

Regular Meeting  
Monday, December 14, 2020 7:00 PM

Franklin Public Schools Media Center  
1001 M Street  
Franklin, NE 68939

## **Agenda**

1. Call the Meeting to Order
2. Roll Call
3. Verification of Open Meetings Act Notice
4. Verification of Publication of Meeting Notice
5. Consider and Approve the Current Board Meeting Agenda
6. The Flyer Way
7. Visitor Comments
8. Action Items
  - 8.1. Consent Agenda
    - 8.1.1. Minutes of Previous Meeting
    - 8.1.2. Monthly Financial Report
    - 8.1.3. Claims
  - 8.2. Consider, Discuss and Approve Invoice from R&R SALES & SERVICE, INC in the Amount of:
    - \$27.60 for mower oil
    - \$57.13 for mower filters
  - 8.3. Consider, Discuss and Approve Invoice from Shad's Auto, Inc in the Amount of:
    - \$102.95 for (1) Fuel Additive
  - 8.4. Consider, Discuss and Approve Resignation of Mr. Clark Vetter at the end of the 2020-2021 School Year
  - 8.5. Consider, Discuss, and Approve Contract for Jeramy Bartels as Industrial Technology Instructor for the 2021-2022 School Year
  - 8.6. Consider, Discuss and Approve Policies 2008, 3001, 3004.1, 4043, 5018 and 5067 and Rescind All Former Policies of Same Numbers
  - 8.7. Consider, Discuss and Approve Wellness Policy 5052 and Rescind Current Wellness Policy of Same Number
9. Superintendent Evaluation
10. Negotiations Update
11. Elementary Principal's Report
12. Secondary Principal/Activities Director's Report
13. Superintendent's Report
14. Positive Comments
15. Adjournment

# THE FLYER WAY

**BE SAFE BE RESPECTFUL BE RESPONSIBLE**  
**STUDENTS NOMINATED THIS MONTH**

November 2020

Boden Bush- Flyer of the Month

Gus Haack  
Kealey Lennemann  
Ayla Ferguson  
Cody Schlotthauer  
Jane Antholz  
Tate Holmes  
Deikan Clapp  
Livia Peterman  
Austin Smith  
Winston Cline  
Zander Lauritson

Miles Cleveland- Flyer of the Month

Mateo Salinas  
Elliana Kolomi  
Halsey James  
Hannah Furrey  
Bailey Lennemann  
Josh Cooper  
Alexa Goosic  
Sadie Pritchard  
Isaac DeJonge  
Kaitlyn Schurman

**SUCCESS THROUGH THE FLYER WAY HAPPENS AT FPS EVERY DAY!**

## Regular Meeting

Monday, November 9, 2020 7:00 PM

### 1. Call the Meeting to Order

The regular, meeting of the Franklin Public School Board was opened at 7:00 PM.

### 2. Roll Call

Attendance Taken at 7:00 PM. **Present:** Mike Bartels, Raquel Felzien, James Haussermann, Scott Herrick, Windy Ingram, Barbara Overleese. Present: 6.

### 3. Verification of Open Meetings Act Notice

Board Member Windy Ingram verified that the Open Meetings Notice was posted in the Franklin Public School's Media Center.

### 4. Verification of Publication of Meeting Notice

Board Member Mike Bartels verified that the meeting notice was published in the Franklin Chronicle.

### 5. Consider and Approve the Current Board Meeting Agenda

Motion to approve the current month's board meeting agenda as presented passed with a motion by Raquel Felzien and a second by Mike Bartels.

Mike Bartels: Yea, Raquel Felzien: Yea, James Haussermann: Yea, Scott Herrick: Yea, Windy Ingram: Yea, Barbara Overleese: Yea

### 6. The Flyer Way

### 7. Visitor Comments

### 8. Action Items

#### 8.1. Consent Agenda

Motion to approve consent agenda passed with a motion by Mike Bartels and a second by Raquel Felzien.

Mike Bartels: Yea, Raquel Felzien: Yea, James Haussermann: Yea, Scott Herrick: Yea, Windy Ingram: Yea, Barbara Overleese: Yea

##### 8.1.1. Minutes of Previous Meeting

##### 8.1.2. Monthly Financial Report

##### 8.1.3. Claims

#### 8.2. Consider, Discuss and Approve Superintendent Contract for the 2021-2023 school years for Chris Lecher

Motion to Approve Superintendent Contract for the 2021-2023 school years for Chris Lecher for a salary of \$120,000 for the 2021-2022 year passed with a motion by Mike Bartels and a second by Windy Ingram.

Mike Bartels: Yea, Raquel Felzien: Yea, James Haussermann: Yea, Scott Herrick: Yea, Windy Ingram: Yea, Barbara Overleese: Yea

### 9. Negotiations Update

We have had 2 meetings. October 27 was first one. Insurance increased 2.96%.

Tonight was another meeting. The board made an offer to cover the increase the in insurance.  
Goal would be settled before the end of December.

10. Elementary Principal's Report

11. Secondary Principal/Activities Director's Report

12. Superintendent's Report

13. Positive Comments

Congratulations to the newly elected board members Angie Grube and Derek Fouts and re-elected board member Windy Ingram.

We are proud of the Flyer Volleyball team making it to district competition and for a successful season.

Flyer Marching Band earned a Superior rating at the Alma parade.

The Board would like to thank the community group, teacher group and principals for their help in the interview process for the new Superintendent.

14. Adjournment

Barb Overleese made a motion to adjourn at 8:04 pm

## 01 General Fund

Statement Date: November 30, 2020

### Checking Account Balance on Books

Balance On Hand:	10/31/20	\$1,303,752.59
	Claims	(\$33,175.04)
	Prepaid Claims	\$0.00
	Payroll Employees	(\$151,324.90)
	Payroll Payees	(\$169,648.78)
	Deposits	\$14,767.25
	Franklin Co. Treasurer Deposit	\$60,266.06
	Harlan Co. Treasurer Deposit	\$1,182.86
	Interest	\$52.37
Balance On Hand:	11/30/20	<b>\$1,025,872.41</b>

### CD Account Balance on Books

10/31/20	\$1,219,723.92
Interest	\$116.62
11/30/20	<b>\$1,219,840.54</b>

<b>Recon Total</b>	<b>11/30/20</b>	<b>\$2,245,712.95</b>
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### Checking Account Statement Reconciliation

CSB Checking	11/30/20	\$1,030,541.35
	Less Outstanding Checks	(\$4,668.94)
	Plus Outstanding Deposits	\$0.00
	11/30/20	<b>\$1,025,872.41</b>

### CD Account Statement Reconciliation

CSB	CD # 33723	\$109,911.80	2/1/2021	3 Mths
CSB	CD # 34032	\$328,644.32	4/1/2021	6 Mths
CSB	CD # 34800	\$308,555.69	2/26/2021	3 Mths
SCSB	CD # 404988	\$130,126.67	1/8/2021	3 Mths
SCSB	CD # 404989	\$78,349.38	1/1/2021	3 Mths
SCSB	CD # 405154	\$66,063.17	1/9/2021	3 Mths
SCSB	CD # 405155	\$66,063.17	1/9/2021	3 Mths
SCSB	CD # 405156	\$66,063.17	1/9/2021	3 Mths
SCSB	CD # 405157	\$66,063.17	1/1/2021	3 Mths
	11/30/2020	<b>\$1,219,840.54</b>		

<b>Recon Total</b>	<b>11/30/20</b>	<b>\$2,245,712.95</b>
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**Franklin Public Schools -- 01 General Fund Revenue Summary Report -- November 2020**

