

MINUTES
BOARD OF EDUCATION

October 14, 2024

7:30 PM

President Dave Zimmerman called the meeting to order at 7:30 PM with the following members in attendance:

I. Call Meeting to Order

I.A. Roll Call

I.B. Notice of Nebraska Open Meetings Act Posted

I.C. Motion to excuse Betsy Frerichs from the October 14, 2024, school board meeting

Motion to excuse Betsy Frerichs from the October 14, 2024, school board meeting. This motion, made by Jeff Argo and seconded by Jared McKeever, passed.

Betsy Frerichs: Absent, Jeff Argo: yes, Dana Dorn: yes, Jared McKeever: yes, Debra Schlake: yes, David Zimmerman: yes
yes: 5, no: 0, Absent: 1

II. Approval of Minutes from the September 24, 2024, Special School Board Meeting

Motion to approve minutes from September 24, 2024, special school board meeting. This motion, made by Jeff Argo and seconded by Dana Dorn, passed.

Betsy Frerichs: Absent, Jeff Argo: yes, Dana Dorn: yes, Jared McKeever: yes, Debra Schlake: yes, David Zimmerman: yes
yes: 5, no: 0, Absent: 1

III. Communications, Audiences, and Recognitions

III.A. Public comments will not be received after this period of time. Public comment period is limited to 5 minutes per person and a total of 30 minutes overall.

IV. Financial Statement: Items for Discussion, Consideration, and/or Action

IV.A. Approval of Bills

IV.A.1. General Fund, Special Building Fund, Depreciation Fund, and Qualified Capital Purpose Undertaking Fund Claims

Motion to approve the general fund, special building fund, depreciation fund, and qualified capitol purpose undertaking fund claims. This motion, made by Debra Schlake and seconded by Jared McKeever, passed.

Betsy Frerichs: Absent, Jeff Argo: yes, Dana Dorn: yes, Jared McKeever: yes, Debra Schlake: yes, David Zimmerman: yes
yes: 5, no: 0, Absent: 1

IV.A.2. Lunch & Activity Claims

V. Support Service

V.A. Facility Update

V.B. Personnel Items

V.C. Technology Update

VI. Administrative and Committee Reports

VI.A. Student Board Member Report

VI.B. Elementary Principal's Report

VI.C. Secondary Principal's Report

VI.D. Superintendent's Report

VII. Items for Discussion, Consideration, and/or Action

VII.A. Resolution on School District Standards for Acceptance or Rejection of Option Enrollment Applications

Motion to approve the resolution on school district standards for acceptance or rejection of option enrollment applications. This motion, made by Jared McKeever and seconded by Debra Schlake, passed.

Betsy Frerichs: Absent, Jeff Argo: yes, Dana Dorn: yes, Jared McKeever: yes, Debra Schlake: yes, David Zimmerman: yes
yes: 5, no: 0, Absent: 1

VII.B. Appoint Local Board NASB Delegate Assembly Representative

Motion to appoint Dana Dorn as the NASB delegate assembly representative. This motion, made by Debra Schlake and seconded by Jeff Argo, passed.

Betsy Frerichs: Absent, Dana Dorn: Abstain (With Conflict), Jeff Argo: yes, Jared McKeever: yes, Debra Schlake: yes, David Zimmerman: yes
yes: 4, no: 0, Absent: 1, Abstain (With Conflict): 1

VII.C. Policy 1003: Mission Statement

Motion to approve the update version of Policy 1003: Mission Statement. This motion, made by Dana Dorn and seconded by Debra Schlake, passed.

Betsy Frerichs: Absent, Jeff Argo: yes, Dana Dorn: yes, Jared McKeever: yes, Debra Schlake: yes, David Zimmerman: yes
yes: 5, no: 0, Absent: 1

VII.D. Declare the 1999 Ford Van as Surplus for Immediate Sale of Disposal

Motion to declare the 1999 Ford van as surplus for immediate sale or disposal. This motion, made by Jared McKeever and seconded by Jeff Argo, passed.

