

Board of Education Regular Meeting
Monday, June 9, 2025 7:30 PM
Library--Superior High School, Superior, NE
PO Box 288
Superior, NE 68978

1. Routine Business
 - 1.1. Call Meeting to Order
 - 1.2. Pledge of Allegiance
 - 1.3. Roll Call
 - 1.4. Excuse Absent Board Member(s)
2. Regular Meeting Agenda
 - 2.1. Public Participation
 - 2.2. Principals' and Activities/Athletic Director's Reports
 - 2.3. Superintendent's Report
BCBS Quarterly Report
 - 2.4. Consent Agenda
 - 2.4.1. Approval of Previous Minutes
 - 2.4.2. Approval of Treasurer's Report
 - 2.4.3. Approval of School Activity Fund Report
 - 2.4.4. Approval of Revenue Budget Report
 - 2.4.5. Approval of Expense Budget Report
 - 2.5. Approval of Previous Months Claims
 - 2.6. Certified Hire
 - 2.7. New Policies

- 2.8. Policy Changes
- 2.9. Certified Substitute Rates
- 2.10. Curriculum - Technology and Foreign Language
- 2.11. Disposal of Property
- 3. Discussion Items
 - 3.1. Report from Board Committees
 - 3.2. Review Policies 5018, 5054 and 5057
- 4. Correspondence
 - 4.1. June Board Quicks
- 5. Items for Next Board Meeting: Handbooks, student fee policy hearing, adult meal prices, local substitute certificates, policy revisions
- 6. Executive Session
- 7. Reconvene to regular session
- 8. Adjournment

June 2025 School Board Report

Jodi Fierstein

Elementary Principal

Director of Special Services

Elementary Report Card update

All K-5 Math grades reported by Outcomes

All K-5 ELA grades reported by Outcomes - exceeded my expectations!

Science and Social Studies grades - varied based on grade level

Music, PE/Health, Art grades reported with HSN grading scale

Next year - K-5 Technology grades will be reported by Outcome

Data sources we're using for teaching, learning and assessing at the component level:

Teaching: Planbook data (from IPRs)

At the end of the school year, we can see which standards (components) were taught, how many times they were taught, and on what days they were taught by each teacher

Learning: IXL data

Assessing: Otus data

Teacher gradebook - "Insights" (classroom and student level)

Analytics (building, classroom and student level)

Grade level (all subject area outcomes; or all components of an outcome)

Building-wide by outcome strand (ex: K-5 skill of using addition, subtraction, multiplication, division to create and solve real-world problems)

*From June 16-July 30 I'm taking a self-paced Otus Certified Educator course to learn more the analytics features in Otus

Professional development and summer curriculum work:

NETA (technology) - Jodi Fierstein, Dana Henry

AI for Education - Dana Henry

Continuous Improvement Plan & Preparing for the 5 year visit: Jodi Fierstein, Heather Blackstone, Dana Henry

Success through Inclusion and Co-Teaching (SPED): Jodi Fierstein, Courtney Utecht, Courtney Baker

Administrative Assistants Technology Training - Rebecca Fullerton

PBiS zoom trainings (6 trainings we're going to divide and conquer as a team): Jodi Fierstein, Cesar Torres, Courtney Utecht, Rachel Renz, Mackenzie Trumble, Mary Tietjen, Judi Roach, Tori Schoof, Gracie Jackson

New Principal Cohort (July 15-16): Jodi Fierstein & Audrey Parks

Music curriculum work - Gracie Jackson

PE/Health curriculum work - Andrew Diehl & Elijah Heusinkvelt

Technology curriculum work - Sara Fuller

Grade level teachers - Math and ELA assessments

June Middle/Secondary Board Report
6/9/2025

NWEA MAP Growth Reports

Building	Subject	2024 Spring Percentile	2025 Spring Percentile	Change	Trend
Middle School	Math	45th	40th	-5	Decline
Middle School	Reading	36th	38th	+2	Slight Gain
Middle School	Lang. Usage	38th	38th	0	Stable
Middle School	Science	42nd	65th	+23	Improving
High School	Math	47th	61st	+14	Improving
High School	Reading	41st	51st	+10	Improving
High School	Lang. Usage	46th	58th	+12	Improving
High School	Science	61st	66th	+5	Slight Gain

Summer School Offered to MS Students

Middle school students who did not successfully complete a core course during the school year will have the opportunity to recover credit through our summer school program. This is a valuable chance to get back on track and prepare for the upcoming academic year. Summer school will run from June 16th to June 26th from 8:00am to 3:30pm. Ashley Wulf will be the teacher running this program.

BCBS Quarterly Report

Policy 2016: Participation in Insurance Program by Board Members

6/1/2025– Matt Sullivan, Luke Meyers, Matt Bargaen, and Peggy Meyer are currently purchasing the Educators Health Alliance Blue Cross Blue Shield family plan



SUPERIOR PUBLIC SCHOOLS

HOME OF THE WILDCATS

BOARD OF EDUCATION MEETING SUPERINTENDENT REPORT

Building: District

Meeting Date: 6/9/2025

District Updates

1. We had 29 Kansas resident students for the 24-25 school year:
2. Summer School is set to begin on June 16th, and Mrs. Wulf will be the instructor. We have three students who will be attending this year.
3. The elementary playground fence project began last Thursday
4. Other Summer Improvement Projects scheduled thus far:
 - a. Upgrade elementary classrooms' interactive boards with panels three years or older (you will see the invoice this month or next month)
 - b. North Sidewalk replacement (office to north parking lot)
 - c. Tile replacement of the back half of the stage and the south gymnasium entryway.
 - d. Epoxy flake flooring in the middle school hallway, bathroom, and the elementary gymnasium bathroom.
 - e. Begin a 3-year plan to install electronic locks on classroom doorways (middle school hallway this summer.
 - f. Vehicle purge and replacements (pending Building & Ground Committee final approval)
 - g. Possible electrical upgrade to the shop area (depending on budget and Committee approval)
 - h. Initial aluminum bleacher purchases (depending on budget and Committee approval)
5. The gymnasium bathroom floors in the middle school hallway and by the elementary gymnasium are scheduled to begin next week.



SUPERIOR PUBLIC SCHOOLS

HOME OF THE WILDCATS

6. New elementary teachers will be here on the 24th and 26th for their initial training.
7. Tile replacement in the main gymnasium's west entryway, the back half of the stage, and the CTE Hallway is scheduled to begin in the third week of June.
8. We have had four students Option In for next year, since classes have ended.

NUCKOLLS COUNTY SCHOOL DISTRICT 65-0011
SUPERIOR PUBLIC SCHOOLS
SUPERIOR, NEBRASKA
May 12, 2025

Matt Bargaen: Present, Brad Biltoft: Present, Peggy Meyer: Present, Luke Meyers: Present, Matt Sullivan: Present, Krista Tatro: Absent. Present: 5, Absent: 1.

Posted Locations:

- The Superior Express
- Superior Public Schools
- <https://www.superiorwildcats.org/>

Posted Dates: 05/08/2025 Superior Public Schools and <https://www.superiorwildcats.org/>
05/08/2025 The Superior Express

1. Routine Business

1.1. Call Meeting to Order

Meeting was called to order at 7:30 p.m. by Peggy Meyer

1.2. Pledge of Allegiance

1.3. Roll Call

1.4. Excuse Absent Board Member(s)

Motion to excuse absent board member Krista Tatro carried with a motion by Matt Sullivan and a second by Brad Biltoft.

Matt Bargaen: Aye, Brad Biltoft: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye
Aye: 5, Nay: 0

2. Regular Meeting Agenda

2.1. Public Participation

2.2. Student Ambassador Report

Lexi Primus provided the student ambassador report. Several organizations have elected officers for next year. FBLA and FFA had their annual banquets.

2.3. Presentations - Staff/Students

Allison White

Mrs. White gave a recap of the music department accomplishments and projects for the year.

2.4. Principals' and Activities/Athletic Director's Reports

The board reviewed the athletic, activity, elementary and secondary board reports. Board asked about cooperating with any schools for girls golf.

2.5. Superintendent's Report

Review Policy 3028

John gave his superintendent report. Board reviewed and discussed policy #3028. Board would like John to reach out to KSB for further guidance.

2.6. Consent Agenda

Motion to approve consent agenda as presented carried with a motion by Luke Meyers and a second by Matt Bargaen.

Matt Bargaen: Aye, Brad Biltoft: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye
Aye: 5, Nay: 0

2.6.1. Approval of Previous Minutes

2.6.2. Approval of Treasurer's Report

2.6.3. Approval of School Activity Fund Report

2.6.4. Approval of Revenue Budget Report

2.6.5. Approval of Expense Budget Report

2.7. Approval of Previous Months Claims

Motion to approve General Fund claims for May 2025 in the amount of \$651,887.26 carried with a motion by Matt Bargaen and a second by Luke Meyers.

Matt Bargaen: Aye, Brad Biltoft: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye
Aye: 5, Nay: 0

2.8. 2025-2026 Occupational Therapist Interlocal Agreement

Motion to approve 2025-2026 Occupational Therapist Interlocal Agreement with Lawrence-Nelson, Blue Hill and Sandy Creek carried with a motion by Brad Biltoft and a second by Luke Meyers.

Matt Bargaen: Aye, Brad Biltoft: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye
Aye: 5, Nay: 0

2.9. Curriculum Director Interlocal Agreement

Motion to continue the Curriculum Director Interlocal Agreement with Thayer Central as presented carried with a motion by Luke Meyers and a second by Matt Sullivan.

Matt Bargaen: Aye, Brad Biltoft: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye
Aye: 5, Nay: 0

2.10. Certified Hire

Motion to hire Elijah Heusinkvelt, Marque Crowe and Gracie Jackson for the 2025-2026 school year contingent upon completing certification carried with a motion by Matt Sullivan and a second by Brad Bilstoft.

Matt Bargaen: Aye, Brad Bilstoft: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye
Aye: 5, Nay: 0

2.11. Cooperative Agreement with Deshler for girls and boys wrestling

Motion to enter into a NSAA cooperative agreement with Deshler for High School Girls and Boys Wrestling for the 2025-2026 school year. The costs of the program will be divided in proportion to the number of participants in the program. All practices, competitions, and activities involving the program will be held at Superior High School carried with a motion by Matt Bargaen and a second by Matt Sullivan.

Matt Bargaen: Aye, Brad Bilstoft: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye
Aye: 5, Nay: 0

3. Discussion Items

3.1. Report from Board Committees

Buildings and grounds will meet Wednesday morning.

3.2. Review Policies 4002 - 4010 and 2007 - 2008

The board reviewed policies as presented. No changes to policies.

4. Correspondence

4.1. May Board Quicks

5. Items for Next Board Meeting: Parental Involvement Hearing, Review Policies, Sub Rates

6. Executive Session

Motion to enter into executive session at 8:27 p.m. for discussion of student matter for the protection of public interest carried with a motion by Luke Meyers and a second by Matt Bargaen.

Matt Bargaen: Aye, Brad Bilstoft: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye
Aye: 5, Nay: 0

7. Reconvene to regular session

Motion to reconvene to regular session at 8:59 p.m carried with a motion by Matt Sullivan and a second by Matt Bargaen.

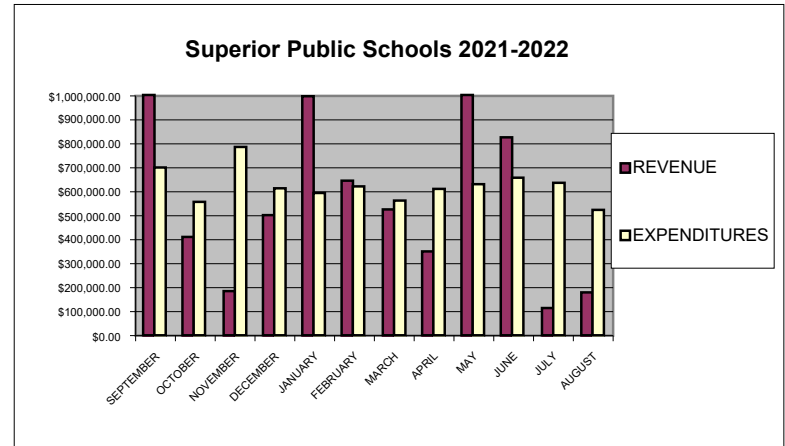
Matt Bargaen: Aye, Brad Bilstoft: Aye, Peggy Meyer: Aye, Luke Meyers: Aye, Matt Sullivan: Aye
Aye: 5, Nay: 0

8. Adjournment

Meeting adjourned at 8:59 p.m. by Peggy Meyer.

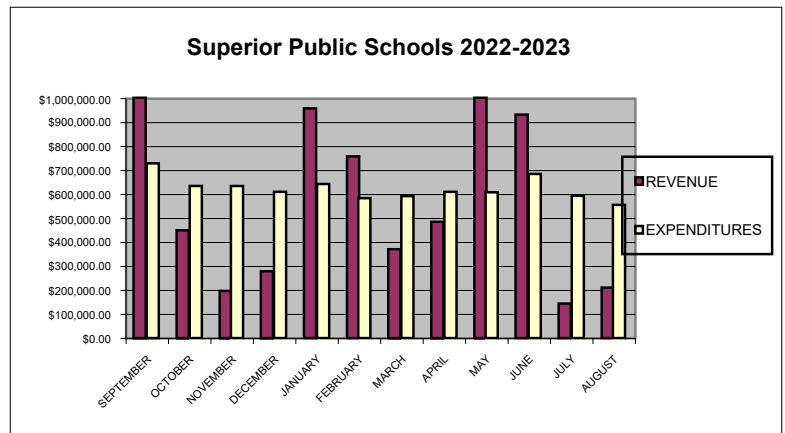
**SUPERIOR PUBLIC SCHOOL DISTRICT 65-0011
GENERAL FUND
2021-2022 FISCAL YEAR**

	BEG. BAL.	REVENUE	EXPENDITURES	END BALANCE
SEPTEMBER	\$1,442,491.37	\$1,192,592.22	\$697,447.45	\$1,937,636.14
OCTOBER	\$1,937,636.14	\$407,760.19	\$554,015.29	\$1,791,381.04
NOVEMBER	\$1,791,381.04	\$181,757.45	\$783,156.37	\$1,189,982.12
DECEMBER	\$1,189,982.12	\$498,733.66	\$610,650.15	\$1,078,065.63
JANUARY	\$1,078,065.63	\$994,756.13	\$591,110.10	\$1,481,711.66
FEBRUARY	\$1,481,711.66	\$642,442.97	\$618,591.36	\$1,505,563.27
MARCH	\$1,505,563.27	\$522,516.39	\$559,480.92	\$1,468,598.74
APRIL	\$1,468,598.74	\$347,307.72	\$608,160.41	\$1,207,746.05
MAY	\$1,207,746.05	\$1,454,501.61	\$627,812.21	\$2,034,435.45
JUNE	\$2,034,435.45	\$823,280.65	\$654,845.57	\$2,202,870.53
JULY	\$2,202,870.53	\$111,119.93	\$633,528.93	\$1,680,461.53
AUGUST	\$1,680,461.53	\$176,329.90	\$520,605.33	\$1,336,186.10



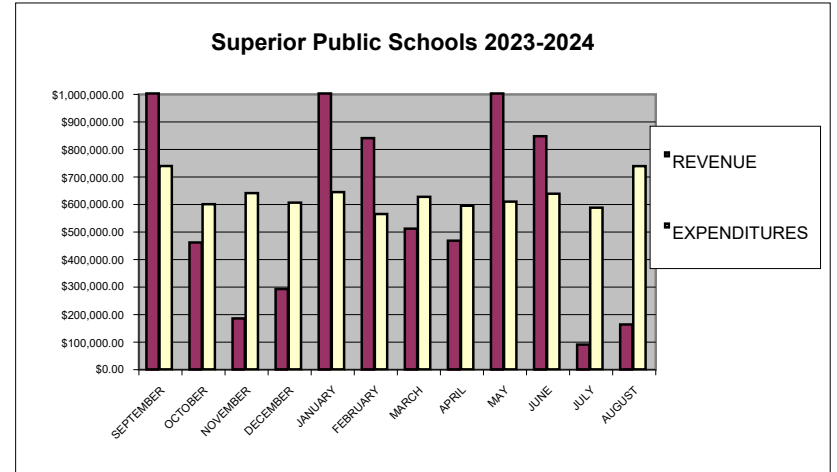
**SUPERIOR PUBLIC SCHOOL DISTRICT 65-0011
GENERAL FUND
2022-2023 FISCAL YEAR**

	BEG. BAL.	REVENUE	EXPENDITURES	END BALANCE
SEPTEMBER	\$1,336,186.10	\$1,094,427.33	\$726,305.18	\$1,704,308.25
OCTOBER	\$1,704,308.25	\$447,124.34	\$632,040.93	\$1,519,391.66
NOVEMBER	\$1,519,391.66	\$194,010.88	\$631,837.48	\$1,081,565.06
DECEMBER	\$1,081,565.06	\$276,080.92	\$607,629.18	\$750,016.80
JANUARY	\$750,016.80	\$955,678.74	\$640,268.86	\$1,065,426.68
FEBRUARY	\$1,065,426.68	\$755,383.16	\$581,093.45	\$1,239,716.39
MARCH	\$1,239,716.39	\$368,231.17	\$589,495.84	\$1,018,451.72
APRIL	\$1,018,451.72	\$482,600.35	\$607,445.04	\$893,607.03
MAY	\$893,607.03	\$1,312,000.73	\$605,528.36	\$1,600,079.40
JUNE	\$1,600,079.40	\$929,674.57	\$682,072.52	\$1,847,681.45
JULY	\$1,847,681.45	\$141,282.94	\$591,142.56	\$1,397,821.83
AUGUST	\$1,397,821.83	\$207,856.67	\$552,971.49	\$1,052,707.01



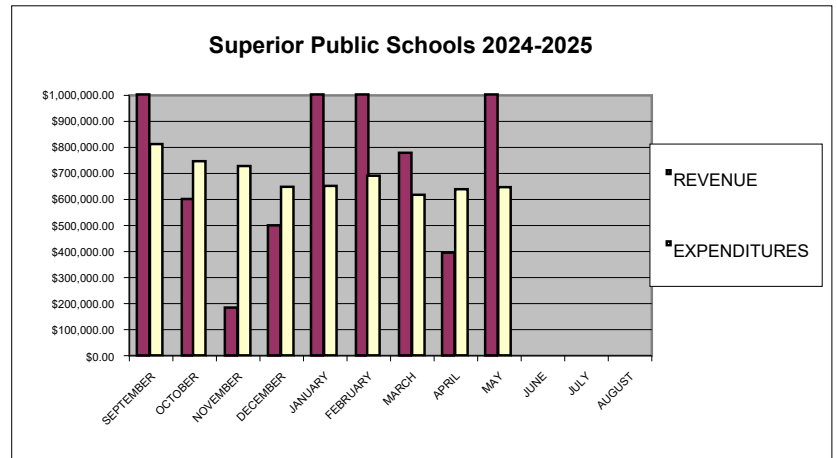
**SUPERIOR PUBLIC SCHOOL DISTRICT 65-0011
GENERAL FUND
2023-2024 FISCAL YEAR**

	BEG. BAL.	REVENUE	EXPENDITURES	END BALANCE
SEPTEMBER	\$1,052,707.01	\$1,152,030.20	\$736,451.77	\$1,468,285.44
OCTOBER	\$1,468,285.44	\$458,660.15	\$597,803.31	\$1,329,142.28
NOVEMBER	\$1,329,142.28	\$182,762.54	\$638,077.67	\$873,827.15
DECEMBER	\$873,827.15	\$289,686.65	\$603,405.96	\$560,107.84
JANUARY	\$560,107.84	\$1,582,455.25	\$641,669.11	\$1,500,893.98
FEBRUARY	\$1,500,893.98	\$837,840.46	\$562,047.14	\$1,776,687.30
MARCH	\$1,776,687.30	\$508,895.74	\$624,497.96	\$1,661,085.08
APRIL	\$1,661,085.08	\$465,153.99	\$592,106.79	\$1,534,132.28
MAY	\$1,534,132.28	\$1,744,885.26	\$607,090.19	\$2,671,927.35
JUNE	\$2,671,927.35	\$844,693.56	\$635,802.17	\$2,880,818.74
JULY	\$2,880,818.74	\$87,765.30	\$585,095.17	\$2,383,488.87
AUGUST	\$2,383,488.87	\$160,841.68	\$736,118.65	\$1,808,211.90



