

STERLING PUBLIC SCHOOL DISTRICT #33, JOHNSON COUNTY

Board of Education Regular Meeting  
Monday, August 19, 2019 7:00 PM  
Sterling Public Schools  
250 Main Street  
Sterling, NE 68443

- A. Call Meeting to Order
- B. Recognize Nebraska Open Meetings Law
- C. Publication of Meeting
- D. Roll Call
- E. Pledge of Allegiance
- F. Approval of agenda
- G. Public Comment
- H. Teacher Report -- FFA Program at SPS
- I. Board Committee Reports
- J. Administration Reports
- K. Consent Agenda
- L. Action Items
  - 1. Commendations
  - 2. Out of State Travel for the FFA Members to National Convention
  - 3. Half Day Attendance for a senior for the 2019-2020 school year
  - 4. Second Reading of Board Policies 2002, 2006, 2014, 3003.1, 3039, 3052, 4052, 4059, 5016, 5022, 9330 & Facility Use Application
  - 5. Hiring of Dana Cole Company as the auditor for the 2018-2019 school year audit
  - 6. Alicap Premiums for the Upcoming School Year
  - 7. Transfer of Money from the General Fund to the Activities Fund
  - 8. Transfer of Money from the General Fund to the School Nutrition Fund
- M. Discussion Items:
  - 1. First Reading of Board Policies: 5015 Protection of Pupil Rights, 4039 Employment of Classified Staff, 5044 Safe Pupil Transportation Plan
  - 2. Current Student Enrollment K-12
  - 3. Upcoming Events
- N. 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).*

## CURRICULUM REPORT

Addie Heusman

August 19, 2019

We are in year 2 of our 4 year college access grant. Some of the visits I hope to schedule this year include...

- EPP (Educational Planning Program/College Fair) - 12th Grade
- EPP & Doane - 11th Grade
- UNL & NWU - 10th Grade
- UNO - 10th Grade
- Peru State - 9th Grade
- Optional visits include SCC Discovery Days (all campuses), Bryan Health, SCC Health, and possibly IWCC or MCC.

### SENCAP/Dual Credit Numbers for 2018-2019

- 5 students taking college credit classes
- 10 (additional) students taking college credit classes and also enrolled in a SENCAP academy. Academies include health, early childhood education, criminal justice, and livestock.

## TRANSPORTATION/MAINTENANCE REPORT

Brent Heusman

August 19, 2019

- We have almost finished up repairs from the last round of inspections. We have one reverse light yet to replace. I will look to start our first round for this school year around Sept. 1st.
- After two days of school, our bus drivers have reported back that things have gone well so far. Once we get our preschool children started next week, we will have our routes finalized for the start of school. I will get those to Matt Schardt and Jon Brinkman and let them know if we have any roads that need attention. Dottie is planning on riding the routes sometime during the month of September.
- Fall practice has started for both VB and FB with sports drink scrimmages scheduled for later this week. We have 18 girls out for VB and 19 boys out for FB.
- Josh, Taylor, and I have come up with an extended practice schedule for JH FB and VB and have sent it home with students as of today (Monday).

- After talking with several people, we think we have a connection to getting a new flashing light for our crosswalk in front of our school. I will follow up with you in September once we get everything squared away.
- Our first AD meeting for the Pioneer Conference will be on Wednesday, September 11th. I will let you know of any pertinent information that comes from that meeting.
- Our back parking lot is almost ready to go. We have had some dirt and rock delivered and have leveled it out. There is still additional work to do with some railroad ties to make sure that the east area does not wash out to the neighbor's yard. When it is done our school vans will move to that parking lot and we hope to have an additional seven staff members parking there to free up some more spots in the staff parking across the street.

Scott Harrington  
**August 19, 2019**

- The school year is off to a great start.
- We took the opportunity during the first day of school to do our first fire drill and do bus evacuations for all students K-12. Pre-K drills will occur within the next week.
- School Year Staff Focus Items:
  - Strengthening our Core! - Tying our core curriculum (Math, ELA, Science, Social Studies) to our state standards.
  - The 4 C's - Communication, Collaboration, Consistency, & Challenging
- Some new initiatives for the school year include:
  - Schoolwide SSR (Silent Sustained Reading) - The students and staff stop what they are doing and read for 20 minutes twice a week.
  - PLCs (Professional Learning Communities) - The teachers are grouped, as best as possible, by curricular area and meet twice a month to discuss what we can continue to do to help our students be more successful. This occurs during their joint planning times.
    - They are provided an agenda and collectively put their notes and discussions on the Sterling Staff Website so all can collaborate together. Dottie and I are trying to attend as many meetings as possible to help support them.
  - We are using a Google Site as a 1-stop shop for all information that teachers will need throughout the year.
- Non-Credit Work Release
  - We have a student who is on-track to graduate this coming spring and would like to do a work release for half of her day in the afternoon.
  - The national department of labor has some information on High School Apprenticeships that could also prove useful in setting up an effective system in place to support work-related experiences for our kids.
  - This would give students an opportunity to work in a field they are interested in.

- If we are to proceed with the work-release option for students, we would like to put certain stipulations and guidelines in place to support this being a successful program.
- Things that would/could be included:
  - Each individual student request would come to the BOE for approval.
  - A form must be filled out by all parties involved. Including: student, parents, employer, and principal.
  - Must be in 7th semester of attendance - senior year
  - The employer must be willing to report to the school on the student's progress on a regular basis. This could be done by seeing a pay stub or having a form that the student or employer fills out and turns in to the office.
  - Students failing one or more classes will not be dismissed for employment release until the grades are passing.
  - The student can not be participating in any athletics.
  - Students understand that work release is a privilege that may be removed if the students fail to meet the requirements or lose their employment for whatever reason.

## SUPERINTENDENT REPORT

Dottie Heusman

August 19, 2019

Continuous Improvement Plans are attached for the board to review. Those were reviewed, revised, and updated by the School Improvement Team during the Data Retreat in early August. Over the last two years the district has made incredible growth in these areas and the work continues. One of our next steps is to add ways that the Preschool can be part of the process.

The Board Policy Committee has been in the process of reviewing board policy 9128 Participation of Classified Staff and Board Members in the Health Insurance Program. The entire board also looked at this policy in July. Per the board's request I shared the information with all classified staff members this week in regards to the prices that they would pay to belong to the BCBSNE plan. We would need 50% of the classified staff and board members as a whole to be a part of this plan or we would have a dramatic increase in our overall premiums for all staff. I did not have any classified staff members indicate that they would like to participate in this program. Therefore, my recommendation would be that we do not put this policy into place for the 2019-2020 school year.

We did budget to transfer \$10,000 from the general fund to the activities fund and the lunch fund. I would recommend that we make this transfer to help support these programs.

I will have numbers for the board in regards to enrollment figures at the meeting on Monday. That will be shared with you during item M2.

## CURRICULUM REPORT

Addie Heusman

August 19, 2019

We are in year 2 of our 4 year college access grant. Some of the visits I hope to schedule this year include...

- EPP (Educational Planning Program/College Fair) - 12th Grade
- EPP & Doane - 11th Grade
- UNL & NWU - 10th Grade
- UNO - 10th Grade
- Peru State - 9th Grade
- Optional visits include SCC Discovery Days (all campuses), Bryan Health, SCC Health, and possibly IWCC or MCC.

### SENCAP/Dual Credit Numbers for 2018-2019

- 5 students taking college credit classes
- 10 (additional) students taking college credit classes and also enrolled in a SENCAP academy. Academies include health, early childhood education, criminal justice, and livestock.

## TRANSPORTATION/MAINTENANCE REPORT

Brent Heusman

August 19, 2019

- We have almost finished up repairs from the last round of inspections. We have one reverse light yet to replace. I will look to start our first round for this school year around Sept. 1st.
- After two days of school, our bus drivers have reported back that things have gone well so far. Once we get our preschool children started next week, we will have our routes finalized for the start of school. I will get those to Matt Schardt and Jon Brinkman and let them know if we have any roads that need attention. Dottie is planning on riding the routes sometime during the month of September.
- Fall practice has started for both VB and FB with sports drink scrimmages scheduled for later this week. We have 18 girls out for VB and 19 boys out for FB.
- Josh, Taylor, and I have come up with an extended practice schedule for JH FB and VB and have sent it home with students as of today (Monday).

- After talking with several people, we think we have a connection to getting a new flashing light for our crosswalk in front of our school. I will follow up with you in September once we get everything squared away.
- Our first AD meeting for the Pioneer Conference will be on Wednesday, September 11th. I will let you know of any pertinent information that comes from that meeting.
- Our back parking lot is almost ready to go. We have had some dirt and rock delivered and have leveled it out. There is still additional work to do with some railroad ties to make sure that the east area does not wash out to the neighbor's yard. When it is done our school vans will move to that parking lot and we hope to have an additional seven staff members parking there to free up some more spots in the staff parking across the street.

Scott Harrington  
**August 19, 2019**

- The school year is off to a great start.
- We took the opportunity during the first day of school to do our first fire drill and do bus evacuations for all students K-12. Pre-K drills will occur within the next week.
- School Year Staff Focus Items:
  - Strengthening our Core! - Tying our core curriculum (Math, ELA, Science, Social Studies) to our state standards.
  - The 4 C's - Communication, Collaboration, Consistency, & Challenging
- Some new initiatives for the school year include:
  - Schoolwide SSR (Silent Sustained Reading) - The students and staff stop what they are doing and read for 20 minutes twice a week.
  - PLCs (Professional Learning Communities) - The teachers are grouped, as best as possible, by curricular area and meet twice a month to discuss what we can continue to do to help our students be more successful. This occurs during their joint planning times.
    - They are provided an agenda and collectively put their notes and discussions on the Sterling Staff Website so all can collaborate together. Dottie and I are trying to attend as many meetings as possible to help support them.
  - We are using a Google Site as a 1-stop shop for all information that teachers will need throughout the year.
- Non-Credit Work Release
  - We have a student who is on-track to graduate this coming spring and would like to do a work release for half of her day in the afternoon.
  - The national department of labor has some information on High School Apprenticeships that could also prove useful in setting up an effective system in place to support work-related experiences for our kids.
  - This would give students an opportunity to work in a field they are interested in.

- If we are to proceed with the work-release option for students, we would like to put certain stipulations and guidelines in place to support this being a successful program.
- Things that would/could be included:
  - Each individual student request would come to the BOE for approval.
  - A form must be filled out by all parties involved. Including: student, parents, employer, and principal.
  - Must be in 7th semester of attendance - senior year
  - The employer must be willing to report to the school on the student's progress on a regular basis. This could be done by seeing a pay stub or having a form that the student or employer fills out and turns in to the office.
  - Students failing one or more classes will not be dismissed for employment release until the grades are passing.
  - The student can not be participating in any athletics.
  - Students understand that work release is a privilege that may be removed if the students fail to meet the requirements or lose their employment for whatever reason.

