

## **Board of Education Regular Meeting**

Monday, July 17, 2017 6:00 PM

City Of Gering Council Chambers 1025 P Street  
Gering, NE  
1519 10th St  
Gering, NE 69341



## **Minutes**

1. **Signature of Notification**
2. **Call to Order, Pledge of Allegiance, Roll Call, Welcome Visitors**  
**Present:** Brian Copsey, Brent Holliday, Josh Lacy, B.J. Peters, Brady Shaul, Mary Winn.
  - 2.1. Acknowledge Open Meetings Law
  - 2.2. Notice of this meeting was published in the Gering Courier on July 13, 2017.
3. **Excuse Absent Board Members**
4. **Consent Agenda**
  - 4.1. Approval of Agenda/Amendment of Agenda Items
  - 4.2. Minutes From Previous Board Meeting
  - 4.3. Approval of Claims/Bills
  - 4.4. Personnel Items
    - 4.4.i. Contract Approvals
      - 4.4.i.1. Lance Wiese - Social Science Teacher @ Senior High and Freshman Academy
    - 4.4.ii. Resignations
5. **Patron Comments**
6. **Reports and Discussions**
  - 6.1. Facilities Committee Report

Mr. Peters reported that the facilities committee met with RB+B to review the schematic design report for the GHS Building Project. The committee is ahead of schedule by approximately one month. Hausmann Construction was also a participant in the meeting. The development of the project is progressing well.
  - 6.2. Business Committee Report

Mr. Copsey reported that the Business Committee met and discussed the AP listing, the tech bond renewal, and the intercom system at Lincoln.

- 6.2.i. Trial Balance Summary
- 6.2.ii. Fund Balances
- 6.2.iii. Schedule of Investments
- 6.2.iv. Financial Statements

### 6.3. Superintendent's Report

Mr. Hastings shared a concept for frequent and regular planning and goal setting by the board of education called the Committee of the Whole. All board members will serve on this committee which will meet at least quarterly. The intent of the committee will be to set, monitor, adjust, and evaluate goals; plan future district projects and initiatives; and evaluate the overall effectiveness of current initiatives in the district. Other things that the committee could be used for are board self-evaluation, board development, or other special topics that arise. The board was receptive to the concept and the first Committee of the Whole meeting will take place in early September. Mr. Hastings also reported on upcoming dates of importance including the GPS Back to School Picnic on August 6, and the first days for staff and students.

## 7. **Action Items**

### 7.1. Policy 1005.3 -- Parental Involvement Hearing & Reapproval

A hearing was opened at 6:25 p.m. to receive public comment on Policy 1005.3. No member of the public came forward to speak. The hearing was closed at 6:26 p.m.

### 7.2. Policy 504.19 -- Student Fees Hearing & Reapproval

A hearing was opened at 6:26 p.m. to receive public comment on Policy 504.19. No member of the public came forward to speak. The hearing was closed at 6:27 p.m.

### 7.3. Policy 504.20 -- Bullying Policy Review & Approval

President Copsey opened the floor for discussion on Policy 504.20. With no comment or suggestions being made, the policy will stand as presented.

### 7.4. Policy 802.5 - Free or Reduced Meals and Meal Charges

## 8. **Tentative Committee and Meeting Dates**

## 9. **Board Comments**

Mrs. Winn noted her excitement for the design process for the GHS Building Project. Mr. Holliday commented on his appreciation for the staff who work with the students of the district and the difference they make in their lives. Mr. Shaul noted his excitement for the design at the high school and how much it will help the district move forward. Mr. Peters requested that Derek Young from RB+B attend one of our meetings to share progress on the project. Mr. Copsey shared his agreement for the excitement for the project at the high school and his appreciation for those working on

it. He also recognized the work of Laura Beth Neuwirth and expressed his sympathies toward her family.

10. **Adjourn**

**Board of Education Regular Meeting**

June 19, 2017 6:00 PM  
City of Gering Council Chambers  
1025 P Street  
Gering, NE

**Attendance Taken at 6:00 PM:**

Present Board Members:

Brian Copey  
Josh Lacy  
Brady Shaul  
Mary Winn

Absent Board Members:

Brent Holliday  
BJ Peters

**1. Signature of Notification**

**2. Call to Order, Pledge of Allegiance, Roll Call, Welcome Visitors**

**2.1. Acknowledge Open Meetings Law**

Rationale:

The Board of Education reserves the right to enter into Executive Session for the protection of the public interest; or the prevention of needless injury to the reputation of an individual, and if the individual has not requested a public meeting.

**2.2. Notice of this meeting was published in the Gering Courier on June 15, 2017.**

**3. Excuse Absent Board Members**

**Motion Passed:** Excuse the absence of board members Mr. Peters and Mr. Holliday passed with a motion by Mary Winn and a second by Brady Shaul.

Brian Copey	Yes
Brent Holliday	Absent
Josh Lacy	Yes
BJ Peters	Absent
Brady Shaul	Yes
Mary Winn	Yes

**4. Consent Agenda**

**Motion Passed:** Approval of the Consent Agenda passed with a motion by Mary Winn and a second by Brady Shaul.

Brian Copey	Yes
Brent Holliday	Absent
Josh Lacy	Yes
BJ Peters	Absent
Brady Shaul	Yes
Mary Winn	Yes