**SUPERIOR PUBLIC SCHOOL DISTRICT 65-0011
GENERAL FUND
2024-2025 FISCAL YEAR**

	BEG. BAL.	REVENUE	EXPENDITURES	END BALANCE
SEPTEMBER	\$1,808,211.89	\$1,086,603.76	\$809,340.02	\$2,085,475.63
OCTOBER	\$2,085,475.63	\$598,283.88	\$743,582.10	\$1,940,177.41
NOVEMBER	\$1,940,177.41	\$181,117.52	\$724,965.73	\$1,396,329.20
DECEMBER	\$1,396,329.20	\$497,200.50	\$645,113.27	\$1,248,416.43
JANUARY	\$1,248,416.43	\$1,378,063.44	\$648,577.86	\$1,977,902.01
FEBRUARY	\$1,977,902.01	\$1,198,414.45	\$687,691.45	\$2,488,625.01
MARCH	\$2,488,625.01	\$775,792.35	\$614,472.76	\$2,649,944.60
APRIL	\$2,649,944.60	\$392,063.78	\$635,879.11	\$2,406,129.27
MAY	\$2,406,129.27	\$2,137,976.54	\$643,809.02	\$3,900,296.79
JUNE				
JULY				
AUGUST				



Superior Public Schools

May 2025 Cash Summary Report

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance	Encumbrances	Liabilities	Available
01	General Fund	\$2,406,232.36	\$2,137,976.54	(\$643,809.02)	(\$103.09)	\$3,900,296.79	\$0.00	\$0.00	\$3,900,296.79
02	Depreciation Fund	\$379,895.44	\$156.12	\$0.00	\$0.00	\$380,051.56	\$0.00	\$0.00	\$380,051.56
03	Employee Benefit Fund	\$3,377.80	\$0.57	\$0.00	\$0.00	\$3,378.37	\$0.00	\$0.00	\$3,378.37
05	Activity Fund	\$210,290.04	\$0.00	\$0.00	\$0.00	\$210,290.04	\$0.00	\$0.00	\$210,290.04
06	School Nutrition Fund	\$51,796.89	\$31,192.67	(\$36,814.73)	\$0.00	\$46,174.83	\$0.00	\$0.00	\$46,174.83
07	Bond Fund	\$520,155.36	\$161,296.48	\$0.00	\$0.00	\$681,451.84	\$0.00	\$0.00	\$681,451.84
08	Special Building Fund	\$155,552.31	\$101,565.51	\$0.00	\$0.00	\$257,117.82	\$0.00	\$0.00	\$257,117.82
09	QCPUF Fund	\$101,173.87	\$69,372.04	\$0.00	\$0.00	\$170,545.91	\$0.00	\$0.00	\$170,545.91
10	Cooperative Fund	(\$3,669.27)	\$3,669.27	(\$3,669.27)	\$0.00	(\$3,669.27)	\$0.00	\$0.00	(\$3,669.27)
Sub Total		\$3,824,804.80	\$2,505,229.20	(\$684,293.02)	(\$103.09)	\$5,645,637.89	\$0.00	\$0.00	\$5,645,637.89

SUPERIOR PUBLIC SCHOOLS

TREASURER'S REPORT

DEPRECIATION FUND	F&M Bank
Beg Balance 04/30/2025	\$379,895.44
Receipts	\$156.12 Interest
Disbursements	
Ending Balance 05/31/2025	\$380,051.56

QUALIFIED CAPITAL PURPOSE FUND	Home Federal
Beg Balance 04/30/2025	\$101,173.87
Receipts	\$69,201.40 County proceeds \$170.64 Interest
Disbursements	\$0.00
Ending Balance 05/31/2025	\$170,545.91

BOND FUND	Horizon Bank
Beg Balance 04/30/2025	\$520,155.36
Receipts	\$159,867.54 County Proceeds \$1,428.94 Interest
Disbursements	\$0.00
Ending Balance 05/31/2025	\$681,451.84

SPECIAL BUILDING FUND	Home Federal
Beg Balance 04/30/2025	\$155,552.31
Receipts	\$101,276.14 County Proceeds \$289.37 Interest
Disbursements	\$0.00
Ending Balance 05/31/2025	\$257,117.82

General Fund May 2025

Bills

Original List	\$	108,910.58
Voided Expenditure Checks		
Receipts Posted to Expenditure Account:(L/N BCBS)	\$	(1,127.49)
Receipts Posted to Expenditure Accounts (City of Superior Turf Tank)	\$	(6,666.66)
Receipts Posted to Expenditure Accounts (Tutiton Reimbursement for failed	\$	(171.00)
Receipts Posted to Expenditure Accounts (Garnishment reimb)	\$	(103.09)
Receipts Posted to Expenditure Accounts (Reimb to LEA account for Title F	\$	(10.00)
Total	\$	100,832.34

Additions

Total Additions

	\$	-
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Total Bills	\$	100,832.34
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Payroll & Benefits

Original Total	\$	542,976.68
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Total	\$	542,976.68
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Total Payroll & Benefits	\$	542,976.68
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March Expenditure Adjusted Grand Total	\$	643,809.02
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GENERAL FUND RECAP - May 2025

Beginning Balance 4-30-2025	\$	2,406,129.27
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Receipts	\$	2,137,976.54
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Expenditures	\$	643,809.02
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Ending Balance 5-31-2025	\$	3,900,296.79
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Check Detail

Sorted by Activity ID, Site ID.
From 05/01/2025 to 05/31/2025.

Activity ID Site ID Check # Status	Activity Name Site Name Issue Date Status Date	Vendor Name PO Number	1099?	Invoice Number	Approved by Description	Amount
100	Athletics					
SPS	Superior Public Schools					
036604 Cleared	05/01/2025 05/31/2025	Precision Signs & Graphics, LLC	No	10680	Sharon Bilstoft 2 sports banners 042825	68.00
036608 Cleared	05/07/2025 05/31/2025	Staples	No	6029907361	Sharon Bilstoft Office supplies 043025	17.98
036609 Cleared	05/07/2025 05/31/2025	Better Every Match	No	2024-34	Sharon Bilstoft VB scheduler 2024 043025	120.00
036611 Cleared	05/07/2025 05/31/2025	Superior General Fund	No	050125SPS	Sharon Bilstoft Reimb for wrestling coop with Deshler 050125	10,344.02
036612 Cleared	05/07/2025 05/31/2025	Superior General Fund	No	050125SPS	Sharon Bilstoft Reimb for bowling coop with Deshler 050125	1,368.25
036615 Cleared	05/12/2025 05/31/2025	Amazon Capital Services	No	1CWV-TL3D-FQNX	Morgan Kroeger Athlete Hip Stickers #s	29.99
036615 Cleared	05/12/2025 05/31/2025	Amazon Capital Services	No	1QCT-NNV6-6HC4	Morgan Kroeger Football Cases	59.98
036615 Cleared	05/12/2025 05/31/2025	Amazon Capital Services	No	1G4F-7WC7-6XPQ	Morgan Kroeger supplies	69.76
036617 Cleared	05/12/2025 05/31/2025	Superior Ace Hardware	No	240680	Morgan Kroeger Batteries	56.37
036618 Cleared	05/12/2025 05/31/2025	Ideal Market	No	April25.1493	Morgan Kroeger concession supplies	69.75
036618 Cleared	05/12/2025 05/31/2025	Ideal Market	No	Apri25/1493	Morgan Kroeger Coaches hospitality	66.19
036620 Cleared	05/12/2025 05/31/2025	U.S. Bank	No	3434975	Morgan Kroeger Track software	135.00
036622 Printed	05/13/2025 05/13/2025	Thayer Central Community Schools	No	051025TC	Sharon Bilstoft Boys golf entry fee 051025	120.00
036623 Cleared	05/13/2025 05/31/2025	Doniphan-Trumbull Schools	No	051025DT	Sharon Bilstoft Boys golf entry fee for districts 051025	150.00
036626 Cleared	05/20/2025 05/31/2025	BSN Sports LLC	No	928966973 & 927990702	Sharon Bilstoft Boys golf polos 051525	1,317.00

Check Detail

Sorted by Activity ID, Site ID.
From 05/01/2025 to 05/31/2025.

Activity ID Site ID Check # Status	Activity Name Site Name Issue Date Status Date	Vendor Name PO Number	1099?	Invoice Number	Approved by Description	Amount
<hr/>						
100	Athletics					
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SPS	Superior Public Schools					
036628 Cleared	05/20/2025 05/31/2025	Sandy Creek Schools	No	051425SC	Sharon Bilstoft HS Track entry fees 051425	185.00
036628 Cleared	05/20/2025 05/31/2025	Sandy Creek Schools	No	051425SC	Sharon Bilstoft MS girls wrestling entry fees 051425	30.00
036629 Printed	05/20/2025 05/20/2025	Deshler Public Schools	No	051425DHS	Sharon Bilstoft Track entry fees 051425	250.00
036629 Printed	05/20/2025 05/20/2025	Deshler Public Schools	No	051425DHS	Sharon Bilstoft MS track entry fees 051425	200.00
036630 Printed	05/20/2025 05/20/2025	Centennial Public Schools	No	051425CHS	Sharon Bilstoft MS Track entry fees 051425	120.00
036631 Printed	05/20/2025 05/20/2025	Lawrence Nelson Public Schools	No	051425LN	Sharon Bilstoft MS track entry fees 051425	120.00
036632 Printed	05/20/2025 05/20/2025	Wood River Schools	No	051425WRHS	Sharon Bilstoft District HS track entry fees 051425	100.00
036633 Printed	05/20/2025 05/20/2025	Fillmore Central High School	No	051425FC	Sharon Bilstoft HS track entry fees 051425	160.00
036654 Cleared	05/12/2025 05/31/2025	Sarah Kirchhoff	Yes	515	Sharon Bilstoft March madness merch 050625	237.00
Total for SPS - Superior Public Schools:						15,394.29
Total for 100 - Athletics:						15,394.29

<hr/>						
120	Girls' Basketball					
<hr/>						
SPS	Superior Public Schools					
036620 Cleared	05/12/2025 05/31/2025	U.S. Bank	No	941010	Morgan Kroeger Bball camp registration	245.00
036665 Printed	05/29/2025 05/29/2025	Centennial Girls Basketball	No	052325CGB	Sharon Bilstoft Centennial team camp 052325	200.00
036666 Printed	05/29/2025 05/29/2025	Sarah Kirchhoff	Yes	525	Sharon Bilstoft HSVB/HSGB camp t-shirts 052325	232.00
Total for SPS - Superior Public Schools:						677.00
Total for 120 - Girls' Basketball:						677.00

Check Detail

Sorted by Activity ID, Site ID.
From 05/01/2025 to 05/31/2025.

Activity ID Site ID	Activity Name Site Name	Check # Status	Issue Date Status Date	Vendor Name PO Number	1099? Invoice Number	Approved by Description	Amount
<hr/>							
125	Boys' Golf						
<hr/>							
SPS	Superior Public Schools						
036620 Cleared	05/12/2025 05/31/2025	U.S. Bank	No	2959933014034 7	Morgan Kroeger golf supplies	375.50	
<hr/>							
145	JH Girls Basketball						
<hr/>							
SPS	Superior Public Schools						
036642 Cleared	05/22/2025 05/31/2025	Sarah Kirchhoff	Yes	052025SK	Sharon Biltoft Award gift certificates 052025	41.15	
<hr/>							
170	Volleyball						
<hr/>							
SPS	Superior Public Schools						
036666 Printed	05/29/2025 05/29/2025	Sarah Kirchhoff	Yes	525	Sharon Biltoft HSVB/HSGB camp t-shirts 052325	232.00	
<hr/>							
180	Wrestling						
<hr/>							
SPS	Superior Public Schools						
036618 Cleared	05/12/2025 05/31/2025	Ideal Market	No	April25.#1232	Morgan Kroeger food	97.16	
<hr/>							
190	Track						
<hr/>							
SPS	Superior Public Schools						
036625 Cleared	05/20/2025 05/31/2025	Game One	No	10404448	Sharon Biltoft Sweatshirts for track 051525	3,840.20	

Check Detail

Sorted by Activity ID, Site ID.
From 05/01/2025 to 05/31/2025.

Activity ID Site ID	Activity Name Site Name	Vendor Name	1099?	Invoice Number	Approved by Description	Amount
<hr/> 305 Art Club <hr/>						
SPS Superior Public Schools						
036618 Cleared	05/12/2025 05/31/2025	Ideal Market	No	Apr25\$1493	Morgan Kroeger concession supplies	10.47
036618 Cleared	05/12/2025 05/31/2025	Ideal Market	No	Apr\$265	Morgan Kroeger concession supplies	281.28
036620 Cleared	05/12/2025 05/31/2025	U.S. Bank	No	21884765767	Morgan Kroeger Museum Fees	138.00
036620 Cleared	05/12/2025 05/31/2025	U.S. Bank	No	9098	Morgan Kroeger student meals at museum	180.00
Total for SPS - Superior Public Schools:						609.75
Total for 305 - Art Club:						609.75
<hr/> 320 Community Service Club <hr/>						
SPS Superior Public Schools						
036616 Cleared	05/12/2025 05/31/2025	Linpepco-Hastings	No	6100128088	Morgan Kroeger drinks	308.40
<hr/> 335 FBLA <hr/>						
SPS Superior Public Schools						
036607 Cleared	05/05/2025 05/31/2025	Melinda Duncan	No	FBLA042825	Sharon Biltoft Pizzas for FBLA banquet 042825	92.00
036610 Cleared	05/07/2025 05/31/2025	Comfort Inn	No	1555914	Sharon Biltoft State rooms for FBLA 043025	999.60
036618 Cleared	05/12/2025 05/31/2025	Ideal Market	No	Apr25.658	Morgan Kroeger banquet supplies	6.38
036620 Cleared	05/12/2025 05/31/2025	U.S. Bank	No	5.6.25	Morgan Kroeger FBLA meals - State	29.85
036620 Cleared	05/12/2025 05/31/2025	U.S. Bank	No	009136	Morgan Kroeger FBLA meals - State	96.74
Total for SPS - Superior Public Schools:						1,224.57
Total for 335 - FBLA:						1,224.57

Check Detail

Sorted by Activity ID, Site ID.
From 05/01/2025 to 05/31/2025.

Activity ID Site ID Check # Status	Activity Name Site Name Issue Date Status Date	Vendor Name PO Number	1099?	Invoice Number	Approved by Description	Amount
<hr/>						
345	FFA					
<hr/>						
SPS	Superior Public Schools					
036601 Cleared	05/01/2025 05/31/2025	National FFA	No	MD357000	Sharon Biltoft Banquet materials 042925	844.00
036602 Cleared	05/01/2025 05/31/2025	National FFA	No	MDS345577	Sharon Biltoft Unpaid balance on acct 042425	48.00
036618 Cleared	05/12/2025 05/31/2025	Ideal Market	No	Apr25\$1232	Morgan Kroeger Water & Baby oil	59.97
036620 Cleared	05/12/2025 05/31/2025	U.S. Bank	No	NE0105-2025-4	Morgan Kroeger Record book subscription	390.00
036620 Cleared	05/12/2025 05/31/2025	U.S. Bank	No	FFA25	Morgan Kroeger Vest for Harvest	427.91
036620 Cleared	05/12/2025 05/31/2025	U.S. Bank	No	FFArooms25	Morgan Kroeger hotel rooms state FFA	2,252.93
036624 Printed	05/20/2025 05/20/2025	Nebraska FFA Association	No	StateConv3190	Sharon Biltoft Registration for state convention	1,051.00
Total for SPS - Superior Public Schools:						5,073.81
Total for 345 - FFA:						5,073.81

Check Detail

Sorted by Activity ID, Site ID.
From 05/01/2025 to 05/31/2025.

Activity ID Site ID Check # Status	Activity Name Site Name Issue Date Status Date	Vendor Name PO Number	1099?	Invoice Number	Approved by Description	Amount
<hr/>						
350	Foreign Language					
<hr/>						
SPS	Superior Public Schools					
036618 Cleared	05/12/2025 05/31/2025	Ideal Market	No	Apri.25#1233	Morgan Kroeger supplies	14.55
036620 Cleared	05/12/2025 05/31/2025	U.S. Bank	No	28362856	Morgan Kroeger easter egg candy	63.38
036641 Cleared	05/22/2025 05/31/2025	Breea Blevins	No	042525BB	Sharon Biltoft Concessions 022025	305.00
036643 Cleared	05/12/2025 05/31/2025	Rayne Biltoft	No	050825RB	Sharon Biltoft Fundraiser money 050825	130.00
036644 Cleared	05/12/2025 05/31/2025	Maddi Bargaen	No	050825MB	Sharon Biltoft Fundraiser money 050825	308.73
036645 Cleared	05/12/2025 05/31/2025	Dayne Clark	No	050825DC	Sharon Biltoft Fundraiser money 050825	279.00
036646 Cleared	05/12/2025 05/31/2025	Jordan Duncan	No	050825JD	Sharon Biltoft Fundraiser money 050825	521.62
036647 Cleared	05/12/2025 05/31/2025	Kaitlyn Nielsen	No	050825KN	Sharon Biltoft Fundraiser money 050825	368.30
036648 Cleared	05/12/2025 05/31/2025	Mason Korb	No	050825MK	Sharon Biltoft Fundraiser money 050825	429.65
036649 Cleared	05/12/2025 05/31/2025	Ashton Grassmann	No	050825AG	Sharon Biltoft Fundraiser money 050825	71.65
036650 Cleared	05/12/2025 05/31/2025	Jenny McCord	No	050825JM	Sharon Biltoft Fundraiser money 050825	628.51
036651 Cleared	05/12/2025 05/31/2025	Lisa Streit	No	050825LS	Sharon Biltoft Fundraiser money 050825	820.58
036652 Printed	05/12/2025 05/12/2025	Faith Pedersen	No	050825FP	Sharon Biltoft Fundraiser money 050825	51.40
036653 Cleared	05/12/2025 05/31/2025	Kelsea Blevins	No	050825KB	Sharon Biltoft Tip money for guides on trip 050825	1,609.00
Total for SPS - Superior Public Schools:						5,601.37
Total for 350 - Foreign Language:						5,601.37

Check Detail

Sorted by Activity ID, Site ID.
From 05/01/2025 to 05/31/2025.