## SUPERINTENDENT REPORT

Dottie Heusman

August 19, 2019

Continuous Improvement Plans are attached for the board to review. Those were reviewed, revised, and updated by the School Improvement Team during the Data Retreat in early August. Over the last two years the district has made incredible growth in these areas and the work continues. One of our next steps is to add ways that the Preschool can be part of the process.

The Board Policy Committee has been in the process of reviewing board policy 9128 Participation of Classified Staff and Board Members in the Health Insurance Program. The entire board also looked at this policy in July. Per the board's request I shared the information with all classified staff members this week in regards to the prices that they would pay to belong to the BCBSNE plan. We would need 50% of the classified staff and board members as a whole to be a part of this plan or we would have a dramatic increase in our overall premiums for all staff. I did not have any classified staff members indicate that they would like to participate in this program. Therefore, my recommendation would be that we do not put this policy into place for the 2019-2020 school year.

We did budget to transfer \$10,000 from the general fund to the activities fund and the lunch fund. I would recommend that we make this transfer to help support these programs.

I will have numbers for the board in regards to enrollment figures at the meeting on Monday. That will be shared with you during item M2.

## Sterling Public Schools

### Monthly Balance Forecast Report

Cycle: FY18-19; Begin Date: 07/01/2019; End Date: 07/31/2019; Account Type: Expenditure,Revenue; Filter: ([Fund] = '01') ; Created On: 8/16/2019 6:13:47 PM

01 General		
8-31-18 Ending Balance \$517,207	18- Balance End of July	Amount spent as of July
19 Budgeted Amount \$4,583,965	\$597,871.00	2019 \$2,992,773
Expenditure		
<b>Description</b>	<b>July</b>	<b>Total (Date Range)</b>
01100 - Regular Instruction	(\$111,433.53)	(\$111,433.53)
01105 -	(\$9,575.68)	(\$9,575.68)
01190 - Early Childhood Educational Programs	(\$493.25)	(\$493.25)
01200 - Special Education Instructional Programs - School Age	(\$13,942.14)	(\$13,942.14)
01291 - Special Education Instructional Programs - Ages 3-5	(\$8,724.03)	(\$8,724.03)
01292 - Special Education Instructional Programs - Ages 0-2	(\$84.00)	(\$84.00)
01295 - Special Education Instructional Programs - Unified Sports	\$0.00	\$0.00
01300 - Summer School	(\$27.21)	(\$27.21)
02120 - Guidance Services	(\$7,217.98)	(\$7,217.98)
02130 - Health Services	\$0.00	\$0.00
02140 - Psychological Services	\$0.00	\$0.00
02141 - Psychological Services - SPED - School Age	(\$1,588.25)	(\$1,588.25)
02142 - Psychological Services - SPED - Ages 3-5	(\$1,270.60)	(\$1,270.60)
02143 - Psychological Services - SPED - Ages 0-2	\$0.00	\$0.00
02150 - Speech Pathology and Audiology Services	(\$179.82)	(\$179.82)
02151 - Speech Pathology and Audiology Services - SPED - School Age	(\$794.76)	(\$794.76)
02152 - Speech Pathology and Audiology Services - SPED - Ages 3-5	(\$7,307.58)	(\$7,307.58)
02153 - Speech Pathology and Audiology Services - SPED - Ages 0-2	\$0.00	\$0.00

02161 - Occupational Therapy-Related Services - SPED - School Age	\$0.00	\$0.00
02171 - Physical Therapy-Related Services - SPED - School Age	\$0.00	\$0.00
02190 - Support Services - Student - Other	(\$5,847.24)	(\$5,847.24)
02191 - Student Fee	\$0.00	\$0.00
02210 - Improvement of Instruction	\$0.00	\$0.00
02212 - Instruction and Curriculum Development	\$0.00	\$0.00
02213 - Instructional Staff Training	(\$200.00)	(\$200.00)
02220 - Library or Media Services	(\$2,160.49)	(\$2,160.49)
02224 - Educational Television Services	(\$20.72)	(\$20.72)
02230 - Instruction-Related Technology	(\$59.92)	(\$59.92)
02290 - Other Support Services - Instructional Staff	\$0.00	\$0.00
02310 - Board of Education	(\$976.32)	(\$976.32)
02320 - Executive Administration	(\$13,131.50)	(\$13,131.50)
02410 - Office of the Principal	(\$8,907.96)	(\$8,907.96)
02490 - School Administration Other	(\$14.00)	(\$14.00)
02510 - Fiscal Services	(\$5,565.20)	(\$5,565.20)
02520 - Purchasing, Warehousing, and Distributing Services	\$403.93	\$403.93
02530 - Printing, Publishing, and Duplicating Services	(\$1,016.10)	(\$1,016.10)
02580 - Administrative Technology Service	(\$195.82)	(\$195.82)
02610 - Operation of Buildings	(\$11,475.55)	(\$11,475.55)
02620 - Maintenance of Buildings	(\$7,395.99)	(\$7,395.99)
02630 - Care and Upkeep of Grounds	\$974.17	\$974.17
02640 - Care and Upkeep of Equipment	(\$113.23)	(\$113.23)
02650 - Vehicle Operation and Maintenance (Other Than Student	\$0.00	\$0.00
02660 - Security	\$0.00	\$0.00
02670 - Safety	\$0.00	\$0.00

02680 - Operation and Maintenance of Plant - Other	\$0.00	\$0.00
02710 - Vehicle Operation and Purchasing - Regular Education	(\$1,054.03)	(\$1,054.03)
02712 - Vehicle Operation and Purchasing - School Age SPED	\$0.00	\$0.00
02730 - Vehicle Servicing and Maintenance - Regular Education	(\$5,502.40)	(\$5,502.40)
02732 - Vehicle Servicing and Maintenance - School Age SPED	(\$100.00)	(\$100.00)
02790 - Other Student Transportation Services - Regular Students	\$0.00	\$0.00
02793 - Other Student Transportation Services - Below Age 5 SPED	(\$163.62)	(\$163.62)
02900 - Other Support Services	(\$30.00)	(\$30.00)
03100 - Food Services Operations	\$0.00	\$0.00
03535 - High Ability Learners	\$0.00	\$0.00
06200 - Federal Services - Title I, Part A ESSA Improving Basic Programs	(\$7,570.58)	(\$7,570.58)
06210 - Federal Services - Title I, Part A Accountability ESSA Improving Basic	\$0.00	\$0.00
06404 - Federal Services - IDEA Part B (611) Base Allocation - Birth Through Age	(\$1,330.66)	(\$1,330.66)
06410 - Federal Services - IDEA Enrollment or Poverty (611)	\$0.00	\$0.00
06992 - Federal Services - REAP	\$0.00	\$0.00
<b>Sub Total</b>	<b>(\$234,092.06)</b>	<b>(\$234,092.06)</b>

Revenue

Description	July	Total (Date Range)
01000 -	\$0.00	\$0.00
01100 - Taxes Levied/Assessed by the School District	\$37,784.71	\$37,784.71
01110 -	\$0.00	\$0.00
01115 - Carline Taxes	\$0.00	\$0.00
01120 - Public Power District Sales Tax	\$0.00	\$0.00
01125 - Motor Vehicle Taxes	\$1,549.66	\$1,549.66

01315 - Tuition From Educational Entities	\$0.00	\$0.00
01370 - Preschool Tuition and Fees	\$0.00	\$0.00
01423 - Transportation Fees from Other School Districts Within the State	\$1,888.40	\$1,888.40
01510 - Interest on Investments	\$38.31	\$38.31
01740 - Fees	\$0.00	\$0.00
01790 - Other Activity Income	\$185.12	\$185.12
01900 -	\$0.00	\$0.00
01911 - Local License Fees	\$0.00	\$0.00
01920 - Contributions and Donations From Private Sources	\$0.00	\$0.00
01990 - Miscellaneous Local Revenue	\$3,101.33	\$3,101.33
02110 - County Fines & License Fees	\$955.90	\$955.90
02210 - ESU Receipts	\$0.00	\$0.00
03100 - Unrestricted Grants-in-Aid	\$0.00	\$0.00
03110 - State Aid	\$0.00	\$0.00
03120 - SPED (School Age)	\$140.40	\$140.40
03125 - SPED Transportation (School Age)ents.	\$5,361.12	\$5,361.12
03130 - Homestead Exemption	\$4,644.66	\$4,644.66
03131 - Property Tax Credit	(\$233.08)	(\$233.08)
03134 - Public Service Entity/Railroad Taxes	\$0.00	\$0.00
03180 - Pro-Rate Motor Vehicle	\$1,597.59	\$1,597.59
03400 - State Apportionment	\$0.00	\$0.00
03535 - Payment for High Ability Learners	\$0.00	\$0.00
03700 - State Grants Through Intermediate Sources	\$0.00	\$0.00
04310 - REAP	\$0.00	\$0.00
04505 - Title I, Part A ESSA Improving Basic Programs Operated by Local	\$0.00	\$0.00
04506 - Title I, Part A Accountability ESSA Improving Basic Programs	\$0.00	\$0.00

04509 - Title II, Part A, ESSA Supporting Effective Instruction	\$0.00	\$0.00
04516 - IDEA Preschool (619) Base/IDEA Enrollment Poverty (619) Allocation	\$0.00	\$0.00
04519 - IDEA Enrollment/Poverty	\$0.00	\$0.00
04708 - Medicaid in Public Schools	\$0.00	\$0.00
04710 - Categorical Grants From Corporations & Other Private Interests	\$0.00	\$0.00
04991 -	\$0.00	\$0.00
05301 - Insurance Adjustments	\$0.00	\$0.00
05690 - Other Non-Revenue Receipts	\$0.00	\$0.00
<b>Sub Total</b>	<b>\$57,014.12</b>	<b>\$57,014.12</b>
<b>Grand Total</b>	<b>(\$177,077.94)</b>	<b>(\$177,077.94)</b>











## Sterling Public Schools

### Monthly Balance Forecast Report

Cycle: FY18-19; Begin Date: 07/01/2019; End Date: 07/31/2019; Account Type: Expenditure,Revenue; Filter: ([[Fund] = '02') ; Created On: 8/16/2019 6:20:19 PM

02 Depreciation		
8-31-18 Ending Balance \$349,454	Balance End of July	Amount spent as of 7-31-19
18-19 Budgeted Amount \$451,063	\$338,977.00	\$10,477
Expenditure		
Description	July	Total (Date)
01200 - Special Education Instructional Programs - School Age	\$0.00	\$0.00
02190 - Support Services - Student -	\$0.00	\$0.00
02230 - Instruction-Related Technology	\$0.00	\$0.00
02520 - Purchasing, Warehousing, and Distributing Services	(\$498.93)	(\$498.93)
02620 - Maintenance of Buildings	\$0.00	\$0.00
02630 - Care and Upkeep of	(\$2,975.00)	(\$2,975.00)
02640 - Care and Upkeep of	\$0.00	\$0.00
02660 - Security	\$0.00	\$0.00
<b>Sub Total</b>	<b>(\$3,473.93)</b>	<b>(\$3,473.93)</b>
<b>Grand Total</b>	<b>(\$3,473.93)</b>	<b>(\$3,473.93)</b>