- 4.1. Approval of Agenda/Amendment of Agenda Items
- 4.2. Minutes From Previous Board Meeting
- 4.3. Approval of Claims/Bills
- 4.4. Second Reading of Board Policies
  - 4.4.1. 503.9 Homeless Children and Youth
  - 4.4.2. 504.1 Student Due Process Rights
  - 4.4.3. 504.2 Student Involvement in Decision Making
  - 4.4.4. 504.3 Student Conduct
  - 4.4.5. 504.4 Student Conduct on Buses
  - 4.4.6. 504.6 Student Appearance
  - 4.4.7. 504.7 Care of School Property and Vandalism
  - 4.4.8. 504.8 Freedom of Expression
  - 4.4.9. 504.9 Student Lockers
  - 4.4.10. 504.10 Student Use of Computers
  - 4.4.11. 504.11 Weapons
- 4.5. Personnel Items
  - 4.5.1. Contract Approvals
    - 4.5.1.1. Tanya Stehlik- Junior High School Special Education Teacher
    - 4.5.1.2. Micheal Macias- Northfield Guidance Counselor
  - 4.5.2. Resignations
    - 4.5.2.1. Jj Behrens- Junior High School Special Education Teacher
- 4.6. Approve payment of invoice from RB+B Architects dated June 5, 2017

## 5. Patron Comments

## 6. Reports and Discussions

- 6.1. TeamMates Update from Maurie Deines
- 6.2. Curriculum Committee Report

### Discussion:

Mary Winn reported about the discussion surrounding student handbooks and recommended their approval.

## 6.3. Facilities Committee Report

### Discussion:

Brady Shaul reported on recent architect meetings and the progress of the GHS Building Project. The committee has been pleased with the architect's work. The site survey is nearly complete and the project is progressing on schedule.

## 6.4. Business Committee Report

### Discussion:

Brian Copsey reported that the Business Committee reviewed the Taher contract, the CM@R contract with Hausmann Construction, and proposed technology purchases. The committee recommended all items for approval.

- 6.4.1. Trial Balance Summary
- 6.4.2. Fund Balances
- 6.4.3. Schedule of Investments
- 6.4.4. Financial Statements
- 6.5. Superintendent's Report

### Discussion:

Mr. Hastings updated the board about the new e-Meetings program that will begin at next month's Board of Education Meeting. He also reported more than 120 kids are taking part of a summer school program in the district this year. Terri Martin, the Curriculum Director, has been inservicing mathematics teachers with the new materials for the upcoming school year. Mr. Meisner and Mr. Hastings have also been working on budget development.

## **7. Action Items**

**7.1. Discuss, consider and take all necessary action with regard to the proposed Agreement between the Gering Public School District and Hausmann Construction, construction manager at risk for the construction of the Gering High School building additions and renovations project, in the form presented to the Board of Education.**

### **Rationale:**

The Board of Education of this School District should and does hereby approve the Agreement between the School District and Hausmann Construction, construction manager at risk for the construction of the Gering High School building additions and renovations project, in the form presented to the Board of Education, a copy of which has been placed on file in the records of the School District, and further hereby authorizes the board president to sign, execute and deliver the Agreement to Hausmann Construction, and to take all other action necessary to carry such contract into effect, including the filing of same with the Nebraska Department of Education pursuant to the Nebraska Political Subdivisions Construction Alternatives Act, 13-2901, et. seq.

**Motion Passed:** Approval of the agreement between GPS and Hausmann Construction for Construction Management At-Risk services for the Gering High School Project passed with a motion by Brady Shaul and a second by Mary Winn.

Brian Copsey	Yes
Brent Holliday	Absent
Josh Lacy	Yes
BJ Peters	Absent
Brady Shaul	Yes
Mary Winn	Yes

**7.2. Discuss, consider, and take all necessary action regarding the annual renewal of Food Service Management Contract**

**Motion Passed:** Approve Bob Hastings to sign the renewal of the Food Service Management contract with Taher for the 2017-2018 school year. passed with a motion by Mary Winn and a second by Josh Lacy.

Brian Copsey	Yes
Brent Holliday	Absent
Josh Lacy	Yes
BJ Peters	Absent
Brady Shaul	Yes
Mary Winn	Yes

**Motion Passed:** Approve Bob Hastings to sign the renewal of the Food Service Management contract with Taher for the 2017-2018 school year passed with a motion by Mary Winn and a second by Josh Lacy.

Brian Copsey	Yes
Brent Holliday	Absent
Josh Lacy	Yes
BJ Peters	Absent
Brady Shaul	Yes
Mary Winn	Yes

**7.3. Discuss, consider, and take all necessary action regarding the approval of student handbooks for the 2017-2018 school year.**

Rationale:

Each year student handbooks are revised and approved by the board of education. All handbooks were reviewed by the Curriculum Committee and principals and approval is recommended.

**Motion Passed:** Approve the 2017-2018 Student Handbooks as presented passed with a motion by Mary Winn and a second by Brady Shaul.

Brian Copsey	Yes
Brent Holliday	Absent
Josh Lacy	Yes
BJ Peters	Absent
Brady Shaul	Yes
Mary Winn	Yes

**7.4. Discuss, consider, and take all necessary action regarding the approval of technology purchases**

**Motion Passed:** Approval of purchase of a storage area network, Chromebooks and other technology as presented passed with a motion by Mary Winn and a second by Brady Shaul.

Brian Copsey	Yes
Brent Holliday	Absent
Josh Lacy	Yes
BJ Peters	Absent
Brady Shaul	Yes
Mary Winn	Yes

**7.5. Executive Session to protect the public interest for the sole purpose of discussion of a negotiation item.**

Discussion:

The board exited executive session at 6:51 p.m. with motion by Winn and a second by Lacy.

Voting affirmative yes were: Copsey, Lacy, Shaul, & Winn. Voting against: None. Absent: Holliday & Peters

**Motion Passed:** 6:37 passed with a motion by Mary Winn and a second by Josh Lacy.

Brian Copsey	Yes
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Brent Holliday	Absent
Josh Lacy	Yes
BJ Peters	Absent
Brady Shaul	Yes
Mary Winn	Yes

**7.6. Discuss, consider, and take all necessary action with regard to review of the superintendent's contract.**

**Motion Passed:** Approval of the amendment to the superintendent's contract as presented passed with a motion by Brady Shaul and a second by Josh Lacy.