Activity ID Site ID Check # Status	Activity Name Site Name Issue Date Status Date	Vendor Name PO Number	1099?	Invoice Number	Approved by Description	Amount
365 Student Council						
SPS Superior Public Schools						
036615 Cleared	05/12/2025 05/31/2025	Amazon Capital Services	No	1QX1-WM1V-HXCY	Morgan Kroeger Supplies for Project	26.72
036615 Cleared	05/12/2025 05/31/2025	Amazon Capital Services	No	1QHP-3NM9-WNQT	Morgan Kroeger Candy for Year end project	69.98
036615 Cleared	05/12/2025 05/31/2025	Amazon Capital Services	No	1K6G-P9WW-1HFL	Morgan Kroeger supplies	118.96
036615 Cleared	05/12/2025 05/31/2025	Amazon Capital Services	No	17C3-7H7J-6N9J	Morgan Kroeger supplies	13.22
036618 Cleared	05/12/2025 05/31/2025	Ideal Market	No	aPR25.1474	Morgan Kroeger Supplies for Stuco Breakfast	61.12
Total for SPS - Superior Public Schools:						290.00
Total for 365 - Student Council:						290.00
370 Dance Team						
SPS Superior Public Schools						
036620 Cleared	05/12/2025 05/31/2025	U.S. Bank	No	271159	Morgan Kroeger Tryout Judge Basket	33.01
036620 Cleared	05/12/2025 05/31/2025	U.S. Bank	No	589	Morgan Kroeger postage	16.95
Total for SPS - Superior Public Schools:						49.96
Total for 370 - Dance Team:						49.96
500 Elementary K-5						
SPS Superior Public Schools						
036615 Cleared	05/12/2025 05/31/2025	Amazon Capital Services	No	1FQG-TXMH-LYD1	Morgan Kroeger Paint for paint party	120.84
036620 Cleared	05/12/2025 05/31/2025	U.S. Bank	No	268144	Morgan Kroeger Testing candy	20.40
036620 Cleared	05/12/2025 05/31/2025	U.S. Bank	No	952108003	Morgan Kroeger 3rd grade tshirts	89.70
Total for SPS - Superior Public Schools:						230.94
Total for 500 - Elementary K-5:						230.94

Check Detail

Sorted by Activity ID, Site ID.
From 05/01/2025 to 05/31/2025.

Activity ID Site ID	Activity Name Site Name	Vendor Name	1099?	Invoice Number	Approved by Description	Amount
<hr/>						
505	Middle School					
<hr/>						
SPS	Superior Public Schools					
036661 Printed	05/22/2025 05/22/2025	Deb Worm	No	051925DW	Sharon Biltoft DJ for middle school dance 051925	100.00
<hr/>						
510	Secondary					
<hr/>						
SPS	Superior Public Schools					
036620 Cleared	05/12/2025 05/31/2025	U.S. Bank	No	#0051	Morgan Kroeger pizza	174.02
036627 Cleared	05/20/2025 05/31/2025	Computer Hardware	No	625265	Sharon Biltoft Screen replacement 051425	129.00
Total for SPS - Superior Public Schools:						303.02
Total for 510 - Secondary:						303.02
<hr/>						
525	Class of 2025					
<hr/>						
SPS	Superior Public Schools					
036635 Cleared	05/20/2025 05/31/2025	Main Street Floral	No	116528/1	Sharon Biltoft Flowers for graduation 051325	982.00
036638 Cleared	05/20/2025 05/31/2025	Brooke Bauer Photography	No	2078	Sharon Biltoft Pictures & DVD's for graduation 051225	376.00
036639 Printed	05/20/2025 05/20/2025	Jostens Inc	No	35120905 & 35267994	Sharon Biltoft Caps, gowns, tassels, stoles 051225	1,248.75
036658 Cleared	05/22/2025 05/31/2025	Superior Pharmacy	No	581008	Sharon Biltoft Supplies for alumni wall 052025	6.14
Total for SPS - Superior Public Schools:						2,612.89
Total for 525 - Class of 2025:						2,612.89

Check Detail

Sorted by Activity ID, Site ID.
From 05/01/2025 to 05/31/2025.

Activity ID Site ID Check # Status	Activity Name Site Name Issue Date Status Date	Vendor Name PO Number	1099?	Invoice Number	Approved by Description	Amount
<hr/> 526 Class of 2026 <hr/>						
SPS Superior Public Schools						
036603 Cleared	05/01/2025 05/31/2025	Superior Auditorium Community Center	No	INV0002	Sharon Bilstoft Prom meals 042325	1,620.00
036620 Cleared	05/12/2025 05/31/2025	U.S. Bank	No	069799	Morgan Kroeger cheesecakes and snacks	101.33
036639 Printed	05/20/2025 05/20/2025	Jostens Inc	No	35452167	Sharon Bilstoft Cap, gown, tassel, stole for Brooke E. 051325	49.95
036656 Cleared	05/12/2025 05/31/2025	Main Street Floral	No	117800; 117751; 117829	Sharon Bilstoft Balloons and floral foam 050725	16.47
Total for SPS - Superior Public Schools:						1,787.75
Total for 526 - Class of 2026:						1,787.75

<hr/> 630 Music <hr/>						
SPS Superior Public Schools						
036636 Cleared	05/20/2025 05/31/2025	Superior Industries LLC	No	4122	Sharon Bilstoft Sound shell 051425	1,500.00
036640 Cleared	05/20/2025 05/31/2025	Travel With Barb	No	1	Sharon Bilstoft Trip payment 051325	486.00
036655 Cleared	05/12/2025 05/31/2025	Yandas Music & Pro Audio	No	756000	Sharon Bilstoft Inst repair 050725	74.45
036664 Printed	05/29/2025 05/29/2025	Travel With Barb	No	2	Sharon Bilstoft Trip payment #2 052225	1,000.00
036667 Printed	05/29/2025 05/29/2025	Yandas Music & Pro Audio	No	759071	Sharon Bilstoft Flip folder pager 052325	19.80
Total for SPS - Superior Public Schools:						3,080.25
Total for 630 - Music:						3,080.25

<hr/> 640 Flashlight <hr/>						
SPS Superior Public Schools						
036663 Printed	05/29/2025 05/29/2025	Melissa Schuster	No	052225MS	Sharon Bilstoft Postage to send papers to advertiser	19.32

Check Detail

Sorted by Activity ID, Site ID.
From 05/01/2025 to 05/31/2025.

Activity ID Site ID	Activity Name Site Name	Vendor Name	1099?	Invoice Number	Approved by Description	Amount
<hr/> 690 Yearbook <hr/>						
SPS	Superior Public Schools					
036606 Cleared	05/05/2025 05/31/2025	Walsworth	No	5-10559-0	Sharon Biltoft 2nd deposit for 2025 yearbook	4,546.52
<hr/> 800 Backpack Program <hr/>						
SPS	Superior Public Schools					
036615 Cleared	05/12/2025 05/31/2025	Amazon Capital Services	No	11ND-4F6H- XNV3	Morgan Kroeger Food	89.92
036618 Cleared	05/12/2025 05/31/2025	Ideal Market	No	Apr25#1245	Morgan Kroeger food vouchers	771.29
036620 Cleared	05/12/2025 05/31/2025	U.S. Bank	No	10281199981	Morgan Kroeger food	336.71
Total for SPS - Superior Public Schools:						1,197.92
Total for 800 - Backpack Program:						1,197.92
<hr/> 810 Flower Fund <hr/>						
SPS	Superior Public Schools					
036662 Printed	05/22/2025 05/22/2025	Sandee Heller	No	051925SH	Sharon Biltoft Memorial 051925	25.00
<hr/> 845 Striv <hr/>						
SPS	Superior Public Schools					
036604 Cleared	05/01/2025 05/31/2025	Precision Signs & Graphics, LLC	No	10680	Sharon Biltoft Programs/set up cost 042825	160.00
036605 Cleared	05/01/2025 05/31/2025	B & H Photo-Video	No	233286930/2332 80678	Sharon Biltoft Flash and dome cover 042825	213.02
036637 Cleared	05/20/2025 05/31/2025	B & H Photo-Video	No	234013025	Sharon Biltoft Camera lens cover 051225	68.76
Total for SPS - Superior Public Schools:						441.78
Total for 845 - Striv:						441.78

Check Detail

Sorted by Activity ID, Site ID.
From 05/01/2025 to 05/31/2025.

Activity ID Site ID Check # Status	Activity Name Site Name Issue Date Status Date	Vendor Name PO Number	1099?	Invoice Number	Approved by Description	Amount
<hr/> 846 Technology <hr/>						
SPS	Superior Public Schools					
036614 Cleared	05/12/2025 05/31/2025	Computer Hardware	No	G25148	Morgan Kroeger Student Chromebook Repair	149.90
<hr/> 860 Teachers' Workroom <hr/>						
SPS	Superior Public Schools					
036616 Cleared	05/12/2025 05/31/2025	Linpepco-Hastings	No	6100128087	Morgan Kroeger pop for drink machine	128.40
036618 Cleared	05/12/2025 05/31/2025	Ideal Market	No	April25.1226	Morgan Kroeger meat and cheese tray for Sandy Creek	58.99
036660 Cleared	05/22/2025 05/31/2025	Tricia Kuhlmann	No	052025TK	Sharon Biltoft Last day t-shirts 052025	242.00
Total for SPS - Superior Public Schools:						429.39
Total for 860 - Teachers' Workroom:						429.39
<hr/> 861 Elementary Workroom <hr/>						
SPS	Superior Public Schools					
036618 Cleared	05/12/2025 05/31/2025	Ideal Market	No	Apr25#1226	Morgan Kroeger food for in-service morning	29.99
<hr/> 880 Wildcat Food <hr/>						
SPS	Superior Public Schools					
036557 Void	04/02/2025 05/07/2025	Ozark Delight Candy Co., Inc	No	0207030IN	Sharon Biltoft Suckers 033125	-270.00
036618 Cleared	05/12/2025 05/31/2025	Ideal Market	No	April25#1492	Morgan Kroeger 9.69	9.69
036634 Cleared	05/20/2025 05/31/2025	Sysco Lincoln	No	661176126	Sharon Biltoft Concession supplies March 051525	271.34
Total for SPS - Superior Public Schools:						11.03
Total for 880 - Wildcat Food:						11.03

Check Detail

Sorted by Activity ID, Site ID.
From 05/01/2025 to 05/31/2025.

Activity ID	Activity Name				Approved by	
Site ID	Site Name	Vendor Name	1099?	Invoice Number	Description	Amount
Check #	Issue Date	PO Number				
Status	Status Date					
990	Interest					
<hr/>						
SPS	Superior Public Schools					
036613	05/12/2025	Belinda Genung			Sharon Biltoft	
Cleared	05/31/2025		No	050725BG	Reimburse for leftover lunch fund 050725	6.55
036657	05/12/2025	Angela Gardner			Sharon Biltoft	
Printed	05/12/2025		No	050725AG	Reimburse for leftover lunch fund 050725	51.25
036659	05/22/2025	Halle Bargaen			Sharon Biltoft	
Printed	05/22/2025		No	052025HB	2025 Henderson scholarship 052025	1,000.00
Total for SPS - Superior Public Schools:						1,057.80
Total for 990 - Interest:						1,057.80
Grand Total :						49,838.66

Current Cash Balance

Sorted by Site ID, Reporting ID, Activity ID.
From 05/01/2025 to 05/31/2025.

Site ID	Site Name	Rep ID	Reporting ID Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
Activity ID	Activity Name							
SPS	Superior Public Schools							
100	Athletics			25,557.81	6,054.17	15,394.29	-97.00	16,120.69
105	Bowling			81.73	0.00	0.00	0.00	81.73
110	Boys' Basketball			1,039.72	0.00	0.00	0.00	1,039.72
115	Cross Country			438.75	0.00	0.00	0.00	438.75
120	Girls' Basketball			4,243.52	525.00	677.00	0.00	4,091.52
125	Boys' Golf			1,421.90	0.00	375.50	0.00	1,046.40
130	Football			174.62	2,440.00	0.00	0.00	2,614.62
135	JH Football			8.50	0.00	0.00	0.00	8.50
140	JH Volleyball			460.11	0.00	0.00	0.00	460.11
145	JH Girls Basketball			698.51	0.00	41.15	0.00	657.36
146	JH Boys BB			0.00	0.00	0.00	0.00	0.00
150	Girls' Golf			4,502.71	0.00	0.00	0.00	4,502.71
170	Volleyball			2,268.74	5,730.08	232.00	0.00	7,766.82
175	JH Wrestling			1,228.39	0.00	0.00	0.00	1,228.39
180	Wrestling			593.32	0.00	97.16	0.00	496.16
190	Track			1,131.88	150.00	3,840.20	0.00	-2,558.32
300	Archery			298.52	0.00	0.00	0.00	298.52
305	Art Club			576.43	82.00	609.75	0.00	48.68
320	Community Service Club			4,925.63	486.65	308.40	0.00	5,103.88
325	Drama			1,069.15	0.00	0.00	0.00	1,069.15
335	FBLA			5,949.95	0.00	1,224.57	0.00	4,725.38
345	FFA			11,514.55	2,314.97	5,073.81	0.00	8,755.71
350	Foreign Language			5,171.14	0.00	5,601.37	1,357.44	927.21
355	S Club			63.63	0.00	0.00	0.00	63.63
360	Speech			1,260.78	0.00	0.00	0.00	1,260.78
365	Student Council			7,903.20	342.79	290.00	0.00	7,955.99
370	Dance Team			23.03	0.00	49.96	0.00	-26.93
375	Leadership			380.01	0.00	0.00	0.00	380.01
500	Elementary K-5			10,472.36	571.65	230.94	0.00	10,813.07
501	Elementary PBiS			1,782.98	0.00	0.00	0.00	1,782.98
503	Kids' Club			18.76	0.00	0.00	0.00	18.76
505	Middle School			400.92	375.00	100.00	0.00	675.92
510	Secondary			1,699.77	590.00	303.02	0.00	1,986.75
511	Secondary PBiS			1,033.08	0.00	0.00	0.00	1,033.08
522	Class of 2022			0.00	0.00	0.00	0.00	0.00
523	Class of 2023			0.00	0.00	0.00	0.00	0.00
524	Class of 2024			0.00	0.00	0.00	0.00	0.00
525	Class of 2025			2,835.73	0.00	2,612.89	0.00	222.84
526	Class of 2026			5,514.70	170.00	1,787.75	0.00	3,896.95
527	Class of 2027			2,095.10	900.00	0.00	0.00	2,995.10
528	Class of 2028			261.85	880.00	0.00	0.00	1,141.85
533	CLASS OF 2033			306.04	0.00	0.00	0.00	306.04
610	Ag Ed			100.90	0.00	0.00	0.00	100.90

Current Cash Balance

Sorted by Site ID, Reporting ID, Activity ID.
From 05/01/2025 to 05/31/2025.

Site ID	Site Name						
Rep ID	Reporting ID Name						
Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance	
615	Ag Trip	0.00	0.00	0.00	0.00	0.00	
620	Art Fund	2,659.92	0.00	0.00	0.00	2,659.92	
630	Music	16,757.05	80.00	3,080.25	0.00	13,756.80	
640	Flashlight	14,496.62	0.00	19.32	0.00	14,477.30	
660	Industrial Arts	159.55	0.00	0.00	0.00	159.55	
670	Student Purchases	0.00	0.00	0.00	0.00	0.00	
690	Yearbook	6,430.39	0.00	4,546.52	0.00	1,883.87	
800	Backpack Program	12,729.71	0.00	1,197.92	0.00	11,531.79	
805	EPOCH	0.00	0.00	0.00	0.00	0.00	
810	Flower Fund	622.45	0.00	25.00	0.00	597.45	
820	Alumni Board	92.23	0.00	0.00	0.00	92.23	
830	Library Fund	587.39	138.65	0.00	0.00	726.04	
840	Cats Cafe	0.00	0.00	0.00	0.00	0.00	
845	Striv	2,669.77	0.00	441.78	-6.00	2,221.99	
846	Technology	710.06	0.00	149.90	0.00	560.16	
860	Teachers' Workroom	1,586.72	176.00	429.39	0.00	1,333.33	
861	Elementary Workroom	391.05	0.00	29.99	0.00	361.06	
870	Therapy Dog	0.00	0.00	0.00	0.00	0.00	
880	Wildcat Food	33,250.85	1,103.00	11.03	-1,254.44	33,088.38	
890	Wellness Grant	534.89	0.00	0.00	0.00	534.89	
895	Grow Your Own	1,020.00	0.00	0.00	0.00	1,020.00	
990	Interest	6,082.97	1,569.44	1,057.80	0.00	6,594.61	
Totals:		210,290.04	24,679.40	49,838.66	0.00	185,130.78	
SPS Totals:		210,290.04	24,679.40	49,838.66	0.00	185,130.78	
Report Totals:		210,290.04	24,679.40	49,838.66	0.00	185,130.78	

Superior Public Schools

May 2025 Revenue Budget Report

Account Code	Description	May 2025 Receipts	2024-2025 Budget	Actual (YTD)	Available (YTD)	% of Budget
01-1-01100-000-000	Local Property Taxes	(\$985,704.03)	(\$5,660,000.00)	(\$3,837,289.62)	(\$1,822,710.38)	67.79
01-1-01115-000-000	Carline Tax	(\$3,274.65)	(\$3,950.00)	(\$3,686.80)	(\$263.20)	93.33
01-1-01120-000-000	Pub Power 5% Gross	\$0.00	(\$8,750.00)	(\$2,801.04)	(\$5,948.96)	32.01
01-1-01125-000-000	Motor Vehicle Taxes	(\$24,414.22)	(\$246,850.00)	(\$226,742.50)	(\$20,107.50)	91.85
01-1-01140-000-000	Pen/Int on Delinquent Taxes	(\$31.69)	(\$10,000.00)	(\$10,743.54)	\$743.54	107.43
01-1-01331-000-000	Tuition Otr Dist Reg Ed	\$0.00	(\$60,000.00)	(\$28,000.00)	(\$32,000.00)	46.66
01-1-01510-000-000	Interest	(\$7,122.38)	(\$11,110.00)	(\$43,305.56)	\$32,195.56	389.78
01-1-01911-000-000	Local License Fees	\$0.00	(\$1,500.00)	(\$300.00)	(\$1,200.00)	20.00
01-1-01920-000-000	Donations	(\$59.20)	(\$10,000.00)	(\$8,559.20)	(\$1,440.80)	85.59
01-1-01921-000-000	City Police Court Fines	\$0.00	(\$2,000.00)	\$0.00	(\$2,000.00)	0.00
01-1-01990-000-000	Other Local Receipts	(\$11,839.58)	(\$14,000.00)	(\$24,004.27)	\$10,004.27	171.45
01-1-02110-000-000	Co Fines & License Fees	(\$906.86)	(\$21,500.00)	(\$12,979.65)	(\$8,520.35)	60.37
01-1-02210-000-000	ESU Receipts	\$0.00	(\$500.00)	(\$2,776.16)	\$2,276.16	555.23
01-1-03110-000-000	State Aid	(\$101,833.00)	(\$1,018,332.00)	(\$916,497.00)	(\$101,835.00)	89.99
01-1-03120-000-000	Sped - School Age	\$0.00	(\$700,000.00)	(\$658,948.00)	(\$41,052.00)	94.13
01-1-03125-000-000	Sped Transport - SA	(\$33,388.00)	(\$17,000.00)	(\$33,388.00)	\$16,388.00	196.40
01-1-03130-000-000	Homestead Exemption	(\$12,408.01)	(\$45,000.00)	(\$37,224.03)	(\$7,775.97)	82.72
01-1-03131-000-000	Property Tax Credit	(\$956,988.31)	(\$60,000.00)	(\$1,915,615.31)	\$1,855,615.31	3,192.69
01-1-03133-000-000	Nameplate Capacity	\$0.00	\$0.00	(\$6,581.20)	\$6,581.20	0.00
01-1-03180-000-000	Pro-Rate Motor Vehicle	(\$6.61)	(\$9,000.00)	(\$9,799.33)	\$799.33	108.88
01-1-03400-000-000	State Apportionment	\$0.00	(\$60,000.00)	(\$162,374.63)	\$102,374.63	270.62
01-1-03535-000-000	High Ability Learners	\$0.00	(\$5,000.00)	\$0.00	(\$5,000.00)	0.00
01-1-04105-000-000	eRate Funding	\$0.00	(\$20,000.00)	\$0.00	(\$20,000.00)	0.00
01-1-04310-000-000	REAP	\$0.00	(\$30,000.00)	(\$38,618.66)	\$8,618.66	128.72
01-1-04505-000-000	Title I	\$0.00	(\$82,000.00)	(\$35,898.00)	(\$46,102.00)	43.77
01-1-04509-000-000	Title II A	\$0.00	(\$15,000.00)	(\$14,978.00)	(\$22.00)	99.85
01-1-04516-000-000	IDEA Presc (619) Base, E/P	\$0.00	(\$5,000.00)	(\$4,125.00)	(\$875.00)	82.50
01-1-04518-000-000	IDEA Part B (611) Base, E/P	\$0.00	(\$81,276.00)	(\$42,138.00)	(\$39,138.00)	51.84
01-1-04531-000-000	Title IV, Part B, 21st Century	\$0.00	(\$50,000.00)	(\$31,687.00)	(\$18,313.00)	63.37
01-1-04708-000-000	MIPS	\$0.00	(\$20,000.00)	(\$19,712.25)	(\$287.75)	98.56
01-1-04709-000-000	MAAPS	\$0.00	(\$7,000.00)	(\$7,567.54)	\$567.54	108.10
01-1-04998-000-000	ESSER III	\$0.00	(\$86,861.00)	(\$100,295.20)	\$13,434.20	115.46
01-1-05300-000-000	Sale Of Property	\$0.00	\$0.00	(\$8,880.73)	\$8,880.73	0.00
01-1-05301-000-000	Insurance Adjustments	\$0.00	(\$2,000.00)	\$0.00	(\$2,000.00)	0.00
Subtotal of Element: [FUND] 01 - General Fund		(\$2,137,976.54)	(\$8,363,629.00)	(\$8,245,516.22)	(\$118,112.78)	98.59
02-1-01510-000-000	Interest	(\$156.12)	(\$1,000.00)	(\$1,648.90)	\$648.90	164.89
02-1-05200-000-000	Gen Fund Transfer	\$0.00	(\$149,000.00)	\$0.00	(\$149,000.00)	0.00
Subtotal of Element: [FUND] 02 - Depreciation Fund		(\$156.12)	(\$150,000.00)	(\$1,648.90)	(\$148,351.10)	1.10
03-1-01510-000-000	Interest On Account	(\$0.57)	(\$20.00)	(\$5.13)	(\$14.87)	25.65
03-1-05200-000-000	General Fund Transfers	\$0.00	(\$75,968.00)	\$0.00	(\$75,968.00)	0.00