## Sterling Public Schools

### Monthly Balance Forecast Report

Cycle: FY18-19; Begin Date: 07/01/2019; End Date: 07/31/2019; Account Type: Expenditure,Revenue; Filter: ([Fund] = '03') ; Created On: 8/16/2019 6:26:33 PM

03 Employee Benefit		
8-31-18 Ending Balance \$11,649	Balance End of July	Amount Spent as of 7-
18-19 Budgeted Amount \$9,341	\$13,713.00	31-19 \$6,887.00
<b>Expenditure</b>		
<b>Description</b>	<b>July</b>	<b>Total (Date Range)</b>
02510 - Fiscal Services	\$0.00	\$0.00
09000 - Non-Program Expenditure	(\$1,491.62)	(\$1,491.62)
<b>Sub Total</b>	<b>(\$1,491.62)</b>	<b>(\$1,491.62)</b>
<b>Revenue</b>		
<b>Description</b>	<b>July</b>	<b>Total (Date Range)</b>
01990 - Miscellaneous Local	\$566.66	\$566.66
<b>Sub Total</b>	<b>\$566.66</b>	<b>\$566.66</b>
<b>Grand Total</b>	<b>(\$924.96)</b>	<b>(\$924.96)</b>



Sterling Public Schools                      7/31/2019  
 Monthly Balance Forecast Report  
 05 Activity Fund  
 Balance August 2018 \$29,637.60  
 2018-2019 Budgeted Amount \$156,460

	Sept. 2018	Oct. 2018	Nov. 2018	Dec. 2018	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Total YTD
Expenditures	12,306.67	14,131.20	7,882.81	30,581.98	6,747.83	11,773.08	5,910.57	14,160.50	5,655.79	10,359.26	2,851.76	<b>122,361.45</b>
Receipts	14,182.59	19,258.75	15,190.64	28,808.31	0.00	12,675.74	\$7,293.45	\$3,779.69	\$5,432.82	\$4,040.06	\$0.00	<b>110,662.05</b>

Current Fund Balance	\$17,938.20
----------------------	-------------

79% of Budget Spent
---------------------

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 07/01/2019 to 07/31/2019.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>STERLI Sterling Public Schools</b>								
<b>A MISC.</b>								
	100		MISC.EXPENSES	-258.89	0.00	0.00	0.00	-258.89
	101		POSTAGE	0.00	0.00	0.00	0.00	0.00
	102		INTEREST	64.18	0.00	0.00	0.00	64.18
	103		AMOUNTS TO BE REIMBURSED	874.73	0.00	34.95	0.00	839.78
	104		BOARD OF EDUCATION	408.19	0.00	17.96	0.00	390.23
	105		CONCESSIONS	-1,035.30	0.00	34.72	0.00	-1,070.02
	106		COLLEGE ACCESS GRANT	2,053.73	0.00	0.00	0.00	2,053.73
	107		DONATIONS	150.00	0.00	0.00	0.00	150.00
		<b>A</b>	<b>Totals:</b>	2,256.64	0.00	87.63	0.00	2,169.01
<b>B GRADUATING CLASSES</b>								
	221		CLASS OF 2014-2015	0.00	0.00	0.00	0.00	0.00
	222		Class of 2015-2016	0.00	0.00	0.00	0.00	0.00
	223		Class of 2016-2017	0.00	0.00	0.00	0.00	0.00
	224		Class of 2017-2018	8.20	0.00	0.00	0.00	8.20
	225		Class of 2018-2019	748.21	0.00	0.00	0.00	748.21
	226		Class of 2019-2020	1,495.08	0.00	0.00	0.00	1,495.08
	227		Class of 2020-2021	1,712.54	0.00	0.00	0.00	1,712.54
	228		Class of 2021-2022	1,006.49	0.00	0.00	0.00	1,006.49
	229		Class of 2022-2023	110.00	0.00	0.00	0.00	110.00
	230		Class of 2024	30.00	0.00	0.00	0.00	30.00
		<b>B</b>	<b>Totals:</b>	5,110.52	0.00	0.00	0.00	5,110.52

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 07/01/2019 to 07/31/2019.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>C CLUBS</b>								
300			PLAY	1,198.44	0.00	0.00	0.00	1,198.44
303			ANNUAL	2,920.64	0.00	0.00	0.00	2,920.64
304			IND. ARTS	171.35	0.00	0.00	0.00	171.35
305			NATIONAL HONOR SOCIETY	569.68	0.00	0.00	0.00	569.68
306			LIBRARY	372.60	0.00	0.00	0.00	372.60
307			S-CLUB	-41.01	0.00	14.99	0.00	-56.00
308			GRADE SCHOOL	-0.46	0.00	24.77	0.00	-25.23
309			MATH/SCIENCE	-22.88	0.00	0.00	0.00	-22.88
310			MUSIC	-287.14	0.00	113.18	0.00	-400.32
311			STUDENT COUNCIL	260.47	0.00	0.00	0.00	260.47
313			AG MARKETING CLUB	205.85	0.00	0.00	0.00	205.85
315			MUSIC TRIP FUNDRAISER	4,041.00	0.00	0.00	0.00	4,041.00
317			SKILLS	2,184.79	0.00	54.27	0.00	2,130.52
318			EQF Grant (Jr. High Skills)	-7.00	0.00	0.00	0.00	-7.00
319			CAN	307.49	0.00	0.00	0.00	307.49
320			ART	0.00	0.00	0.00	0.00	0.00
322			HOMECOMING	48.35	0.00	0.00	0.00	48.35
324			PLAYGROUND EQUIP. GRANT	5,530.65	0.00	0.00	0.00	5,530.65
325			FFA	3,327.87	0.00	407.71	0.00	2,920.16
326			FBLA	-489.53	0.00	0.00	0.00	-489.53
<b>C Totals:</b>				20,291.16	0.00	614.92	0.00	19,676.24
<b>D ATHLETICS</b>								
400			GENERAL ATHLETICS	10,500.92	0.00	0.00	0.00	10,500.92
401			FOOTBALL	-6,577.72	0.00	0.00	0.00	-6,577.72
402			VOLLEYBALL	-593.41	0.00	1,856.69	0.00	-2,450.10
403			GIRLS BASKETBALL	1,471.55	0.00	0.00	0.00	1,471.55
404			BOYS BASKETBALL	-2,020.30	0.00	0.00	0.00	-2,020.30
405			TRACK	-10,912.88	0.00	292.52	0.00	-11,205.40
406			JR HIGH ATHLETICS	-459.38	0.00	0.00	0.00	-459.38
407			HOSTED TOURNAMENTS	0.00	0.00	0.00	0.00	0.00
408			WEIGHT ROOM	1,722.86	0.00	0.00	0.00	1,722.86
<b>D Totals:</b>				-6,868.36	0.00	2,149.21	0.00	-9,017.57
<b>STERLIN Totals:</b>				20,789.96	0.00	2,851.76	0.00	17,938.20
<b>Report Totals:</b>				20,789.96	0.00	2,851.76	0.00	17,938.20

## Sterling Public Schools

### Monthly Balance Forecast Report

Cycle: FY18-19; Begin Date: 07/01/2019; End Date: 07/31/2019;

Account Type: Expenditure,Revenue; Filter: ([Fund] = '06') ; Created

On: 8/16/2019 6:29:43 PM

06 School Nutrition		
8-31-18 Ending Balance \$18,902	Balance End	Amount
18-19 Budgeted Amount \$147,040	of July -	spent as of 7-
	\$2,443.00	31-19

#### Expenditure

Description	July	Total (Date)
02100 -	\$0.00	\$0.00
02610 - Operation of Buildings	\$0.00	\$0.00
02640 - Care and Upkeep of	\$0.00	\$0.00
03100 - Food Services Operations	\$0.00	\$0.00
<b>Sub Total</b>	<b>\$0.00</b>	<b>\$0.00</b>

#### Revenue

Description	July	Total (Date)
01720 -	\$0.00	\$0.00
01990 - Miscellaneous Local	\$16.88	\$16.88
03150 - State Reimbursement (of	\$0.00	\$0.00
<b>Sub Total</b>	<b>\$16.88</b>	<b>\$16.88</b>
<b>Grand Total</b>	<b>\$16.88</b>	<b>\$16.88</b>

## Sterling Public Schools

### Monthly Balance Forecast Report

Cycle: FY18-19; Begin Date: 07/01/2019; End Date: 07/31/2019; Account Type: Expenditure,Revenue; Filter: ([Fund] = '07') ; Created On: 8/16/2019 6:37:27 PM

07 Bond Fund		
8-31-18 Ending Balance \$104,273 18-19 Budgeted Amount \$304,151	Balance End of July \$113,057.00	Amount spent as of 7-31-19 \$173,225.00
<b>Expenditure</b>		
<b>Description</b>	<b>July</b>	<b>Total (Date)</b>
05000 - Debt Service	\$0.00	\$0.00
<b>Sub Total</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Revenue</b>		
<b>Description</b>	<b>July</b>	<b>Total (Date)</b>
01100 - Taxes Levied/Assessed by the School District	\$3,769.97	\$3,769.97
01110 -	\$0.00	\$0.00
01115 - Carline Taxes	\$0.00	\$0.00
01120 - Public Power District Sales	\$0.00	\$0.00
03130 - Homestead Exemption	\$314.53	\$314.53
03131 - Property Tax Credit	(\$15.78)	(\$15.78)
03134 - Public Service	\$0.00	\$0.00
03180 - Pro-Rate Motor Vehicle	\$108.18	\$108.18
<b>Sub Total</b>	<b>\$4,176.90</b>	<b>\$4,176.90</b>
<b>Grand Total</b>	<b>\$4,176.90</b>	<b>\$4,176.90</b>



## Sterling Public Schools

### Monthly Balance Forecast Report

Cycle: FY18-19; Begin Date: 07/01/2019; End Date: 07/31/2019; Account Type: Expend  
'08') ; Created On: 8/16/2019 6:40:10 PM

08 Special Building		
8-31-18 Ending Balance \$139,435	Balance End of July	Amount spent as of 7-
18-19 Budgeted Amount \$327,200	\$267,896.00	31-19 \$17,550.00
<b>Expenditure</b>		
<b>Description</b>	<b>July</b>	<b>Total (Date Range)</b>
04700 - Building Improvements	\$0.00	\$0.00
<b>Sub Total</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Revenue</b>		
<b>Description</b>	<b>July</b>	<b>Total (Date Range)</b>
01100 - Taxes Levied/Assessed by the School District	\$1,798.48	\$1,798.48
01110 -	\$0.00	\$0.00
01115 - Carline Taxes	\$0.00	\$0.00
01120 - Public Power District	\$0.00	\$0.00
03130 - Homestead Exemption	\$264.71	\$264.71
03131 - Property Tax Credit	(\$13.30)	(\$13.30)
03132 - Personal Property Tax	\$0.00	\$0.00
03134 - Public Service	\$0.00	\$0.00
03180 - Pro-Rate Motor Vehicle	\$91.05	\$91.05
<b>Sub Total</b>	<b>\$2,140.94</b>	<b>\$2,140.94</b>
<b>Grand Total</b>	<b>\$2,140.94</b>	<b>\$2,140.94</b>

litire,Revenue; Filter: ([Fund] =

## Sterling Public Schools

### Monthly Balance Forecast Report

Cycle: FY18-19; Begin Date: 07/01/2019; End Date: 07/31/2019; Account Type: Expenditure Revenue; Filter: ([Fund] = '09') ; Created On: 8/16/2019