Betsy Frerichs: Absent, Jeff Argo: yes, Dana Dorn: yes, Jared McKeever: yes, Debra Schlake: yes, David Zimmerman: yes
yes: 5, no: 0, Absent: 1

VII.E. Option Enrollment Applications

VIII. Adjournment

Motion to adjourn the meeting at 8:14 p.m. This motion, made by Dana Dorn and seconded by Debra Schlake, passed.

Betsy Frerichs: Absent, Jeff Argo: yes, Dana Dorn: yes, Jared McKeever: yes, Debra Schlake: yes, David Zimmerman: yes
yes: 5, no: 0, Absent: 1

BY

President of the Board of Education

Of this School District

ATTEST

Secretary of the Board of Education

of this School District

NEBRASKA OPEN MEETINGS ACT

84-1407. Act, how cited. Sections 84-1407 to 84-1414 shall be known and may be cited as the Open Meetings Act.

84-1408. Declaration of intent; meetings open to public. It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret.

Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.

84-1409. Terms, defined. For purposes of the Open Meetings Act, unless the context otherwise requires:

(1)(a) Public body means (i) governing bodies of all political subdivisions of the State of Nebraska, (ii) governing bodies of all agencies, created by the Constitution of Nebraska, statute, or otherwise pursuant to law, of the executive department of the State of Nebraska, (iii) all independent boards, commissions, bureaus, committees, councils, subunits, or any other bodies created by the Constitution of Nebraska, statute, or otherwise pursuant to law, (iv) all study or advisory committees of the executive department of the State of Nebraska whether having continuing existence or appointed as special committees with limited existence, (v) advisory committees of the bodies referred to in subdivisions (i), (ii), and (iii) of this subdivision, and (vi) instrumentalities exercising essentially public functions; and

(b) Public body does not include (i) subcommittees of such bodies unless a quorum of the public body attends a subcommittee meeting or unless such subcommittees are holding hearings, making policy, or taking formal action on behalf of their parent body, except that all meetings of any subcommittee established under section 81-15,175 are subject to the Open Meetings Act, (ii) entities conducting judicial proceedings unless a court or other judicial body is exercising rulemaking authority, deliberating, or deciding upon the issuance of administrative orders, and (iii) the Judicial Resources Commission or subcommittees or subgroups of the commission;

(2) Meeting means all regular, special, or called meetings, formal or informal, of any public body for the purposes of briefing, discussion of public business, formation of tentative policy, or the taking of any action of the public body; and

(3) Virtual conferencing means conducting or participating in a meeting electronically or telephonically with interaction among the participants subject to subsection (2) of section 84-1412.

84-1410. Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions, or workshops.

(1) Any public body may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. Closed sessions may be held for, but shall not be limited to, such reasons as:

(a) Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body;

(b) Discussion regarding deployment of security personnel or devices;

(c) Investigative proceedings regarding allegations of criminal misconduct;

(d) Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting;

(e) For the Community Trust created under section 81-1801.02, discussion regarding the amounts to be paid to individuals who have suffered from a tragedy of violence or natural disaster; or

(f) For public hospitals, governing board peer review activities, professional review activities, review and discussion of medical staff investigations or disciplinary actions, and any strategy session concerning transactional negotiations with any referral source that is required by federal law to be conducted at arms length.

Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to any public body.

(2) The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The public body holding such a closed session shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1)(a) of this section.

(3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

(4) Nothing in this section shall be construed to require that any meeting be closed to the public. No person or public body shall fail to invite a portion of its members to a meeting, and no public body shall designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.

(5) The act does not apply to chance meetings or to attendance at or travel to conventions or workshops of members of a public body at which there is no meeting of the body then intentionally convened, if there is no vote or other action taken regarding any matter over which the public body has supervision, control, jurisdiction, or advisory power.

84-1411. Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; virtual conferencing authorized; requirements; emergency meeting without notice; appearance before public body.

(1) Until January 1, 2025:

(a) Each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in

subdivision (1)(a)(i) of section 84-1409 or such body's advisory committee, such notice shall be published in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website.

(ii) In the case of the governing body of a city of the second class or village or such body's advisory committee or the governing body of a rural or suburban fire protection district, such notice shall be published by:

(A) Publication in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website; or

(B) Posting written notice in three conspicuous public places in such city, village, or district. Such notice shall be posted in the same three places for each meeting.