Superior Public Schools

May 2025 Revenue Budget Report

Account Code	Description	May 2025 Receipts	2024-2025 Budget	Actual (YTD)	Available (YTD)	% of Budget
Subtotal of Element: [FUND] 03 - Employee Benefit Fund		(\$0.57)	(\$75,988.00)	(\$5.13)	(\$75,982.87)	0.01
06-1-01510-000-000	Interest On Account	(\$6.45)	(\$50.00)	(\$54.23)	\$4.23	108.46
06-1-01620-000-000	Extra Items (A La Carte)	(\$4,503.27)	(\$75,000.00)	(\$28,958.87)	(\$46,041.13)	38.61
06-1-01630-000-000	Special Function Sales	\$0.00	\$0.00	(\$4,054.55)	\$4,054.55	0.00
06-1-01990-000-000	Other Local (Misc)	(\$83.34)	(\$1,000.00)	(\$693.61)	(\$306.39)	69.36
06-1-03150-000-000	State Lunch Reimb	\$0.00	(\$2,000.00)	\$0.00	(\$2,000.00)	0.00
06-1-03990-000-000	Other State	\$0.00	\$0.00	(\$12,500.00)	\$12,500.00	0.00
06-1-04210-000-000	Federal Reimbursement	(\$26,599.61)	(\$200,000.00)	(\$201,210.05)	\$1,210.05	100.60
06-1-05200-000-000	General Fund Transfer	\$0.00	(\$87,528.00)	(\$87,528.00)	\$0.00	100.00
Subtotal of Element: [FUND] 06 - School Nutrition Fund		(\$31,192.67)	(\$365,578.00)	(\$334,999.31)	(\$30,578.69)	91.64
07-1-01100-000-000	Property Tax	(\$134,561.89)	(\$560,000.00)	(\$468,705.61)	(\$91,294.39)	83.69
07-1-01115-000-000	Carline Tax	(\$61.60)	(\$800.00)	(\$247.31)	(\$552.69)	30.91
07-1-01120-000-000	Pub Power 5% Gross	\$0.00	\$0.00	(\$733.13)	\$733.13	0.00
07-1-01140-000-000	Pen/Int on Delinquent Taxes	(\$3.35)	(\$500.00)	(\$945.52)	\$445.52	189.10
07-1-01510-000-000	Interest	(\$1,428.94)	(\$10,000.00)	(\$12,434.00)	\$2,434.00	124.34
07-1-03130-000-000	Homestead Exemption	(\$1,227.65)	\$0.00	(\$3,817.31)	\$3,817.31	0.00
07-1-03131-000-000	Prop Tax Credit	(\$23,750.01)	\$0.00	(\$47,542.89)	\$47,542.89	0.00
07-1-03133-000-000	Nameplate Capacity	\$0.00	\$0.00	(\$661.67)	\$661.67	0.00
07-1-03180-000-000	Pro Rate MV	(\$263.04)	(\$1,000.00)	(\$1,100.01)	\$100.01	110.00
Subtotal of Element: [FUND] 07 - Bond Fund		(\$161,296.48)	(\$572,300.00)	(\$536,187.45)	(\$36,112.55)	93.69
08-1-01100-000-000	Property Tax	(\$50,973.62)	(\$292,698.00)	(\$179,404.09)	(\$113,293.91)	61.29
08-1-01115-000-000	Carline Tax	(\$169.35)	(\$500.00)	(\$185.63)	(\$314.37)	37.12
08-1-01120-000-000	Pub Power 5% Gross	\$0.00	\$0.00	(\$144.85)	\$144.85	0.00
08-1-01140-000-000	Pen/Int on Delinquent Taxes	(\$1.86)	(\$1,000.00)	(\$703.74)	(\$296.26)	70.37
08-1-01510-000-000	Interest	(\$289.37)	(\$25,000.00)	(\$1,608.09)	(\$23,391.91)	6.43
08-1-03130-000-000	Homestead Exempt	(\$641.66)	(\$3,000.00)	(\$1,924.98)	(\$1,075.02)	64.16
08-1-03131-000-000	Prop Tax Credit	(\$49,489.31)	\$0.00	(\$99,063.37)	\$99,063.37	0.00
08-1-03133-000-000	Nameplate Capacity	\$0.00	\$0.00	(\$259.94)	\$259.94	0.00
08-1-03180-000-000	Pro Rate MV	(\$0.34)	(\$1,000.00)	(\$486.21)	(\$513.79)	48.62
08-1-09003-000-000	Interfund loan repayment from QCPUF	\$0.00	(\$50,000.00)	\$0.00	(\$50,000.00)	0.00
Subtotal of Element: [FUND] 08 - Special Building Fund		(\$101,565.51)	(\$373,198.00)	(\$283,780.90)	(\$89,417.10)	76.04
09-1-01100-000-000	Property Tax	(\$34,830.01)	(\$200,000.00)	(\$125,152.59)	(\$74,847.41)	62.57
09-1-01115-000-000	Carline Tax	(\$115.71)	(\$100.00)	(\$127.55)	\$27.55	127.55
09-1-01120-000-000	Pub Power 5% Gross	\$0.00	\$0.00	(\$581.48)	\$581.48	0.00
09-1-01140-000-000	Pen/Int on Delinquent Taxes	(\$0.95)	\$0.00	(\$304.35)	\$304.35	0.00
09-1-01510-000-000	Interest	(\$170.64)	(\$2,000.00)	(\$1,067.89)	(\$932.11)	53.39
09-1-03130-000-000	Homestead	(\$438.44)	\$0.00	(\$1,315.32)	\$1,315.32	0.00
09-1-03131-000-000	Prop Tax Credit	(\$10,622.98)	\$0.00	(\$44,496.95)	\$44,496.95	0.00

Superior Public Schools

May 2025 Revenue Budget Report

Account Code	Description	May 2025 Receipts	2024-2025 Budget	Actual (YTD)	Available (YTD)	% of Budget
09-1-03132-000-000	Personal Prop Tax Credit	(\$23,193.08)	\$0.00	(\$23,193.08)	\$23,193.08	0.00
09-1-03133-000-000	Nameplate Capacity Tax	\$0.00	\$0.00	(\$189.04)	\$189.04	0.00
09-1-03180-000-000	Pro Rate MV	(\$0.23)	\$0.00	(\$335.20)	\$335.20	0.00
Subtotal of Element: [FUND] 09 - QCPUF Fund		(\$69,372.04)	(\$202,100.00)	(\$196,763.45)	(\$5,336.55)	97.36
10-1-05200-000-000	Transfer from General Fund	\$0.00	(\$63,534.00)	(\$5,503.88)	(\$58,030.12)	8.66
10-1-05690-000-000	Thayer Central Salary Share	(\$3,669.27)	(\$61,466.00)	(\$29,788.24)	(\$31,677.76)	48.46
Subtotal of Element: [FUND] 10 - Cooperative Fund		(\$3,669.27)	(\$125,000.00)	(\$35,292.12)	(\$89,707.88)	28.23
Grand Total		(\$2,505,229.20)	(\$10,227,793.00)	(\$9,634,193.48)	(\$593,599.52)	94.20

Superior Public Schools

May 2025 Expense Budget Report

FUND	FUNCTION	May 2025 Expenditures	Current Budget	Actuals (YTD)
01 - General Fund	01100 - Regular Instruction	\$285,357.03	\$3,392,650.00	\$2,258,052.85
01 - General Fund	01125 - Academic Intervention (Flex-Spending)	\$0.00	\$0.00	\$0.00
01 - General Fund	01150 - Limited English Proficiency	\$1,797.69	\$13,600.00	\$14,280.32
01 - General Fund	01160 - Poverty Programs	\$17,545.78	\$328,600.00	\$157,912.04
01 - General Fund	01200 - Special Education - School Age	\$82,906.17	\$1,167,065.00	\$749,188.95
01 - General Fund	01291 - Special Education - Ages 3-5	\$17,310.07	\$229,300.00	\$145,431.03
01 - General Fund	01292 - Special Education - Ages 0-2	\$578.47	\$77,700.00	\$6,761.89
01 - General Fund	01300 - Summer School	\$0.00	\$26,700.00	\$0.00
01 - General Fund	02110 - Attendance/Social Work Services	\$0.00	\$10,300.00	\$90.00
01 - General Fund	02120 - Guidance Services	\$7,181.84	\$153,300.00	\$60,816.22
01 - General Fund	02130 - Health Services	\$343.29	\$17,350.00	\$5,563.76
01 - General Fund	02140 - Psychological Services	\$8,154.00	\$75,200.00	\$51,573.43
01 - General Fund	02141 - Psychological Services - School Age	\$4,978.83	\$53,900.00	\$38,646.55
01 - General Fund	02142 - Psychological Services - Ages 3-5	\$0.00	\$4,100.00	\$529.66
01 - General Fund	02143 - Psychological Services - Ages 0-2	\$0.00	\$2,050.00	\$60.02
01 - General Fund	02151 - Speech Path and Deaf Ed - School Age	\$18,827.98	\$236,000.00	\$182,544.02
01 - General Fund	02152 - Speech Path and Deaf Ed - Ages 3-5	\$4,358.75	\$45,750.00	\$37,184.34
01 - General Fund	02153 - Speech Path and Deaf Ed - Ages 0-2	\$697.22	\$9,400.00	\$7,991.45
01 - General Fund	02161 - Occupational Therapy- School Age	\$2,870.12	\$24,200.00	\$26,210.38
01 - General Fund	02162 - Occupational Therapy - Ages 3-5	\$6,290.46	\$12,450.00	\$12,600.34
01 - General Fund	02163 - Occupational Therapy-Ages 0-2	\$143.51	\$7,450.00	\$3,118.28
01 - General Fund	02171 - Physical Therapy - School Age	\$1,559.25	\$16,700.00	\$11,481.75
01 - General Fund	02172 - Physical Therapy-Ages 3-5	\$324.00	\$4,700.00	\$2,531.25
01 - General Fund	02173 - Physical Therapy-Ages 0-2	\$344.25	\$3,650.00	\$1,215.00
01 - General Fund	02181 - Vision Services - School Age	\$521.25	\$2,900.00	\$3,642.42
01 - General Fund	02183 - Vision Services - Ages 0-2	\$250.00	\$0.00	\$3,143.14
01 - General Fund	02190 - Student Activities	\$2,219.98	\$40,050.00	\$17,920.68
01 - General Fund	02210 - Improvement of Instruction	\$5,503.86	\$68,400.00	\$49,534.81
01 - General Fund	02212 - Instruction/Curriculum Development	\$2,201.00	\$47,950.00	\$20,217.36
01 - General Fund	02213 - Instructional Staff Training	\$160.00	\$14,450.00	\$1,522.00
01 - General Fund	02220 - Library/Media Services	\$11,316.60	\$169,300.00	\$107,862.71
01 - General Fund	02224 - Educational Television Services	\$307.25	\$5,150.00	\$2,369.61
01 - General Fund	02230 - Instruction-Related Technology	\$29,956.89	\$212,600.00	\$147,665.30
01 - General Fund	02240 - Academic Student Assessment	\$0.00	\$12,400.00	\$0.00
01 - General Fund	02290 - Other Support - Instructional Staff	\$53.20	\$550.00	\$207.97
01 - General Fund	02310 - Board of Education	\$734.81	\$42,500.00	\$30,640.57
01 - General Fund	02320 - Superintendent	\$21,402.90	\$267,500.00	\$177,874.22
01 - General Fund	02330 - District Legal Services	\$555.00	\$15,450.00	\$13,312.50
01 - General Fund	02410 - Principal	\$31,673.77	\$439,600.00	\$284,117.81
01 - General Fund	02490 - School Administration Other	\$7,228.58	\$93,450.00	\$67,953.41

Superior Public Schools

May 2025 Expense Budget Report

FUND	FUNCTION	May 2025 Expenditures	Current Budget	Actuals (YTD)
01 - General Fund	02510 - Business Office	\$8,748.34	\$219,500.00	\$170,329.08
01 - General Fund	02570 - Personnel Services	\$0.00	\$6,150.00	\$737.55
01 - General Fund	02580 - Administrative Technology Service	\$0.00	\$0.00	\$1,977.60
01 - General Fund	02590 - Central Services - Other	\$0.00	\$0.00	\$17,960.00
01 - General Fund	02610 - Custodial	\$23,027.63	\$453,050.00	\$312,543.43
01 - General Fund	02620 - Building Maintenance	\$13,745.18	\$388,311.00	\$179,161.98
01 - General Fund	02630 - Grounds Maintenance	\$10,517.33	\$73,400.00	\$34,529.28
01 - General Fund	02650 - Non-Pupil Vehicle	\$170.58	\$13,000.00	\$3,194.97
01 - General Fund	02660 - Security	\$0.00	\$12,600.00	\$6,864.02
01 - General Fund	02670 - Safety	\$480.00	\$22,850.00	\$5,070.27
01 - General Fund	02710 - Regular Transportation	\$12,285.30	\$332,250.00	\$113,137.32
01 - General Fund	02712 - School Age SPED Transportation	\$3,633.35	\$54,500.00	\$69,831.00
01 - General Fund	02713 - Preschool Transportation	\$2,822.82	\$42,850.00	\$22,058.57
01 - General Fund	02730 - Regular Vehicle Maintenance	\$2,771.80	\$39,600.00	\$13,675.50
01 - General Fund	02732 - School Age SPED Vehicle Maintenance	\$0.00	\$13,250.00	\$2,504.76
01 - General Fund	02733 - Preschool Vehicle Maintenance	\$0.00	\$5,150.00	\$397.00
01 - General Fund	03300 - Community Services Operations	\$0.00	\$22,000.00	\$342.25
01 - General Fund	03535 - High Ability Learners	\$37.84	\$43,650.00	\$13,063.11
01 - General Fund	03552 - Safety/ Security Grant	\$0.00	\$0.00	\$32,489.00
01 - General Fund	06200 - Title IA	\$9,876.75	\$117,100.00	\$88,720.35
01 - General Fund	06310 - Title IIA	(\$30,869.99)	\$19,750.00	\$14,978.00
01 - General Fund	06406 - IDEA Preschool (619) Base Allocation	(\$4,520.55)	\$5,300.00	\$4,142.00
01 - General Fund	06408 - IDEA Part B (611)	\$9,686.99	\$125,300.00	\$87,182.91
01 - General Fund	06968 - 21st Century Learning	\$5,741.85	\$50,000.00	\$51,229.01
01 - General Fund	06992 - REAP	\$0.00	\$36,900.00	\$38,618.66
01 - General Fund	06998 - ESSER III	\$0.00	\$0.00	\$43,947.66
01 - General Fund	08000 - Transfers (Outgoing)	\$0.00	\$97,850.00	\$122,978.00
Subtotal of Account Type: Expenditure		\$643,809.02	\$9,538,676.00	\$6,153,431.32
Subtotal of Element: [FUND] 01 - General Fund		\$643,809.02	\$9,538,676.00	\$6,153,431.32
02 - Depreciation Fund	02900 - Other Support Services	\$0.00	\$635,284.00	\$149,151.13
Subtotal of Account Type: Expenditure		\$0.00	\$635,284.00	\$149,151.13
Subtotal of Element: [FUND] 02 - Depreciation Fund		\$0.00	\$635,284.00	\$149,151.13
03 - Employee Benefit Fund	02900 - Other Support Services	\$0.00	\$81,500.00	\$0.00
Subtotal of Account Type: Expenditure		\$0.00	\$81,500.00	\$0.00
Subtotal of Element: [FUND] 03 - Employee Benefit Fund		\$0.00	\$81,500.00	\$0.00
06 - School Nutrition Fund	03100 - Food Services Operations	\$36,814.73	\$371,291.00	\$316,604.66
Subtotal of Account Type: Expenditure		\$36,814.73	\$371,291.00	\$316,604.66
Subtotal of Element: [FUND] 06 - School Nutrition Fund		\$36,814.73	\$371,291.00	\$316,604.66

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FUND	FUNCTION	May 2025 Expenditures	Current Budget	Actuals (YTD)
07 - Bond Fund	05000 - Debt Service	\$0.00	\$1,269,912.00	\$490,021.25
Subtotal of Account Type: Expenditure		\$0.00	\$1,269,912.00	\$490,021.25
Subtotal of Element: [FUND] 07 - Bond Fund		\$0.00	\$1,269,912.00	\$490,021.25
08 - Special Building Fund	02620 - Building Maintenance	\$0.00	\$75,000.00	\$0.00
08 - Special Building Fund	04600 - Site Improvements	\$0.00	\$101,539.00	\$0.00
08 - Special Building Fund	04700 - Building Improvements	\$0.00	\$152,000.00	\$0.00
08 - Special Building Fund	05000 - Debt Service	\$0.00	\$140,000.00	\$123,997.50
Subtotal of Account Type: Expenditure		\$0.00	\$468,539.00	\$123,997.50
Subtotal of Element: [FUND] 08 - Special Building Fund		\$0.00	\$468,539.00	\$123,997.50
09 - QCPUF Fund	05000 - Debt Service	\$0.00	\$233,557.00	\$141,408.75
09 - QCPUF Fund	09003 - Interfund Loan	\$0.00	\$50,000.00	\$0.00
Subtotal of Account Type: Expenditure		\$0.00	\$283,557.00	\$141,408.75
Subtotal of Element: [FUND] 09 - QCPUF Fund		\$0.00	\$283,557.00	\$141,408.75
10 - Cooperative Fund	02290 - Other Support - Instructional Staff	\$3,669.27	\$125,000.00	\$38,961.39
Subtotal of Account Type: Expenditure		\$3,669.27	\$125,000.00	\$38,961.39
Subtotal of Element: [FUND] 10 - Cooperative Fund		\$3,669.27	\$125,000.00	\$38,961.39
Grand Total		\$684,293.02	\$12,773,759.00	\$7,413,576.00

