

Loup City Public Schools Board of Education

Loup City Central Office
800 N. 8th Street
Loup City, NE

Phone: (308) 745-0120
Fax: (308) 745-0130
www.loupcitypublicschools.org

Regular Session

Monday, March 11, 2019

7:30 PM

Loup City Public Schools Library Board Room

7:30 PM

1. Call Meeting To Order:
 - A. Pledge of Allegiance
 - B. Announce Open Meetings Act - Posted in Meeting Room
 - C. Publication of Meeting
2. Approval of Agenda:
3. Consent Agenda:
 - A. Reading and Approval of Minutes
 - B. Approve Resignation of Renee Bandiera
4. Discuss, consider and take all necessary action on the February Financial Report
5. Hearing of the Audience:
6. Discussion Items:
 - A. Faculty Report
 - B. Superintendent - Board Goals
 - C. Facility Study
 - D. Policy Review in first reading of Policies:
 - E. 901 Objectives of Buildings and Sites
 - 902 Site Acquisition and Building Construction
 - 902.01 Buildings and Sites Long Range Planning
 - 902.02 Construction Plans and Specifications
 - 902.04 Bids and Awards for Construction Contracts
 - 903 Maintenance, Operation and Management
 - 903.01 Security
 - 903.02 Access to Buildings
 - 904 Disposition of Equipment and Property
 - 904.02 Lease, Sale, or Disposition of School Buildings or Sites
 - 905 Safety Program
 - 905.01 Facilities Inspections
 - 905.02 Annual Emergency Safety Plan
 - 905.02R1 School Safety Plan and Procedure
 - 905.06 Accident Reports
 - 905.07 Safety Drills
 - 905.08 School Closings and Cancellations
 - 905.09 Eye Protective Devices
 - 1002 District Annual Report
 - 1003 Public Examination of District Records
 - 1004 Press, Radio and Television News Media
 - 1004.01 Media Relations
 - 1005 Public Participation in the School District
 - 1005.01 Public Complaints
 - 1005.03 Parental Involvement in the Schools
 - 1005.07 Visitors to School
 - 1005.08 Public Conduct on School Premises
 - 1005.10 Distribution or Posting of Materials
 - 1006 Use of District Facilities and Equipment
 - 1006.01 Community Use of School District Buildings, Sites and Equipment
 - 1006.01R1 Procedures for Community Use
 - 1006.01E1 Facility Use Agreement
 - 1006.01E2 Weight Room Agreement

- 1006.02 Tobacco-Free Environment
- 1007 Education Agency Relations

F.

7. Action Items:

- A. Discuss, consider and take all necessary action on the 2019-20 Administrator Salary Package
- B. Discuss, consider and take all necessary action on the 2019-20 Principal Contracts.
- C. Discuss, consider and take all necessary action on the 2019-20 Classified Salary Schedule.
- D. Discuss, consider and take all necessary action on the 2019-20 Fees and Rates Schedule
- E. Discuss, consider and take all necessary action on the 2nd Reading of Policies:
- F. 100.01 Terminology Used in this Manual

- 101 Legal Status of the School District
- 102 Educational Philosophy of the District
- 103 Equal Educational Opportunity
- 104 Educational and Operational Planning
- 104.01 Annual School Census
- 201.01 - Board Powers and Responsibilities
- 201.01R1 - Purpose and Role of the Board
- 201.02 - Board Membership: Elections/Appointment
- 201.04 - Oath of Office
- 201.05 - Term of Office
- 201.06 - Vacancies
- 201.06R1 - Absence Procedure
- 201.07 - Board Member Liability (Insurance)
- 202.01 - Board Member Code of Ethics
- 202.02 - Board Member Conflict of Interest
 - 202.02E1 - Potential Conflict of Interest Statement
 - 202.02E2 - Employment of Immediate Family Members Disclosure Statement
 - 202.02E3 - Contractual Interest Statement
- 202.03 - Board Self-Evaluation
- 203.01 - Board Organizational Meeting
- 203.01R1 - Procedures for Organizational Meeting
- 203.02 - President
- 203.03 - Vice President
- 203.04 - Secretary
- 203.05 - Treasurer
- 203.06 - Board Committees
- 203.08 - School Board Legal Counsel
- 204.01 - Regular Board Meetings
- 204.02 - Special Board Meetings
- 204.03 - Public Hearings
- 204.05 - Open Meetings
- 204.06 - Closed Sessions
- 204.07 - Meeting Notice
- 204.08 - Quorum
- 204.09 - Rules of Order
- 204.10 - Agenda
- 204.11 - Meeting Minutes
- 204.12 - Public Comment at Board Meetings
- 204.13 - Electronic Devices at Meetings
- 205.01 - Policy Development
- 205.02 - Policy Adoption
- 205.03 - Policy Revision and Review
- 205.04 - Policy Communication
- 205.05 - Policy Suspension
- 205.06 - Administration in the Absence of Policy
- 205.07 - Review of Administrative Regulations
- 206.01 - New Board Member Orientation
- 206.02 - Board Association Membership
- 206.03 - Board Member Development Opportunities
- 206.04 - Board Member Compensation and Expenses
- 206.05 - Board Member Health Insurance

G.

8. Leadership Reports:

- A. Elementary Principal Report
- B. High School Principal Report
- C. Superintendent's Report

9. Future Meetings/Reminders

10. March 25 Work Session

April 8 Regular Session

11.

12. Positives/Celebrations:

13. Executive Session:

14. Adjourn:

Elementary Principal School Board Report Outline
February, 2019
Roger Reikofski, Elementary Principal

1. School Year: Continuing to progress with noticeable improvement in students
2. Principals Workshop on Tuesday, Feb 26th. Mr. Asche and I attended.
3. Parent Teacher Conferences went smoothly.
4. MTSS Grade Level Meetings complete with updated interventions in place and reviewed procedures for documenting and tracking said interventions
5. Title I Part A Visit (NDE ESSA Monitoring) review. A couple minor protocol items need to be updated for ESSA implementation
6. Title I Parent Meeting Held on March 6, 2019.
7. 21st Century Grant Reviewer Tuesday Night and Wednesday of this week in Lincoln
8. Read Across America Week Activities. Hopefully promoting a deeper desire for reading.
9. Miscellaneous Items
10. Questions?



LOUP CITY PUBLIC SCHOOL
FEES & RATES
2018-2019

Substitute Teacher Pay \$115/day for first 10 days
\$125 every day after 10

Mileage \$0.545 per mile
State Mileage Rate

Trip Daily Meal Allowance:

Adults..... Per Diem Amount

StudentsRefer to Student Handbook

Admission: Varsity Events..... \$5.00

Non-Varsity Events \$2.00

School Meal Prices:

K-2 Lunch \$2.55

3-12 Lunch \$2.75

K-2 Breakfast \$1.70

3-12 Breakfast..... \$1.75

Adult Lunch \$3.65

Adult Breakfast \$2.10

Milk \$0.40

Weight Room Use – Key Deposit \$25.00

Facilities Use – Key Deposit \$50.00

Towing Fee \$50.00

Activity Bus Driver \$12.50/hour

Substitute Bus Route Driver\$37.50/route

Athletic Workers Pay Scale:

Announcer (Football) \$30/game

Spotter (Football) \$20/game

Clock Operator (Football, Volleyball, Basketball) \$20/game

Book Keeper (Volleyball, Basketball) \$20/game

Line Judge (Volleyball) \$20/game

Table Help (Wrestling – Junior High, High School Quad) \$30/meet

Table Help (Wrestling – High School Duals) \$50/meet

TicketTakers \$0.00

MARCH 2019 BOARD BILLS

VENDOR NAME	DESCRIPTION	INVOICE AMTS
ALMQUIST MALTZAHN GALLOWAY	125 PLAN ADMIN	\$164.00
AMAZON	SUPPLIES	\$1,172.28
APPLE INC	SUPT MACBOOK	\$1,368.00
APPTEGY INC	WEBSITE DEVELOPMENT	\$10,100.00
BAUER BUILT TIRE CENTER	BUS TIRES	\$293.00
BLACK HILLS ENERGY	SERVICE	\$11,330.15
BLUEWAVE SECURITY	SECURITY SUPPORT AGRMNT	\$500.00
BOCHART HEATING COOLING	LED BULBS	\$540.00
BUSINESS TELECOMMUNICATION SYSTEMS	PHONE SYSTEM SERVICE	\$214.00
CENTURY LINK	SERVICE	\$431.60
CITY OF LOUP CITY	SERVICE	\$327.94
CORPORATE PAYMENT SYSTEMS	SUPPLIES/SUPT TRAVEL	\$1,097.74
CRETE NEWS	HS OFFICE SUPPLIES	\$302.38
CULLIGAN	SALT	\$225.00
DAS STATE ACCOUNTING	SERVICE	\$229.49
DELL MARKETING	HARDWARE WARRANTY	\$318.84
DOLLAR GENERAL	SUPPLIES	\$74.70
ERICSON FORD	REPAIRS	\$555.72
GOPHER	ELEM PE SUPPLIES	\$210.48
HARRINGTON, LISA	REIMB-ELEM SUPPLIES	\$55.72
JOE'S	SUPPLIES	\$177.22
JOSTENS INC.	NATL HONOR SOCIETY MEDALS	\$148.86
JOURNEYED.COM INC.	COREL DRAW LICENSE	\$331.35
KS STATE BANK	BOBCAT LEASE	\$3,600.00
KULIGOWSKI, THOMAS	REIMB-FUEL	\$45.50
KUSZAK HARDWARE & VARIETY	SUPPLIES	\$608.65
LOUP CITY CHAMBER	MEMBERSHIP DUES	\$50.00
LOUP CITY AUTO PARTS	MAINT SUPPLIES	\$24.41
LOUP CITY LUMBER	SUPPLIES	\$543.33
MATHESON TRI-GAS	IND TECH SUPPLIES	\$53.46
MCI	SERVICE	\$62.04
NEBR. ASSN SCHOOL BOARD ALICAP	"19-20" MEMBERSHIP DUES	\$3,807.00
	BRD/SUPT/ BUS MANAGER WRKSHOPS	\$445.00
NEBRASKA GLASS COMPANY	WINDSHIELD REPAIRS	\$54.95
NEBRASKA LINK	ETHERNET	\$131.12
NPPD	SERVICE	\$4,823.63
PERRY GUTHERY	LEGAL FEES	\$195.00
PITNEY BOWES	POSTAGE/SUPPLIES	\$259.49
PLURAL PUBLISHING INC	SPED SUPPLIES	\$72.45
PRESTO-X COMPANY	SERVICE	\$127.00
PRESTO-X TERMITE CONTROL	TERMITE SVC WARRANTY	\$244.00

ROWE SANCTUARY	3-6 OUTDOOR LEARNING	\$380.00
SCHOLASTIC INC	ELEM SUPPLIES	\$1,789.32
SCHOOL SPECIALTY SUPPLY	PE SUPPLIES	\$57.35
SHERMAN COUNTY TIMES	ADVERTISING	\$33.90
SUPPLYWORKS	CUSTODIAL SUPPLIES	\$422.50
TELEPHONE SYSTEMS OF NE	CARD READERS	\$1,298.50
THIEL'S TIRE	SERVICE	\$41.39
UNIVERSITY OF NEBRASKA KEARNEY	NATL HISTORY DAY CONTEST	\$255.00
VERIZON WIRELESS	SERVICE	\$60.78
WELLS FARGO VENDOR FIN SERV	COPIER LEASE PROPERTY TAX	\$477.03
	COPIER LEASE	\$722.05
WILKINS ARCHITECTURE DESIGN	FACILITIES STUDY	\$2,500.00
YANDA'S MUSIC	BAND SUPPLIES/INSTRUMENT REPAIR	\$125.99
TOTAL		\$53,479.31
PAYROLL		\$311,315.38
		\$364,794.69
LUNCH PAYROLL \$11,106.07		

SCHOOL DISTRICT #1	
February 28, 2019	
Balance Forward	\$1,214,769.87
Deposits	\$617,397.14
Checks/Debits	\$620,145.72
Transfers from ICS	\$400,000.00
Transfers to ICS	\$145,000.00
Interest	\$11.68
ICS Interest	\$121.39
BOOK BALANCE	\$101,989.91
ICS BALANCE	\$855,164.65
GEN FUND BALANCE	\$957,154.56

DISTRICT C.D.'S	
Unemployment Fund	\$21,925.82
Special Building Fund ***	\$243,796.70
Heritage Bank (Gen Fund)	\$237,329.77
Ashton State Bank (Gen Fund)	\$230,085.01
TOTAL	\$733,137.30

BOND FUND	
February 28, 2019	
Balance forward	\$8,395.35
Deposit	\$0.00
Interest earned	\$0.97
Checks/Debits	\$0.00
FUND BALANCE	\$8,396.32

HOT LUNCH FUND	
January 31, 2019	
Balance forward	\$20,485.80
Deposit	\$18,998.33
Interest earned	\$2.08
Checks/Debits	\$25,534.08
FUND BALANCE	\$13,952.13

REVENUES	
February 28, 2019	
Local Receipts	\$135,404.13
County & ESU Receipts	\$1,466.17
State Receipts	\$80,470.93
Federal Receipts	\$0.00
Misc.	\$1,220.93
Non-Program Receipts	\$0.00
	\$218,562.16

SPECIAL BUILDING FUND	
February 28, 2019	
Balance forward	\$66,214.71
Deposit	\$1,485.42
Interest earned	\$2.19
Checks/Debits	\$8,253.37
BANK BALANCE	\$19,766.75
ICS Interest earned	5.51
ICS BALANCE	\$47,941.08
FUND BALANCE	\$67,707.83

DEPRECIATION FUND	
February 28, 2019	
Balance Forward	\$1,093,468.95
Deposit	\$0.00
Interest earned	\$2.14
ICS Interest	\$123.65
Checks/Debits	\$0.00
BANK BALANCE	\$18,618.44
ICS BALANCE	\$1,074,976.30
FUND BALANCE	\$1,093,594.74

HAZARDOUS MATERIAL/ADA FUND	
January 31, 2019	
Balance forward	\$8,663.66
Deposit	\$0.00
Interest earned	\$1.00
Checks/Debits	\$0.00
FUND BALANCE	\$8,664.66

UNEMPLOYMENT FUND	
February 28, 2019	
Balance forward	\$109,659.93
Deposit	\$0.00
Interest earned	\$0.38
ICS Interest earned	\$12.22
Checks/Debits	\$178.00
BANK BALANCE	\$3,242.44
ICS BALANCE	\$106,239.09
FUND BALANCE	\$109,481.53

ARCADIA/LOUP CITY ACT. CO-OP	
February 28, 2019	
Balance forward	\$307.70
Deposit	\$5,179.62
Interest earned	\$0.09
Checks/Debits	\$3,945.00
BANK BALANCE	\$1,542.41

ACTIVITY FUND BALANCES	
February 28, 2019	
General	\$3,053.64
Red Raider Drama	\$6,009.57
Red Raider Speech	(\$1,728.28)
District Events	\$3,973.94
Cross Country	\$1,313.54
Girls Basketball	\$75.53
Track	\$489.38
Volleyball	\$312.86
FFA	\$17,807.03
Cheerleaders	(\$395.31)
Dance Team	\$197.39
Band Fundraiser/Resale	\$2,383.08
Annual Staff	\$1,646.52
Student Council	\$5,439.90
FCCLA	\$3,351.09
Special Projects	\$5,626.50
Class of 2019	\$2,337.02
Class of 2020	\$4,617.31
Class of 2021	\$34.76
Class of 2022	\$1,921.18
Class of 2023	\$39.00
Class of 2024	\$63.00
FCA	\$2,045.28
Scholarship Fund	\$4,153.00
Damage Deposit	\$13,973.94

125 CAFETERIA PLAN	
February 28, 2019	
Balance forward	\$17,665.67
Deposit	\$3,690.11
Interest	\$ 1.78
Claims	\$5,166.86
BOOK BALANCE	\$16,190.70

ACTIVITY FUND ACCOUNT	
February 28, 2019	
Balance forward	\$148,301.41
Deposit	\$10,509.64
Interest earned	\$2.37
Checks/Debits	\$8,781.12
BANK BALANCE	\$150,032.30
ICS Interest earned	7.34
ICS BALANCE	\$63,871.56
FUND BALANCE	\$213,903.86

OUTSTANDING CHECK AMOUNTS	
General Fund	\$2,273.89
Activity Fund	\$5,236.46
Co-Op Fund	\$1,284.00
125 Plan Fund	\$105.00
Lunch Fund	\$0.00
Unemployment Fund	\$0.00

CO-OP EXPENDITURES	
February 28, 2019	
General	\$0.00
Basketball	\$1,312.00
Cross Country	\$0.00
Football	\$0.00
Golf	\$0.00
Track	\$0.00
Volleyball	\$0.00
Wrestling	\$420.00
Total	\$1,732.00
CO-OP REVENUES	
General	\$0.00
Basketball	\$3,050.00
Cross Country	\$0.00
Football	\$0.00
Golf	\$0.00
Track	\$0.00
Volleyball	\$0.00
Wrestling	\$2,129.62
	\$5,179.62

LOUP CITY GATE VOLLEYBALL	DATE	RECEIPTS	ARCADIA GATE VOLLEYBALL	DATE	RECEIPTS
VB vs Kenesaw/Amherst	08/30/18	\$655.00	VB vs Central City	10/02/18	\$450.00
VB vs Ravenna/St Paul	09/04/18	\$555.00	VB vs Jr Rebel Tourn	10/15/18	\$156.00
JH VB vs St Paul	09/10/18	\$180.00	VB vs SEM/Twin Loup	10/16/18	\$490.00
JH VB vs Ravenna	10/08/18	\$180.00			
VB ALC Rebel	10/20/18	\$1,255.00			
		\$2,825.00			\$1,096.00

LOUP CITY GATE FOOTBALL	DATE	RECEIPTS	ARCADIA GATE FOOTBALL	DATE	RECEIPTS
JV FB	8/27/2018	\$ 201.00	Var FB vs North Central	09/07/18	\$ 1,699.00
Var FB vs Shelton	8/30/2018	\$ 925.00	JH/JV FB	10/01/18	\$ 229.00
JV FB	9/10/2018	\$ 200.50	Var FB vs Burwell	10/05/18	\$ 1,265.00
Var FB vs Elm Creek	10/19/18	\$ 1,155.00	JH/JV FB	10/15/18	\$ 60.00
Var FB Playoffs	10/25/18	\$ 2,359.00	Var FB Playoffs	11/06/18	\$ 1,533.13
		\$4,840.50			\$4,786.13

LOUP CITY GATE WRESTLING	DATE	RECEIPTS	ARCADIA GATE WRESTLING	DATE	RECEIPTS
WR Rebel Duals	02/01/19	\$995.00	WR vs Broken Bow/Wood River	11/29/18	\$395.00
		\$995.00			\$395.00

LOUP CITY GATE BASKETBALL	DATE	RECEIPTS	ARCADIA GATE BASKETBALL	DATE	RECEIPTS
JH GBB vs Wood River	11/05/18	\$106.00	JH GBB vs Centura	12/3/2018	\$122.00
JH GBB vs Ravenna	11/19/18	\$136.00	BB vs Anselmo-Merna	12/04/18	\$775.00
BB vs Pleasanton	11/30/18	\$930.00	BB vs Central Valley	12/08/18	\$660.00
BB vs Gibbon	12/07/18	\$830.00	BB vs Riverside	01/10/19	\$700.00
BB vs Wood River	01/03/19	\$1,110.00	BB vs Doniphan-Trumbull	01/22/19	\$250.00
BB vs Burwell	01/25/19	\$930.00	JH BBB vs St Paul	02/04/19	\$302.00
JH BBB vs Centura	01/29/19	\$142.25	JH BBB vs Gibbon	02/18/19	Cancelled
BB vs Centura	02/08/19	\$1,298.00			
		\$5,482.25			\$2,809.00

LOUP CITY TRACK	DATE	RECEIPTS			
		\$0.00			

LOUP CITY RECEIPTS		\$14,142.75	ARCADIA RECEIPTS		\$9,086.13
OTHER RECEIPTS					
LOUP CITY RECEIPTS		\$14,142.75			
ARCADIA RECEIPTS		\$9,086.13			
Total Receipts		\$23,228.88			

General Fund Expenditure Report: Through May (75.00% of the way through the year)

EXPENDITURES:	Expenses 2014-15	Expenses 2015-16	Expenses 2017-18	Budget for 2018-19	YTD Expenses 2018-19	YTD % of Budget
Elementary Instruction	\$1,789,044.00	\$1,968,532.03	\$2,027,338.64	\$2,357,500.00	\$1,054,267.82	44.72%
Other Instruction (Tech/Poverty)	\$393,894.00	\$198,223.51	\$222,637.20	\$345,350.00	\$106,470.04	30.83%
Special Education Instruction	\$413,893.00	\$465,574.55	\$388,565.08	\$658,339.32	\$46,646.30	7.09%
Student Services (Nurse/Guidance/Lib)	\$148,601.00	\$191,659.28	\$199,286.13	\$233,383.25	\$108,685.46	46.57%
Staff Services (Professional Development)	\$17,727.00	\$11,044.32	\$11,740.61	\$22,000.00	\$6,359.76	28.91%
Board of Education	\$23,958.00	\$102,800.77	\$84,036.90	\$97,411.00	\$81,723.67	83.90%
School Administration - Superintendent	\$247,618.00	\$158,680.92	\$163,068.39	\$164,100.00	\$79,102.14	48.20%
School Administration - Principal	\$203,104.00	\$174,867.88	\$190,841.09	\$317,250.00	\$152,523.53	48.08%
Business Services	\$14,570.00	\$84,465.15	\$101,522.07	\$72,200.00	\$30,536.37	42.29%
Safety & Security				\$5,000.00	\$4,125.75	82.52%
Custodial	\$434,990.00	\$508,957.18	\$547,497.91	\$834,140.00	\$275,238.19	33.00%
Transportation	\$217,940.00	\$205,252.02	\$262,251.55	\$221,500.00	\$138,268.33	62.42%
Transportation - Special Education				\$70,400.00	\$14.01	0.02%
State Grants (HAL/Distance/Sixpence)	\$280,073.00	\$236,100.93	\$238,153.42	\$255,500.00	\$110,381.97	43.20%
Federal Grants (Title I/IDEA/REAP)	\$243,508.00	\$168,748.20	\$235,577.85	\$244,130.37	\$79,334.27	32.50%
Other (Transfers)	\$265,000.00	\$340,000.00	\$345,000.00	\$210,000.00	\$5,000.00	2.38%
Summer School	\$0.00	\$0.00	\$9,184.53	\$11,980.00	\$0.00	0.00%
Non-Program Expenditures	\$28,902.00	\$0.00	\$0.00			N/A
Unused Budget Authority	\$0.00	\$0.00	\$0.00	\$834,000.00		0.00%
TOTAL EXPENDITURES:	\$4,722,822.00	\$4,814,906.74	\$5,026,701.37	\$6,954,183.94	\$2,278,677.61	32.77%

Changes to Board Policies Proposed:

Policy 902.02

Strike Language "(AIA Document B141, 1974 edition)"

Policy 905.02R1

Under the heading Meetings:

Place a period after calendar in the second sentence.