(iii) In the case of a public body not described in subdivision (1) (b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.

(iv) In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the public body shall (A) post such notice on its website, if available, and (B) post such notice in a conspicuous public place in such public body's jurisdiction. The public body shall keep a written record of such posting. The record of such posting shall be evidence that such posting was done as required and shall be sufficient to fulfill the requirement of publication.

(c) In addition to a method of notice required by subdivision (1)(b) (i) or (ii) of this section, such notice may also be provided by any other appropriate method designated by such public body or such advisory committee.

(d) Each public body shall record the methods and dates of such notice in its minutes.

(e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting or (ii) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

(2) Beginning January 1, 2025:

(a) Each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (2)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committees, such notice shall be given by:

(A)(I) Publication in a newspaper of general circulation within the public body's jurisdiction that is finalized for printing prior to the time and date of the meeting, (II) posting on such newspaper's website, if available, and (III) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers. Such notice shall be placed in the newspaper and on the websites by the newspaper; or

(B)(I) Posting to the newspaper's website, if available, and (II) posting to a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the public body's jurisdiction is to be finalized for printing prior to the time and date of the meeting. Such notice shall be placed in the newspaper and on the websites by the newspaper.

(ii) In the case of the governing body of a city of the second class or village, any advisory committee of such governing body, or the governing body of a rural or suburban fire protection district, such notice shall be given by:

(A)(I) Publication in a newspaper of general circulation within the public body's jurisdiction that is finalized for printing prior to the time and date of the meeting, (II) posting on such newspaper's website, if available, and (III) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers. Such notice shall be placed in the newspaper and on the websites by the newspaper;

(B)(I) Posting to the newspaper's website, if available, and (II) posting to a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the public body's jurisdiction is to be finalized for printing prior to the time and date of the meeting. Such notice shall be placed in the newspaper and on the websites by the newspaper; or

(C)(III) Posting written notice in three conspicuous public places in such city, village, or district. Such notice shall be posted by the public body in the same three places for each meeting.

(iii) In the case of a public body not described in subdivision (2) (b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.

(iv) In case of refusal, neglect, or inability of the newspaper to publish the notice, the public body shall (A) post such notice on its website, if available, (B) submit a post on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (C) post such notice in a conspicuous public place in such public body's jurisdiction. The public body shall keep a written record of such posting. The record of such posting shall be evidence that such posting was done as required and shall be sufficient to fulfill the requirement of publication.

(3)(a) The following entities may hold a meeting by means of virtual conferencing if the requirements of subdivision (3)(b) of this section are met:

(i) A state agency, state board, state commission, state council, or state committee, or an advisory committee of any such state entity;

(ii) An organization, including the governing body, created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act;

(iii) The governing body of a public power district having a chartered territory of more than one county in this state;

(iv) The governing body of a public power and irrigation district having a chartered territory of more than one county in this state;

(v) An educational service unit;

(vi) The Educational Service Unit Coordinating Council;

(vii) An organization, including the governing body, of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act;

(viii) A community college board of governors;

(ix) The Nebraska Brand Committee;

(x) A local public health department;

(xi) A metropolitan utilities district;

(xii) A regional metropolitan transit authority; and

(xiii) A natural resources district.

(b) The requirements for holding a meeting by means of virtual conferencing are as follows:

(i) Reasonable advance publicized notice is given as provided in subsections (1) and (2) of this section, including providing access to a dial-in number or link to the virtual conference;

(ii) In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as would be provided if virtual conferencing was not used;

(iii) At least one copy of all documents being considered at the meeting is available at any physical site open to the public where individuals may attend the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act; and

(iv) Except as otherwise provided in this subdivision or subsection (4) of section 79-2204, no more than one-half of the meetings of the state entities, advisory committees, boards, councils, organizations, or governing bodies are held by virtual conferencing in a calendar year. In the case of (a) an organization created under the Interlocal Cooperation Act that sells electricity or natural gas, (b) an organization created under the Municipal Cooperative Financing Act, (C) a governing body of a risk management pool and any advisory committee of such governing body, or (D) any advisory committee of any state entity created in response to the Opioid Prevention and Treatment Act, such organization, governing body, or committee may hold more than one-half of its meetings by virtual conferencing if such organization holds at least one meeting each calendar year that is not by virtual conferencing.