Superior Public Schools

June 2025 General Fund Check for Payment Listing Report

Payee	Description	Amount
Airgas USA, LLC	Welder - CTE Grant	\$4,792.22
Alexander Motors, Inc	Palls Van 8 Inspection	\$37.20
Alexander Motors, Inc	Palls Bus 12 Inspection	\$37.20
Alexander Motors, Inc	Palls Van #7 Inspection	\$37.20
Alexander Motors, Inc	SPED Bus 17 Inspection	\$37.20
Alexander Motors, Inc	17 Regular Vehicles Inspection	\$632.40
Alexander Motors, Inc	SPED Van#9 Dodge Inspection	\$37.20
Amazon Capital Services	Speigel - supplies	\$370.93
Amazon Capital Services	Bulletin Board	\$52.96
Amazon Capital Services	Spiegel - supplies	\$29.88
Amazon Capital Services	Baker - supplies	\$554.20
Amazon Capital Services	Maint. Supplies	\$290.80
Amazon Capital Services	J. Utecht - supplies	\$184.96
Amazon Capital Services	C. Utecht - supplies	\$23.08
Amazon Capital Services	Maint. Supplies	\$23.98
Amazon Capital Services	Shroyer - Supplies	\$131.74
Amazon Capital Services	Tech supplies	\$119.37
Amazon Capital Services	Tech supplies	\$198.94
Amazon Capital Services	Ra Renz - supplies	\$266.67
Amazon Capital Services	Ra Renz - supplies	\$70.93
Amazon Capital Services	Gilbert - supplies	\$129.62
Amazon Capital Services	Breland - supplies	\$9.01
Amazon Capital Services	Shroyer - supplies	\$13.94
Amazon Capital Services	C. Utecht - Supplies	\$15.99
Amazon Capital Services	Trumble - supplies	\$15.99
Amazon Capital Services	Trumble - supplies	\$39.36
Amazon Capital Services	Breland - supplies	\$24.99
Amazon Capital Services	Breland - supplies	\$529.28
Amazon Capital Services	Torres - supplies	\$59.29
Amazon Capital Services	Kids Club supplies	\$58.61
Amazon Capital Services	White - supplies	\$844.67
Amazon Capital Services	Tech supplies	\$30.95
Amazon Capital Services	Blackstone - supplies	\$54.06
Amazon Capital Services	J. Whetzal - supplies	\$58.66
Amazon Capital Services	Kroeger - supplies	\$164.04
Amazon Capital Services	maint. supplies	\$342.25
Amazon Capital Services	Fierstein - supplies	\$20.00
Amazon Capital Services	Torres - supplies	\$56.97
Amazon Capital Services	Fuller - supplies	\$14.79
Amazon Capital Services	Smith - supplies	\$477.62
Amazon Capital Services	Henry - supplies	\$104.97
Amazon Capital Services	Maint/Grounds supplies	\$165.95
Amazon Capital Services	Vogler - supplies	\$375.12
Amazon Capital Services	Elem supplies	\$145.65
Amazon Capital Services	Torres - supplies	\$101.18
Amazon Capital Services	Fuller - library	\$672.90
Amazon Capital Services	Cust. supplies	\$35.99
Amazon Capital Services	Rothchild - supplies	\$680.41
Apple Inc.	Check in Stations iPads	\$658.00
April Perrie	EOY retirement supplies	\$165.00
Audrey Parks	Cell Phone Stipend	\$50.00
Aurora Cooperative	Bus Fuel	\$146.30
Blick Art Materials	Breland - art supplies	\$1,729.30
Bomgaars Supply	Going - supplies	\$119.99

Superior Public Schools

June 2025 General Fund Checksk for Paymenet Listing Report

Payee	Description	Amount
Bomgaars Supply	maint. supplies	\$103.84
Bomgaars Supply	maint. supplies	\$18.99
Bomgaars Supply	Elem supplies	\$32.89
Bomgaars Supply	main. supplies	\$149.96
Bomgaars Supply	Main. Supplies	\$43.48
Brodstone Healthcare	Employee drug screen	\$32.00
Carson Dellosa Education	Language Art Textbooks - Elem	\$89.94
Central Community College	Dual Credit Courses - 17 students	\$2,415.00
Cody Fierstein	Cell Phone Stipend	\$50.00
Communications Engineering Inc	Camera Repair - Elem	\$590.20
Community Playthings	Playground Equipment	\$3,514.00
Computer Hardware	Tech Supplies	\$969.00
Crowne Plaza Kearney	NETA Conference hotel rooms	\$1,599.50
Curriculum Leadership Institute	Consulting Services	\$1,800.00
Demco	Book covers/bag - library	\$269.39
Educational Service Unit #9	18+ Behavior Specialist	\$1,920.00
Educational Service Unit #9	April 25 Deaf Educator	\$295.36
Educational Service Unit #9	April 25 SLP Services	\$8,115.30
Educational Service Unit #9	April 25 SPED Coordinator	\$517.50
Educational Service Unit #9	April 25 Vision Specialist	\$187.50
Glenwood Telecommunications	Internet	\$218.45
Hastings Public Schools	Life Skills Semester 2 Tuition	\$21,500.00
Hometown Leasing	copier lease	\$1,777.90
Ideal Market	Water	\$33.17
Ideal Market	PK supplies	\$6.38
Ideal Market	Duncan - supplies	\$15.56
Ideal Market	Hoins - supplies	\$10.28
Ideal Market	Main. Supplies	\$25.00
Ideal Market	5th grade - supplies	\$69.14
JMC Computer Service Inc	HS/MS JMC Subscription	\$3,927.04
JMC Computer Service Inc	Elem JMC Subscription	\$3,888.14
Jodi Fierstein	Cell Phone Stipend	\$50.00
John Whetzal	Cell Phone Stipend	\$50.00
Jostens Inc	Grad medals	\$150.51
Jostens Inc	Diplomas & Covers	\$645.90
Kenny's Lumber and Farm Supply Inc	Thomas - supplies	\$121.36
Kenny's Lumber and Farm Supply Inc	Thomas - supplies	\$356.98
Kenny's Lumber and Farm Supply Inc	Thomas - supplies	\$78.98
Kenny's Lumber and Farm Supply Inc	Thomas - supplies	\$120.98
Kenny's Lumber and Farm Supply Inc	Main. Supplies	\$18.46
KSB School Law, PC LLO	May 2025 Legal Services	\$1,715.00
Landmark Implement Inc	Salt Spreader	\$1,554.00
Lawrence Nelson Public Schools	April 2025 OT Services	\$5,006.08
Liminex Inc	Go Guardian software - 5 yr renewal	\$26,922.00
Literary Resources, LLC	Palls - supplies	\$192.24
Logan Christiancy	Cell Phone Stipend	\$50.00
Matheson Tri-Gas Inc	Welding Tank Rental	\$349.45
Moeller Electric Enterprises, Inc.	Music Room wire repair	\$1,190.00
Moeller Electric Enterprises, Inc.	Track light repairs	\$1,348.09
Mystery Science	Science membership	\$999.00
Nebraska Assn Of School Boards	S. Biltoft - NAEP conference recordings	\$45.00
Nebraska Council of School Administrators	J. Whetzal - Grit Conference	\$75.00
Nebraska Dept of Education	CTE Grant portion not spent	\$11.04
One Source	Employee Background Checks	\$19.00

Superior Public Schools

June 2025 General Fund Checks for Payment Listing Report

Payee	Description	Amount
Petro Plus	May 2025 Fuel	\$4,067.59
Pine Cove Consulting, LLC	Verkada subscription	\$1,517.20
Pine Cove Consulting, LLC	June 2025 Backup/ Restore	\$450.00
Pine Cove Consulting, LLC	June 25 monthly managed services	\$1,906.67
Rutt's Heating & AC - Mechanical	VFD Alarm repair	\$6,325.00
Sarah M Kirchhoff	Decals for Fuel Tank	\$170.00
School Specialty, LLC	PK/Elem supplies	\$103.02
SmartPass Inc	Hall Pass Subscription	\$1,358.64
Staples Business Advantage	S. Corman - supplies	\$69.12
Staples Business Advantage	Paper	\$239.70
Stephanie Corman	Cell Phone Stipend	\$50.00
Superior Ace Hardware	Elem supplies	\$23.98
Superior Ace Hardware	cust supplies	\$27.99
Superior Ace Hardware	main. supplies	\$316.27
Superior Fire Extinguisher Co	Fuel Tank Fire Extinguisher	\$190.00
Superior Motor Parts	DEF Fluid	\$155.88
Superior Outdoor Power Center	STHL Blower	\$458.99
Superior Publishing Co., Inc	paper ,mtgs, notices, calendar	\$173.07
Superior Utilities	Monthly Utilities	\$7,872.09
Themes & Variations, Inc.	Jackson - music	\$105.00
Tricia Kuhlmann	Mileage Reimb	\$53.20
Truck Center Companies	bus repair #7	\$422.63
Truck Center Companies	bus repair #7	\$1,188.06
U.S. Bank	Fuel (Kum & Go)	\$45.11
U.S. Bank	Lit lab (Boom)	\$5.00
U.S. Bank	Hulu monthly subscription	\$88.80
U.S. Bank	Christiancy - meals at conference (Cunninghams)	\$132.71
U.S. Bank	3rd grade field trip (Hastings Museum)	\$242.00
U.S. Bank	Music Risers	\$4,967.83
U.S. Bank	White - storage (Store more store)	\$938.66
U.S. Bank	Christiancy - meals at conference (Raising Canes)	\$25.68
U.S. Bank	Fierstein - meals at conference	\$67.94
U.S. Bank	Gilbert - supplies (TPT)	\$187.09
U.S. Bank	Gilbert - supplies (TPT)	\$76.09
U.S. Bank	Fuller - supplies (TPT)	\$26.04
U.S. Bank	Fuller - lit lab (TPT)	\$4.00
U.S. Bank	Fierstein - supplies (TPT)	\$20.00
U.S. Bank	Fierstein - supplies (TPT)	\$78.00
U.S. Bank	Kroeger - parking at conference (Park & Go)	\$13.50
U.S. Bank	Kroeger - parking at conference (Park & Go)	\$13.50
U.S. Bank	Fuel (Flying J)	\$43.61
U.S. Bank	Fuel (Aurora Coop)	\$26.61
U.S. Bank	Kroeger - NASBO Conference Hotel	\$298.00
U.S. Bank	Fuel Tank Subscription	\$95.00
U.S. Bank	KG field trip (Bowling Alley)	\$120.00
U.S. Bank	Fuller - library chairs	\$299.64
U.S. Bank	Christiancy - meals at conference (Angus Burger)	\$44.00
U.S. Bank	Torres/ Fynbu conf. reg.	\$533.04
U.S. Bank	Yearbook shipping for scanning	\$97.83
U.S. Bank	Yearbook shipping for scanning	\$97.88
USPS	PO Box Rental	\$352.00
Verizon Connect	Monthly GPS Tracker	\$382.34
Verizon Wireless	Cell Phone Service	\$146.72
Volt Athletics	Blauvelt - training program software	\$1,334.00

Superior Public Schools

June 2025 General Fund Checks for Payment Listing Report

Payee	Description	Amount
Voyager Sopris Learning	Wulf - lesson books	\$337.60
Voyager Sopris Learning	Lesson Books	\$2,921.60
Woodwards Disposal	Shredding Service	\$27.50
Worthington Direct	Fierstein - Desk	\$273.95
		\$152,901.26
General Fund Payroll & Benefits		\$563,910.02
		\$716,811.28

6044
Participation and Assignment of Athletic Teams

Designation of Athletic Team or Sport. The terms male, female, and coed are defined as provided by state law. All athletic and sports teams of the district are hereby designated as male, female, or coed as follows:

Sport/Team	Designation
Football	Male
Volleyball	Female
Cross Country	Male and Female Teams
Golf	Male and Female Teams
Basketball	Male and Female Teams
Wrestling	Male and Female Teams
Track	Male and Female Teams
Track and Unified Track	Male, Female, and Coed Teams
Bowling and Unified Bowling	Male, Female, and Coed Teams
Baseball	Male
Softball	Female
[INSERT ALL OF YOUR SPORTS]	

Participation on Assigned Teams. Males shall not participate on teams designated for females. Females may only participate on male teams when there is no female team offered or available for such sport. Males and females may participate on coed teams and in coed events as long as their participation is consistent with the eligibility and other rules of that team or event.

Determination of Student Sex. To determine eligibility, a student and the student's parent or guardian shall provide the district with confirmation of the student's sex on a document signed by a doctor or signed under authority of a doctor.

Conduct of Visitors and the Public. Visitors and members of the public attending district interscholastic team activities are expected to comply with all district policies and practices, including sportsmanship rules.

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

6045

Behavioral Intervention

General Approach. The district utilizes a tiered system of support to foster a positive school climate and culture, encourage appropriate student behavior, and provide the necessary supports for academic and behavioral success.

Interaction with Student Discipline Policy. This policy does not replace the Student Discipline policy or limit the District's authority under the Student Discipline Act when behaviors warrant action under that policy or Act.

Classroom Removal. Students may be removed from the classroom if the student poses a threat to their own safety, the safety of others, or the environment or if the student's behavior is disruptive to the learning environment. When appropriate, prior to removal staff should consider the use of de-escalation techniques, behavior redirection, or other Tier 1 or Tier 2 or comparable interventions.

When classroom removal is appropriate, the District will consider whether the student requires additional support to transition back to the classroom and continue to monitor the student's behavior to adjust interventions and supports as needed.

Required Training. The School District, independently or through the educational service unit, will develop and provide behavioral awareness and intervention training to employees with behavioral management responsibilities. Each employee with behavior management responsibilities must complete the behavioral awareness and intervention training during the 2026-27 school year or during the first year of employment with the district. The length of such training will be at least **X** hours.

Behavioral Awareness Point of Contact (BAPC). Each school building must designate one or more school employees as a BAPC. Each BAPC must have knowledge of community services providers and other resources available for students and families. Each BAPC must coordinate access to support services for students.

The BAPC will be identified on the district website and in the school directory.

Adopted on: _____

Revised on: _____

Reviewed on: _____

1002
Creation, Amendment, and Distribution of Board of Education Policies

Each of these policies shall become the official policy of the school district when the board has approved it by majority vote of the members present at any lawfully convened meeting of the board.

It shall generally be the practice of the board to adopt or amend any policy after a single reading at any regular or special board meeting. However, the board may, in its discretion, review policies at multiple meetings prior to taking action.

~~Each policy shall bear the date when it was adopted, revised or reviewed.~~

~~The superintendent shall distribute copies of these policies to all members of the board, maintain a master copy in the central office, and see to it that the policies are maintained on the school district's web site. maintain an official copy of the board's policies, which may be in paper copy in the central office or on the district's website or electronic board meeting site. For any policies with specific review, hearing, or posting requirements, the superintendent will ensure those obligations are completed. The superintendent will also ensure all board members have access to a copy of the district's policies.~~

Annual Review

~~The board shall review all policies at least once every three years. Nebraska statutes require an annual review and/or hearing to solicit public comment on these specific policies:~~

~~Parental Involvement Policy~~

~~Title I Parental Involvement Policy~~

~~(NOTE: These first two are distinct parental involvement policies, and both must be reviewed annually.)~~

~~Student Fees Policy~~

~~Bullying~~

~~Multicultural Education~~

~~Student Assessment~~

~~Teacher Evaluation~~

~~Student Academic Performance~~

~~Safety and Security Committee~~

~~Attendance and Excessive Absenteeism~~

~~The board may update or add policies as needed. The board shall determine the number of copies of policies to be made and their distribution. The superintendent shall maintain an up-to-date master copy of the policies in the main administrative office. Unless otherwise directed by the board, the master copy shall be considered the official district policy manual.~~

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: March 8, 2021; March 7, 2024

2006 Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those 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 in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

~~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. Under this policy, factual conclusions will be based on a preponderance of the evidence.~~

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 reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

- 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, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the applicable 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; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the respondent.
 - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.

- c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, 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 involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. ~~This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.~~
- a) The appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
 - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving

discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
 - a) When the complaint is about a board policy, not implementation of the policy;
 - b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
 - c) When the board is required by law, policy, or contract to hear a complaint or appeal. If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal he or she may appeal the decision to the board.
 - d) This appeal must be in writing.
 - e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
 - f) 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 allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.

- g) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
 - h) There is no appeal from any decision of the board unless authorized by law.
- 6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
 - a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
 - b) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - 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 or must be pursued further.

- 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 by the full board.
- d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

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: June 11, 2018

Revised on: July 8, 2019; August 10, 2020; June 10, 2024

Reviewed on: April 12, 2021; April 8, 2024

3003

Bidding for Construction, Remodeling, Repair, or Site Improvement

I. Applicability of this policy.

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

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

II. Projects with an Estimated Cost of Less than \$109,000

- A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than \$109,000.
- B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
- C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
- D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.
- E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than \$109,000 they must follow the formal procedures outlined in this policy.

III. Formal Bidding for Major Purchases and Construction

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

exceeds \$109,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

1. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds ~~\$118,000-\$144,000~~.

B. Advertising for Bids

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

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

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

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

D. Any or all bids may be rejected if there is a sound documented reason

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

Adopted on: June 11, 2018

Revised on: July 12, 2021

Reviewed on: May 10, 2021; August 12, 2024

3004.1
Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

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

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to \$10,000 (Micro-Purchases)

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

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between \$10,000 and \$250,000 (Simplified Acquisition Procedures)

Simplified acquisitions are purchases that, in the aggregate amount, are more than \$10,000 and less than \$250,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement. If sealed bids are not accepted for a purchase of over \$250,000, the district will retain an explanation for that decision.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. Noncompetitive Proposals (Sole Sourcing)

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - 1) The procurement transaction can only be fulfilled by a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes written approval of noncompetitive proposals in response to a written request from the District; or
 - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

5. Competitive Proposals.

- a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered;
 - 2) Proposals must be solicited from an adequate number of qualified sources; and
 - 3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used to procure A/E professional services. The method may not be used to purchase other services provided by A/E firms are a potential source to perform the proposed effort.
- c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

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

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy; compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

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

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

F. Settlements of Issues Arising Out of Procurements

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

III. Conflict of Interest and Code of Conduct

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

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

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

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, board members, or agents of the District.

IV. Property Management Systems

A. Property Classifications

- 1.** Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$10,000.

2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$10,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
3. Computing Devices means machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;

2. District identification number;
3. Manufacturer;
4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current fair market value of \$10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity. The Superintendent or his/her designee will utilize sales procedures which ensure the highest possible return on the disposal of the equipment.

I. Equipment Retention

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

J. Equipment and Capital Expenditures

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

K. Depreciation

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

L. Reporting and Recording Federal Property Interest

The district will comply with federal interest reporting and submit annual reports, if required, regarding a real property interest due to a renovation, major remodeling, construction, or real property project funded by federal grant funds.

V. Financial Management

A. Identification

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes. The District takes reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part ~~200, Subpart E~~. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her

designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under subpart E (Cost Principles) of this part;
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local funds but is used to meet a required "match" in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee's salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

C. Fringe Benefits

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

D. Leave

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

E. Unexpected or Extraordinary Circumstances

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

F. Documentation for Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430

VII. 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, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

Buy American. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A “domestic commodity or product” is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d). The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or

- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: June 11, 2018

Revised on: August 13, 2018; July 8, 2019; July 11, 2022; June 12, 2023; June 10, 2024; December 9, 2024

Reviewed on: May 10, 2021

3023 Record Management and Retention

The school district will comply with all federal record retention requirements, the Nebraska Records Management Act, and with Schedules 10 and 24 of the Nebraska Secretary of State's Records Management Division. These requirements apply to both physical and digital records. When permitted by Schedule 10 and Schedule 24 of the Nebraska Secretary of State's Office, records will be transferred to durable electronic media for long-term storage.

Special Rules Related to Electronic Forms of Communication.

