14/2017	27260	Water Engineering Inc.	\$135.00	
11/14/2017	27261	WINDSTREAM COMMUNICATIONS,	\$401.24	
11/14/2017	27262	Wizard's Castle	\$399.90	
11/14/2017	27263	Wusk Power Equipment & Repair	\$926.14	
11/14/2017	27264	ESU #11	\$1,600.00	
Sub Total			\$361,194.15	
		Estimated Payroll	218573.7	
		Total to be Approved	<u>\$579,767.85</u>	

Board of Education Regular Meeting Wednesday, October 18, 2017 7:30 PM
Library at Sterling Public School
250 Main Street
Sterling, NE 68443

1. Call meeting to order and acknowledge Open Meetings Act

2. Pledge of Allegiance

3. Roll Call

Lois Agena: Present
John Harms: Present
Mike Hestermann: Present
Mark Parde: Present
Rick Vollman: Absent
Cheri Wirthele: Absent
Wirthele arrived at 7:48

Move to excuse Rick Vollman from the meeting Passed with a motion by Lois Agena and a second by Mark Parde.

Lois Agena: Yea
John Harms: Yea
Mike Hestermann: Yea
Mark Parde: Yea
Yea: 4, Nay: 0

4. Approval of agenda; Any changes to the agenda will need approval.

5. Consent Agenda

Move to approve the consent agenda Passed with a motion by Mike Hestermann and a second by Lois Agena.

Lois Agena: Yea
John Harms: Yea
Mike Hestermann: Yea
Mark Parde: Yea
Yea: 4, Nay: 0

6. Superintendent Response to Questions. None

7. Public Comment – To an item on the agenda. None

8. Teacher Report – Addie Heusman, Guidance Counselor, presented on 7-12 Student Intervention Plans and Alternate Rotating Study Halls.

9. Board Committee Reports

Parde, Wirthele & Harms--Update on Community Center Meeting that was held on September 25th.

Harms & Wirthele--Update on the NASB Regional Membership Meeting on 10-4-17 in Nebraska City.

Wirthele--NRCSA Meeting Update

10. Administration Reports

11. Action Items

11.1. Board Committee Re-Assignment

Move to approve the appointment of Rick Vollman to the Negotiations Committee and remove him from the Americanism Committee Passed with a motion by Cheri Wirthele and a second by Mike Hestermann.

Lois Agena: Yea
John Harms: Yea
Mike Hestermann: Yea
Mark Parde: Yea
Cheri Wirthele: Yea
Yea: 5, Nay: 0

11.2. Board Committee Re-Assignment

Move to approve the appointment of Mark Parde to the Americanism Committee and remove him from the Negotiations Committee Passed with a motion by John Harms and a second by Mike Hestermann.

Lois Agena: Yea
John Harms: Yea
Mike Hestermann: Yea
Mark Parde: Yea
Cheri Wirthele: Yea
Yea: 5, Nay: 0

11.3. Assistant Boy's Basketball Coach

Move to approve Tom Marshall as the Assistant High School Boy's Basketball Coach for the 2017-2018 season Passed with a motion by Cheri Wirthele and a second by John Harms.

Lois Agena: Yea
John Harms: Yea
Mike Hestermann: Yea
Mark Parde: Yea
Cheri Wirthele: Yea
Yea: 5, Nay: 0

11.4. Board Policy 8344 Location of School Board Meetings

Move to approve on 2nd reading board policy 8344 Location of School Board Meetings Passed with a motion by Mike Hestermann and a second by Mark Parde.

Lois Agena: Yea
John Harms: Yea
Mike Hestermann: Yea
Mark Parde: Yea
Cheri Wirthele: Yea

Yea: 5, Nay: 0

11.5. Review, Discuss, and Approve on 1st Reading Policy 9300 - Regular Meetings. No action taken.

12. Non-Action Items / Discussion Items:

12.1. State School Boards Conference

Signing up Board Members for State Conference, November 16 all day 8:15 a.m. to 4:30 p.m. November 17 9:15-11:30. It would be good to have a Board representative attend the Delegate Assembly on Friday morning prior to 9:15 sessions. Avena, Wirthele, and Harms will attend.

12.2. Superintendent Evaluation

According to the superintendent's contract: The Board shall evaluate the Superintendent twice during her first year of employment and at least once each year thereafter. The first evaluation during the first year of employment and the yearly evaluations after the first year of employment shall occur no later than the regular December meeting. The Superintendent shall: remind the Board members in writing of this provision no later than its regular November meeting, make her evaluation an agenda item for the regular December board meeting, during each year of this contract; and provide them with the written evaluation instrument that is on file with the Nebraska Department of Education. Superintendent Heusman shared the evaluation with all board members as well as her self evaluation. Timeline for returning those is by December 4 to President Harms.

The evaluation instrument is attached. I will also have a paper copy for all of you. President Harms can set the timeline for returning these.

12.3. Official Auditor Presentation—Superintendent Heusman will set that up for the November or December meeting.

12.4. Preschool Building Update—The construction is coming along well. Per a discussion at a meeting with the attorneys Mrs. Heusman shared with the board that if a building project is going to exceed \$100,000 an architect must be involved. The School Board did and is following the guidelines as established.

12.5. Facility Upgrades—Would like to discuss next steps at a board retreat.

12.6. Board Winter Retreat—Mrs. Heusman will find some possible dates to get a board retreat scheduled.

13. Adjourn—President Harms adjourned the meeting at 9:43 p.m. The next regularly scheduled meeting is Monday, November 20 @ 7:30 p.m.

