

# 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, June 9, 2025

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
  - D. Approval of Agenda:
2. Consent Agenda:
  - A. Reading and Approval of Minutes
  - B. Approve Contracts & Resignations
    1. Hire of Brandy Powell, 6-12 math teacher
    2. Resignation of Jenna Rathje, paraprofessional
    3. Hire of Haley Lundvall, SPED Paraprofessional
3. Financial Report: Discuss, consider and take all necessary action to approve the financial Report and Payment of Invoices **\$101,918.12**, \$ payroll of **\$419,793.19** for a total of **\$521,711.31**.
4. Hearing of the Audience:
5. Discussion Items:
6. Committee Reports
  - A. Early Childhood committee
  - B. Building Grounds and Transportation committee
7. Action Items:
  - A. Discuss, consider and take all necessary action to approve a service agreement with Carl Dietz Consulting LLC
  - B. Discuss, consider and take all necessary action to approve the appointment of Dusti VanSlyke as Arcadia-Loup City Cooperative Athletic Director
  - C. Discuss, consider and take all necessary action to approve policies: 1002, 2006, 3003, 3004.1, 2026, 3047, 4051, 4059, 5015, 5016, 5018, 5031, 6025, 6031, 6034, 6044, 6045
8. Superintendent's Report
9. Future Meetings/Reminders:

Policy committee, Monday, June 23, 6:30pm  
Curriculum and Americanism committee, Monday, June 23, 7:30pm  
Building, Grounds & Transportation committee, Wednesday, June 25, 7:30pm  
Technology committee. Monday, July 7, 7:00pm  
Board of Education meeting, Monday, July 14, 7:30pm
10. Shouts Outs! Congratulations to the State Qualifiers in Track, Tayler, Brogan, Tyce, Eli and Ryan.
11. Executive Session:
12. Adjourn:

**Note 1:** The Board in its discretion may revise and consider any listed item at any time during the meeting.

**Note 2:** This agenda does not become final until 24 hours prior to the scheduled commencement of this meeting. All listed reports which are in writing are a part of the Agenda for this meeting and may contain action items or otherwise call for

Board action on the subject matter(s) listed therein; complete copies of such reports, except for any legally confidential information are available upon request from the Office of the Superintendent of Schools as part of the agenda.

**Note 3:** The Board of Education is empowered to act on any item listed on the Agenda at any time during the meeting, irrespective of the order listed. Further detail on agenda items may be obtained by speaking to the Superintendent. The Board of Education by the approval of all consent items is also approving, authorizing and directing the Board President, Board Secretary, the Superintendent or their designees to take or cause to be taken all necessary action and sign all documents necessary or appropriate to complete the matter or transaction as approved.

**Note 4:** The Open Meetings Act requires that agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. The Board releases its agenda well in advance of most meetings and desires that all interested persons are fully informed. Any interested person who has a question about a report or needs clarification about the sufficiently of any item on which action could be taken at this meeting should contact the Office of the Superintendent of Schools.

**Note 5:** The Board of Education reserves the right to go into closed session at its discretion, but will only do so for the prevention of needless injury to a person's reputation or for the protection of the public interest.

# Loup City Public Schools

## Public Notice for June 9, 2025

The Board of Education of Loup City Public Schools will meet in **regular session** on **June 9, 2025**, at **7:30 PM** in the Loup City Public Schools, Room 334, 800 North 8th Street, Loup City, NE 68853-0628. An agenda for the meeting, which shall be kept continually current, is readily available for public inspection at the Superintendent's office during normal business hours. The current meeting agenda is also available on our district website:

<http://www.loupcitypublicschools.org>.

Loup City Public Schools Board of  
Education Regular Session  
Monday, May 12, 2025 7:30 PM Central

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

Scott Friesen: Present, Michael Kaminski: Present, Eric Kowalski: Present, Kyle Kowalski: Present, Mike Krolikowski: Present, Jamie Lewandowski: Present, Loraine Panowicz: Present, Demi Rodocker: Present, Becky Setlik: 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

1.D. Approval of Agenda:

Motion by Jamie Lewandowski, seconded by Scott Friesen, approve the agenda as presented.

Motion Carried

Friesen: Yes, Kaminski: Yes, Kowalski: Yes, Kowalski: Yes, Krolikowski: Yes, Lewandowski: Yes, Panowicz: Yes, Rodocker: Yes, Setlik: Yes

Yes: 9, No: 0

2. Consent Agenda:

Motion by Scott Friesen, seconded by Jamie Lewandowski, motion to approval all items on the consent agenda. Motion Carried

Friesen: Yes, Kaminski: Yes, Kowalski: Yes, Kowalski: Yes, Krolikowski: Yes, Lewandowski: Yes, Panowicz: Yes, Rodocker: Yes, Setlik: Yes

Yes: 9, No: 0

2.A. Reading and Approval of Minutes

2.B. Approve Contracts & Resignations

3. Financial Report: Discuss, consider and take all necessary action to approve the financial Report and Payment of Invoices of **\$451,307.92** in payroll and **\$133.595.64** in bills for a total of **\$585,903.56**

Motion by Jamie Lewandowski, seconded by Kyle Kowalski, to approve the financial Report and Payment of Invoices of \$451,307.92 in payroll and \$133.595.64 in bills for a total of \$585,903.56. Motion Carried

Friesen: Yes, Kaminski: Yes, Kowalski: Yes, Kowalski: Yes, Krolikowski: Yes, Lewandowski: Yes, Panowicz: Yes, Rodocker: Yes, Setlik: Yes

Yes: 9, No: 0

4. Hearing of the Audience:

5. Discussion Items:

5.A. Collaboration with CNCAP concerning the potential re-structure of LCPS Sixpence grant to a hybrid model.

## 6. Committee Reports

6.A. Building, Grounds and Transportation committee

6.B. Curriculum and Americanism committee

6.C. Budget committee

## 7. Action Items:

7.A. Discuss, consider and take all necessary action to approve the school's contribution to students qualifying and attending a national competition.

Motion by Scott Friesen, seconded by Kyle Kowalski, to approve the school's contribution of \$500 per student, including registration fees, to FBLA and NHD for the students qualifying and attending a national competition during the summer of 2025.. Motion Carried

Friesen: Yes, Kaminski: Yes, Kowalski: Yes, Kowalski: Yes, Krolikowski: Yes, Lewandowski: Yes, Panowicz: Yes, Rodocker: Yes, Setlik: Yes

Yes: 9, No: 0

8. Principal Report: Mr. Jason Sullivan

9. Superintendent's Report: Mr. Dean Tickle

10. Future Meetings/Reminders:

Policy committee, Tuesday, May 27, 6:30pm

Curriculum and Americanism committee, Tuesday, May 27, 7:30pm

Building, Grounds & Transportation committee, Wednesday, May 28, 7:30pm

Technology committee. Monday, June 2, 7:00pm

Board of Education meeting, Monday, June 9, 7:30pm

11. Shouts Outs! Thank you to the dozens of people who contributed to the success of Honors Night, the ALC Booster Banquet, multiple Concerts and Arts Show and Graduation!. It was Teacher Appreciation Week last week. Thank you to the community organizations that showed their appreciation. It was appreciated and meaningful.

12. Executive Session: to prevent the needless injury to the reputation of individuals and for negotiations discussion as it relates to the high school principal salary and superintendent contract.

Motion by Eric Kowalski, seconded by Jamie Lewandowski, to enter into executive session at 9:32 p.m. in order to protect the public's interest. Motion Carried

Friesen: Yes, Kaminski: Yes, Kowalski: Yes, Kowalski: Yes, Krolikowski: Yes, Lewandowski: Yes, Panowicz: Yes, Rodocker: Yes, Setlik: Yes

Yes: 9, No: 0

Motion by Mike Krolikowski, seconded by Loraine Panowicz, to exit executive session at 9:50pm. Motion Carried

Friesen: Yes, Kaminski: Yes, Kowalski: Yes, Kowalski: Yes, Krolikowski: Yes, Lewandowski: Yes, Panowicz: Yes, Rodocker: Yes, Setlik: Yes

Yes: 9, No: 0

13. Discuss, consider and take all necessary action to approve the principal's contract salary for Jason Sullivan for 2025-2026 school year.

Motion by Kyle Kowalski, seconded by Scott Friesen, to approve the principal's contract at a salary of \$105,000 for Jason Sullivan for 2025-2026 school year. Motion Carried

Friesen: Yes, Kaminski: Yes, Kowalski: Yes, Kowalski: Yes, Krolikowski: Yes, Lewandowski: Yes, Panowicz: Yes, Rodocker: Yes, Setlik: Yes

Yes: 9, No: 0

14. Adjourn:

Motion by Eric Kowalski, seconded by Becky Setlik, to adjourn at 9:51pm. Motion Carried

Friesen: Yes, Kaminski: Yes, Kowalski: Yes, Kowalski: Yes, Krolikowski: Yes, Lewandowski: Yes, Panowicz: Yes, Rodocker: Yes, Setlik: Yes

Yes: 9, No: 0

June 9, 2025

Dear Members of the Loup City Board of Education,

It is with great enthusiasm and confidence that I recommend Ms. Brandy Powell for the position of math teacher at Loup City Public Schools. Ms. Powell is an outstanding candidate whose professional background, instructional expertise, and passion for education align perfectly with the needs of our district.

Ms. Powell brings with her valuable experience teaching in a small rural district in Missouri, a background that has prepared her to understand and thrive in our close-knit community. Her familiarity with our Reveal Math curriculum and the BIST behavioral support model ensures a smooth transition into our academic and behavioral frameworks.

Thank you for your consideration of Ms. Powell's candidacy.

Sincerely,



Dean Tickle

Superintendent

Loup City Public Schools

June 9, 2025

Dear Members of the Loup City Board of Education,

It is with great enthusiasm and confidence that I recommend Ms. Haley Lundvall for the position of SPED paraprofessional at Loup City Public Schools. Haley is a UNK student who will be simultaneously student teaching under our staff's tutelage while serving as a SPED teacher for our district. She has passed the necessary Praxis assessments to qualify for a temporary Nebraska Teaching certificate per NDE guidelines. She will be offered a teaching contract once she receives her certificate. We are thrilled to have Hakley join our faculty.

Thank you for your consideration of Ms. Lundvall's candidacy.

Sincerely,



Dean Tickle

Superintendent

Loup City Public Schools



U.S. BANK  
P.O. BOX 6343  
FARGO ND 58125-6343



**ACCOUNT NUMBER** 4485 5945 5562 1299  
**STATEMENT DATE** 05-15-2025  
**AMOUNT DUE** \$33,304.68  
**NEW BALANCE** \$33,304.68  
PAYMENT DUE ON RECEIPT

000003725 01 SP 106481346886189 P  
LOUP CITY PUBLIC SCHOOLS  
ATTN BUSINESS MANAGER  
800 NORTH 8TH STREET  
BOX 628  
LOUP CITY NE 68853-0628

**AMOUNT ENCLOSED**  
\$

Please make check payable to  
U.S. BANK

U.S. BANK  
P.O. BOX 790428  
ST. LOUIS, MO 63179-0428

4485594555621299 003330468 003330468

Please tear payment coupon at perforation.

**ACCOUNT MESSAGES**

Your account is past due \$9,932.47. Past due amount is included in the minimum payment. Please remit immediately.

CORPORATE ACCOUNT SUMMARY									
LOUP CITY PUBLIC SCH 4485 5945 5562 1299	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	New = Balance	
Company Total	\$14,159.25	\$23,372.21	\$0.00	\$0.00	\$0.00	\$216.00	\$4,010.78	\$33,304.68	

CORPORATE ACCOUNT ACTIVITY					
LOUP CITY PUBLIC SCHOOLS 4485-5945-5562-1299				TOTAL CORPORATE ACTIVITY \$4,010.78 CR	
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
04-22	04-20	74798265112000000000054	PAYMENT - THANK YOU 00000 C	3,605.55 PY	
04-24	04-20	74798265114000000000235	PAYMENT - THANK YOU 00000 C	405.23 PY	

NEW ACTIVITY				
LOUP CITY SCHOOLS 1 4485-5902-0018-1663	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$193.41	\$0.00	\$193.41

<b>CUSTOMER SERVICE CALL</b>  800-344-5696	<b>ACCOUNT NUMBER</b> 4485-5945-5562-1299		<b>ACCOUNT SUMMARY</b>	
	<b>STATEMENT DATE</b> 05/15/25	<b>DISPUTED AMOUNT</b> .00	PREVIOUS BALANCE 14,159.25 PURCHASES & OTHER CHARGES 23,372.21 CASH ADVANCES .00 CASH ADVANCE FEES .00 LATE PAYMENT CHARGES .00	CREDITS 216.00 PAYMENTS 4,010.78 <b>ACCOUNT BALANCE 33,304.68</b>
<b>SEND BILLING INQUIRIES TO:</b>  U.S. BANK P.O. Box 6335 Fargo, ND 58125-6335	<b>AMOUNT DUE</b>  33,304.68			



Company Name: LOUP CITY PUBLIC SCHOOLS
Corporate Account Number: 4485 5945 5562 1299
Statement Date: 05-15-2025