Brian Copsey	Yes
Brent Holliday	Absent
Josh Lacy	Yes
BJ Peters	Absent
Brady Shaul	Yes
Mary Winn	Yes

**8. Tentative Committee and Meeting Dates**

Rationale:

Policy Review Committee --Will Continue in August

Personnel Committee --TBD

Curriculum Committee -- No July Meeting

Business Committee -- July 10, 2017 @ 4:30 p.m. Central Office

Regular Board Meeting -- July 17, 2017 @ 6:00 p.m. City of Gering Council Chambers

**9. Board Comments**

**10. Adjourn**

Discussion:

The meeting adjourned at 6:59 p.m.

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Chairperson

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Superintendent

Payee Name	Account Description Element	Check Date	Check Number	Amount	Fund
Wells Fargo Bank N.A.	Other Expenses	6/20/2017	1043	\$400.00	7
Betancourt, Julia	Refund Lunch Receipts	6/1/2017	1087	\$8.55	6
Gering Public Schools	Cafeteria Salaries	6/1/2017	1088	\$4,643.85	6
Lathrop, Shana	Refund Lunch Receipts	6/1/2017	1089	\$88.85	6
TAHER, Inc	Contracted Services/Repairs	6/1/2017	1090	\$78,324.61	6
Fresh Foods Inc.	Food Supplies	6/8/2017	1091	\$5,604.71	6
Gering Public Schools	Supplies	6/8/2017	1092	\$1,350.85	6
Cardmember Services	Grants	6/27/2017	1093	\$196.87	6
Gering Public Schools	Cafeteria Salaries	6/27/2017	1094	\$2,486.66	6
Platte Valley National Bank	Regular Salaries	6/5/2017	1521	\$3,900.00	8
Bailey, Avery & UN at Omaha	Activity Acct. Expenses	6/1/2017	6174	\$750.00	5
Bohnsack, Kaylee & University of Wyoming	Activity Acct. Expenses	6/1/2017	6175	\$750.00	5
Conn, Mariah & UN at Kearney	Activity Acct. Expenses	6/1/2017	6176	\$750.00	5
Conn, Morgan & WNCC	Activity Acct. Expenses	6/1/2017	6177	\$600.00	5
Culligan of Scottsbluff	Activity Acct. Expenses	6/1/2017	6178	\$36.00	5
Ferguson Signs, Inc.	Activity Acct. Expenses	6/1/2017	6179	\$5,000.00	5
Gering Public Schools	Game Help	6/1/2017	6180	\$3,995.00	5
Harco Athletic Reconditioning, Inc.	Contracted Services/Repairs	6/1/2017	6181	\$3,913.32	5
Havenger, Sydney & UN - Omaha	Activity Acct. Expenses	6/1/2017	6182	\$1,500.00	5
HPR	Activity Acct. Expenses	6/1/2017	6183	\$64.00	5
Instrumentalist	Activity Acct. Expenses	6/1/2017	6184	\$327.00	5
Kleich, Whitney & WNCC	Activity Acct. Expenses	6/1/2017	6185	\$250.00	5
Krantz, Kalen & UN at Kearney	Activity Acct. Expenses	6/1/2017	6186	\$750.00	5
Monument Physical Therapy	Contracted Services/Repairs	6/1/2017	6187	\$1,666.67	5
Monument Prevention Coalition	Activity Acct. Expenses	6/1/2017	6188	\$400.00	5
Nebraska Coaches Association	Dues & Fees	6/1/2017	6189	\$1,490.00	5
Powers, Samantha & UN - Kearney	Activity Acct. Expenses	6/1/2017	6190	\$1,500.00	5
Schilz, Austin & UN - Lincoln	Activity Acct. Expenses	6/1/2017	6191	\$1,500.00	5
Scott, Dalton & SD School of Mines	Activity Acct. Expenses	6/1/2017	6192	\$1,500.00	5
SpeechWire Tournament Services	Activity Acct. Expenses	6/1/2017	6193	\$135.00	5
Strong, Tatum & UN at Kearney	Activity Acct. Expenses	6/1/2017	6194	\$250.00	5
Super 8 Ogallala	Activity Acct. Expenses	6/1/2017	6195	\$185.60	5
Thompson, Tyler	Activity Acct. Expenses	6/1/2017	6196	\$56.89	5