Strike Language "on the 4th Thursday of, January, May, August, and October"

Policy 1005.07

On the 4th line strike "principal" and replace with "main office"

Policy 1005.08

Add the words "Vaping products" in addition to Smoke or use tobacco products.

Policy 1005.10

On page 4 in the second set of bullets

Add "e-cigarettes" and "vaping products"

Policy 1006.02

Change title to "Tobacco and Nicotine Free Environment"

In the first sentence change to add "nicotine" after tobacco

Add "vaping devices" to the list of prohibited products.

Loup City Public Schools Board of
Education Work Session
Monday, February 25, 2019 7:30 PM Central

Loup City Public Schools Library Board Room
800 North 8th Street
Loup City, NE 68853-0628

Cindy Ericson: Present
Scott Friesen: Present
Tami Heil: Present
Wayne Klein: Present
Eric Kowalski: Present
Janelle Krzycki: Present
Jamie Lewandowski: Present
Ron Mroczek: Absent
Lorraine Panowicz: Present
Present: 8, Absent: 1.

1. Call the Meeting to Order

Motion by Scott Friesen, seconded by Eric Kowalski, to Excuse Ron Mroczek from the meeting.. Motion Carried

Ron Mroczek: Absent, Cindy Ericson: Yes, Scott Friesen: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski: Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Lorraine Panowicz: Yes

Yes: 8, No: 0, Absent: 1

1.A. Notice of the Open Meetings Act

1.B. Publication Notice

2. Call the Meeting to Order

2.A. Notice of the Open Meetings Act

2.B. Publication Notice

3. Work Session

3.A. Discuss and consider board goals and priorities for 2019

The board discussed their priorities for the upcoming year and how they wanted to focus our efforts as a school district. After discussion the following 4 areas were identified and some indicators were chosen:

- Strong budget with adequate planning for the future
 - Moneys being planned for facility upgrades and maintenance
 - A plan for how to pay for curriculum development and the professional development also
 - seeking funding options for increased offerings
- Improve climate and culture

- Boys Town Social Skills
- Continued academic growth & improvement
 - Increasing curricular choice
 - Creation of curriculum guides and pacing guides
 - Regular review of testing scores by the school and board
- Facilities management.
 - On-campus preschool program
 - Respond to the needs in the facility study
 - Upgrade rather than upkeep of facilities

3.B. Data & Curriculum Presentation for the 2017-2018 School year

Ms. Simpson went through ACT, NSCAS, and MAP test data for the 17-18 school year.

3.C. Committee Set Up, Schedules and Reports

A review of the material each committee needed to cover was addressed and each committee has their next committee meeting scheduled.

3.D. Cooperative Athletics discussion

Mr. Henry was in attendance to help us discuss some concerns raised about the cooperative athletic agreement with Arcadia. The committee discussed the positives and how we can work to make the situation better. The end of the season meeting will be in the near future and we will address them and report back to the board. There is also a possible survey of our parents about the cooperative agreement in the future.

4. Future Meetings

March 11

Review of Bills, Ron & Janelle

5. Adjourn

Motion by Wayne Klein, seconded by Tami Heil, to adjourn the meeting at 9:59pm..

Motion Carried

Ron Mroczek: Absent, Cindy Ericson: Yes, Scott Friesen: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski: Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Loraine Panowicz: Yes

Yes: 8, No: 0, Absent: 1

LOUP CITY BOARD POLICY MANUAL

Section 1000 Community/Educational Agency Relations

- 1002 District Annual Report
- 1003 Public Examination of District Records
- 1004 Press, Radio and Television News Media**
 - 1004.01 Media Relations
- 1005 Public Participation in the School District**
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 - 1006.01E2 Weight Room Agreement
 - 1006.02 Tobacco-Free Environment
- 1007 Education Agency Relations

DISTRICT ANNUAL REPORT

The superintendent or designee shall annually prepare a written report informing the public of the following areas of district characteristics and student achievement results:

- A. Reporting of national percentage scores by grade level on a district administered norm-referenced standardized assessment instrument reported in at least one grade in each of the following three levels: grades 4-6; grades 7-9; grades 10-12.
- B. Reporting the results of a criterion referenced assessment instrument of students who have passed or mastered competencies in reading, writing, and mathematics, starting with grade 5.
- C. Reporting school system demographics and financial information.
- D. Reporting at least every third year of a follow-up study of its graduates; and
- E. Reporting of the results of its survey of learning climate which shall be completed as required by State regulations.

The annual report shall be communicated to the public by posting the report on the district website, emailing the report to subscribers of the monthly newsletter, by placing printed copies in at least four businesses in town, and by providing printed copies upon request.

Legal Reference: NDE Rule 10.005.02
 NDE Rule 10.010.01

Cross Reference: 1001 Principles and Objectives for Community Relations
 1004 Press, Radio and Television News Media
 1005 Public Participation in the School District

Approved 06/11/2012 Reviewed 11/13/2017 Revised 12/11/2017

PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 9:00 a.m. to 4:00 p.m. Monday through Friday, except for holidays and recesses.

Records defined by law as confidential records shall be viewed or copied upon receipt of written permission by the administration office from the person or entity whose confidential records are being requested. Lacking such permission, the superintendent will issue a written denial of the request.

Persons wishing to view the school district's public records shall contact the central administration office and make arrangements for the viewing. The office personnel will make arrangements for viewing the records as soon as practicable, and within 4 business days if possible.

Persons wanting copies may be assessed a fee for the copies not to exceed the actual costs. If the estimated cost of the records exceeds \$50.00, the office will obtain an advance deposit equal to the estimated cost. Records will not be made available in any form in which that record is not already maintained or produced. Persons making requests to use their own copying equipment must make arrangements satisfactory to the administration office.

It shall be the responsibility of the administration office to maintain accurate and current records of the school district. It shall be the responsibility of the office to respond in a timely manner to requests for viewing and receiving public information of the school district. If the office is unable to provide the requested records within 4 business days, the secretary will issue a written explanation with a revised date for completion, an estimate of cost, and allow the requester to modify or prioritize the information request.

Legal Reference: Nebraska Statutes 84-712.0 et seq.

Cross Reference: 507.01 Student Records Access

Approved 06/11/2012 Reviewed 11/13/2017 Revised _____

MEDIA RELATIONS

The board recognizes the value of and supports open, fair and honest communication with the news media. The board will maintain a cooperative relationship with the news media. As part of this cooperative relationship, the board and the media will develop a means for sharing information while respecting each party's limitations.

Members of the news media are encouraged and welcome to attend open board meetings. The board president shall be the spokesperson for the board, and the superintendent shall be the spokesperson for the school district. It shall be the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

Members of the news media seeking information about the school district shall direct their inquiries to the superintendent. The superintendent shall accurately and objectively provide the facts and board positions in response to inquiries from the news media about the school district.

Approved 06/11/2012 Reviewed 11/13/2017 Revised _____

PUBLIC COMPLAINTS

The board recognizes that concerns regarding the operation of the school district will arise. The board further believes constructive criticism can assist in improving the quality of the education program and in meeting individual student needs more effectively. The board also places trust in its employees and desires to support their actions in a manner that frees them from unnecessary or unwarranted criticism and complaints.

Procedures for dealing with complaints concerning programs or practices should be governed by the following principles:

- where action/investigation is desired by the complainant, or where it seems appropriate, the matter should be handled as near the source as possible;
- complaints should both be investigated and, if possible, resolved expeditiously;
- complaints should be dealt with courteously and in a constructive manner; and,
- individuals directly affected by the complaint should have an opportunity to respond.

The board, consistent with its board policy-making role, will review the action taken to resolve complaints concerning specific schools, programs or procedures only after the usual channels have been exhausted. Complaints regarding employees or complaints by students will follow the more specific policies 403.05 and 504.01 respectively.

When a complaint requiring attention is received by the board or a board member it will be referred to the superintendent. After all of the channels have been exhausted, any complainant wishing to appeal to the board shall appeal in writing. However, the board will only directly consider appeals dealing with policies, procedures and programs. Any appeals involving employee issues will be passed on to the board's legal counsel to determine whether district policies and procedures were followed by the administrator in attempting to resolve the conflict.

Cross Reference: 204.12 Public Participation at Board Meetings
 403.05 Public Complaints about Employees
 504.01 Student Due Process Rights
 606.03 Objection to Instructional Materials

Approved 06/11/2012 Reviewed 11/13/2017 Revised _____

PARENTAL AND FAMILY INVOLVEMENT IN THE SCHOOLS

It is the policy of the district to provide full access to the parent and family members of any student of the district to review textbooks, tests, curriculum and instructional materials, records of a student of any such parent, unless otherwise prohibited by law, and to any surveys of students done by the school district. Summary information regarding the district's curriculum, testing, and surveys will be provided at the beginning of each school year. Requests for access to specific instructional materials should be addressed to the teacher or building principal.

Requests by parents and family members to attend and monitor courses, assemblies, counseling sessions and other instructional activities shall also be made to the building principal or teacher. While requests to monitor are usually granted, if the request is denied, reasons for the denial will be provided.

It is the policy of the district to provide as consistent an experience as possible in all classroom instruction, testing, surveys, and other school experiences. It is the policy of the district not to excuse students from classroom instruction, testing, and other school experiences unless an objection is submitted to the building principal or teacher outlining the specific experience, the basis for the objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and family members.

The request for the student to be excused will be reviewed by the building principal and a decision provided to the parents and family members. While verbal objections and decisions are valid, written follow-up to verbal communications is required from the parent and family members, and the principal. If a student is excused from the requested activity no penalty will be assessed but an agreed upon alternative activity must be performed to the satisfaction of the teacher and principal.

It is the policy of the district to use only testing methods and testing instruments that are not of an experimental nature and to avoid using any testing materials or testing techniques that are not generally recognized by educational professionals to be within sound educational standards and both educationally and academically appropriate. It is the policy of the district to notify parents and family members of any standardized testing that may be scheduled within the school district.

It is the policy of the district to notify parents and family members of any survey which may be scheduled and to conduct student surveys judiciously, with full consideration of the fact that parents and family members may find items of the survey objectionable.

The following activities will also be included in the board's plan for parental involvement:

1. The board will involve parents and family members in the development of the Title I plan, the process for school review of the plan and the process for improvement;
2. The board will provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental and family involvement activities to improve student academic achievement and school performance;
3. The board will build the schools' and parents' and family members' capacity for strong parental and family involvement;
4. The board will coordinate and integrate parental and family involvement strategies under Title I with other programs conducted by the school or in partnership with other entities.
5. The board will conduct with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents and family members in Title I activities (with particular attention to parents and families who have low income, Limited English Proficient (LEP) , minorities, disabilities and low literacy) and use the findings of the evaluation to design strategies for more effective parental and family involvement and to revise, as necessary, the parental and family involvement policies; and
6. The board will involve parents and family members in Title I activities.

The parent and family members or guardian of a student may have access to that student's records during normal business hours of the district according to Policy 507.01 Student Records Access.

This policy is adopted following a public hearing to receive public comments and suggestions.

Legal Reference: Neb. Statute 79-530 to 533
 No Child Left Behind, Title I, Sec. 1118, P.L. 107-110

Cross Reference: 507.01 Student Records Access
 606.03 Objection to Instructional Materials
 610.02 Test or Assessment Administration
 611.01 Student Progress Reports
 611.04 Parent Conferences
 1002. District Annual Report
 1005.01 Public Complaints

VISITORS TO SCHOOL

The Board encourages parents and other district citizens to visit the school and classrooms at any time to observe the work of students, teachers and other employees. All visitors, which includes persons other than employees or students, must notify the main office of their presence in the facility upon arrival and request authorization to visit elsewhere in the building.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees shall not take time from their duties to discuss matters with visitors.

Visitors shall conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. The board and administration will not tolerate any person or persons whose presence disturbs classes or school activities or hinders the instructional process. Children who wish to visit school must be accompanied by a parent or responsible adult.

It shall be the responsibility of employees to report inappropriate conduct. It shall be the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee shall act to cease the inappropriate conduct.

The Board discourages using the school as a site for parents without custody to visit their children. The principal may deny the parent without custody the opportunity to deliver packages, gifts, messages, etc., to the child and/or to see the child during the school day without the approval of the custodial parent or legal guardian. In this paragraph, "without custody" means the parent lacks joint legal custody under Nebraska law.

The district may restrict the use of its buildings and grounds or restrict access to school property by issuing no trespassing commands and/or stay away/no trespassing letters when deemed necessary by the superintendent when any individual or group:

1. is determined to present a risk to the safety of others,
2. presents a disruption to the learning environment,
3. fails to follow proper check-in and identification procedures, or
4. does not have a legitimate purpose to be present on school grounds or activities.

In the event a person prohibited by this or other board policies is on district property or is attending a district-sponsored event, the superintendent or building principal will tell the person he or she must leave and will notify the person they are not permitted back on

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district property, except if their presence is required by the district. The superintendent or building principal may contact the proper legal authorities if necessary to enforce this policy and may file a report or sign a complaint on behalf of the district.

Legal Reference: Neb. Statute 79-8,100

Cross Reference: 1004 Press, Radio and Television News Media

PUBLIC CONDUCT ON SCHOOL PREMISES

No person on district property will:

- Injure or threaten to injure another;
- Damage the property of another or of the district;
- Violate parking regulations;
- Drive a vehicle in an unsafe manner;
- Impede, delay or otherwise interfere with the orderly conduct of the district's educational program or any other activity taking place on district property which has been authorized by the Board, superintendent, principal or other authorized administrator;
- Enter any portion of district premises at any time for purposes other than those which are lawful and authorized by district officials;
- Possess an unauthorized loaded or unloaded firearm or any other instrument used as a dangerous or deadly weapon as defined in law and Board policy;
- Consume, sell, give or deliver unlawful drugs including drug paraphernalia and alcoholic beverages;
- Smoke, use tobacco products, e-cigarettes or vaping products;
- Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang. Use speech or commit any act or omission in furtherance of the interests of any gang or gang activity. A "gang" is defined as a group that identifies itself through the use of a name, unique appearance or language including hand signs, claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity;
- Willfully violate other district rules and regulations designed to maintain public order on school property.

Spectators are permitted to attend extracurricular activities only as guests of the school district, and, accordingly as a condition of such permission, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the extracurricular activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate without fear of interference, and to permit the sponsors and officials of extracurricular activities to perform their duties without interference, the following provisions are in effect:

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- Abusive, verbal or physical conduct of spectators directed at participants, officials or sponsors of extracurricular activities or at other spectators will not be tolerated.
- Verbal or physical conduct of spectators that interferes with the performance of students, officials or sponsors of extracurricular activities will not be tolerated.
- The use of vulgar or obscene language directed at students, officials or sponsors participating in an extracurricular activity or at other spectators will not be tolerated.

If a spectator at an extracurricular activity becomes physically or verbally abusive, uses vulgar or obscene language, or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event and the superintendent may recommend the exclusion of the spectator at future extracurricular activities.

Upon recommendation of the superintendent, the board shall cause a notice of exclusion from extracurricular activities to be sent to the spectator involved. The notice shall advise the spectator of the school district's right to exclude the individual from school district activities and events and the duration of the exclusion. If the spectator disobeys the school district's order, law enforcement authorities will be contacted and asked to remove the spectator. If a spectator has been notified of exclusion and thereafter attends an extracurricular activity, the spectator shall be advised that his/her attendance will result in prosecution.

Persons having no legitimate purpose or business on district property or violating or threatening to violate the above rules may be ejected from the premises and/or referred to law enforcement officials.

Cross Reference: 506 Student Activities
 903.08 Vandalism
 1006 Use of District Facilities and Equipment

DISTRIBUTION OR POSTING OF MATERIALS

Advertising

The Loup City Board of Education intends that its facilities and programs not be used as advertising or promotional media except as expressly permitted by this policy. The Board of Education does not sponsor any of its advertisers and no sponsorship of the advertisers or approval of the message of the advertisers should be implied to the extent advertising is permitted to occur. Where deemed appropriate, a disclaimer of such sponsorship may be required to be placed on any advertisement.

Advertising for purposes of this policy means the promotion of a product (goods or services) or an event by giving public notice using verbal, written or pictorial methods. Advertising includes the distribution of promotional items (e.g., pens, footballs, or Frisbees with a business logo) and the giving away of sample products.

To the extent advertising is to occur in the school setting, the Board expresses a preference for advertising which includes messages that promote the school district, encourages student achievement and encourages the establishment of high standards of personal conduct.

Where approval for advertising is required under this policy, it shall be the responsibility of the Superintendent or the Superintendent's designee to determine whether to grant approval. Approval given by the Superintendent shall be subject to review of the Board of Education or an appropriate Board committee upon request of either the Superintendent, the firm which has requested to advertise, or a patron of the District. In the absence of other criteria or considerations, the determination of whether to grant approval shall be based on whether the overall benefits to the school and to the staff and students outweighs the negative influences of advertising on the educational mission of the school.

1. Classrooms and Instructional Activities.

Because instruction is the primary purpose of schools, and recognizing that students are required to be in attendance in classrooms during regular school hours, no advertising or promotional materials shall be allowed in classrooms or as a part of instructional activities.