NEW ACTIVITY					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
04-23 05-09	04-22 05-07	24941665112136823589063 24801975128332152806780	TROTTER'S WHOA & GO LOUP CITY NE KEARNEY AREA CHILDRENS M 3086982228 NE	58.41*	135.00*
<b>LOUP CITY SCHOOLS 2</b>			<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>
4485-5900-0366-3396			\$0.00	\$200.00	\$0.00
<b>TOTAL ACTIVITY \$200.00</b>					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
04-21	04-18	24431065108189827103247	TOP GOLF OMAHA 59-3 214-341-9600 NE	200.00*	
<b>LOUP CITY SCHOOLS 3</b>			<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>
4485-5910-0247-8141			\$0.00	\$879.00	\$0.00
<b>TOTAL ACTIVITY \$879.00</b>					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
04-16	04-15	24427335105720210923084	JOES MARKET LINCOLN NE	73.87	
04-23	04-22	24427335112720210706985	JOES MARKET LINCOLN NE	58.96	
04-23	04-22	24427335112720210707017	JOES MARKET LINCOLN NE	5.49	
04-24	04-23	24427335113720210911253	JOES MARKET LINCOLN NE	3.99	
04-28	04-25	24427335115720212282800	JOES MARKET LINCOLN NE	48.00	
04-28	04-25	24445005115300652172071	FSP*NEBRASKA SCHOOL NUTRI 402-322-2938 NE	325.00*	
04-30	04-29	24427335119720210901027	JOES MARKET LINCOLN NE	24.25	
05-02	05-01	24427335121720211572021	JOES MARKET LINCOLN NE	41.17	
05-06	05-05	24427335125720210663462	JOES MARKET LINCOLN NE	64.27	
05-08	05-07	24427335127720211137118	JOES MARKET LINCOLN NE	22.32	
05-09	05-08	24427335128720211806079	JOES MARKET LINCOLN NE	9.48	
05-13	05-12	24427335132720210614300	JOES MARKET LINCOLN NE	154.90	
05-14	05-13	24427335133720210859783	JOES MARKET LINCOLN NE	34.93	
05-15	05-14	24427335134720211067449	JOES MARKET LINCOLN NE	12.37	
<b>LOUP CITY SCHOOLS 5</b>			<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>
4485-5900-0366-3412			\$0.00	\$245.40	\$0.00
<b>TOTAL ACTIVITY \$245.40</b>					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
04-17	04-16	24427335106720211257143	JOES MARKET LINCOLN NE	51.38*	
04-30	04-29	24427335119720210901019	JOES MARKET LINCOLN NE	75.56*	
05-02	05-01	24427335121720211572039	JOES MARKET LINCOLN NE	24.02*	
05-02	05-01	2494166512114104642997	TROTTER'S WHOA & GO LOUP CITY NE	35.45*	
05-14	05-13	24908415133229174984062	ALLPAID*CITY OF LOUP CITY 888-6047888 NE	53.99*	
05-15	05-14	24445005135000990278319	DOLLAR GENERAL 15403 LOUP CITY NE	5.00*	
<b>LOUP CITY SCHOOLS 6</b>			<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>
4485-5929-0015-0964			\$0.00	\$1,349.00	\$0.00
<b>TOTAL ACTIVITY \$1,349.00</b>					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
05-08	05-06	24692165127104209627951	KRISPY KREME #729 OMAHA NE	1,161.00*	



Company Name: LOUP CITY PUBLIC SCHOOLS
Corporate Account Number: 4485 5945 5562 1299
Statement Date: 05-15-2025

NEW ACTIVITY				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-15	05-14	24445005134300554861844	FSP*HASTINGS MUSEUM HASTINGS NE	188.00 *
<b>LOUP CITY SCHOOLS B</b>			<b>CREDITS</b>	<b>PURCHASES</b>
4485-5900-0600-5520			\$216.00	\$20,505.40
			<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
			\$0.00	\$20,289.40
Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-17	04-16	24493985106096004049182	EWELL EDUCATIONAL SERVIC 979-446-0865 TX	510.00 *
04-28	04-24	24941445115041223177184	AMTRAK .COM 1140662111163 WASHINGTON DC HENRY/KIM 06-07-25 OMA 2V Y CHI	1,772.80 *
04-28	04-24	24941445115041223181145	AMTRAK .COM 1140734125118 WASHINGTON DC HENRY/PAUL/G 06-07-25 OMA 2V Y CHI	1,772.80 *
04-28	04-24	24941445115041223182911	AMTRAK .COM 1140719084314 WASHINGTON DC KUSZAK/JANET 06-07-25 OMA 2V Y CHI	1,772.80 *
04-28	04-24	24941445115041223184511	AMTRAK .COM 1140604128457 WASHINGTON DC STANCZYK/PAIGE 06-12-25 WAS 2V Y CHI	288.00 *
05-01	04-29	74941445120041869244668	AMTRAK .COM 1140604128457 WASHINGTON DC STANCZYK/PAIGE 00-00-00	216.00 CR *
05-14	05-14	24492165134100010780073	NATIONAL HISTORY DAY NHD.ORG MD	14,389.00 *

Department: 00000 Total: \$23,156.21  
 Division: 00000 Total: \$23,156.21

Budget Code \_\_\_\_\_

Approval \_\_\_\_\_

**WELCOME TO  
LOUP CITY  
WHOA AND GO**

\*\*\*\*\*

Trotters  
1251 HWY 92  
Loup City NE 68853

*esports*

<CUSTOMER COPY>

Description	Qty	Amount
GROC NO TAX	1	8.99
T Large Cheese Pizza	1	13.99
T Large Pizza   Toppi	1	15.99
T Large Pizza   Toppi	1	15.99
Subtotal		54.96
Tax		3.45
<b>TOTAL</b>		<b>58.41</b>
CREDIT \$		58.41

SALE Receipt  
USD\$58.41  
Acct/Card #: \*\*\*\*\*1663  
Entry: Chip Read  
AppName: VISA CREDIT  
AuthNet:  
MODE: Issuer  
AID: A0000000031010  
Auth #: 015970  
Resp Code: 000  
Stan: 0126352699  
Invoice #: 126898  
Shift #: 1  
Store # \*\*\*\*\*

CUSTOMER COPY

**THANKS COME AGAIN**

ST#AB123 DR#1 TRAN#1019900  
CSH: 4 4/22/25 3:08:18 P



Kearney Area Children's  
Museum  
5827 4th Ave.  
Kearney NE 68845  
308.698.2228

ols



**Admissions Receipt**

Sale: 143242 School Sale  
Visit: 5/7/25 desk  
Printed: 5/7/25 11:39A KACM-DTOP08

SHIP TO

ITEM	QTY	BASE PRICE	DISC	YOUR PRICE	TAX
Field Trip Form 13 - 5/7/25 @ 12:00 PM					
16HP		0.00		0.00	0.00
23TU		135.00		135.00	0.00

DATE	PAYMENT	AMOUNT
5/7/2025	Credit Card	\$135.00
Subtotal:		\$135.00
Tax:		\$0.00
Total Due:		\$135.00
Total Paid:		\$135.00
Balance Remaining:		\$0.00

PTION

2694 Loup City School

Become a member today!


Rationale and Reasoning for Allowance:

Superintendent

If you have any questions about this purchase order, please contact

For LCPS Use Only:

<b>REQUISITION</b>	Approved
--------------------	----------



senior trip

## Payment Receipt

**Title** Payment in Full  
**Type** Pay  
**Amount** \$200.00  
**Payment Status** Paid  
**Frequency** One Time  
**Paid On** 04/18/2025 03:51 PM CDT  
**Billing Name** Loup City Schools  
**Card/Account Type** Visa  
**Bank Name**  
**Account Number** 3396  
**- Last 4 Digits**  
**Card Number Expiration Date** 02/28/2029 11:59 PM CST  
**Approval Number** 01Z6MR5SN002PC2OQ5F20ON3UG6CUJN0  
**Gateway Token Id**  
**Transaction Id** ca89a8ae-16f3-4cb5-b70f-4e7ac5853e2d  
**Sertifi Payment Id** .AQB3C64uCXYPEaRSKnvbdZ00  
**Sertifi File Id** .AQBAYyLu7JzQLECYTQdfsVvi0  
**Designated Payer**

Thank you!

If you have any further questions, please be sure to reach out to the Event Sales associate helping plan your event.

Topgolf Omaha

908 N 102nd St, Omaha, NE 68114

[OmahaEvents@topgolf.com](mailto:OmahaEvents@topgolf.com)  
 (<mailto:%7bSupportEmailAddress%7d>)

P: (531) 867-6157

[Topgolf.com](http://www.topgolf.com) ([%7bWebsite%7d](http://www.topgolf.com))

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(<https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.facebook.com%2Ftopgolf&data=02%7C01%7CAm>)

[Twitter](https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.twitter.com%2Ftopgolf&data=02%7C01%7CAm) (<https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.twitter.com%2Ftopgolf&data=02%7C01%7CAm>)

and [Instagram](https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.instagram.com%2Ftopgolf&data=02%7C01%7CAm) (<https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.instagram.com%2Ftopgolf&data=02%7C01%7CAm>)

[Return \(/topgolf-omaha59/stream.aspx?roomId=.AQBAYyLu7JzQLECYTQdfsVvi0\)](/topgolf-omaha59/stream.aspx?roomId=.AQBAYyLu7JzQLECYTQdfsVvi0)

Powered by Sertifi



Joe's Fresh Marketplace  
 Joesmarketflc.com  
 733 O Street  
 Loup City, Nebraska 68853  
 E-Mail: storedirector46@brstores.com

\*\*\*\*\* Welcome to JOE's MARKET \*\*\*\*\*  
 Store Manager is Lyndi Fitzgerald  
 Your cashier today is LANE 1  
 Phone: 308-745-1652

14 @ 10/10.00  
 HUNTS TRAD SCE 14.00 F  
 BST-CH SWEET REL 3.29 F  
*Barbecue* PRODUCE ITEM 48.00 F  
 2 @ 4.29  
 WHOLE MILK 8.58 F  
 TAX 0.00  
 \*\*\*\* BALANCE 73.87

1 101 38  
 Date: 04/15/25 Time: 12:20pm  
 Amount \$73.87  
 \*\*\*\*\*8141 2805  
 APPROVED 077577

Visa 73.87  
 CHANGE 0.00  
 TOTAL NUMBER OF ITEMS SOLD = 18  
 04/15/25 12:20pm 46 1 38 101

YOUR FEEDBACK MATTERS TO US



Joe's Fresh Marketplace  
 Joesmarketflc.com  
 733 O Street  
 Loup City, Nebraska 68853  
 E-Mail: storedirector46@brstores.com

\*\*\*\*\* Welcome to JOE's MARKET \*\*\*\*\*  
 Store Manager is Lyndi Fitzgerald  
 Your cashier today is LANE 1  
 Phone: 308-745-1652

AL SAVE SQZ MUST 1.19 F  
 AL SAVE SQZ MUST 1.19 F  
 PRODUCE ITEM 48.00 F  
 WHOLE MILK 4.29 F  
 WHOLE MILK 4.29 F  
 TAX 0.00  
 \*\*\*\* BALANCE 58.96

1 101 1  
 Date: 04/22/25 Time: 08:07am  
 Amount \$58.96  
 \*\*\*\*\*8141 2805  
 APPROVED 068064

Visa 58.96  
 CHANGE 0.00  
 TOTAL NUMBER OF ITEMS SOLD = 5  
 04/22/25 08:07am 46 1 1 101

YOUR FEEDBACK MATTERS TO US  
 WIN \$100 - Prize Awarded Monthly  
 Tell us about this visit!  
 www.Joesmarketfeedback.com  
 or Toll Free 1-866-896-8309  
 SURVEY CODE:  
 2025 0422 0046 0001 0001  
 Survey code valid for 5 days



00004600100012504220807



joesmarketllc.com  
 733 O Street  
 Loup City, Nebraska 68853  
 E-Mail: storedirector46@brstores.com

\*\*\*\*\* Welcome to JOE'S MARKET \*\*\*\*\*  
 Store Manager is Lyndi Fitzgerald  
 Your cashier today is LANE 1  
 Phone: 308-745-1652

FAIRLIFE MILK	5.49 F
TAX	0.00
**** BALANCE	5.49

1 101 14  
 Date: 04/22/25 Time: 09:45am  
 Amount \$5.49  
 \*\*\*\*\*8141 2805  
 APPROVED 016017

Visa	5.49
CHANGE	0.00
TOTAL NUMBER OF ITEMS SOLD =	1
04/22/25 09:45am 46 1 14 101	

**YOUR FEEDBACK MATTERS TO US**  
 WIN \$100 - Prize Awarded Monthly  
 Tell us about this visit!  
[www.joesmarketfeedback.com](http://www.joesmarketfeedback.com)  
 or Toll Free 1-866-896-8309  
**SURVEY CODE:**  
 2025 0422 0046 0001 0014  
 Survey code valid for 5 days



00004600100142504220945



joesmarketllc.com  
 733 O Street  
 Loup City, Nebraska 68853  
 E-Mail: storedirector46@brstores.com

\*\*\*\*\* Welcome to JOE'S MARKET \*\*\*\*\*  
 Store Manager is Lyndi Fitzgerald  
 Your cashier today is LANE 2  
 Phone: 308-745-1652

SILK PURE ALMOND O	3.99 F
TAX	0.00
**** BALANCE	3.99

2 102 24  
 Date: 04/23/25 Time: 09:38am  
 Amount \$3.99  
 \*\*\*\*\*8141 2805  
 APPROVED 039307

Visa	3.99
CHANGE	0.00
TOTAL NUMBER OF ITEMS SOLD =	1
04/23/25 09:38am 46 2 24 102	

**YOUR FEEDBACK MATTERS TO US**  
 WIN \$100 - Prize Awarded Monthly  
 Tell us about this visit!  
[www.joesmarketfeedback.com](http://www.joesmarketfeedback.com)  
 or Toll Free 1-866-896-8309  
**SURVEY CODE:**  
 2025 0423 0046 0002 0024  
 Survey code valid for 5 days



00004600200242504230938



joesmarketllc.com  
 733 O Street  
 Loup City, Nebraska 68853  
 E-Mail: storedirector46@brstores.com

\*\*\*\*\* Welcome to JOE'S MARKET \*\*\*\*\*  
 Store Manager is LUNDI FITZGERALD  
 Your cashier today is LANE 1  
 Phone: 308-745-1652

PRODUCE ITEM	48.00 F
TAX	0.00
**** BALANCE	48.00

1 101 12  
 Date: 04/25/25 Time: 09:50am  
 Amount \$48.00  
 \*\*\*\*\*8141 2805  
 APPROVED 040791