Electronically stored information such as e-mail, instant messaging, and other electronic communication are important to the district's overall operation. E-mail and other forms of electronic communication which is subject to retention under the Nebraska Records Management Act may be moved to a storage method other than their original format. Each individual who creates or receives electronic communications that belong to or pertain to the operation of the district is responsible for determining whether and in what format those records must be maintained. Duplicate records may be destroyed at any time prior to the approved retention period. Staff members who are uncertain about whether a record should be retained should consult with their supervising administrator.

~~The district will archive all Google Apps data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator or other designated individual will be able to retrieve electronic communication and other electronically stored information which has been vaulted.~~

Option 1 - use if the district uses subscription Google Apps but has not activated Vault: Due to the nature and volume of forms of electronic communication related to the operation of the district, transitory or multiple copies of electronic communication will be retained with metadata intact for 30 days. After this time, the electronically stored information with metadata intact shall be subject to overwriting or deletion from the district's electronic files and records, except as otherwise required by these policies or state and federal law.

Option 2 - use if the district has a Subscription to Google Apps with Vault activated: The district will archive all Google Apps data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator or other designated individual will be able to retrieve

electronic communication and other electronically stored information which has been vaulted.

Option 3 – use if the district uses Office 365: Office 365 allows your system administrator to tailor complete data retention policies for data and communications inclusive of the Office 365 sphere. You will need to check with your system administrator to see how he or she has set the retention for electronically stored information. If the system administrator has selected the minimum retention options, you can adopt Option 1 above and if the system administrator has selected complete retention, you can adopt the following: The district will archive all Office 365 data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator will be able to retrieve electronic communication which has been deleted.

Option 4 – use if the district does not use a hosted e-mail service: The district's data storage capacity is limited. Therefore, electronic communication will only be retained on District resources in its original form with its metadata intact for a period of **60 days** from the date the electronic communication is created.

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

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

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

Records Regarding Pending or Threatened Litigation. When litigation against the district or its employees is filed or threatened, the district will take all reasonable action to preserve all documents and records that pertain to the issue. When the district is made aware of pending or threatened litigation, a

litigation hold directive will be issued by the superintendent or his/her designee. The directive will be given to all persons suspected of having records that may pertain to the potential issues in the litigation. The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted.

Federal Award Records. The district will retain federal award records as required by 2 C.F.R. § 200.334. This includes retaining all federal award records for three years from the date of submission of their final financial report. For awards that are renewed quarterly or annually, the district will retain records for three years from the date of submission of their quarterly or annual financial report, respectively. Records to be retained include but are not limited to, financial records, supporting documentation, and statistical records.

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: June 14, 2021; November 11, 2024

3026 Handbooks

The school district's handbooks for students and staff are intended to convey information and explain school regulations and procedures that are necessary for the school to run smoothly and efficiently. **The district's handbooks are an extension of these policies and have the force and effect of board policy when approved by the board of education.** Although the board ~~board of education~~ may ~~take action to~~ approve the handbooks annually, the administration has the authority to change the contents of any handbook so long as the changes are consistent with board policy.

The administration may provide only the amendment to the individuals affected by the change without providing them with the full handbook unless required by law.

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

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

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: June 14, 2021; November 11, 2024

3036

Purchasing (Credit) Card Program

The board approves the use of a purchasing card (credit card) program for the purchase of goods and services for and on behalf of the school district. The board shall determine the type of purchasing card or cards to be used in the program and shall contract with a third-party provider as provided by law.

Authorized Purchases. Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses and other standing authorized expenditures approved by the building principal. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee. The maximum amount that may be charged in a single day is \$2,000.

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

Authorized Users. Individuals holding the following titles may be assigned an individual purchasing card: Superintendent, Elementary Principal, Secondary Principal, Wildcat Food Manager. The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes. The school shall also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent.

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

Suspension or Termination of Privileges. The board or the superintendent (or his or her designee) (1) ***shall*** temporarily or permanently suspend the purchasing card privileges of any individual that does not submit an itemized receipt for each purchasing card purchase, and (2) ***may*** temporarily or permanently suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account shall be immediately closed and he or she shall return the purchasing card to the superintendent or board. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the individual making the purchase shall reimburse the district within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

Purchase Review Procedures. The superintendent, or his or her designee, and building principals shall conduct independent reviews of credit card expenses, or a sample thereof, on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy shall be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee shall provide the board at each regular meeting with the documentation submitted pursuant to this policy or a summary of that documentation with a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase shall be addressed as provided in this policy or as otherwise allowed by law.

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: August 9, 2021; December 9, 2024

3043 Design-Build Contracts

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

~~The board shall adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps involved with solicitation or execution of any construction contract. For a project authorized under subsection (3) of section 13-2914, the resolution shall include a statement that the political subdivision has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.~~

Definitions. For purposes of this policy:

1. ~~Act means the Nebraska Political Subdivisions Construction Alternatives Act.~~
2. Board means the District's Board of Education.
3. Department means the Nebraska Department of Education.
4. Design-Build Contract (~~DB D-B~~ Contract) means a contract which is subject to qualification-based selection between the District and a Design-Builder to furnish (a) architectural, engineering, and related design services for a project pursuant to the ~~Nebraska Political Subdivisions Construction Alternatives Act (Act)~~ Act and (b) labor, materials, supplies, equipment, and construction services for a project pursuant to the Act.
5. Design-Builder means ~~a~~ the legal entity which proposes to enter into a ~~DB D-B~~ Contract which is subject to qualification-based selection pursuant to the Act.
6. District means Superior Public Schools.
7. **Letter of Interest** means a statement indicating interest to enter into a D-B Contract for a project pursuant to the Act.
8. NEARA means the Nebraska Engineers and Architects Regulation Act.
9. **Performance-Criteria Developer (PCD)** means any person licensed or any organization issued a certificate of authorization to

practice architecture or engineering pursuant to the NEARA who is selected by the District ~~pursuant to this policy~~ to assist the District in the development of Project Performance Criteria, Requests ~~For~~ **for** Proposals, evaluation of Proposals, evaluation of **the** construction under a ~~DB~~ **D-B** Contract to determine adherence to the Project Performance Criteria, and any additional services requested by the District to represent its interests in relation to a project.

10. **Project Performance Criteria** means the performance requirements of the project suitable to allow the Design-Builder to make a ~~Proposal~~ **proposal**. Performance requirements include the following, if required by the project: capacity, durability, standards, ingress and egress requirements, description of the site, surveys, soil and environmental information concerning the site, interior space requirements, material quality standards, design and construction schedules, site development requirements, provisions for utilities, storm ~~weather~~ **water** retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the project.
11. **Proposal** means an offer in response to a Request ~~For~~ **for** Proposals ("RFP") by a Design-Builder to enter into a ~~DB~~ **D-B** Contract for a project pursuant to the Act.
12. **Qualification-based selection process** means a process of selecting a design-builder based first on the qualifications of the design-builder and then on the design-builder's proposed approach to the design and construction of the project;
13. **Request for letters of interest** means the documentation or publication by which the District solicits letters of interest;
14. ~~Act means the Nebraska Political Subdivisions Construction Alternatives Act.~~
15. ~~Request for Proposals (RFP) means the documentation by which the District solicits Proposals.~~
16. **Superintendent** means the District's Superintendent of Schools: ~~or his or her designee.~~

~~**Procedures.** The District shall follow the procedures below in connection with any DB Contract.~~

1. ~~2. Rules and Procedures for Selecting and Hiring a PCD for a Specific Project. Resolution to Select Design-Build.~~ The Board shall adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps described below.

A. For a project, in whole or in part, for water, wastewater, utility, or sewer construction, the resolution shall include a statement that the District has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.

2. **Selecting and Hiring a Performance-Criteria Developer (PCD)**

A. Selecting the Most Qualified PCD for Contract Negotiations. The required procedures for selecting the most qualified PCD for contract negotiations differ depending on the magnitude of the District's estimate of the project's basic construction cost, as described in this section 3.1.

1. **Project Cost \$896,000 and Below.** For a project whose basic construction cost is estimated by the District to be \$896,000 or less, the District will use the following procedures for identifying the most qualified PCD:

2. **A.** The shall Superintendent will solicit statements of qualification from potential PCDs. Such solicitation shall include a general description of the project and shall indicate how interested individuals or firms can apply for consideration by the District. The Superintendent may, but is not required to, give public notice of such solicitation.

B. Based on the statements of qualifications and any other relevant information that the Superintendent receives, the Superintendent shall make a finding identifying the applicant most qualified to serve as the PCD for the project based on the applicant's capabilities to perform, adequacy of personnel, past record and performance, experience, and such other factors as may be determined by the Superintendent to be applicable to the District's particular requirements for the project.

C. Following such finding, the Superintendent shall recommend to the Board that it negotiate a contract with the applicant so identified.

4. **Project Cost in Excess of \$896,000.** For a project whose basic construction cost is estimated by the District to exceed \$896,000, the District will use the following procedures for identifying the most qualified PCD:

- A. The District ~~shall~~ will encourage ~~eligible persons~~ individuals or ~~organizations~~ firms who desire to provide professional services to the District as a PCD for the project to submit a statement of qualifications ~~and performance data to the District~~. At least ~~thirty fifteen~~ (15) days prior to ~~selecting and hiring a PCD, the deadline to respond,~~ the District shall publish notice in a newspaper of general circulation in the District that it is seeking a PCD for a design-build project. The notice shall include the following:
- (1) A general description of the ~~Design-Build~~ project;
 - (2) ~~Directions regarding how~~ How interested ~~persons or organizations~~ firms can apply for consideration by the District; and
 - (3) The date by which ~~persons or organizations~~ firms must submit their ~~applications~~ statements of qualifications; and
 - (4) A statement that any individual or firm applying for consideration by the District must obtain a copy of the District's Design-Build Contract Policy from the Superintendent.
- B. To apply to be the District's PCD, applicants must submit a current statement of qualifications ~~and performance data~~ to the District. The statement of qualifications must include evidence that the applicant is licensed or certified to practice architecture or engineering pursuant to the NEARA. Applicants must update any information provided to the District to reflect any changed conditions of the applicant.
- C. Applicants shall first be certified by the Superintendent as qualified to act as a PCD for the District. In order to certify an applicant, the Superintendent shall make a finding that a PCD is fully qualified to render the required service. Factors to be considered in making this finding shall include capabilities to

perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; ~~experience~~; equipment and facilities; promptness; ~~and~~ the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it ~~strictly~~ in accordance with its terms ~~capabilities to perform~~.

- D. The Board ~~shall~~ evaluate each qualified applicant's ~~current~~ statement of qualifications and ~~performance data, any other relevant the District has received~~. The Board ~~shall~~ will conduct discussions with, and may require public presentations by ~~no less than~~ at least three applicants regarding their qualifications, approach to the project, and ability to furnish the required service, ~~and other factors identified above~~.
- E. The Board ~~shall~~ will select, in order of preference, at least three applicants deemed to be most highly qualified to perform the required services after considering the factors ~~outlined~~ identified above.

5. Negotiating a Contract with the PCD. The Board shall negotiate a contract with the most qualified applicant for compensation which the Board determines is fair and reasonable. In making this determination, the Board shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For all lump-sum or cost-plus-a-fixed-fee professional service contracts, the Board shall require the applicant receiving the award to execute a certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any contract under which such a certificate is required shall contain a provision that the original contract price and any additions thereto shall be adjusted to exclude any significant sums by which the Board determines the contract price had been increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one year following the end of the contract.

C. Prohibition Against Contingent Fees. The contract between the District and the PCD must

- ~~F. If the Board is unable to negotiate a satisfactory contract with the applicant considered to be the most qualified at a price the Board determines to be fair and reasonable, it shall terminate negotiations with that applicant. The Board may then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified applicant, it shall terminate negotiations with that applicant. The Board shall then undertake negotiations with the third most qualified applicant.~~
- ~~G. If the Board is unable to negotiate a satisfactory contract with any of the selected applicants, it shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.~~
- ~~H. The Board may designate a committee to carry out any or all of the Board's duties under the PCD selection section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.~~
- ~~I. The public shall not be excluded from the meetings or proceedings under this section of this policy in accordance with the Open Meetings Act.~~

~~The contract between the District and the PCD shall contain a prohibition against contingent fees as follows: "The PCD warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the PCD, to solicit or secure this agreement and that the PCD has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the PCD, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or the making of this agreement." Upon violation of such provision, the District shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise~~

recover, the full amount of such fee, commission, percentage, or consideration.

D. Effect of Unsuccessful Negotiations

1. If the Board is unable to negotiate a satisfactory contract with the applicant to be the most qualified at a price the Board determines to be fair and reasonable, negotiations with that applicant shall be formally terminated. The Board shall then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified firm, the Board shall terminate negotiations with such applicant. The Board shall then undertake negotiations with the third most qualified applicant.
2. If the Board is unable to negotiate a satisfactory contract with any of the selected applicants, the Board shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.

E. Board-Designated Committee. The Board may may designate a committee to carry out any or all of the Board's duties under this PCD selection and hiring section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.

F. Open Meetings Act. The public shall not be excluded from the meetings or proceedings under this section in accordance with the Open Meetings Act.

G. The PCD is ineligible to be included as a provider of any services in a Proposal for the project on which it has acted as a PCD.

H. A The PCD ~~may not be~~ is prohibited from being employed by ~~or may not have a~~ having any financial or other interest in a Design-Builder that will submit a ~~Proposal~~ proposal.

6. ~~Procedures and standards to be used to prequalify Pre-Qualifying Design-Builders.~~

A. ~~Letters of Interest.~~ The District, ~~with the help of the PCD,~~ shall prepare a request for ~~letters~~ Letters of interest. ~~The Interest, which request for letters of interest~~ shall:

- (1) Describe the project in sufficient detail to permit a Design-Builder to submit a letter of interest;
- (2) Be published in a newspaper of general circulation within the District at least ~~thirty (30)~~ days prior to the deadline for receiving letters of interest; and
- (3) Be sent by first-class mail to any Design-Builder upon request.

B. Letters of interest shall be reviewed by the District in consultation with the PCD. The District and the PCD will evaluate prospective Design-Builders based on the information submitted to the District in response to the request for letters of interest.

C. The District shall select at least three prospective Design-Builders, except that if only two Design-Builders have submitted letters of interest, the District shall select at least two prospective Design-Builders. Such selected Design-Builders shall be considered prequalified and eligible to receive and respond to the RFP.

D. The District and PCD shall use the following standards when selecting which prospective Design-Builders to prequalify: capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; ~~experience;~~ equipment and facilities; promptness; ~~, and the quality of work previously done by applicant;~~ suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the ~~applicant Design-Builder~~ could perform it ~~strictly~~ in accordance with its terms ~~capabilities to~~ ~~perform.~~

7. ~~Procedures for the preparation and content of RFPs. Preparing Requests Proposals (RFP).~~ The District, with the ~~help~~ assistance of the PCD, ~~shall~~ will prepare the RFP, which shall contain:

- (1) The identity of the ~~school-district~~ District for which the project will be built and ~~the District that~~ will execute the ~~Design-Build-Contract~~ design-build contract;
- (2) A copy of this Design-Build ~~Contract~~ Contact Policy and all other policies ~~adopted by the District relating~~ related to the ~~DB~~ D-B Contract;
- (3) The proposed terms and conditions of the ~~DB~~ D-B Contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the Design-Builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
- (4) A project statement which contains information about the scope and nature of the project;
- (5) Project Performance Criteria;
- (6) Budget parameters for the project;
- (7) Any bonds ~~or~~ and insurance required by law or as may be additionally required by the District;
- (8) The criteria for evaluation of Proposals and the relative weight of each criterion;
- (9) A requirement that the Design-Builder provide a written statement of ~~its~~ the Design-Builder's proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction but shall not include price proposals;
- (10) A requirement that the Design-Builder agree to the following conditions:
 - A. An architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;
 - B. At the time of the design-build offering, the Design-Builder will furnish to the Board a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project;

- C. The architect or engineer engaged by the Design-Builder to perform the architectural or engineering work with respect to the design-build project will have direct supervision of such work and may not be removed by the Design-Builder prior to the completion of the project without the written consent of the Board
 - D. A Design-Builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will: (a) comply with the NEARA by procuring a certificate of authorization to practice architecture or engineering and (b) submit proof of sufficient professional liability insurance; and
 - E. The rendering of architectural or engineering services by a licensed architect or engineer employed by the Design-Builder will conform to the NEARA and rules and regulations adopted under the Act; and
 - F. Other information **which** the District chooses to require.
- 8. Notice of RFP.** At least **thirty (30)** days prior to the deadline for receiving and opening **Proposals proposals, ~~the notice of the RFP~~** District shall **cause a Notice of RFP to be:**
- (1) Published in a newspaper of general circulation within the District;
 - (2) Filed with the Department; and
 - (3) Sent **by first-class mail directly** to the prequalified Design-Builders only.
- 9. ~~Procedures for preparing~~ Preparing and submitting Submitting Proposals.**
- A. Prequalified Design-Builders shall prepare and submit Proposals as required by the RFP.
 - B. All Proposals shall be sealed. Proposals shall not be opened until expiration of the time established for making Proposals as set forth in the RFP.

- C. Proposals may be withdrawn at any time prior to acceptance.
- D. The District has the right to reject any and all Proposals except for the purpose of evading the law. The District may thereafter solicit new Proposals using the same or a different Project Performance Criteria.

10. Procedures for evaluating Evaluating Proposals.

- A. The District may only proceed to negotiate and enter into a ~~DB~~ D-B Contract if there are at least two proposals from prequalified Design-Builders.
- B. The ~~District Board~~ shall ~~refer the proposals for recommendation to~~ designate members of a selection committee. ~~The selection committee which shall be a group of~~ include at least five persons. ~~designated by the District.~~ Members of the selection committee shall must include:
 1. One or more ~~(1)~~ members of the ~~school board~~ Board;
 2. One or more ~~(2)~~ members of the ~~school~~ District's administration or staff, ~~(3) the school's architect or engineer~~ ~~(4) any~~
 3. The PCD;
 4. Any person having special expertise relevant to selection of a ~~design-builder~~ Design-Builder or construction manager under the Act; and
 5. A resident of the District other than an individual included in subdivisions (A) through (G) of this subsection.

A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a ~~design-builder~~ Design-Builder who has a ~~proposal~~ Proposal being evaluated and shall not be employed by the District or the PCD.

- C. The District shall refer the Proposals for recommendation to the selection committee.
- D. The selection committee and the District shall evaluate ~~proposals~~ Proposals taking into consideration the criteria

enumerated in **subdivisions subsections** (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

1. The financial resources of the design-builder to complete the project **(up to ten percent)**;
2. The ability of the proposed personnel of the design-builder to perform **(up to thirty percent)**;
3. The character, integrity, reputation, judgment, experience, and efficiency of the design-builder **(up to thirty percent)**;
4. The quality of performance on previous projects **(up to thirty percent)**;
5. The ability of the design-builder to perform within the time specified **(up to thirty percent)**;
6. The previous and existing compliance of the design-builder with laws relating to the contract **(up to ten percent)**; and
7. Such other information as may be secured having a bearing on the selection **(up to twenty percent)**.

NOTE TO BE DELETED: The percentages listed above must be modified so that they add up to 100%. This can be done directly in the policy, at the time the school board designates the Design-Build method for a specific project, or at a later time but before the RFP is published and sent out.

- E. The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84712.01.
- F. The District shall then evaluate and rank each ~~proposal~~ **Proposal** on the basis of best meeting the criteria in the ~~request for proposals~~ **RFP** and taking into consideration the recommendation of the selection committee.

12. ~~Procedures for Filing and Acting on~~ Formal Protests Relating to the Solicitation or Execution of ~~DB D-B~~ Contracts.