It is recognized that some instructional and informational material may include advertising as a secondary purpose, and that such material may not be otherwise available for the benefit of students. As such, materials used for instruction which contain or display mention of the sponsoring or producing firm and/or the symbol or "logo" of that firm are permitted. Approval shall be required for materials used for instruction which include advertising or promotional messages beyond the name of the producing or sponsoring firm or the slogan or "logo" of such firm.

2. Distributions and Postings.

The distribution of materials by the school to students or parents (flyers and the like) and postings on school bulletin boards and the like are non-public forums which are restricted to

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school purposes. This policy permits non-school distributions or postings only to the extent such advances the school's purpose of informing students or parents of activities or events consistent with the District's educational mission. The school shall control the nature and timing of such distributions or postings and school materials shall in all events preempt distributions or postings of non-school materials.

- A. Materials from not-for-profit community service and youth-serving agencies to inform students and their families of programs or events for youth may be distributed or posted.
- B. Materials from commercial enterprises for the primary purpose of providing activities appropriate for youth; e.g., child care, educational programs, and camps, may be distributed or posted.
- C. Community service information from other governmental agencies may be distributed or posted.

No material shall be distributed or posted which, in the guise of announcing a program or event, contains political messages, direct exhortations to a religious observance, or information which is not permitted under the "non-permitted advertising" provisions of this regulation (except for the goods and services restriction contained therein).

3. School Publications.

School publications are non-public forums which are restricted to school purposes. This policy permits non-school advertising to be included in school publications only to the extent such advances the school's purpose of informing students or parents of activities or events consistent with the District's educational mission and school purposes and the purpose of providing funds for the cost of creating and distributing the school publication. The nature and content of any such advertising shall be subject to the control and discretion of the administration. No advertising shall occur in school publications which are not consistent with the restrictions placed on distributions and postings or which are not consistent with the restrictions placed on advertising in athletic facilities, the school web-site and non-instructional settings, as set forth in this policy.

4. Athletic Facilities, School Web Site and Non-Instructional Settings.

Advertising or promotional materials may be distributed or displayed in or on district facilities or grounds at the following locations: athletic facilities and the district's electronic media (web site). Advertising or promotional materials may also be distributed or displayed in other school facilities but only during non-instructional time (e.g., during extracurricular activities or events). Such advertising or promotions are subject to advance approval which may be conditioned on specific terms and conditions for such to be distributed or displayed, and shall be subject to the restrictions set forth below.

- A. Permitted Advertising. The advertising locations are hereby designated as non-public forums which are being opened for a limited purpose. The purposes are limited to advertising goods and services consistent with the District's educational mission and school purposes. The types of goods and services which are generally considered

permissible for advertisement (subject to the provisions below on “non-permitted advertising”) include:

- Financial Institutions, e.g., banking and insurance companies
- Media institutions, e.g., radio, television, newspaper
- Apparel and furnishings
- Restaurants, including fast food and other eateries
- Sports equipment
- Electronic equipment
- Computer hardware, software and peripherals
- Photographic equipment and supplies
- Automobiles, trucks, sport utility vehicles, automotive parts, supplies, fuel and motor lubricants
- Oral hygiene products, e.g., toothpaste and mouthwash
- First aid products
- Medicines (nonprescription medicines, not including stimulants)
- Wrist watches
- Writing implements
- Publications, e.g., books and magazines
- Popular, classical and other music, e.g., CDs, and cassette tapes
- Family entertainment businesses, e.g., theatres and arcades
- Furniture, carpeting, rugs and home furnishings
- General consumer foods, beverages and dry goods
- Office and business products

B. Non-Permitted Advertising. Non-permitted advertising or activity consists of any thing of a nature or intent that:

- is obscene, profane, vulgar, prurient, defamatory, abusive, impolite, or controversial in the context of the school environment
- contains sexual content or sexual overtones
- demeans, harasses or ridicules or discriminates against any person or group of persons on the basis of gender, ethnicity, race, religion, disability or age
- is defamatory to any person or company
- promotes goods or services not suitable for minors
- promotes hostility, disorder, violence, or disrespect for the government or school officials
- may endanger the safety of persons, inhibit the proper functioning of the school activity, or create potential for school district liability
- overrides the school district’s identity
- promotes, favors or opposes the candidacy of any candidate for election, adoption of any bond/budget issues or any public question to be submitted at any school or other election or to be considered by the school board or other government body
- interferes with any school district advertising or marketing program
- is of poor production quality

- contains messages which are otherwise not legally permissible
- is otherwise not suitable for children or the school setting

The determination of whether advertising complies with the foregoing restrictions shall be determined within the sole discretion of the Superintendent or the Superintendent's designee, subject to review of the Board of Education or an appropriate Board committee.

The types of goods and services, which are generally considered non-permissible for advertisement, and for which the non-public forums are not to be used include, without limitation, the following:

- Tobacco, e.g., cigarettes, vaping products cigars, chewing tobacco, pipes and pipe tobacco and rolling paper and all other smoking accessories
- Liquor and other alcoholic beverages and products
- Firearms and all other forms of weapons
- Sexual aids or enhancements, condoms, prophylactics and other birth control devices, products and programs
- Pornographic and other adult publications
- Pornographic and other adult video, audio, and computer content
- Illegal drugs and drug paraphernalia
- Since permitted advertising is limited to goods and services, it is not intended to open the district, or its facilities or grounds to advertising outside the scope of goods and services, such as political advertising or advertisements promoting particular personal or religious beliefs, or to controversial topics or positions.

5. Charges and Fees.

For distributions and postings, there shall be no charge, provided that the costs of the materials to be distributed must be borne by the advertiser and not the school and the distribution or posting shall cause no additional cost to the school.

For advertising in school publications and in athletic facilities, the school web-site and non-instructional settings, the advertiser shall pay a charge consistent with such uniform system of charges for advertising as the Superintendent or the Board of Education may establish. In the absence of a set charge for a particular advertising proposal, the Superintendent shall set a charge which is fair and reasonable. Consideration of the appropriate charge may include the benefits to be provided to the school, students and staff which may be provided as part of the advertising (e.g., the charge for a promotional give-away which involves providing items of value to the school district or recipients may be negligible or may be waived). The charge may consist of permitting advertising in consideration of a donation to the school.

Cross References: 504.03 Student Conduct
 504.08 Freedom of Expression
 506 Student Activities
 604.10 Academic Freedom

TITLE 1 PARENT AND FAMILY MEMBER ENGAGEMENT

The district commits to meeting all requirements of the No Child Left Behind Act of 2001 including Every Student Succeeds Act (ESSA) amendments as they apply to all Title 1 programs conducted within the District. For the purpose of this policy “parents and family members” means “parents and persons in a parental relation to the student.” This Policy will be distributed to all parents annually, in a language that parents can understand.

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

1. Parents and family members of all students are welcomed and encouraged to become involved with their child’s school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
2. Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
3. Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
4. Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
5. Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children’s academic achievement in a format, and when feasible, in a language the parents and family members can understand.

6. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
7. Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Legal Reference: Neb. Statute 79-530 to 533
 Title 92, Chapter 51, Nebraska Administrative Code
 No Child Left Behind, Title 1, Sec. 1118, P.L. 107-110
 Every Student Succeeds Act (ESSA)

Approved 8/13/2019 Reviewed _____ Revised _____

COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS, SITES AND EQUIPMENT

School District facilities, sites and equipment will be made available to groups and organizations in accordance with the procedures provided with this policy. Such use will be permitted only when the use does not interfere with or disrupt the education program or a school-related activity, the use is consistent with state law, and will end no later than midnight. It is within the discretion of the board to selectively allow for-profit entities to use school district facilities, sites and equipment on a fee basis. The fees established shall be consistent with the fee schedule in policy 705.02 (Usage Fees, Admissions and Royalties). It shall be within the discretion of the superintendent to allow use of school district facilities, sites and equipment on Sundays or holidays.

Those who wish to use school district facilities, sites or equipment must apply at the superintendent's office. It shall be the responsibility of the superintendent to determine whether the school district facility or equipment requested is available and whether the application for use meets board policy and administrative regulations. It shall be the responsibility of the superintendent to provide application forms, obtain proof of insurance, and draw up the contract (when required) for use of school district facilities, sites and equipment.

Use of facilities by outside organizations shall be supervised at all times by a person or persons employed by the School District should school officials dictate. The Superintendent of Schools will provide persons or entities requesting use of facilities with a list of school employees authorized to supervise the use of said facilities. It shall be the responsibility of the person or entity requesting the use of facilities to arrange for a school employee to provide for the supervision of school facilities during the use of school facilities by the outside organization. The per hour fee for supervision of school facilities by School District employees may be waived in writing by the employee providing such supervision.

Entities that use school district buildings or sites must leave the building or site in the same condition it was in prior to its use. Entities that use school district equipment must return the equipment in the same working condition it was in prior to its use. Inappropriate use of school district facilities, sites or equipment may result in additional fees charged to, or the inability of, the entity to use school district facilities, sites or equipment in the future.

Legal Reference: Good News Club v. Milford
Cross Reference: 705.02 Usage Fees, Admissions and Royalties
904.02 Lease, Sale or Disposal of School District Buildings
and Sites
1001 Principles and Objectives for Community Relations

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LOUP CITY PUBLIC SCHOOLS
FACILITIES AND EQUIPMENT USE AND AGREEMENT

This application and agreement are subject to the terms of the Board's "Community Use of School Facilities" policy #1006.01. Applicant accepts all such terms and conditions and agrees to follow all school expectations.

ORGANIZATION OR INDIVIDUAL REQUESTING USE:

Name: _____ Person Responsible: _____

Address: _____ Phone Number: _____

Building: _____ Room/Area: _____

Equipment Requested: _____

Period Covered By Agreement: _____

Explanation of Event: _____

Public Wifi Requested: _____ Yes _____ No

Fee: \$50 Deposit. Will be returned when key is returned and any fees for damages/cleaning have been paid.

This section is for office use only:

Key Card Number: _____ Keys: _____ Alarm Code Given? _____ Payment Received: _____

NOTE: THIS DOCUMENT HAS SIGNIFICANT LEGAL RAMIFICATIONS AND SHOULD BE CAREFULLY READ AND UNDERSTOOD BEFORE SIGNING. IF THERE ARE ANY QUESTIONS, THE SIGNER OF THIS DOCUMENT SHOULD CONSULT HIS OR HER OWN ATTORNEY.

Rules for Facilities Use:

1. Arrangements for use need to be made through the Superintendent's Office.
2. One time use requests will not be given any key cards/alarm codes. The unlocking of doors will be coordinated through the Superintendent's Office.
3. Patrons requesting long term facility use may be given a key card, necessary keys, and alarm codes. The Superintendent's Office will arrange for the delivery of these items and the training for the alarm system.
4. All facility use, even if a long term agreement is signed, MUST be scheduled through the Superintendent's Office. Facility use will not disrupt the regular operation of the school.
5. School groups will receive first priority for facilities, student-centered groups will receive second priority.
6. If using the gym, appropriate footwear must be used at all times to prevent damage to the floors.
7. The user must provide appropriate adult supervision at all time. Students of Loup City Public Schools are not allowed to be in the building without proper supervision, regardless of age.
8. The user is wholly responsible for the supervision, control and administration of all persons and activities conducted by the user on school premises.
9. All equipment used during facility use must be returned to its proper place.
10. School personnel shall have free access to monitor facilities during community use.
11. Cameras are installed throughout the facility and patrons are being recorded at all times.
12. The school may require school staff or police officer to supervise facility use at the user's expense.
13. The operation and/or use of the kitchen or kitchen equipment, other than for concession stands, must be supervised by the cafeteria manager.
14. Any damage done to facilities or equipment will be charged to the individual that damaged the equipment and access to the facility will be revoked.
15. Facilities must be left clean and in usable condition. Any additional cleaning that is required by the district may be charged to the user.
16. Patrons will be expected to leave if requested to do so by school administration.

- 17. Misuse of the facilities will result in suspension of facility access and/or no further agreements being executed between the user and the school.
- 18. The school reserves the right to deny any requests and revoke agreements at any time.
- 19. The school may require the user to provide proof of insurance depending on the activity.

Equipment Use Rules:

- 1. Patrons wishing to use equipment from the school must apply through the Superintendent's Office.
- 2. The school will determine which equipment will be given to the patron. For example, a patron may request tables, but the school will determine which tables the patron can use.
- 3. The school reserves the right to deny the use of equipment for any reason.
- 4. Equipment will be returned in the condition it was given and at the time agreed upon. A rental fee of \$5 a day will be assessed for late returns. Any equipment repair needed after return will be billed to the patron.

RELEASE AND INDEMNIFICATION AGREEMENT

In consideration of the undersigned being allowed or granted permission to use Sherman County School District 0001 a/k/a Loup City Public Schools (hereinafter referred to as "Loup City Public Schools") buildings, grounds, facilities or equipment, the undersigned hereby releases and waives any and all claims, demands, causes of action, suits, debts or damages which the undersigned has or which may in the future accrue, for all personal injuries, known or unknown, or injuries or damage to property, caused or arising out of the undersigned's use of Loup City Public School's building, grounds, facilities or equipment.

Additionally, in consideration of the undersigned being allowed or granted permission to use Loup City Public School's buildings, grounds, facilities or equipment, the undersigned hereby covenants to indemnify and save harmless the Loup City Public School's buildings, grounds, facilities or equipment.

The undersigned acknowledges and agrees that without executing this Release and Indemnification Agreement permission would not be granted to use Loup City Public School's buildings, grounds, facilities or equipment. The undersigned further understands and agrees that this Release shall be binding on the undersigned, and the undersigned's heirs, executors, administrators or assigns, and that by executing this Release and Indemnification Agreement, the undersigned is hereby releasing and agreeing to indemnify Loup City Public Schools, all of its present or future Board members in their individual or official capacities, and all of the school district's employees or agents in their individual or official capacities, and all successors thereto.

The Loup City Public Schools does not sponsor or in any way endorse the views, aims, policies, opinions or content of any speakers, or presenters, or materials disseminated as part of the program of the person or persons or entity allowed access to Loup City Public School's facilities, and remains totally neutral with regard thereto.

The undersigned acknowledges having read this Agreement, understands the rights which are being waived or released hereby, understands the indemnification obligation assumed hereby, and executes the same voluntarily and with full knowledge of its significance.

HOLD HARMLESS AGREEMENT

THE APPLICANT OR THE ORGANIZATIONAL REPRESENTATIVE HAS READ AND AGREES TO THE ATTACHED PROCEDURES AND CONDITIONS. IN ADDITION:

NOW, THEREFORE, the said _____ does hereby agree to hold Loup City Public Schools of the City of Loup City in the County of Sherman in the State of Nebraska, and its officers and employees, harmless from any loss or liability for claimed personal injury or property damage claimed to have been caused by reason of any acts of negligence of said School District, its officers or employees, with respect to the use of said premises by the undersigned, whether occasioned upon said premises, or in the streets, alleys, halls, stairways, etc., used in connection therewith.

The undersigned agrees that it will hold said Loup City Public Schools in the County of Sherman in the State of Nebraska harmless from any such claims, and will pay any such claim that may ultimately be adjudicated to be a valid claim against said School District of the City of Loup City in the County of Sherman in the State of Nebraska and all expenses including court costs and attorney's fees, if any, and all other fair and reasonable charges in connection with the defense of said School District of Loup City in the County of Sherman in the State of Nebraska against said claim.

Date: _____

Signature: _____

Title/Organization: _____

LOUP CITY PUBLIC SCHOOLS
WEIGHT ROOM USE AND AGREEMENT

The Weight Room shall be available at designated times to district patrons, provided this agreement is signed and a deposit is paid. Patrons using the weight room are to follow proper school procedure and rules as defined by the administration.

ORGANIZATION OR INDIVIDUAL REQUESTING USE:

Name: _____ Person Responsible: _____

Address: _____ Phone Number: _____

Fee: \$25 deposit. The deposit will be returned once the key has been returned and any charges for damages or additional cleaning has been paid.

This section is for office use only:

Card Number Assigned: _____ Payment Received: _____

NOTE: THIS DOCUMENT HAS SIGNIFICANT LEGAL RAMIFICATIONS AND SHOULD BE CAREFULLY READ AND UNDERSTOOD BEFORE SIGNING. IF THERE ARE ANY QUESTIONS, THE SIGNER OF THIS DOCUMENT SHOULD CONSULT HIS OR HER OWN ATTORNEY.

Safety Expectations:

1. Always work with a partner/spotter.
2. Use collars at all times.
3. Wear belts on all sets of squats, cleans, dead lifts, and power pushes.
4. Do not alter workout program without discussing it first with a strength coach or specialist.
5. Do not use equipment or attempt movements you have no knowledge of or training on.
6. In case of an emergency, contact the High School Principal's Office (Extension 300) immediately, or dial 911 if after hours.
7. Always use proper lifting techniques.
8. Always use adequate warm-up and cool-down periods and activities.
9. Consult a doctor or trainer if you have an injury before starting or continuing your weight program.
10. Immediately stop using equipment if any defect in the equipment is found, take the equipment out of commission, and report it to the High School Principal's Office (Extension 300).
11. No pre-school or elementary children are allowed in the weight room.

Rules for Use of School Weight Room:

1. One card will be provided per household (identified as the adults and any students under the age of 19).
2. All users, other than current Loup City School students, must sign an agreement.
3. Children under the age of 23 may use a household card, but must sign their own agreement before doing so. If they would like their own card, they would need to pay their own deposit.
4. The cardholder accepts responsibility for anyone they allow into the weight room.
5. High School Students are NOT allowed in the weight room without adult supervision, regardless of age.
6. No food, gum or chewing tobacco of any kind is allowed in the facilities.
7. Only water bottles and sports drinks are allowed in the facilities.
8. No necklaces, dangling earrings, hats, or bandannas are to be worn in the weight room.
9. No horseplay or offensive language in the weight room.
10. Proper dress, including clean and proper footwear, will be worn at all times.
11. Wipe down all equipment after use and return all equipment to its original place.
12. Patrons should refrain from using the weight room when it is in use by school groups or classes.
13. Stay out of the closets, desks, and other areas that are property of Loup City Public Schools.
14. The stereo may be used by patrons. Keep volume of the music low enough to allow conversation.

Other Expectations and Consequences:

1. School personnel shall have free access to monitor facilities during community use.
2. Cameras are installed in the weight room and patrons are being recorded at all times.

3. The school may require school staff to supervise weight room use at the patron's expense.
4. Any damage done to equipment will be charged to the individual that damaged the equipment and access to the facility will be revoked.
5. Weight room must be left clean and in usable condition. Any additional cleaning that is required by the district may be charged to the patrons that were using the weight room at the time.
6. Patrons will be expected to leave if requested to do so by school administration.
7. Consequences for misuse of key card, weight room, and equipment:
 - First Offense: Suspension of key card access for one month.
 - Second Offense: Suspension of key card access for six months.
 - Third Offense: Key card will need to be returned, deposit kept by school, no further agreements will be allowed.

RELEASE AND INDEMNIFICATION AGREEMENT

In consideration of the undersigned being allowed or granted permission to use Sherman County School District 0001 a/k/a Loup City Public Schools (hereinafter referred to as "Loup City Public Schools") buildings, grounds, facilities or equipment, the undersigned hereby releases and waives any and all claims, demands, causes of action, suits, debts or damages which the undersigned has or which may in the future accrue, for all personal injuries, known or unknown, or injuries or damage to property, caused or arising out of the undersigned's use of Loup City Public School's building, grounds, facilities or equipment.

Additionally, in consideration of the undersigned being allowed or granted permission to use Loup City Public School's buildings, grounds, facilities or equipment, the undersigned hereby covenants to indemnify and save harmless the Loup City Public School's buildings, grounds, facilities or equipment.

The undersigned acknowledges and agrees that without executing this Release and Indemnification Agreement permission would not be granted to use Loup City Public School's buildings, grounds, facilities or equipment. The undersigned further understands and agrees that this Release shall be binding on the undersigned, and the undersigned's heirs, executors, administrators or assigns, and that by executing this Release and Indemnification Agreement, the undersigned is hereby releasing and agreeing to indemnify Loup City Public Schools, all of its present or future Board members in their individual or official capacities, and all of the school district's employees or agents in their individual or official capacities, and all successors thereto.

The Loup City Public Schools does not sponsor or in any way endorse the views, aims, policies, opinions or content of any speakers, or presenters, or materials disseminated as part of the program of the person or persons or entity allowed access to Loup City Public School's facilities, and remains totally neutral with regard thereto.