Visa	48.00
CHANGE	0.00
TOTAL NUMBER OF ITEMS SOLD =	1

04/25/25 09:50am 46 1 12 101

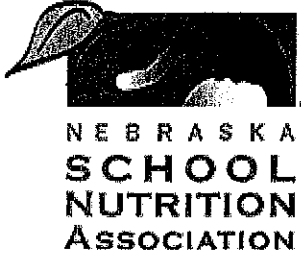
YOUR FEEDBACK MATTERS TO US  
 WIN \$100 - Prize Awarded Monthly  
 Tell us about this visit!  
[www.Joesmarketfeedback.com](http://www.Joesmarketfeedback.com)  
 or Toll Free 1-866-896-8309  
**SURVEY CODE:**  
 2025 0425 0046 0001 0012  
 Survey code valid for 5 days



00004600100122504250950

# Register for NSNA State Conference on June 29, 2025 to July 2, 2025

## Registration Information



Nebraska School Nutrition Association

**Meeting Date:** Sun, Jun 29, 2025 11:00 am CDT -  
Wed, Jul 2, 2025 1:00 pm CDT  
**Meeting Title:** NSNA State Conference  
**Venue:** Holiday Inn  
**Location:** 110 2nd Ave.  
Kearney, NE 68847

BONNIE SEKUTERA  
LOUP CITY PUBLIC SCHOOLS  
800 N 8TH STREET  
LOUP CITY, NE 68853

Item	QTY	Price	Total
------	-----	-------	-------

### Full Conference

*List Price: \$375.00*

*Early Bird Discount: \$50.00*

Guest: BONNIE SEKUTERA  
LOUP CITY PUBLIC SCHOOLS  
[bonnie.sekutura@lcpublic.org](mailto:bonnie.sekutura@lcpublic.org)

1	\$325.00	\$325.00
---	----------	----------

*Are you the Buyer for your School? Yes*

*Are you a First Time attendee? No*

*Do you have any Dietary Restrictions?*

## PRE-CON Class: Life of a Box

Guest: Bonnie Sekutera	1	\$0.00	\$0.00
Loup City Public Schools			
<a href="mailto:bonnie.sekutera@lcpublic.org">bonnie.sekutera@lcpublic.org</a>			

## PRE-CON Class: Cash-Wa Tour

Guest: Bonnie Sekutera	1	\$0.00	\$0.00
Loup City Public Schools			
<a href="mailto:bonnie.sekutera@lcpublic.org">bonnie.sekutera@lcpublic.org</a>			

---

	<b>Subtotal:</b>	\$325.00
<b>Total Registrations: 3</b>	<b>Order Total:</b>	\$325.00

---

Date	Payment Method	Amount
04-25-2025	Paid by: Credit Card (visa) Card Ending: 8141 Entered by: BONNIE SEKUTERA	\$325.00

---

<b>Order Total:</b>	\$325.00
<b>Amount Paid:</b>	\$325.00
<b>Amount Due:</b>	\$0.00

We are excited to see you in Kearney in June/July this year.

Have a Great Remainder of the School Year.

# **Remember we are limiting the Cash-Wa Tour to 25 people**

You will get an confirmation email in June before Conference starts if you were one of the ones who got accepted into this class.

If you Choose to By-Pass Payment and Pay with a check Make it out to:

Nebraska School Nutrition Association (NSNA), Po Box 45527 Omaha, NE 68145-0527

**Nebraska School Nutrition Association**  
**2025 State Conference June 29th-July 2nd**  
 Holiday Inn 110 2nd Ave, Kearney, NE 68847  
 Phone (308) 237-5971

Name: Bonnie Sekutera  
First Last

School District: Loup City Public Email address: bonnie.sekutera@lcpublic.org

Membership Number: \_\_\_\_\_ NSNA District (circle one): 1 2 3 **4** 5 6 8

Address: 800 N<sup>th</sup> 8<sup>th</sup> Loup City NE 68853  
Street City State Zip

**Check boxes if you are one of the following**

- Are You a First Time Attendee?
- Are you the buyer for your School?

Do you have Special Dietary needs?  
 \_\_\_\_\_

**Pre-Conference Choices:**

- Cash-Wa Facility Tour -Limited to 25 people (you will get a confirmation email if you are registered)
- ServSafe Managers Class Sunday 1-5pm and Monday 7:00-11:00am: \$150
- Life of a Box Monday 9:30-11:00am- Free

**Conference Choices:**

*(All Meals included in price of conference)*

Early Bird Rates until May 1, 2025. After May 1st add an additional \$50

- Full Conference: Member \$275/\$325 Non-Member
- Tuesday & Wednesday: Member \$200/\$250 Non-Member
- 1 Day: Member \$150/\$175 Non-Member

Conference Meals			
<i>(Please mark all the meals you will be attending. These meals are in the price of registration)</i>			
	Monday	Tuesday	Wednesday
Breakfast	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lunch	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Dinner	<input type="checkbox"/>	<input type="checkbox"/>	N/A

- Pay By Check: NSNA Po Box 45527 Omaha, NE 68145
- Pay with Card on the website: [Nebrakasna.org](http://Nebrakasna.org) New website going LIVE March 1st





joesmarketle.com  
733 O Street

Loup City, Nebraska 68853  
E-Mail: storedirector46@brstores.com

\*\*\*\*\* Welcome to JOE'S MARKET \*\*\*\*\*  
Store Manager is Londi Fitzgerald  
Your cashier today is LANE 2  
Phone: 308-745-1652

4 @ 4.69  
3ST-CH SPR UTR 24 18.76 F  
FAIRLIFE MILK 5.49 F  
TAX 0.00  
\*\*\*\* BALANCE 24.25

2 102 15  
Date: 04/29/25 Time 09:46am  
Amount \$24.25  
\*\*\*\*\*8141 2805  
APPROVED 049048

Visa 24.25  
CHANGE 0.00  
TOTAL NUMBER OF ITEMS SOLD = 5  
04/29/25 09:46am 46 2 15 102

**YOUR FEEDBACK MATTERS TO US**  
WIN \$100 - Prize Awarded Monthly  
Tell us about this visit!  
[www.joesmarke-feedback.com](http://www.joesmarke-feedback.com)  
or Toll Free 1-866-896-8309  
**SURVEY CODE:**  
2025 0429 0046 0002 0015  
Survey code valid for 5 days



00004600200152504290946



joesmarketle.com  
733 O Street

Loup City, Nebraska 68853  
E-Mail: storedirector46@brstores.com

\*\*\*\*\* Welcome to JOE'S MARKET \*\*\*\*\*  
Store Manager is Londi Fitzgerald  
Your cashier today is LANE 2  
Phone: 308-745-1652

23 @ 0.79  
CUCUMBER 18.17 F  
PRODUCE ITEM 23.00 F  
TAX 0.00  
\*\*\*\* BALANCE 41.17

2 102 27  
Date: 05/01/25 Time 09:32am  
Amount \$41.17  
\*\*\*\*\*8141 2805  
APPROVED 027713

Visa 41.17  
CHANGE 0.00  
TOTAL NUMBER OF ITEMS SOLD = 24  
05/01/25 09:32am 46 2 27 102

**YOUR FEEDBACK MATTERS TO US**  
WIN \$100 - Prize Awarded Monthly  
Tell us about this visit!  
[www.joesmarke-feedback.com](http://www.joesmarke-feedback.com)  
or Toll Free 1-866-896-8309  
**SURVEY CODE:**  
2025 0501 0046 0002 0027  
Survey code valid for 5 days



00004600200272505010932

Store: 46

Journal Report Detail Results

06/02/25 10:48am Page: 1

Transaction Log: EAMJ2556.DBO

Terminal: 1

Transaction: 1

Operator: 101

05/05/25 08:35

----- Cash Receipt -----

\*\*\*\*\*

===== Welcome to SUREPOS ACE =====

1 @ 2/5.00

STRAWBERRIES	2.50	F
SPECIAL K CRISPS	5.19	F
BST CH WHOLE MILK	4.29	F
BST CH WHOLE MILK	4.29	F
PRODUCE ITEM <i>Bananas</i>	48.00	F

TAX 0.00

\*\*\*\* BALANCE 64.27

Visa 64.27

05/28 4485590000008141

05/05/25 08:35 46 1 1 101

----- Summary Journal -----

TAX 0.00

\*\*\*\* BALANCE 64.27

Visa 64.27

05/28 4485590000008141

05/05/25 08:35 46 1 1 101



joesmarket.com  
 733 O Street  
 Loup City, Nebraska 68853  
 E-Mail: storedirector46@brstores.com

\*\*\*\*\* Welcome to JOE'S MARKET \*\*\*\*\*  
 Store Manager is Londi Fitzgerald  
 Your cashier today is LANE 2  
 Phone: 308-745-1652

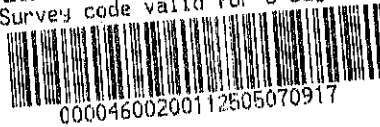
AL SAVE MIN: MRS	2.79 F
AL SAVE MIN: MRS	2.79 F
AL SAVE MIN: MRS	2.79 F
AL SAVE MIN: MRS	2.79 F
AL SAVE MIN: MRS	2.79 F
AL SAVE MIN: MRS	2.79 F
AL SAVE MIN: MRS	2.79 F
AL SAVE MIN: MRS	2.79 F
TAX	0.00
**** BALANCE	22.32

2 102 11  
 Date: 05/07/25 Time 09:17am  
 Amount \$22.32  
 \*\*\*\*\*8141 2805  
 APPROVED 010179

Visa	22.32
CHANGE	0.00
TOTAL NUMBER OF ITEMS SOLD =	8

05/07/25 09:17am 46 2 11 102

**YOUR FEEDBACK MATTERS TO US**  
 WIN \$100 - Prize Awarded Monthly  
 Tell us about this visit!  
[www.joesmarketfeedback.com](http://www.joesmarketfeedback.com)  
 or Toll Free 1-866-896-8309  
**SURVEY CODE:**  
 2025 0507 0046 0002 0011  
 Survey code valid for 5 days



Store: 46

Journal Report Detail Results

06/02/25 10:49am Page: 1

Transaction Log: EAMJ2559.DBO

Terminal: 2

Transaction: 32

Operator: 102

05/08/25 09:57

----- Cash Receipt -----

\*\*\*\*\*

===== Welcome to SUREPOS ACE =====

BST-CH SPR WTR 24 4.69 F

BST-CH WHT DST V 4.79 F

TAX 0.00

\*\*\*\* BALANCE 9.48

Visa 9.48

05/28 4485590000008141

05/08/25 09:57 46 2 32 102

----- Summary Journal -----

\*\*TERMINAL SECURED\*\* 05/08/25 09:57

TAX 0.00

\*\*\*\* BALANCE 9.48

Visa 9.48

05/28 4485590000008141

05/08/25 09:57 46 2 32 102



joemarket.com  
 733 O Street  
 Loup City, Nebraska 68053  
 E-Mail: storedirector46@brstores.com

==== Welcome to JOE'S MARKET =====  
 Store Manager is Lendi Fitzgerald  
 Your cashier today is LANE 2  
 Phone: 308-745-1652

0 @ 4.59		
	3ST-CH. SPR UTR 24	46.90 F
24 @ 2/5.00		
	STRAWBERRIES	60.00 F
	PRODUCE ITEM	48.00 F
	TAX	0.00
****	BALANCE	154.90

2 102 5  
 Date: 05/12/25 Time 08:34am  
 Amount \$154.90  
 \*\*\*\*\*8141 2805  
 APPROVED 055253

Visa	154.90
CHANGE	0.00
TOTAL NUMBER OF ITEMS SOLD =	35
05/12/25 08:34am 46 2 5 102	

**YOUR FEEDBACK MATTERS TO US**  
 WIN \$100 - Prize Awarded Monthly  
 Tell us about this visit!  
[www.joemarketfeedback.com](http://www.joemarketfeedback.com)  
 or Toll Free 1-866-896-8309  
**SURVEY CODE:**  
 2025 0512 0046 0002 0005  
 Survey code valid for 5 days



00004600200052505120834

Transaction Log: EAMJ255E.DBO

Terminal: 1      Transaction: 13      Operator: 101      05/13/25 09:35

----- Cash Receipt -----

\*\*\*\*\*

===== Welcome to SUREPOS ACE =====

7 @ 4.99

BEST CHOICE BUTTER      34.93 F

TAX      0.00

\*\*\*\* BALANCE      34.93

Visa      34.93

05/28      4485590000008141

05/13/25 09:35 46 1 13 101

----- Summary Journal -----

TAX      0.00

\*\*\*\* BALANCE      34.93

Visa      34.93

05/28      4485590000008141

05/13/25 09:35 46 1 13 101





Joe's Market  
 joesmarketllc.com  
 733 O Street  
 Loup City, Nebraska 68853  
 E-Mail: storedirector46@brstores.com

\*\*\*\*\* Welcome to JOE'S MARKET \*\*\*\*\*  
 Store Manager is LUNDI FITZGERALD  
 Your cashier today is LANE 2  
 Phone: 308-745-1652

	REESE ART HRTS Q	3.79 F
	3ST-CH PLN SPG S	2.49 F
	3KR SEMI SWT CHOC	4.89 F
	KNOX GELATIN	3.49 F
	3ST-CH BEEF STEW	1.19 F
	3ST-CH LASAGNA	3.19 F
	BONELESS BEEF FO	8.00 F
	35 LEAN GRND BF	12.49 F
0.90 lb @ 1.49 /lb		
WT	ROMA TOMATOES	1.34 F
	BABY CARROTS	1.49 F
	SPW GARLIC BOX	1.39 F
	CELERY HEART	2.79 F
	RUSSET POTATOES	2.99 F
1.48 lb @ 1.49 /lb		
WT	YELLOW ONIONS	2.21 F
	3ST-CH CHOP SPIN	2.19 F
	3G PARMESAN WEDG	4.99 F
	3ST-CH MOZZARLA	1.49 F
	PHILLY CRM CHEESE	6.99 F
	HALF AND HALF	2.59 F
	3ST-CH MOZZARLA	1.49 F
	3ST-CH FCY SHRD	1.49 F
	HALF AND HALF	2.59 F
	TAX	0.00
****	3ALANCE	75.56

