

**Wayne Community Schools
Board of Education Special Meeting Minutes
July 25, 2013**

The regular meeting of the Wayne Board of Education was held at 611 West 7th Street, Wayne, NE, 68787, on Monday, July 25, 2013 at 9:00 AM. Notice of the meeting and place of agenda was posted at Wayne Community Schools, posted in The Wayne Herald, and online: wayneschools.org. A copy of the Nebraska Open Meetings Act was displayed for the public to read.

Mrs. Wendy Consoli: Present
Mark Evetovich: Present
Mr. Rod Garwood: Present
Mr. Ken Jorgensen: Present
Dr. Carolyn Linster: Present
Dr. Jeryl Nelson: Present

I. Call Meeting to Order

I.a. Pledge of Allegiance

I.b. Announce Open Meeting Act Posting and Location

I.c. Action on Absence and Roll Call

I.d. Approval of the Agenda

I.d.I. Annual Hearing and Review Policy 5400- Student Fees, Policy 5002- Parent Involvement, Policy 5319-Anti Bullying

We review these policies yearly. No change to these policies. We will provide equipment for students that cannot afford them. Parent Involvement- Reviewed again the changes from last month. We have annual meeting with parents every spring. Anti-Bullying- Who we provide a safe environment for each and every student. It is in the student handbooks so they now how to deal with bullying.

II. Communications from the Public on Agenda Items

III. Action Items

III.a. Old Business

III.a.I. 2013-14 Budget Authority and Allowable Reserve Percentage Certification

Motion to approve access up to an amount equal to 2% of the districts 2012/13 Certified General Fund Budget Authority for the 2013-14 budget year passed with a motion by Mr. Rod Garwood and a second by Dr. Jeryl Nelson.

Mrs. Wendy Consoli: Yes, Mark Evetovich: Yes, Mr. Rod Garwood: Yes, Mr. Ken Jorgensen: Yes, Dr. Carolyn Linster: Yes, Dr. Jeryl Nelson: Yes

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Mrs. Wendy Consoli: Yes, Mark Evetovich: Yes, Mr. Rod Garwood: Yes, Mr. Ken Jorgensen: Yes, Dr. Carolyn Linster: Yes, Dr. Jeryl Nelson: Yes

use as much additional growth in our budget. This doesn't increase the tax levy.

III.b. New Business

IV. Reports and Information

IV.a. Administration

IV.a.1. Superintendent

IV.a.1.1. Review Draft of Mission Statement

IV.a.1.2. Budget Update

Rochele and Mr. Lenihan have been working on the budget. have been to a seminar on the budget at the ESU#1. have adjusted a few things. cut back maintenance budget. Due to construction is complete. Our utilities cost are down and under control. Evaluations are still not in.

V. Executive Session

V.a. Collective Bargaining

entered into executive session at 9:21 am, with the Board, Mr. Lenihan and Mr. Piepr will be present for this session.

VI. Action taken from Executive Session

no action taken

VII. Adjournment

Linster adjourned the meeting @ 10:14 next meeting will be in the elementary and bills will be reviewed at 4:15 @ the Jr/Sr High School.

Deb Daum, Secretary

Policy 5002

Students

Parent Involvement Policy

The district's policy is to welcome parental involvement in the education of their children. As a part of this policy, employees are expected to:

1. Provide parents timely information about their child's progress, and more frequent parent contacts where warranted by the student's academic and behavioral needs;
2. Make textbooks, completed tests and other curriculum materials available for review by parents upon request;
3. Permit parents access to their child's records according to law and school policy;
4. Encourage parents to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program;
5. Assure that testing occurs to assure proper measurement of each child's educational progress and achievement;
6. Permit parents to excuse their child from testing, classroom instruction, and other experiences when possible and educationally appropriate;
7. Notify parents of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents to opt-out of such surveys in accordance with District policy and law; and
8. Encourage parents to express their concerns, share their ideas and advocate for their child's education.

Title I Parental Involvement

In accordance with the No Child Left Behind Act of 2001 relating to parental involvement applicable to parents of children enrolled in Title I programs, parents of Title I children shall be given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

1. An annual meeting to which all parents of participating children will be invited. Invitations may take the form of notes sent with students. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. Notification to the parent(s) or guardian(s) of a student's eligibility to participate in the Title I program and assessment information under which the student has qualified.
3. An explanation of the details for the child's participation: type and extent of participation and evaluation of progress.
4. Opportunities for parent training on ways to support children's learning.
5. Communication to parents about student progress to be provided in the language used in the home. Responses to parent concerns will be provided in a timely manner.
6. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by the school district staff.