09 QCPUF		
8-31-18 Ending Balance \$59,983	Balance End	Amount spent
18-19 Budgeted Amount \$180,372	of July	as of 7-31-19
	\$76,972	\$74,281.00

#### Expenditure

Description	July	Total (Date)
05000 - Debt Service	\$0.00	\$0.00
<b>Sub Total</b>	<b>\$0.00</b>	<b>\$0.00</b>

#### Revenue

Description	July	Total (Date)
01100 - Taxes Levied/Assessed by	\$1,121.83	\$1,121.83
01110 -	\$0.00	\$0.00
01115 - Carline Taxes	\$0.00	\$0.00
01120 - Public Power District Sales	\$0.00	\$0.00
03130 - Homestead Exemption	\$170.69	\$170.69
03131 - Property Tax Credit	(\$8.56)	(\$8.56)
03132 - Personal Property Tax Credit	\$0.00	\$0.00
03134 - Public Service	\$0.00	\$0.00
03180 - Pro-Rate Motor Vehicle	\$58.70	\$58.70
<b>Sub Total</b>	<b>\$1,342.66</b>	<b>\$1,342.66</b>
<b>Grand Total</b>	<b>\$1,342.66</b>	<b>\$1,342.66</b>

MINUTES OF THE REGULAR MEETING OF THE BOARD OF  
EDUCATION OF STERLING PUBLIC SCHOOLS, DISTRICT #33  
Monday, July 15, 2019

A regular meeting of the Board of Education of Sterling Public Schools was convened in open and public session on Monday, July 15, 2019, at Sterling Public Schools.

A. Meeting was called to order by President Wirthele @ 7:08 p.m.

B. Recognize Nebraska Open Meetings Law

C. Publication of Meeting Notice of the meeting was given in advance by posting in accordance with the Board approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. The agenda was posted in accordance to board policy. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting was open to the attendance of the public.

D. Roll Call Present: Harms, Horstman, Karr, McAuliffe, Vollman, Wirthele

E. Pledge of Allegiance

F. No changes to the agenda.

G. Public Comment. None

H. Board Committee Reports. Facilities, Grounds and Village Board reported on their 6:00 p.m. meeting. The Policy Committee reported on their 5:00 p.m. meeting.

I. Administration Reports

Consent Agenda. New Staff Hires: Paraprofessionals: Annalise Nelson & Jennifer Moss Kitchen: Jennae Fossler, Minutes from the 6-17-19 Board Meeting Minutes from the 6-20-19 Work Session, Financial Statements & Check Listing. Passed with a motion by Stan Karr and a second by Rick Vollman. Yea:5. Abstain with Conflict: Wirthele.

J. Action Items

J.1. Commendations. Move to approve the commendations as presented. Passed with a motion by Cheri Wirthele and a second by Mark Horstman. Yea: 6, Nay: 0.

J.2. Review & Set Classified Staff Salary Ranges for the 2019-2020 School Year  
Make a motion to approve the regular bus route change to \$40 from \$37 and to approve the classified staff salary ranges as presented. Passed with a motion by Mark Horstman and a second by Stan Karr. Yea: Harms, Horstman, Karr, McAuliffe, Vollman. Abstain with Conflict: Wirthele.

K.1. Second Reading of Board Policies 2017, 3016, 3028, 3046, 3050, 3053, 4048, 5001.1, 5017, 5035, 5063, & Facility Use Application

Approve the Second Reading of Board Policies 2017, 3016, 3028, 3050, 3053, 4048, 5001.1, 5017, 5035, 5063, & Facility Use Application. Passed with a motion by Kevin McAuliffe and a second by Rick Vollman. Yea: Harms, Horstman, McAuliffe, Vollman, Wirthele. Nay: Karr

K. 2 Discuss and Approve Students Fees Policy 5045

Move to approve board policy 5045 Student Fees. Passed with a motion by Stan Karr and a second by Cheri Wirthele. Yea: 6, Nay: 0

K.3 Reaffirm Parent Involvement Policy 6400 & Title I Parent & Family Engagement Policy 6410

Move to Reaffirm Parent Involvement Policy 6400 & Title I Parent & Family Engagement Policy 6410 Passed with a motion by Stan Karr and a second by Mark Horstman. Yea: 6, Nay: 0

K.4. Membership in the NRCSA Organization for the 2019-2020 School Year

Motion to approve membership to NRSCA for the 2019-2020 school year. Passed with a motion by Mark Horstman and a second by Rick Vollman. Yea: 6, Nay: 0.

L. Discussion Items:

L.1. First Reading of Board Policies 2002, 2006, 2014, 3003.1, 3039, 3052, 4052, 5016, 5022, 9330

L.2. Board Self Assessment was discussed.

L.3. Review Census Report

L.4. Review 2019 Graduation Survey Data

L.5. Upcoming Events

-Staff Opening Days Schedule

-August 18--Johnson County Fair Parade

-August 19--Regular Monthly Board Meeting

-Budget Work Session: Wednesday, August 28, 2019 @ 6:30 p.m.

-Board Retreat Date: July 30, 2019 @ 6:30 p.m.

-September 18--NASB Area Membership Meeting in Nebraska City. Leave @ 3:45 p.m.

-Committee on American Civics Meeting—August 15, 2019 @ 3:45 p.m.

M. President Wirthele Adjourned the meeting @ 8:48 p.m.

BC/BS of Nebraska \$697.39, Internal Revenue Service \$626.51, Missoula Children's Theater \$500.00, Corporate Payment Systems \$2,306.40, Amazon Capital Services \$848.63, Brent Heusman \$39.02, Brian Helmberger \$40.00, Buss Pest Control \$131.67, Capital Business Systems \$1016.10, CenterPoint Energy Services \$170.58, Cornhusker International Trucks \$4,715.40, Crete News \$115.80, Jason Ebbers \$500.00, ESU #4 \$26,977.45, ESU #5 \$360.00, ESU #6 \$59.92, ESU Coordinating Council \$445.05, General Fire & Safety \$133.50, Scott Harrington \$75.00, Hart Floors \$4,995.00, Holiday Inn Kearney \$102.95, Jet Stop \$469.70, Kharisa Saathoff \$1,491.62, KSB School Law \$860.00, Kudo Lawn Care \$105.00, NASB \$20.00, NCSA \$635.00, NPPD \$2,939.52, One Source \$25.00, Pyramid School Products \$656.45, Stan Raetz \$206.45, Recycling Enterprises \$60.00, School Specialty \$143.54, Shanahan Mechanical \$625.00, SOCS \$1,975.00, Staples \$275.03, Teaching Strategies \$418.25, Tristan Dirks \$14.00, True Value \$45.48, Village of Sterling \$172.00, Waste Connections of NE \$400.00, Water Engineering Inc. \$135.00, Waymire Well Drilling \$7.55, Windstream \$397.94, Cheri Wirthele \$30.00, Wusk Power Equipment \$113.23, Anna Zager \$45.48, NE Safety Center \$200.00, Panko Repairs \$387.00, Dottie Heusman \$50.00, Scott Harrington \$50.00



MINUTES OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION  
OF STERLING PUBLIC SCHOOLS, DISTRICT #33  
Monday, July 15, 2019

A special meeting of the Board of Education of Sterling Public Schools was convened in open and public session on Monday, July 15, 2019, at Sterling Public Schools.

- A. Meeting was called to order by President Wirthele @ 6:54 p.m.
- B. Recognize Nebraska Open Meetings Law
- C. Publication of Meeting Notice of the meeting was given in advance by posting in accordance with the Board approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. The agenda was posted in accordance to board policy. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting was open to the attendance of the public.
- D. Roll Call. Present: Harms, Horstman, Karr, McAuliffe, Vollman, Wirthele
- E. No Changes to the agenda
- F. Discussion Items:
  - 1. Review Student Fees Policy 5045
- G. Meeting Adjourned @ 7:04 p.m.

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION  
OF STERLING PUBLIC SCHOOLS, DISTRICT #33  
Monday, July 15, 2019

A special meeting of the Board of Education of Sterling Public Schools was convened in open and public session on Monday, July 15, 2019, at Sterling Public Schools.

A. Call Meeting to Order by President Wirthele @ 7:04 p.m.

B. Recognize Nebraska Open Meetings Law

C. Publication of Meeting Notice of the meeting was given in advance by posting in accordance with the Board approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. The agenda was posted in accordance to board policy. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting was open to the attendance of the public.

D. Roll Call-- Present: Harms, Horstman, Karr, McAuliffe, Vollman, Wirthele

E. No changes to the agenda

F. Non Action Items

F.1. [Review Parent Involvement Policy 6400--Discussion & Title I Parent & Family Engagement Policy 5057](#)

G. Meeting Adjourned @ 7:07 p.m.

## Sterling Public Schools

A working meeting of the Board of Education of Sterling Public Schools was convened in open and public session on Tuesday, July 30, 2019, at Sterling Public Schools.

A. Call Meeting to Order. The meeting was called to order at 6:34 by Board President Wirthele.

B. Recognize Nebraska Open Meetings Law

C. Publication of Meeting

Notice of the meeting was given in advance by posting in accordance with the Board approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. The agenda was posted in accordance to board policy. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting was open to the attendance of the public.

D. Roll Call **Present:** John Harms, Mark Horstman, Stan Karr, Kevin McAuliffe, Rick Vollman, Cheri Wirthele.

E. Pledge of Allegiance

F. Approval of agenda. No changes

G. Discussion Items:

G.1. Discuss Community Engagement Feedback, Board Self Assessment, and Goals for the District/Board. An open discussion was held in regards to this topic.