2 102 12  
 Date: 04/29/25 Time 09:42am  
 Amount \$75.56  
 \*\*\*\*\*3412 2902  
 APPROVED 010596

	Visa	75.56
	CHANGE	0.00
TOTAL NUMBER OF ITEMS SOLD =		22
04/29/25 09:43am 46 2 12 102		

**YOUR FEEDBACK MATTERS TO US**  
 WIN \$100 - Prize Awarded Monthly  
 Tell us about this visit!  
 www.joesmarket-feedback.com  
 or Toll Free 1-866-896-8309  
**SURVEY CODE:**  
 2025 0429 0046 0002 0012  
 Survey code valid for 5 days



*Crystal M. Feik*

City Public  
 Crystal  
 North 8th  
 City, NE

intender  
 r, please

Approve



Joe's Market  
 joesmarketllc.com  
 733 O Street  
 Loup City, Nebraska 68853  
 E-Mail: storedirector46@brstores.com

\*\*\*\*\* Welcome to JOE'S MARKET \*\*\*\*\*  
 Store Manager is LUNDI FITZGERALD  
 Your cashier today is LANE 2  
 Phone: 308-745-1652

	PILS CAKE MIX	1.69 F
	JELLO STRAWBERRY	1.89 F
	AL SAVE RANCH DR	2.09 F
	VLSC HAMB BELL O	4.89 F
	85% LEAN/15% FAT F	3.89 F
	3ST- I SLIC STRA	4.69 F
	COOL WHIP REGULA	2.49 F
	HILAND BUTTERMILK	2.39 F
	TAX	0.00
****	3ALANCE	24.02

2 102 29  
 Date: 05/01/25 Time 09:34am  
 Amount \$24.02  
 \*\*\*\*\*3412 2902  
 APPROVED 035779

	Visa	24.02
	CHANGE	0.00
TOTAL NUMBER OF ITEMS SOLD =		8
05/01/25 09:34am 46 2 29 102		

**YOUR FEEDBACK MATTERS TO US**  
 WIN \$100 - Prize Awarded Monthly  
 Tell us about this visit!  
 www.joesmarket-feedback.com  
 or Toll Free 1-866-896-8309  
**SURVEY CODE:**  
 2025 0501 0046 0002 0029  
 Survey code valid for 5 days



*Feik*

City Public Schools  
 Crystal Feik  
 0 North 8th Street  
 Loup City, NE 68853

QTY	
1.69	
1.89	
2.09	
4.89	
3.89	
4.69	
2.49	
2.39	
0.00	
24.02	
4.6	
2.4	
2.3	

intender  
 ; please contact Becky Mn  
 Approved Not Ap



**FAX**



AllPaid  
7820 Innovation Boulevard Suite 250  
Indianapolis, IN 46278  
24hr. Customer Service #: 888-604-7888

**Utility Payments Payment Confirmation (Ref #: 45801113)**

**PLC:** City Of Loup City  
**A0033T** 134 South 8th Street  
Loup City, Nebraska 68853  
**For: Utility Payments**

**Date:** 05/13/2025 09:53 EDT

**TRANSACTION INFORMATION**

**Account Holder Name:** Loup City Public Schools  
**Account #1:** 13  
**Amount:** 50.00

**Transaction Reference #:** 45801113  
**Transaction Date/Time:** 05/13/2025 09:53 EDT

**BILLING INFORMATION**

**Name:** Loup City Schools  
**Address:** P.o. Box 628  
**City, State Zip:** Loup City, Ne 68853  
**Phone #:** (308)745-0603  
**Card #:** xxxx-xxxx-xxxx-3412

**PAYMENT INFORMATION**

**Approval #:** 003873  
**Payment Amount:** \$50.00  
**Service Fee:** \$3.99  
**Total Amount:** \$53.99

**The service fee is not refundable.**

**ATTENTION CARDHOLDER**  
If you have questions about the processing of your payment, please call AllPaid at 888-604-7888.

**Thank you for using AllPaid**

DOLLAR GENERAL STORE #15403  
1259 HIGHWAY 92, P.O. BOX 6  
LOUP CITY, NE 68853  
(402) 318-5653  
SALE TRANSACTION

FBLA

STARBURST AST FRE 72392628926 \$2.50  
SKITTLES FREEZER 72392636921 \$2.50  
Balance to Pay \$5.00  
Visa \$5.00

Krispy Kreme  
Doughnuts & Coffee  
2715 S 120th St  
Omaha, NE 68144  
402.334.9000

Host: Ava 05/06/2025  
5 6:29 AM  
REPRINT# 1 20005  
Area: Retail Counter

VISA CREDIT \*\*\*\*\*3412  
Type: Chip Read Auth Code: 036128  
AID: A0000000031010 PAN Seq:  
TVR: 8000008000 TSI: 6000  
IAD: 06011203A09000 TID: \*\*\*\*6000  
MID: \*\*\*\*\*27013 \$5.00  
TOTAL PURCHASE

Save Time. Save Money.  
Every Day! At Dollar General

STORE	TILL	TRANS.	DATE
15403	1	148842	05-14-25 7:30 PM

Your cashier was: DONNELL



Fundraising Glazed (80 Dozen) 600.00  
@ 7.50 per Dozen  
Fundraising Choc Iced (23 Dozen) 189.75  
@ 8.25 per Dozen  
Fundraising Glazed Kreme (20 Doze) 165.00  
@ 8.25 per Dozen  
Fundraising Rasp Filled (15 Dozen) 123.75  
@ 8.25 per Dozen  
Fund Lemon Filled (10 Dozen) 82.50  
@ 8.25 per Dozen

Subtotal 1,161.00

No Tax Sec Tax 0.00

Total Tax 0.00

Carryout Total  
1,161.00

Visa #XXXXXXXXXXXX0964 1,161.00  
Auth:076454

Thank You for Visiting Krispy Kreme  
We appreciate your business  
Not a Krispy Kreme Rewards member?  
Download the app Today.  
Apply Online at SweetPlaceToWork.com

--- Check Closed ---

Hastings Museum  
330 N Burlington Ave  
Hastings, NE 68901  
402-461-2399  
boxoffice@cityofhastings.org

**SALE**



Description	SKU #	Amount
MUSEJM-OUT SCHD	001581	63.00 XN
21 @	3.00	
MUSEUM EXHIBITS (MUSEUM)		
05/14/2025 9:00 AM		
Tickets: 21		
MUSEJM-OUT SCHD	001607	0.00 X
4 @	0.00	
MUSEUM EXHIBITS (MUSEUM)		
05/14/2025 9:00 AM		
Tickets: 4		
EVENT OUT SCHD	000572	125.00 N
25 @	5.00	
3D Animal Kingdom (THEATRE)		
05/16/2025 1:00 PM		
Tickets: 25		
TOTAL SALE		138.00
MasterCard/Visa		188.00
TranID:	23440476286	
Issuer Code:	00	
Auth#:	083146	
AID:	A0000000031010	
Last4:	0964 Visa-Contactless	
Cryptogram:	30-637738CF5E883234	
Verification:	None	

TOTAL TENDER 138.00

5/14/2025 9:48:10 AM 099-034379  
Assoc: Amy

CUSTOMER #C000957:  
Tax# 05C783722  
\* LOUP CITY MIDDLE

We ask that refunds for movies be requested prior to the start of the movie. Refund requests for movies made more than 48 hours after will not be honored.

Thank you!

CC

**Invoice**  
**Scan Sheet Order #7227040**



Ewell Educational Services, Inc.  
 Info@JudgingCard.com  
 979-446-0865  
 PO Box 3298  
 Glen Rose, TX 76043-3298

Date of Order: **2/17/2025**  
 Billing Ref (PO Number):  
 Account: **NE0060**

	Shipping Address	Billing Address
Contact:	Cody Chilewski	Cody Chilewski
Company:	Loup City Public Schools	Loup City Public Schools
Email:	cody.chilewski@lcpublic.org	cody.chilewski@lcpublic.org
Phone:	308-202-0617	308-202-0617
Address:	800 N 8th St. Loup City, NE 68853	800 N 8th St. Loup City, NE 68853

**Order Items**

Item	Quantity	Cost
Food Science (713-3)	A2 <b>80</b>	\$80.00
Agronomy 708-5 (708-5)	cc8 <b>100</b>	\$100.00
Horticulture (105482)	D1 <b>100</b>	\$100.00
Universal Form - F (714-1)	I2 <b>200</b>	\$200.00
UPS Ground ()	<b>1</b>	\$30.00
<b>TOTAL THIS ORDER</b>	<b>480</b>	<b>\$510.00</b>
<b>CURRENT ACCOUNT BALANCE</b>		<b>\$510.00 due</b>

**Payment Information**

To pay by Check, please make the check to "Ewell Educational Services" and mail to:  
 Ewell Educational Services (note new address, effective Dec 2018)  
 PO Box 3298  
 Glen Rose, TX 76043-3298

Your accounting office can access statements and invoices online:  
<https://www.JudgingCard.com/AR>  
 Account Number: **60** Access Code: **359043**

---

**Amtrak: eTicket and Receipt for Your 06/07/2025 Trip - HENRY Party**

1 message

---

etickets@amtrak.com <etickets@amtrak.com>  
To: KIM.HENRY@lcpublic.org

Thu, Apr 24, 2025 at 4:35 PM

SALES RECEIPT



Purchased: 04/24/2025 2:35 PM PT Thank you for your purchase.

1. Retain this receipt for your records.
2. Show the QR code on the attached eTicket to the conductor or use the Amtrak app.

Merchant ID 006621 Massachusetts Ave NW Washington, DC 20001800-USA-RAILAmtrak.com

Reservation Number - B72FAD Omaha, NE to Washington, DC - Union Station (Round-Trip) APRIL 24, 2025

Billing Information

Visa ending in 5520 (Purchase) Authorization Code 072340

Total \$1772.80

Purchase Summary - Ticket Number 1140662111163

TRAIN 6: Omaha, NE to Chicago, IL - Union Station (Round-Trip) Depart 5:10 AM, Saturday, June 7, 2025

7 COACH SEATS

\$332.80

Ticket Terms & Conditions VLD DATE TRAIN TICKETED; NO SHOW: FORFEIT VALUE COACH: NO CHANGES, 25%

CANCEL FEE ADULT FULL FARE ID REQUIRED

Subtotal

\$332.80

TRAIN 41: Chicago, IL - Union Station to Washington, DC - Union Station (Round-Trip) Depart 6:40 PM, Saturday, June 7, 2025

7 COACH SEATS

\$518.40

Ticket Terms & Conditions VLD DATE TRAIN TICKETED; NO SHOW: FORFEIT VALUE COACH: NO CHANGES, 25%

CANCEL FEE ADULT FULL FARE ID REQUIRED

Subtotal

\$518.40

TRAIN 40: Washington, DC - Union Station to Chicago, IL - Union Station (Round-Trip) Depart 4:05 PM, Thursday, June 12, 2025

7 COACH SEATS

\$518.40

Ticket Terms & Conditions VLD DATE TRAIN TICKETED; NO SHOW: FORFEIT VALUE COACH: NO CHANGES, 25%

CANCEL FEE ADULT FULL FARE ID REQUIRED

Subtotal

\$518.40

TRAIN 5: Chicago, IL - Union Station to Omaha, NE (Round-Trip) Depart 2:00 PM, Friday, June 13, 2025

7 COACH SEATS

\$403.20

Ticket Terms & Conditions VLD DATE TRAIN TICKETED; NO SHOW: FORFEIT VALUE COACH: NO CHANGES, 25%

CANCEL FEE ADULT FULL FARE ID REQUIRED

Subtotal

\$403.20

Total Charged by Amtrak

\$1772.80

Passengers

Kim Henry, Lilly Baker, Ozmondo Cintron, Markus Bester, Keghan Schwieger, Nicodemuz Castro, Chiann Santos

Important Information

- 
- Tickets are non-transferable.

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**Fwd: Amtrak: eTicket and Receipt for Your 06/07/2025 Trip - KUSZAK Party**

1 message

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Janet Kuszak (Apple A <janet.kuszak@lcpublic.org>  
To: Kim Henry <kim.henry@lcpublic.org>

Thu, Apr 24, 2025 at 5:19 PM

----- Forwarded message -----

From: <etickets@amtrak.com>  
Date: Thu, Apr 24, 2025 at 5:14 PM  
Subject: Amtrak: eTicket and Receipt for Your 06/07/2025 Trip - KUSZAK Party  
To: <JANET.KUSZAK@lcpublic.org>

SALES RECEIPT



Purchased: 04/24/2025 3:14 PM PT Thank you for your purchase.

1. Retain this receipt for your records.
2. Show the QR code on the attached eTicket to the conductor or use the Amtrak app.