2017 Veteran's Day Program

Sterling High School Band: Directed By Mrs. Sharon Mills
"Patriotic Parade Sequence": America The Beautiful and My Country Tis of Thee, arr. By Paul Lavender

Welcome: Mr. Luke Boldt

Presentation of Colors: Sterling American Legion Post # 140

Star Spangled Banner: Mr. Stan Raetz

Pledge of Allegiance: Led by Mr. Luke Boldt

Special Slideshow Honoring Our Veterans - Mr. Jacob Davenport

Announcement of Sterling Americanism Essay Contest Winners:

Sponsored by the Sterling Ladies Auxiliary

"What can I personally do to promote Americanism in my school or community?"

Gr. 3 & 4 Gr. 5 & 6 Gr. 7 & 8

Presented by Mrs. Sandy Weyers

Sterling High School Band: Directed by Mrs. Sharon Mills

"God Bless The USA" by Lee Greenwood, Arr. by Mike Story

Sterling Ladies Auxiliary: Americanism Trivia Game, Presented by Ruth Heidtbrink and Sandy Weyers

Announcement of Sterling Americanism Essay Contest Winners:

Sponsored by the Sterling Ladies Auxiliary

"What Can I Personally do to Promote Americanism in my School or Community?"

Gr. 9 & 10 Gr. 11 & 12

Presented by Mrs. Sandy Weyers

Sterling High School Choir: Directed by Mrs. Sharon Mills

"We Stand United" by Ruth Elaine Schram and Aren Newell Williams

Introduction of Guest Speaker:

Master Sergeant Lee Peterson

Presented By Mr. Luke Boldt

Patriotic Songs by 5th and 6th Grade Classes: Directed by Mr. Stan Raetz

"Yankee Doodle Boy" and "You're A Grand Old Flag" by George M. Cohan

Quilt of Valor: Presented by Nicole Harms and Sterling 4-H Groups

Armed Forces Salute - Medley of Military Songs / Boy Scouts Present

Certificates of Appreciation to Veterans

Closing Remarks - Mrs. Dottie Heusman: Superintendent of Sterling Public Schools

Table of Honor: Presented by the Sterling Ladies Auxiliary

Taps and Echo: Performed by Sterling High School Band Members: Emily Avena,

Ben Hier, Daniel Schwenneker, and Diego Sterkel

Retiring of Colors: Sterling American Legion Post # 140

CURRICULUM REPORT

Addie Heusman

November 20, 2017

- Our seniors participated in EducationQuest's Apply2College campaign on October 23. The event started with a presentation by EducationQuest about financial aid including helpful tips to seniors applying for scholarships and colleges. The seniors then spent time filling out a college application where he/she plans to attend. Applications were submitted to SCC, Peru, UNL, University of Wyoming, and Wayne State College. This was the 2nd year of the Apply2College campaign for Nebraska but our first time participating. We plan to participate next year as well.
 - 205 high schools participated in the event
 - 4,551 high school seniors participated
 - 7,200 applications were submitted
 - 132 colleges across the country received applications
- One of the goals of our external team visit last spring was to improve our paperwork and process for our SAT (Student Assistance Team) meetings. The SAT team convenes when extra interventions are needed in the classroom for a student who is not currently receiving special education services. Members of the SAT team recently attended a Causes and Cures in the Classroom workshop by Margaret Searle focusing on the root causes of why students struggle in the classroom setting. With information from this workshop and working together as a SAT team, we have a strong base in place for helping students get the interventions he/she may need.
- With the switch of the Junior level test moving to the ACT, the NDE is also providing each junior an ACT Online Prep account. This account will become available to the Juniors in December both in school and at home. It will help to provide an individualized prep plan for each student. Students will have access to this account for one year which means they can use it through their senior year and the ACT December test date.

TRANSPORTATION/MAINTENANCE REPORT

Brent Heusman
November 20, 2017

- Our next round of 80 day inspections will be starting in December. I will give you an update at our next meeting of any needed repairs. Luke Boldt has taken over the St. Mary's route and his bus just got back from getting a motor replaced in the stop arm.
- I attended the NSIAAA Fall Convention in Kearney on Nov. 4th-6th. Sessions included presentations on; HumanX - which dealt with leadership skills required to be a successful program, Marc Bauer - NCA 3D Coaching - dealing with the 3 dimensions needed for successful coaching, NSAA District #1 Cracker Barrel- topics included opting up/down, student cheer sections, and gave a classification committee report, Dr. Jim Tenopir - Executive Director of NSAA- talked about student cheer sections, home schooled students, football issues, Unified Sports, and copyright laws, and Karen Hasse from KSB Law Firm - talked about copyright laws, student section behavior, and social media issues.
- I also attended the NSAA District #1 meeting on Wednesday, Nov. 8th. Proposals that would affect us that went through the 1st round of voting were: boy/girl enrollment in all sports except track and cross country and several proposals dealing with speech and one act play.
- Basketball practice has started for HS and JH boys teams. We have 15 boys out in JH this year, 17 girls in HS, and 14 boys in HS. We host our jamboree games on Tuesday, Nov. 21st vs. Falls City and our first regular season game is @ FCSH on Friday, Dec. 1st.
- We ran an ad in both papers for snow removal and we received one bid at this time. Dottie has also contacted a couple area business people to see if they want to submit a bid too. We will open these bids during the meeting.
- One-Act play has reached the home stretch with their live performance taking place on Monday, Nov. 27th starting at 7:00 PM. District One-Act is taking place at Shickley on Tuesday, Nov. 28th.
- Congratulations to the following athletes for making the Pioneer All Conference teams:
 - Volleyball
 - Colby Thies - 2nd Team
 - Morgan Haner - 3rd Team
 - Sydney Huls - Honorable Mention
 - Football
 - Ben Hier - 2nd Team Defense, Honorable Mention Offense