The undersigned acknowledges having read this Agreement, understands the rights which are being waived or released hereby, understands the indemnification obligation assumed hereby, and executes the same voluntarily and with full knowledge of its significance.

WEIGHT ROOM WAIVER/AGREEMENT

I acknowledge I have read the safety considerations, rules, expectations, and policies of the Loup City Weight Room Facility and full understand them. I further acknowledge that I have been advised of the risks involved in the use of the facility and its equipment, and I further acknowledge that I have been warned that the use of the facility and its equipment could result in injury or harm to myself and that I acknowledge and assume any such risk to my person should I use the facility and its equipment. In the event that I should sustain an injury to myself in any way as a result related to my use of the Weight Room Facility, or its equipment, I hereby agree to hold harmless the Loup City Public School, the Board of Education, the coaches, trainers or supervisors, or any other employees. I have read and fully understand the contents of this "Hold Harmless Agreement: and execute the same as my own voluntary act. I agree to modify my workout to conform to the wishes of the Loup City Staff if asked to do so, and I agree to leave the Weight Room Facility if asked to do so by a member of the Loup City Administration. I also agree to promptly report to the Loup City Staff any failure by any other person to follow the rules of the facility or any unsafe condition.

Date: _____

Signature: _____

Procedure for Community Use of School Facilities

1. All requests for the use of facilities by an outside organization shall be made through the superintendent of schools. The superintendent will consult with appropriate school personnel in regard to the request prior to final approval. Approved requests will be placed on the school district master calendar.
2. The superintendent reserves the rights to have sufficient time to investigate an application. The superintendent of schools may establish fees and use discretion in the assessment of fees for use of school facilities, equipment and transportation depending upon the particular circumstances surrounding each request.
3. Inaccurate or untruthful statements made in the application may place the responsible persons or organization, or both, on an ineligible list. Subsequent applications from an ineligible organization will be referred to the Board of Education for determination of future privileges.
4. The organization making application for the use of school facilities shall agree to reimburse the district for any damage or loss of property by any person or persons participating in or in attendance at the meeting.
5. The organization making application for the use of school facilities shall agree to relieve the district from all responsibility for any damage or loss of property of any person in attendance. **Facilities must be left clean and in usable condition.**
6. It shall be understood and agreed that Lessee shall be wholly responsible for the supervision, control and administration of all persons and activities conducted by the Lessee on the schools' premises.
7. The Lessee shall protect, indemnify and hold harmless for any claims, suits, actions, damages, judgments or causes of action arising during the period the Lessee has possession of the premises for injury to persons or property on, about, or in any way connected with, the leased premises.
8. Lease agreements shall not be transferable.
9. The Board of Education or its representatives shall have free access to monitor facilities during meeting.
10. The rights to revoke a permit at any time is reserved by the school authorities.
11. After reviewing the application, if deemed necessary, the Loup City Public Schools District reserves the right to require the requesting group or individual to provide police supervision to ensure extra protection and security measures.
12. The requirements of the school program will receive priority over other considerations in the assignment of school facilities.

13. School-related organizations, such as the PTO, and professional education organizations will be given priority over non-related organizations.
14. Approved student groups will be given priority over adult groups.
15. There will be a fee charged for facility rental. In addition, a per hour charge may be assessed for supervision if appropriate.
16. The renting organization or individual will provide continuous adult supervision the duration of the rental. A custodian, or school district representative, must be present during the rental period at the expense of the renter, should school officials dictate.
17. All requests from profit making organizations requesting to use school facilities shall be acted upon by the Board.
18. Sunday morning use of facilities is prohibited except for special situations and only with prior approval from the Board.
19. School facilities will not be available for use by rental groups on the following holidays: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Easter Sunday, and Memorial Day.
20. The following activities are prohibited in school buildings, in school vehicles, at school activities, or on school grounds: (a) use of alcoholic beverages; (b) smoking; (c) gambling; and (d) unlawful activities. The hours of use by outside organizations shall normally be restricted to the period from one hour after the school day ends to midnight on weekdays, and on Saturdays from 8:30 a.m. until midnight.
21. Sponsoring organizations or individuals will conduct meetings that do not discriminate by reason of race, creed, color, sex, or national origin. Any activity that violates the canons of good morals or taste are not permitted.
22. Organizations or groups which promulgate any theory or doctrine subversive to the laws of the United States or any political subdivision thereof or advocate governmental change by violence, or conduct activities to incite others, will be denied use of all school facilities.
23. Ticket sales and the sale of food or merchandise are not permitted unless permission has been granted in the Rental Agreement.
24. Use of school district facilities will be automatically cancelled when schools are closed for inclement weather or other emergency conditions.
25. Use of the gymnasiums requires use of proper footgear to prevent damage to floors. Unauthorized use of gymnasium apparatus is strictly forbidden. Activities deemed harmful to the gym or apparatus will be forbidden.
26. Special permission must be obtained for: (a) decorating; (b) installing scenery; (c) moving furniture; and (d) posting of advertisements, banners, or pennants. The use of any school district equipment, to include stage lighting and audio equipment, must be accomplished

under the supervision of school district personnel.

27. The operation and/or use of secondary kitchens and cafeterias must be supervised by the cafeteria manager. Normally, school district cooks will prepare the food; however, exceptions may be granted.
28. School vehicles shall not be available for personal use.

TOBACCO & NICOTINE-FREE ENVIRONMENT

Tobacco or Nicotine use, including the use of cigarettes, chewing tobacco, vaping products and electronic cigarettes, shall be prohibited on all school property, including all vehicles and grounds, and at all school sponsored activities. This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this policy may be asked to leave the school district premises immediately. It shall be the responsibility of the administration to enforce this policy.

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).

Approved 06/11/2012 Reviewed 11/13/2017 Revised 12/11/2017

EDUCATION AGENCY RELATIONS

The board desires that staff and students of this district benefit in every feasible way from resources provided by the colleges and universities of our area. The superintendent is to keep the board informed of opportunities for shared and cooperative services between the district and institutions of higher learning. Additionally, staff members are encouraged to seek out and use the services of college and university faculty members who are willing to serve our schools as instructional resource persons.

The public schools shall cooperate with the state health department in developing procedures for the control of communicable diseases in the schools. All procedures shall conform to the regulations for communicable disease control set up by the state health department.

Educational Service Units - Designated Representative

The superintendent shall be the designated representative of this school district for purposes of indicating the approval or disapproval of the school district of proposals of core services offerings and the use of the property tax levy of the educational service unit of which the school district is a member.

Approved 06/11/2012 Reviewed 11/13/2017 Revised _____

Loup City Public Schools Board of
Education Regular Session
Monday, February 11, 2019 7:30 PM Central

Loup City Public Schools Library Board Room
800 North 8th Street
Loup City, NE 68853-0628

Cindy Ericson: Present
Scott Friesen: Present
Tami Heil: Present
Wayne Klein: Present
Eric Kowalski: Present
Janelle Krzycki: Present
Jamie Lewandowski: Present
Ron Mroczek: Present
Lorraine Panowicz: Present
Present: 9.

1. Call Meeting To Order:

1.A. Pledge of Allegiance

1.B. Announce Open Meetings Act - Posted in Meeting Room

1.C. Publication of Meeting

2. Approval of Agenda:

Motion by Wayne Klein, seconded by Scott Friesen, to approve the agenda as presented..

Motion Carried

Cindy Ericson: Yes, Scott Friesen: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski:
Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Lorraine
Panowicz: Yes

Yes: 9, No: 0

3. Consent Agenda:

Motion by Ron Mroczek, seconded by Tami Heil, to motion to approval all items on the
consent agenda with minutes as amended.. Motion Carried

Cindy Ericson: Yes, Scott Friesen: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski:
Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Lorraine
Panowicz: Yes

Yes: 9, No: 0

3.A. Reading and Approval of Minutes

3.A.1. Regular Meeting Minutes - January 14, 2019

4. Financial Report:

Motion by Janelle Krzycki, seconded by Tami Heil, to to permit payment of all bills with
the exception of Ericson Ford and CNCAP.. Motion Carried

Cindy Ericson: Yes, Scott Friesen: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski: Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Loraine Panowicz: Yes
Yes: 9, No: 0

Motion by Jamie Lewandowski, seconded by Ron Mroczek, to permit payment of bills from Ericson Ford and CNCAP.. Motion Carried
Cindy Ericson: Abstain (With Conflict), Scott Friesen: Abstain (With Conflict), Eric Kowalski: Abstain (With Conflict), Tami Heil: Yes, Wayne Klein: Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Loraine Panowicz: Yes
Yes: 6, No: 0, Abstain (With Conflict): 3

5. Hearing of the Audience:

6. Discussion Items:

6.A. Faculty Report

Cathy Glinsmann & Hallie Gray

- Wonders is the new curriculum for reading and they like the additional materials and technology.
- GoMath was the new math curriculum, it was difficult in the beginning, with many new vocabulary terms. They are working with third grade on transition. The curriculum is now full of story problems and it was a struggle at first.
- The question was asked what was the best technology would be for 2nd grade. They felt iPads would be best suited for for 2nd grade because of touch screen and apps available.
- The question was asked if they needed any other things to be successful in their classroom. They felt they were okay.

7. Action Items:

7.A. Rachel Hornickel - Family and Consumer Science Program

Motion by Loraine Panowicz, seconded by Tami Heil, to approve the contract.. Motion Carried

Wayne Klein: No, Cindy Ericson: Yes, Scott Friesen: Yes, Tami Heil: Yes, Eric Kowalski: Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Loraine Panowicz: Yes

Yes: 8, No: 1

Wayne Klein: No

7.B. Staffing Plans for Elementary

The elementary will be staffed at its present level for the 2019-20 school year.

7.C. Staffing Plans for High School

We will staff the high school with the addition of Family Consumer Science for the 2019-20 school year.

7.D. First Reading of Policies

- 201.01 - Board Powers and Responsibilities
- 201.01R1 - Purpose and Role of the Board
- 201.02 - Board Membership: Elections/Appointment
- 201.04 - Oath of Office
- 201.05 - Term of Office
- 201.06 - Vacancies
- 201.06R1 - Absence Procedure
- 201.07 - Board Member Liability (Insurance)
- 202.01 - Board Member Code of Ethics
- 202.02 - Board Member Conflict of Interest
 - 202.02E1 - Potential Conflict of Interest Statement
 - 202.02E2 - Employment of Immediate Family Members Disclosure Statement
 - 202.02E3 - Contractual Interest Statement
- 202.03 - Board Self-Evaluation
- 203.01 - Board Organizational Meeting
- 203.01R1 - Procedures for Organizational Meeting
- 203.02 - President
- 203.03 - Vice President
- 203.04 - Secretary
- 203.05 - Treasurer
- 203.06 - Board Committees
- 203.08 - School Board Legal Counsel
- 204.01 - Regular Board Meetings
- 204.02 - Special Board Meetings
- 204.03 - Public Hearings
- 204.05 - Open Meetings
- 204.06 - Closed Sessions
- 204.07 - Meeting Notice
- 204.08 - Quorum
- 204.09 - Rules of Order
- 204.10 - Agenda
- 204.11 - Meeting Minutes
- 204.12 - Public Comment at Board Meetings
- 204.13 - Electronic Devices at Meetings
- 205.01 - Policy Development
- 205.02 - Policy Adoption
- 205.03 - Policy Revision and Review
- 205.04 - Policy Communication
- 205.05 - Policy Suspension
- 205.06 - Administration in the Absence of Policy
- 205.07 - Review of Administrative Regulations
- 206.01 - New Board Member Orientation
- 206.02 - Board Association Membership
- 206.03 - Board Member Development Opportunities
- 206.04 - Board Member Compensation and Expenses
- 206.05 - Board Member Health Insurance

Motion by Janelle Krzycki, seconded by Scott Friesen, to move to pass the policies contained in section 100 and 200 in the first reading.. Motion Carried

Cindy Ericson: Yes, Scott Friesen: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski: Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Loraine Panowicz: Yes

Yes: 9, No: 0

8. Leadership Reports:

8.A. School Board Committee/Training Reports

8.A.1. Site Committee Report on Facility Study

There was an update to the facility study on the buildings and their current areas of concern and commendation. The facility plan was discussed at length.

8.A.2. NASB State Convention Reports

GRIT

School Land Rental

Emotional Support Animals

Problem Solving

Bullying

Hastings Board of Education

Reid's Story

Creation labs

Maker space

8.B. Elementary Principal Report

8.C. High School Principal Report

8.D. Superintendent's Report

9. Future Meetings/Reminders:

9.A. Committee Meeting Schedule

9.B. NASB Budget & Finance Meeting, February 20th

9.C. Work Session on February 25th, 7:30pm

9.D. Regular Board Meeting, March 11th

10. Positives/Celebrations:

Facility Study preliminary

Wrestling team

Thank you to Craig Trampe and Cale Harrington for their work with the wrestling program.

11. Executive Session:

12. Adjourn:

Motion by Janelle Krzycki, seconded by Loraine Panowicz, to adjourn at 10:41pm..

Motion Carried

Cindy Ericson: Yes, Scott Friesen: Yes, Tami Heil: Yes, Wayne Klein: Yes, Eric Kowalski: Yes, Janelle Krzycki: Yes, Jamie Lewandowski: Yes, Ron Mroczek: Yes, Loraine

Panowicz: Yes

Yes: 9, No: 0

Classified Employee Pay Schedule 2019-20

Minimum Wage	\$9.00									Step	1	\$9.59	
Base	\$9.59									Step	2	\$9.73	
		Benefit Classification		Hiring Range									
				Beginning step		Last step				Step	3	\$9.88	
Custodians										Step	4	\$10.03	
Maintenance/Transportation Director		12 Month		Step 35		Step 45				Step	5	\$10.18	
Regular Custodian		12 Month		Step 8		Step 18				Step	6	\$10.33	
										Step	7	\$10.49	
										Step	8	\$10.64	
Food Service										Step	9	\$10.80	
Food Service Manager		9 Month		Step 35		Step 45				Step	10	\$10.97	
Regular Food Service		9 Month		Step 8		Step 18				Step	11	\$11.13	
										Step	12	\$11.30	
Bus Drivers										Step	13	\$11.47	
Regular Route Driver		None		Step 67		Step 77				Step	14	\$11.64	
Activities Driver		None		Step 8		Step 8				Step	15	\$11.81	
										Step	16	\$11.99	
Secretaries										Step	17	\$12.17	
Business Manager		12 Month		Step 35		Step 45				Step	18	\$12.35	
Secretary		12 Month		Step 8		Step 18				Step	19	\$12.54	
Business Manager w/ Bachelors		12 Month		Step 42		Step 52				Step	20	\$12.73	
										Step	21	\$12.92	
Paraprofessionals										Step	22	\$13.11	
Regular Ed. Para		9 Month		Step 8		Step 18				Step	23	\$13.31	
Teaching degree Para		9 Month		Step 15		Step 25				Step	24	\$13.51	
										Step	25	\$13.71	
Specialists										Step	26	\$13.91	
Technology Coordinator		12 Month		Step 26		Step 36				Step	27	\$14.12	
Tech Coordinator - Teaching Degree		Teacher		Compensation per Negotiated Agreement						Step	28	\$14.34	
School Nurse		9 Month		Step 54		Step 64				Step	29	\$14.55	
School Nurse w/ Bachelors		9 Month w/ Teacher Ins.		Step 61		Step 71				Step	30	\$14.77	
										Step	31	\$14.99	
Other										Step	32	\$15.21	
Summer help		Start on Base. each year after that =.50 raise/yr. No benefits, seasonal									Step	33	\$15.44
Substitutes		First step in appropriate category above; No benefits									Step	34	\$15.67
										Step	35	\$15.91	
		Benefit Classification											
										Step	36	\$16.15	
9 Month		Health/Dental Insurance: Single Health (\$900 Deduct.)/Single Dental (80AB/50C)									Step	37	\$16.39
		Paid Vacation: None									Step	38	\$16.64
		Paid Holidays: Labor Day, Thanksgiving, Christmas, New Years Day									Step	39	\$16.89
		Leave Days: 10 days/year, unused accumulates as sick leave up to 40 days.									Step	40	\$17.14
										Step	41	\$17.40	
12 Month		Health/Dental Insurance: Single Health (\$900 Deduct.)/Single Dental (80AB/50C)									Step	42	\$17.66
		Paid Vacation: 0-1 years=5 days; 2-5 years=10 days; 6-10 years=12 days; 11+									Step	43	\$17.92
		Paid Holidays: Labor Day, Thanksgiving, Christmas, New Years Day, Memorial Day, July 4th									Step	44	\$18.19
											Step	45	\$18.46
		Leave Days: 10 days/year, unused accumulates as sick leave up to 40 days.									Step	46	\$18.74
		*Unspecified leave days must be taken before sick leave.									Step	47	\$19.02
											Step	48	\$19.31
		**Sick days may be used for personal illness or illness in the immediate family.									Step	49	\$19.60
											Step	50	\$19.89
		***Employee must be actively employed the workday before and after the holiday, or vacation to be paid for the holiday. This does not include Christmas Eve or New Year's Eve, though employees may work those days for regular pay.									Step	51	\$20.19
										Step	52	\$20.49	
										Step	53	\$20.80	
										Step	54	\$21.11	
Probationary Employees		Half of leave & vacation days will be given on the first day of work and half 6 months from the first day.									Step	54	\$21.43
											Step	56	\$21.75
										Step	57	\$22.08	
Bereavement Leave		May be taken out of unspecified or accumulated sick leave; determination for number of days will be made by the superintendent on a case by case basis.									Step	58	\$22.41
											Step	59	\$22.74
											Step	60	\$23.08
Compensation		Compensation for non-teaching employees will be established by the Board of Education. Changes in compensation will normally be decided in April or May and will become effective August 1 (reflective in Sept. paycheck).									Step	61	\$23.43
											Step	62	\$23.78
											Step	63	\$24.14
										Step	64	\$24.50	
Retirement		All non-teaching employees working 20 or more hours per week on a regular, ongoing basis are required by law to belong and contribute to the Nebraska Public Employees Retirement System.II									Step	65	\$24.87
											Step	66	\$25.24
											Step	67	\$25.62
										Step	68	\$26.00	
Placement on Schedule		Placement within hiring range is determined by administration and based on experience, skill level, etc. Hired at step and stay there unless exceptional overall rating on									Step	69	\$26.39
											Step	70	\$26.79
										Step	71	\$27.19	
Pay Increases		Increases in the base hourly wage are based on the Consumer Price Index. The compensation package will not be larger than the certified staff package increase.									Step	72	\$27.60
											Step	73	\$28.01
											Step	74	\$28.43
Movement		Movement to the next step will be determined by yearly evaluation. Supervisors will suggest 1-2 step movement to superintendent. Superintendent will make final recommendation to the board.									Step	75	\$28.86
											Step	76	\$29.29
											Step	77	\$29.73
										Step	78	\$30.18	
Compensation Package		The total compensation package percentage shall not be larger than the negotiated agreement with the certified staff for that year.									Step	79	\$30.63
											Step	80	\$31.09

LOUP CITY BOARD POLICY MANUAL

Section 900 Buildings and Sites

- 901 Objectives of Buildings and Sites

- 902 Site Acquisition and Building Construction**
 - 902.01 Buildings and Sites Long Range Planning
 - 902.02 Construction Plans and Specifications
 - 902.04 Bids and Awards for Construction Contracts

- 903 Maintenance, Operation and Management**
 - 903.01 Security
 - 903.02 Access to Buildings

- 904 Disposition of Equipment and Property**
 - 904.02 Lease, Sale, or Disposition of School Buildings or Sites

- 905 Safety Program**
 - 905.01 Facilities Inspections
 - 905.02 Annual Emergency Safety Plan
 - 905.02R1 School Safety Plan and Procedure
 - 905.06 Accident Reports
 - 905.07 Safety Drills
 - 905.08 School Closings and Cancellations
 - 905.09 Eye Protective Devices

OBJECTIVES OF BUILDINGS & SITES

It shall be the goal of the board to provide sufficient school district buildings and sites for the education program. The board shall strive to provide an environment which will encourage and support learning.

In providing this environment the school district buildings and sites will accommodate the organizational and instructional patterns that support the education program. The board shall have final authority to determine what is necessary to meet the needs of the education program.