Merchant ID 007191 Massachusetts Ave NW Washington, DC 20001800-USA-RAIL Amtrak.com

Reservation Number - B73D89 Omaha, NE to Washington, DC - Union Station (Round-Trip) APRIL 24, 2025

Billing Information

Visa ending in 5520 (Purchase) Authorization Code 093065

Total \$1772.80

Purchase Summary - Ticket Number 1140719084314

TRAIN 6: Omaha, NE to Chicago, IL - Union Station (Round-Trip) Depart 5:10 AM, Saturday, June 7, 2025

7 COACH SEATS

\$332.80

Ticket Terms & Conditions VLD DATE TRAIN TICKETED; NO SHOW: FORFEIT VALUE COACH: NO CHANGES, 25%

CANCEL FEE ADULT FULL FARE ID REQUIRED

Subtotal

\$332.80

TRAIN 41: Chicago, IL - Union Station to Washington, DC - Union Station (Round-Trip) Depart 6:40 PM, Saturday, June 7, 2025

7 COACH SEATS

\$518.40

Ticket Terms & Conditions VLD DATE TRAIN TICKETED; NO SHOW: FORFEIT VALUE COACH: NO CHANGES, 25%

CANCEL FEE ADULT FULL FARE ID REQUIRED

Subtotal

\$518.40

TRAIN 40: Washington, DC - Union Station to Chicago, IL - Union Station (Round-Trip) Depart 4:05 PM, Thursday, June 12, 2025

7 COACH SEATS

\$518.40

Ticket Terms & Conditions VLD DATE TRAIN TICKETED; NO SHOW: FORFEIT VALUE COACH: NO CHANGES, 25%

CANCEL FEE ADULT FULL FARE ID REQUIRED

Subtotal

\$518.40

TRAIN 5: Chicago, IL - Union Station to Omaha, NE (Round-Trip) Depart 2:00 PM, Friday, June 13, 2025

7 COACH SEATS

\$403.20

Ticket Terms & Conditions VLD DATE TRAIN TICKETED; NO SHOW: FORFEIT VALUE COACH: NO CHANGES, 25%

CANCEL FEE ADULT FULL FARE ID REQUIRED

Subtotal

\$403.20

Total Charged by Amtrak

\$1772.80

Passengers


Janet Kuszak, Morgan Rademacher, Raegan Skibinski, Taralee Baker, Tenley Panowicz, Leah Welch, Lexi Wooden

Important Information

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- Tickets are non-transferable.
- Changes to your itinerary may affect your fare. Refund and exchange restrictions and penalties for failure to cancel unwanted travel may apply. If your travel plans change, contact us before departure to change your reservation. If you do not board your train, your entire reservation from that point will be canceled. If you board a different train without notifying us, you will have to pay for it separately; the conductor cannot apply the money paid for your prior reservation. For more information please visit [Amtrak.com/changes](http://Amtrak.com/changes).
- Summary of Terms and Conditions: Ticket valid for carriage or refund (subject to the refund rules of the fare purchased) for twelve months after day of issue unless otherwise specified. Amtrak tickets may only be sold or issued by Amtrak or an authorized travel agent/tour operator. Tickets sold or issued by an unauthorized third party will be voided by Amtrak. This ticket is a contract of carriage which includes specific terms and conditions and a binding arbitration agreement between Amtrak and the ticket holder. The terms and conditions and arbitration agreement are available at [Amtrak.com/terms-and-conditions.html](http://Amtrak.com/terms-and-conditions.html). Tickets sold for non-Amtrak service are subject to the tariffs of the providing carrier.
- Questions? Contact us online at [Amtrak.com/contact](http://Amtrak.com/contact) or call 1-800-USA-RAIL (1-800-872-7245) or for text telephone (TTY) 1-800-523-6590.

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 Kuszak Janet 202504241814250104.pdf

17K

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**Fwd: Amtrak: eTicket and Receipt for Your 06/07/2025 Trip - HENRY Party**

1 message

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Paul Henry <paul.henry0782@gmail.com>  
To: Kim Henry <kim.henry@lcpublic.org>

Thu, Apr 24, 2025 at 5:02 PM

----- Forwarded message -----

From: <etickets@amtrak.com>  
Date: Thu, Apr 24, 2025 at 5:02 PM  
Subject: Amtrak: eTicket and Receipt for Your 06/07/2025 Trip - HENRY Party  
To: <PAUL.HENRY0782@gmail.com>

SALES RECEIPT



Purchased: 04/24/2025 3:02 PM PT Thank you for your purchase.

1. Retain this receipt for your records.
2. Show the QR code on the attached eTicket to the conductor or use the Amtrak app.

Merchant ID 007341 Massachusetts Ave NW Washington, DC 20001800-USA-RAILAmtrak.com

Reservation Number - B73925 Omaha, NE to Washington, DC - Union Station (Round-Trip) APRIL 24, 2025

Billing Information

Visa ending in 5520 (Purchase) Authorization Code 037537

Total \$1772.80

Purchase Summary - Ticket Number 1140734125118

TRAIN 6: Omaha, NE to Chicago, IL - Union Station (Round-Trip) Depart 5:10 AM, Saturday, June 7, 2025

8 COACH SEATS

\$332.80

Ticket Terms & Conditions VLD DATE TRAIN TICKETED; NO SHOW: FORFEIT VALUE COACH: NO CHANGES, 25%

CANCEL FEE ADULT FULL FARE ID REQUIRED

Subtotal

\$332.80

TRAIN 41: Chicago, IL - Union Station to Washington, DC - Union Station (Round-Trip) Depart 6:40 PM, Saturday, June 7, 2025

8 COACH SEATS

\$518.40

Ticket Terms & Conditions VLD DATE TRAIN TICKETED; NO SHOW: FORFEIT VALUE COACH: NO CHANGES, 25%

CANCEL FEE ADULT FULL FARE ID REQUIRED

Subtotal

\$518.40

TRAIN 40: Washington, DC - Union Station to Chicago, IL - Union Station (Round-Trip) Depart 4:05 PM, Thursday, June 12, 2025

8 COACH SEATS

\$518.40

Ticket Terms & Conditions VLD DATE TRAIN TICKETED; NO SHOW: FORFEIT VALUE COACH: NO CHANGES, 25%

CANCEL FEE ADULT FULL FARE ID REQUIRED

Subtotal

\$518.40

TRAIN 5: Chicago, IL - Union Station to Omaha, NE (Round-Trip) Depart 2:00 PM, Friday, June 13, 2025

8 COACH SEATS

\$403.20

Ticket Terms & Conditions VLD DATE TRAIN TICKETED; NO SHOW: FORFEIT VALUE COACH: NO CHANGES, 25%

CANCEL FEE ADULT FULL FARE ID REQUIRED

Subtotal

\$403.20

Total Charged by Amtrak

\$1772.80

Passengers


Paul Henry, Aiden Sklenar, Hadley Rademacher, Dylan Rademacher, Taelyn Kuszak, Ashlyn Gappa, Michloe Cintron, Anastasia Titman

Important Information

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- Tickets are non-transferable.
- Changes to your itinerary may affect your fare. Refund and exchange restrictions and penalties for failure to cancel unwanted travel may apply. If your travel plans change, contact us before departure to change your reservation. If you do not board your train, your entire reservation from that point will be canceled. If you board a different train without notifying us, you will have to pay for it separately; the conductor cannot apply the money paid for your prior reservation. For more information please visit [Amtrak.com/changes](http://Amtrak.com/changes).
- Summary of Terms and Conditions: Ticket valid for carriage or refund (subject to the refund rules of the fare purchased) for twelve months after day of issue unless otherwise specified. Amtrak tickets may only be sold or issued by Amtrak or an authorized travel agent/tour operator. Tickets sold or issued by an unauthorized third party will be voided by Amtrak. This ticket is a contract of carriage which includes specific terms and conditions and a binding arbitration agreement between Amtrak and the ticket holder. The terms and conditions and arbitration agreement are available at [Amtrak.com/terms-and-conditions.html](http://Amtrak.com/terms-and-conditions.html). Tickets sold for non-Amtrak service are subject to the tariffs of the providing carrier.
- Questions? Contact us online at [Amtrak.com/contact](http://Amtrak.com/contact) or call 1-800-USA-RAIL (1-800-872-7245) or for text telephone (TTY) 1-800-523-6590.

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 **Henry Paul 202504241802180334.pdf**  
17K

Amtrak: eTicket and Receipt for Your 06/12/2025 Trip - PAIGE STANCZYK

1 message

etickets@amtrak.com <etickets@amtrak.com>  
To: KIM.HENRY@lcpublic.org

Thu, Apr 24, 2025 at 5:25 PM

SALES RECEIPT



Purchased: 04/24/2025 3:25 PM PTThank you for your purchase.

1. Retain this receipt for your records.
2. Show the QR code on the attached eTicket to the conductor or use the Amtrak app.

Merchant ID 006041 Massachusetts Ave NWWashington, DC 20001800-USA-RAILAmtrak.com

Reservation Number - B7419BWashington, DC - Union Station to Omaha, NE (One-Way)APRIL 24, 2025

Billing Information

Visa ending in 5520 (Purchase)Authorization Code 021276

Total \$288.00

Purchase Summary - Ticket Number 1140604128457

TRAIN 40: Washington, DC - Union Station to Chicago, IL - Union Station (One-Way)Depart 4:05 PM, Thursday, June 12, 2025

1 COACH SEAT

\$162.00

Ticket Terms & ConditionsVLD DATE TRAIN TICKETED; NO SHOW: FORFEIT VALUECOACH: NO CHANGES, 25%

CANCEL FEEADULT FULL FARE ID REQUIRED

Subtotal

\$162.00

TRAIN 5: Chicago, IL - Union Station to Omaha, NE (One-Way)Depart 2:00 PM, Friday, June 13, 2025

1 COACH SEAT

\$126.00

Ticket Terms & ConditionsVLD DATE TRAIN TICKETED; NO SHOW: FORFEIT VALUECOACH: NO CHANGES, 25%

CANCEL FEEADULT FULL FARE ID REQUIRED

Subtotal

\$126.00

Total Charged by Amtrak

\$288.00

Passengers

Paige Stanczyk

Important Information

- Tickets are non-transferable.
- Changes to your itinerary may affect your fare. Refund and exchange restrictions and penalties for failure to cancel unwanted travel may apply. If your travel plans change, contact us before departure to change your reservation. If you do not board your train, your entire reservation from that point will be canceled. If you board a different train without notifying us, you will have to pay for it separately; the conductor cannot apply the money paid for your prior reservation. For more information please visit Amtrak.com/changes.
- Summary of Terms and Conditions: Ticket valid for carriage or refund (subject to the refund rules of the fare purchased) for twelve months after day of issue unless otherwise specified. Amtrak tickets may only be sold or issued by Amtrak or an authorized travel agent/tour operator. Tickets sold or issued by an unauthorized third party will be voided by Amtrak. This ticket is a contract of carriage which includes specific terms and conditions and a binding arbitration agreement between Amtrak and the ticket holder. The terms and conditions and arbitration agreement are available at Amtrak.com/terms-and-conditions.html. Tickets sold for non-Amtrak service are subject to the tariffs of the providing carrier.
- Questions? Contact us online at Amtrak.com/contact or call 1-800-USA-RAIL (1-800-872-7245) or for text telephone (TTY) 1-800-523-6590.

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**Fwd: Amtrak: Refund Receipt**

1 message

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Kim Henry <kim.henry@lcpublic.org>  
To: Jami Spotanski <jami.spotanski@lcpublic.org>

Tue, Apr 29, 2025 at 7:25 AM

This is a cancellation for Paige's train ticket. She decided to do a round-trip plane ticket due to a softball tournament before and after our NHD contest. Sorry about that as we really thought she would be returning with us.

**Kim Henry**  
**Loup City Public Schools**  
**308-745-0548 EXT#330**

**8th Beginning American History**  
**8th Reading**  
**9th World Geography**  
**11th American History**  
**NHD (National History Day) Coordinator**

----- Forwarded message -----  
From: <etickets@amtrak.com>  
Date: Tue, Apr 29, 2025 at 7:21 AM  
Subject: Amtrak: Refund Receipt  
To: <KIM.HENRY@lcpublic.org>

REFUND RECEIPT



Purchased: 04/24/2025 3:25 PM PT Modified: 04/29/2025 5:21 AM PT Thank you for your business.

1 Massachusetts Ave NW Washington, DC 20001 800-USA-RAIL Amtrak.com

Reservation Number - B7419B  
Billing Information  
Visa ending in 5520 (Credit)  
\$216.00  
Total Refunded to Credit Card  
\$216.00  
Change Summary  
**Original Amount Paid**  
\$288.00

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Reservation Canceled  
Cancellation Fee  
(\$72.00)  
Total Refunded to Credit Card  
\$216.00  
Passengers  
Paige Stanczyk

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**Your National History Day receipt [#1850-7989]**

1 message

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**National History Day** <receipts+acct\_1C4rBRC1tDHnvO71@stripe.com>

Tue, May 13, 2025 at 7:17 PM

Reply-To: National History Day <lorena@nhd.org>

To: jami.spotanski@lcpublic.org

**Receipt from National History Day**

Receipt #1850-7989

<b>AMOUNT PAID</b>	<b>DATE PAID</b>	<b>PAYMENT METHOD</b>
\$14,389.00	May 13, 2025, 8:14:36 PM	<b>VISA</b> - 5520

**SUMMARY**

National History Day National Contest --- 828055 --- \$14,389.00  
1438900

**Amount paid** **\$14,389.00**

If you have any questions, contact us at [lorena@nhd.org](mailto:lorena@nhd.org) or call us at  
**+1 301-314-9739.**