COA	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	LOCAL PROPERTY TAXES, TRANSFERS	4,217,292.25	52,835.60	1,408,403.11	33.40	2,808,889.14
01 1115	CARLINE TAX	40.00	0.00	25.29	63.23	14.71
01 1120	PUBLIC POWER DIST SALES TAX 5% GROSS	10,000.00	439.05	1,687.47	16.87	8,312.53
01 1125	MOTOR VEHICLE TAX	118,000.00	6,503.00	21,056.18	17.84	96,943.82
01 1140	PENALTIES AND INTEREST ON TAXES	0.00	1,471.27	4,060.97	0.00	(4,060.97)
01 1370	PRE-SCHOOL TUITION	4,000.00	960.00	3,460.00	86.50	540.00
01 1510	INTEREST BANKING	12,000.00	168.99	2,252.64	18.77	9,747.36
01 1910	RENTAL OF SCHOOL EQUIPMENT & FACILITIES	1,500.00	0.00	0.00	0.00	1,500.00
01 1911	LOCAL LICENSES AND FEES (TOBACCO/LIQUOR)	2,500.00	0.00	0.00	0.00	2,500.00
01 1920	CONTRIBUTIONS & DONATIONS	1,000.00	0.00	0.00	0.00	1,000.00
01 1921	POLICE COURT FINES	0.00	0.00	0.00	0.00	0.00
01 1925	CATEGORICAL GRANTS -CORP/PRIVATE	500.00	0.00	0.00	0.00	500.00
01 1990	MISCELLANEOUS LOCAL RECEIPTS	500.00	0.00	750.00	150.00	(250.00)
	Subtotal: LOCAL RECEIPTS	4,367,332.25	62,377.91	1,441,695.66	33.01	2,925,636.59
01 2110	COUNTY FINES & LICENSES	6,500.00	158.72	751.61	11.56	5,748.39
01 2130	OTHER COUNTY RECEIPTS,SYST MODERNIZATION	150.00	0.00	0.00	0.00	150.00
01 2210	ESU RECEIPTS	5,500.00	0.00	0.00	0.00	5,500.00
	Subtotal: COUNTY AND ESU RECEIPTS	12,150.00	158.72	751.61	6.19	11,398.39
01 3110	STATE AID	118,871.00	11,887.00	35,661.00	30.00	83,210.00
01 3120	S.P.E.D. (SCHOOL AGE)	305,000.00	0.00	0.00	0.00	305,000.00
01 3125	SPED TRANSPORTATION SCHOOL AGE	25,000.00	0.00	0.00	0.00	25,000.00
01 3130	HOMESTEAD EXEMPTION	0.00	0.00	0.00	0.00	0.00
01 3131	PROPERTY TAX CREDIT	0.00	0.00	0.00	0.00	0.00
01 3132	PERSONAL PROPERTY TAX CREDIT	0.00	0.00	0.00	0.00	0.00
01 3134	PP TAX CREDIT - RR & PUBLIC SERVICE	0.00	0.00	0.00	0.00	0.00
01 3180	PRO-RATE MOTOR VEHICLE	3,000.00	41.28	1,101.17	36.71	1,898.83
01 3400	STATE APPORTIONMENT	30,000.00	0.00	0.00	0.00	30,000.00
01 3512	DISTANCE EDUCATION INCENTIVE PAYMENTS	0.00	0.00	0.00	0.00	0.00
01 3535	HIGH ABILITY LEARNERS	3,500.00	2.00	4,144.00	118.40	(644.00)
01 3540	EARLY CHILDHOOD	6,000.00	0.00	0.00	0.00	6,000.00
01 3990	OTHER STATE RECEIPTS, GAME & PARKS	0.00	0.00	0.00	0.00	0.00
	Subtotal: STATE RECEIPTS	491,371.00	11,930.28	40,906.17	8.32	450,464.83
01 4105	UNIVERSAL SERVICE FUND (E-RATE)	0.00	0.00	0.00	0.00	0.00
01 4309	HEAD START	750.00	0.00	750.00	100.00	0.00
01 4310	REAP	24,134.00	0.00	0.00	0.00	24,134.00
01 4418	IDEA PART B, PEaK PROJECTS	0.00	0.00	0.00	0.00	0.00
01 4505	TITLE I PT A ESSA IMPROV BASC PROG(6200)	75,000.00	0.00	0.00	0.00	75,000.00
01 4506	TITLE I NCLB IMPR BASIC PRGRM ACCO 4210	0.00	0.00	0.00	0.00	0.00
01 4509	TITLE IIA (6310)	0.00	0.00	0.00	0.00	0.00
01 4512	IDEA BASE (6408)	73,394.00	0.00	0.00	0.00	73,394.00
01 4516	IDEA PRESCH (619) BASE ALLOCATION (6406)	0.00	0.00	0.00	0.00	0.00
01 4519	IDEA ENROLLMENT/POVERTY (6410)	0.00	0.00	0.00	0.00	0.00
01 4521	IDEA PART B Proportionate Share (4412)	0.00	0.00	0.00	0.00	0.00
01 4523	IDEA SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00
01 4524	OTHER FEDERAL NON-CATEGORICAL RECEIPTS	0.00	0.00	0.00	0.00	0.00
01 4525	FED VOC & APPLIED TECH ED (CARL PERKINS)	0.00	325.00	325.00	0.00	(325.00)
01 4530	OTHER FEDERAL CATEGORICAL RECEIPTS	0.00	0.00	0.00	0.00	0.00
01 4708	MEDICAID IN SCHOOLS (4450)	8,000.00	0.00	0.00	0.00	8,000.00
01 4709	MEDICAID ADMIN. ACTIV. (4455)	5,000.00	1,544.00	1,544.00	30.88	3,456.00
01 4969	TITLE IV, PART A SSAE (6969)	0.00	0.00	0.00	0.00	0.00
	Subtotal: FEDERAL RECEIPTS	186,278.00	1,869.00	2,619.00	1.41	183,659.00
01 5200	TRANSFERS FROM FUNDS (INCOMING)	0.00	0.00	0.00	0.00	0.00
01 5300	SALE OF PROPERTY	0.00	0.00	0.00	0.00	0.00
01 5301	INSURANCE ADJUSTMENTS	0.00	0.00	1,202.14	0.00	(1,202.14)
01 5400	LONG TERM LOANS	0.00	0.00	0.00	0.00	0.00
01 5690	OTHER NON-REVENUE REC. (ALICAP)	3,000.00	0.00	0.00	0.00	3,000.00
	Subtotal: NON-REVENUE RECEIPTS	3,000.00	0.00	1,202.14	40.07	1,797.86
	Fund Total:	5,060,131.25	76,335.91	1,487,174.58	29.39	3,572,956.67

## 02 Depreciation Fund

Statement Date: November 30, 2020

### Checking Account Balance on Books

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Balance on hand:	10/31/20	\$123,233.08
Receipts:	Transfer from Gen Fund	\$0.00
Disbursements:		\$0.00
Balance on hand:	11/30/20	<b>\$123,233.08</b>
<b>Recon Total</b>	<b>11/30/20</b>	<b>\$123,233.08</b>

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### Checking Account Statement Reconciliation

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CSB Checking	11/30/20	\$123,233.08
	Less Outstanding Checks	\$0.00
	Plus Outstanding Deposits	\$0.00
	11/30/20	<b>\$123,233.08</b>
<b>Recon Total</b>	<b>11/30/20</b>	<b>\$123,233.08</b>

**03 Employee Benefit/Unemployment Insurance Fund**

**Statement Date: November 30, 2020**

Checking Account Balance on Books

Balance on hand:	10/31/20	\$3,492.78
Receipts:	Interest	\$0.15
Disbursements:		\$0.00
Balance on hand:	11/30/20	<b>\$3,492.93</b>

CD Account Balance on Books

CSB CD #33386	11/30/20	\$4,068.55
	Interest	\$0.00
Balance:	11/30/20	<b>\$4,068.55</b>

**Recon Total** **11/30/20** **\$7,561.48**

Checking Account Statement Reconciliation

CSB Checking	11/30/20	\$3,492.93
	Less Outstanding Checks	\$0.00
	Plus Outstanding Deposits	\$0.00
	11/30/20	<b>\$3,492.93</b>

CD Account Statement Reconciliation

CSB CD#33386	11/30/20	<b>\$4,068.55</b>
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**Recon Total** **11/30/20** **\$7,561.48**

Must have a minimum checking balance of \$1000

CSB CD #33386

Interest Payment: 3 months

Maturity Term: 6 months

Next Interest Date: December 30, 2020

Next Maturity Date: April 1, 2021

## 05 Activity Fund

Statement Date: November 30, 2020

### Checking Account Balance on Books

Balance on hand:	10/31/20	\$94,006.05
	Deposits	\$21,521.41
	Gen Fund Replenishing Activity Fund	\$0.00
	Interest	\$4.53
	Disbursements	(\$2,219.09)
	Voided Checks	\$0.00
	NSF	\$0.00
Balance on hand:	11/30/20	<b>\$113,312.90</b>

### CD Account Balance on Books

SCSB CD #404519	10/31/20	\$21,947.59
	Interest	\$0.00
	11/30/20	<b>\$21,947.59</b>

<b>Recon Total</b>	<b>11/30/20</b>	<b>\$135,260.49</b>
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### Checking Account Statement Reconciliation

CSB Checking	11/30/20	\$113,422.90
	Less Outstanding Checks	(\$110.00)
	Plus Outstanding Deposits	\$0.00
	11/30/20	<b>\$113,312.90</b>

### CD Account Statement Reconciliation

SCSB CD #404519	11/30/20	<b>\$21,947.59</b>
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<b>Recon Total</b>	<b>11/30/20</b>	<b>\$135,260.49</b>
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CD #404519

Interest Term: 3 months (Jan 1, 2021)