It shall be the responsibility of the superintendent to oversee the day-to-day operations of the school buildings and sites and to notify the board of areas in need of improvement.

The Loup City Public Schools Board of Education intends to provide proper school facilities. Decisions regarding such facilities will be guided by the following principles:

1. Facilities will be constructed to a systematic multi-year plan developed to support the district's educational programs.
2. Facilities will be designed to satisfy instructional goals.
3. Facilities will be constructed for long-term occupancy and low maintenance costs.
4. Facilities will be designed with community use in mind.
5. Facilities will be designed in accordance with contemporary engineering technology and architectural practice.

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BUILDINGS & SITES LONG RANGE PLANNING

As part of the board's long range plan for the school district's education program, the board shall include the buildings and sites needs for the education program. The long-term needs for building and sites shall be discussed and determined by the board.

It shall be the responsibility of the superintendent to provide information including, but not limited to, enrollment projections and education program requirements to the board.

The Board is authorized under state statutes to establish a special building fund for the purpose of acquiring sites for school buildings or purchasing existing buildings for use as school buildings and the erection, alteration, equipping and furnishing of school buildings and additions to school buildings.

Proceeds from the sale of real property will be placed in the building fund.

Interest accumulation from the current building fund balance shall remain in the fund.

Cross Reference: 104 Educational and Operational Planning

Approved 06/11/2012 Reviewed 11/13/2017 Revised _____

CONSTRUCTION PLANS AND SPECIFICATIONS

The board may engage the services of consultants or other personnel to study the needs of the school district's buildings and sites in providing the education program. The results of these services will be considered in planning the education program and in making decisions about the improvement and acquisition of additional buildings and sites.

It shall be the responsibility of the superintendent to make a recommendation to the board regarding the need for such services and who should perform such services for the board.

Buildings considered for purchase or construction by the board or currently owned by the school district and used for the education program must meet, or upon improvement be able to meet, the specifications set by the board. The board shall make this determination.

Prior to construction or renovation of buildings and sites the board shall make a determination of the method by which it will obtain construction services. If the board elects by a seventy-five percent affirmative vote to use the Construction Management at Risk or Design-Build methods rather than the traditional Design-Bid-Build method, policies for that respective method must be established prior to selecting the construction services provider.

Education specifications including program and space requirements are to be developed by committees of teachers, patrons and administrators who meet with architects and engineers. Upon completion, the specifications and schematic building plans shall be presented to the board for approval.

Generally, the content of a set of educational specifications would include all or part of the following items:

1. A statement of the educational philosophy as it pertains to the specific construction project.
2. Community and district characteristics
 - A. What is the plan or organization and expected enrollment of the school?
 - B. What is the construction plan for this facility?
 - C. What special services are to be provided?
 - D. What special provisions are needed for community use?
 - E. What qualities are important to the functional layout of the structure?

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A plan for future building modifications shall be maintained and continuously updated for inclusion in planning for construction. These planning elements shall be followed:

1. Principals shall submit requests for building modifications by April 15 of each year or as instructed by the office of the Superintendent.
2. Principals' requests for building modifications shall be considered in terms of priorities.
3. Safety and health of students and staff will be considered when remodeling is undertaken.
4. Priorities have been established by the board when considering remodeling project needs.
 - A. Correction of safety and health deficiencies
 - B. Housing of students
 - C. Projects must meet program requirements, including outdoor space
 - D. Projects needed to maintain the integrity of current Loup City Public Schools buildings
 - E. Repair/renovation of ancillary facilities
 - F. Parking
 - G. Security

Major remodeling may follow the same procedure as new construction but there are also alternate provisions for that work which can be done without architectural services.

Selection of Architect

The stages in the task of selecting an architect to serve the district should include, but not be limited to, the following activities:

1. Advertisement and public notice in various trade publications announcing that the district is contemplating new facility construction or modification of existing facilities.
2. Solicitation of interested architectural firms.
3. Appraisal of written responses and selected materials from various architectural firms.
4. Interviews with final firms selected.
5. A review of the architect's previous projects.

The American Institute of Architects Standard Form of Agreement will be used subject to modifications provided by the Loup City School District.

Performance, Labor and Material Payment Bonds

Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of \$10,000 or less unless the board includes a bond requirement in the specifications for the project.

The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.

Supervision of Construction

The board shall require a review of the architect's supervision of building construction from personnel employed by and directly responsible to the district. This review shall include adequacy of field inspection of by the Architect of the contractor's operation and activities relating to the interests of the district. The District's representative shall make periodical reports verifying that the work of the project is being performed in accordance with plans, specifications, and contracts.

All change orders will be approved by the board and become a part of the official board minutes.

A recommendation for the acceptance of the completed Project will be made by the Architect to the board upon completion of the building construction and final inspection of all aspects by the contractors and school officials prior to the issuance of the Certificate of Substantial Completion or any other documentation confirming the delivery of the project to the district.

Cross Reference: 104 Educational and Operational Planning

BIDS AND AWARDS FOR CONSTRUCTION CONTRACTS

All contracts for work related to building construction, remodeling or repair or site improvement over \$40,000.00 will be bid in accordance with state statutes. In addition, the plans, specifications, and estimates for work related to building construction, remodeling or repair or site improvement over \$80,000.00 shall be prepared by, and the construction observed by, an architect, a professional engineer, or those under the direct supervision of an architect or professional engineer. All other contracts will be handled under current district policies and regulations.

The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.

The sealed bids shall be opened in public on the date and hour as advertised. The award of construction contracts will, generally, be made to the lowest responsible bidder. The board, in its discretion, after considering factors relating to the construction, including, but not limited to, the cost of the construction, availability of service and/or repair, completion date, and any other factors deemed relevant by the board, may choose a bid other than the lowest bid. Resident bidders of the state of Nebraska may be given preference over nonresident bidders in some instances according to state statutes. The board shall have the right to reject any or all bids, or any part of the bids, to waive informalities, and to enter into the contract or contracts deemed to be in the best interests of the school district.

It shall be the responsibility of the superintendent to make a recommendation accompanied by supportive reasoning to the board for construction contract bids.

Change Orders

1. Change order requests will be initiated by the architect/owner prior to the implementation of the change contemplated.
2. Change order requests will be reviewed by the Superintendent/building committee, and recommended to the Board.
3. When approved, copies of change orders will be distributed to the Superintendent/building committee, the contractor, and the architect.
4. All change orders will be reported as part of the Routine Business Agenda -- Progress Report on Construction Projects.

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5. A change order submitted by the architect will first be submitted to the Superintendent of Schools who will then schedule the change for Board consideration.

Legal Reference: Neb. Statute 73-101 et seq.

Cross Reference: 706 Expenditures

SECURITY

The Board encourages cooperation with local law enforcement and fire authorities and insurance company personnel in planning and carrying out proper security measures to preserve and protect the district's investment in its physical plant.

Buildings constitute one of the greatest capital investments of the district and should be protected. Security includes minimizing fire or other safety hazards, reducing the probability of faulty equipment, and keeping records and funds in a safe place. Security also includes having available floor plans of buildings and site plans showing campus boundaries and access points.

A key control system shall be established and maintained limiting building access to district personnel thus safeguarding against potential entry by unauthorized persons.

Protective devices designed as safeguards against illegal entry and vandalism shall be installed where appropriate.

The superintendent is directed to establish regulations as may be needed to provide for security of buildings and grounds.

Incidents of illegal entry, theft of school property, vandalism or damage to school property from any cause shall be reported by phone to the office of the superintendent and to the appropriate law enforcement agency as soon as discovered. A written report of the incident shall be made within one business day of discovery and forwarded to the superintendent's office.

Cross Reference: 404.03 Employees' Personal Security and Safety

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ACCESS TO BUILDINGS

Security for district buildings and grounds (during regular school hours as well as non-school hours) contributes to the well being and safety of students and staff as well as to that of the sites themselves.

The superintendent will control access to district buildings as appropriate and necessary to protect property, students and personnel.

Principals will control access to school buildings and will provide safeguards against unauthorized access to these buildings. Each principal, with the superintendent's approval, will develop regulations designed to control the use of building keys and to ensure that buildings are adequately closed and locked when no authorized personnel are present. Staff or students who fail to obey such regulations may be disciplined, suspended or dismissed.

During regular school hours, flow of traffic into and out of buildings shall be closely monitored and limited to certain doors. Visitors shall be required to check in to show proper identification and reason for being at the school and shall wear name tags identifying them as visitors. This will not apply when parents/guardians have been invited to a classroom or assembly program.

Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it and to sponsors of approved student activities.

LEASE, SALE OR DISPOSAL OF SCHOOL DISTRICT PROPERTY

Decisions regarding the lease, sale, or disposal of school district property shall be made by a two-thirds vote of the board in consultation with the Superintendent. In making its decision the board will consider the needs of the education program and the efficient use of public funds.

Disposition of district property may occur by any method chosen by the board such as auction, private or public sale, trade, or bid process with care to provide financial accountability for the district's resources. Such dispositions shall be publicized by newspaper advertisement, website or newsletter announcement, posting on bulletin boards or other means of notifying district residents. Real estate shall be sold by a formal bid process.

If public sales fail to produce any interested buyers or bidders, remaining unsold materials may then, at the superintendent's discretion, be disposed of as scrap or junk or be donated to appropriate charitable or educational agencies. Discarded items shall not be claimed by employees except by prior approval of the administration.

If needed, one or more qualified individuals may be employed to prepare an appraisal of the property.

In the case of the razing of a school district facility the board will advertise and take bids for the purpose of awarding the contract for the project.

The superintendent shall be responsible for coordinating the action necessary for the board to accomplish the lease, sale, or disposal of school district property. It shall also be the responsibility of the superintendent to make a recommendation to the board regarding the use of school district real property not being utilized for the education program.

Cross Reference: 705 Revenue
 706.01 Bidding Procedures

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FACILITIES INSPECTIONS

A program for annual inspection, in addition to those conducted by authorized agencies, of the equipment, facilities, and grounds shall be conducted as part of the maintenance schedule for school district buildings and sites. The results of this inspection shall be reported to the board annually. Further, the board may conduct its own inspection of the school district buildings and sites annually.

Legal Reference: NDE Rule 10-011.01

Cross Reference: 903 Maintenance, Operation and Management

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ANNUAL EMERGENCY SAFETY PLAN

All employees have the responsibility for maintaining safe, healthful and sanitary conditions within the buildings and on the grounds of the school district. The Superintendent shall designate staff and develop procedures to insure that all facilities meet fire, safety and health codes.

The Superintendent shall appoint a school safety and security committee represented by faculty, parents and community members that will prepare and review the school's safety plan. This plan will be updated annually by the committee and approved by the School Board. The plan will address safety procedures and security plans for students, staff and visitors, including during emergency events.

Typical elements of this plan will include:

- The assignment of specific employees to safety tasks and responsibilities.
- Instructions relating to the use of alarm systems and signals.
- Information concerning methods of fire containment and equipment use.
- Systems for notification of appropriate authorities.
- Specification of evacuation routes and procedures.
- Posting of plans and procedures at suitable locations.
- Procedures and frequency of emergency evacuation drills.
- An evaluation of each evacuation drill.

The plan shall be reviewed annually by one or more persons not on the committee and not an employee of the school district. This review includes a visit to each school building to analyze plans, policies, procedures and practices. Recommendations shall be made to the Superintendent and the committee for use in revising the plan.

Legal Reference: NDE Rule 10-011.01

Cross Reference: 404 Employee Health and Well-Being
508 Student Health and Well-Being
805 Risk Management
903 Maintenance, Operation and Management
905 Safety Program
1004.04 Crisis Management Communications

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SCHOOL SAFETY PLAN AND PROCEDURES

Introduction

The Loup City Public Schools has established a School Safety Plan in accordance with LB 757, (48-443) passed into law September 9, 1993 and hereby enforced by the Nebraska Department of labor. This requirement is meant to comply with the National Labor Relations Act. This statute created the Workplace Safety Consultation Program in which the Department of Labor developed occupational safety and health programs for employers with high frequency or severity rates of work-related injuries.

In addition, as a member of the NASB/ALICAP Insurance pool one of the requirements is to establish a safety committee that complies with the Nebraska Statute, 48-443. That mandates such an approach.

Title 230, chapter 6, section 002 states that employers subject to collective bargaining agreements shall have at least one safety committee, and the establishment of such a safety committee shall be accomplished through the collective bargaining process.

Mission Statement

The Loup City Public Schools shall provide a safe environment for the employees, students and visitors of the school district. The Board of Education, Administration and employees shall make every effort to cooperate to make the Loup City Public Schools buildings, grounds and equipment as safe as possible.

Membership Of The Committee

The committee membership will be comprised of members representing the employer and the employees. The names of the members of the committee shall be kept with and attached to the effective written injury prevention program. All school district personnel will have an opportunity to serve on the committee. Employees shall make their wishes to serve on the committee to the superintendent of schools. Members will be appointed by superintendent. Examples of such committee members area listed below.

Employer Members

Superintendent
Building Principal

Employee Members

High School Teacher
Elementary Teacher
Office Staff
Custodial/Maintenance Staff
School Nurse
Bus Driver

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Community Consultants:

Sherriff's Office Representative

EMT Representative

Fire Department Representative

Officers Of The Safety Committee

The Safety committee shall elect a president, vice president, and recording secretary at the initial meeting of the committee each school year. Terms of office shall last for one school year. The president shall preside at all meetings. In the absence of the president, the vice-president shall preside at meetings. The recording secretary shall develop an agenda (in consultation with the president) keep minutes of each meeting and post those minutes after each meeting so all employees have a copy of the minutes.

Compensation Of Members

The Loup City Public Schools shall compensate employee members of the safety committee at their regular hourly wage plus their regular benefits while the employees are attending committee meetings or are otherwise engaged in committee activity. This is in compliance with Nebraska Statute, 48-443.

Role Of The Safety Committee

The main purpose of the Loup City Safety Committee is to have the committee play an active role in the development and updating of the Loup City Safety Management Plan. The role of the committee is to evaluate procedures relating to jobsite safety.

Furthermore, the committee evaluates ideas and suggestions relating to safety and loss control. The safety committee develops recommendations to be submitted to the superintendent of schools.

The Loup City Safety Committee will establish, review and revise written procedures regarding the safety program. The committee should maintain documentation in terms of minutes and other documents that serve as a way of reporting and evaluating the district's safety program and loss control plan.

Documentation of the committee should include any corrective actions with regards to problems or potential problems. All staff, student, and district issues should be addressed by the safety committee. The committee should assist in ensuring that all employees, students, and visitors perceive the importance of safety and that everyone has a role to play in order to make safety awareness meaningful to all.

The safety committee will be responsible for reviewing all accident reports within the district, will promote safety consciousness within the district, and monitor the Loss Control Program.

The Safety Committee will encourage all staff members of the Loup City School District to report unsafe conditions and to suggest to the members of the safety committee ways to encourage safety or suggestions to improve building safety.

The Safety committee of the Loup City School District makes recommendation to the office of the superintendent for increased safety awareness or improvement of safety for the Loup City School District.

A secondary but important goal of the Safety Committee is positively affect the safety program of the schools to decrease the Worker Compensation Premium. Dollars spent of such insurance premium could be better spent on providing additional educational opportunities for students of the Loup City School District, or on salary and benefits for employees.

Meetings

Meetings of the Loup City Public Schools Safety Committee will be held at least quarterly. Meetings will be placed on the master. The committee may determine to meet monthly. If the committee so desires the meetings shall be placed on the master school calendar.

The Safety Committee may appoint ad hoc committees as the need arises. The ad hoc committees will meet for the specific purpose outlined by the Safety Committee; research the topic assigned and report back to the school safety committee at the appropriate time.

At each meeting the Safety Committee will address the following issues.

- Old Business
- Review and Discussion of recent accident reports; using the school incident reporting form and the alleged report of first occupational and injury form
- Discuss recent building and ground safety tour taken by the entire safety committee or an appropriate ad hoc committee
- Notification of any unsafe acts or events found during any monthly tours
- Focus on procedures and corrective actions to be taken as a result of unsafe acts
- Make and forward recommendations to the superintendent of schools
- Establish a time frame for school staff to correct any unsafe conditions
- Recommend new training for specific staff to correct any situations that may contribute to unsafe working conditions
- Any other items that are brought by committee members that need to be addressed.

Minutes of all such meetings shall be maintained for a minimum of three years as outlined in Nebraska Statute. Minutes shall also be posted in faculty work areas, distributed to all support staff and or delivered electronically to staff members. Minutes of the safety committee meetings shall be provided to the superintendent. It will be the superintendent's responsibility to share these minutes with the Board of Education.

Training

The Safety committee will develop a training schedule for all classifications of employees for the Loup City Public Schools.

The Loup City Public Schools will utilize the safety manuals developed by ALICAP for Maintenance and Custodial Staff, Food Service, Para Professionals, Professionals and Transportation staff in conjunction with the training matrix for safety training for those classifications of employees. The school district may utilize the Matrix developed by NASB as an outline for proper training materials and workshops for all classifications of employees.

A. In-Service

The Loup City Public Schools will establish a regular in-service schedule to keep all employees abreast of current needs in school job site safety. The safety committee will play a vital role in the development of the safety training.

Staff members new to the school district shall be trained in proper safety training for the position in which he/she has been employed. Examples of the kind of safety training that will be provided include but may not be limited to the following:

- Blood Borne Pathogens
- Bullying
- Chemical Safety
- Cleaning Safety
- Conflict Resolution
- Driver Safety
- Electrical Safety
- Facilities and Equipment
- Fire Extinguishers
- First Aid
- General Safety Tools
- Kitchen Utensils
- Ladder Safety
- Lifting Safety
- Lockout/tag out
- Materials Handling
- Playgrounds
- Protective Equipment
- Playgrounds
- Sexual Harassment
- Slip/Fall Prevention
- Small Tools Proper Use
- Storage Safety

The Safety Plan

The Loup City Public School Board of Education has assigned the responsibility of developing the Safety Plan to the Superintendent of Schools. The Safety Committee will assist the superintendent in the development and implementation of the Safety Plan for the Loup City Public Schools.

A copy of the plan will be on file in each administrative office of the school district, the school nurse's office, each faculty staff work area, maintenance and custodial office and the media centers of the various buildings and the office of the superintendent.

Board members will be provided with a copy of the Loup City Public Schools School Safety Plan.

B. Accidents

An accident is an unwanted event that results in physical harm to a person, or damage to property. Unfortunately, accidents are going to occur. The Loup City Public schools are committed to providing a working environment that is as safe as possible to minimize accidents in the workplace.

Accident Reporting

All staff members, certificated and classified shall be responsible for constantly being alert for safety hazards within the work environment. All staff members are responsible for the following procedures.

- Report any immediate hazard to the building principal, or immediate supervisor
- Practice safety techniques for their own protection as well as the safety of co-workers, students and visitors
- Exercise reasonable precautions to protect all persons in the workplace from needless injury
- Participate and support the loss control program of the school district
- Make safety the first consideration in the workplace in every situation
- Abide by all safety procedures as prescribed by the loss control program
- Complete with assistance of immediate supervisor or the supervisor assigned the required paperwork for all work site of off campus accidents and or incidents

Accident Investigation

Once an accident occurs, the primary objective of the safety committee, employees, supervisors and the school district is to make certain the same kind of accident does not repeat or occur on a regular basis. Accident investigation of any and all such accidents is imperative to this endeavor.

The immediate supervisor and the safety committee shall take the following steps in the investigation of each and all accidents.

- Who was involved
- What occurred
- What were the immediate causes of the accident
- Why were these immediate causes present
- What steps are to be taken to remove the causes
- What were the underlying causes

C. Record Keeping

The school district must have proper procedures in place for the reporting and record-keeping of any accidents or incidents that take place while an employee is on duty.

Whenever an incident or accident takes place the persons involved must report the incident. The Loup city Public School incident report form needs to be completed immediately by the supervisor.

Nebraska Workman Compensation Statutes require additional forms to be completed when an employee is injured. Those forms are available in the business office of the Loup City Public Schools. As soon as practical after the accident a “First Report of Alleged Occupational Injury or Illness” needs to be completed. A supervisor must complete the form with the assistance of the injured employee and return that form to the business office.