**Fund: 01      General Fund**

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 1100	LOCAL DISTRICT TAXES	4,300,000.00	0.00	3,124,597.61	72.67	1,175,402.39
01 1125	MOTOR VEHICLE TAX	165,000.00	0.00	160,331.70	97.17	4,668.30
01 1140	PENALTIES AND INTEREST	10,000.00	0.00	12,311.50	123.12	(2,311.50)
01 1510	INTEREST ON INVESTMENTS	15,000.00	0.00	38,342.35	255.62	(23,342.35)
01 1911	LOCAL LICENSE FEES	1,000.00	0.00	1,860.00	186.00	(860.00)
01 1990	OTHER LOCAL RECEIPTS	500.00	0.00	121.00	24.20	379.00
	Subtotal: LOCAL RECIEPTS	4,491,500.00	0.00	3,337,564.16	74.31	1,153,935.84
01 2110	COUNTY FINES/LICENSE FEES	10,000.00	0.00	11,401.50	114.02	(1,401.50)
01 2210	ESU RECEIPTS	5,000.00	0.00	7,657.72	153.15	(2,657.72)
	Subtotal: COUNTY AND ESU RECEIPTS	15,000.00	0.00	19,059.22	127.06	(4,059.22)
01 3110	STATE AID	480,329.00	0.00	426,546.00	88.80	53,783.00
01 3120	SPED PROGRAMS (SCHOOL AGE)	100,000.00	0.00	344,694.00	344.69	(244,694.00)
01 3125	SPED TRANSPORTATION (SCHOOL AGE)	0.00	0.00	93.00	0.00	(93.00)
01 3130	HOMESTEAD EXEMPTION	65,000.00	0.00	74,637.31	114.83	(9,637.31)
01 3131	PROPERTY TAX CREDIT	0.00	0.00	1,864,623.13	0.00	(1,864,623.13)
01 3180	PRO-RATE MOTOR VEHICLE	5,000.00	0.00	7,848.83	156.98	(2,848.83)
01 3400	STATE APPORTIONMENT	0.00	0.00	114,858.02	0.00	(114,858.02)
01 3541	EARLY CHILDHOOD ENDOWMENT GRANT	300,000.00	0.00	487,753.85	162.58	(187,753.85)
01 3552	SCHOOL SAFETY AND SECURITY ACT	5,000.00	0.00	5,195.79	103.92	(195.79)
01 3990	OTHER STATE RECEIPTS	25,000.00	0.00	44,007.15	176.03	(19,007.15)
	Subtotal: STATE RECEIPTS	980,329.00	0.00	3,370,257.08	343.79	(2,389,928.08)
01 4505	TITLE I, PART A ESSA	75,000.00	0.00	70,571.00	94.09	4,429.00
01 4516	IDEA PRESCHOOL(619) BASE ALLOCATION	2,000.00	0.00	1,672.00	83.60	328.00
01 4518	IDEA PART B (611) BASE & POVERTY ALLOC	100,000.00	0.00	85,342.00	85.34	14,658.00
01 4531	TITLE IV, PART B ESSA - 21ST CENT COMM	100,000.00	0.00	50,000.00	50.00	50,000.00
01 4708	MEDICAID REIMBURSEMENT (MIPS)	2,000.00	0.00	8,869.53	443.48	(6,869.53)
01 4998	ESSER III	100,000.00	0.00	123,026.00	123.03	(23,026.00)
	Subtotal: FEDERAL RECEIPTS	379,000.00	0.00	339,480.53	89.57	39,519.47
01 5200	TRANSFERS FROM OTHER FUNDS	500.00	0.00	9,032.78	1,806.56	(8,532.78)
01 5301	INSURANCE ADJUSTMENTS	0.00	0.00	207.00	0.00	(207.00)
	Subtotal: 5000	500.00	0.00	9,239.78	1,847.96	(8,739.78)
	<b>Fund Total:</b>	<b>5,866,329.00</b>	<b>0.00</b>	<b>7,075,600.77</b>	<b>120.61</b>	<b>(1,209,271.77)</b>

**Fund: 02      Depreciation Fund**

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
02 1510	INTEREST	5,000.00	0.00	10,749.72	214.99	(5,749.72)
	Subtotal: LOCAL RECIEPTS	5,000.00	0.00	10,749.72	214.99	(5,749.72)
	Fund Total:	5,000.00	0.00	10,749.72	214.99	(5,749.72)

**Fund: 05      Activity Fund**

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
05 1510	INTEREST	0.00	0.00	1,829.22	0.00	(1,829.22)
05 1710 0200	GENERAL ACTIVITIES REVENUE	0.00	0.00	9,179.59	0.00	(9,179.59)
05 1710 0201	RED RAIDER DRAMA REVENUE	0.00	0.00	3,141.78	0.00	(3,141.78)
05 1710 0202	RED RAIDER SPEECH REVENUE	0.00	0.00	3,041.00	0.00	(3,041.00)
05 1710 0281	CHEERLEADERS REVENUE	0.00	0.00	6,668.49	0.00	(6,668.49)
05 1710 0283	FOOTBALL REVENUE	0.00	0.00	2,786.04	0.00	(2,786.04)
05 1710 0284	GIRLS BASKETBALL REVENUE	0.00	0.00	1,000.00	0.00	(1,000.00)
05 1710 0289	VOLLEYBALL REVENUE	0.00	0.00	160.00	0.00	(160.00)
05 1710 0290	WRESTLING REVENUE	0.00	0.00	446.00	0.00	(446.00)
05 1710 0300	FFA REVENUE	0.00	0.00	32,196.59	0.00	(32,196.59)
05 1710 0303	DANCE TEAM REVENUE	0.00	0.00	911.54	0.00	(911.54)
05 1710 0308	ANNUAL STAFF REVENUE	0.00	0.00	1,086.00	0.00	(1,086.00)
05 1710 0310	STUDENT COUNCIL REVENUE	0.00	0.00	10,863.01	0.00	(10,863.01)
05 1710 0312	FCCLA REVENUE	0.00	0.00	2,695.00	0.00	(2,695.00)
05 1710 0332	CLASS OF 2021 REVENUE	0.00	0.00	154.83	0.00	(154.83)
05 1710 0337	CLASS OF 2025 REVENUE	0.00	0.00	420.00	0.00	(420.00)
05 1710 0338	CLASS OF 2026 REVENUE	0.00	0.00	5,271.00	0.00	(5,271.00)
05 1710 0339	CLASS OF 2027 REVENUE	0.00	0.00	2,572.62	0.00	(2,572.62)
05 1710 0340	CLASS OF 2028 REVENUE	0.00	0.00	571.00	0.00	(571.00)
05 1710 0600	TECHNOLOGY FEES REVENUE	0.00	0.00	2,389.30	0.00	(2,389.30)
05 1710 0902	LCPS WELLNESS REVENUE	0.00	0.00	5,420.00	0.00	(5,420.00)
05 1710 0903	LOCAL TO LUNCH REVENUE	0.00	0.00	1,820.54	0.00	(1,820.54)
05 1710 0904	HS PRINCIPAL REVENUE	0.00	0.00	500.00	0.00	(500.00)
05 1710 0905	ELEM PRINCIPAL REVENUE	0.00	0.00	417.11	0.00	(417.11)
05 1710 0907	FBLA REVENUE	0.00	0.00	9,976.75	0.00	(9,976.75)
05 1710 0911	ESPORTS REVENUE	0.00	0.00	7,193.70	0.00	(7,193.70)
05 1710 0912	NATIONAL HISTORY DAY REVENUE	0.00	0.00	25,927.64	0.00	(25,927.64)
05 1710 0913	WEIGHT ROOM REVENUE	0.00	0.00	295.00	0.00	(295.00)
05 1710 0914	VENDING REVENUE	0.00	0.00	1,709.06	0.00	(1,709.06)
05 1710 0915	CONCESSIONS REVENUE	0.00	0.00	4,685.60	0.00	(4,685.60)
Subtotal: LOCAL RECIEPTS		0.00	0.00	145,328.41	0.00	(145,328.41)
Fund Total:		0.00	0.00	145,328.41	0.00	(145,328.41)

**Revenue Summary Report**

Processing Month: 06/2025

User ID: JS

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	5,871,329.00	0.00	7,231,678.90	123.17	(1,360,349.90)



**Activity Fund Balance Report - Summary - Include Encumbrances**  
 06/2025 - 06/2025

**Fund: 05      Activity Fund**

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0909	PERSONAL FINANCE	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00
05 704 0910	FAMILY & CONSUMER SCIENCE	130.00	0.00	0.00	0.00	0.00	0.00	130.00
05 704 0911	ESPORTS	3,347.83	58.41	0.00	0.00	0.00	0.00	3,289.42
05 704 0912	NHD	20,234.04	19,779.40	0.00	0.00	0.00	0.00	454.64
Fund Total: 05		131,934.40	29,714.75	0.00	0.00	0.00	0.00	102,219.65





**Expenditure Report by Function/Object -  
Summary**

06/05/2025 01:39 PM

User ID: JS

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance	
6200	TITLE I PART A ESSA	119,500.00	9,326.86	94,911.60	79.42	24,588.40	0.00	0.00	24,588.40
6210	TITLE I ACCOUNTABILITY ESSA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6212	TITLE I, PART A SUPPORT FOR IMPROVEMENT	1,700.00	0.00	31,343.67	1,843.75	(29,643.67)	0.00	0.00	(29,643.67)
6404	IDEA PART B (611) BASE ALLOC 0 TO 4	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	5,000.00
6406	IDEA PRESCHOOL (619) BASE ALLOC	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	5,000.00
6408	IDEA PART B (611) BASE & POVERTY 0 TO 21	100,000.00	0.00	0.00	0.00	100,000.00	0.00	0.00	100,000.00
6410	IDEA ENROLLMENT/POVERTY (611)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6412	IDEA PART B PROPORTIONATE SHARE	500.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00
6421	IDEA PART B (611) ARP BASE & POVERTY 0 TO 21	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	5,000.00
6422	IDEA PRESCHOOL (619) ARP BASE/ENROLL POVERTY	500.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00
6968	TITLE IV, PART B 21ST CENT COMM LRNING	85,600.00	1,721.85	24,932.51	29.13	60,667.49	0.00	0.00	60,667.49
6992	REAP	0.00	0.00	70,220.00	0.00	(70,220.00)	0.00	0.00	(70,220.00)
6996	ESSER I	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6997	ESSER II	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6998	ESSER III	24,000.00	0.00	48,156.76	200.65	(24,156.76)	0.00	0.00	(24,156.76)
8000	TRANSFERS (OUTGOING)	180,000.00	500.00	61,500.00	34.17	118,500.00	0.00	0.00	118,500.00
9000	NON-PROGRAM EXPENDITURES	63,931.00	175.00	472.00	0.74	63,459.00	0.00	0.00	63,459.00
01	General Fund	7,842,491.00	521,711.31	5,677,522.43	72.39	2,164,968.57	0.00	0.00	2,164,968.57

**Expenditure Report by Function/Object -  
Summary**

06/05/2025 01:39 PM

User ID: JS

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
Grand Total:	7,842,491.00	521,711.31	5,677,522.43	72.39	2,164,968.57	0.00	0.00	2,164,968.57

**Loup City Public Schools**

ACCO BRANDS	SUPPLIES	\$	209.17
ACTIVITY FUND	2025 NHD NATIONALS	\$	500.00
AMAZON CAPITAL SERVICES	SUPPLIES	\$	747.21
BLACK HILLS ENERGY	SERVICE	\$	1,877.38
CHEMSEARCH	CUSTODIAL SUPPLIES	\$	202.95
CITY OF LOUP CITY	SERVICE	\$	586.04
CORPORATE PAYMENT SYSTEMS	SUPPLIES	\$	155.96
CULLIGAN WATER CONDITIONING	SERVICE	\$	305.30
DAS STATE ACCOUNTING--CENTRAL FINANCE	SERVICE	\$	292.87
E S U #10	SERVICES	\$	61,672.82
EAKES OFFICE PLUS	SUPPLIES	\$	5,950.81
ELECTRONIC SYSTEMS INC.	INSPECTION	\$	164.00
ELM CREEK PUBLIC SCHOOLS	MATH BOOKS	\$	500.00
EMERGENT 3 INC	ROLL CALL FEATURE	\$	500.00
FIREFLY LANDSCAPING	STUMP REMOVAL	\$	600.00
FIREWORK MEDIA STUDIO, LLC	2025-26 LICENSE	\$	787.20
FONG, ABIGAIL	2024-25 PHONE REIMBURSEMENT	\$	720.00
GLINSMANN, CATHY	MAY 2025 MILEAGE	\$	266.00
GOTO COMMUNICATIONS INC	SERVICE	\$	979.67
GUMDROP BOOKS	BOOKS	\$	1,880.53
HARRIS SCHOOL SOLUTIONS	2025-26 NE CENSUS	\$	781.75
HOME DEPOT PRO, THE	CUSTODIAL SUPPLIES	\$	203.00
HOMETOWN LEASING	JUNE 2025 LEASE	\$	831.05
KSB SCHOOL LAW	LEGAL SERVICE	\$	1,667.00
KULIGOWSKI, THOMAS	CUSTODIAL SUPPLIES	\$	36.36
KUSZAK HARDWARE & VARIETY	SUPPLIES	\$	255.85
LONOWSKI, KAREN	MAY 2025 MILEAGE	\$	26.60
LOUP CITY PROPANE	PROPANE	\$	284.83
MATHESON TRI-GAS, INC.	IND TECH SUPPLIES	\$	89.05
MCCLARY STORAGE	CAR WASH TOKENS	\$	100.00
MCI MEGA PREFERRED	SERVICE	\$	72.98
MID-AMERICAN RESEARCH CHEMICAL	CUSTODIAL SUPPLIES	\$	1,256.66
NE COUNCIL OF SCHOOL ADMIN.	2025 MEMBERSHIP	\$	435.00
NEBR. ASSN SCHOOL BOARD ALICAP	SUPT SEARCH FEES	\$	691.87
NEBRASKA PUBLIC POWER DISTRICT	SERVICE	\$	4,002.23
NEBRASKA STATE FIRE MARSHAL	BOILER CERTIFICATES	\$	198.00
NORRIS, JOY	MAY 2025 MILEAGE	\$	146.30
OMNIFY BENEFITS	125 PLAN ADMINISTRATION	\$	71.25
ONTOCOLLEGE	2025-26 ACT PREP	\$	2,600.00
PLANBOOK INC	PLANBOOK SUBSCRIPTION	\$	702.00
PRESTO-X COMPANY	SERVICE	\$	215.10
PURCHASE POWER	POSTAGE	\$	125.26
QUILL CORPORATION	SUPPLIES	\$	123.48
RENAISSANCE LEARNING, INC.	2025-2026 LICENSE	\$	2,940.30
SHERMAN COUNTY TIMES	ADVERTISEMENT	\$	125.44
STAPLES ADVANTAGE	PAPER	\$	540.50
STERICYCLE, INC.	SERVICE	\$	117.97
STIEB, CHRISTINA	2024-25 2ND SEMESTER	\$	1,072.51
TROTTER SERVICE	FUEL	\$	1,247.39
U.S. POSTAL SERVICE	PO BOX RENEWAL	\$	266.00
UNK ACADEMIC ADVISING AND CAREER DEVELOPMENT	FALL 2025 CAREER FAIR	\$	175.00
VERIZON WIRELESS	SERVICE	\$	79.67
WHOA AND GO	FUEL	\$	1,539.81
<b>TOTAL</b>		<b>\$</b>	<b>101,918.12</b>
<b>PAYROLL</b>		<b>\$</b>	<b>419,793.19</b>
		<b>\$</b>	<b>521,711.31</b>