Wal-Mart_18940	Activity Acct. Expenses	6/1/2017	6197	\$215.15	5
Weborg 21 Centre	Activity Acct. Expenses	6/1/2017	6198	\$966.00	5
Wilson, Allison & NE Wesleyan University	Activity Acct. Expenses	6/1/2017	6199	\$5,000.00	5
City Of Gering	Activity Acct. Expenses	6/8/2017	6200	\$804.50	5
Fresh Foods Inc.	Activity Acct. Expenses	6/8/2017	6201	\$189.35	5
Geil Booster Club	Activity Acct. Expenses	6/8/2017	6202	\$2,500.00	5
Gering Public Schools	Activity Acct. Expenses	6/8/2017	6203	\$1,117.20	5
Haddock Corporation	Activity Acct. Expenses	6/8/2017	6204	\$418.00	5
Instrumentalist	Activity Acct. Expenses	6/8/2017	6205	\$135.00	5
Jostens_9015	Activity Acct. Expenses	6/8/2017	6206	\$4,085.62	5
Nhspa	Activity Acct. Expenses	6/8/2017	6207	\$1,400.00	5
Prairie Florist & Gifts	Activity Acct. Expenses	6/8/2017	6208	\$449.00	5
TAHER, Inc	Activity Acct. Expenses	6/8/2017	6209	\$350.60	5
Walsworth Publishing Company	Activity Acct. Expenses	6/8/2017	6210	\$16,320.00	5
Brashear, Wade	Activity Acct. Expenses	6/15/2017	6211	\$125.00	5
Chavez, Mario	Activity Acct. Expenses	6/15/2017	6212	\$350.00	5
Gipe, Justin	Activity Acct. Expenses	6/15/2017	6213	\$125.00	5
Harsh, Jonathan	Activity Acct. Expenses	6/15/2017	6214	\$125.00	5
Kile, Brandon	Activity Acct. Expenses	6/15/2017	6215	\$125.00	5
Pepsi Cola of Western Nebraska	Activity Acct. Expenses	6/15/2017	6216	\$416.60	5
PORTER, JOHN	Activity Acct. Expenses	6/15/2017	6217	\$125.00	5
Aguallo, Angie	Activity Acct. Expenses	6/26/2017	6218	\$599.00	5
Aguallo, Raul	Activity Acct. Expenses	6/26/2017	6219	\$599.00	5
Cardmember Services	Activity Acct. Expenses	6/27/2017	6220	\$4,834.41	5
ELAN - 0999 (J. Wiedeman)	Activity Acct. Expenses	6/27/2017	6221	\$90.00	5
NSAA	Dues & Fees	6/28/2017	6222	\$1,530.00	5
American Band Accessories	Activity Acct. Expenses	6/29/2017	6223	\$628.66	5
Band Shoppe	Activity Acct. Expenses	6/29/2017	6224	\$403.30	5
Comfort Suites - Gothenburg	LODGING	6/29/2017	6225	\$249.00	5
Computers Etc. LLC	Activity Acct. Expenses	6/29/2017	6226	\$362.30	5
Ideal Laundry & Cleaners, Inc.	Activity Acct. Expenses	6/29/2017	6227	\$140.00	5
Logoz LLC	Activity Acct. Expenses	6/29/2017	6228	\$1,188.00	5
Neff Company	Supplies	6/29/2017	6229	\$1,128.91	5
New Victorian Suites	LODGING	6/29/2017	6230	\$155.98	5

Pizza Hut	Activity Acct. Expenses	6/29/2017	6231	\$121.50	5
Seiler, Shawn	Mileage Reimbursement	6/29/2017	6232	\$160.80	5
Sheraton - Omaha Hotel	LODGING	6/29/2017	6233	\$3,480.00	5
Steel Grill Restaurant	Activity Acct. Expenses	6/29/2017	6234	\$137.38	5
Universal Cheerleader Assoc.	Activity Acct. Expenses	6/29/2017	6235	\$1,245.00	5
Universal Dance Association	Activity Acct. Expenses	6/29/2017	6236	\$2,244.00	5
Wal-Mart _18940	Activity Acct. Expenses	6/29/2017	6237	\$265.93	5
Gering Courier	Dues & Fees	6/8/2017	12692	\$12.50	1
SHELL	Contingency	6/8/2017	12693	\$1,548.26	1
Cardmember Service	Supplies	6/27/2017	12714	\$146.85	1
Cardmember Services	Supplies	6/27/2017	12715	\$6,779.19	1
ELAN - 0999 (J. Wiedeman)	Consumable Materials	6/27/2017	12716	\$702.88	1
Black Hills Energy	Natural Gas Services	6/28/2017	12717	\$2,221.00	1
Capital Business Systems, Inc.-Texas	Copier Costs	6/28/2017	12718	\$4,676.39	1
CenturyLink	Telephone	6/28/2017	12719	\$174.58	1
Charter Communications	Internet Service	6/28/2017	12720	\$135.00	1
Gardner Technologies	Contracted Services/Repairs	6/28/2017	12721	\$17,325.00	1
Hampton Inn & Suites	Travel Exp/Prof Devel	6/28/2017	12722	\$273.00	1
Hampton Inn-Kearney	Travel Exp/Prof Devel	6/28/2017	12723	\$556.00	1
TotalFunds By Hasler	Supplies	6/28/2017	12724	\$1,000.00	1
Verizon Wireless	Telephone	6/28/2017	12725	\$40.01	1
Wal-Mart _18940	Supplies	6/28/2017	12726	\$453.86	1
308 Embroidery	Supplies	6/30/2017	12727	\$319.00	1
AAPC, Inc.	Supplies	6/30/2017	12728	\$202.65	1
Benzel Pest Control	Supplies	6/30/2017	12729	\$65.00	1
Blick Art Materials	Supplies	6/30/2017	12730	\$652.55	1
Bluffs Sanitary Supply, Inc.	Supplies	6/30/2017	12731	\$10,280.00	1
BSN Sports	Supplies	6/30/2017	12732	\$20.34	1
Carolina Biological Supply	Supplies	6/30/2017	12733	\$66.45	1
City Of Gering	Supplies	6/30/2017	12734	\$2,080.47	1
Crossroads Music	Contracted Services/Repairs	6/30/2017	12735	\$756.40	1
Culligan of Scottsbluff	Supplies	6/30/2017	12736	\$1,112.50	1
DAS State Accounting - Central Finance	Internet Service	6/30/2017	12737	\$238.96	1
Dennis Supply Co. - Sb	District Stock	6/30/2017	12738	\$169.03	1