Other forms may be required by the Loup City Public Schools Business Office. Those forms include “Form 50 choosing a doctor form”; The NASP/ALICAP Pool also requires a separate form when the employee misses work; The “Accident Investigation Report”. This report is sent to Sedgwick CMS.

The appropriate completed forms need to be distributed to all supervisors, building principals, safety committee and the superintendent’s office. The superintendent is responsible for making sure that all employees and supervisors know how to complete the proper paperwork.

Conclusion

The Loup City Public Schools is committed to school safety and loss control. The board of education of the school district has provided the school superintendent, building principals, supervisors of various support groups of personnel and all staff the appropriate materials to keep employees properly apprised of safety procedures.

The Loup City School Safety Plan will be evaluated on a yearly basis by the Safety Committee and Superintendent to make certain the Loup City Public Schools Safety Plan is current with all Nebraska Statutes and other Nebraska regulations concerning school safety.

ACCIDENT REPORTS

Accidents will be reported immediately to a supervisor.

Written reports will be submitted within one business day to the building principal on all accidents occurring on district premises, in district vehicles, at a district-sponsored activity or involving staff members who may be elsewhere on district business. Reports will cover property damage as well as personal injury.

All accidents/incidents will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

Monthly records will be maintained.

Cross Reference: 404.02 Employee Injury on the Job

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SAFETY DRILLS

All schools are required to instruct and drill students on emergency procedures so that students may respond to an emergency without confusion and panic. Each building administrator will conduct emergency drills in accordance with state statute and the district's Emergency Safety Plan. Each building will conduct at least ten (10) fire drills, including at least two (2) within the first two weeks of the school term, two (2) tornado drills, and one (1) lockdown drill each year. Bus evacuation drills will also be conducted at least two (2) times each year.

Drills and instruction on fire emergencies shall include routes and methods of exiting the school building. The district will conduct fire drills as required by state regulations.

Instruction on tornado dangers and natural disasters shall be conducted annually.

Cross Reference: 508.05 Emergency Plans and Drills

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SCHOOL CLOSINGS AND CANCELLATIONS

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

The superintendent will develop and maintain such plans and procedures as are necessary to carry out alternate school and bus schedules.

At the beginning of each school year students, parents and staff will be informed of the procedures used to notify them in case of an emergency closure.

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EYE PROTECTIVE DEVICES

The district shall supply eye protective devices for teachers, students and visitors to all shops and laboratories meeting the standard of the American National Standard Practice for Occupational and Educational Eye and Face Protection as approved by the American National Standards Institute (ANSI).

Every teacher and student shall be required to wear eye protective devices at all times while participating in or observing the following courses of instruction:

1. Vocational, technical, industrial arts, chemical, or chemical-physical, involving exposure to:
 - A. Hot molten metals or other molten materials;
 - B. Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
 - C. Heat treatment, tempering, or kiln firing of any metal or other materials;
 - D. Gas or electric arc welding or other forms of welding processes;
 - E. Repair or servicing of any vehicle; or
 - F. Caustic or explosive materials; and
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards not enumerated.

Legal Reference: Neb. Statute 79-715

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LOUP CITY BOARD POLICY MANUAL

Section 100

District Organization and Basic Commitments

100.01	Terminology Used in this Manual
101	Legal Status of the School District
102	Educational Philosophy of the District
103	Equal Educational Opportunity
104	Educational and Operational Planning
104.01	Annual School Census

TERMINOLOGY USED IN THIS MANUAL

Throughout this manual, when actions, duties or responsibilities are ascribed to the “superintendent” or the “principal,” it shall be understood that those actions, duties or responsibilities are ascribed to the “superintendent or his/her designee” or to the “principal or his/her designee.”

Throughout this manual, when actions, rights or responsibilities are ascribed to the “parent” of a student, it shall be understood that those actions, rights or responsibilities are ascribed to the “parent(s)/guardian(s)” of a student.

LEGAL STATUS OF THE SCHOOL DISTRICT

Nebraska law authorizes the creation of public schools known as Common Schools System. As part of this Common Schools System, this school district is a school corporation created and organized under Nebraska law. This school district shall be known as the Loup City Public Schools. The school district, as a body corporate, possesses all the usual powers of a corporation for public purposes.

This school corporation is located in Sherman County, and its affairs are conducted by elected school officials, known as the Loup City Public Schools Board of Education. This school corporation has local control over school matters in the territory of the school district, as outlined by the applicable state statutes.

Legal Reference: Neb. Constitution, Art. VII, Sect. 1, 2
 Neb. Statute 79-405
 79-501 et seq.
 Languis v. Deboer, 181 Neb 36 (1966)

Cross Reference: 201.01 Board Powers and Responsibilities

EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT

As a school corporation of Nebraska, the Loup City School District, acting through its School Board, is dedicated to promoting an equal opportunity for a quality public education to its students within the limitations of the school district's ability and willingness to furnish financial support to provide for students in cooperation with their parents and the school district community, the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to and encourages critical thinking in the students for a lifetime.

Mission Statement

Empowering Continual Success

Governing Values

The Loup City Public Schools with the support of parents and community are committed to providing all students with educational experiences which will meet their needs and the future needs of a multicultural society.

WE BELIEVE that every student and staff member should have healthy self-esteem.

WE BELIEVE in the importance of parental and community support.

WE BELIEVE that all students should experience success.

WE BELIEVE in the importance of developing in all students' excellent communication skills, problem solving skills, and an interest in learning.

WE BELIEVE that everyone should have respect for school and community.

Philosophy and Purpose of the Public Schools

A. The purpose of the Loup City Public Schools is to develop individual students who, in a world of tremendous scientific progress, can reflect basic training in desirable moral, ethical, and spiritual beliefs as well as the more academic preparations which help to complete the image of a competent individual who is prepared to assume a role in structuring the future of our community and nation.

1. Although all children will not learn all things equally well, we recognize that all children should have an equal opportunity in the pursuit of educational qualifications for the world ahead.
2. Recognizing the uniqueness of each student, the Loup City Public Schools will attempt to balance the curriculum to provide for the varied interests and talents of all students. The School accepts the premise that the center of the school curriculum is the child and that the instructional program should be designed to fit each and every child's unique needs.

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3. The education of children is a comprehensive program which must be undertaken in cooperation with other services and institutions within society and the local community. The Loup City Public Schools will seek to establish and maintain strong ties with parents, patrons, the business community and other community institutions.
4. The following opportunity and means shall be provided whereby this philosophy may be realized.
 - a. Each student may search for the truth, find the truth and incorporate this truth into his or her values, ambitions, and aspirations.
 - b. Each student may develop an attitude of personal worth and self-esteem and by so doing, may experience degrees of success and achievement within the bounds of his or her individual abilities and limitations.
 - c. Each student may learn to identify and cope with current trends in society.
 - d. Each student may experience an intellectual, a technical and a social environment which enhances the possibilities for group interaction conducive to peaceful coexistence in the school, community, state, nation and world.
 - e. Each teacher may use his or her individual capabilities in establishing constructive attitudes toward students, administrative heads, and the community.
 - f. Each teacher may use the resources necessary for attaining the highest measure of success in his or her particular field.
 - g. The administration may promote and preserve the establishment of every possibility for better education.
 - h. The administration may serve as a channel of communication between the teachers and the school and the community.
 - i. The community may be given an integral part in the implementation and accomplishment of the objectives of the school.
 - j. The community may demonstrate this responsibility to the school by expressing to the administration its beliefs and desires concerning the educational programs and practices of the school.
- B. It shall be the responsibility of the administrative staff periodically to prepare formal statements defining and implementing the basic purposes of the schools as stated above. These statements shall be the basis for determining the content of the curriculum, the methods of instruction, and the means for evaluating the effectiveness of both.

EQUAL EDUCATIONAL OPPORTUNITY

The board will not discriminate in its educational activities on the basis of: race, color, national origin, religion, sex, disability, or marital status.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, religion, sex, marital status, national origin, language barrier, or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, religion, national origin, sex, language barrier, or disability of the individual or individuals or creates an intimidating, hostile or demeaning environment for education.

Legal Reference: Neb. Statute 79-2,114-2,124
 20 U.S.C. §§ 1221 et seq.
 20 U.S.C. §§ 1681 et seq.
 20 U.S.C. §§ 1701 -1721
 29 U.S. C. § 794
 42 U.S.C. §§ 12101 et seq.
 28 C.F.R. Pt. 35.1
 34 C.F.R. Pt. 100
 34 C.F.R. Pt. 104
 34 C.F.R. Pt. 106

Cross Reference 102 Educational Philosophy of the District
 402.01 Equal Employment Opportunity
 404.06 Harassment by Employees
 501 Objectives for Equal Educational Opportunities for
 Students
 504.18 Harassment by Students

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EDUCATIONAL AND OPERATIONAL PLANNING

At least every 5 years the district shall conduct an in-depth needs assessment, soliciting information from business and community members, regarding their expectations for adequate student preparation. One purpose of this assessment is to assist the district in developing and evaluating an improvement plan for the school district. The second purpose of this assessment is to determine the areas of student performance, knowledge, and attitudes and the areas of school district operations that are judged to be most crucial in meeting school or school district goals. As part of its assessment, the district shall review its process for communicating with business and the community regarding their expectations for adequate student preparation. The improvement plan shall describe the district's beliefs about topics which shall include the nature of learning, the purpose of the school district, the scope of educational experiences that the school district should provide, the nature of its learners and a description of a desirable learning atmosphere.

In conjunction with the improvement plan of the school district, the board shall authorize the appointment of a committee representing administrators, employees, parents, students and community members, to make recommendations and assist the district in determining the priorities of the school district in addition to the basic skills areas of the education program.

It shall be the responsibility of the superintendent to ensure the school district community is informed of the board's policies, programs and goals and has an opportunity to express their thoughts and suggestions for the operation of the school district. The superintendent shall report annually to the board about the means used to keep the community informed.

As a result of the board and committee's work, the district shall determine major educational needs and rank them in priority order; develop long-range goals and plans to meet the needs; establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of student performance; evaluate progress toward meeting the goals and maintain a record of progress under the plan that includes reports of student performance and results of school improvement projects; and annually report the school district's progress made under the plan to the committee, community and Nebraska Department of Education.

Legal Reference: Neb. Statute 79-526
 79-701, 702
 79-729
 79-1301
 NDE Rule 10-004.01A1, 10-004.02A1, 10-004.07

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Cross Reference

102 Educational Philosophy of the District
201.01 Board Powers and Responsibilities
203.06 Board Committees
301.03 Succession of Authority to the Superintendent
604.01 Basic Instruction Program
902.01 Buildings and Sites Long Range Planning

LOUP CITY BOARD POLICY MANUAL

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POWERS AND RESPONSIBILITIES OF THE BOARD

The board of the Loup City Public Schools, acting on behalf of the school district, shall have jurisdiction over school matters within the territory of the school district.

The board is empowered to make policy for its own governance, for employees, for students and for school district facilities. The board is also empowered to enforce its policies. The board may, through its quasi-judicial power, conduct hearings and rule on issues and disputes confronting the school district.

The board has these powers and all other powers expressly granted to it in federal and state law as well as the powers that can be reasonably implied from the express powers.

The board is authorized to govern the school district which it oversees. As the governing board of the school district, the board has three duties to perform: legislative duty, executive duty, and evaluative duty.

As a representative of the citizens of the school district, the board is responsible for legislating policy for the school district. As a policy making body, the board has jurisdiction to enact policy with the force and effect of law for the management and operation of the school district.

It is the responsibility of the board, under the board's executive duty, to select its chief executive officer, the superintendent, to operate the school district on the board's behalf. All references to "superintendent" in this policy manual shall mean the "superintendent or the superintendent's designee" unless otherwise stated in the board policy. The board delegates to the superintendent its authority to carry out board policy, to formulate and carry out rules and regulations and to handle the administrative details in a manner which supports and is consistent with board policy. The board may enter into certain contracts as permitted by law for periods not to exceed four years.

The board has a responsibility to review the education program's performance under its evaluative duty. The board regularly reviews the education program and associated support services. The review includes a careful study and examination of the facts, conditions and circumstances surrounding the amount of funds received or expended and the education program's ability to achieve the board's educational philosophy for the school district.

Board members individually will refer complaints, suggestions, and constructive criticism about operational matters directly to the superintendent. No board member may speak for, or in the name of, the total board unless so directed by the board. It is understood that the members of the board have authority only when acting as a board

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legally in session. The board shall not be bound in any way by any action or statement on the part of any individual board members, except when such statement or action is in pursuance of specific, formal instructions from the board.

It shall be the policy of the Loup City Public Schools that the board determines policy; delegates executive supervisory and instructional authority to its employees; and appraises results achieved in light of goals established by the board.

The board shall direct its attention primarily to broad questions of policy and the appraisal of results rather than to administrative details. It shall be recognized that the implementation and the application of policy is an administrative task to be performed by the Superintendent of Schools and professional and non-professional staff elected to work with the Superintendent of Schools. The Superintendent and Principals shall be held responsible for the effective administration and supervision of the Loup City Public Schools.

All matters to be submitted to the board shall first be brought to the Superintendent of Schools for study, analysis, review and recommendation. The Superintendent will present to the board those matter which require formal action by the board.

Legal Reference: Neb. Statute 79-261 to 263
 79-501 to 524
 79-734
 NDE Rule 10.004.01

Cross Reference 102 Educational Philosophy of the District
 104 Educational and Operational Planning
 205 School Board Policy Process
 301.03 Succession of Authority to the Superintendent
 601 Goals and Objectives of Instructional Plan

PURPOSE AND ROLE OF THE BOARD

The responsibilities of the Board of Education shall be as follows:

1. Provide a school system which offers a pre-kindergarten through twelfth grade program.
2. Confer with the Superintendent of schools about recommendations for school programs.
3. Consider and adopt textbooks selected by the Superintendent of schools and staff together with the courses of study recommended by them.
4. Set and annually review long-term written goals for the school district.
5. Consider and approve the annual operating budget prepared by the Superintendent of Schools.
6. Consider and approve claims for expenditure.
7. Be responsible to interpret the school programs to the community through a community relations program.
8. Represent the needs of the school system before city and state authorities as well as the general public.
9. Refer parent and community criticism and suggestions to the Superintendent for consideration and recommendation.
10. Serve as a body of final appeal for staff members and school patrons on matters properly appealable from orders of the Superintendent.
11. Establish and maintain Policies consistent with the Board's interpretation of the wishes of the community and the requirements of the law.
12. Develop a procedure whereby policy changes and/or additions may be proposed by board members, other school employees, or the general public by submitting them to the Superintendent for consideration and recommendation.
13. Continuously evaluate the effectiveness of the board policies.
14. Adopt rules and regulations in cooperation with the Superintendent for governance of the school system.
15. Select the Superintendent of Schools and support him/her in the efficient discharge of his/her duties.
16. Require reports from the Superintendent.

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17. Evaluate the Superintendent of Schools in accordance with applicable state laws.
18. Elect school personnel only upon nomination and recommendation of the Superintendent.
19. Annually elect officers of the Board and appoint auxiliary personnel as necessary.
20. Distinguish between selfish, unformed criticism and genuinely helpful criticism.
21. Perform specific duties imposed on school boards by statutes of the State of Nebraska.
22. Participate in local, state and national organizations for the school board members.
23. Cooperate with other governmental bodies and agencies.
24. Cooperate with professional and educational organizations.

BOARD MEMBERSHIP - ELECTIONS AND APPOINTMENTS

The biennial school election takes place on the first Tuesday after the first Monday in November. Terms shall be staggered so that at least four board members are elected at each general election. Members of the board will be elected at large.

Incumbents must file for election at the Office of the County Clerk, Sherman County, by February 15 prior to the date of the primary election. All other candidates must file for election by March 1 prior to the date of the primary election.

If a vacancy occurs on the board it may be filled by appointment of a qualified registered voter by the remaining members of the board for the remainder of the unexpired term. If the board does not fill the vacancy by appointment, the vacancy may be filled by election at a special election or school district meeting called for that purpose. If a majority of the offices of the school board members are vacant, the Secretary of State will call a special school district election to fill the vacancies.

It is prohibited to meet in closed session for discussion of the appointment or election of a new board member.

Legal Reference: Neb. Statute 32-501 et seq.

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OATH OF OFFICE

Board members are officials of the state. As a public official, each board member must pledge to uphold the Nebraska and the United States Constitution and carry out the responsibilities of the office to the best of the board member's ability.

Each newly elected school board member shall be given the following oath of office at the first meeting attended as an elected member prior to taking any action as a school official. The superintendent shall administer this oath of office.

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

Legal Reference: Neb. Statute 11-101

Cross Reference: 101 Legal Status of the School District
 201.01 Board Powers and Responsibilities
 201.02 Board Membership - Elections/Appointment
 202.01 Board Member Code of Ethics

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TERM OF OFFICE

Board members nominated by primary election and elected by general election will serve for four years. Board members appointed to fill a vacant position will serve for the remainder of the unexpired term.

Being a board member is a unique opportunity for a citizen to participate on a governing board of the school district. Eligible board members are encouraged to consider running for more than one term.

Legal Reference: Neb. Statute 32-543

Cross Reference: 201.02 Board Membership - Elections/Appointment

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VACANCIES

A vacancy occurs when a board member resigns, forfeits or otherwise leaves the office. A vacancy also includes, but is not limited to, the following: failure to elect at an election when there is no incumbent to continue in office until his or her successor is elected and qualified, failure to reside in the school district or a continuous absence from the district of more than 60 days, absence from more than 2 consecutive regular board meetings unless excused by a majority of the remaining members of the board, death of the incumbent, a court order declaring the seat vacant, conviction of a felony, or any public offense in violation of the oath of office.

It is prohibited to meet in closed session for discussion of the appointment or election of a new board member.

Legal Reference: Neb. Statute 32-560 et seq.
 32-1308
 84-1410(1)(d)

Cross Reference: 201.02 Board Membership - Elections/Appointment
 201.03 Qualifications

ABSENCE PROCEDURE

In the event that a Board Member is absent for any School Board meeting, the following procedures will be followed:

1. The Member that must be absent from the meeting will contact either the Superintendent or Board President prior to the meeting.
2. In the event the absence is due to an emergency, the Member will contact the Superintendent or Board President as soon as possible after the meeting.
3. After Roll Call, the Board President will call for a motion from the Board to excuse the absence.
4. The motion and vote to excuse the absence will be recorded in the Board minutes for that meeting.
5. After 2 consecutive absences that are not excused by the Board, that member's seat will be declared vacant.
6. After 3 consecutive absences, whether they were excused or not, that member's seat will be declared vacant.
7. Excused absences will include, but not be limited to, the following:
 - a. Work related absences, including Conferences or Workshops
 - b. Family emergencies
 - c. Illness of the individual Member
 - d. Death in the family of the absent Member

BOARD MEMBER LIABILITY

Board members shall not be held personally liable for actions taken in the performance of their duties and responsibilities vested in them by the laws of Nebraska and the members of the school district community. In carrying out the duties and responsibilities of their office, board members shall act in good faith.

The school district shall defend, save harmless and indemnify board members against tort claims or demands, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope of their official duties, unless it constitutes a willful or wanton act or omission. However, the school district shall not save harmless or indemnify board members for punitive damages.

Legal Reference: Neb. Statute 79-516

Cross Reference: 805.01 Insurance

Approved 06/11/2012 Reviewed 02/13/2017 Revised _____

BOARD MEMBER CODE OF ETHICS

It shall be the policy of the Loup City Public Schools that members of the Board of Education will exercise their responsibilities in accordance with the following Code of Ethics:

AS A MEMBER OF MY LOCAL BOARD OF EDUCATION, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION, AND TO THAT END I WILL:

Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;

Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings;

Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;

Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent;

Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;

Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school Board associations;

Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;

Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain;

Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law; and

Remember always that my first and greatest concern must be the educational welfare of the students.

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Legal Reference: Neb. Statute 79-526

Cross Reference: 201.01 Board Powers and Responsibilities
202.02 Board Member Conflict of Interest

BOARD MEMBER CONFLICT OF INTEREST

It shall be the responsibility of each board member to be aware of an actual or potential conflict of interest. It shall also be the responsibility of each board member to take the action necessary to eliminate such a conflict of interest. Should a conflict of interest arise, a board member should not participate in any action relating to the issue from which the conflict arose.