Activity Accounts for the month of October; (This is the amount of money brought in from gate, minus the payment of officials):

Football

Volleyball

Var. - Pawnee City: ~~\$-27~~

JH - Tri County: \$76

JV - Friend: ~~\$-146~~

HS - Sterling Tri.: ~~\$-56~~

Var. - Johnson-Brock: \$168

JV - Tournament: \$9

HS - Tri County: \$350

PRINCIPAL REPORT
Scott Harrington
November 20, 2017

1-World Initiative

- The staff participated in technology training the last two weeks
- The staff began to explore technologies to use in their classes.
 - Google Classroom which will be the school's LMS (Learning Management System) is being modeled by myself and is beginning to be used by several staff members.
 - Quizlet is an online software that is used for vocabulary resources. This technology has powerful potential for reviewing and studying that the teachers have been working on.
- Staff have selected bags/protection for their new machines and will be given them on the next early out on December 6th.
- Both our tech guy Jake and the ESU4 tech director Ben Hanika are scheduled to help roll out the staff machines and answer questions for the staff on December 6th.
- Jake and I are also scheduled to visit Omaha Westside Schools in December to gain some helpful insights into successful rollout of a 1-1 macbook environment.
- iPad 1-1 in the elementary will be rolling out soon. As soon as all of the charging stations and protective cases are here Jake and I will deploy each elementary classroom with their set of iPads.

Gym Floor

- Hart Floors were here from October 30th - November 1st and have made our gym floor safe to play in for this basketball season.

Lockdown Drills

- As a staff we have been reviewing our lockdown procedures.
- We had a practice lockdown with the students and then again with just the staff on our last early out.
- We also had the Johnson County Sheriff and their drug dog do a sweep of the building and parking lot at that time.

Americanism Meeting

- We had our Americanism Meeting last Monday morning.
 - Mr. Wusk presented the curriculum that he teaches in accordance with the Americanism Standard.
 - I shared the activities that our elementary teachers are doing to comply with the Americanism Standard as well.
- Side Note - Mr. Boldt has mentioned to me the idea of looking into new Social Studies curriculum and after seeing that all of Mr. Wusk's textbooks are at least 20 years old it might be time to look into a new Social Studies curriculum.
 - It would be perfect timing to look into something that is more technology based as we are moving to 1-1 next year.

SUPERINTENDENT REPORT

Dottie Heusman

November 20, 2017

We held a Veteran's Day Program on Friday, November 10 and it was well attended by the public. Luke Boldt and Sandy Weyers planned the program. Our guest speaker was Master Sergeant Lee Peterson who is our Recruiter's Superior. Mr. Boldt's Mom made cinnamon rolls for the guests. The 4-H Spoons and Spools Group presented a quilt of Valor to Bob Salomons a World War II Veteran and long-time community member. I have attached a copy of the program so you can see how well planned it was and all the people that were involved.

As all of you know Gary Behrens, a long-time bus driver and member of the Sterling community died unexpectedly on October 26. At this time Luke Boldt has taken over the route that Gary used to drive. Another Sterling patron has contacted me about getting his bus license to be a substitute driver. He has ridden the routes with the other drivers and will be working on getting his bus license.

By November 30 a decision has to be made in regards to our high school football classification for the upcoming two year football cycle. After talking to all boys' football parents for grades 7th-11th, talking to 11th grade boys, Sterling coaching staff, and area superintendents and coaches, Mr. Harrington and I are supporting playing 6-man football at the high school level for the next two year cycle. This is what is in the best interest of our football athletes. We also support continuing to play junior high football with the Johnson County Central Team. Brent and I will plan to meet with their Superintendent and Athletic Director this spring to determine whether to play 8-man or 11-man next year.

It would be my recommendation to the board that the Athletic Director and Superintendent start the process of discussing and gathering information in regards to whether to play 6-man, 8-man, or 11-man, and whether to coop football for the 2020 and 2021 cycle in the summer of 2019. This will allow more time for decisions to be made that are in the best interest of the athletes that go out for football at Sterling Public Schools.

The Community Association is going ahead with their proposal of building a new Community Building. They will be making some final decisions in regards to the scope of the project at their December 11th meeting. I have asked Andy Thies to come to the December Board Meeting to share information with the board at that time.

Board Policy 9300

Bylaws of the Board - Meetings

Regular Meetings

The Board shall meet in regular session on the third Monday of each calendar month, unless otherwise designated by the President with the approval of the Board. Such meetings shall begin at 7:30 p.m. unless posted otherwise.

In each odd-numbered year, the January meeting will be held on or after the first Thursday after the first Tuesday.

Legal Reference: Neb. Rev. Stat. § 79-554
 Neb. Rev. Stat. § 79-555
 Neb. Rev. Stat. § 84-1401

Date of Adoption: 11-20-17

Goes w/ our current policy
8130

8130.A

~~2004~~

Oath of Office

No board member is required to take an oath of office pursuant to Nebraska law. However, new board members may voluntarily take the following oath before entering into their official duties:

I,, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation or for purpose of evasion; and that I will faithfully and impartially perform the duties of the office of member of the board of education, according to law, and to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am in this position I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence. So help me God.

Board members may affirm the oath orally or in writing. Copies of written oaths will be retained as official records of the school district in the main administrative office and such other places as may be required by law. Board members who give the oath orally will be noted in the minutes.

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

Currently I can't find
this in board policy.