Docu-Shred	Contracted Services/Repairs	6/30/2017	12739	\$154.00	1
Don Schmidt Carpet, Inc.	Supplies	6/30/2017	12740	\$15,720.55	1
Duncan, Brenda	Mileage Reimbursement	6/30/2017	12741	\$22.04	1
e3 Diagnostics	Supplies	6/30/2017	12742	\$493.50	1
EdClub, Inc.	Contracted Services/Repairs	6/30/2017	12743	\$2,023.50	1
Egan Supply Co.	Supplies	6/30/2017	12744	\$18.72	1
Esu #13 _5760	ESU #13	6/30/2017	12745	\$28,563.12	1
Foos, Brandy	Mileage Reimbursement	6/30/2017	12746	\$62.33	1
Frank Parts Company	Tires & Parts	6/30/2017	12747	\$232.15	1
Fresh Foods Inc.	Supplies	6/30/2017	12748	\$211.47	1
Gering Bakery-Ahlers Baking Inc.	Supplies	6/30/2017	12749	\$22.98	1
Gering Courier	Advertising & Printing	6/30/2017	12750	\$470.67	1
Grease N Go	Gas & Oil	6/30/2017	12751	\$177.86	1
Gross, Amy	Supplies	6/30/2017	12752	\$331.68	1
Hillyard/Sioux Falls	District Stock	6/30/2017	12753	\$2,032.26	1
Houghton Mifflin Harcourt	Tests	6/30/2017	12754	\$2,083.51	1
Independent Plumbing & Heating	District Stock	6/30/2017	12755	\$1,475.24	1
J.W. Pepper And Sons, Inc.	Supplies	6/30/2017	12756	\$1,252.23	1
Johnson Cashway _8920	Supplies	6/30/2017	12757	\$1,607.24	1
Kriz-Davis	District Stock	6/30/2017	12758	\$1,819.97	1
KSB School Law	Legal Services	6/30/2017	12759	\$2,291.50	1
Larue Distributing Inc.	Supplies	6/30/2017	12760	\$30.84	1
Martin, Susan	Mileage Reimbursement	6/30/2017	12761	\$11.66	1
Martin, Terri	Supplies	6/30/2017	12762	\$11.78	1
Menards	Supplies	6/30/2017	12763	\$405.00	1
Mile Hi Water Tec, Inc	Supplies	6/30/2017	12764	\$200.00	1
Money Wise Office Supply	Supplies	6/30/2017	12765	\$1,397.09	1
Monument Physical Therapy	Other Agencies	6/30/2017	12766	\$2,493.75	1
Moravek, Michael	Mileage Reimbursement	6/30/2017	12767	\$12.78	1
NCSA	Dues & Fees	6/30/2017	12768	\$585.00	1
Ne Dol/Office Safety & Labor Ne Dol/Boil	Supplies	6/30/2017	12769	\$360.00	1
Nebraska Dept. of Labor	Supplies	6/30/2017	12770	\$140.00	1
Nebraska Public Health Environmental Lab	Supplies	6/30/2017	12771	\$258.00	1
Nebraska Safety & Fire Equipment Inc.	Supplies	6/30/2017	12772	\$2,133.00	1

One Source	Contracted Services/Repairs	6/30/2017	12773	\$155.00	1
Pat'S Creative D.A. Buskirk & Sons	Contracted Services/Repairs	6/30/2017	12774	\$810.00	1
Paul Reed Construction Co, Inc	Supplies	6/30/2017	12775	\$180.00	1
Pearson	Supplies	6/30/2017	12776	\$191.00	1
Prairie Pines Quilt Shop	Supplies	6/30/2017	12777	\$12.00	1
Print Express	Pupil Services	6/30/2017	12778	\$1,392.60	1
Pro-Ed	Tests	6/30/2017	12779	\$651.20	1
Prufrock Press	Tests	6/30/2017	12780	\$220.00	1
Pyramid paper Company	District Stock	6/30/2017	12781	\$2,755.39	1
Quill Corporation	Supplies	6/30/2017	12782	\$148.05	1
Radzyski, Tammy	Mileage Reimbursement	6/30/2017	12783	\$28.29	1
Regional Care, Inc.	IRS 125 Plan	6/30/2017	12784	\$285.00	1
Rice, Toni	Mileage Reimbursement	6/30/2017	12785	\$15.47	1
Rose, Art	Mileage Reimbursement	6/30/2017	12786	\$13.54	1
S&S Arts & Crafts S&S Worldwide	Supplies	6/30/2017	12787	\$57.21	1
Safety-Kleen Systems, Inc.	Contracted Services/Repairs	6/30/2017	12788	\$506.89	1
Schank Roofing Service	Supplies	6/30/2017	12789	\$5,144.17	1
School Health Corporation	Supplies	6/30/2017	12790	\$1,838.93	1
School Specialty	District Stock	6/30/2017	12791	\$347.72	1
Scottsbluff Public Schools	Gas & Oil	6/30/2017	12792	\$3,145.11	1
Scottsbluff Screenprinting _15980	Pupil Services	6/30/2017	12793	\$129.50	1
Slafter Oil	Supplies	6/30/2017	12794	\$18.52	1
Smith, Vicki L.	School/Community Relations	6/30/2017	12795	\$99.15	1
Spic & Span Cleaners	District Stock	6/30/2017	12796	\$2,312.00	1
Star-Herald	Advertising & Printing	6/30/2017	12797	\$3,427.03	1
TeamMates of Scotts Bluff Co., Inc.	Dues & Fees	6/30/2017	12798	\$6,000.00	1
The Library Store, Inc.	Supplies	6/30/2017	12799	\$42.69	1
The Rock Pile Of Paul Reed Constr & Supp	Supplies	6/30/2017	12800	\$180.00	1
Troxell Communications, Inc.	Furniture and Equipment	6/30/2017	12801	\$1,790.56	1
United Rentals Branch Q85	Supplies	6/30/2017	12802	\$819.30	1
University Of Oregon _18533	Achievement Tests	6/30/2017	12803	\$14.00	1
Usave Pharmacy	Supplies	6/30/2017	12804	\$580.00	1
Westco _16360	Supplies	6/30/2017	12805	\$1,018.73	1
Western NE Community College	Pupil Services	6/30/2017	12806	\$600.00	1

WPCI

Contracted Services/Repairs

6/30/2017

12807

\$182.00

1

**POLICY 204.12**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**PUBLIC PARTICIPATION IN BOARD MEETINGS**

The board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board shall set time aside for citizen participation, either at a specific time during the meeting or during the discussion of agenda items. The board has the discretion to limit the amount of time set aside for public participation.

If the pressure of business or other circumstances dictate, the board president may decide to eliminate this practice at a particular meeting. The board president will recognize these individuals to make their comments at the appropriate time. The orderly process of the board meeting shall not be interfered with or disrupted. Only those speakers recognized by the board president shall be allowed to speak. Comments by others are out of order. If disruptive, the individual making the comments or another individual causing disruption may be asked to leave the board meeting.