No voting board member may have an interest in any contract to which the district, or anyone for its benefit, is party. The prohibition applies when the board member or the board member's immediate family is a partner, director, officer, or is a stockholder of closed corporation stock worth one thousand dollars or more at fair market value or which represents more than a five per cent equity interest, or is a stockholder of publicly traded stock worth ten thousand dollars or more at fair market value or which represents more than ten percent equity interest. An individual who occupies a confidential professional relationship protected by law is exempt from this policy. This policy does not apply to publicly traded stock under a trading account.

The above prohibition does not apply if the voting board member:

1. Supplies a written statement describing the matter up for decision and the nature of the conflict to the Nebraska Accountability and Disclosure Commission and to the board secretary. The secretary shall enter the statement onto the public records of the district.
2. The board member must take such action as the Commission advises to remove himself or herself from influence over the decision.
3. Does not vote on the matter of granting the contract, except if the number of members of the board declaring an interest in the contract would prevent the board, with all members present, from securing a quorum on the issue, then all members may vote on the matter and this action will be reported to the commission; and
4. Does not act for the district to inspect, supervise or determine the performance of contracts under which he or she has an interest.

A board member who is an employee of a business involved in a contract with the district and who has no ownership interest or will receive no direct fee or commission shall not be deemed to have an interest within the meaning of this policy. The receiving of deposits, cashing of checks and buying and selling of warrants and bonds of indebtedness of any school district by a financial institution will not be considered an interest in the contract under this policy.

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If a board member's immediate family member is an employee of the school district, the member may vote on all issues of the contract which are generally applicable to all employees or all employees within a classification and do not single out his or her family member for special action.

Any contract entered into with an interested board member shall be subject to applicable competitive bidding requirements and shall be fair and reasonable to the school district.

A voting board member or district employee may employ, recommend the employment of, or supervise the employment of an immediate family member if he or she does not abuse his or her official position and makes a full disclosure of the relationship to the board and a written disclosure of the relationship to the board secretary. No board member or administrator shall employ an immediate family member without first having made a reasonable solicitation and consideration of applications for such employment. The family member must be qualified for, able to perform, and required to perform the duties of the position. The family member must not be paid an unreasonably high salary. No existing employee may be terminated for the purpose of making a position available to such a family member.

Any newly elected or appointed board member or administrator shall make a full disclosure of any immediate family member employed in a position subject to this policy as soon as reasonably possible after the date of taking office.

No board member or district employee shall use their position or any confidential information received through their position to obtain financial gain, other than compensation provided by law, for himself or herself, an immediate family member, or a business with which the individual is associated. No board member shall use or authorize the use of personnel, property, resources or funds under his or her official care for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage or defeat of a ballot question.

Board members would be allowed to fill activity positions for compensation when no other qualified individuals are available. Certified employees of the district will receive first consideration for open activity positions.

The superintendent shall keep a record for the district for every contract entered into by the district in which a board member has an interest. This information shall be kept for five years from the date of the board member's last day in office and will include the following:

1. Names of contracting parties;
2. The nature of the interest of the board member in question;
3. The date that the contract was approved by the district;

4. The amount of the contract; and
5. Basic terms of the contract.

The record kept by the superintendent shall be available for public inspection during the normal working hours of the superintendent's office.

All board members and district employees are responsible for obeying all final rulings or appeals of the Accountability and Disclosure Commission. If a case is contested before the Commission by the district, the superintendent shall ensure that the district is represented at the hearing. If a case is contested by a board member, that member shall be responsible for his/her own representation and shall be responsible for any Commission fines or penalties.

An open account established by the district with a business in which a board member has an interest, shall be deemed a contract subject to the provisions of this policy. The superintendent shall maintain a running account of all amounts purchased in open accounts.

Contracts involving one hundred dollars or less in which a board member may have an interest are excluded from the provisions of this policy.

Legal Reference: Nebraska Statute 49-1493 to 14,103.7

Cross Reference: 201 Legal Status of the School Board
202.01 Board Member Code of Ethics
206.04 Board Member Compensation and Expenses
402.04 Nepotism

ITEM 4 PERSONS WHO MAY RECEIVE FINANCIAL BENEFIT OR DETRIMENT

You

Member of your Immediate Family: _____
NAME

Business With Which You

Are Associated (See Definitions) _____
NAME OF BUSINESS

ITEM 5 NATURE OF FINANCIAL BENEFIT OR DETRIMENT

ITEM 6 CONTINUATION

(SIGNATURE)

(DATE)

General Information - Filing Requirements

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

II. Who Must File:

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

III. When and Where to File:

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

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

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

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

Definitions

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

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

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

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

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

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

<p style="text-align: center;">NEBRASKA ACCOUNTABILITY AND DISCLOSURE COMMISSION 11th Floor, State Capitol P.O. Box 95086 Lincoln, NE 68509 (402) 471-2522</p>	<h2 style="margin: 0;">EMPLOYMENT OF IMMEDIATE FAMILY MEMBERS DISCLOSURE STATEMENT</h2> <p style="margin: 10px 0 0 0;">NADC FORM C-4</p>	POSTMARK DATE	
		MICROFILM NUMBER	
BEFORE COMPLETING THIS FORM READ THE FILING REQUIREMENTS ON PAGE 3		OFFICE USE ONLY	

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

ITEM 1	NAME, ADDRESS AND TELEPHONE NUMBER OF PUBLIC OFFICIAL OR PUBLIC EMPLOYEE
---------------	---

Name _____ Telephone No. _____

Last First Middle

Address _____

STREET ADDRESS OR RURAL ROUTE City STATE ZIP CODE

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

Office or Position: _____ Term: _____

Identify City, County, District, or State Agency: _____

Address: _____ Telephone _____

ITEM 3	MEMBER OF YOUR IMMEDIATE FAMILY WHOM YOU INTEND TO EMPLOY, RECOMMEND FOR EMPLOYMENT, OR SUPERVISE (Use ITEM 5 CONTINUATION, if necessary)
---------------	--

A. Name _____	Relationship _____
Position _____	Employer _____ (IDENTIFY CITY, COUNTY, DISTRICT OR STATE AGENCY)
B. Name _____	Relationship _____
Position _____	Employer _____ (IDENTIFY CITY, COUNTY, DISTRICT OR STATE AGENCY)
C. Name _____	Relationship _____
Position _____	Employer _____ (IDENTIFY CITY, COUNTY, DISTRICT OR STATE AGENCY)

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

List members of your immediate family who were employed before your election or appointment, or prior to July 17, 1986 and are now employed or supervised by you.

A. Name _____ Relationship _____

Position _____ Employer _____
(IDENTIFY CITY, COUNTY, DISTRICT OR STATE AGENCY)

Date Hired _____

B. Name _____ Relationship _____

Position _____ Employer _____
(IDENTIFY CITY, COUNTY, DISTRICT OR STATE AGENCY)

Date Hired _____

(Use ITEM 5, CONTINUATION, if necessary)

ITEM 5 | CONTINUATION

Empty space for continuation of information.

(Signature)

(Date)

General Information - Filing Requirements

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

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

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

I. Who Must File:

- A. Public officials and employees employing, recommending employment, or supervising the employment of an immediate family member must make a disclosure to the person in charge of keeping records for the governing body of the entity. Where applicable the disclosure may be made on the record to the governing body of the entity in lieu of a written disclosure.
- B. Public officials and employees who currently employ or supervise an immediate family member(s) employed prior to the election or appointment of the public official or public employee or prior to July 17, 1986.

II. When to File:

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

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

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

Public employee means an employee of the state or a political subdivision thereof.

Public official shall mean an official in the executive branch, an official in the legislative branch, or an elected or appointed official in the judicial branch of the state government or a political subdivision thereof; any elected or appointed members of a governing body of a state institution of high education.

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

III. Where to File:

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

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

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

Definitions

Official in the executive branch means an official holding a state executive office as provided in Article IV, Constitution of Nebraska, including Governor, Lieutenant Governor, Secretary of State, Auditor of Public Accounts, State Treasurer, Attorney General, Tax Commissioner, the heads of such other executive departments as set forth in the Constitution or as may be established by law, a deputy thereto, or a member of any state board or commission.

Official in the legislative branch means a member or member-elect of the Legislature, a member of an official body established by and responsible to the Legislature, or employee thereof other than an individual employed by the state in a clerical or nonpolicymaking capacity.

Statutory Authority: Section 49-1499.01 Revised Statutes of Nebraska.

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

(Date) _____

General Information - Filing Requirements

I. Who Must File:

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

II When to File:

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

III. Where to File:

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

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

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

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

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

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

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

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

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

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

Definitions

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

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

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

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

BOARD SELF-EVALUATION

The primary purpose for board self-evaluation is for the improvement of school board leadership. In evaluating the board's functions and roles, the board may focus attention on the following:

1. Evaluation shall be conducted annually at a scheduled time and place;
2. The evaluation should be a composite of the individual board members' opinions;
3. The evaluation should include a constructive discussion of strengths and weaknesses; and
4. The board should be free to comment on any area related to its function of governing the district.

The board and superintendent will cooperatively develop an evaluation plan that annually evaluates the various aspects of the board's functions, duties, and roles. The evaluation will include the following:

1. The evaluation instrument shall define and describe the standards against which the board evaluates its performance.
2. The evaluation shall include the establishment of objectives and strategies for improving board performance.
3. The evaluation shall analyze progress toward existing board goals and examine the need to establish new or revised goals.

Legal Reference: Neb. Statute 79-526

Cross Reference: 102 Educational Philosophy of the District
 104 Educational and Operational Planning
 201.01 Board Powers and Responsibilities
 702.02 Budget Planning, Preparation, and Schedules
 902.01 Buildings and Sites Long Range Planning
 1001 Principles and Objectives for Community Relations

Approved 06/12/2017 Reviewed _____ Revised _____

BOARD ORGANIZATIONAL MEETING

An annual organizational board meeting shall be held at which all newly elected board members will assume their duties and take the oath of office. At the annual meeting, the board shall appoint all necessary board officers and committees for a term of one year or until the election of their successors.

The superintendent shall assume chairmanship of the meeting for the purpose of electing a board president. Ballots for officers may be cast in secret but the total vote for each candidate shall be recorded by the secretary.

The board shall also appoint the superintendent or another qualified employee as the district's Non-discrimination Compliance Coordinator for the year to meet federal Equal Employment Opportunity requirements.

The board shall pass a resolution for re-adoption of all existing policies, regulations, and handbooks for the governance of the district.

Legal Reference: Neb. Statute 79-724
 84-712
 84-1413

Cross Reference: 201.01 Board Powers and Responsibilities
 201.02 Board Membership - Elections/Appointment

PROCEDURE FOR ORGANIZATIONAL MEETING

- A. An organizational meeting of the Loup City Public School District Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, Secretary and Treasurer, and ex officio secretary and treasurer, if it is determined by the Board of Education that same are needed, all of whom will assume office at the organizational meeting.
2. Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If the tie is not broken after five ballots, the Chair will determine the winner by the flip of a coin.
3. The President shall assume the chair immediately upon his election.

- B. The order of business for the remainder of the meeting shall be as follows:

1. The election of a Vice President by the same method as used for the election of the President.
2. The election of a Secretary and Treasurer.
3. The adoption of an order of business to guide the preparation of future agenda and conduct of meetings.
4. Review of existing temporary committees or special appointments involving Board members.
5. Approval of current Board policies and regulations.
6. Dissemination to each Board member of conflict of interest statutes.

SECRETARY

It shall be the responsibility of the board to annually appoint a board secretary. The secretary shall take the oath of office.

A board secretary may be appointed from employees, from the public or from among board members at the annual board organizational meeting.

It shall be the responsibility of the board secretary, as custodian of school district records, to preserve and maintain the records and documents pertaining to the business of the board; to keep complete minutes of special and regular board meetings; to cause the meeting minutes and a list of all approved claims to be published; to keep a record of the results of regular and special elections; to keep an accurate account of school funds; to sign warrants drawn on the school funds after board approval; and to complete and maintain the annual school census. The board secretary is also responsible for filing the required reports with the Nebraska Department of Education.

Legal Reference: Neb. Statute 79-528
 79-564
 79-576 to 580

Cross Reference: 104.01 Annual School Census
 201.01 Board Powers and Responsibilities
 203.01 Board Organizational Meeting
 203.05 Treasurer
 204.11 Meeting Minutes

TREASURER

It shall be the responsibility of the board to annually appoint a board treasurer.

It shall be the responsibility of the treasurer to receive the funds collected for the district by the county treasurer, to pay out the funds for expenses approved by the board, to maintain accurate accounting records for each fund, to manage district's investments for the maximum benefit to the district, to report monthly and annually the status of all district funds and investments, and to file required reports with the appropriate state agencies and other entities.

The treasurer will work with the secretary to coordinate the recording, preserving and reporting of financial records, reports, cash flow needs and district investments.

If the treasurer is unable or unwilling to carry out the duties required, it shall be the responsibility of the superintendent (or other person designated by board policy) to carry out the duties of the treasurer.

The treasurer shall do one of the following within ten days after election to the position:

1. Give bond in an amount set by the board of not less than \$500 and not more than double the amount of money to come into his/her hands as treasurer at any one time.
2. Give evidence of an equal amount of insurance coverage by the district.

The cost of the bond or insurance coverage will be paid by the school district.

Legal Reference: Neb. Statute 79-586 to 590

Cross Reference: 201.01 Board Powers and Responsibilities
 203.01 Board Organizational Meeting
 203.04 Secretary
 700 Business Operation

Approved 06/11/2012 Reviewed 02/13/2017 Revised _____

BOARD COMMITTEES

Committees will be appointed by the president of the board. These committees are created for specific tasks of seeking information or investigation and will report back to the board for its consideration and action. Committee action is considered to be advisory only. Each committee will have a chairperson appointed by the president. The following committees are appointed at the annual board organizational meeting for one year:

It shall be the policy of the Loup City Public Schools that the following will be the standing committees of the Board of Education:

1. Budget Committee - It will be the primary duty of the Budget committee to formulate an operational school budget for each ensuing year. Said budget shall be presented to the entire Board for their consideration no later than the regular August meeting.
2. Policy & Personnel Committee - It shall be the responsibility of this committee to routinely review and update current policy and participate in the design of new policies as needed.

Members of this committee will also assist the administration in the development of sound personnel policies and practices and in the review and update of employee handbooks.

3. Curriculum, Technology, and Americanism Committee - It will be the responsibility of this committee to review the current curriculum and curriculum standards, monitor and review the academic performance of the district, assess data and respond to the needed improvements identified by administration.

This committee will also be responsible for the technology software/hardware maintenance and upkeep plan, the technology curriculum, and integration into the classrooms and instruction.

4. Negotiations - It shall be the policy of the Loup City Public Schools that the Negotiations Committee shall consist of three members appointed by the President of the Board of Education.

The members of the Negotiations Committee will represent the full Board of Education in negotiations with the administration and recognized bargaining unit (for members of the Certificated Staff. The full Board of Education may also include selected administrators on the negotiations team. The Board of Education reserves the right to appoint a chief spokesperson who is not a member of the Board to represent the Board in negotiations.

Approved 06/11/2012 Reviewed 02/13/2017 Revised 03/09/2015

SCHOOL BOARD LEGAL COUNSEL

It shall be the responsibility of the board to employ legal counsel to assist the board and the administration in carrying out their duties with respect to the numerous legal issues confronting the school district. The board may appoint legal counsel on an annual basis.

The superintendent and board president shall have the authority to contact the board's legal counsel on behalf of the board when the superintendent or board president believe it is necessary for the management of the school district. The board's legal counsel may attend regular or special school board meetings upon the request of the board or the superintendent. Other board members may contact legal counsel upon approval of a majority of the board. It shall be the responsibility of each board member to pay the legal fees, if any, of an attorney the board member consulted regarding matters of the school district unless the board has authorized the board member to consult an attorney on the matter in accordance with this policy.

It shall be the responsibility of the superintendent to keep the board informed of matters for which legal counsel was consulted, particularly if the legal services will involve unusual expense for the school district.

Legal Reference: Neb. Statute 79-513

Cross Reference: 201.01 Board Powers and Responsibilities

Approved 06/11/2012 Reviewed 02/13/2017 Revised _____

REGULAR BOARD MEETINGS

The regular meeting time and date shall be set by the board at its organizational meeting. The regular meetings of the board will be held on the second Monday of each month, beginning at 7:30 p.m.

All meetings shall be held at Loup City Jr./Sr. High School unless otherwise designated by the president with the approval of the Board.

If circumstances dictate meeting in a different location, it shall be the responsibility of the Superintendent to take the appropriate steps to inform Board members and the public.

The board shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

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. The voting requirements may be met by using an electronic voting device which allows the vote of each board member to be readily seen by the public.

Legal Reference: Neb. Statute 79-554
 79-560
 79-561
 84-1412

Cross Reference: 203.01 Board Organizational Meeting

Approved 06/11/2012 Reviewed 02/13/2017 Revised 08/08/2016

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The regular meeting time and date shall be set by the board at its organizational meeting. The regular meetings of the board will be held on the second Monday of each month, beginning at 7:30 p.m.

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Legal Reference: Neb. Statute 79-554
 79-560
 79-561
 84-1412

Cross Reference: 203.01 Board Organizational Meeting

Approved 06/11/2012 Reviewed 02/13/2017 Revised 08/08/2016

SPECIAL BOARD MEETINGS

Special meetings may be called by the superintendent, the president of the board or any two board members. Should a special meeting be called, public notice shall be given and the meeting shall be conducted in accordance with the open meetings laws.

If the special meeting called is an emergency meeting and the board cannot give public notice in its usual manner, the board shall give public notice of the meeting as soon as practical and possible in light of the situation. The reason for the emergency meeting and why notice in its usual manner could not be given shall be stated in the minutes. Minutes of the emergency meeting must be made available to the public by no later than the end of the next regular business day.

Only the purpose or issue for which the special meeting was called may be discussed and decided in the special meeting. The board shall strictly adhere to the agenda for the special meeting and action on other issues shall be reserved for the next regular or special board meeting.

Work Sessions: Special Meetings for the purpose of conducting Work Sessions will be utilized in the months that have five Mondays. Work Sessions will follow the same expectations for notice, agenda, and minutes as Special Meetings. Work Sessions will be used for board discussion, planning, and training. No action or public comment will be taken at Work Sessions. The Board may request information from outside sources during these meetings, but comments will be limited to the topic requested.

Legal Reference: Neb. Statute 79-554
 79-555
 84-712
 84-1408 to 1414

PUBLIC HEARINGS

Public notice of a public hearing shall be in the same manner as for a board meeting and shall be given at least two days before the hearing is to be held.

At public hearings, citizens of the district will be allowed to speak only on the issue for which the public hearing is being held. Citizens wanting to speak at the meeting may be asked to sign-in, stating their name and address. The sign-in sheet shall be kept with the board minutes. Speakers are asked to keep their remarks as brief as possible. Prior to the beginning of the hearing, speakers and spectators will be apprised of the rules of order to be followed regarding time limitations, questions, remarks and rebuttals. In no event will a speaker be allowed to take the time of another speaker.

The board shall conduct public hearings in an orderly fashion. At the beginning of the hearing statements, background materials and public hearing rules and procedures will be presented by the board president or administrators. The board president will recognize the speakers. A board member may ask questions of the speakers after receiving permission from the board president. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the board or the proceedings shall be asked to leave.

Legal Reference: Neb. Statute 84-1408 et seq.

Cross Reference: 204.01 Regular Board Meetings
 204.12 Public Participation at Board Meetings
 702.03 Budget Adoption Process
 1005.03 Parental Involvement in the Schools

Approved 06/11/2012 Reviewed 02/13/2017 Revised _____

OPEN MEETINGS

A gathering of a majority of board members for the purposes of briefing, discussion of board business, formation of policy or taking formal action is a board meeting. Meetings of the board shall be conducted in a meeting open to the public unless the board is temporarily convened in a closed session.

Chance or social gatherings, attendance at or travel to conventions or workshops or other occasions when there is no discussion of or action on any matter within the board's supervision, control, jurisdiction, or advisory power will not constitute a meeting.