7. Each spring the Title 1 program will assess and review through the consultation with parents, the effectiveness of the program and re-design strategies for improvement. Opportunities will be given to parents to be involved in using these findings to plan, design, and implement the Title 1 program for the following year.

First Reading (New Revision): June 10, 2013

Date of Adoption (or Last Revision):

Related Policies and Regulations: Administrative Regulations 5002

Legal Reference:

Last Review Date: July 9, 2012

Policy 5319

STUDENTS

Anti-Bullying

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or abuse by electronic devices on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

First Reading (New or Revision): September 8, 2008

Date of Adoption (or Last Revision): October 13, 2008

Related Policies and Regulations:

Legal References: Laws 2008, LB 205

Student Discipline Act, Neb. Rev. Stat. ' ' 79-254 to 79-296

NDE February 2003 State Board Action; Reaffirmed December 2005

Policy 5400 STUDENTS

Student Fees

The Board of Education of Wayne Community Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services, to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (eg., clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (eg., band equipment, locker deposit or rental fees, shop class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (eg., sporting apparel, including shoes, undergarments, and the like), and students assisting with the cost of special programs, such as field trips, summer school, school dances and plays. The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies; this policy is subject to further interpretation or guidance by administrative or Board regulations, which may be adopted from time to time. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for clothing required for specified courses and activities

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses

of instruction in vocational, technical, industrial arts, and/or chemical-physical science classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items

The School District is required to furnish any minor personal or consumable items for participation in the courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to pencils and paper. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be made available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

While the District will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Where students are provided school property of a significant value, which may easily be unintentionally damaged, the instructor should give the parent advance notice of the student being given responsibility for the item and the parent may then direct that the student not be given the item.

(3) Materials required for course projects

Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. However, the district may choose to keep all such projects unless the student elect to purchase the project. Such materials are subject to the District's fee waiver policy (Section 12).

Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the District's fee waiver policy (Section 12); however, the District is not required to provide for the use of a particular type of musical instrument for any student.

(4) Extracurricular Activities – Specialized equipment or attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District.

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire nor will the District provide any shoes for any student for extracurricular activities (other than free and reduced lunch students). Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (eg., braces, mouth pieces, and the like) are the responsibility of the student participant.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire.

For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or pay a reasonable usage cost for such equipment or attire.

(5) Extracurricular Activities – Fees for participation

The District does not generally charge fees for participation in extracurricular activities. Admission fees are charged for extracurricular activities and events.

(6) Postsecondary education costs

Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means tuition and other fees associated with obtaining credit from a postsecondary education institution. For a course in which students receive both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(7) Transportation costs

Non-participants are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(8) Copies of student files or records

The Superintendent or the Superintendent’s designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student’s files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and

review the student's files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(9) Participation in before-and-after-school or prekindergarten services

Students are responsible for fees required for participation in before-and-after-school or prekindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(10) Participation in summer school or night school

Students are responsible for fees required for correspondence courses and participation in summer school or night school.

(11) Breakfast and lunch programs

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store", a vending machine, a booster club or parent group sale, a book order club, or the like.

Students may be required to bring money or food for field trip lunches and similar activities.

(12) Waiver Policy

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities, (2) transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Materials of course projects to be provided to free or reduced-price lunch eligible students shall be required to be approved by the administration, who shall apply a standard based on providing materials which is equitable to those purchased by comparable students.

(13) Distribution of Policy

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (eg., publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be distributed to each student's household at no cost.

(14) Student Fee Fund

The School Board hereby establishes a Student Fee Fund. The Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

(15) School Board Guidance

The Wayne Board of Education directs the Superintendent of School to create Administrative Rules, which provide a detailed description to guide the administration regarding the maximum dollar amount of all student fees and the specific equipment and attire to be required for any activities and course where such requirements are established.

Legal References:

Laws 2002, LB 1172 (The Public Elementary and Secondary Student Fee Authorization Act)

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. 79-241, 79-605, and 79-611 (transportation)

Neb. Rev. Stat. 79-2,104 (student files or records)

Neb. Rev. Stat. 79-715 (eye-protective devices)

Neb. Rev. Stat. 79-737 (liability of students for damages to school books)

Neb. Rev. Stat. 79-1104 (before-and-after-school or pre-kindergarten services)

Neb. Rev. Stat. 79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Last Review Date: July 9, 2012

2013-2014 BUDGET AUTHORITY AND ALLOWABLE RESERVE PERCENTAGE CERTIFICATION

COUNTY: WAYNE
COUNTY-DISTRICT NUMBER: 90-0017-000
DISTRICT NAME: WAYNE COMMUNITY SCHOOLS

State Statute requires the Department of Education to certify Budget Authority and an Allowable Reserve Percentage to each school district. This information will be prepopulated in the 2013-2014 Budget Form LC-2 and is listed below. The 2013-2014 Budget Form LC-2 will be available on the NDE Portal on or before July 1, 2013.