H. Adjourn. Meeting adjourned @ 9:13 p.m.

## Sterling Public Schools

### Check Listing Report

Accounting Cycle: FY18-19; Begin Date: 07/12/2019; End Date: 08/16/2019; Bank: First National Bank; Sort By Element: Fund; Account Code Expression: [All]; Created On: 8/16/2019 3:52:52 PM

Check Date	Check Numb	Payee	Description	Amount
08/15/2019	28954	Acco Brands	Supplies	\$2.44
08/15/2019	28955	Adams Repair	Inv: 5871, 5851. Dodge van & Chevy Express	\$589.65
08/15/2019	28956	Al's Johns	Inv: 26044. Porta-Potty @ FBField	\$121.33
08/15/2019	28957	Amazon Capital Services	For Sara Hier	\$54.51
08/15/2019	28957	Amazon Capital Services	Katie Marshall	\$130.42
08/15/2019	28957	Amazon Capital Services	laminare refills, colored paper, card stock, expandable folders	\$318.67
08/15/2019	28957	Amazon Capital Services	Marshall & sedivy Teaching Supplies	\$205.73
08/15/2019	28957	Amazon Capital Services	Teaching Supplies	\$65.34
08/15/2019	28957	Amazon Capital Services	New HP Printer for Office	\$219.00
08/15/2019	28957	Amazon Capital Services	Teaching Supplies	\$256.29
08/15/2019	28957	Amazon Capital Services	Office Chairs	\$198.00
08/15/2019	28957	Amazon Capital Services	Teaching Supplies	\$35.18
08/15/2019	28957	Amazon Capital Services	Teaching Supplies	\$107.30
08/15/2019	28957	Amazon Capital Services	Teaching Supplies	\$12.15
08/15/2019	28957	Amazon Capital Services	kindergarten chairs	\$599.97
08/15/2019	28957	Amazon Capital Services	Teaching Supplies	\$199.00
08/15/2019	28957	Amazon Capital Services	Inv: JVQG-nurse bed in office	\$550.00
08/15/2019	28957	Amazon Capital Services	Alexis Hahn Teaching Supplies	\$796.28
08/15/2019	28957	Amazon Capital Services	Inv: KLCL-salberg order	\$185.73
08/15/2019	28957	Amazon Capital Services	Inv: L6M1-books for library	\$568.52
08/15/2019	28957	Amazon Capital Services	Marshall & Sedivy Supplies	\$92.46

08/15/2019	28957	Amazon Capital Services	Leah Phillips Supplies	\$64.29
08/15/2019	28957	Amazon Capital Services	Inv: M9FQ-office supplies	\$183.04
08/15/2019	28957	Amazon Capital Services	Supplies	\$12.19
08/15/2019	28957	Amazon Capital Services	Inv: MVGP-books for library	\$595.20
08/15/2019	28957	Amazon Capital Services	Inv: pnw1 preschool ribbon	\$31.68
08/15/2019	28958	Apple Inc.	iPads & Laptops	\$30,694.00
08/15/2019	28959	asi	Outside Signage	\$551.00
07/19/2019	28945	BC/BS of Nebraska	Inv: 5544259-kate agena	\$697.39
08/15/2019	28960	BLACK HILLS ENERGY	Inv: august statement	\$38.17
08/15/2019	28961	Bus Parts Warehouse	Inv: IN114654. Harness Seats	\$376.28
08/15/2019	28962	Buss Pest Control	Inv: 07-15-2019	\$131.67
08/15/2019	28962	Buss Pest Control	Inv: 08/12/2019	\$131.67
08/15/2019	28963	CAPITAL BUSINESS SYSTEMS, INC	Inv: 25215591 Copy Machines	\$674.77
08/15/2019	28964	CenterPoint Energy Services Retail. LLC	Inv: 3812053	\$333.08
08/15/2019	28965	Computer Hardware-Lincoln	2 - Broken MacBook Screen repairs - \$99 deductible	\$198.00
08/15/2019	28966	DAS State Accounting - Central Finance	Inv: 1173396 Tech	\$229.49
08/15/2019	28966	DAS State Accounting - Central Finance	Inv: 1178657 Tech	\$229.32
07/24/2019	28946	DIODE TECHNOLOGIES	Inv: 7355 Supplies	\$95.00
08/15/2019	28967	Dottie Heusman	uly Cellphone	\$50.00
08/15/2019	28967	Dottie Heusman	Inv: preschool purchase	\$80.00
08/15/2019	28967	Dottie Heusman	Inv: SPED car wash	\$9.00
08/15/2019	28967	Dottie Heusman	Inv: transportation lunch reimbursmen	\$49.74
08/15/2019	28968	EGAN SUPPLY CO	Inv: 305024 Cleaning Supplies	\$49.24
08/15/2019	28969	ESU #4	Hahn, lamination	\$44.00
08/15/2019	28969	ESU #4	Inv: 9089. Early Childhood Expenses	\$625.19
08/15/2019	28969	ESU #4	Inv: 9100. New Teacher Academy Hahn	\$50.00

08/15/2019	28969	ESU #4	Inv: 9108-data retreat	\$450.00
08/15/2019	28969	ESU #4	Inv: 9110. Harlan Training & Licenses	\$115.00
08/15/2019	28970	ESU #5	Inv: 1254-powerschool summer conf.	\$435.00
08/15/2019	28971	ESU #6	Inv: 12350. Tech Services	\$65.13
08/15/2019	28971	ESU #6	Inv: 12561. Sped Workshop	\$180.00
08/15/2019	28972	ESU Coordinating Council	securely anywhere Filter License 1 year	\$437.50
08/15/2019	28973	ETA Hand-2-Mind	Supplies	\$38.15
08/15/2019	28974	FILTER SHOP	Inv: 123305	\$262.67
08/15/2019	28975	Harrington, Scott	Inv: July Cellphone	\$50.00
08/15/2019	28976	Houghton Mifflin Harcourt	Math Expressions National 2013	\$3,466.39
08/15/2019	28977	Innovative Office Solutions	Inv: so-2513210 Supplies	\$291.60
08/15/2019	28978	iXL	Inv: s351635 Technology License	\$2,650.00
08/15/2019	28979	JET STOP INC.	Inv: 4102	\$460.32
08/15/2019	28980	Johnson County Hospital	Inv: 07/10/2019 Dottie Physical	\$152.00
08/15/2019	28980	Johnson County Hospital	Inv: July Bill OT/PT	\$64.00
08/15/2019	28980	Johnson County Hospital	Inv: ron boden physical	\$152.00
08/15/2019	28981	Journey Ed	Adobe License	\$500.00
08/15/2019	28982	KUDU LAWN CARE	Inv: 10080419 Fertilizer	\$105.00
08/15/2019	28983	Learning Without Tears	Workbooks & Teachers Guides	\$585.75
08/15/2019	28984	Life Track Services	Inv: 28398-senior exit survey	\$252.00
08/15/2019	28985	Mark's	Classroom Supplies	\$54.70
08/15/2019	28986	Menards	Custodian/Maintenance Supplies	\$85.04
08/15/2019	28986	Menards	Custodian/Maintenance Supplies	\$28.77
08/15/2019	28986	Menards	Custodian/Maintenance Supplies	\$197.14
08/15/2019	28987	Michelle Salberg	Inv: medical flex payout	\$460.14
08/15/2019	28988	National Art & School Supplies Inc.	Supplies for Classroom	\$535.38

08/07/2019	28953	Nebraska Association Of Scbd	Registration	\$781.00
08/15/2019	28989	Nebraska Council School Admin	Admin Days Harrington & Heusman	\$475.00
08/15/2019	28990	Nebraska Public Power Distric	Inv: july bill	\$4,247.29
08/15/2019	28991	NORTHWEST EVALUATION ASSOCIATION	MAP Assessment Fees	\$1,135.00
08/06/2019	28952	NRCSA	Inv: 2019-20 member	\$850.00
08/15/2019	28992	O'keefe Elevator Company, Inc.	Elevator Maintenance	\$327.75
08/15/2019	28993	ONE SOURCE	Background Checks	\$115.00
08/15/2019	28994	PANKO	Bluebird Repair	\$956.56
08/15/2019	28995	Quill Corporation	Classroom Supplies	\$20.74
08/15/2019	28995	Quill Corporation	Custodian/Maintenance Supplies	\$45.04
08/15/2019	28995	Quill Corporation	Custodian/Maintenance Supplies	\$186.12
08/15/2019	28995	Quill Corporation	Custodian/Maintenance Supplies	\$389.90
08/15/2019	28996	Recycling Enterprises	Monthly Recycling	\$60.00
07/26/2019	28948	Ruth, Melissa	Preschool Supplies	\$75.00
08/15/2019	28997	SCHOLASTIC INC	Classroom Magazines	\$75.90
08/15/2019	28997	SCHOLASTIC INC	Classroom Magazines	\$123.59
08/15/2019	28997	SCHOLASTIC INC	Classroom Magazines	\$96.39
08/15/2019	28997	SCHOLASTIC INC	Classroom Magazines	\$126.50
08/15/2019	28997	SCHOLASTIC INC	Classroom Magazines	\$107.53
08/15/2019	28998	School Mate	Supplies	\$541.50
08/15/2019	28999	School Specialty	Classroom Supplies	\$143.54
08/15/2019	29000	School Specialty Abilitations	Supplies for Dibels	\$74.80
08/15/2019	29001	Shanahan M & E	Downstairs heat pump	\$10,485.00
08/15/2019	29002	Staples	AED pads, card stock, clipboards, roster board, cups, binding combs	\$245.88
08/15/2019	29003	Sterling Lumber Co	Supplies	\$18.29
08/15/2019	29004	SYSCO OF LINCOLN	Kitchen Supplies	\$1,827.92

08/15/2019	29005	Teachers Discovery	salberg order	\$51.13
08/15/2019	29006	Tecumseh Chieftain	Inv: 1913	\$103.20
07/24/2019	28947	The Home Depot Pro	Filters	\$185.12
08/15/2019	29007	The Home Depot Pro	Custodian/Maintenance Supplies	\$181.78
08/15/2019	29007	The Home Depot Pro	Custodian/Maintenance Supplies	\$38.94
08/15/2019	29008	True Value Hardware	Custodian/Maintenance Supplies	\$16.99
08/15/2019	29008	True Value Hardware	Custodian/Maintenance Supplies	\$111.98
08/15/2019	29009	UNITE PRIVATE NETWORKS, LLC	Inv: 138427	\$831.00
07/31/2019	28950	United States Postal Service	Inv: Douglas Newsletter	\$32.54
07/31/2019	28951	United States Postal Service	Inv: Sterling Newsletter	\$83.78
08/15/2019	29010	Village Of Sterling	Inv: 9658	\$172.00
08/15/2019	29011	VOICE NEWS	Inv: 206898	\$115.30
08/15/2019	29011	VOICE NEWS	Inv: 207989, 207988, 207987, 206899	\$124.97
08/15/2019	29012	WASTE CONNECTIONS OF NEBRASKA	Garbage	\$246.80
08/15/2019	29013	Water Engineering Inc.	Inv: IN45446	\$135.00
08/15/2019	29014	Waymire Well Drilling, Inc.	Supplies	\$3.46
08/15/2019	29015	WINDSTREAM COMMUNICATIONS. INC	Inv: july bill	\$400.92
08/15/2019	29016	Wusk Power Equipment & Repair	Repairs	\$59.20
<b>Sub Total</b>				<b>\$80,030.41</b>













property damage, personal injury, premises, operations, products, completed operations, independent contractors, and contractual liability. These coverage limits may be achieved through a combination of underlying policies and umbrella/excess policies, if preferred. There shall be no exclusions for contracted liability. All governmental users shall provide evidence of insurance or self-insurance to the limits set forth in NEB. REV. STAT. § 13-926.