KITCHEN PAYROLL \$15,723.96

<b>2024-2025</b>					
	<b>Budget</b>	<b>Expended during month</b>	<b>Expenditures to date</b>	<b>%of Budget (0.08%)</b>	<b>Balance EOM</b>
Sep-22	\$6,873,434	\$538,234	\$538,234	7.83%	\$6,335,197
Sep-23	\$7,090,331	\$524,507	\$524,507	7.39%	\$6,565,834
Sep-24	\$7,842,491	\$589,753	\$589,753	7.52%	\$7,252,738
	<b>Budget</b>	<b>Expended during month</b>	<b>Expenditures to date</b>	<b>%of Budget (0.16%)</b>	<b>Balance EOM</b>
Oct-22	\$6,873,434	\$478,457	\$1,016,694	14.79%	\$5,856,740
Oct-23	\$7,090,331	\$483,229	\$1,018,527	14.36%	\$6,071,804
Oct-24	\$7,842,491	\$630,459	\$1,241,212	15.83%	\$6,530,288
	<b>Budget</b>	<b>Expended during month</b>	<b>Expenditures to date</b>	<b>%of Budget (25%)</b>	<b>Balance EOM</b>
Nov-22	\$6,873,434	\$515,581	\$1,542,132	22.44%	\$5,331,302
Nov-23	\$7,090,331	\$504,991	\$1,526,518	21.53%	\$5,563,813
Nov-24	\$7,842,491	\$620,567	\$1,891,776	24.12%	\$5,950,715
	<b>Budget</b>	<b>Expended during month</b>	<b>Expenditures to date</b>	<b>%of Budget (33.3%)</b>	<b>Balance EOM</b>
Dec-22	\$6,873,434	\$461,760	\$2,003,895	29.15%	\$4,869,539
Dec-23	\$7,090,331	\$480,943	\$2,012,461	28.38%	\$5,077,870
Dec-24	\$7,842,491	\$519,874	\$2,414,650	30.79%	\$5,427,841
	<b>Budget</b>	<b>Expended during month</b>	<b>Expenditures to date</b>	<b>%of Budget (41.6%)</b>	<b>Balance EOM</b>
Jan-23	\$6,873,434	\$442,246	\$2,446,144	35.59%	\$4,427,290
Jan-24	\$7,090,311	\$469,585	\$2,487,046	35.08%	\$4,603,285
Jan-25	\$7,842,491	\$526,370	\$2,944,020	37.54%	\$4,898,471
	<b>Budget</b>	<b>Expended during month</b>	<b>Expenditures to date</b>	<b>%of Budget (50%)</b>	<b>Balance EOM</b>
Feb-23	\$6,873,434	\$507,204	\$2,953,348	42.97%	\$3,920,086
Feb-24	\$7,090,311	\$511,337	\$2,988,383	42.29%	\$4,091,948
Feb-25	\$7,842,491	\$569,867	\$3,514,175	44.81%	\$4,328,316
	<b>Budget</b>	<b>Expended during month</b>	<b>Expenditures to date</b>	<b>%of Budgetm (58.3%)</b>	<b>Balance EOM</b>
Mar-23	\$6,873,434	\$434,999	\$3,398,347	49.44%	\$3,475,087
Mar-24	\$7,090,311	\$456,337	\$3,456,106	48.74%	\$3,634,225
Mar-25	\$7,842,491	\$510,153	\$4,024,328	51.31%	\$3,818,163
	<b>Budget</b>	<b>Expended during month</b>	<b>Expenditures to date</b>	<b>%of Budget (66.6%)</b>	<b>Balance EOM</b>
Apr-23	\$6,873,434	\$480,929	\$3,911,418	56.91%	\$2,962,016
Apr-24	\$7,090,311	\$478,763	\$3,940,529	55.58%	\$3,149,802
Apr-25	\$7,842,491	\$542,580	\$4,566,908	58.23%	\$3,275,583
	<b>Revised Budget</b>	<b>Expended during month</b>	<b>Expenditures to date</b>	<b>%of Budget (75%)</b>	<b>Balance EOM</b>
May-23	\$6,873,434	\$510,111	\$4,421,532	64.33%	\$2,451,902
May-24	\$7,090,311	\$527,441	\$4,456,739	62.86%	\$2,633,592
May-25	\$7,842,491	\$584,904	\$5,155,811	65.74%	\$2,686,680
	<b>Budget</b>	<b>Expended during month</b>	<b>Expenditures to date</b>	<b>%of Budget (83.3%)</b>	<b>Balance EOM</b>
Jun-23	\$6,873,434	\$436,626	\$4,852,644	70.60%	\$2,020,790
Jun-24	\$7,090,311	\$512,589	\$4,970,328	70.10%	\$2,120,002
Jun-25	\$7,842,491	\$521,711	\$5,677,522	72.39%	\$2,164,969
	<b>Budget</b>	<b>Expended during month</b>	<b>Expenditures to date</b>	<b>%of Budget (91.6)</b>	<b>Balance EOM</b>
Jul-23	\$6,873,434	\$442,623	\$5,303,767	77.16%	\$1,569,667
Jul-24	\$7,090,311	\$463,995	\$5,439,324	76.71%	\$1,651,007
Jul-25	\$7,842,491				
	<b>Budget</b>	<b>Expended during month</b>	<b>Expenditures to date</b>	<b>%of Budget (100%)</b>	<b>Balance EOM</b>
Aug-23	\$6,873,434	\$492,355	\$5,800,122	84.38%	\$1,073,312
Aug-24	\$7,090,311	\$708,191	\$6,124,331	86.38%	\$965,999
Aug-25	\$7,842,491				

## **Curriculum and Americanism Committee**

Meeting Date: Wednesday, June 4, 2025

**5:30pm - 6:30pm**

Jamie Lewandowski, Demi Rodocker, Becky Setlik, Lorraine Panowicz

### **Agenda Items**

1. Birth to 3 / Early Childhood Vision
  - a. Importance to school
  - b. Importance to economic development
  
2. Review of Sixpence Program
  - a. Who owns the grant
  - b. Funding
  - c. Home Visitor and Center Based (hybrid)
  - d. CCP
  - e. Rural Roots
  
3. Other

## **Building, Grounds and Transportation Committee**

Meeting Date: Wednesday, May 28, 2025

7:30pm - 8:30pm

Kyle Kowalski, Scott Friesen, Eric Kowalski, Mike Krolikowski

### **Agenda Items**

1. Transportation Report
  - a. Mileage through April 2025
2. Camera Project
  - a. Building Cameras (Hamilton Business)
    - i. Grants being applied for...
  - b. Bus Camera solution (Hamilton Business)
3. Elementary Entrance
  - a. The Glass Edge is creating a quote
  - b. Grand Island Glass has submitted quote (may need re-bid)
4. Elementary "Library" Air conditioning (Bochart Electric)
5. Playground reseeding/water
  - a. Water is in place
  - b. Waiting for rain to slow down to plant
6. Annex Clean-up
7. Maintenance working through project list.
8. Other...

## **CONSULTING SERVICES AGREEMENT**

### **Carl Dietz Consulting, LLC**

2003 W. 50<sup>th</sup> Street

Kearney, NE 68845

(308) 289-3920

[cdietz57@gmail.com](mailto:cdietz57@gmail.com)

**CLIENT:** Loup City Public Schools

**PRIMARY CONTACT:** Dean Tickle/Paul Calvert

**EFFECTIVE DATE:** May 1, 2025

WHEREAS, Client desires to engage Consultant to provide consulting services to Client on the terms and conditions set forth herein.

NOW, THEREFORE, for and in consideration of the mutual promises and agreements contained herein, Client hires Consultant to work under the terms and conditions hereby agreed upon by the Parties as follows:

1. **SCOPE OF SERVICES.** During the Term of this Agreement, Consultant will provide services to Client from time-to-time as requested by Client.
2. **TERM.** The term ("Term") of this Agreement starts on the Effective Date set forth above and, unless sooner terminated, ends on the Termination Date set forth above. Either party may terminate this Agreement for any reason in their sole discretion by providing two weeks' written notice to the other party. Client shall be responsible for payment for all Services rendered on or before the effective date of termination.
3. **INVOICING AND PAYMENT.** Consultant's sole compensation shall be as set forth in the applicable SOS. Unless otherwise provided in the applicable SOS, Consultant shall submit invoices to Client for Services performed.
4. **RELATIONSHIP OF THE PARTIES.** Consultant shall at all times be an independent contractor of Client.
5. **LIMITATION OF LIABILITY.** In the event of a breach of this Agreement by Consultant or any other circumstances giving rise to potential liability from Consultant to Client, if any such liability is established, Consultant's liability shall be limited to Client's direct economic damages not to exceed the amount of fees paid by Client to Consultant pursuant to the specific SOS under which the acts or omissions giving rise to liability occurred. Consultant will not be liable to Client for any indirect, incidental, consequential or punitive damages or lost profits, or for any liability from Client to any third party.

6. **CONFIDENTIAL INFORMATION AND PROPRIETARY RIGHTS.** Each party (a) agrees to protect and maintain in confidence any information that it may obtain from the other party during the term of this Agreement or any SOS; (b) shall use such information solely for the purposes contemplated by this Agreement and any SOS and shall not rent, sell, lease, transfer, provide or otherwise disclose such information to any third party except as required by applicable law or regulation; (c) shall take all reasonable steps to protect the confidentiality of such information, in no event using a standard of care less than the same standard used to protect its own confidential information; and (d) shall give access to such information only to those employees who have a need to know in connection with the performing that party's obligations under this Agreement or any SOS. Upon request by the disclosing party, the receiving party shall promptly destroy such information or return such information to the disclosing party in the same format as such information was provided. To the extent that Consultant is permitted to retransmit any information it receives from Client, the mode of retransmission must be at least as secure as the mode by which Client transmitted the information to Consultant.

The confidentiality obligations in this Section do not apply to information that: (i) is, at the time of disclosure or thereafter becomes, through no act or omission of the receiving party, a part of the public domain; (ii) was in the receiving party's lawful possession without an accompanying secrecy obligation prior to the disclosure; (iii) is hereafter lawfully disclosed to the receiving party by a third party without an accompanying secrecy obligation or breach of any duty or agreement by which such third party is bound; or (iv) is independently developed by the receiving party. Notwithstanding if such information is or becomes lawfully in the public domain, Consultant shall maintain according to this Section the confidentiality of any information which includes the identities of Client's consumers.

7. **ASSIGNMENT.** Neither party may assign this Agreement or subcontract its duties hereunder to any third parties, including affiliates, subsidiaries, related companies and service providers, without prior written consent from the non-assigning party, which shall not be unreasonably withheld.
8. **NON-EXCLUSIVITY.** This Agreement shall not be construed to prohibit either party from entering into an agreement with third parties to offer or obtain similar Services.

**EXHIBIT A**

**STATEMENT OF SERVICES**

1. **Overview:** Loup City has been a client for more than two years. This is year one of the new agreement.
2. **Scope of Services.** Assist school district personnel with budgeting and budget planning for the upcoming school year. Services may include, but are not limited to:
  - Annual NDE Budget Assistance
  - Annual Itemized Budget/Coding Assistance
  - Payroll spreadsheet development
  - Five-year financial projection
  - Monthly Expenditure Analysis/Comparability
  - Budget Calendar
  - Financial Efficiency Recommendations
  - Capital Replacement Schedule
  - Annual Financial Report Comparability Study
  - Other financial assistance at District request
3. **Period of Performance.** This Statement of Services shall be effective as of:  
**May 1, 2025-April 30,2026**
4. **Compensation.** The compensation due for the above services is:
  - a. Engagement Fee: **\$5,000.00**
  - b. Travel Expenses: None
5. **Invoicing.** Will be sent upon receipt of signed agreement.

**CARL DIETZ CONSULTING**



**Carl E. Dietz, Owner**

**SCHOOL DISTRICT NAME**

**By: Superintendent/Board President**

## 6045

### Behavioral Intervention

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

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

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

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

**Required Training.** The School District, independently or through the educational service unit, will develop and provide behavioral awareness and intervention training to employees with behavioral management responsibilities. Each employee with behavior management responsibilities must complete the behavioral awareness and intervention training during the 2026-27 school year or during the first year of employment with the district. The length of such training will be at least 2 hours.

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

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

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

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

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



**6044**  
**Participation and Assignment of Athletic Teams**

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

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

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

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

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

Adopted on: \_\_\_\_\_  
 Revised on: \_\_\_\_\_  
 Reviewed on: \_\_\_\_\_

## **6034 Concussion Awareness**

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

The School District will:

- a. Require all coaches and trainers to complete a training course approved by the Chief Medical Officer on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury.
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
  - 1 The signs and symptoms of a concussion;
  - 2 The risks posed by sustaining a concussion; and
  - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

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

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student’s parent or guardian.