Next Maturity Date: Oct 1, 2021

**Franklin Public Schools - 05 Activity Fund Balance Report - Summary - November 2020**

<b>COA</b>	<b>COA Description</b>	<b>Beginning Balance</b>	<b>Expenses</b>	<b>Revenues</b>	<b>Balance</b>
05 704 0001	ATHLETICS	(4,145.90)	153.38	274.88	(4,024.40)
05 704 0003	CROSS COUNTRY	289.37	0.00	0.00	289.37
05 704 0004	BASKETBALL/BOYS	99.54	0.00	0.00	99.54
05 704 0005	BASKETBALL/GIRLS	510.50	0.00	0.00	510.50
05 704 0006	FOOTBALL	3,667.26	0.00	0.00	3,667.26
05 704 0007	GOLF	2,073.14	0.00	0.00	2,073.14
05 704 0008	TRACK/GIRLS	2,746.90	0.00	0.00	2,746.90
05 704 0010	VOLLEYBALL	1,567.55	0.00	0.00	1,567.55
05 704 0011	WRESTLING	2,956.62	0.00	0.00	2,956.62
05 704 0012	FPS SIGNWORX	0.00	0.00	154.00	154.00
05 704 0015	YEARBOOK	1,780.00	0.00	295.00	2,075.00
05 704 0016	BAND	11,177.02	44.31	0.00	11,132.71
05 704 0017	CHEER SQUAD	110.47	0.00	0.00	110.47
05 704 0019	CONCESSIONS	(1,865.57)	279.28	720.19	(1,424.66)
05 704 0020	FCCLA	7,327.63	277.00	88.31	7,138.94
05 704 0021	FFA	2,752.03	0.00	12,326.28	15,078.31
05 704 0022	FOREIGN LANGUAGE	2,170.99	0.00	0.00	2,170.99
05 704 0023	CLASS OF 2023	2,299.64	0.00	12.00	2,311.64
05 704 0024	CLASS OF 2021	4,065.81	0.00	0.00	4,065.81
05 704 0026	NHS	5,314.81	235.23	17.00	5,096.58
05 704 0028	SCIENCE CLUB	653.43	0.00	0.00	653.43
05 704 0030	CLASS OF 2022	5,708.44	10.99	0.00	5,697.45
05 704 0031	STUDENT COUNCIL	247.52	287.73	0.00	(40.21)
05 704 0032	VOCAL	460.35	0.00	0.00	460.35
05 704 0037	GREENHOUSE	20,778.24	0.00	0.00	20,778.24
05 704 0038	COURTESY	2,577.68	33.00	0.00	2,544.68
05 704 0039	ELEMENTARY TEACHERS	2,179.46	0.00	100.00	2,279.46
05 704 0040	INDUSTRIAL ARTS	(892.96)	375.21	2,083.75	815.58
05 704 0041	INVESTMENTS	21,947.59	0.00	0.00	21,947.59
05 704 0042	CLASS OF 2025	1,057.45	0.00	0.00	1,057.45
05 704 0043	LIBRARY	141.11	0.00	0.00	141.11
05 704 0045	CLASS OF 2024	1,098.95	0.00	0.00	1,098.95
05 704 0046	SPECIAL PROJECTS	1,589.45	0.00	4.53	1,593.98
05 704 0047	SPEECH/DRAMA	363.76	495.97	0.00	(132.21)
05 704 0048	ENTREPRENEURSHIP	73.86	0.00	0.00	73.86
05 704 0049	ACE, 40 Dev Assets	537.50	0.00	0.00	537.50
05 704 0050	IND ARTS/DONATIONS	1,799.48	26.99	0.00	1,772.49
05 704 0051	QUIZ BOWL	377.96	0.00	0.00	377.96
05 704 0052	WEIGHTROOM PROJECT	8,696.56	0.00	0.00	8,696.56
05 704 0053	EHA WELLNESS PROGRAM	1,660.00	0.00	5,450.00	7,110.00
		<u>115,953.64</u>	<u>2,219.09</u>	<u>21,525.94</u>	<u>135,260.49</u>

## 06 Lunch Fund

Statement Date: November 30, 2020

### Checking Account Balance on Books

Balance on hand:	10/31/20	\$27,898.06
Receipts:	Transfer from General Fund	\$0.00
	Meal Sales Deposit	\$676.43
	Fed Reimb Deposit	\$14,308.96
	State Reimb Deposit	\$0.00
	Interest Checking	\$0.85
	Contributions/Reimb/Raffle Misc Deposits	\$0.00
	Disbursements	(\$15,964.97)
	Payroll Employee	(\$6,584.72)
	Payroll Payees	(\$3,345.73)
	Void/NSF/Deposit Correction	\$0.00
Balance on hand:	11/30/20	\$16,988.88
<b>Recon Total</b>	<b>11/30/20</b>	<b>\$16,988.88</b>

### Checking Account Statement Reconciliation

CSB Checking	11/30/20	\$17,107.91
	Less Outstanding Checks	(\$119.03)
	Plus Outstanding Deposits	\$0.00
	11/30/20	\$16,988.88
<b>Recon Total</b>	<b>11/30/20</b>	<b>\$16,988.88</b>

**08 Building Fund**  
**Statement Date: November 30, 2020**

Checking Account Balance on Books

Balance on hand:	10/31/20	\$210,251.15
Receipts:	Checking Interest	\$8.96
	Franklin Co. Treasurer Deposit	\$1,128.62
	Harlan Co. Treasurer Deposit	\$12.44
Disbursements:		\$0.00
Balance on hand:	11/30/20	<b>\$211,401.17</b>
<b>Recon Total</b>	<b>11/30/20</b>	<b>\$211,401.17</b>

Checking Account Statement Reconciliation

CSB Checking	11/30/20	\$211,401.17
	Less Outstanding Checks	\$0.00
	Less Outstanding Deposits	\$0.00
	11/30/20	<b>\$211,401.17</b>
<b>Recon Total</b>	<b>11/30/20</b>	<b>\$211,401.17</b>

## Cafeteria Plan -- Flex Benefits Plan

Statement Date: November 30, 2020

### Checking Account Balance on Books

Balance on hand:	10/31/20	\$21,331.46
Receipts:		
Transfer from Gen Fund for 2020-21 SY		\$0.00
Transfer to Gen Fund for 2020-21 SY Start Up		\$0.00
Monthly Reimb from Gen Fund Employees Payroll		\$1,984.98
Reimb from Employees Non-Qualified Exp		\$0.00
AMGL & Employees Non-Qualified Fee		\$0.00
Claims Checks Written		(\$1,276.00)
Claims MHM Resources Direct Pay		(\$130.80)
Outstanding Checks from Previous Months		\$0.00
Balance on hand:	11/30/20	<b>\$21,909.64</b>
<b>Recon Total</b>	<b>11/30/20</b>	<b>\$21,909.64</b>

### Checking Account Statement Reconciliation

CSB Checking	11/30/20	\$21,909.64
Less Outstanding Checks		\$0.00
Less Outstanding Deposits		\$0.00
	11/30/20	<b>\$21,909.64</b>
<b>Recon Total</b>	<b>11/30/20</b>	<b>\$21,909.64</b>

Invoice Number	Description	Amount
20201012	2020 1012 BRD APPR TRANSFER GF TO LF	25,000.00
Vendor Name	#611020 LUNCH FUND	25,000.00
2020FFAFRUITFCS	FCS PURCHASING FFA FRUIT FOR COOKING	16.00
Vendor Name	#662452 ACTIVITIES FUND	16.00
9881	FLEX PLAN PROCESSING NOVEMBER	100.00
Vendor Name	ALMQUIST M.G. & LUTH, P.C.	100.00
3045	NOVEMBER SERVICES: DB / AW / BW	661.77
Vendor Name	ALPHA REHABILITATION PC	661.77
2020NOVDB	NOVEMBER MILEAGE 2069.6 MI @ \$0.575 DB	1,190.02
Vendor Name	BAKER, AMBER	1,190.02
20201130GH	NATURAL GAS - GREENHOUSE NOVEMBER	253.92
20201130MB	NATURAL GAS - MAIN BUILDING NOVEMBER	1,535.07
20201130SB	NATURAL GAS - SHOP BUILDING NOVEMBER	183.07
Vendor Name	BLACK HILLS ENERGY	1,972.06
WO-0953	REPL EXIT BUTTON WEST GYM,SERV EAST GYM	361.50
WO-1026	REPLACE ACCESS CONTROL/BATTERY WEIGHT RM	534.00
Vendor Name	CEI SECURITY & SOUND	895.50
20201126STMTGF	MONTHLY TRANSACTIONS	1,228.67
Vendor Name	CHASE CARD SERVICES	1,228.67
20201130	UTILITIES: OCTOBER 15 - NOVEMBER 15	6,157.74
Vendor Name	CITY OF FRANKLIN	6,157.74
031926	AUDIT 2019-2020 SY	3,050.00
Vendor Name	DANA F. COLE & COMPANY, LLP	3,050.00
INV241948	COPIES: AUG 7 - NOV 6, 2020	3,490.36
Vendor Name	EAKES INC.	3,490.36
2020AUGSEP	PURCH SRVS ESU SPED 18+ PROGRAM: RJ, AR	4,582.75
Vendor Name	ESU #9	4,582.75
2021-1-8	SPECIAL ED 2020-2021 SY 1st QUARTER	169,023.71
3854	1ST QRT INSERVICE,1ST SEM HAL,POSTER	2,572.74
Vendor Name	ESU 11	171,596.45
2534	PURCH SRVS NOT ESU (PT) SPED: KR,LB	152.50
Vendor Name	FAMILY PT & SPORTS	152.50
5776-209599	BUSES: (30) GROMMETS	24.90
5776-209671	BUSES: DEF	51.96
5776-209672	BUSES: (3) FUSES	24.93
5776-209908	BUSES: (2) BATTERIES	258.44
5776-209937	SHOP: HEX, HOLE SAW	52.06
5776-210075	SHOP: BUTT TERMINALS	15.46
5776-210227	BUSES: (17) WIRE TERMINAL CLIPS	8.16