Certified Budget Authority	Budget Based	9,438,699
Allowable Reserve Percentage		35%

Certified Budget Authority is the greater of the Budget Based Calculation, the Student Growth Adjustment Calculation, or the Formula Needs Calculation. The method used to calculate Certified Budget Authority for the school district is shown above and the calculations are detailed below.

Budget Based Calculation: The Total General Fund Budget of Disbursements and Transfers (GFBE) is reduced by Special Grant Funds (SGF), the Special Education Budget of Disbursements and Transfers (SPED), and General Fund Lid Exclusions (GFLE). The Adjusted General Fund Expenditures are grown by the Basic Allowable Growth Rate (BAGR) of 1.5%.

$$((GFBE - SGF - SPED - GFLE) \times 1.015)$$

Student Growth Adjustment: The Total General Fund Budget of Disbursements and Transfers (GFBE) is reduced by Special Grant Funds (SGF), the Special Education Budget of Disbursements and Transfers (SPED), and General Fund Lid Exclusions (GFLE). The Adjusted General Fund Expenditures are grown by the 2013/14 Student Growth Adjustment (SGA) from the 2013/14 State Aid Certification and adjusted by the 2011/12 Student Growth Correction (SGACORR) from the 2013/14 State Aid Certification.

$$((GFBE - SGF - SPED - GFLE) + (SGA + SGACORR))$$

Formula Needs Calculation: The 2013/14 Formula Needs (FN) of the school district are increased by 110%. The 2012/13 Special Education Budget of Disbursements and Transfers (SPED) is grown by the Basic Allowable Growth Rate (BAGR) of 1.5%. The increased 2013/14 Formula Needs are then reduced by the Adjusted Special Education Budget of Disbursements and Transfers.

$$((FN \times 1.10) - (SPED \times 1.015))$$

Data components used to calculate Certified Budget Authority may be found at the following website:
<http://www.education.ne.gov/FOS/SchoolFinance/Budget/Certification.html>

Any questions about this information or how it is to be used in meeting the budgeting requirements of state law can be directed to School Finance & Organization Services at the Nebraska Department of Education, 301 Centennial Mall South, Box 94987, Lincoln, Nebraska 68509-4987, by calling (402) 471-2248 or by visiting our website at <http://education.ne.gov/FOS/SchoolFinance/Budget/index.html>.

2013-2014 BUDGET AUTHORITY AND ALLOWABLE RESERVE PERCENTAGE CERTIFICATION

COUNTY: WAYNE
COUNTY-DISTRICT NUMBER: 90-0017-000
DISTRICT NAME: WAYNE COMMUNITY SCHOOLS

Access to Prior Year's Unused Budget Authority (ADGROWTH)

The school district will also be able to access **185,984**.

This amount represents the lesser of 2% of the prior year's adjusted expenditures (2% of Line B-140) or the prior year's Total Unused Budget Authority (Line B-175). To access this additional growth, the school district is required to enter the amount on Line A-355 of the 2013/14 LC-2. The 2013/14 LC-2 will be available on the NDE Portal on or before July 1, 2013.

75% Board Approved Additional 2% Growth (2%GROWTH)

The school district will be able to access the Additional 2% Growth printed below after receiving an affirmative vote of 75% of the elected board of education and after receiving approval from the State Board of Education to access the additional 2% growth.

Additional 2% Growth: **182,355**.

How to Use Certified Budget Authority and the Additional Growth

Certified Budget Authority (CBA) is the amount a school district will use to begin the budget process. Special Grant Funds (SGF), Special Education Disbursements and Transfers (SPED), Other General Fund Lid Exclusions (GFLE), the additional growth (ADGROWTH) and the additional 2% board approved growth (2%GROWTH) may be added to Certified Budget Authority (CBA) to determine the Total General Fund Budget of Disbursements and Transfers (GFBE). This is the maximum a school district may budget in the General Fund.

$$CBA + SGF + SPED + GFLE + ADGROWTH + 2\%GROWTH = GFBE$$

Data components used to calculate Certified Budget Authority may be found at the following website :
<http://www.education.ne.gov/FOS/SchoolFinance/Budget/Certification.html>