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

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

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

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

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

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

## **6031 Emergency Exclusion**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Right to Know Issues and Nature of Testimony.** The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing

the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

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

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

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

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

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

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

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

## **6025**

### **Student Cell Phone and Other Electronic Devices**

Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy or as deemed appropriate by a student's education team.

Students may use cell phones or other electronic devices on school sidewalks and in the common areas of the school before and after school so long as they do not create a distraction or a disruption and comply with all other policies and handbook provisions.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

Students may not have cell phones or electronic devices while they are in locker rooms, classrooms, or restrooms. During school hours student cell phones or electronic devices must remain in lockers or be locked in a personal vehicle.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

Students may not use cell phones or electronic communication devices while riding in school vehicles, including listening to music, unless they have permission to do so from the driver or other adult responsible for their supervision.

Students shall be personally and solely responsible for the security of their cell phones and pagers. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy or other school rules will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after discussing the rule violation with the student and parent or guardian.

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

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

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

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

## **5031 Student Appearance**

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

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

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

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

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

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

**Health and Safety Considerations.** Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs,

grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

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

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

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

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

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

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

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

## **5018 Parent Involvement in Education Practices**

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

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

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

1. Parents will be provided access to textbooks, tests, activities information; digital materials; websites or applications used for learning; training materials for teachers, administrators, and staff; procedures for the review and approval of training materials, learning materials, and activities; and other curriculum materials (“curricular materials”) as follows:
  - a. A parental request to review specific curricular materials (written, visual, or audio) should be made to the principal of the building where the curricular materials are used.
  - b. The building principal will assess the request and determine the allowable volume and time frame of the review to prevent disruption to the efficient operations of the district.
  - c. The purpose of this provision is to allow reasonable access to the extent practicable. Individuals who make requests (a) for the purpose of adding staff burden; (b) at an unreasonable frequency or volume; or (c) for purposes inconsistent with the efficient operations of the district may be denied access to materials.
  - d. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.

2. Parents will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
  - a. Parents are invited to make appointments with the building principal to visit classes, assemblies, and other instructional activities. The principal shall give permission after determining that parental observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
  - b. Parents may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents may request that their children be excused from testing (except as provided below), classroom instruction, learning materials, activities, guest speaker events, and other school experiences ("school events") that parents find objectionable.
  - a. Parents must submit this request in writing to the building principal for consideration.
  - b. Building principals may excuse a student from any school events at the parent's written request if, in the principal's professional judgment, excusal from the activity would not result in diminution of the student's educational experience.
  - c. When the building principal determines it appropriate, alternative experiences may be provided for the student by the school.
4. Parents will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.

6. Parents will be informed of the circumstances under which they may opt-out of state and federal assessments.

a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.

b. State Assessments

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

c. National Assessment of Educational Progress

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

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

7. Parents will be notified of their right to remove their children from surveys prior to district participation in surveys.

a. The principal must approve all surveys intended to gather information from students before they are administered to students.

- b. Students' participation in surveys is voluntary. Parents may restrict their child from participating in any survey.
  - c. If the school administers (1) a survey requesting that students provide sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation, or any other information that the school board deems to be sensitive in nature or (2) a non-anonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use, the school district shall, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers of students that are to receive such survey. The notice will be made through the school's electronic notification system or by physical mail to the address on file for the student. The notice will describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed.
  - d. Parents have the right to: (1) request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, (2) review the survey in person at the school, and (3) exempt their child from participating in the survey.
  - e. Unless required by federal or state law or regulation, school personnel administering any survey shall not disclose personally identifiable information of a child.
  - f. No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.
  - g. The district will also comply with any survey requirements found in the district's policy on Protection of Pupil Rights.
8. The district will make this policy accessible by a prominently displayed link on its public website. Any amended policy will be made accessible within a reasonable time of its amendment.

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

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

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

**1002**  
**Creation, Amendment and Distribution of Policies**

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

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

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

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

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

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

## **2006 Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

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

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

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

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

- b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may be submitted to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the respondent.
    - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
    - 1) All relevant details of the complaint;

- 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.
  - a) The appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
  - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
  - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that

may involve oversight or discipline of students, staff, or others, unless those involve allegations against the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

- a) When the complaint is about a board policy, not implementation of the policy;
- b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
- c) When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

- d) This appeal must be in writing.
- e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated the decision to the complainant.
- f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint or appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
- g) The board president will notify the complainant and any other person legally required to receive the decision in writing of the decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
- h) There is no appeal from any decision of the board unless authorized by law.

6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
  - a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
  - b) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
    - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
  - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
  - d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

- e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

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

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

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

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

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

**Bad Faith or Serial Filings.** The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of

command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent or board president without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

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

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

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

## **3003**

### **Bidding for Construction, Remodeling, Repair, or Site Improvement**

#### **I. Applicability of this policy.**

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

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

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

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

#### **III. Formal Bidding for Major Purchases and Construction**

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

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

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

C. Advertising for Bids

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

D. Bid Documents

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

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

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

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

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

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

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

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

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

**I. Applicability of Policy**

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

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

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

**II. Procurement System**

The District maintains the following purchasing procedures.

**A. Responsibility for Purchasing**

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

## **B. Methods of Purchasing**

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

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

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

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

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

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

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

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

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

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

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

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

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

#### 5. **Competitive Proposals.**

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

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

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

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

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

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

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

#### **E. Debarment and Suspension**

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

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

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

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

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

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

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

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

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

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

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

#### **D. Enforcement**

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

### **IV. Property Management Systems**

#### **A. Property Classifications**

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$10,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the

capitalization level established by the District for financial statement purposes or \$10,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

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

### **B. Inventory Procedure**

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

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

### **C. Inventory Records**

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

1. Serial number;
2. District identification number;
3. Manufacturer;

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

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

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

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

#### **E. Maintenance**

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

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

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

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

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the

property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

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

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

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

#### **I. Equipment Retention**

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

#### **J. Equipment and Capital Expenditures**

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

#### **K. Depreciation**

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

#### **L. Reporting and Recording Federal Property Interest**

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

#### **V. Financial Management**

### **A. Identification**

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

### **B. Financial Reporting**

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

### **C. Accounting Records**

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

### **D. Internal Controls**

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

### **E. Budget Control**

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

### **F. Payment Methods**

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

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

### **G. Allowability of Costs**

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

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

Commented [1]: 2 CFR Part 200, Subpart E

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

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

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior

approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

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

### **I. Cost Sharing or Matching**

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

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

### **J. Documentation of Personnel Expenses**

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

## **VI. Written Compensation Policies**

### **A. Time and Effort Standards**

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local

funds but is used to meet a required “match” in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

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

#### **B. Time and Effort Procedures**

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

#### **C. Fringe Benefits**

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

#### **D. Leave**

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

#### **E. Unexpected or Extraordinary Circumstances**

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

## **F. Documentation for Personnel Expenses**

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

## **VII. Other Contract Matters.**

### **A. Required Terms**

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

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

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

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

The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

### **C. Record Keeping**

#### 1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show

compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

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

## 2. Maintenance of Procurement Records

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

- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

**D. Privacy**

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

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

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

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

**3026  
Handbooks**

The school district’s handbooks for students and staff are intended to convey information and explain school regulations and procedures that are necessary for the school to run smoothly and efficiently. The district’s handbooks are an extension of these policies and have the force and effect of board policy when approved by the board of education. Although the board may approve the handbooks annually, the administration has the authority to change the contents of any handbook without board approval so long as the changes are consistent with board policy.

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

None of the district’s handbooks creates a “contract” between the school district, staff members, parents or students.

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

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

## **3047 Data Breach Response**

### **I. Preparation**

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

#### **A. Data Governance**

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

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

#### **B. New Devices and Software**

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

### **II. Incident Response Plan**

#### **A. Assessment and Investigation**

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

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

**B. Notification of Effected Individuals**

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

**C. Notification of Law Enforcement and Outside Organizations**

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

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

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

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

**4051**  
**Staff and District Social Media Use**

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

**I. Personal Versus School-Affiliated Social Media Use**

**A. Personal Social Media Use**

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

**B. School-Affiliated Social Media Use**

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

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

### **A. General Use and Conditions**

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

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

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

## **B. Acceptable Use**

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

## **C. Unacceptable Use**

1. Staff shall never access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.
2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.
3. Staff shall not access social media networking sites such as Facebook, X, Instagram, Snapchat, and TikTok on school-owned devices or during school time unless permitted by district policy or preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media

applications and includes posting on social networking sites using personal electronic devices.

### **III. School-Affiliated Digital Content**

#### **A. General Use and Conditions for School-Affiliated Accounts**

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

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

#### **B. Moderation of Third Party Content**

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

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

1. Is obscene, lewd, lascivious, true threat, or appeals to prurient interests;

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

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

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

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

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

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

## **4057 Superintendent Evaluation**

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

**Purpose.** The purposes of the formal job evaluation are:

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

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

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

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

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

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

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

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

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

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

**4059**  
**Behavioral and Mental Health Training**

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

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

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

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

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

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

**5015**  
**Protection of Pupil Rights**

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

**1. Surveys**

- a. Surveys Created by a Third Party
  - i. This section applies to every survey:
    - (1) that is created by a person or entity other than a district staff member or student;
    - (2) regardless of whether the student answering the questions can be identified; and
    - (3) regardless of the subject matter of the questions
  - ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.
- b. Surveys Requesting Particular Sensitive Information
  - i. Sensitive information shall include:
    - (1) Political affiliations or beliefs of the student or the student's parent(s);
    - (2) Mental or psychological problems of the student or the student's family;
    - (3) Sexual behavior or attitudes;
    - (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
    - (5) Critical appraisals of other individuals with whom respondents have close family relationships;
    - (6) Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
    - (7) Religious practices, affiliations, or beliefs of the student or student's parent(s); or
    - (8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
  - ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.
  - iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the

- written consent of a student's parent(s) before the student participates in the survey.
- iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.
  - v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.
- c. Survey Inspection Requests
- i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.
  - ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.
  - iii. The principal shall respond to survey inspection requests without delay.
- d. The district will also comply with any survey requirements found in the district's policy on Parent Involvement in Education Practices.

## **2. Invasive Physical Examinations**

- a. The term "invasive physical examination" means:
- i. any medical examination that involves the exposure of private body parts; or
  - ii. any act during such examination that includes incision, insertion, or injection into the body; and
  - iii. does not include a hearing, vision, or scoliosis screening.
- b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:
- i. required as a condition of attendance;
  - ii. administered by the school and scheduled by the school in advance; and
  - iii. not necessary to protect the immediate health and safety of the student, or of other students.
- c. This policy does not apply to any physical examination or screening that:
- i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;

- ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*)
- iii. is otherwise authorized by Board policy.

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

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

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

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

### **5. Notification of Rights and Procedures**

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

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

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

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

## **Protection of Pupil Rights Amendment (PPRA) Notice and Consent/Opt-Out for Specific Activities**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. §1232h, requires the school district to notify you and obtain consent or allow you to opt your child out of participating certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

The following list of activities requiring parental notice and consent or opt-out for the upcoming school year is not exhaustive. If surveys and activities are scheduled after the school year starts, the school district will provide parents, within a reasonable period of time prior to the administration of the surveys and activities.

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This is a sample dealing with a survey requesting protected information. You will need to complete the form using information for your district's specific activities.

**Date:** On or about October 31, 2005

**Grades:** 7th and 8th

**Activity:** Survey of At-Risk Behaviors

**Summary:** This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence, and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parents and children and use of alcohol in the home.

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

**Consent:** A parent must sign and return the attached consent form no later than \_\_\_\_\_ so that your child may participate in this survey.

If a survey of this nature is funded by any source other than the U.S. Department of Education, the school district must simply provide parents the opportunity to opt out of the survey.

**Opt-out:** Contact \_\_\_\_\_ at \_\_\_\_\_ no later than \_\_\_\_\_ if you do not want your child to participate in this survey.

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If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to \_\_\_\_\_, at \_\_\_\_\_. He/she will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before they are administered to your student.

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I, \_\_\_\_\_, give my consent for \_\_\_\_\_ to take the Survey of At-Risk Behaviors on or about October 31, 2016.

Please return this form no later than \_\_\_\_\_ to the school.

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This is a sample notifying parents of physical exams and health screenings. You will need to complete the form using information for your district's specific activities.

**Date:** On or about October 31, 2016

**Grades:** 9- 12

**Activity:** Flu Shots

**Summary:** The county health department will administer flu shots for influenza types A and B. Students will be examined for evidence of illness before administration of the immunizations.

**Opt-out:** Contact \_\_\_\_\_ at \_\_\_\_\_ no later than \_\_\_\_\_ if you do not want your child to participate in this survey.

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We have not included a sample notifying parents of marketing because most school districts only provide vendors with directory information about students. If your school district provides vendors with additional information (for example, student social security numbers), please contact us and we will assist you in drafting a PPRA notice for that activity.

## **5016 Student Records**

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

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

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

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or

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

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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

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

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

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

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

## 6045

### Behavioral Intervention

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

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

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

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

**Required Training.** The School District, independently or through the educational service unit, will develop and provide behavioral awareness and intervention training to employees with behavioral management responsibilities. Each employee with behavior management responsibilities must complete the behavioral awareness and intervention training during the 2026-27 school year or during the first year of employment with the district. The length of such training will be at least 2 hours.

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

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

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

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

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



## Superintendent Report

June 9, 2025

1. Summer Program update
  - a. Elementary program has 83 students K-5
  - b. Secondary has 5, three of which have already recovered some credit
  
2. Materials ordered
  - a. Amplify/CKLA Reading has arrived
  - b. McGraw Hill Reveal Math is on the way
    - i. We did purchase needed items that were surplused by Elm Creek at a large discount
  - c. Social Studies and Science have exhausted their subscriptions
  
3. Summer Weight and Agility is underway
  - a. numbers
  - b. Community access is due by the end of June
  
4. Superintendent personal days. May 23 and will take 5 days off before June 30.
  
5. Other...
  
6. Thank you.