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

Subjects for comment should involve areas within the board's proper responsibility. Discussion on unrelated matters is to be discouraged.

Individuals who have a complaint about employees may bring their complaint to the board only after they have followed board policy addressing citizens' complaints. Students who have a complaint may only bring their complaint to the board after they have followed board policy addressing students' complaints.

Any written or printed materials to be circulated for a meeting of the school board must be submitted to the superintendent by the Wednesday preceding a Monday night meeting. This material will be transmitted to the members of the board for their consideration.

Legal Reference: Nebraska Statute 84-1408 to 1414

Cross Reference: 201.7 School Board Liability  
204.3 Public Hearings  
204.10 Agenda  
403.5 Public Complaints about Employees

Approved 1/20/03 Reviewed 2/23/15 Revised 9/14/09

THE MONTH ENDING JUNE 30, 2016  
TRIAL BALANCE SUMMARY

	target \$650K	target \$750k							
	GENERAL	BUILDING	DEPRECN	FEE	QUALIFIED CAPITAL	EMPL BEN	ACTIVITY	CAFETERIA	BOND
06/01/16 Balance	\$4,840,160.39	\$618,758.58	\$556,490.13	\$1,166.80	\$20,068.59	\$11,722.21	\$177,091.26	\$40,149.75	\$768,230.70
CD Deposit									
+									
165.19	\$1,899,572.75	\$165.19	\$252.80	\$0.00	\$0.08	\$0.04	\$2,839.71	\$35,591.02	\$57,761.01
+									
RECPT ADJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
=									
AVAILABLE FUNDS	\$6,739,733.14	\$618,923.77	\$556,742.93	\$1,166.80	\$20,068.67	\$11,722.25	\$179,930.97	\$75,740.77	\$825,991.71
-									
JUNE EXPENSE	\$1,598,726.49	\$3,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,673.00	\$315.77	\$0.00
-									
EXPENSE ADJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
=									
RECEIPT-EXP BALANCES	\$5,141,006.65	\$615,023.77	\$556,742.93	\$1,166.80	\$20,068.67	\$11,722.25	\$154,257.97	\$75,425.00	\$825,991.71

IMPREST	\$26,615.56								
PAYROLL	\$1,775.48								
CASH AT COUNTY	\$2,126,680.09								\$184,574.46
+									
REGULAR CHECKING	\$277,698.58			\$1,168.80			\$26,003.70	\$202.36	\$567,039.43
+									
MMA ACCOUNT	\$3,131,760.68	\$615,023.77	\$14,459.12		\$20,068.67	\$11,722.25	\$88,255.79	\$75,222.64	\$74,377.82
+									
IMPREST SUSPENSE	\$530.03								
+									
DUE TO BUILDING									
DUE FROM BOND									
CD'S			\$542,283.81				\$40,015.57		
+ or -									
A/R or (A/P)	(\$260,242.42)								
=									
FUND BALANCES	\$5,304,818.00	\$615,023.77	\$556,742.93	\$1,168.80	\$20,068.67	\$11,722.25	\$154,275.06	\$75,425.00	\$825,991.71

THE MONTH ENDING JUNE 30, 2017  
TRIAL BALANCE SUMMARY

	GENERAL	BUILDING	DEPRECN	FEE	QUALIFIED CAPITAL	EMPL BEN	ACTIVITY	CAFETERIA	BOND
06/01/2017 Balance	\$4,627,072.48	\$26,662,103.07	\$539,961.83	\$594.60	\$20,064.54	\$14,857.00	\$166,291.31	\$157,192.42	\$936,080.75
CD Deposit									
+ MTD Receipts	\$1,878,839.44	\$23.26	\$926.38	\$0.00	\$0.08	\$0.06	\$15,177.26	\$55,302.40	\$65,146.54
+ RECPT ADJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
= AVAILABLE FUNDS	\$6,505,911.92	\$26,662,126.33	\$540,888.21	\$594.60	\$20,064.62	\$14,857.06	\$181,468.57	\$212,494.82	\$1,001,227.29
- MTD EXPENSE	\$1,614,252.99	\$3,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82,304.67	\$92,547.65	\$400.00
- EXPENSE ADJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
= RECEIPT-EXP BALANCES	\$4,891,658.93	\$26,658,226.33	\$540,888.21	\$594.60	\$20,064.62	\$14,857.06	\$99,163.90	\$119,947.17	\$1,000,827.29

IMPREST	\$19,336.89								
PAYROLL	\$0.00								
CASH AT COUNTY	\$2,274,501.29								\$192,662.46
+ REGULAR CHECKING	(\$42,204.72)			\$594.60			\$11,347.86	\$208.02	\$659,946.44
+ MMA ACCOUNT	\$3,033,416.25	\$26,658,226.33	\$95,555.89		\$20,064.62	\$14,857.06	\$52,593.83	\$119,739.15	\$148,218.39
+ IMPREST SUSPENSE	\$1,114.07								
+ DUE TO BUILDING DUE FROM BOND									
+ CD'S + or - A/R or (A/P)	(\$394,504.85)		\$443,634.08				\$35,222.21		
= FUND BALANCES	\$4,891,658.93	\$26,658,226.33	\$539,189.97	\$594.60	\$20,064.62	\$14,857.06	\$99,163.90	\$119,947.17	\$1,000,827.29

<b>Gering Public Schools Building Fund 6/30/2017</b>		
<b>Cash Balance</b>	6/30/2017	<u>\$569,180.64</u>
<b>Projected Revenue</b>	07/01/17-08/31/17	
Taxes		\$ -
Loan to General Account		
Interest		<u>\$ 800.00</u>
<b>Total</b>		<u>\$ 800.00</u>
<b>Projected Expenses</b>		\$ -
Admin Building		\$ 7,800.00
Architech Fees		<u>\$ -</u>
<b>Total</b>		<u>\$ 7,800.00</u>
<b>Cash Balance</b>		<u>\$ 562,180.64</u>