5. All users are subject to the fee schedule established by the school board, and all Applicants by signing below verify that they have authority to sign this application on behalf of the listed Organization, and all individuals and agents of organizations certify that they have financial means and authorization to pay for the required fees and deposits, if any.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***For District Use Only***

Application

- Denied
- Approved, subject to the following

Insurance

- User has provided sufficient proof of insurance.
- User must obtain proof of insurance and list district as additional insured.
- Insurance requirements are waived.

Additional Services Requested/Required

- Custodial: \$ \_\_\_\_\_
- Kitchen: \$ \_\_\_\_\_
- Technology: \$ \_\_\_\_\_
- None

Total Fee Required to Grant Use: \$ \_\_\_\_\_ Signature \_\_\_\_\_

## **2002 Organization of the Board**

### **1. Membership, Term and Election**

- a. The Board of Education shall be comprised of six members who will be elected at large.
- b. Those who wish to serve on the board shall file, be elected, and serve terms of office on the board according to law.

### **2. Internal Organization and Officers**

#### **a. President**

- i. At the regular January meeting, the board shall elect from among its members a president who shall serve in that capacity for one year.
- ii. The president shall preside at all board meetings, and shall perform such other duties as may be prescribed by law or by action of the board.

#### **b. Vice President**

- i. At the regular January meeting, the board shall elect from among its members a vice president who shall serve in that capacity for one year.
- ii. The vice president shall preside in the absence of the president, and shall perform such other duties as are assigned by the board.

#### **c. Secretary**

- i. At the regular January meeting, the board shall elect a secretary who need not be a member of the board. The secretary shall serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.
- ii. The secretary shall see that an accurate record of the proceedings of the board is kept, that a copy of the

proceedings is provided to each board member and to the superintendent, and that a concise summary of each month's meeting is published along with a list of all approved claims. The secretary shall perform such other duties as are prescribed by law and assigned by the board.

d. Treasurer

- i. A treasurer from the board will be designated on a year-to-year basis.
- ii. The treasurer will sign checks and certain other documents. The treasurer is the custodian of the monies of the district.
- iii. The treasurer shall give bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.
- iv. The treasurer shall issue no warrant of payment of claim against the district until such claim has been duly authorized by the board and has been duly countersigned by the president.
- v. The vice president or secretary may sign any warrant in the absence of either the president or the treasurer.

3. Board Officer Voting and Tie Breakers

- a. The vote to elect board officers may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.
- b. In the event any officer cannot be elected by a majority after 10 votes; no votes occur after ten motions fail for lack of a "second,"; or no member volunteers to serve as an officer for a particular position, the tie will be broken by the applicable method:
  - i. If the board is split between two members, the officer will be determined by coin flip. The winning member will be the officer for the upcoming year unless the position changes by action of the board.

- i. If the board is split between more than two members who wish to serve as the officer, any member wanting to serve as the officer will put his or her name into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.
- ii. If no member is willing to serve as an officer for a position which is required to be a member of the board, all non-officers' names will be put into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

#### 4. Committees

- a. The board shall authorize such special committees as it deems necessary. The board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work.
- b. On or before the beginning of each calendar year, the board shall appoint three members to form a Committee on American Civics. The committee's duties shall be those prescribed by Nebraska statutes, which include:
  - i. Hold no fewer than two public meetings annually, at least one when public testimony is accepted;
  - ii. Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;
  - iii. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section 79-760.01 and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;
  - iv. Review and approve the social studies curriculum to ensure that it stresses the services of the men and women who played a crucial role in the achievement of national independence, establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education as set forth in sections 79-719 to 79-723 in order to instill a pride and respect for the nation's institutions and not be merely a recital of events and dates;
  - v. Ensure that any curriculum recommended or approved by the committee on American civics is made readily

- accessible to the public and contains a reference to this section;
- vi. Ensure that the district develops and utilizes formative, interim, and summative assessments to measure student mastery of the social studies standards adopted pursuant to section 79-760.01;
  - vii. Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:
    - 1. Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or
    - 2. Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body as defined by section 84-1409 followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or
    - 3. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by a holiday listed in section 79-724(6) or on a topic related to such person or persons or event; and
  - viii. Take all such other steps as will assure the carrying out of the provisions of this section and provide a report to the school board regarding the committee's findings and recommendations.

## 5. Vacancies

- a. A vacancy on the board of education shall exist when any one of the following occurs:
  - i. A member submits his or her formal resignation from the board.

- ii. A member removes himself or herself from the district or is absent from the district for a continuous period of sixty days.
  - iii. A member misses more than two consecutive regular board meetings unless excused by a majority of the remaining members.
  - iv. Such other reasons as are set forth in Nebraska statutes.
- b. The board shall make note the vacancy in its minutes and shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term to (1) the election commissioner or county clerk, and (2) the public by published notice in a newspaper of general circulation in the district.
  - c. Vacancies shall be filled in the manner set forth in Nebraska statutes.

Adopted on: 6-15-15, 8-19-19

Revised on: 6-18-18, 7-15-19

Reviewed on: 6-17-18

## **2006 Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

### **Complaint and Appeal Process.**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status,

disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
  
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
  - e) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

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

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's

Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

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

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

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

Adopted on: 10-15-14

Revised on: 6-15-15, 8-17-15, 6-18-18, 7-15-19, 8-19-19

Reviewed on: 7-15-19

**2014**  
**Relationship with District Legal Counsel**

The board will engage legal counsel to assist it and the administration in dealing with legal issues. When the district faces circumstances in which legal counsel may be needed between board meetings, the board president or superintendent may engage legal counsel on the board's behalf.

The superintendent and the board president shall have the authority to contact the school's legal counsel on behalf of the district. The superintendent may give other members of the administration permission to contact the district's legal counsel on an as-needed basis. Individual board members other than the president may not contact the district's legal counsel on behalf of the board without the approval of the board president or a majority of the board.

Any board member who contacts the district's legal counsel without board approval may be personally responsible for any legal fees incurred as a result of the unapproved contact.

The superintendent will, to the extent permitted by law, keep the board informed of matters in which the district's legal counsel is involved.

Adopted on: 7-15-19

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

Reviewed on: \_\_\_\_\_

**3003.1**  
**Bidding for Construction, Remodeling, Repair, or Related Projects**  
**Financed with Federal Funds**

**I. Applicability of the Policy**

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

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$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 \$250,000**

**A. Methods of Bidding/Soliciting Quotations or Estimates**

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

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

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

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

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

For construction projects subject to this policy, small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts.

**B. Construction Projects with an estimated cost of between \$100,000 and \$249,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.**

Pursuant to Nebraska law, construction projects which have an

anticipated aggregate cost of \$100,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$100,000 and \$250,000.

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

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

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be 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.**

**V. Other Contract Matters.**

**A. Required Terms**

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

**B. Contracting with Certain Vendors**

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

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

**C. Full and Open Competition**

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

## **D. Debarment and Suspension**

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

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

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

## **E. Settlements of Issues Arising Out of Contract**

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

## **F. Record Keeping**

### **1. Record Retention**

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34

C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
  - c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.
2. Maintenance of Construction Records for Projects Financed with Federal Funds
- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
  - b) Retention of construction records shall be in accordance with applicable law and Board policy.

## **VI. Conflict of Interest and Code of Conduct**

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

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

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

### **C. Favors and Gifts**

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

### **D. Enforcement**

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

Adopted on: 7-10-17, 8-19-19

Revised on: 9-5-18, 7-15-19

Reviewed on: \_\_\_\_\_

## 3039

### **Threat Assessment and Response**

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

#### **1. Obligation to Report threatening Statements or Behaviors.**

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

#### **2. Threat Assessment Team**

The threat assessment team (team) shall consist of the Superintendent, the Principal, the Guidance Counselor and Local Law Enforcement. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

#### **3. Threat Assessment Investigation and Response**

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any

decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.

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

#### **4. Communication with the Public about Reported Threats**

To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

#### **5. Coordination with the Crisis Team After Resolution of Threat**

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Adopted on: 7-15-19

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

Reviewed on: \_\_\_\_\_

## **3052 Leasing Personal Property**

### **I. Leases of Personal Property by the District**

#### **A. Applicability of this policy.**

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

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

#### **B. General Leasing Policy**

1. The school district's budget shall be the guide for all leases of personal property. Any leases of personal property must be approved by the board or superintendent.
2. The board intends to lease competitively, whenever possible, without prejudice and to seek maximum educational value for every dollar expended.
3. The leasing of equipment and other goods shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the leasing program of the school district.
4. Leases of personal property or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.
5. No board member, employee, volunteer, parent-teacher organization, or other individual or entity may use a school district account, its tax identification number, or its tax exemption to make personal leases of any kind or for any reason.

### **C. Leasing Procedures**

1. School personnel must secure the approval of the board or superintendent before entering into a lease for personal property.
2. For lease of more than \$5,000.00 the district will secure written quotes and/or estimates from a reasonable number of vendors. The district will lease from a responsible vendor with the lowest price unless the board approves the lease from the more expensive vendor.

### **D. Relations with Vendors**

1. The board wishes to maintain good working relations with vendors who lease equipment, goods, and other personal property to the school system. The school shall not extend favoritism to any vendors. Each lease shall be entered into on the basis of quality, price and delivery, with past experiences being a factor if all other considerations are equal.
2. No lease shall be made that violates any conflict of interest policy or law.
3. The board believes in patronizing local businesses. Consequently, when proposals are judged to be equal in terms of quality, price, and/or service, the lease will be awarded to the firm that is located within the district. However, the board will not sacrifice either quality or economy to patronize local businesses.

## **II. Lease of District-Owned Personal Property to Others**

### **A. Personal Property Valued at No More Than \$5,000.00**

If the Superintendent determines that any personal property that is owned by the school district and has a fair market value of no more than \$5,000.00 is not needed for school district use, the Superintendent may enter into a lease agreement for a period no longer than the period of time during which such property is not needed for school purposes and in no event longer than 30 days. The Superintendent is authorized to determine the terms and conditions of the lease of this district-owned personal

property, provided however that Superintendent will avoid leasing such personal property at a rate that is significantly lower than the fair market value for comparable rentals of similar personal property. At Superintendent's discretion, Superintendent may require lessors of this district-owned personal property to furnish property and liability insurance covering lessors use of such property.

**B. Personal Property Valued in Excess of \$5,000.00**

If the board of education determines that any personal property that is owned by the school district and has a fair market value of at least \$5,000.00 is not needed for school district use, the board may lease such property, or portion thereof, upon such terms and conditions as it determines.

Adopted on: 1-19-15

Revised on: 7-15-19

Reviewed on: \_\_\_\_\_

**4052**  
**Job References to Prospective Employers**

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

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

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

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

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

Adopted on: 8-19-19

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

Reviewed on: \_\_\_\_\_

**4059**  
**Suicide Prevention Training**

The following employees are required to complete at least one hour of suicide awareness and prevention training every year:

- Teachers
- Counselors
- Administrators
- School Nurse
- School Psychologists
- Community Coaches
- Paraeducators
- Bus Drivers
- Kitchen Staff
- Custodians
- Secretarial and Clerical Staff

These employees must complete the on-line training provided by the Nebraska Department of Education no later than September 1 of each school year or within 30 days of their initial employment. Failure to complete this training shall constitute just cause for the termination or nonrenewal of an employee's contract or work agreement.