KSB

8260

Internal Board Policies - Board MembersConflict of Interest/Contracts

Current

Replace policy

It shall be the policy of Sterling Public Schools that any contract whether oral or written, formal or informal, which is entered into by the school district and in which a member of the Board of Education is directly or indirectly interested, is voidable unless certain reporting, disclosure and abstention requirements are met. The school district is authorized to enter into a contract in which a member of the Board of Education is directly or indirectly interested so long as:

1. The Board member makes a declaration on the record regarding the nature of his/her interest prior to official consideration of the contract.
2. The affected Board member does not participate in consideration or discussion of the contract.
3. The Board member does not vote on the granting of the contract except that if the number of members of the Board declaring an interest in the contract would prevent the Board with all members present from securing a quorum in the issue, then all members may vote on the matter.
4. The Board member does not in any way participate in the inspection, operation, administration or performance under the contract on the part of the district.

It shall further be the policy of Sterling Public Schools that the above provisions apply not only to formal contracts but also to open accounts.

Legal Reference: Neb. Rev. Stat. ' 49-14,103.01

Date of Adoption: 6-15-15

~~2005~~ Replaces 8260
Conflict of Interest

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

1. Definitions. For purposes of this policy:

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

(1) A business in which the board member or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.

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

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

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

1. Contracts with the School District.

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

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

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

2. Contracts with Board Member's Immediate Family.

a. If a person in a board member's immediate family is an employee of this school district, the board member may vote on all issues of a contract which are generally applicable to:

- (1) All district employees.
- (2) All employees within a specific classification but which does not single out the member of his or her immediate family.

3. Employing Members of the Immediate Family.

a. A board member may recommend for employment or supervise the employment of an immediate family member if:

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

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

- a. Except as provided below, the board shall not authorize the use of personnel, property, resources, or funds under its jurisdiction for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- b. This does not prohibit the board from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.
- c. This does not prohibit the board from discussing and voting upon a resolution supporting or opposing a ballot question.
- d. This does not prohibit the board, while legally seated as a body, from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.

(1) The board may designate one or more members of its body, or one or more of its school administrators, to speak on behalf of the board on specific occasions such as public meetings or legislative hearings.

(2) Any member of the board may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the board. However, this shall not be done during a time that the individual is engaged in his or her official duties.

6. Conflict of Interest Statement

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

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

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

7. Recordkeeping

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

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

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

KSB

8260. A

Current

CONFLICTS LEDGER
CONTRACTS IN WHICH BOARD MEMBER HAS A POSSIBLE CONFLICT

(1) Names of the contracting parties- (a) Business	(b) Board member with possible conflict	(2) Nature of the interest of the officer in question	(3) Date contract was approved by Board	(4) Amount of the contract ^[1]	(5) Basic terms of the contract

Replace w/ appropriate forms

Note: May attach and reference NADC Form C-3.

§ 49-14,103.02. Contract with officer; information required; ledger maintained. The person charged with keeping records for each governing body shall maintain separately from other records a ledger containing the information listed in subdivisions (1) through (5) of this section about every contract entered into by the governing body in which an officer of the body has an interest and for which disclosure is made pursuant to section 49-14,103.01. Such information shall be kept in the ledger for five years from the date of the officer's last day in office and shall include the:

- (1) Names of the contracting parties;
- (2) Nature of the interest of the officer in question;
- (3) Date that the contract was approved by the governing body;
- (4) Amount of the contract; and
- (5) Basic terms of the contract.

The information supplied relative to the contract shall be provided no later than ten days after the contract has been signed by both parties. The ledger kept pursuant to this section shall be available for public inspection during the normal working hours of the office in which it is kept.

Source: Laws 1986, LB 548, § 3; Laws 2001, LB 242, § 22.

§ 49-14,103.03. Open account with officer; how treated. An open account established for the benefit of any governing body with a business in which an officer has an interest shall be deemed a contract subject to sections 49-14,103.01 to 49-14,103.06. The statement required to be filed by section 49-14,103.02 shall be filed within ten days after such account is opened. Thereafter, the person charged with keeping records for such governing body shall maintain a running account of amounts purchased on the open account. Purchases made from petty cash or a petty cash fund shall not be subject to sections 49-14,103.01 to 49-14,103.06.

Source: Laws 1986, LB 548, § 4.

[1] If contract involves an open account insert "open account." A running account of amounts purchased is maintained in the records of the District Bookkeeper.

NEBRASKA ACCOUNTABILITY AND DISCLOSURE COMMISSION 11 th Floor, State Capitol P.O. Box 95086 Lincoln, NE 68509 (402) 471-2522	POTENTIAL CONFLICT OF INTEREST STATEMENT	POSTMARK DATE	
		MICROFILM NUMBER	
NADC FORM C-2A (Village, City, School Officials Except Omaha and Lincoln Officials)		OFFICE USE ONLY	
BEFORE COMPLETING THIS FORM READ THE FILING REQUIREMENTS ON PAGE 3			

- An official of a village or city holding elective office or an official of a school district holding elective office must file this form if he or she has a potential conflict of interest.
- **Officials of the cities of Lincoln and Omaha** holding elective office with a potential conflict of interest **should not use this form.** Use Form C-2.
- This form should be filed with the person who normally keeps records for the school district, city or village. **There is no requirement to file this form with the Nebraska Accountability and Disclosure Commission.**
- Persons who fail to disclose a potential conflict of interest or who otherwise do not comply with the law are subject to penalties.