Invoice Number	Description	Amount
5776-210276	BUSES: BLK HI TEMP	18.38
5776-210434	BUSES: DEF, SPED VAN: OIL/FILTERS	112.27
5776-210456	(9) SEAT BELT CUTTERS	79.00
5776-210496	BUSES: (15) FUSES	8.55
5776-210839	(1) THREAD LOCK	6.87
Vendor Name	FRANKLIN AUTO PARTS	<u>660.98</u>
272349	AD: NOTICE DESTROYING SPED RECORDS	8.90
272458	AD: FIRE SAFETY PROMOTION	15.00
272536	AD: HOMECOMING	32.70
272541	AD: NOTICE OF SPECIAL MTG	11.05
272550	AD: MEETING MINUTES OCT 12	114.68
272573	AD: NOVEMBER CALENDAR	196.20
272582	AD: NOTICE OF MEETING	4.49
272610	AD: STATE CROSS COUNTRY	18.00
272653	AD: HOMECOMING	32.70
272704	AD: VETERANS DAY	15.00
272739	AD: SPECIAL MEETING MINUTES OCT 28	34.54
272745	AD: SPECIAL MEETING MINUTES NOV 3	35.92
272746	AD: SPECIAL MEETING MINUTES NOV 4	46.63
272775	AD: THE FLYER WAY	65.40
272817	AD: MEETING MINUTES NOV 9	88.43
272842	AD: DECEMBER CALENDAR	196.20
Vendor Name	FRANKLIN COUNTY CHRONICLE	<u>915.84</u>
20201128	11.28.2020-12.27.2020 TELECOMM SERVICE	474.38
Vendor Name	FRONTIER	<u>474.38</u>
20201103ELECTION	2020 GENERAL ELECTION	100.00
Vendor Name	HARLAN COUNTY CLERK	<u>100.00</u>
2020SUPTSEARCH	SUPT CANDIDATE MILEAGE REIMB	117.30
Vendor Name	HODGE, NICK	<u>117.30</u>
2020JAN#005	COPIER LEASE JAN PAYMENT #005	1,582.01
Vendor Name	HOMETOWN LEASING	<u>1,582.01</u>
INV-01727	PURCH SRVS NOT ESU (OT) SPED	1,984.78
INV-01860	PURCH SRVS NOT ESU (OT) SPED	1,069.28
Vendor Name	INSPIRE REHABILITATION HARLAN COUNTY, LLC	<u>3,054.06</u>
8831972-GF	LASER CREATIONS (80) POWER BANKS	1,000.00
Vendor Name	JDS INDUSTRIES	<u>1,000.00</u>
363071729	VOCAL: XMAS HITS SOLO MUSIC BOOK	27.98
Vendor Name	JW PEPPER & SON INC.	<u>27.98</u>
9181	LEGAL SERVICES NOVEMBER	535.50
Vendor Name	KSB SCHOOL LAW, PC LLO	<u>535.50</u>
2020SUPTSEARCH	SUPT CANDIDATE MILEAGE REIMB	112.70
Vendor Name	KUGEL, DAMEN	<u>112.70</u>
2020SUPTSEARCH	SUPT CANDIDATE MILEAGE REIMB	319.70

Invoice Number	Description	Amount
Vendor Name	LECHER, CHRIS	319.70
51720474	SUPPLIES: CYL RENT SHOP VETTER/ROCKER	57.80
Vendor Name	MATHESON TRI-GAS, INC	57.80
10087	BUS CAMERA INSTALL:HOLE SAW, TAPE,TIES	34.69
Vendor Name	MENARDS, INC. - KEARNEY	34.69
0717797-IN	HI-TIDE DISINFECT, BOWL CLNR, QUATRACIDE	710.50
0718390-IN	GERM FREE, DEODORIZER	630.55
Vendor Name	Mid-American Research Chemical	1,341.05
20201214	PRESCHOOL TUITION REIMB: 6 MO @ \$60	360.00
Vendor Name	MINNICK, PATRICIA	360.00
AXT1120-3	TUITION SPED (MOSAIC), LVL III: DB NOV	2,592.80
AXT1120-33	TUITION SPED (MOSAIC), LVL III: AW NOV	1,166.76
AXT1120-34	TUITION SPED (MOSAIC), LVL III: BW NOV	2,365.93
Vendor Name	MOSAIC	6,125.49
INV-1030800	SPED: L3 SKILLS SOFTWARE	89.43
Vendor Name	N2Y LLC	89.43
66011	2020 LEGISLATIVE PREVIEW: C CONRADT	75.00
Vendor Name	NCSA	75.00
118507	(2) BOILER INSPECTION 24 MO CERT FOR HLW	144.00
Vendor Name	NEBRASKA STATE FIRE MARSHAL AGENCY	144.00
PA-100449	CAMERA MOVED IN GYM,REWORKED 3 DROP LINE	341.67
Vendor Name	NEX-TECH COMMUNICATIONS LLC	341.67
NRCSASUPTSEARCH2	SUPERINTENDENT SEARCH: 2nd HALF	3,918.32
Vendor Name	NRCSA	3,918.32
2211-20201130	(1) BACKGROUND: AC	15.00
Vendor Name	ONE SOURCE THE BACKGROUND COMPANY	15.00
2020SUPTSEARCH	SUPT CANDIDATE MILEAGE REIMB	132.25
Vendor Name	OSBORN, STEPHEN	132.25
26454	QUARTERLY VAN INSPECTIONS	168.00
Vendor Name	PAULSEN AUTOMOTIVE	168.00
11013C	(3) DEMO CHROMEBOOKS	1,593.93
11037C	(3) CHROMEBOOKS FOR SUBSTITUTE TEACHERS	933.51
Vendor Name	PINE COVE CONSULTING, LLC	2,527.44
PO13049	VANS: FUEL ONE ACT	35.02
Vendor Name	PITSTOP & SHOP, INC.	35.02
L200895	GROUNDS: (47) SCREWS, STRAPS	12.34
L200912	KICKDOWN STOP	16.38

Invoice Number	Description	Amount
L200948	GROUNDS: 5GAL WET DRY VAC	59.99
L201281	WAX GASKET	14.37
L201303	GROUNDS: YELLOW ARMORED CONN & PLUG	11.48
L201321	GROUNDS: PIPE,HOSE,BUSHING,REDUCER,CONN	17.96
L201327	(3) 250w HEAT BULBS: D ROCKER	27.57
L201501	GROUNDS: (51) SCREWS	14.79
L201536	CARPET TAPE	9.79
L201647	FASTENER	4.19
Vendor Name	PLANK LUMBER & HARDWARE	<u>188.86</u>
8981913	PEST GENERAL MAINT	53.00
8981914	PEST INSECT CONTROL	85.00
Vendor Name	PRESTO-X	<u>138.00</u>
9075	2020-2021 SAFETY SWEEPS	275.00
Vendor Name	PROVIDENCE WORKING CANINES, INC	<u>275.00</u>
N8614514	LEASE POSTAGE MACHINE: JAN 7-APR 6	240.00
Vendor Name	QUADIENT LEASING USA, INC	<u>240.00</u>
12925265	(1000) NITRILE GLOVES	149.00
12929936	(1000) NITRILE GLOVES	163.80
Vendor Name	QUILL CORPORATION	<u>312.80</u>
359831	MOWERS: OIL	27.60
359838	MOWERS: FILTERS	57.13
Vendor Name	R & R SALES & SERVICE	<u>84.73</u>
INV025141	CIRCUIT BOARD, FLAME SENSOR	417.19
SRV077671	INDUCER/BLOWER STARTER: GYM/KITCHEN	1,601.00
SRV077672	UNIT HEAT/DAMPNERS: ART ROOM	409.00
SRV077880	IGNITOR, SWITCH: ART ROOM	48.19
SRV077881	INDUCER/FURNACE: GYM/ART ROOM	1,620.00
SRV078084	LIBRARY RTU, THERMOSTAT, ETC REPLACED	12,918.00
SRV078235	KITCHEN RTU, ELEM SIDE EXHAUST FANS	396.50
Vendor Name	RASMUSSEN MECHANICAL SERVICES	<u>17,409.88</u>
20201201-372HOMEEC	SUPPLIES: FCS COOKING	116.30
20201201-376OFFICE	MONTHLY TRANSACTIONS	1,234.68
Vendor Name	RIGHTWAY INC.	<u>1,350.98</u>
S24565	(3) HEX BOLTS w/ NUTS: SHOP D ROCKER	0.67
Vendor Name	S.E. SMITH & SONS	<u>0.67</u>
208126582893	(2) BLACK 1100 SLED CHAIRS FOR LIBRARY	126.40
Vendor Name	SCHOOL SPECIALTY	<u>126.40</u>
15444	(1) FUEL ADDITIVE	102.95
Vendor Name	SHAD'S AUTO, INC.	<u>102.95</u>
6361427	SCIENCE CLASS (6) INVENTOR'S KITS	599.70
Vendor Name	SPARKFUN ELECTRONICS	<u>599.70</u>
1246670	DISTANCE EDUCATION: NOVEMBER	232.49