<b>Gering Public Schools Depreciation Fund 6/30/2017</b>		
<b>Cash Balance</b>	6/30/2017	\$ 539,189.97
<b>Projected Revenue</b>	07/01/17-08/31/17	
Interest		<u>\$ 600.00</u>
<b>Total</b>		<u>\$ -</u> <u>\$ 539,789.97</u>
<b>Projected Expenses</b>		\$ -
		\$ -
		<u>\$ -</u>
<b>Total</b>		<u>\$ -</u>
<b>Cash Balance</b>		<u>\$ 539,189.97</u>

**SCHEDULE OF INVESTMENTS HELD**

**AS OF MAY 31, 2017**

Depository	Number	Fund	Amount	Rate	Date of Issue	Date of Maturity
Valley Bank	1097688	Depreciation	\$323,934.27	.45%	11-26-08	11-26-17
Valley Bank	1097480	Depreciation	\$121,398.05	.35%	03-18-08	03-18-18
Valley Bank	1097261	Activity-Whitney Parr	\$29,600.37	.70%	08-16-07	08-16-17
US Bank	35050016148 3	Activity-Twyla Fulk	\$5,571.32	.45%		08-06-17

3.05te: July 17, 2017  
 To: Board of Education  
 Re: June Financial Statements.

The Business Committee has reviewed the financial records for the month of June, 2017. Items found in the various bill lists needing further description are notated, if necessary, in the right-hand margin of the Schedule of Checks Written. The remainder of items are typical service or supply expenditures and are adequately defined in the descriptive columns.

General Fund revenue was \$1,878,839.44. General Fund expenditures were \$176,875.50 and the payroll for June totaled \$1,437,378.49. Total General Fund expenditures for June were \$1,614,252.99

Building Fund revenue was \$25.76 and expenditures were \$3,900.00 the Depreciation Fund revenue was \$1.73 and expenditures were \$0.00, the Qualified Capital Fund revenue was \$.08 and expenditures were \$0.00; the Fee Fund revenue was \$0.00 and expenditures were \$0.00 and the Employee Benefit Fund revenue was \$.06 and expenditures were \$0.00.

The Activity Fund revenue was \$61,248.39. Activity Fund expenditures totaled \$28,453.23.

The Cafeteria Fund revenue was \$76,681.83 Cafeteria Fund expenditures were \$82,684.86 plus \$1,915.07 for payroll for a total of \$84,599.93; the Bond Fund revenue was \$65,146.54 and expenditures were \$400.00.

		EXPENSES	REVENUE
GENERAL FUND		\$176,874.50	\$1,878,539.44
	Payroll	\$1,437,378.49	
BUILDING		\$3,900.00	\$23.26
DEPRECIATION		\$0.00	\$926.38
QUALIFIED CAPITAL		\$0.00	\$0.08
EMPLOYEE BENEFIT		\$0.00	\$0.06
ACTIVITY		\$28,453.23	\$61,248.39
CAFETERIA		\$82,684.86	\$76,681.83
	Payroll	\$1,915.07	
FEE FUND		\$0.00	\$0.00
Bond Fund		\$400.00	\$65,146.54

**POLICY 1005.3**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**PARENTAL INVOLVEMENT IN THE SCHOOLS**

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

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

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

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

It is the policy of the district to use only testing methods and testing instruments that are generally recognized by educational professionals to be within sound educational standards and both educationally and academically appropriate. It is the policy of the district to notify parents of any standardized testing that may be scheduled within the school district.

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

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

Legal Reference: Neb. Statute 79-530 to 533

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

Approved 2/16/04

Reviewed 4/28/14

Revised 6/16/14

**POLICY 504.19**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**STUDENT FEES**

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. No fees, specialized or non-specialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

- Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
- Postsecondary education costs means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

- Participation in extracurricular activities, including extracurricular music courses;
- Admission fees and transportation charges for spectators attending extracurricular activities;
- Post-secondary education costs, limited to tuition and fees associated with obtaining credits from the post-secondary institution;
- Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
- Copies of student files or records as allowed by state statute;
- Reimbursement to the district for property lost or damaged by the student;
- Before-and-after-school or prekindergarten services in accordance with state statute;
- Summer school or night school; and
- Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- Participation in extracurricular activities;
- Post-secondary education costs; and
- Summer school or night school.

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any non-specialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified activities; and
3. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The superintendent shall also promulgate regulations authorizing and governing the following areas:

- All fees to be collected within the nine numbered areas of the third paragraph of this policy;
- Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
- Procedures and forms for students or parent/guardians to apply for waivers under this policy;
- Deadlines for waivers for all types of fees;
- Procedures for the handling of fees for students receiving post-secondary education credits;
- Procedures for handling of fees related to summer school or night school; and
- Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

The maximum dollar amount of each fee must be specified as part of this policy.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1005.01, Public Complaints.

This policy will be reviewed and re-adopted annually by August 1 at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each household.