ITEM 1	NAME, ADDRESS AND TELEPHONE NUMBER
---------------	---

Name _____ Telephone No. _____
 Last First Middle

Address _____
 STREET ADDRESS OR RURAL ROUTE City STATE ZIP CODE

ITEM 2	TITLE, AGENCY (City, Village, School), ADDRESS AND PHONE
---------------	---

Your Title _____ Agency _____

Agency Address _____

Agency Phone _____

ITEM 3	DESCRIBE POTENTIAL CONFLICT OF INTEREST IN DETAIL (Use Item 6 Continuation, if necessary)
---------------	--

Date action is to be taken or decision is to be made: _____

Description of Potential Conflict:

ITEM 4 PERSONS WHO MAY RECEIVE FINANCIAL BENEFIT OR DETRIMENT

You
 Member of your Immediate Family: _____
NAME

Business With Which You
 Are Associated (See Definitions) _____
NAME OF BUSINESS

ITEM 5 NATURE OF FINANCIAL BENEFIT OR DETRIMENT

ITEM 6 CONTINUATION

(SIGNATURE) (DATE)

General Information - Filing Requirements

I. What is a Potential Conflict of Interest? - A public official has a potential conflict of interest if he or she is faced with taking an official action or making an official decision which may result in a financial benefit or a financial detriment to the public official; a member of his or her immediate family; or a business with which he or she is associated. The financial effect of the action or decision must be distinguishable from the financial effect on the general public or a broad segment of it.

II. Who Must File:

- A. An official of a city or village holding elective office who has a potential conflict of interest. An official of the cities of Lincoln or Omaha holding elective office who has a potential conflict of interest should not file this form, but instead should use Form C-2.
- B. An official of a school district holding elective office who has a potential conflict of interest.
- C. An elective office is a public office normally filled by an election. A person appointed to fill a vacancy in a public office normally filled by election holds an elective office.

III. When and Where to File:

- A. This form should be filed as soon as the person holding elective office is aware that he or she may have a potential conflict of interest and prior to the time that the action is to be taken or the decision made.

- B. This form should be filed with the person who normally keeps records for the governing body of the official holding elective office. For example, the person who keeps records for a city or village may be the city clerk or village clerk. **This form does not need to be filed with the Commission.**
- C. The person filing the form should abstain from participating in or voting on the matter in which he or she has a potential conflict of interest. However, if the person wants an opinion from the Commission as to whether he or she has an actual conflict of interest requiring abstention or non-participation, he or she may send a copy of the form to the Commission along with request for an opinion.

Disclosure of Contractual Interests by Local Officers. If you are a local elected official disclosing an interest in a contract or an open account in which a local governing body on which you serve is a party, use NADC Form C-3, Contractual Interest Statement.

Disclosure of the Employment of Immediate Family Members. If you are disclosing the employment of an immediate family member, use NADC Form C-4, Employment of Immediate Family Members Disclosure Statement.

Definitions

Immediate family shall mean a child residing in your household, your spouse or an individual claimed by you or your spouse as a dependent for federal income tax purposes.

Business shall mean any corporation, partnership, limited liability company, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint-stock company, receivership, trust, activity, or entity. NOTE: The definition includes for profit and non-profit entities.

Business with which you are associated shall mean a business: (1) of which you are the sole proprietor; (2) or in which you are a partner, director, or officer; (3) or in which you or a member of your immediate family is a stockholder of closed corporation stock worth \$1,000 or more at fair market value or which represents more than a 5 percent equity interest, or is a stockholder of publicly traded stock worth \$10,000 or more at fair market value or which represents more than a 10 percent equity interest.

Elective office shall mean a public office filled by an election, except for federal offices. A person who is appointed to fill a vacancy in a public office which is ordinarily elective holds an elective office.

Person means a business, individual, proprietorship, firm partnership, joint venture, syndicate, business trust, labor organization, company, corporation, association, committee, or any other organization or group of persons acting jointly.

Statutory Authority: Section 49-1499.03 Revised Statutes of Nebraska.

NEBRASKA ACCOUNTABILITY AND DISCLOSURE COMMISSION 11 th Floor, State Capitol P.O. Box 95086 Lincoln, NE 68509 (402) 471-2522	<h1 style="margin: 0;">CONTRACTUAL INTEREST STATEMENT</h1> <h2 style="margin: 10px 0 0 0;">NADC FORM C-3</h2>	POSTMARK DATE	
		MICROFILM NUMBER	
		OFFICE USE ONLY	
BEFORE COMPLETING THIS FORM READ THE FILING REQUIREMENTS ON PAGE 3			

- A local officer with an interest in any contract to which his or her governing body or anyone for its benefit is a party must disclose the interest on the record of the governing body responsible for approving the contract, or in writing by filing this form.
- File with the person charged with keeping records for the governing body involved in the contract **prior** to official consideration of the contract.
- Persons who fail to disclose their interests or otherwise do not comply with the law are subject to penalties.

ITEM 1	YOUR NAME ADDRESS AND PHONE NUMBER
---------------	---

Name _____ Telephone No. _____

Last First Middle

Address _____

STREET ADDRESS OR RURAL ROUTE City STATE ZIP CODE

ITEM 2	OFFICE OR POSITION, ADDRESS, PHONE, TERM OF OFFICE
---------------	---

Office or Position: _____ Term: _____

Name of City, County, District, Village, etc: _____

Address _____ Phone _____

ITEM 3	CONTRACT IN WHICH YOU HAVE AN INTEREST
---------------	---

A. Names of Contracting Parties: _____

B. Body Which Will Consider the Contract: _____

C. Date Set for Consideration: _____

D. Subject Matter and Basic Terms: _____

ITEM 4 | **NATURE AND EXTENT OF YOUR INTEREST IN THE CONTRACT AND AMOUNT OF CONTRACT (Use ITEM 5, CONTINUATION, if necessary)**

ITEM 5 | **CONTINUATION**

(Signature)

(Date)

General Information - Filing Requirements

I. Who Must File:

A local officer with an interest in a contract to which his or her governing body or anyone for its benefit is a party must disclose the interest on the record of the body responsible for approving the contract, or in writing by filing this form.