Invoice Number	Description	Amount
Vendor Name	STATE OF NEBRASKA	232.49
434693569853	(2) DETERGENT TO WASH MASKS	70.78
444538663957	(1000) NITRILE GLOVES	219.99
444935744747	SOAP, SOAP DISPENSER FOR TL	48.48
454588997958	YELLOW CAUTION RIBBON TAPE	15.29
468754578779	USB CABLES FOR SMARTBOARDS, PHONE LINE	20.87
588968363644	(2) USB C TO ETHERNET ADAPTER	34.48
736637353878	(2) GOJO LOTION SOAP	103.14
775885883497	DRY ERASE MARKERS, CALCULATOR	27.97
839638599859	ALL SCHOOL CAMCORDER BAG	29.50
874347555438	(6) WALL CLOCK,(4) CS WYPALL,(200) GLOVE	266.17
993736598773	SWIFFER DUSTERS, MOP	35.91
995464368534	(72) PK C BATTERIES	57.45
Vendor Name	SYNCB/AMAZON	930.03
7331	GOOGLE ENTERPRISE ANNUAL LICENSE	1,296.00
Vendor Name	TEMPUS NOVA, LLC	1,296.00
245149	TIME MANAGEMENT SYSTEM: MONTHLY	123.50
Vendor Name	TIME MANAGEMENT SYSTEMS, INC	123.50
SIN1156587	WATER BOTTLES JH/HS FOR SAFE DRINKING	142.50
Vendor Name	TOTALLY PROMOTIONAL	142.50
1007	732497 BUS REPAIR: AFTERTREATMENT	150.00
Vendor Name	TWIN VALLEY AUTOMOTIVE LLC	150.00
9867725401	OCT 24 - NOV 23, 2020 SERVICES	263.66
Vendor Name	VERIZON WIRELESS	263.66
20200930	CONNECTed HOTSPOT	197.00
20201102	CONNECTed HOTSPOT	177.00
20201202	CONNECTed HOTSPOT	177.00
Vendor Name	VIAERO WIRELESS	551.00
68922264	MONTHLY FUEL	634.66
Vendor Name	WEX BANK	634.66
8966-231	DOCUMENT DESTRUCTION NOVEMBER	47.50
Vendor Name	WOODWARD'S DISPOSAL SERV INC	47.50
Fund Number	01	269,560.74
Checking Account ID	1	269,560.74
2020FFAFRUITEHA	EHA WELLNESS PURCHASING FFA FRUIT	675.00
Vendor Name	#662452 ACTIVITIES FUND	675.00
80515	(100) SM HOLIDAY GREET BOXES FFA FRUIT	234.59
Vendor Name	ADELMAN-FISHER PACKAGING SUPPLY INC	234.59
20201201JHGBB	OFFICIAL: 12/1 JH GBB vs BLUE HILL	75.00
Vendor Name	ALBER, WILSON	75.00

Invoice Number	Description	Amount
951275822	(60) FOOTBALL BELTS BLACK	42.00
Vendor Name	ALL AMERICAN SPORTS CORP	42.00
20201117JHWR	ENTRY FEE: 11/17 JH WRESTLING INVITE	50.00
Vendor Name	ALMA PUBLIC SCHOOL	50.00
37407	(4) PLAQUES HOLIDAY HSBB TOURNAMENT	175.22
37411	(2) PLAQUES JH GBB TOURNAMENT	79.56
38971	VARSITY WRESTLING TROPHIES/MEDALS	320.49
Vendor Name	AWARDS UNLIMITED INC.	575.27
20201130ONEACT	ONE ACT DIST D1-4 FINANCIAL REPORT	92.50
Vendor Name	BERTRAND COMMUNITY SCHOOL	92.50
16074000	SIDELINE ROYALTY	(42.82)
16076247	SIDELINE ROYALTY	(8.96)
16082350	SIDELINE ROYALTY	(5.84)
910847324	(25) BLK LOCKER TEE, (25) RED LOCKER TEE	1,360.00
Vendor Name	BSN SPORTS INC	1,302.38
20201110JHWRQUAD	OFFICIAL: 11/10 JH WRESTLING QUAD	100.00
Vendor Name	BUSCHOW, ALEX	100.00
20201219	ENTRY FEE: F JORGENSEN WRESTLING TOURN	100.00
Vendor Name	CAMBRIDGE PUBLIC SCHOOLS	100.00
20202021CNFLMEMBER	SPEECH CNFL 2020-2021 MEMBERSHIP	125.00
Vendor Name	CENTRAL NEBRASKA FORENSICS LEAGUE	125.00
20201210	OFFICIAL: 12/10 VARSITY BB vs HARVARD	120.00
Vendor Name	CHANDLER, DANIEL	120.00
20201126STMTAF	MONTHLY TRANSACTIONS	653.32
Vendor Name	CHASE CARD SERVICES	653.32
2640000	TL: COKE PRODUCTS	133.50
2652454	TL: COKE PRODUCTS	66.75
Vendor Name	CHESTERMAN COMPANY	200.25
20201205JVBB	OFFICIAL: 12/5 JV BB vs SHELTON	50.00
20201210	OFFICIAL: 12/10 JVBB vs HARVARD	50.00
Vendor Name	CHOQUETTE, REID	100.00
280	ONE ACT: (3) COSTUMES	105.00
Vendor Name	COSTUME SHOPPE	105.00
20201109JHGGB	OFFICIAL: 11/9 JH GBB	75.00
Vendor Name	Eberly, James	75.00
20201205VARBB	OFFICIAL: 12/5 VAR BB vs SHELTON	120.00
Vendor Name	ENGBERG, JACOB	120.00
20201205VARBB	OFFICIAL: 12/5 VAR BB vs SHELTON	120.00

Invoice Number	Description	Amount
Vendor Name	ENGBERG, SCOTT	120.00
3854-AF	GBB GAME TEAM GOALS POSTER	10.23
Vendor Name	ESU 11	10.23
20201210	OFFICIAL: 12/10 VARSITY BB vs HARVARD	120.00
Vendor Name	EVERITT, MARSHALL	120.00
21616	SYMPATHY: CV	43.00
21639	SYMPATHY: LC	43.00
Vendor Name	FLOWERS-N-MORE	86.00
5776-210046	TOWELS,WIRE BRUSH,SPRY PAINT,DISC	32.08
5776-210170	(2) PRIMER SELF ETCH, PRIMER FILLER GREY	24.45
Vendor Name	FRANKLIN AUTO PARTS	56.53
2020EHACHAMBERBUCKS	(27) \$50 CHAMBER BUCKS EHA INCENTIVE	1,350.00
Vendor Name	FRANKLIN CHAMBER OF COMMERCE	1,350.00
272843	AD: FFA TOY DRIVE	32.70
Vendor Name	FRANKLIN COUNTY CHRONICLE	32.70
20201109JHGBB	OFFICIAL: 11/9 JH GBB vs RED CLOUD	75.00
20201201JHGBB	OFFICIAL: 12/1 JH GBB vs BLUE HILL	75.00
20201205JVBB	OFFICIAL: 12/5 JV BB vs SHELTON	50.00
Vendor Name	HAMMOND, ROGER	200.00
16505	(96) TSHIRTS: FOOTBALL SEASON	1,197.00
Vendor Name	INKCREDIBLE INC	1,197.00
8811123	(31) CAKE PANS	401.45
8811124	(7) POWER BANKS,(1) RED REPL CAKE LID	116.45
8831972	(54) PAN,(60) BNK,(5) BLC,(3) PRF,(2) MT	1,568.35
8831973	(12) CAKE PANS	155.40
Vendor Name	JDS INDUSTRIES	2,241.65
20201124JHWR	ENTRY FEE: 11/24 JH WRESTLING INVITE	40.00
Vendor Name	Kenesaw Public School	40.00
2020FFAMEATCHEESE	FFA MEAT CHEESE SALES INVOICE	4,766.85
Vendor Name	KENSINGTON LOCKER	4,766.85
20201210	OFFICIAL: 12/10 VARSITY BB vs HARVARD	120.00
Vendor Name	KOUPAL, KEITH	120.00
1187890	(2) 14GA 4x8, (2) 10GA 4x8 SHEETS	341.33
1188232	(2) 20' PCS 3/8" HOT ROLLED ROUND	11.66
Vendor Name	KULLY PIPE & STEEL	352.99
20201205VARBB	OFFICIAL: 12/5 VAR BB vs SHELTON	120.00
Vendor Name	LINDBLAD, BRADLEY	120.00
20201110JHWRQUAD	OFFICIAL: 11/10 JH WRESTLING QUAD	100.00