Legal Reference: Neb. Statute 84-1408 to 1410

Approved 06/11/2012 Reviewed 02/13/2017 Revised _____

CLOSED SESSIONS

A closed, or executive, session will take place as part of an open meeting of the board. The item for discussion in the closed session shall be listed as part of the tentative agenda on the public notice. The motion for a closed session, including its subject matter and the reason necessitating the closed session, shall be made and seconded during the open meeting, and approved by a majority of the voting members. The minutes shall state the entire motion for the closed session, the roll call vote to enter closed session, and the time the closed session began and ended. Following approval of the motion to close, the presiding officer shall restate on the record the limitation of the subject matter of the closed session immediately prior to the closed session.

The board shall restrict its considerations to only those matters set forth in the minutes as the reason for the closed session. Reasons for the board entering into a closed session from an open meeting include, but are not limited to, the following:

1. Strategy sessions with respect to collective bargaining, real estate purchases, or litigation;
2. Discussion regarding the use of security personnel or devices;
3. Investigative proceedings regarding allegations of criminal misconduct;
4. Evaluations of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if that person has not requested a public meeting.

No formal action may be taken until the board has reconvened in open session.

Any board member may challenge the continuation of a closed session if he or she believes the session has exceeded the reason stated in the motion to hold the closed session. A majority vote of the board is required in order to overrule the challenge. The challenge and its disposition shall be recorded in the meeting minutes.

Legal Reference: Neb. Statute 84-1410

Approved 06/11/2012 Reviewed 02/13/2017 Revised _____

MEETING MINUTES

The board shall keep and maintain permanent records of the board including, but not limited to, records of the minutes of board meetings, documentation received or disclosed in open session of the meetings, and other required records of the board. The minutes may be kept as an electronic record.

It shall be the responsibility of the board secretary to keep the minutes of the board meetings. The minutes of each board meeting shall include as a minimum the following items: a record of the date, time, place, members present, action taken and the vote of each member, and the schedule of bills allowed shall be attached. The minutes shall also include all required information regarding any closed sessions as stated in policy 204.06. The minutes shall be prepared by the secretary immediately following the meeting, shall be written, shall be available for inspection by the public and for distribution to the members of the Board within ten (10) working days, or prior to the next convened meeting, whichever occurs earlier, and shall be a part of the agenda for the next regular meeting at which time they shall be corrected, if necessary, and approved. Minutes shall be forwarded to the newspaper designated as the official newspaper for publication. The schedule of bills allowed may be published on a once monthly basis in lieu of publication with the minutes. The permanent records of the board minutes may include more detail than is required for the publication of the minutes.

Minutes awaiting approval at the next board meeting will be available for inspection at the central office of the district after the office transcribes the notes into a document which has been proofread for errors and corrected.

Legal Reference: Neb. Statute 79-577
 79-580
 84-712
 84-1408 to 1414

Cross Reference: 203 Organization of the School Board
 1003 Public Examination of District Records
 1004 Press, Radio and Television News Media

Approved 06/11/2012 Reviewed 02/13/2017 Revised 09/14/2015

PUBLIC COMMENT IN BOARD MEETINGS

The board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board shall set time aside for public comment, at a specific time during the meeting and, when specifically allowed, prior to the discussion of individual agenda items. If the pressure of business or other circumstances dictate, the board president may decide to eliminate this practice at a particular meeting and will announce that decision at the beginning of the meeting. The orderly process of the board meeting shall not be interfered with or disrupted. Subjects for comment should involve areas within the board's proper responsibility. Discussion on unrelated matters will be discouraged.

The board has the discretion to limit the amount of time set aside for public comment. The board president shall specify the total amount of time available for public comment prior to opening the public comment period. If public comment is allowed prior to individual agenda items, that limit on the total comment period should also be defined. Individual comments will be limited to 5 minutes for each participant. The board president will recognize these individuals to make their comments at the appropriate time. Only those speakers recognized by the board president shall be allowed to speak. Comments by others are out of order. If disruptive, the individual making the comments or another individual causing disruption may be asked to leave the board meeting.

Citizens wishing to address the board on a certain agenda item should notify the superintendent prior to the board meeting. Citizens wishing to present petitions to the board relating to that item may do so at this time. However, the board will only receive the petitions and will not act upon them or their contents.

Individuals who have a complaint about employees or students who have complaints shall follow policies 403.05 and 504.01 respectively. The board will follow policy 1005.01 in handling public complaints.

Any written or printed materials to be circulated for a meeting of the school board must be submitted to the superintendent by the Wednesday preceding a Monday night meeting. Adding such information to the agenda packet will be at the discretion of the superintendent after consultation with the board president.

Legal Reference: Nebraska Statute 84-1408 to 1414

Cross Reference: 201.07 Board Member Liability
403.05 Public Complaints about Employees

Approved 06/11/2012 Reviewed 02/13/2017 Revised _____

ELECTRONIC DEVICES AT MEETINGS

In the interest of transparency, use of cell phones and other electronic devices, except for a school issued device, by Board Members, the Superintendent, Administrators, and Business Manager to communicate during a scheduled board meeting will be prohibited.. Cell phones may be used to find documentation and to use as a calendar but may not be used to circumvent the open meetings act by communicating with other members of the board during a meeting.

Approved 06/13/2016 Reviewed 02/13/2017 Revised 12/11/2017

POLICY DEVELOPMENT

The board has jurisdiction to determine the policies which will govern the operations of the school district with the force and effect of law.

The written policy statements contained in this manual provide guidelines and goals to the citizens, administration, employees and students in the school district community. The policy statements shall be the basis for the formulation of regulations by the administration. The board shall determine the effectiveness of the policy statements by evaluating periodic reports from the administration.

Policy statements may be proposed by a board member, administrator, employee, student or member of the school district community. Proposed policy statements or ideas shall be submitted to the superintendent's office for possible placement on the board agenda. It shall be the responsibility of the superintendent to bring these proposals to the attention of the board.

Legal Reference: Neb. Statute 79-526
 79-532
 79-539
 NDE Rule 10.004.01A1

Cross Reference: 102 Educational Philosophy of the District
 201.01 Board Powers and Responsibilities

Approved 06/11/2012 Reviewed 02/13/2017 Revised _____

POLICY ADOPTION

The board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of regular board meetings. The proposed policy changes shall be distributed and public comment will be allowed at each meeting prior to final board action. This notice procedure shall be required except for emergency situations. If the board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The board shall have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy may be approved by a simple majority vote of the board at the second regular meeting. The policy will be effective on the later of the date of passage or the date stated in the motion.

In the case of an emergency, a new or changed policy may be adopted by a majority vote of a quorum of the board. The emergency policy shall expire at the close of the third regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is reaffirmed.

Legal Reference: Neb. Statute 79-520
 79-526
 84-712 et seq.
 NDE Rule 10.004.01A1

Cross Reference: 201.01 Board Powers and Responsibilities

Approved 06/11/2012 Reviewed 02/13/2017 Revised _____

POLICY REVIEW AND REVISION

The board will periodically review, update and approve the board's policy manual. During odd numbered years, the Board will review the entire policy manual starting at the February regular meeting.

It shall be the responsibility of the superintendent to keep the board informed as to legal changes at both the federal and state levels. The superintendent shall also be responsible for bringing proposed policy statement revisions to the board's attention.

If a policy is revised because of a legal change over which the board has no control or a change which is minor, the policy may be approved at one meeting at the discretion of the board.

Legal Reference: Neb. Statute 79-526
 79-532
 79-539
 NDE Rule 10.012.01A

Cross Reference: 102 Educational Philosophy of the District
 201.01 Board Powers and Responsibilities

Approved 06/11/2012 Reviewed 02/13/2017 Revised 09/14/2015

POLICY SUSPENSION

It shall be within the discretion or amendment of the board to suspend a policy. Policies of the board may be immediately amended or temporarily suspended by a majority vote of board members present at an official meeting of the board if the board determines that an emergency exists. This does not apply to any section of board policies established by law or by contract. Reasons for amendment or suspension of board policy shall be documented in board minutes.

Legal Reference: Nebraska Statute 79-526

Cross Reference: 201.01 Board Powers and Responsibilities

Approved 06/11/2012 Reviewed 02/13/2017 Revised _____

ADMINISTRATION IN THE ABSENCE OF POLICY

When there is no board policy in existence to provide guidance on a matter, the superintendent is authorized to act appropriately, keeping in mind the educational philosophy and financial condition of the school district.

It shall be the responsibility of the superintendent to document the action taken and to inform the board of the situation. If needed, the superintendent shall draft a proposed policy for the board to consider.

Legal Reference: Nebraska Statute 79-526

Cross Reference: 302.04 Superintendent Duties

Approved 06/11/2012 Reviewed 02/13/2017 Revised _____

REVIEW OF ADMINISTRATIVE REGULATIONS

The Superintendent has responsibility for carrying out the policies established by the board.

When necessary, it shall be the responsibility of the Superintendent to develop administrative regulations to implement the board policies. The regulations, including handbooks, will be adopted by the board when specific state or federal laws require the board to do so or when the board or superintendent considers such approval desirable.

The administrative regulations will be available no later than the first regular board meeting after the adoption of the board policy unless the board directs otherwise.

Legal Reference: Neb. Statute 79-526

Cross Reference: 201.01 Board Powers and Responsibilities
 302.04 Superintendent Duties

Approved 06/11/2012 Reviewed 02/13/2017 Revised _____

NEW BOARD MEMBER ORIENTATION

Each new board member shall be given an orientation program under the direction of the superintendent. This briefing shall include a current copy of the board policy manual, the budget, the latest annual report and such other documents as the superintendent may include to foster an understanding of the operation of the district. The superintendent shall set aside such time as is necessary to answer any questions arising from the study of these documents, and shall cooperate fully in assisting the new member to become an informed and active board member.

Cross Reference: 201.02 Board Membership - Elections/Appointment
 202 School Board Member Conduct

Approved 06/11/2012 Reviewed 02/13/2017 Revised _____

BOARD ASSOCIATION MEMBERSHIP

Participation in board member associations are beneficial to the board. The board shall maintain an active membership in the Nebraska Association of School Boards and in organizations the board determines will be of benefit to the board and the school district.

Legal Reference: Neb. Statute 79-512

Cross Reference: 206.03 Board Member Development Opportunities

Approved 06/11/2012 Reviewed 02/13/2017 Revised _____

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

The board may participate in conferences sponsored by educational associations and agencies in addition to its own in-service programs and work sessions.

The board shall encourage its members to attend training and development programs with the purpose of improving members' leadership skills, increasing their knowledge of educational issues and better representing the interests of the school district.

Cross Reference: 206.02 Board Association Membership

Approved 06/11/2012 Reviewed 02/13/2017 Revised _____

BOARD MEMBER COMPENSATION AND EXPENSES

As an elected public official, the board member is a public servant who serves without compensation. Board members shall be reimbursed for actual and necessary expenses incurred in the performance of their official duties.

Prior to reimbursement of actual and necessary expenses, the board member must submit a detailed receipt indicating the date, purpose and nature of the expense for each claim item. A credit card receipt is generally not considered a detailed receipt. Failure to provide a detailed receipt shall make the expense nonreimbursable. Personal expenses shall be reimbursed by the board member to the school district within 10 working days of the next regular meeting of the board. In exceptional circumstances, the board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances shall be maintained as part of the school district's record of the claim.

It shall be the responsibility of the superintendent to compile the expenses of board members and bring them to the board for audit and approval in the same manner as other claims of the school district. It shall be the responsibility of the board to determine through the audit and approval process of the board whether the expenses incurred by a board member are actual and necessary expenses incurred in the performance of their official duties.

Legal Reference: Neb. Statute 13-2201 et seq.
 79-546
 81-1174 to 1177

Cross Reference: 202.02 Board Member Conflict of Interest
 402.08 Employee Travel Compensation
 402.11 Credit Cards

Approved 06/11/2012 Reviewed 02/13/2017 Revised _____

BOARD MEMBER USE OF SCHOOL INSURANCE

According to the eligibility rules of the Educators Health Alliance, current school board members are eligible to purchase health insurance through the district's plan. Therefore, the Board will allow members to purchase health insurance through the district.

Current or newly elected Board Members would need to sign up for coverage during the district's open enrollment period or within 30 days of being elected. Former Board Members are not eligible for coverage. Enrollment forms are available in the Business Office.

Board members will be able to elect the level of coverage they need based on the plans that the district provides to its employees. Payment for the coverage will be the sole responsibility of the Board Member that elects for coverage. No school funds will be used for the purchase health insurance for Board Members.

Checks from Board Members can be sent in with the district's monthly payment and arrangements can be made with the Business Office. The deadline for payment will be the Regular Board of Education Meeting each month. Board Members that fail to provide payment for their insurance by the deadline will immediately be removed from the District's Health Insurance group. No school employee will be responsible for making sure that the Board Members' checks get included with the district's payments.

Approved 07/10/2017 Reviewed _____ Revised _____

2/11/19 HS Principal's Report

1. Powerscheduler Conference Feb. 6th
 - a. Students can register online, going to see if we can have a more efficient schedule to meet our students' needs
 - b. Once initial setup is done, should cut down on staff time immensely
 - c. Going to the follow-up meeting March 13th to receive more training.
2. Loup City hosted District Speech today the team performed well and _____. The speech team was also runner up at Doniphan-Trumbull, and won their meet in Centura last week. State Speech is March 21st and 22nd.
3. Our 8th grade students participated in District History day on March 6th at UNK. The team of Emma Simpson, Sami Augustyn, and Tatum Kapustka won first place for their website titled "Code Talkers - The Unbreakable Code". And the team of Landri Loos and Mallory Tuma got second place for their website on the topic of "Nellie Bly - A Woman's Leader in a Man's World". All of our students represented LCHS very well. Mrs. Henry is to be commended for her hard work and dedication in helping the students prepare for this competition.
4. FCS Course Plan should be shared with you. I asked Kristen Vest and our new FCS teacher Rachel Hornickel to come sit down with me to make a plan for our offerings. We feel this schedule will offer the introductory courses every year to establish interest in the program, but at the same time allow growth and challenges for students looking to go into those fields.
5. Acellus Update - Doing the newest grant opportunity would require us to pay \$8250 (half of training/licences for the whole 7-12) the first year and \$7250 each of the next two years. Even if we reduced this to 9-12, we would still be paying more than if we did a per student basis. They did still recommend doing a staff training as well to keep our personnel certified.
 - a. Training is \$2,000/day. This includes travel expenses.
 - b. Cost for the program is \$100/student/year. They can take as many classes they want in this year.
 - c. In the last 3 years, we have had 105 students in the program (some were the same student multiple years).
 - d. Our license is good through 6/30/19.

My recommendation is to go with a per student basis for Acellus, and pay for a teacher training this spring in order to keep all of our people certified and up to date. We created the program as a credit recovery opportunity. The goal with the grant is to have it as school wide access, and we have to meet other guidelines set forth by the grant. We have not had an Acellus planning meeting yet to hash out guidelines, but these are some thoughts I've had about the program:

- a. Students must have taken a class twice before being eligible for Acellus classes.
- b. Student must complete the coursework they are in for Acellus during the timeframe in which it was started. I.E. If a student starts a class at the beginning of the summer, it must be completed by the beginning of the summer. If they want to start a second class, they must get permission from the principal in order to do so.
- c. Acellus will still be an option for certain students during school. Teachers will not be assigned Acellus supervision as a teaching assignment. Students will do their work in the office or another location if the office is unavailable.
 - i. Juniors/Seniors who need classes to graduate.
 - ii. Transfer students that are missing Loup City graduation requirements.
- d. For the 2019 summer session I would like to start on May 28th and have a five week session that ends on June 28th. I am recommending we go from 9:00am - 12:00pm, five days a week. Also, depending on the number of kids that sign up, we may need to have two staff members in the room to supervise/assist. If we do this, here is the math:

$$3 \text{ hours/day} * 24 \text{ days (1 missing for Memorial Day)} = 72 \text{ hours}$$

$$72 \text{ hours} * 2 \text{ staff members/session} = 144 \text{ hours}$$

$$144 \text{ hours} * \$22.55/\text{hour} = \$3,247.20$$

$$\$3247.20 + \$2,000 \text{ (Teacher Training)} = \$5247.20$$

Cost from Summer 2018 was: $290.5 \text{ hours} * \$22.55 \text{ hours} = \6550.78

This does not include any costs in 2019/2020 for student licenses, but we will not know those numbers until later in the term.

6. Attendance for February 93.896%. Up slightly from January. Since we began the “working lunch” at the beginning of February, the number of F’s is down 54.8%. The number of ineligible students has been reduced by 50%.
7. Mrs. Gregory, Mrs. Kuszak, and myself will be attending the Powerscheduler conference once again on March 13th.
8. Principal’s meeting was on 2/26/19. Received information on a Bullying Intervention Program that is in the beginning stages, and some useful SPED knowledge.
9. MTSS - “Non-Achievement” form surveys have been sent to all the teachers. The team will meet before testing to discuss these and lay out a plan for a meeting after spring testing has commenced. Once testing is finished, we will start follow-up meetings asap.
10. Misc.

- a. Thank you to Caden Kusek, Jakob Jerabek, Calvin Lorimer, Gilbert Rodriguez, and Jared Larchick for coming to the senior center with me on March 8th to help move some heavy furniture out of the way so they could put in their new flooring.



**LOUP CITY PUBLIC SCHOOLS
BOARD OF EDUCATION**

Educational Leadership

The board and superintendent review district programs and services, develop vision and goals to support decision-making, to support growth and improved student learning and achievement.

Educational Leadership Performance Indicators:

Responsible

Timeline

Action Taken

-
- 1) Provide adequate training and resources for faculty to aid in the development of a curriculum and instructional units that will include the standards to be taught, means used to assess student learning, and delivery of instruction.

 - 2) Provide adequate training for faculty to enable successful use of the instructional units resulting in improved classroom instruction and student learning.

 - 3) Improve and grow instruction and curriculum to support growth and improved test scores district wide.

 - 4) Engage the board in the review and assessment of student learning data and test scores

 - 5) Provide adequate training for faculty and assess the Wonders Program and Go Math to ensure it is effective, properly administered by staff, and growing and improving student learning and success.



**LOUP CITY PUBLIC SCHOOLS
BOARD OF EDUCATION**

Budgetary Management Leadership

The superintendent and board will establish a long-term plan to support learning and instruction, a safe environment for students and staff, & effective budget planning and management.

Budgetary Management Leadership Performance Indicators	Responsible	Timeline	Action Taken
1) Develop a short and long-term facilities plan to enable planning and management of resources and a quality learning environment for staff and students.	Superintendent and Board		
2) Build the cash reserve and a budget to support quality Instruction and learning (curriculum and professional development),	Superintendent and Board		
3) Develop a budget / building fund to meet the facility needs Identified by the facilities study to provide a quality learning environment for Pre K - 12.			
4) Research and apply for appropriate grants available to help Meet the financial needs of the district.			



**LOUP CITY PUBLIC SCHOOLS
BOARD OF EDUCATION**

Communication Leadership

The board and superintendent will create a district climate and culture that is positive and effectively engages parents, students, staff, and community members.

Communications Leadership Performance Indicators:

Responsible

Timeline

Action Taken

- 1) Continue to engage internal and external stakeholders through organized meetings and forums to increase district wide involvement in goal setting, developing a shared vision for student learning and achievement, and addressing the facility needs identified in the Facility Study.

- 2) Provide adequate training for all staff and implement the Boys' Town Discipline model district wide to improve the Classroom and educational environment.

- 3) Identify methods to grow parent/district partnerships to ensure academic accountability and success for all students.

- 4) Identify methods to celebrate academic successes throughout the year, recognizing both students and faculty.



**LOUP CITY PUBLIC SCHOOLS
BOARD OF EDUCATION**

Visionary Leadership

The superintendent and board will work collaboratively to define a vision for the district, foster a positive working relationship with the staff and community, and grow and sustain effective board governance.

Visionary Leadership Performance Indicators:

Responsible

Timeline

Action Taken

-
- 1) Provide leadership and guidance to develop and sustain effective board governance, a positive working relationship with and among board members, staff, and community.

 - 2) Engage and foster a positive working relationship with staff to unify the K - 12 staff to support a professional working environment for learning.

 - 3) Implement a teacher evaluation tool to ensure the tool provides growth and improved instruction to support student learning.

 - 4) Provide professional development to support integrated Technology, development of curriculum and instructional units and improved Discipline district wide.
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