II When to File:

An officer must declare his or her interest in a contract and the nature and extent of the interest **prior** to official consideration of the contract. The information concerning the contract listed in ITEM 3 of this form must be provided to the person in charge of keeping records of the governing body within 10 days after the contract is signed by both parties.

III. Where to File:

File with the person charged with keeping records for the governing body involved in the contract. For example, members of a County Board of Commissioners file with the County Clerk.

An officer has an **interest** in a contract when the officer or his or her spouse, parent, or child: (a) has a business association as defined in sections 49-1408 and 49-14,103.01(5) with the business involved in the contract, or (b) will receive a direct pecuniary fee or commission as a result of the contract. An officer interested in a contract with his or her governing body may not: (1) vote on the matter of granting the contract, or (2) act for the governing body as to inspection or performance under the contract.

An **open account** established for the benefit of any governing body with a business in which an officer has an interest is considered a contract subject to disclosure requirements.

For purposes of contractual interest conflicts, as covered by section 49-14,103.01, ownership of less than five percent of the outstanding shares of a corporation shall not constitute an interest subject to disclosure.

Receiving deposits, cashing checks, and buying and selling warrants and bonds of indebtedness of a governing body by a financial institution is **not** considered a contract.

Any governing body as defined below may prohibit officers from having an interest in contracts over a specific dollar amount. A governing body may also exempt from disclosure requirements contracts for one hundred dollars or less in which an officer of the body has an interest.

Disclosure of Potential Conflict of Interest by State Executive Branch Officials, Employees, and Others required to file Statements of Financial Interest. If you are disclosing a potential conflict of interest under section 49-1499 of the Accountability Act, use NADC Form C-2, Potential Conflict of Interest Statement.

Disclosure of the Employment of Immediate Family Members. If you are disclosing the employment of an immediate family member, use NADC Form C-4, Employment of Immediate Family Members Disclosure Statement.

Officer means a member of the board of directors of a natural resources district, a member of any board or commission of any county, school district, city or village which spends and administers its own funds, who is dealing with a contract made by such board or commission, and any elected county, school district, educational service unit, city, or village official, and a member of any board of directors or trustees of a district hospital as provided by the Nebraska Local Hospital District Act or a county hospital as provided by sections 23-343 to 23-343.19. Officer shall **not** mean volunteer firefighters or ambulance drivers with respect to their duties as firefighters or ambulance drivers.

Governing Body means the board of directors of a natural resources district, the board of supervisors or the board of commissioners of any county, a school district board, the board of an educational service unit, the city council of a city, the village board of a village, the board of directors or trustees of a district hospital as provided by the Nebraska Local Hospital District Act, sections 23-343.20 to 23-343.47, or a county hospital as provided by sections 23-343 to 23-343.19, or any board or commission of any county, school district, city or village which spends and administers its own funds.

Definitions

Business means any corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint stock company, receivership, trust, activity or entity.

Business with which you are associated means a business: (1) in which you are a partner, director or officer; or (2) in which you or a member of your immediate family is a stockholder of closed corporation stock worth \$1,000 or more at fair market value or which represents more than a 5 percent equity interest, or is a stockholder of publicly traded stock worth \$10,000 or more at fair market value or which represents more than a 10 percent equity interest.

For purposes of contractual interest conflicts, as covered by section 49-14,103.01, ownership of less than five percent of the outstanding shares of a corporation shall not constitute an interest subject to disclosure.

Statutory Authority: Section 49-14,103.01 R.S. Supp., 1987, and sections 49-14,103.02 to 49-14,103.07 R.S. Supp., 1986.

<p style="text-align: center;">NEBRASKA ACCOUNTABILITY AND DISCLOSURE COMMISSION 11th Floor, State Capitol P.O. Box 95086 Lincoln, NE 68509 (402) 471-2522</p>	<p style="font-size: 1.2em; font-weight: bold;">EMPLOYMENT OF IMMEDIATE FAMILY MEMBERS DISCLOSURE STATEMENT</p> <p style="font-weight: bold; margin-top: 20px;">NADC FORM C-4</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">POSTMARK DATE</td> <td style="width: 50%;"></td> </tr> <tr> <td style="padding: 2px;">MICROFILM NUMBER</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 2px;">OFFICE USE ONLY</td> </tr> </table>	POSTMARK DATE		MICROFILM NUMBER		OFFICE USE ONLY	
POSTMARK DATE								
MICROFILM NUMBER								
OFFICE USE ONLY								
<p>BEFORE COMPLETING THIS FORM READ THE FILING REQUIREMENTS ON PAGE 3</p>								

- Local public officials and employees employing, recommending employment, or supervising the employment of an immediate family member must disclose the employment either in writing or on the record to the governing body employing the immediate family member. **This form should not be used by state officials or employees.**
- File this form or other written disclosure with the person in charge of keeping records for the governing body employing the immediate family member.
- Persons who fail to disclose the employment of immediate family members or who otherwise do not comply with the law are subject to penalties.