Invoice Number	Description	Amount
Vendor Name	LINDEN, JEFFERY	100.00
22634356	(10) 4 1/2x7/8 XTRA COURSE RED METAL	74.09
22729863	(5) HYP NOZZLE 45AMP	71.02
Vendor Name	MATHESON TRI-GAS, INC	145.11
MDS216187	(12) FFA JACKETS, (4) TIES, (6) SCARFS	805.00
MDS217786	(1) FFA JACKET TAILORED	80.00
Vendor Name	NATIONAL FFA ORGANIZATION	885.00
11066C	SIGNWORX LENOVO THINKPAD	849.94
Vendor Name	PINE COVE CONSULTING, LLC	849.94
L200825	BLUE SPRAY PAINT	4.49
L201188	ONE ACT: (2) VELCRO	8.78
L201296	ONE ACT: WHITE SPRAY PAINT	4.49
L201328	PLASMA: KHAKI,GRN,RED,GRY SPRAY PAINT	20.76
L201440	ONE ACT: (2) FELT PAD	7.98
L201454	(2) BLACK & (2) RED SPRAY PAINT	23.96
L201463	ONE ACT: 1GAL FLAT WHITE PAINT	15.99
L201649	(1) GREEN SPRAY PAINT	5.99
Vendor Name	PLANK LUMBER & HARDWARE	92.44
20201201-376OFFICEAF	(27) \$50 RIGHTWAY CARDS EHA INCENTIVE	1,350.00
20201201-377CONCESS	CONCESSIONS ITEMS	4.47
Vendor Name	RIGHTWAY INC.	1,354.47
S24450	2x10,2x12,GLASS,UTIL KNIFE BLADES	112.93
S24514	ONE ACT:4x8 OSB,PNT THIN,HINGE, SPR PNT	60.73
Vendor Name	S.E. SMITH & SONS	173.66
6231030343	CONCESSIONS: (4) 500 CT FOIL SHEETS	33.52
Vendor Name	SAMS CLUB/SYNCHRONY BANK	33.52
20201210	OFFICIAL: 12/10 JVBB vs HARVARD	50.00
Vendor Name	SCHMITZ, TROY	50.00
20191214	(6) DOZ COOKIES FOR STAFF BABY SHOWER	114.00
Vendor Name	SMILEY SWEET CAKE	114.00
20201204WR	ENTRY FEE: 12/04 WR ROUGHRIDER INVITE	100.00
Vendor Name	SOUTHWEST PUBLIC SCHOOLS	100.00
1509	ONE ACT: (3) GREY HAIRSPRAY	26.94
Vendor Name	STAGECOACH GIFT SHOP, THE	26.94
444443368765	BOARD GAMES FOR INDOOR RECESS	117.27
455757348589	(2) CT WRESTLING CLEANSING BODY CLOTHS	54.00
458396568944	(1) ELECTRIC STAPLE GUN KIT	26.99
465458483979	(11) GREY BASKETBALL BAGS	126.94
467379658745	BOOK OF THROWS,DASH BLOCK,SPEED STRENGTH	93.88
697947936639	COMPLETE BOOK OF JUMPS	9.27
773767489438	(3) GREY BAGS FOR BASKETBALL	34.62
957379366453	BOARD GAME, DODGEBALLS	67.89

Invoice Number	Description	Amount
969839635557	BOARD GAME FOR INDOOR RECESS	16.94
984337863788	(36) TOWELS,(18) BLK BAGS FOR BASKETBALL	309.75
Vendor Name	SYNCB/AMAZON	857.55
5135250a	(1) 50 LB POPCORN	22.73
Vendor Name	US FOODS	22.73
Fund Number	05	20,364.62
Checking Account ID	5	20,364.62
2020FFAFRUIT	LUNCH FUND PURCHASING FFA FRUIT FOR MEAL	231.00
Vendor Name	#662452 ACTIVITIES FUND	231.00
20201120	REIMB: (2) BBQ SAUCES	21.76
Vendor Name	BAXTER, NICOLE	21.76
12687272	MEAL ITEMS AND SUPPLIES	552.40
12692789	MEAL ITEMS AND SUPPLIES	1,723.80
12692789a	(1) CASE OF KETCHUP	12.82
12701130	MEAL ITEMS AND SUPPLIES	1,281.04
12704614	MEAL ITEMS AND SUPPLIES	616.87
12716795	MEAL ITEMS AND SUPPLIES	1,052.21
12719773	MEAL ITEMS	507.01
12725728	MEAL ITEMS AND SUPPLIES	1,672.12
12729254	MEAL ITEMS AND SUPPLIES	813.79
P12714958	MEAL ITEMS	74.58
Vendor Name	CASH-WA DISTRIBUTING CO. OF KEARNEY, INC.	8,306.64
1111486	DAIRY ITEMS	406.44
1111548	DAIRY ITEMS	497.74
1111549	CREDIT: (12) STRAWBERRY MILK RETURNED	(4.48)
1111593	DAIRY ITEMS	362.92
1111663	DAIRY ITEMS	392.38
1111705	DAIRY ITEMS	259.82
1111803	CREDIT: (24) STRAWBERRY MILK RETURNED	(8.95)
1111804	DAIRY ITEMS	456.29
1111863	DAIRY ITEMS	384.18
1111916	DAIRY ITEMS	410.81
1111981	DAIRY ITEMS	572.23
Vendor Name	HILAND DAIRY FOODS COMPANY LLC	3,729.38
20201204	STUDENT LUNCH ACCOUNT REIMB	524.30
Vendor Name	MINNICK, PATRICIA	524.30
20201201-369LUNCH	MEAL ITEMS	483.59
Vendor Name	RIGHTWAY INC.	483.59
453483537966	(2) 21" SLOTTED SERVING SPOON	25.20
456467673553	(3) 1000 PK LATEX GLOVES	237.66
459755976898	SPATULAS,SHEARS,TURNER,SCOOP	106.49
566869363373	OVEN THERMOMETER	13.98
Vendor Name	SYNCB/AMAZON	383.33
4571283	MEAL ITEMS	241.13
4600373	(36) FOOD STORAGE CONTAINERS	445.66

Invoice Number	Description	Amount
4690394	MEAL ITEMS AND SUPPLIES	1,396.02
4692571	SUPPLIES: (18) STORGE COVER,(200) BK CUP	116.67
4811794	MEAL ITEMS	544.49
4895118	MEAL ITEMS	131.32
5020193	MEAL ITEMS AND SUPPLIES	679.49
5135250	MEAL ITEMS	669.49
Vendor Name	US FOODS	<hr/> 4,224.27
Fund Number	06	<hr/> 17,904.27
Checking Account ID	6	<hr/> 17,904.27

November 20, 2020

Dr. Candace Conradt  
Franklin Public School  
1001 M Street  
Franklin, Nebraska. 98939

Dr. Conradt, Mr. Boettcher, Mrs. Kahrs and the Franklin School Board:

After a lot of careful thought and consideration, I am formally notifying you that I am resigning my position as Skilled and Technical Sciences instructor effective at the end of the 2020-2021 school year.

I want to thank the current and past administrators and school board members for their encouragement, direction and support throughout my teaching career. I can proudly say that my entire teaching career has been at Franklin and will always have special feelings for this school, the students and staff I have had the opportunity to work with. I again thank you for the chance to learn and grow as an educator at Franklin Public School.

Respectfully yours,

A handwritten signature in cursive script that reads "Clark Vetter". The signature is written in black ink and is positioned below the "Respectfully yours," text.

Clark Vetter

## 2008 Meetings

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

### 1. Types of Meetings

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

### 2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public. Notice of regular and special meetings shall be posted on the school district's website. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting in a newspaper of general circulation within the district if, in the opinion of the superintendent, it is convenient and useful to do so.

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

### 3. Weather Delays

In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board

president. The board will communicate the delay and the updated date, time, and location of the postponed meeting to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media members and business owners to assist in notifying the public of the delay.

4. Minutes

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

Adopted on: August 10, 2020

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

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

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

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Adopted on: August 10, 2020

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

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

Passed August 10

**3001  
Budget**

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

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

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

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

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

Adopted on: August 10, 2020

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

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

Proposed  
Required

### **3001 Budget**

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

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

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

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

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

**Budget Adoption.** After the budget hearing, the proposed budget statement shall be adopted or amended and adopted as amended. If the adopted budget statement reflects a change from that shown in the published proposed budget statement, a summary of the changes (including the items changed and the reasons for such changes) must be published in a newspaper of general

circulation within the school district within twenty calendar days after its adoption without further hearing.

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

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

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

Adopted on: August 10, 2020

Revised on: December 14, 2020

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

Passed August  
10

**3004.1**  
**Fiscal Management for Purchasing and Procurement Using Federal Funds**

**I. Applicability of Policy**

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

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

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

**II. Procurement System**

The District maintains the following purchasing procedures.

**A. Responsibility for Purchasing**

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

## **B. Methods of Purchasing**

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

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

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

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

### **2. Purchases between \$10,000 and \$250,000 (Small Purchase Procedures)**

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

### **3. Purchases Over \$250,000**

#### **a) Sealed Bids (Formal Advertising)**

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

#### **b) Contract/Price Analysis**

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

#### **4. Noncompetitive Proposals (Sole Sourcing)**

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

#### **C. Use of Purchase (Debit & Credit) Cards**

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

#### **D. Federal Procurement System Standards**

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

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

## **E. Debarment and Suspension**

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

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

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

## **F. Settlements of Issues Arising Out of Procurements**

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

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

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

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

- 1.** Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.

2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

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

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

### **D. Enforcement**

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

## **IV. Property Management Systems**

### **A. Property Classifications**

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for

printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
  - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
  - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

## **B. Inventory Procedure**

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

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

## **C. Inventory Records**

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

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

11. Any ultimate disposition data including the date of disposal and sale price of the property.

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

#### **D. Physical Inventory**

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

#### **E. Maintenance**

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

#### **F. Lost or Stolen Items**

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

#### **G. Use of Equipment**

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

#### **H. Disposal of Equipment**

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding

agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

## **V. Other Contract Matters.**

### **A. Required Terms**

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

### **B. Contracting with Certain Vendors**

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

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

### **C. Record Keeping**

#### **1. Record Retention**

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

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

## **2. Maintenance of Procurement Records**

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

## **D. Privacy**

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the

requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: August 10, 2020

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

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

*Proposed  
Required*

## **3004.1**

### **Fiscal Management for Purchasing and Procurement Using Federal Funds**

#### **I. Applicability of Policy**

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

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

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

#### **II. Procurement System**

The District maintains the following purchasing procedures.