Legal Reference:      Neb. Constitution, Art VII, Sect. 1  
                              Neb. Statute 79-215 (tuition)  
  79-241 (option student busing)  
  79-605 (nonresident busing)  
  79-611 (transportation fees)  
  79-734 (books, equipment and supplies)  
  79-2,104 (student files)  
  79-2,125 to 2,134 (student fees law)  
  79-1104 (before-and-after-school services)  
  79-1106 to 1108 (learners with high ability)

Cross Reference:      505.05 Fines for Lost or Damaged Items  
                              506      Student Activities  
                              507.01 Student Records Access  
                              801      Transportation  
                              802.05 Free or Reduced Cost Meals Eligibility  
                              1005.01 Public Complaints

Approved      07/19/10      Reviewed 7/18/16, 7/19/17

**POLICY 504.19R1**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

STUDENT FEES  
2017-2018  
Gering High School

	<b>Fund</b>	<b>Waiver Eligible</b>	<b>Maximum Cost</b>
Band			
Uniform Cleaning	Activity	Yes	\$ 15.00
T Shirts	Activity	Yes	\$ 20.00
Marching Shoes	Activity	Yes	\$ 35.00
Black Slacks	Activity	Yes	\$ 25.00
Honor Band/Choir	Activity	No	\$ 40.00
Musical Groups	Activity	Yes	\$ 175.00
All School Musical	Fee	No	\$ 100.00
Class Projects	Activity	No	\$ 150.00
College Classes	Fee	No	\$ 800.00
Physiology Cholesterol Check	Direct Pay	No	\$ 25.00
Cap & Gown	Activity	No	\$ 30.00
Cheerleaders	Activity	No	\$ 750.00
Club Apparel	Activity	No	\$ 40.00
Club Dues	Fee	No	\$ 25.00
Field Trips (required)	Activity	Yes	\$ 20.00
Field Trips (not required)	Activity	No	\$ 65.00
Class Dues	Activity	No	\$ 10.00
Activity Tickets	Activity	No	\$ 20.00
Test prep course fees	Activity	No	\$ 20.00
Technology Usage Fee	Fee	Yes	\$ 20.00
Banquet/Dinners	Activity	No	\$ 20.00

**Gering Junior High School**

	<b>Fund</b>	<b>Waiver Eligible</b>	<b>Maximum Cost</b>
Band T-Shirt	Activity	Yes	\$ 15.00
Band Black Slacks	Activity	Yes	\$ 25.00
Honor Band Audition	Activity	No	\$ 40.00
Class Projects	Activity	No	\$ 100.00
Club Dues	Fee	Yes	\$ 5.00
Activity Tickets	Activity	No	\$ 20.00

**POLICY 504.20  
GERING PUBLIC SCHOOLS  
GERING, NE**

**BULLYING PREVENTION**

The board recognizes the negative impact that bullying has on student health, welfare, safety, and the school's learning environment and, therefore, prohibits such behavior. Bullying is defined as any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school sponsored activities or school-sponsored athletic events.

Bullying may constitute grounds for long-term suspension, expulsion or mandatory reassignment, subject to state and federal statutes and the district's student discipline and due process procedures.

It shall be the responsibility of the superintendent to implement appropriate programs or procedures for the purpose of educating students regarding bullying prevention.

This policy shall be reviewed annually.

Legal Reference: Neb. Statute 79-254 et seq. (Student Discipline Act)

Cross Reference: 505 Student Discipline

Approved: 05/17/10 Reviewed 6/23/14

**POLICY 802.5**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**FREE OR REDUCED COST MEALS ELIGIBILITY AND MEAL CHARGES**

The district shall comply with all state and federal laws applying to providing free and reduced meals under the National School Lunch Program, School Breakfast Program, and other related federal grant programs.

Free or Reduced Meals Eligibility

Families of students enrolled in the district who wish to qualify for free or reduced price meals may submit an application on or after July 1 for the current school year. If the financial situation of a household changes during the school year, they may submit a new application to become eligible. Applications are available at the Central Administrative Office of the school building.

Meal Charges

The written meal charge policy and guidelines shall be in place before the beginning of each school year and parents shall be advised of the available payment systems and meal prices. The district will encourage pre-payment of meal balances but the district must include a method for adding funds during the school day such as cash payments at the school office. A qualifying student with money to purchase a reduced price meal must be provided the meal; the district may not use that money for previously unpaid charges if the student intended to buy a meal that day.

All balances remaining in accounts shall carry over to the next month. Balances of households qualifying for free or reduced meals with funds remaining in the account at the end of the school year shall receive a refund. The district shall attempt to contact the household of all students transferring out or graduating from the district to return any unused funds remaining in the student's account. The district may set varying meal charge guidelines for students of different grade levels including charges relating to alternate meals, ala carte items and limits on charges that a parent may set for a student's daily lunch expenditures.

The district must set written guidelines regarding the collection of delinquent meal charges such as the amount of delinquent meal charges which initiate an established collection process, providing notice to households of those students and carrying out appropriate follow-up. Unpaid meal charges are classified as "delinquent debt" and remain on the food service accounting documents until they are collected or written off as uncollectible.

Guidelines must also cover how the district will handle situations where children eligible for reduced price meals do not have money in their accounts to cover the cost of their meal at the time of service. Households must be notified of all payment methods used by the district, including any fees. At least one payment method must be free of charge. The

district cannot solely require the use of an online payment system; another option must be available.

#### Confidentiality

The information provided by families on the free and reduced price application will be used only for determining eligibility for meal or milk benefits and verification of eligibility. Only staff members and organizations carrying out the activities of the School Lunch Act shall have access to this information.

The district should use methods of lunch payment systems such as pre-payment to avoid openly identifying children who qualify for free or reduced meals. Meal cards, tickets, tokens or other methods of payment must not be coded or colored to identify such status.

#### Policy Communication

This policy will be provided in writing to all households at the start of each school year and to households that transfer to the district during the school year.

This policy will also be provided annually to all district staff responsible for enforcing the policy including food service professionals. Staff members such as counselors, school nurses, homeless liaisons, and others assisting students in need should also be informed of the policy.

The district will maintain documentation of the annual distribution of this policy.

Legal Reference: 42 U.S.C. §§ 1751 et seq.  
7 C.F.R. §§ 210 et seq.  
USDA Unpaid Meal Charges, SP 46-2016, 47-2016 and 57-2016.

Cross Reference: 504.19 Student Fees

Legal Reference: 42 U.S.C. §§ 1751 et seq. (1994).

Cross Reference: 504.19 Student Fees

Approved 01/19/04

Reviewed 12/17/12

Revised 1/21/13, 7/19/17