ITEM 1	NAME, ADDRESS AND TELEPHONE NUMBER OF PUBLIC OFFICIAL OR PUBLIC EMPLOYEE
<p>Name _____ Telephone No. _____</p> <p style="margin-left: 20px;">Last First Middle</p> <p>Address _____</p> <p style="margin-left: 20px;">STREET ADDRESS OR RURAL ROUTE City STATE ZIP CODE</p>	

ITEM 2	OFFICE OR POSITION, ADDRESS, TELEPHONE, TERM OF OFFICE
<p>Office or Position: _____ Term: _____</p> <p>Identify City, County or District: _____</p> <p>Address: _____ Telephone _____</p>	

ITEM 3	MEMBER OF YOUR IMMEDIATE FAMILY WHOM YOU INTEND TO EMPLOY, RECOMMEND FOR EMPLOYMENT, OR SUPERVISE (Use ITEM 5 CONTINUATION, if necessary)
<p>A. Name _____ Relationship _____</p> <p>Position _____ Employer _____</p> <p style="margin-left: 20px;">(IDENTIFY CITY, COUNTY, OR DISTRICT)</p> <p>B. Name _____ Relationship _____</p> <p>Position _____ Employer _____</p> <p style="margin-left: 20px;">(IDENTIFY CITY, COUNTY OR DISTRICT)</p> <p>C. Name _____ Relationship _____</p> <p>Position _____ Employer _____</p> <p style="margin-left: 20px;">(IDENTIFY CITY, COUNTY OR DISTRICT)</p>	

ITEM 4 | FOR NEWLY ELECTED OR APPOINTED PUBLIC OFFICIALS AND EMPLOYEES

List members of your immediate family who were employed before your election or appointment and who are now employed or supervised by you.

A. Name _____ Relationship _____
Position _____ Employer _____
Date Hired _____ (IDENTIFY CITY, COUNTY OR DISTRICT)

B. Name _____ Relationship _____
Position _____ Employer _____
Date Hired _____ (IDENTIFY CITY, COUNTY OR DISTRICT)

(Use ITEM 5, CONTINUATION, if necessary)

ITEM 5 | CONTINUATION

(Signature)

(Date)

General Information - Filing Requirements

A public official or public employee of a political subdivision may employ, recommend the employment of, or supervise the employment of an immediate family member if:

- 1) he or she does not abuse his or her official position; and
- 2) makes a written disclosure with the person in charge of keeping records for the governing body or a disclosure on the record to the governing body; and
- 3) he or she has first made a reasonable solicitation and consideration of applications for such employment:

NOTE: Examples of abuse of one's position could include, but are not limited to, (1) providing an unreasonably high salary, (2) not requiring the employee to actually perform the duties of his or her position, (3) terminating another employee to make a position available for an immediate family member, (4) hiring an immediate family member who is not qualified to hold the position.

I. Who Must File:

- A. Public officials and employees of political subdivisions employing, recommending employment, or supervising the employment of an immediate family member must make a disclosure to the person in charge of keeping records for the governing body of the entity. Where applicable the disclosure may be made on the record to the governing body of the entity in lieu of a written disclosure.
- B. Public officials and employees who currently employ or supervise an immediate family member(s) employed prior to the election or appointment of the public official or public employee.

II. When to File:

- A. Public officials and employees must file prior to employing, recommending employment, or supervising the employment of an immediate family member.

- B. Newly elected or appointed public officials or employees shall file prior to or as soon as reasonably possible after the official date of taking office.

III. Where to File:

This form or other written disclosure should be filed with the person in charge of keeping records for the governing body of the entity served. (i.e., officials and employees of public power districts file with the district office; county officials and employees file with the county clerk; city or village officials or employees file with the city or village clerk; officials and employees of natural resource districts file with the office of the district manager; school district officials and employees file with the district superintendent or secretary of the school board. **Disclosure need not be made to the Nebraska Accountability and Disclosure Commission.**

Disclosure of Contractual Interests by Local Officers.

If you are disclosing an interest in a contract to which a local governing body on which you serve is a party, use NADC Form C-3, Contractual Interest Statement.

Disclosure of Potential Conflict of Interest by Officials, Employees, and Others Required to file Statements of Financial Interests.

If you are disclosing a potential conflict of interest use NADC Form C-2, or NADC Form C-2A Potential Conflict of Interest Statement.

NOTE: This form should not be used by State officials or State employees. See §49-1499.07 of the Nebraska Revised Statutes or contact the Commission.

Definitions

Governing body means the village board of a village, the city council of a city, the board of commissioners or board of supervisors of a county, the board of directors of a public power district, or any body with the ultimate power to determine the entity's policies and control its activities.

Immediate Family Member means a child residing in an individual's household, a spouse of an individual, or an individual claimed by the public official or employee or his or her spouse as a dependent for federal income tax purposes.

Statutory Authority: Section 49-1499.04 Revised Statutes of Nebraska.

Internal Board Policies - Methods of OperationTypes of Meetings

Current Policy
Replace & Combine

Regular Meetings

Regular scheduled meetings may be of two kinds: business or education or both. The education meetings may be held for the purpose of reviewing the school program, or for the development and discussion of policy.

Special Meetings

A special meeting may be called by the President of the Board, or upon recommendation of the Superintendent, or by two members collectively in the event the President fails to act, upon due notice as specified by the bylaws. No business shall be transacted at a special meeting except that for which the meeting is called or that of an emergency nature.

Legal Reference: Neb. Rev. Stat. § 79-554
Neb. Rev. Stat. § 84-1409

Date of Adoption: 6-15-15

Internal Board Policies - Methods of Operation

Designated Method of Giving Notice of Meetings

Current Policy - Replace & Combine

The designated methods of giving advance notice of meetings of the Board of Education of the Sterling Public School District shall be by publication or by posting. If notice is given by posting, such notice shall be given by posting notice in at least three (3) public places throughout the school district. The school house door, the post office, and a local bank are designated posting places, though other or different places at which the public may reasonably be notified are also designated as permissible places.