##### **A. Responsibility for Purchasing**

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

## **B. Methods of Purchasing**

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

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

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

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

### **2. Purchases between \$10,000 and \$250,000 (Small Purchase Procedures)**

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

### **3. Purchases Over \$250,000**

#### **a) Sealed Bids (Formal Advertising)**

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#### **b) Contract/Price Analysis**

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

#### **4. Noncompetitive Proposals (Sole Sourcing)**

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

#### **C. Use of Purchase (Debit & Credit) Cards**

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

#### **D. Federal Procurement System Standards**

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

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

## **E. Debarment and Suspension**

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

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

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

## **F. Settlements of Issues Arising Out of Procurements**

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

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

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

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

- 1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.**

2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

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

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

### **D. Enforcement**

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

## **IV. Property Management Systems**

### **A. Property Classifications**

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
  - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
  - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

## **B. Inventory Procedure**

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

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

## **C. Inventory Records**

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

1. Serial number;
2. District identification number;
3. Manufacturer;
4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;

9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

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

#### **D. Physical Inventory**

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

#### **E. Maintenance**

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

#### **F. Lost or Stolen Items**

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

#### **G. Use of Equipment**

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

#### **H. Disposal of Equipment**

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for

other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

## **V. Other Contract Matters.**

### **A. Required Terms**

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

### **B. Contracting with Certain Vendors**

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

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

### **C. Record Keeping**

#### **1. Record Retention**

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

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

## **2. Maintenance of Procurement Records**

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

## **D. Privacy**

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of

passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: August 10, 2020

Revised on: December 14, 2020

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

Passed August 10

## 4043

### **Professional Boundaries Between Employees and Students**

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

Unless an employee has a legitimate educational purpose, the following behavior is a violation of the professional boundaries that employees are expected to maintain with students. The following list is intended to illustrate inappropriate behavior involving students but not to describe every kind of prohibited behavior.

- Communicating about sex when the discussion is not required by a specific aspect of the curriculum.
- Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.
- Displaying sexually inappropriate material or objects.
- Making any sexual advance, whether written, verbal, or physical or engaging in any activity of a sexual or romantic nature.
- Kissing of any kind.
- Dating a student or a former student within one year of the student graduating or otherwise leaving the district.
- Intruding on a student's personal space (e.g. by touching unnecessarily, moving too close, staring at a portion of the student's body, or engaging in other behavior that makes the student uncomfortable).
- Initiating unwanted physical contact with a student.
- Communicating electronically (e.g. by e-mail, text messaging, or through social media) on a matter that does not pertain to school. Electronic communications with students generally are to be sent simultaneously to multiple recipients and not just to one student except when the communication is clearly school related and

inappropriate for persons other than the individual student to receive (i.e. grades).

- Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students.
- Discussing the employee's personal issues or problems that should normally be discussed with adults.
- Giving a student a gift of a personal nature.
- Giving a student a ride in the employee's vehicle without first obtaining the express permission of the student's parents or a school administrator.
- Taking a student on an outing without first obtaining the express permission of the student's parents or a school administrator.
- Inviting a student to the employee's residence without first obtaining the express permission of the student's parents and a school administrator.
- Going to a student's home when the student's parent or a proper chaperone is not present.
- Repeatedly seeking to be alone with a student.
- Being alone in a room with an individual student at school with the door closed.
- Any after-school hours activity with only one student.
- Any other behavior which exploits the special position of trust and authority between an employee and student.

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

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

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

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

A violation of this policy will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Adopted on: August 10, 2020

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

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

Proposed  
Required

## 4043

### **Professional Boundaries and Appropriate Relationships Between Employees and Students**

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

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

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

Unless an employee can clearly and convincingly demonstrate a legitimate educational purpose, grooming behaviors and related conduct that are a violation of this policy include, but are not limited to:

- Communicating about sex when the discussion is not required by a specific aspect of the curriculum.
- Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.

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

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

**Communication Between Employees and Students.** The preferred methods for employees to communicate with students are school e-mail accounts, SeeSaw, Google classroom, Canvas, or in-person, and other approved personal communication systems. A personal communication

system is a device or software that provides for communication between two or more parties and is capable of receiving, displaying, or transmitting communication. Personal communication system includes, but is not limited to, a mobile or cellular telephone, an email service, or a social media platform.

Employee communications with students through a communication system generally are to be sent simultaneously to multiple recipients and not just to one student. The burden to demonstrate the appropriateness of a communication with a student only shall rest with the employee.

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

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

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

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

Law Enforcement. Reports may be made to the local police department by calling (308) 425-3752, the county sheriff at (308) 425-6231, or the Nebraska State Patrol at (402) 471-4545.

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

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

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

**Policy Violations.** Any violation of this policy by an employee may result in disciplinary action up to and including dismissal from employment and/or referral to the Nebraska Department of Education, which may result in the suspension or revocation of the employee's certificate. Any violation involving sexual or other abuse will result in referral to the Nebraska Department of Health and Human Services, law enforcement, or both.

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

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

Adopted on: August 10, 2020

Revised on: December 14, 2020

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

## 5018

### Parent and Guardian Involvement In Education Practices

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

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

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

- b. State Assessments

The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.

- c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of

students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

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

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

Adopted on: August 10, 2020

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

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

Proposed  
Required

## 5018

### Parent and Guardian Involvement In Education Practices

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

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  - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
  - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
  - c. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide 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.

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

Adopted on: August 10, 2020

Revised on: December 14, 2020

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

Proposed  
Required

**5067**

**Student Assistance Team or Comparable Problem Solving Team**

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

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

All teaching staff must:

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

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

Adopted on: August 10, 2020

Revised on: December 14, 2020

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

Passed August 10

**5067**  
**Student Assistance Team Process**

Pursuant to the Rules of the Nebraska Department of Education, the school district uses general education student assistance teams (SATs). SATs consider and create problem-solving and intervention strategies to assist classroom teachers to meet the needs of students who may be struggling in the general curriculum or who are struggling to comply with the student code of conduct or to meet acceptable behavioral and social norms.

All teaching staff must:

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

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

Adopted on: August 10, 2020

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

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

## Students

### School Wellness Policy

A mission of Franklin Public Schools (“District”) is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

#### **1. School Wellness Committee**

##### **Committee Role and Membership**

The District will convene a representative District Wellness Committee (“DWC”) or work within an existing school health committee that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this District wellness policy.

The DWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals or staff; mental health and social services staff; school administrators; school board members; and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators. To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community.

##### ***Leadership***

The Superintendent or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy.

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

#### **2. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement**

##### ***Implementation Plan***

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention’s School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at the District’s website.

***Recordkeeping***

The District will retain records to document compliance with the requirements of the wellness policy at the Superintendent's office and/or on the District's computer network. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the DWC;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

***Annual Notification of Policy***

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the District website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

***Triennial Progress Assessments***

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the District's schools are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is the Superintendent or the Superintendent's designee.

The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The District will actively notify households/families of the availability of the triennial progress report.

***Revisions and Updating the Policy***

The DWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs

change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

### ***Community Involvement, Outreach and Communications***

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

## **3. Nutrition**

### ***School Meals***

The District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans*-fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and any additional Federal child nutrition programs in which the District participates. The District may also operate additional nutrition-related programs and activities. All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;

- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet USDA nutrition standards.)
- Promote healthy food and beverage choices using at least ten of the following Smarter Lunchroom techniques:
  - Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans).
  - Sliced or cut fruit is available daily.
  - Daily fruit options are displayed in a location in the line of sight and reach of students.
  - All available vegetable options have been given creative or descriptive names.
  - Daily vegetable options are bundled into all grab-and-go meals available to students.
  - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
  - White milk is placed in front of other beverages in all coolers.
  - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
  - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).
  - Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
  - Student artwork is displayed in the service and/or dining areas.
  - Daily announcements are used to promote and market menu options.

### ***Student's Meals From Home***

Parents will be encouraged to make healthy choices for student lunches.

### ***Staff Qualifications and Professional Development***

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

### ***Water***

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus ("school campus" and "school day" are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

### ***Competitive Foods and Beverages***

The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at [www.foodplanner.healthiergeneration.org](http://www.foodplanner.healthiergeneration.org).

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

### ***Celebrations and Rewards***

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards, including through:

1. Holiday/Birthday celebrations and parties. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas (with the exception of the Veteran’s Day Program and the NHS Induction Ceremony).
2. Classroom snacks brought by parents. Outside food and drinks will not be allowed to be brought in by students, parents, and patrons with the exception of students bringing their lunch during the school day.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children.

### ***Fundraising***

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day.

### ***Nutrition Promotion***

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a

comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

- Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and
- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards.

### ***Nutrition Education***

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

### ***Essential Healthy Eating Topics in Health Education***

The District will include in the health education curriculum a minimum of 12 of the following essential topics on healthy eating:

- Relationship between healthy eating and personal health and disease prevention
- Food guidance from MyPlate
- Reading and using FDA's nutrition fact labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks

- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- The Dietary Guidelines for Americans
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

### ***Food and Beverage Marketing in Schools***

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards or, if stronger, state nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food and beverage marketing are defined as advertising and other promotions in schools. Food and beverage marketing often include an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance with the marketing policy.)

- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

#### **4. Physical Activity**

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and the District is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection). All schools in the District will be encouraged to participate in *Let's Move! Active Schools* ([www.letsmoveschools.org](http://www.letsmoveschools.org)), or comparable program, in order to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to classroom physical activity breaks or physical education) will not be withheld as punishment. Recess cannot be used as a punishment for more than 10 minutes in any one recess.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

#### ***Physical Education***

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the "*Essential Physical Activity Topics in Health Education*" subsection). The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All elementary students in each grade will receive physical education for at least 60-89 minutes per week throughout the school year.