Adopted on: 8-19-19

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

Reviewed on: \_\_\_\_\_

## **5016 Student Records**

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

For purposes of the district's compliance with state and federal law, the district "maintains" as "student records" all records, files, and documents which are located in any format and within any storage unit of the district, whether in hard copy, digital, or otherwise.

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

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. "School officials" include attorneys; members of law enforcement acting on behalf of the school district; representatives of insurance providers that provide coverage to the school district; and third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district. All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: 1-20-14

Revised on: 7-18-16, 8-19-19

Reviewed on: 6-20-16, 7-15-19

**5022**  
**Investigations, Arrests, and Other Student Contact by Law  
Enforcement and Health and Human Services**

The school district and its administrators and staff desire to maintain a positive working relationship with law enforcement officers and other representatives of governmental bodies in the discharge of their duties. However, this desire must be balanced against other equally important factors such as a student's legal rights, ensuring that a student's time spent in school is for education, and acknowledging that the school stands *in loco parentis* to the students.

"Law enforcement officer" means police officers, county sheriffs, state patrolmen, Health and Human Service workers, Child Protective Services workers, Office of Juvenile Services workers, probation officers, U.S. Immigration and Customs Enforcement (ICE) agents, Federal Bureau of Investigations agents, or any other government investigatory workers.

"Parent" means the biological or adoptive mother or father, guardian, responsible relative, or any other person who has claimed legal or actual charge or control of the student pursuant to Nebraska law or Title 92 Nebraska Administrative Code Chapter 19.

Law enforcement officers are encouraged whenever possible to talk to a student away from the school before or after school hours so as to cause as little disruption as possible to the student's education.

Law enforcement officers may be called to the school at the request of school administration, or they may initiate contact with the school for their own purposes. Contact between the school and law enforcement officers on matters involving students shall be made through the office of the superintendent or building principal and the law enforcement officer. All reasonable attempts should be made to avoid embarrassing the student before his or her teachers and peers, and to avoid disrupting the student's and school's education program. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.

School staff shall promptly notify the superintendent when a student is questioned, arrested, or removed from school grounds by law enforcement officers.

## **School Related Criminal Activity**

This section applies to alleged or suspected criminal activity that occurs on school grounds; in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event.

Law enforcement officers will be allowed to contact and question students at school regarding school related criminal activity as provided below.

The building principal must be notified before a student may be questioned in school or taken from a classroom by law enforcement. The building principal should request identification of the officers, their affiliation with the identified law enforcement agency, and whether their purpose is to interview, interrogate, or take custody of the student.

The building principal will make reasonable attempts to contact a student's parent for their consent and/or presence before the student is interviewed. In the event that a parent cannot be contacted after reasonable attempts, the student will be questioned only if the law enforcement officer identifies emergency circumstances requiring immediate questioning. A building principal or designee shall be present for such questioning solely to further school purposes or avoid duplication of the investigative process. The student will be brought to a private room and the contact will be made out of sight of others as much as practicable.

If the student is suspected of criminal activity, it is the responsibility of the law enforcement officer to advise a student of his or her rights against self-incrimination.

The building principal shall document steps taken to notify parents, summarize the law enforcement activities, identify the actions taken by the District on behalf of the student, and any further contacts with law enforcement officer.

## **Non-School Related Criminal Activity**

Law enforcement officials may not question students at school unless parental consent is obtained or the law enforcement authorities have a warrant or court order.

### **Taking a Student into Custody**

Law enforcement officers seeking custody of a student must contact the superintendent or building principal. The principal will request the arresting law enforcement officer to provide a copy of the arrest warrant, written parental consent, court order, or other document giving authority to take the student into legal custody. If there is no document presented, the principal should obtain the officer's name, badge number identifying the law enforcement agency, date, time, the reason for the arrest, and the place to which the student is reportedly being taken. Whenever practicable, the arrest or release of the student should be conducted in a location and in a manner that minimizes observation by others.

When a law enforcement officer removes a student from the school, the building principal will take immediate steps to notify the parent about the student's removal and the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse.

### **Child Abuse and Neglect**

When law enforcement officers seek to investigate reports of alleged child neglect or abuse regarding a student, the building principal shall obtain a proper identification from the authorities or officials. If a student interview is conducted on school grounds, the building principal or designee and such other school personnel as appropriate shall observe the interview.

If the law enforcement officer decides to remove the student from school, school officials shall provide the law enforcement authorities with the address and telephone number of the student's parent or guardian. The principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign a statement certifying that the child is being removed from school premises because he or she is believed to be the victim of child abuse and that the officer understands and will comply with the legal requirements of NEB. REV. STAT. § 79-294.

### **Student Records**

Student records will be shared with law enforcement officers only as allowed by state and federal law.

**AR-5022--Form**

**Affidavit and Release to Remove Student**

**Date:** \_\_\_\_\_

The undersigned hereby states and affirms to the Sterling Public Schools as follows:

1. That I am duly-appointed and acting peace officer employed by \_\_\_\_\_ and am currently acting within the scope of such employment.
2. That request is hereby made of the Sterling Public Schools to deliver to me the following named student: \_\_\_\_\_.
3. That I am entitled to immediate physical custody of said student by virtue of:  
  
 Neb. Rev. Stat. 43-248 for the reason that said student (1) violated a state or municipal law in my presence, (2) is believed by me to have committed a felony, (3) is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the student's protection, or (4) is believed to have run away from his or her parent, guardian, or custodian.  
  
 There having been issued a valid warrant for such student's arrest, a true copy of which is attached hereto.  
  
 There being reasonable grounds for me to arrest such student without a warrant, such grounds being that: \_\_\_\_\_  
\_\_\_\_\_  
  
 Other (specify) the student being placed under arrest due to following authority:  
\_\_\_\_\_  
\_\_\_\_\_
4. That the undersigned will take immediate action to notify the parent(s), custodian, or legal guardian of said student that said student has been taken into custody and the reason or reasons for said custody.
5. That the undersigned has the legal right to take custody of the student without the consent of said student's parent(s), guardian, custodian, or the Sterling Public Schools.
6. That any facts or circumstances set out on the back of this affidavit and release are true and correct and are incorporated herein by reference.

\_\_\_\_\_  
(Give complete description of officer's name and position, including badge number)

Adopted on: 1-20-14

Revised on: 8-19-19

Reviewed on: \_\_\_\_\_

**9330**  
**Parliamentary Procedure**

When an issue in question is not covered by current policy and bylaws, the school board will use Robert's Rules of order as a guide to govern the board during parliamentary procedure.

Adopted on: 6-15-15  
Revised on:  
Reviewed on: 8-19-19

# ALICAP

Nebraska Association of School Boards  
All Lines Interlocal Cooperative Aggregate Pool

## NASB ALICAP PREMIUM CONTRIBUTION BILLING STATEMENT

Original notice for policy year 2019-2020

9/1/19 through 8/31/20

Name of School District/ESU: **Sterling Public Schools**

### Workers Compensation:

<u>Class Code</u>	<u>Original estimated payroll</u>		<u>9/1/18 Pool Rates</u>	<u>Cost</u>
8868	\$1,602,380	X	.0047	\$7,531
9101	\$117,956	X	.0455	\$5,367
7380	<u>\$69,000</u>	X	.0683	<u>\$4,713</u>
Total	<u>\$1,789,336</u>			

Base premium contribution	\$17,611
Experience Modifier ( <i>times</i> )	<u>1.15</u>
Modified Premium	\$20,253
Premium Size Discount ( <i>less</i> )	<u>\$1,663</u>
contribution required per estimated payroll figures	<b>\$18,590</b>

Property, Liability, Boiler and Machinery, Errors and Omissions: **\$27,606**

Contribution Due for 19-20 policy year **\$46,196**

### Credits:

Owner Dividend Credit	(4485)
Loss Control Credit	0
<b>Total Credit</b>	<b>(4485)</b>

**Net Contribution Due for 19/20 Policy Year \$41,711**

#### Legend of Classification Codes:

8868 = Professional employees, teachers, administrators, aides and clerical

9101 = Custodians, cooks, and all other employees

7380 = Bus Drivers

**PLEASE MAKE CHECKS PAYABLE TO AND REMIT TO**  
NASB ALICAP  
1311 Stockwell Street  
Lincoln, NE 68502

Billing is subject to adjustment based upon audited payroll figures or upon any applicable statutory requirement.

**Payment due no later than September 30, 2019**

**4039**  
**Employment of Classified Staff**

The superintendent or designee shall hire classified staff to meet personnel needs consistent with the district's budget, instructional needs, and non-instructional operations. The superintendent or designee shall obtain a criminal history record that includes information from the Nebraska State Patrol for all individuals that are to be employed as pupil transportation vehicle drivers (except certificated Nebraska school administrators or teachers) and keep a copy of that record on file and shall update it during the calendar year that coincides with the expiration of the driver's motor vehicle operator's license. Otherwise, the superintendent or designee may, but is not required to, conduct a criminal background check on any classified staff applicant. Criminal history or background checks shall occur only after the school district has determined that the applicant meets the minimum employment qualifications. This policy shall not prevent the school district from requiring an applicant to disclose his or her criminal record or history relating to sexual or physical abuse prior to any minimum employment qualification determination.

The superintendent or designee shall discipline and discharge classified staff as appropriate.

Adopted on: \_\_\_\_\_

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

Reviewed on: 8-19-19

## 5015 Protection of Pupil Rights

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

### 1. Surveys

#### a. Surveys Created by a Third Party

##### i. This section applies to every survey:

1. that is created by a person or entity other than a district staff member or student;
2. regardless of whether the student answering the questions can be identified; and
3. regardless of the subject matter of the questions

##### ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.

#### b. Surveys Requesting Particular Sensitive Information

##### i. Sensitive information shall include:

1. Political affiliations or beliefs of the student or the student's parent(s);
2. Mental or psychological problems of the student or the student's family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent(s); or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

##### ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.

##### iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the written consent of a student's parent(s) before the student participates in the survey.

##### iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.

##### v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.

#### c. Survey Inspection Requests

- i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.
- ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.
- iii. The principal shall respond to survey inspection requests without delay.

## **2. Invasive Physical Examinations**

- a. The term “invasive physical examination” means:
  - i. any medical examination that involves the exposure of private body parts; or
  - ii. any act during such examination that includes incision, insertion, or injection into the body; and
  - iii. does not include a hearing, vision, or scoliosis screening.
- b. Parents may refuse to allow their student to participate in any non- emergency, invasive physical examination or screening that is:
  - i. required as a condition of attendance;
  - ii. administered by the school and scheduled by the school in advance; and
  - iii. not necessary to protect the immediate health and safety of the student, or of other students.
- c. This policy does not apply to any physical examination or screening that:
  - i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;
  - ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*)
  - iii. is otherwise authorized by Board policy.