A. Definitions. For this section on "Formal Protests Related to the Solicitation of Execution of D-B Contracts" the following definitions apply:

- (1) Interested party shall mean an actual or prospective ~~bidder~~ **Design-Builder** whose direct economic interest would be affected by the award of a contract by the District to another party or by the failure of the District to award a contract to such actual or prospective ~~bidder~~ **Design-Builder**.
- (2) Protest shall mean a written objection by an interested party on any phase of the bidding **procurement** process, including specification, preparation, **bid solicitation performance criteria development, RFP, pre-qualification, ranking, contract negotiations**, and ~~intent to~~ award.

B. Right to Protest. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after ~~public notice of~~ the **bid event giving rise to the protest**. Protests based on alleged apparent improprieties in a solicitation or other request for ~~proposals~~ **Proposals** must be filed before ~~bid~~ **Proposal** opening or the ~~closing date~~ **deadline** for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the ~~design-builder~~ **Design-Builder**. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

- (1) The name and address of the interested party;
- (2) Appropriate identification of the relevant solicitation, and if a **bid Proposal** has been opened, its number, and date of opening;
- (3) A detailed statement of reasons for the protest;
- (4) Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and

(5) The action(s) the protestor desires the ~~school-district~~ District to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The ~~school-district~~ District shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the District.

C. **Authority to Resolve Protests.** Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protestor and all other ~~bidders~~ Design-Builders. If not satisfied with the decision of the Superintendent, any interested party protestor may appeal to the Board, but the decision shall be final unless the interested party protestor files a timely appeal with the Board.

D. **Board Appeal Procedures.** Any interested party protestor, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. ~~The school-district board of education~~

The Board shall consider the Decision of the Superintendent and shall make the final decision on the protest. The ~~school district board of education's~~ The Board's decision shall be final.

13. Refinements and Changes. A ~~DB~~ D-B Contract may be conditioned upon later refinements in scope and price and may permit the District, in agreement with the Design-Builder, to make changes in the project without invalidating the ~~DB~~ D-B Contract. Later refinements shall not, however, exceed the scope of the project statement contained in the RFP.

14. Adherence to Performance Criteria. Throughout the project, the PCD shall remain engaged on the project and shall be responsible for monitoring the Design-Builder's adherence to the Performance Criteria in the Design-Builder's performance of the D-B Contract. Upon PCD's observation that the Design-Builder's performance of the D-B Contract has or is reasonably likely to materially diverge from the Performance Criteria, the PCD shall promptly notify the District of such observation and the basis for the same.

15. Projects Excluded. The District shall not use a ~~design-build contract~~ Design-Build Contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

Adopted on: June 11, 2018
Revised on: July 12, 2021
Reviewed on: February 11, 2025

3047 Data Breach Response

I. Preparation

A data breach is an instance in which personal information as defined by state law or personally identifiable information as defined by federal law is released or accessed in an unauthorized manner. The district will implement and maintain reasonable security procedures and practices that are appropriate to the nature and sensitivity of the personal information handled by the district. In order to ensure compliance with state and federal law; in the event of a breach the following preparatory steps shall be taken.

A. Data Governance

The superintendent, or their designee, will create an annually updated data directory that will include:

1. Computing devices purchased by the district,
2. Software that is installed on district devices,
3. **Approved vendors/contractors that have access to personal information or personally identifiable information,**
4. Staff members with access to district devices,
5. Staff members with active usernames and passwords for any district software.

B. New Devices and Software

Any new software or device that is used in a district building for district purposes will be submitted to the superintendent or their designee for inclusion in the directory.

II. Incident Response Plan

A. Assessment and Investigation

1. If the District becomes aware of a data breach it will make every reasonable effort to remedy the cause of the breach as soon as possible.

2. The District will contact its cyber or relevant data breach insurance provider in the event of a suspected breach.
3. The District will conduct a good faith, reasonable, and prompt investigation to determine the likelihood that personal information has been or will be used for an unauthorized purpose.
4. This investigation will include, but not be limited to, an assessment of what software, hardware, and physical documents were accessed; which District personnel had access to the compromised data; and what specific data was compromised.

B. Notification of Effected Individuals

1. If the investigation determines that the use of information about a Nebraska resident for an unauthorized purpose has occurred or is reasonably likely to occur, the district shall give notice to the affected Nebraska resident.
2. Notice shall be made as soon as possible and without unreasonable delay, consistent with the legitimate needs of law enforcement and consistent with any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the computerized data system.

C. Notification of Law Enforcement and Outside Organizations

1. Should notice of the breach be required to any individual, notice of the breach will be simultaneously sent to the Nebraska Attorney General's office.
2. The Superintendent will determine if the Family Policy Compliance Office will be notified of the breach.
3. The Superintendent will determine if the Privacy Technical Assistance Center will be notified of the breach.

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: August 9, 2021; March 10, 2025

3057 Title IX

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

~~**Nondiscrimination.** The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at Title IX Coordinator, 601 W 8th Street, PO Box 288, Superior, NE 68978, jfierstein@superiorwildcats.org, 402-879-3257. The school district's nondiscrimination policy and grievance procedures are included this policy, or can be accessed at: <https://www.superiorwildcats.org/>. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.~~

~~**Publication Notice.** The school district will include the following notice on its website and in each handbook, catalog, announcement, bulletin, application form, and other places as required by law:~~

~~The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: <https://www.superiorwildcats.org/>~~

~~**Retaliation Prohibited.** Retaliation, including peer retaliation, is prohibited in the school district's education program or activity. If the school district has information about conduct that reasonably may constitute retaliation under Title IX, it may be required to treat it as an allegation of sex discrimination. Upon receiving a complaint alleging retaliation, the school district will initiate its grievance procedures or informal resolution process.~~

Definitions. As used in this policy, the following terms are defined as follows:

Complainant means an employee, a student, or a parent, guardian, or other individual with the legal right to act on behalf of a complainant who is alleged to have been subjected to conduct that could constitute sex discrimination, including sex-based harassment; or any other person who may have been subjected to sex discrimination when that person was participating or attempting to participate in the school district's education program or activity.

Complaint means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged sex discrimination under Title IX.

Consent for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. School district officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

Respondent means a person who is alleged to have violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that the school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

Sex-based harassment prohibited by this part is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex that is:

Quid pro quo harassment. An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's

education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in the school district's education program or activity.

Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

Sex Offenses, Forcible—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

- **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of

~~giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.~~

~~**Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.~~

- ~~● **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law~~
- ~~● **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent~~

~~**Dating violence** meaning violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length and type of relationship and the frequency of interaction between the persons involved in the relationship;~~

~~**Domestic violence** meaning felony or misdemeanor crimes committed by a person who:~~

- ~~● Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the school district, or a person similarly situated to a spouse of the victim;~~
- ~~● Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;~~
- ~~● Shares a child in common with the victim; or~~
- ~~● Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction~~

~~**Stalking** meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.~~

~~**Response to Sex-based Harassment.**~~

~~**All Employees.**—All school district employees must notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination, including sex-based harassment under Title IX.~~

~~**Title IX Coordinator.** The school district will designate and authorize at least one employee as the school district's "Title IX Coordinator," to coordinate the school district's efforts to comply with its responsibilities under Title IX and this policy. The superintendent or Title IX Coordinator is authorized to delegate specific duties to one or more designees.~~

~~For conduct that could constitute sex-based harassment, the Title IX Coordinator must take the following actions:~~

- ~~• Offer and coordinate supportive measures for the complainant and for the respondent;~~
- ~~• Notify the complainant or the individual who reported the conduct of the grievance procedures and, if appropriate, the informal resolution process.~~
- ~~• Take other appropriate steps to avoid the recurrence of sex discrimination and restore or maintain equal access to the school district's programs and activities.~~

~~**Supportive Measures.** The school district will provide supportive measures, as appropriate, in cases involving sex-based harassment. These measures may include but are not limited to: counseling; extending deadlines; increased supervision; no-contact directives; leaves of absence; changes in class, work, or activities, regardless of whether there is a comparable alternative; and training and education programs related to sex-based harassment. Supportive measures may be continued, modified, or discontinued at the conclusion of any grievance process. Supportive measures will not be disclosed to anyone other than the person to whom they apply and others, including school officials, who need to know the supportive measures to implement them.~~

~~**Requests to Modify Supportive Measures.** A complainant or respondent may request modification or reversal of the school district's decision to provide, deny, change, or terminate supportive measures applicable to them. Requests must be made to the Title IX Coordinator in writing, and an impartial individual will review the request.~~

~~**Students with Disabilities.** If the complainant or respondent is a student with a disability, the Title IX Coordinator will consult with one or more members of the student's IEP or Section 504 team to determine compliance with those laws while implementing supportive measures and all other requirements of this policy and Title IX.~~

~~**Emergency Removal.** The school district is authorized to remove a respondent from the school district's education program or activity on an~~

~~emergency basis, provided that the school district undertakes an individualized safety and risk analysis; determines that an imminent and serious threat to the health or safety of a complainant or other persons arising from the allegations of sex discrimination justifies removal; and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.~~

~~**Administrative Leave.** The school district is authorized to place an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures.~~

~~**Informal Resolution.** The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged in sex-based harassment of a student or informal resolution would be contrary to law. Prior to initiating informal resolution, the parties will be provided with notice of the allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and respondent, the ability to withdraw from the process, and the right to resume the grievance process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process.~~

~~The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.~~

~~If informal resolution is offered, the school district will maintain all evidence gathered, communications about the informal resolution process, and the agreement reached. This information will be disclosed to outside individuals only as permitted by law and if required to implement the requirements of the agreement or Title IX. If no agreement is reached, only relevant and permissible evidence received during the informal resolution process will be considered during the grievance process.~~

~~**Grievance Procedures to Resolve Complaints of Sex Discrimination.** Any person designated as Title IX Coordinator, investigator, or decision maker will not have a conflict of interest or bias for or against any party, generally or specifically. The decisionmaker may be the same person as the Title IX Coordinator or investigator.~~

~~**Complaint.** Complaints of sex-based harassment may only be made by a complainant; a parent, guardian, or other individual with the legal right to~~

~~act on behalf of a complainant; or the Title IX Coordinator. Complaints of sex discrimination (excluding complaints of sex-based harassment) may be made by any person who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.~~

~~**Complaint by Coordinator.** In the absence of a complaint made by any other individual, the Title IX Coordinator will determine whether to initiate a complaint of sex discrimination. The Title IX Coordinator must consider, at a minimum, the following factors:~~

- ~~• The complainant's request not to proceed with the initiation of a complaint;~~
- ~~• The complainant's reasonable safety concerns regarding the initiation of a complaint;~~
- ~~• The risk that additional acts of sex discrimination would occur if a complaint is not initiated;~~
- ~~• The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;~~
- ~~• The age and relationship of the parties, including whether the respondent is an employee of the school district;~~
- ~~• The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;~~
- ~~• The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and~~
- ~~• Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.~~

~~If the Title IX Coordinator initiates a complaint, they will notify the complainant prior to doing so and address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.~~

~~**Consolidation of Complaints.** The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references in this section to a party, complainant, or respondent include the plural, as applicable.~~

Basic Procedures. This grievance procedure is governed by the following basic requirements:

- A respondent is presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedure;
- The school district will treat the complainant and respondent equitably throughout the grievance process;
- The school district will take reasonable steps to protect the privacy of individuals participating in the grievance process in a manner that does not restrict the parties from obtaining and presenting evidence, speaking to witnesses, consulting with family members or advisors, or otherwise participating in the grievance process;
- The District will use the following timelines for each complaint, but the Title IX Coordinator or designee may extend them as needed:

Major Stage	Target Duration (calendar days)
Completion of the school district's decision whether to dismiss or investigate a complaint of sex discrimination	1-15
Investigation	1-30
Determination	1-30
Appeal	1-20

Notice of Allegations. Upon initiation of the grievance procedure, the school district will provide notice of the allegations to the parties whose identities are known. The notice will include a copy of this policy; the parties involved in the incident(s); the conduct alleged to constitute sex discrimination; and the date(s) and location(s) of the alleged incident(s), if available. Retaliation is prohibited.

If the school district decides to investigate additional allegations of sex discrimination that are not included in the initial notice, the school district will provide notice of the additional allegations to the parties.

Complaint Investigation. The burden is on the school district to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. The individual investigating and deciding the complaint will:

- Provide an equal opportunity for the parties to present fact witnesses and relevant and permissible evidence;
- Objectively review all evidence gathered through the investigation and determine what evidence is relevant and permissible;
- Provide each party with an accurate description of the relevant and permissible evidence, and upon request, copies of this evidence;
- Provide the parties a reasonable opportunity to respond to the evidence;
- Use a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility, but credibility will not be based upon any individual's status as a complainant, respondent, or witness; and
- Take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Relevant and Permissible Evidence. The school district will consider relevant and permissible evidence. Relevant evidence is evidence related to the allegations of sex discrimination under investigation as part of the grievance procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Generally relevant evidence is permissible, but does not include:

- Evidence that is protected under a privilege as recognized by Federal or State law;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional in connection with the provision of treatment to the party or witness unless the school district obtains that party's or witness's voluntary, written consent for use in this grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless that evidence is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the

~~complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.~~

~~**Determining Whether Sex Discrimination Occurred.**—The school district will:~~

- ~~• Use the preponderance of the evidence standard of proof, that it is more likely than not, to determine whether sex discrimination occurred;~~
- ~~• Use only relevant and permissible evidence to reach a determination;~~
- ~~• Notify the parties in writing of the determination whether sex discrimination occurred, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;~~
- ~~• If there is a determination that sex discrimination occurred, coordinate and provide remedies to restore equal access, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur;~~
- ~~• Not discipline a party, witness, or others participating in a school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.~~

~~**Dismissal of a Complaint.**—A complaint of sex discrimination made through the grievance procedure may be dismissed for any of the following reasons:~~

- ~~• The school district is unable to identify the respondent after taking reasonable steps to do so;~~
- ~~• The respondent is not participating in the school district's education program or activity and is not employed by the school district;~~
- ~~• The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that without the complainant's withdrawn allegations, the remaining alleged conduct would not constitute sex discrimination even if proven;~~
- ~~• The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint under this paragraph, the school~~

~~district must make reasonable efforts to clarify the allegations with the complainant.~~

~~Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.~~

~~The school district will notify the complainant that a dismissal may be appealed and provide the complainant with an opportunity to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent that the dismissal may be appealed on the bases set out in this policy. Upon the dismissal of a complaint, at a minimum, the school district will:~~

- ~~• Offer supportive measures to the complainant, and offer supportive measures to the respondent if the respondent has been notified of the complaint;~~
- ~~• Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.~~

~~**Appeal.** The school district will provide the parties the opportunity to appeal the decisionmaker's written determination or a dismissal of a complaint, on the grounds identified below. The school district will implement appeal procedures equally for the parties, including a reasonable and equal opportunity to make a statement in support of or challenging the outcome being appealed. Appeals under Title IX, like other comparable proceedings, will be handled consistent with the school district's general complaint policy.~~

~~**Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the superintendent within three (3) calendar days of the party's receipt of (1) the written determination of whether sex discrimination occurred from which the appeal is taken, or (2) the written dismissal of the complaint from which the appeal is taken.~~

~~**Notice of Appeal Filed By Party.** The Notice of Appeal must include (a) the name of the party or parties appealing, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise~~

~~statement of the specific grounds (from the following subsection) upon which the appeal is based.—A party’s failure to timely submit a Notice of Appeal will be deemed a waiver of the party’s right to appeal under this policy and Title IX.~~

~~**Appeals of Dismissals.**—If a dismissal is appealed, the school district will provide notice of the allegations to the complainant and respondent if not provided previously.~~

~~**Appeal Decision.**—The decisionmaker for the appeal will be an individual who did not take part in the investigation, determination, and/or decision to dismiss the complaint. The appeal decisionmaker will notify the parties of the result of the appeal and the rationale for the result.~~

~~**Disciplinary Sanctions and Remedies.**—If it is determined that sex-based harassment occurred, the school district may impose disciplinary sanctions that may include suspension, expulsion, mandatory reassignment, adverse employment action up to and including termination, or any other actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.~~

~~**Superintendent Authorized to Contract.**—The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the school district’s investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.~~

~~**Recordkeeping.**—The school district will maintain the following documents for a period of at least seven years:~~

- ~~● For each complaint of sex discrimination, records documenting the informal resolution process or grievance procedures and the outcome.~~
- ~~● Records documenting the actions the school district took to meet its obligations under Title IX for any allegation of sex discrimination.~~

- ~~• All materials used to provide training as required by this policy. The school district will make these training materials available upon request for inspection by members of the public.~~

Adopted on: August 10, 2020

Revised on: July 11, 2022; June 10, 2024

Reviewed on: August 9, 2021; April 14, 2025

4051
Staff and District Social Media Use

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

I. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. School-Affiliated Social Media Use

1. Any social media account which purports to be “the official” account of the school district (e.g., “Wildcat Wrestling”), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district’s business purpose. Staff members may not use “official” accounts for personal use.
2. Staff ~~may be~~ **are** required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.
4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections. **They are also not allowed to make any press releases or other official communications on behalf of the district without prior administrative approval. In other words, staff do not speak “for the district” directly or indirectly unless specifically authorized and directed to do so.**

II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use

A. General Use and Conditions

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board’s policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record

retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

B. Acceptable Use

- ~~1. Staff may use social media for instructional purposes.~~
2. Staff may use social media for school-related communication with fellow educators, **students**, parents, and patrons. **Student communication must be consistent with the district's professional boundaries policies and expectations.**
3. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter. **This includes spotting AI-generated content, fakes, spoofs, and discerning the quality and reliability of content.**
4. Staff may access personal accounts on personal devices during planning time and lunch time.

C. Unacceptable Use

1. Staff shall ~~not~~ **never** access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.
2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.

3. Staff shall not access social media networking sites such as Facebook, ~~Twitter X, and~~ Instagram, ~~Snapchat, and TikTok~~ on school-owned devices or during school time unless ~~such access is for an educational activity which has been preapproved by the staff member's immediate supervisor~~ permitted by district policy or preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

III. School-Affiliated Digital Content

A. General Use and Conditions for School-Affiliated Accounts

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, ~~blogs~~, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

B. Moderation of Third Party Content

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on

the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages **or tags or links to official school accounts on another account** may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, **lascivious, true threat**, or appeals to prurient interests;
2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;
3. Contains **fighting words or content that is** threatening, harassing, or discriminatory ~~words or phrases~~;
4. **Advocates, promotes, or encourages the use of drugs, alcohol, or other prohibited substances;**
5. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
6. Contains any other threat to the safety of students and staff.

The district may restrict access to its official accounts for violations of these rules, such as deleting comments or prohibiting comments. Accounts that are not official school accounts are those owned and operated by board members and employees for their personal use, even if they discuss school matters.

Every **official school** account administrator must keep a copy of any removed content **or banned/blocked individual account** and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

Adopted on: June 11, 2018
Revised on: _____
Reviewed on: November 8, 2021

4057 Superintendent Evaluation

The board shall observe and evaluate the superintendent based upon actual classroom observations for an entire instructional period at least twice during his first year of employment and at least once each year thereafter. Additional evaluations may be conducted at the discretion of the board. For the purposes of this policy, "actual classroom observation" shall mean observing the superintendent performing activities that are typical of his or her position. An "entire instructional period" for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of some aspect of the superintendent's work during the semester for no less than 40 minutes.

Purpose. The purposes of the formal job evaluation are:

1. To provide a means of rational, structured communication between the board and superintendent to create a more constructive and effective working relationship.
2. To provide a basis for commending, rewarding and reinforcing good work, as well as identifying areas where the superintendent needs to improve.
3. To clarify the superintendent's role and inform the superintendent of the board's expectations.