All secondary students (middle and high school) are required to take the equivalent of one academic year of physical education.

The District's physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Presidential Youth Fitness Program or other appropriate assessment tool) and will use criterion-based reporting for each student.

### ***Essential Physical Activity Topics in Health Education***

Health education will be required in all elementary grades and the District will require middle and high school students to take and pass at least one health education course. The District will include in the health education curriculum a minimum of 12 the following essential topics on physical activity:

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise and fitness
- Phases of an exercise session, that is, warm up, workout and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity.

### ***Recess (Elementary)***

All elementary schools will offer at least 20 minutes of recess on all days during the school year. Exceptions may be made as appropriate, such as on early dismissal or late arrival days. If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing time, as well as time

to put away coats/hats/gloves, will be built into the recess transition period/timeframe before students enter the cafeteria.

Outdoor recess will be offered when weather and other conditions make it feasible for outdoor play. During the colder months any time the temperature and/or wind chill factor is 15 degrees Fahrenheit or higher students will be outside for recess. If the wind chill factor is below 15 degrees a shortened outdoor recess will be in place.

In the event that recess must be held indoors, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable. Note: *Gym space may not be available and therefore other alternatives need to be used, both gyms are reserved for classes and preparation for activities first, and then recess.*

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

### ***Classroom Physical Activity Breaks (Elementary and Secondary)***

Students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The District recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods. Wednesday's throughout the school year will be designated as "*Wellness Wednesday's*" and will ensure that all students in grades K-12 have at least 20 minutes of additional exercise. We will also try to provide fresh fruits or vegetables for students to try whenever possible on this day.

The District will provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are available through USDA and the Alliance for a Healthier Generation.

### ***Active Academics***

Teachers will incorporate movement and kinesthetic learning approaches into "core" subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.

The District will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement. The option of adding standing desks or pedals to desks will also be considered for some classrooms.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

***Before and After School Activities***

The District offers opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods. The District will encourage students to be physically active before and after school by sponsoring or permitting: physical activity clubs or interscholastic sports.

***Active Transport***

The District will support active transport to and from school, such as walking or biking. The District will encourage this behavior by requiring that its schools engage in six or more of the activities below, to be selected by each school administration; including but not limited to:

- Designate safe or preferred routes to school
- Promote activities such as participation in International Walk to School Week, National Walk and Bike to School Week
- Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area)
- Instruction on walking/bicycling safety provided to students
- Promote safe routes program to students, staff, and parents via newsletters, websites, local newspaper
- Use crossing guards
- Use crosswalks on streets leading to schools
- Use walking school buses
- Document the number of children walking and or biking to and from school
- Create and distribute maps of school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.)

**5. Other Activities that Promote Student Wellness**

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the DWC.

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

### ***Community Partnerships***

The District will develop, enhance, or continue relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

### ***Community Health Promotion and Family Engagement***

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

As described in the "Community Involvement, Outreach, and Communications" subsection, the District will use electronic mechanisms (e.g., email or displaying notices on the District's website), as well as non-electronic mechanisms, (e.g., newsletters, presentations to parents or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

### ***Staff Wellness and Health Promotion***

The DWC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff.

Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

### ***Professional Learning***

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

### ***Glossary***

**Extended School Day** – the time during, before and after school that includes activities such as clubs, intramural sports, band and choir practice, drama rehearsals and more.

**School Campus** - areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles

used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

**School Day** – The time between 8:00 am and 3:40 pm on regular days; and from 8:00 am to 2:00 pm on shortened days.

**Triennial** – recurring every three years.

Legal Reference:       Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. section 1758b; 7 CFR sections 210.11 and 210.30; National School Lunch Program, 42 U.S.C sections 1751-1760, 1770; Regulations and Procedures for Accreditation of Schools, NDE Rule 10

Date of Adoption:

# FRANKLIN PUBLIC SCHOOLS

November 20, 2020

7:00 am

## Board Members Present

Mike Bartels  
Raquel Felzien  
Scott Herrick

## Franklin Teachers Association Members Present

Becky Cleveland  
Doyle Hanshaw  
Lacey Hoffman

Becky Cleveland shared the Teacher Association thoughts and feelings. She then shared their offer which was :

- A \$1,400 increase in base pay for the 2021-2022 school year. With this offer the base salary for the 2021-2022 school year would be \$36,475.
- Health Insurance: The Board agrees to provide single dental insurance for the employee for the 2021-2022 school year. The board also agrees to provide health insurance based on the four-tier membership structure with BCBS at the second-tier deductible level during the term of this agreement and to provide the \$1050/\$3500 HSA-HDHP to employees who elect to participate. This coverage is to be the full dollar cost of premiums for the 2021-22 school year. Part-time certified employees will receive a percentage of family or single coverage – such percentage to be based upon percentage of salary paid. In the event the BCBS offerings become unavailable during the duration of this agreement, the Board shall provide the benefit offering that is the closest to the benefits described in this paragraph.

Next meeting will be Wednesday, December 2 at 7 am

# FRANKLIN PUBLIC SCHOOLS

December 14, 2020  
Superintendent's Office  
7:00 am

## Board Members Present

Mike Bartels  
Raquel Felzien  
Scott Herrick

## Franklin Teachers Association Members

Becky Cleveland - Present  
Doyle Hanshaw - Present  
Lacey Hoffman - Present

### The Franklin Teacher Association Counteroffer:

- A \$1000 increase in base pay for the 2021-2022 school year. With this offer the base salary for the 2021-2022 school year would be \$36,075. This is an estimated total 4.86% increase in salary and benefits. Total estimated dollar increase to the budget would be \$116,366.00
- Health Insurance: The Board agrees to provide single dental insurance for the employee for the 2021-2022 school year. The board also agrees to provide health insurance based on the four-tier membership structure with BCBS at the second-tier deductible level during the term of this agreement and to provide the \$1050/\$3500 HSA-HDHP to employees who elect to participate. This coverage is to be the full dollar cost of premiums for the 2021-22 school year. Part-time certified employees will receive a percentage of family or single coverage – such percentage to be based upon percentage of salary paid. In the event the BCBS offerings become unavailable during the duration of this agreement, the Board shall provide the benefit offering that is the closest to the benefits described in this paragraph.

The board will meet later with the FTA.

# FRANKLIN PUBLIC SCHOOLS

December 3 2020  
Superintendent's Office  
7:00 am

## Board Members Present

Mike Bartels  
Raquel Felzien  
Scott Herrick

## Franklin Teachers Association Members

Becky Cleveland - Present  
Doyle Hanshaw - Present  
Lacey Hoffman - Absent

## The Board of Education Offers:

- A \$650 increase in base pay for the 2021-2022 school year. With this offer the base salary for the 2021-2022 school year would be \$35,725. This is an estimated total 4.03% increase in salary and benefits. Total estimated dollar increase to the budget would be \$96,511.00
- Health Insurance: The Board agrees to provide single dental insurance for the employee for the 2021-2022 school year. The board also agrees to provide health insurance based on the four-tier membership structure with BCBS at the second-tier deductible level during the term of this agreement and to provide the \$1050/\$3500 HSA-HDHP to employees who elect to participate. This coverage is to be the full dollar cost of premiums for the 2021-22 school year. Part-time certified employees will receive a percentage of family or single coverage – such percentage to be based upon percentage of salary paid. In the event the BCBS offerings become unavailable during the duration of this agreement, the Board shall provide the benefit offering that is the closest to the benefits described in this paragraph.

## Elementary Principal's Report

Mrs. Shelley Kahrs

December 2020



### ***Elementary Christmas Program***

The K-6th grade participated in the Winter Wonderland program on Thursday, December 3rd, with limited attendance. Congratulations on a successful performance! Thank you, Mrs. Ellis and Mr. Hanshaw, for a beautiful evening.

### ***Winter MAPS Testing***

We have started our Winter MAPS testing in December. NWEA lowered the benchmark at the beginning of the year due to the COVID shut down in March and the inability to administer the Spring test. Our students have made significant progress from the beginning of the school year to the Winter testing sessions. Students and Staff have worked hard on closing the academic gap.

### ***Goofball Island***

I recently purchased several board games for indoor recess. I will be working with students during "Goofball Island" game time to teach students how to play new games, be good leaders in teaching others the game, and care for the games. With a generous donation to Franklin Elementary by Cynthia Huff, I was able to purchase the games.

**High School Principal's Report - December 2020**  
**Board of Education**

**1. Academic Information**

- ✓ We are beginning to wrap up the first semester and given all the different circumstances we are doing pretty well. Winter MAPS testing is finishing up and we will be entering the final week of the semester soon, so semester tests in some classes are beginning this week.

**2. Activity Information**

- ✓ One-Act finished with a Runner-up at Districts.
- ✓ Winter Concerts went off very well.
- ✓ Winter Sports are underway and we will not have a holiday tournament this year in basketball but will play Bertrand on Tuesday, December 29<sup>th</sup>
  - o We are still working on getting the cameras for live streaming, I have been told by the end of the December, but have not been given a definitive date.

**3. Other Information**

- ✓ Discussion Item - Assuming we get to have prom as scheduled, Post Prom is wondering if they would be able to use the Alternate Gym for Post Prom since the kids will already be here for Prom?