## **3. Collection of Personal Information from Students for Marketing**

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

## **4. Inspection of Instructional Material**

- a. Definition

- i. The term “instructional materials” means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
  - ii. The term does not include academic tests or academic assessments.
- b. Parents may inspect, upon their request, any instructional material used as part of their child’s education curriculum.
- c. Curriculum inspection requests must be made to the building principal in writing.
- d. Building principals shall respond to inspection requests within a reasonable amount of time.

**5. Notification of Rights and Procedures**

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

Adopted on: 6/11/2012

Revised on: 7/10/2017

Reviewed on:

**5044**  
**Safe Pupil Transportation Plan**  
**and**  
**Pupil Transportation Vehicle Driver Satisfactory Driving Criteria**

It is the goal of the Sterling School District to provide safe, comfortable and reliable transportation for bus-riding school children.

**1. Emergency Procedures**

**a) Mechanical breakdown**

In the event of a mechanical breakdown, the driver will:

- 1)** Stop the vehicle in a safe location
- 2)** Keep passengers in the vehicle, if it is safe to do so
- 3)** Take steps to warn motorists, by activating hazard lights and placing emergency triangles
- 4)** Call for assistance

**b) Injuries/Medical Emergencies**

If a student is seriously injured or suffers from a medical emergency, the driver will stop the vehicle at the first safe opportunity. The driver will provide emergency medical assistance in accordance with the driver's first aid training. The driver will notify the school district of the emergency using his/her cell phone. The district will then summon emergency medical services by immediately calling 911 and notify administrative personnel.

**c) Severe Weather**

**1) Tornadoes.**

If the driver determines that there is likelihood that a tornado will hit the vehicle, and there is not an escape route available or time to drive to a safe location, the driver will evacuate the vehicle, taking only the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the vehicle far enough away from the vehicle so that it will not roll over on the students. The driver should instruct students to cover their heads with their arms. If the students are wearing coats or jackets, they can be used to provide additional protection for their heads and bodies. If there is no time to evacuate the students after stopping the vehicle, the

driver should have the students remain in their seats and assume a protective position with their heads below window level.

## **2) Winter Weather**

If the school district or driver determines that a trip is too dangerous to drive due to winter weather conditions, the district will cancel the trip.

Parents should ensure that students are appropriately dressed for winter conditions.

## **3) Floods or Standing Water**

It is generally appropriate to drive through a small or regular amount of water that has accumulated from a normal or typical rainfall. However, drivers should not drive through water on the road if: the water is moving or has a current; there is dangerous debris in the water; the driver cannot determine the depth of the water or there is a known dip in the road which would create a deeper section of water; or if there is any other water condition that the driver determines is unsafe to drive through.

### **d) Weapons, Hazardous Materials and Dangerous Contraband**

If a driver discovers that a passenger may have a weapon, hazardous materials or other dangerous contraband on the vehicle, he or she should remain calm and call for assistance. The driver should not inform passengers of the presence of the weapon or other contraband.

### **e) Unattended Items on or Near Pupil Transportation Vehicle**

The driver shall check for unattended items on or near the vehicle as part of the exterior and interior pre-trip inspections. If circumstances make an item suspicious (because it is out of context, makes a noise, has visible wires, placement was witnessed, was hidden, has unidentified powders or putty-like substances, etc.), the driver shall not inspect, move, or otherwise touch the item. School staff will evacuate the area, then immediately report the item to the staff member's direct supervisor, a principal, or the superintendent. If the unattended item is not suspicious (it has the characteristics of lost or misplaced property or of discarded

trash, etc.), the driver may examine the item more closely. This may include looking inside the item, attempting to identify the owner, reviewing security camera footage, or talking to those nearby, and then taking appropriate action.

**f) Terroristic Threat**

If a driver receives a terroristic threat that he or she deems credible, he or she will notify the school district of the threat using his/her cell phone. After consulting with school officials, the driver will determine whether the threat requires evacuation of the bus. The school will promptly notify the authorities of the threat.

For purposes of this policy, a terroristic threat is a threat to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of the bus or in reckless disregard of causing such terror or inconvenience

**g) Emergency Incident Reports**

Drivers will provide written documentation of any of the emergency events specified in this policy by completing the incident form attached hereto. This documentation must be submitted to the school administration within 24 hours of the event.

**2. Drop-off**

Drivers will drop students off at a location pre-determined through communication between the school district and parents/guardians. In the event the drop-off location is uncertain or appears to be unsafe, the driver will communicate with school staff in the building to seek additional guidance.

In no event will a driver drop a student off in a location, which in the reasonable judgment of the driver appears to be unsafe. Drivers who believe the drop-off location to be unsafe shall release students directly into the custody of a parent/guardian or shall return students to their school building.

**3. Evacuation of Students With Disabilities**

The transportation supervisor, in consultation with bus drivers and members of the administrative team, shall develop a written emergency evacuation plan for each bus route. The plan shall include an assessment of each student's ability to evacuate

himself or herself as well as his or her ability to assist others. Disabled students should practice their evacuation skills as required of their non-disabled peers if possible during evacuation drills. Students or other individuals who will be assisting disabled students evacuate during emergencies should practice this skill during evacuation drills. Drivers or students who will be assisting with the evacuation process should be familiar with any equipment on the bus that would aid in the actual evacuation.

#### **4. Student Behavior on School Vehicles**

Riding school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles.

##### **a) Rules of Conduct on School Vehicles:**

- 1)** Students must obey the driver promptly.
- 2)** Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3)** Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
- 4)** Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5)** Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6)** Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7)** Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
- 8)** Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
- 9)** Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the

vehicle approaches a railroad crossing and any time the driver calls for quiet.

- 10)** Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11)** Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12)** Student must respect the rights and safety of others at all times.
- 13)** Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
- 14)** Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15)** Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

**b) Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include:

- 1)** Note home to parents
- 2)** Suspension of bus riding privileges
- 3)** Exclusion from extracurricular activities
- 4)** In-school suspension
- 5)** Short term or long term suspension from school
- 6)** Expulsion

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

**c) Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

**5. Functional Capacity of the Driver**

The superintendent or designee shall confirm a pupil transportation driver's functional capacity and ability to conduct the daily tasks and emergency evacuations required of such a driver by:

- Observing the driver complete the required daily tasks and emergency evacuations;
- Observing, questioning, and/or directing the driver to perform tasks in a manner that measures the basic visual, cognitive, and physical abilities to complete the required daily tasks and emergency evacuation; or
- Directing the driver to complete a functional capacity evaluation or assessment conducted by a qualified professional.

The superintendent or designee will remove the driver from duties as a pupil transportation driver if he or she determines that a pupil transportation driver is not functionally capable or able to conduct the daily tasks and emergency evacuations required of such a driver.

**6. Satisfactory Driving Criteria.**

The superintendent or designee shall annually review every pupil transportation vehicle driver's Nebraska Department of Motor Vehicles driving record before such a driver operates a pupil transportation vehicle.

Individuals who have been convicted of any of the following or who meet any of the following conditions will not be allowed to serve as a pupil vehicle transportation driver:

- If the citation or conviction occurred at any time:
  - Motor vehicle homicide; or
  - Driving under the influence – 3<sup>rd</sup> or subsequent offense.

- If the citation or conviction occurred within the last 10 years:
  - Driving under the influence of drugs or alcohol;
  - Refusal to submit to a chemical test;
  - Failure to render aid in accident the driver was involved in;
  - Speeding 15 miles per hour or more above the posted speed limit;
  - Reckless driving (willful or otherwise);
  - Careless driving;
  - Negligent driving;
  - Leaving the scene of an accident; or
  - Failure to yield to a pedestrian with bodily injury to the pedestrian.
- If the driver has accumulated 5 points or more under an operator's license point system within the last 4 years.

The superintendent designee has the discretion to prohibit school personnel from driving a school vehicle for a citation or arrest for the above offenses or any other offense or reason. The superintendent or designee will make the final determination about the ability of an individual to serve as a pupil vehicle transportation driver.

Pupil vehicle transportation drivers must inform the superintendent or designee of any citation or conviction related to their driving within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier.

## **7. Emergency Evacuation Drill Procedures for Students Who Ride in Small Vehicles.**

For purposes of this policy, "small vehicle" shall have the same meaning as in Rule 91 from the Nebraska Department of Education.

In a small vehicle accident or emergency situation, the driver must use his other best judgment to decide what action shall be taken. The primary responsibility is pupil safety. In an emergency it may be necessary that the vehicle be evacuated.

Students who are transported in a Small Vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills at least twice during each school year. These drills shall be conducted in an appropriate location.

Drills shall be conducted to address each of the following reasons that an emergency evacuation may be required:

- The vehicle is on fire, in danger of catching fire, or is close to an existing fire or highly combustible material. Passengers shall be evacuated at least 100 feet or more upwind from the vehicle.
- The vehicle is stopped at an unsafe location and unable to move. The driver shall use his or her judgment regarding the need to evacuate and the distance of the evacuation.
- The vehicle's final stopping position: is in the path of any train or adjacent to railroad tracks; could change and increase danger; or is such that there is danger of collision. The driver shall evacuate the vehicle and use his or her judgment regarding the distance of the evacuation.

The safety of students is of utmost importance and must be given first consideration. Absent extenuating circumstance, the driver will place the transmission in park, activate the hazard warning lights, set the emergency brake, turn the ignition off, and remove the ignition key prior to evacuation.

If possible, students should exit the vehicle on the side away from any roadway.

During an evacuation, students should generally be led to a safe place at least 100 feet off the road in the direction of oncoming traffic. If there is a risk from spilled hazardous materials, lead the students upwind of the vehicle at least 300 feet.

After evacuation, the driver should address any injured students and call 911, law enforcement, or other authorities or service providers as the situation dictates. The driver shall then promptly inform the school district about the emergency situation.

Drivers shall not leave the scene until appropriate transportation arrangements have been made for all students and he/she has been instructed by a member of the administrative team that he/she may leave.

The school may select, train, and prepare students to assist in evacuation in the event that the driver is incapacitated or otherwise unable to direct the evacuation. Such training can include, but need not be limited to, turning off ignition switches; setting emergency brakes; summoning help; using windows for evacuation in emergencies; setting flags and reflectors or reflective triangles; directing the evacuation; and training with evacuation equipment.

### **Evacuation of Students with Disabilities**

Drivers should assess each student's ability to evacuate himself or herself from a Small Vehicle as well as his or her ability to assist others. Disabled students should practice their evacuation skills as required of their non-disabled peers if possible during evacuation drills. Students or other individuals who will be assisting disabled students evacuate during emergencies should practice this skill during evacuation drills. Drivers or students who will be assisting with the evacuation process should be familiar with any specialized equipment in the vehicle and used by disabled students that would aid in the actual evacuation.

**Emergency Equipment.** Emergency equipment may include first aid kits, fire extinguishers, reflectors, flags, vehicle hazard lights, and other similar equipment. Drivers and students (as appropriate) should be made familiar with the purpose and use of this equipment during drills.

Adopted on: \_\_\_\_\_

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

Reviewed on: 8-19-19