Dates. Unless otherwise provided for in the superintendent's employment contract, the first year evaluations should take place (1) at or prior to the October board meeting, and (2) at or prior to the January board meeting. Annual evaluations shall **generally** take place ~~at a board meeting held~~ during the month before the date in the superintendent's employment contract by which the board must notify the superintendent of its intention to consider the nonrenewal or amendment of the contract. In the absence of such a contract provision, the annual evaluation should take place at or prior to the March board meeting. The Superintendent shall remind the Board members in writing at least 45 days before the date of each upcoming evaluation and shall make his evaluation an agenda item for the board meeting.

Evaluation Document. The superintendent shall submit a recommended evaluation document to the board. The board shall meet and discuss the proposed document with the superintendent. The board may amend and adopt the proposed evaluation document. The board may amend the document or adopt a new document without amending this policy. The superintendent shall submit the evaluation document to the Nebraska Department of Education.

Evaluation Procedures. Each board member shall have the opportunity to complete a draft evaluation document. The board president shall compile the individual draft evaluations into a single and final evaluation, provide a copy to the superintendent, and discuss it with him or her. **If the superintendent's evaluation is conducted at a board meeting,** the superintendent's evaluation may be conducted in closed session if it is necessary to prevent needless injury to the superintendent's reputation and if he or she has not requested it be done in open session.

Deficiencies. If deficiencies are noted in the superintendent's work performance, the board shall provide the superintendent at the time of the observation with a list of deficiencies and a list of suggestions for improvement and assistance in overcoming the deficiencies. The board shall also provide the superintendent with follow-up evaluations and assistance when deficiencies remain, a timeline for improvement, and sufficient time to improve. In the alternative, the board may rely upon the superintendent's education, training, and expertise and require him or her to submit a "list of suggestions for improvement" or plan of improvement for the board's consideration.

Personnel File. The evaluation shall be signed by the board president (or other member of the board) and the superintendent. The superintendent shall place a copy of the evaluation in his or her personnel file. The superintendent may provide a written response to the evaluation to the board. A copy of the response shall also be placed in the superintendent's personnel file. The board may meet with the superintendent to discuss the written response.

Policy Limitation. The evaluation procedures are included in this policy as a result of the board's statutory obligation to evaluate the superintendent and do not give the superintendent any rights not provided by statute. The board's failure to comply with any procedures provided in this policy but not required by law shall not prohibit the board from taking any action regarding the superintendent's employment, up to and including the nonrenewal, amendment, or cancellation of the employment contract.

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: November 8, 2021

4059
Behavioral and Mental Health Training

All public school employees who interact with students and any other appropriate personnel are required to complete ~~at least one hour of~~ behavioral and mental health training with a focus on suicide awareness and prevention training every year. ~~The training may include, but need not be limited to, topics such as identification of early warning signs and symptoms of behavioral and mental health issues in students, appropriate and effective responses for educators to student behavioral and mental health issues, trauma-informed care, and procedures for making students and parents and guardians aware of services and supports for behavioral and mental health issues.~~

The superintendent will determine the appropriate personnel required to receive the training.: The training materials for this training must be included in the Nebraska Department of Education's list of approved training materials. ~~The length of the training shall be a reasonable amount as determined by the school board.~~

These employees must complete the training designated by the school district or superintendent no later than October 31 of each school year or within 30 days of their initial employment, whichever is later. Failure to complete this training may subject the employee to employment-related discipline.

Adopted on: June 11, 2018

Revised on: June 12, 2023

Reviewed on: November 8, 2021

5001 Compulsory Attendance and Excessive Absenteeism

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend an exempt school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending exempt schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student
4. Death or serious illness of the student's family member

5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer ~~will follow the attached procedure for addressing barriers to the student's attendance.~~ may send written notification of the student's total absences to the student's parent or guardian. When a student receives **10** unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives **15** unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Making Up Absences (Optional – Remove or revise based on your District's practices.)

When a student receives [X] unexcused absences or the hourly equivalent in any semester, the student shall be required to make up those absences

through attendance in [insert program]. Absences shall be made up at a rate of [insert rate.]

Adopted on: June 11, 2018

Revised on: June 10, 2024

Reviewed on: December 13, 2021; July 15, 2024

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.
 - iv. The district will also comply with any survey requirements found in ~~Policy 5108~~—the district's policy on Parent Involvement in Education Practices.

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: June 11, 2018

Revised on: _____

Reviewed on: December 13, 2021

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.

For purposes of the district's compliance with state and federal law, **and subject to the limitations in the paragraph above**, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is JMC.

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. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School officials" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law

enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

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: June 11, 2018

Revised on: July 8, 2019; July 13, 2020

Reviewed on: January 10, 2022

5018

Parent ~~and Guardian~~ Involvement ~~In~~ in Education Practices

For purposes of this policy, “parent” includes a parent, guardian, or educational decisionmaker (a person designated or ordered by a court to make educational decisions on behalf of a student).

The school district recognizes the importance of parental ~~and guardian~~ involvement in the education of their children. ~~To the extent practicable, the school district will make a reasonable effort to make any learning materials, including original materials, available for inspection by a parent upon request.~~

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

1. ~~Parents/Guardians will be provided access, as described in district procedures, to district-approved~~ textbooks, tests, activities information; digital materials; websites or applications used for learning; training materials for teachers, administrators, and staff; procedures for the review and approval of training materials, learning materials, and activities; and other curricular materials ~~and tests used in the district upon request.~~ as follows;
 - a. A parental request to review specific approved ~~textbooks and other district- or building-approved~~ curricular materials (written, visual, ~~and~~ or audio) should be made to the principal of the building where the ~~textbooks and curriculum~~ curricular materials are used.
 - b. ~~Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the~~ The building principal will assess the request and determine the allowable volume and time frame of the review to prevent disruption ~~of the instructional process~~ to the efficient operations of the district.
 - c. The purpose of this provision is to allow reasonable access to the extent practicable. Individuals who make requests (a) for the purpose of adding staff burden; (b) at an unreasonable frequency or volume; or (c) for purposes inconsistent with the efficient operations of the district may be denied access to materials.

- d. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/~~Guardians~~ will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents/~~guardians~~ are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/~~guardian~~-observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
 - b. Parents/~~guardians~~ may contact the building principal to request permission to attend counseling sessions in which their child is involved.
 3. ~~Parents/guardians will be permitted, within district procedures, to ask~~ ~~may request~~ that their children be excused from ~~testing (except as provided below), classroom instruction, learning materials, activities, guest speaker events, and other school experiences ("school events")~~ that ~~parents~~ find ~~objectionable~~.
 - a. ~~Parents must submit this request in writing to the building principal for consideration.~~
 - b. Building principals may excuse a student from any ~~single school events experience~~ at the parent's written request if, in the principal's professional judgment, ~~excusal from the activity would not result in diminution of the student's educational experience.~~

- c. When ~~the building principal determines it appropriate appropriate~~, alternative experiences ~~will~~ ~~may~~ be provided for the student by the school.
4. Parents/~~guardians~~ will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents/~~guardians~~ will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Parents/~~guardians~~ will be informed of the circumstances under which they may opt-out of state and federal assessments.
 - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/~~guardians~~ of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.

b. State Assessments

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

c. National Assessment of Educational Progress

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

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

7. Parents/~~guardians~~ will be notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents/~~guardians~~ may restrict their child from participating in any survey.
 - c. If the school administers (1) a survey requesting that students provide sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation, or any other information that the school board deems to be sensitive in nature or (2) a non-anonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use, the school district shall, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers of students that are to receive such survey. The notice will be made through the school's electronic notification system or by physical mail to the address on file for the student. The notice will describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed.
 - d. Parents have the right to: (1) request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, (2) review the survey in person at the school, and (3) exempt their child from

participating in the survey.

- e. Unless required by federal or state law or regulation, school personnel administering any survey shall not disclose personally identifiable information of a child.
- f. No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.
- g. The district will also comply with any survey requirements found in the district's policy on Protection of Pupil Rights.

8. The district will make this policy accessible by a prominently displayed link on its public website. Any amended policy will be made accessible within a reasonable time of its amendment.

Adopted on: June 11, 2018

Revised on: January 11, 2021

Reviewed on: July 8, 2019; July 13, 2020; January 10, 2022; June 13, 2022;
June 12, 2023; June 10, 2024

5031 Student Appearance

~~Any manner of dress, hair style, make up, cleanliness, or personal appearance that constitutes a threat to the safety, health, welfare, or morals of the student or others; violates any statute; interferes with the education process, or school officials can reasonably predict will interfere with the education process; or causes or may cause excessive maintenance problems in the school, may be grounds for corrective or disciplinary action. The superintendent or designee may institute specific dress code regulations in any school consistent with board policy.~~

General Regulations. The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Altering a student's appearance or removing or altering a student's attire without consent from their parent/guardian/caregiver is not allowed. Additionally, students' hair should not be permanently or temporarily altered by school personnel.

Cultural and Religious Attire. Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

Any person who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any public or private location where the person is otherwise authorized to be on school grounds or at any school function.

Health and Safety Considerations. Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

Health and Safety Accommodation Process. If a health and safety standard accommodation is necessary, the District will:

1. Engage in a good-faith effort to reasonably accommodate the student and
2. Notify the student's parent or guardian of such an attempt to accommodate the student's appearance or any attire, tribal regalia, hairstyles, adornment, or other characteristic associated with race, national origin, or religion
3. Attempt to obtain consent from a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire, tribal regalia, hairstyle, adornment, or other characteristic associated with race, national origin, or religion.

Recordkeeping. The District will record efforts made to accommodate a student's appearance, attire, hairstyle, adornment, or other characteristics associated with race, religion, sex, disability, or national origin. Each record must include: the student's name; federally identified demographic characteristics; date of the occurrence; the health and safety standard relating to the accommodation; the nature of the accommodation requested; staff involved; communication with parents/guardians/caregivers, and; the outcome of the effort.

Enforcement. Violations of this policy shall be addressed in a manner consistent with the board's policies regarding student discipline.

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: January 10, 2022

6025 Student Cell Phone and Other Electronic Devices

Students may not use cellular phones or other electronic devices while at school without express permission from the administration. If allowed, they must do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Students may not use cellular phones during the school day. The District will provide each student with a Yondr bag, and students must lock their cellular phone and other electronic communication devices in the Yondr bag upon entering the school. The student may unlock the bag upon exiting the school at the end of the school day.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including or any calls or downloads.

Students who violate this policy may have their cell phones or electronic devices confiscated immediately. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

(COMPLETE BAN OPTION)

Students may NOT use cellular phones or other electronic devices while at school during school hours.

Any student who is found to be in possession of any cellular phone, or other electronic device (AirPods, personally-owned tablet, gaming device, etc) during school hours is in violation of this policy and the student code of conduct.

Staff who discover students in possession of a cellular phone or electronic device while at school during the school day will immediately confiscate the device and turn it into the administration.

In addition to the disciplinary consequences imposed, a parent or legal guardian of the offending student must pick up the confiscated devices from the office in person. The administration will return the device to the parent or guardian, after meeting with the parent or guardian to discuss the rule violation.

Students who repeatedly violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including expulsion.

ELEMENTARY

Cell Phones and Other Electronic Devices

Electronic devices include, but are not limited to, cell phones, pagers, personal tablets, mp3 players, and laser pointers.

Regulations on Use

1. Elementary students, grades K-5, are prohibited from using cell phones and other electronic devices while at school, except as provided in this policy.
2. Elementary students may use cell phones and other electronic devices on school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or disruption. Students

may not have cell phones and electronic devices while they are in locker rooms, classrooms, or restrooms.

3. Students must keep their cell phones and electronic devices in their lockers during school hours.

4. Elementary students may not use cell phones and electronic devices while riding in school vehicles unless they have express permission to do so from the driver of the vehicle.

5. Elementary students shall be personally and solely responsible for the security of their cell phones and other electronic devices. The district is not responsible for theft, loss, or damage to cell phones or other electronic devices.

6. Elementary students who violate this policy will have their cell phones and other electronic devices confiscated immediately. The administration will return confiscated electronic devices to the offending student's parent or guardian after a meeting to discuss the violation.

Adopted on: June 11, 2018

Revised on: May 9, 2022; January 9, 2023

Reviewed on: April 11, 2022

6031 Emergency Exclusion

Grounds for Emergency Exclusion. Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

(a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

(b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers that prompted the exclusion.

Extension of Exclusion. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing. The notice shall include notice of a recommended hearing examiner and an alternate hearing examiner for consideration by the parent(s) or guardian(s) if a hearing is requested.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit a request for a hearing on the proposed extension of the exclusion within one school day of receiving the notice of the proposed extension.

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within ~~two~~ **one** school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. The parent(s) or guardian(s) shall notify the superintendent within one school day of receiving notice of the recommended extension and proposed hearing examiner and alternate hearing examiner if the alternate hearing examiner is preferred.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within ten school days after the initial date of exclusion; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony. The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify. The school district shall make available to testify at the hearing any employee who is a witness to the matter upon request from the parent(s) or guardian(s).

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

Adopted on: June 11, 2018

Revised on: June 10, 2024

Reviewed on: May 9, 2022

6034 Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the “most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed.”

The School District will:

- a. Require all coaches and trainers to complete **a training course approved by the Chief Medical Officer ~~one of the following on-line courses~~** on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:
 - ~~Heads UP Concussions in Youth Sports~~
 - ~~Concussion in Sports—What You Need to Know~~
 - ~~Sports Safety International~~
 - ~~ConcussionWise~~
 - ~~ACTive™ Athletic Concussion Training for Coaches; and~~

- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - 1 The signs and symptoms of a concussion;
 - 2 The risks posed by sustaining a concussion; and
 - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed health care professional;

- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and

- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall ~~be the guidance follow the model provided by the Nebraska Department of Education. entitled "Bridging the Gap from Concussion to the Classroom," and accompanying materials and future supplements.~~ Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: May 9, 2022

Substitute Pay		
ESU 9 Schools	2024-25 Rate	Long Term Rate
Adams Central	169.76	1/185 of Base Salary
Aurora	\$145	1/185 of Base Salary
Blue Hill	\$155.00	\$205.00
Doniphan-Trumbull	\$142.35	\$181.00
Giltner		
Hampton	\$140	\$180
Harvard	\$150	\$190
Hastings	165	1/185 of base
Kenesaw	\$150	1/184 of Base
Lawrence-Nelson		
Red Cloud	136	216
Sandy Creek		
Silver Lake		
Superior	\$145	\$214/Day
Sutton		



Superior Curriculum Report

2024-2025 School Year

Tricia Kuhlmann, Curriculum Director

Curriculum & Assessment Tasks

During Inservice days this year, teachers worked on specific curriculum tasks that align with our Long Range Plan. Tricia also met with individual teachers throughout the school year to complete necessary tasks during their plan time or for longer periods of time when subs were available.

- Technology, Foreign Language, Music: *Curriculum Validation*
- Visual Arts, Wellness (SEL, PE, Health): *Curriculum Development*
- 6-12 Math: *Continued Instructional Planning Resources (IPRs), Assessment Development & Validation*
- 6-12 Science: *Zoology Curriculum Development, Continued Instructional Planning Resources (IPRs), Assessment Development & Validation*
- 6-12 ELA: *Continued Instructional Planning Resources (IPRs), Assessment Development & Validation*
- 6-12 Social Studies: *Continued Instructional Planning Resources (IPRs)*
- CTE: *Continued Instructional Planning Resources (IPRs)*
- K-5 Teachers: *ELA Assessment Development, Full Implementation of Math Curriculum, Assessments, and Standards-Referenced Grading*

Curriculum Developed

The following curriculum was written during the 2024-2025 school year. Teachers will validate this curriculum during the 2025-2026 school year. School Board approval is not needed yet.

- K-12 Visual Arts

June 9, 2025

- PreK-12 Social Emotional Learning & Career Readiness
- K-12 Physical Education and Health

Curriculum Validated

The following curriculum was written during the 2023-2024 school year and was validated by teachers during the 2024-2025 school year. Technology and Foreign Language are ready for approval by the School Board.

- [Technology Curriculum](#)
 - Included Introduction to Business Technology (8th grade) and Foundations of Computing (High School). These were written previously as part of the CTE SAC.
- [Foreign Language Curriculum](#)
- 6-12 Music Curriculum was validated, but we will wait until K-5 is validated during the 2025-2026 school year to submit for School Board approval.

Long Range Plan

The CCC approved a [new Long Range Plan](#). We were almost through the original 10-year plan! This plan will guide the yearly curriculum tasks. The CCC reviews the Long Range Plan every year and makes adjustments as needed.

Instructional & Assessment Practices

The CCC revised [Instructional & Assessment Practices](#) this year. It contains many of our core beliefs and is the foundation of our curriculum and assessment work. It helps drive decisions by administrators and guides teachers towards high-quality instruction and assessment practices that are best for student learning.

Vehicles			Purchased	Price
Bus #6	Do not need		10/26/05	\$100,000
Bus #16	Not in good shape		8/12/15	\$100,000
Van #3	Over 220,000 miles		8/22/11	\$24,750
Van #8	Not in good shape		1/5/08	\$21,732
2010 Impala	15 years old with over 200,000 miles		9/12/19	\$4,215
2005 Impala	20 years old with over 200,000 miles		6/16/05	\$17,897
Shop Equipment				
Wood lathe	Replacing with Perkins Grant			
Router table	Replacing with Perkins Grant			
Table Top Router Table	Replacing with Perkins Grant			
Table Top Disc and Belt Sanders	Worn out			
Drill press	Do not need			
Miller 200 Wire Welder	Worn out			
.035 wire whip	Well used			
Snow Blower	Has not been used in over five years. Don't know if it even runs			
Laser Engraver (trash)	Technology is outdated and we cannot purchase technology to update it.			

NASB BOARD QUICKS

A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS

2,000,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

To register for an NASB event, click on the 'My Membership' link, then navigate to the 'Events' dropdown and select 'Register'. If you do not have an email and password to log in or have forgotten it, please contact NASB at 402-423-4951 for assistance. All Dates & Locations Tentative & Subject to Change

JOIN US!

Events & Networking - <https://members.nasbonline.org/events>

Where Will NASBe This Month?*



- Ainsworth
- Atlanta, GA
- Cozad
- Dundy Co Stratton ESU 6
- Hitchcock County
- Kearney
- Lincoln
- Logan View
- Portland, OR
- Schuyler
- St. Petersburg, FL
- Wauneta-Palisade
- West Holt
- Wynot

For ... Advocacy, Board Retreats, Engagement, Events, National Meetings, Strategic Planning, and more!

*Items currently scheduled

Now Hiring - Part-time, Events & Engagement Assistant

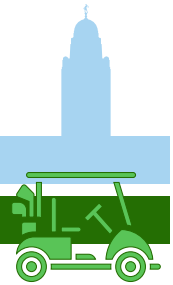
Visit the **ABOUT US** page for more information!
<https://members.nasbonline.org/about-us>



Final Day of the 2025 Legislative Session was Monday, June 2

NASB Member Golf Outing - Wednesday, June 11 - Kearney

Email sendorf@NASBonline.org for more information



School Law Seminar - June 11-12 - Kearney



NASB Networking & Legislative Lunch - Tuesday, June 17 - Logan View

Board Academy Collaboration Lunch & Learn - Wednesday, June 18 - Webinar



Leadership Workshop - Monday, July 28 - Gering

Leadership Workshop - Tuesday, July 29 - Kearney

Leadership Workshop - Wednesday, July 30 - Lincoln



Continued on Page 2



Leadership

Innovation

Vision

Engagement

#liveNASB

#weLIVEhere

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Area Membership Meetings run Tuesday, August 19 through Wednesday, September 24

Valentine - Gering - Kearney - York - Norfolk - North Platte - Omaha - Nebraska City - Fremont



Labor Relations - Board Academy Collaboration Lunch & Learn
State Education Conference - New Board Member Workshop

YOUR 2025 PLATINUM AFFILIATES

If your business would like to become an Affiliate Member of NASB, please visit: <https://members.nasbonline.org/about-us/affiliate-members>

Leadership

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