Notice shall be given a reasonable time in advance of the meeting. Two (2) days advance notice shall be considered sufficient.

For an emergency meeting, notice shall not be required to be given; however, the Board will complete minutes for such an emergency meeting as required by law. An emergency has been defined as any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition.

The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

Legal Reference: Neb. Rev. Stat. §§ 79-554; 79-555 and 84-1411

Date of Adoption: 6-15-15

~~2008~~
Meetings

Replacement for
8342 & 8341
(delete 8341)

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

Will be a combined policy

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 posted in three prominent places within the school district. 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.

[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.

4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, 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: _____

KSB

Current - 3540

Replace - Change
to 3003 & 3003.1Business OperationsProcedures—Bidding Construction Projects

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is in excess of \$100,000.00, or such sum as adjusted pursuant to §73-106. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. Notice to Bidders: The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.
2. Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
4. Contract Award: The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.
5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of \$10,000 or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.
6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one

hundred thousand dollars (\$100,000), as adjusted from time to time by § 81-3445 or other applicable law.

7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Reference: Neb. Rev. Stat. ' 52-118; Neb. Rev. Stat. ' 73-101 *et seq.*; Neb. Rev. Stat. ' 73-106;
Neb. Rev. Stat. ' 81-3445

Date of Adoption: August 17, 2015

3003

Bidding for Construction, Remodeling, Repair or Site Improvement

I. Applicability of this policy.

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

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

II. Projects with an Estimated Cost of Less than \$100,000

- A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than \$100,000.
- B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
- C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
- D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.
- E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than \$100,000 they must follow the formal procedures outlined in this policy.

III. Formal Bidding for Major Purchases and Construction

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

exceeds \$100,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

- B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds \$100,000.

C. Advertising for Bids

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

D. Bid Documents

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

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

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

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

KSB

3003.1

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

I. Applicability of the policy

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

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$100,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

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

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

contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under \$150,000

A. Methods of Bidding/Soliciting Quotations or Estimates

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

1. Construction with an Anticipated Cost of up to \$3,500 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$3,500. 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. Construction with an Anticipated Cost of between \$3,500 and \$100,000 (Small Purchase Procedures)

For construction projects subject to this policy, small purchases are purchases that, in the aggregate amount, is more than \$3,500 and less than \$100,000 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.

B. Construction Projects with an estimated cost of \$100,000 and over will be made pursuant to the District's Policy on Bid Letting and Contracts.

IV. Construction Projects with an Anticipated Cost Over \$150,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$150,000 will be publicly solicited using the sealed bid method

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

equipment, facilities, financial stability, past performance, and other relevant factors.

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

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.

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

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

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

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

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

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose

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

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

D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

Adopted on: _____

Revised on: _____

Reviewed on: _____

KSB

*I can't find a
current policy on this.*

**3045
Use of Sniffer Dogs**

The board of education finds that the possession of illegal drugs and other contraband on school grounds is unlawful, is disruptive of the educational process, is harmful to students and staff, and is contrary to the interests of the school district. Accordingly, to minimize the presence of these items on school grounds, the administration is authorized to use sniffer dogs according to the protocol set forth in this policy.

Protocol for Use of Sniffer Dogs

1. The superintendent, or the building principal with the superintendent's permission, may initiate the use of specially trained sniffer dogs to conduct an inspection.
2. The administration will contact the canine provider and/or the appropriate law enforcement agency to schedule the use of a sniffer dog or dogs. The administration shall require an assurance from the provider that any sniffer dogs to be used in the school have been properly trained, and may request evidence of the training and/or certification of the dogs. In no event will the school district authorize a sniffer dog to sniff any person.
3. The superintendent or if designated by the superintendent, the building principal, and law enforcement representatives or canine provider will confer regarding the specific plan of areas to be inspected. The plan may involve any or all school building facilities, vehicles in the school parking lot, or other areas where student and staff vehicles are parked on school property during or after school hours.
4. If the inspection is scheduled for a day when school is in session, students and staff will be informed over the public address system, and will be directed to remain in their rooms until given further directions.
5. During the inspection, administrators may assign personnel to designated areas as deemed appropriate to assist in the smooth handling of the inspection.
6. After the inspection is finished, students and staff will be notified over the public address system, and will be thanked for their cooperation.
7. If the sniffer dog alerts, the alert will constitute reasonable cause for the administration to conduct a search of the property. If the sniffer dog alerts on a vehicle on school grounds, the owner will be required to unlock the vehicle doors and trunk for further inspection of the interior of the vehicle. If the owner refuses to unlock the vehicle, the matter will be

turned over to law enforcement authorities. The owner will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law. This may include discipline for the refusal to obey an administrative directive.

8. Any illegal drugs or contraband found on school grounds, whether in a desk, locker, vehicle, or any other place on school grounds, will be confiscated and turned over to law enforcement authorities. A student's parents will be contacted. The individual will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law.
9. At the conclusion of the inspection, school officials will confer with the canine provider and/or any law enforcement authorities who were involved in the inspection to review the results of the inspection. The administration may authorize any follow-up inspections or other action deemed appropriate.

NOTICE TO STUDENTS AND STAFF

Students and staff shall be informed of the District's policy regarding the use of sniffer dogs as soon as practicable after the adoption of this policy. Thereafter, students and staff shall be informed of the policy at the beginning of the school year. By this policy and/or via the provision in the student or staff handbook, students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

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

KSB