(4) Virtual conferencing, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(5) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(6) When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by virtual conferencing. The provisions of subsection (5) of this section shall be complied with in conducting emergency meetings. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

(7) A public body may allow a member of the public or any other witness to appear before the public body by means of virtual conferencing.

(8)(a) Notwithstanding subsections (3) and (6) of this section, if an emergency is declared by the Governor pursuant to the Emergency Management Act as defined in section 81-829.39, a public body the territorial jurisdiction of which is included in the emergency declaration, in whole or in part, may hold a meeting by virtual conferencing during such emergency if the public body gives reasonable advance publicized notice as described in subsections (1) and (2) of this section. The notice shall include information regarding access for the public and news media. In addition to any formal action taken pertaining to the emergency, the public body may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body.

(b) The public body shall provide access by providing a dial-in number or a link to the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act. Reasonable arrangements shall be made to accommodate the public's right to hear and speak at the meeting and record the meeting. Subsection (5) of this section shall be complied with in conducting such meetings.

(c) The nature of the emergency shall be stated in the minutes. Complete minutes of such meeting specifying the nature of the emergency and any formal action taken at the meeting shall be made available for inspection as provided in subsection (5) of section 84-1413.

(9) In addition to any other statutory authorization for virtual conferencing, any public body not listed in subdivision (3)(a) of this section may hold a meeting by virtual conferencing if:

(a) The purpose of the virtual meeting is to discuss items that are scheduled to be discussed or acted upon at a subsequent non-virtual open meeting of the public body;

(b) No action is taken by the public body at the virtual meeting; and

(c) The public body complies with subdivisions (3)(b)(i) and (ii) of this section.

84-1412. Meetings of public body; rights of public; public body; powers and duties.

(1) Subject to the Open Meetings Act, the public has the right to attend and the right to speak at meetings of public bodies, and all or any part of a meeting of a public body, except for closed sessions called pursuant to section 84-1410, may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, a camera, video equipment, or any other means of pictorial or sonic reproduction or in writing. Except for closed sessions called pursuant to section 84-1410, a public body shall allow members of the public an opportunity to speak at each meeting.

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings, including meetings held by virtual conferencing.

(3) No public body shall require members of the public to identify themselves as a condition for admission to the meeting nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. The body shall require any member of the public desiring to address the body to identify himself or herself, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

(4) No public body shall, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience.

(5) No public body shall be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state.

(6) No public body shall be deemed in violation of this section if it holds a meeting outside of this state if, but only if:

(a) A member entity of the public body is located outside of this state and the meeting is in that member's jurisdiction;

(b) All out-of-state locations identified in the notice are located within public buildings used by members of the entity or at a place which will accommodate the anticipated audience;

(c) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including making virtual conferencing available at an in-state location to members, the public, or the press, if requested twenty-four hours in advance;

(d) No more than twenty-five percent of the public body's meetings in a calendar year are held out-of-state;

(e) Out-of-state meetings are not used to circumvent any of the public government purposes established in the Open Meetings Act; and

(f) The public body publishes notice of the out-of-state meeting at least twenty-one days before the date of the meeting in a legal newspaper of statewide circulation.

(7) Each public body shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at a meeting.

(8) Public bodies shall make available at the meeting or the in-state location for virtual conferencing as required by subdivision (6)(c) of this section, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting, either in paper or electronic form. Public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

84-1413. Meetings; minutes; roll call vote; secret ballot; when; agenda and minutes; required on website; when.

(1) Each public body shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.

(2) Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting. The requirements of a roll call or viva voce vote shall be satisfied by a public body which utilizes an electronic voting device which allows the yeas and nays of each member of such public body to be readily seen by the public.

(3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

(4) The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.

(5) Minutes shall be written or kept as an electronic record and shall be available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier, except that cities of the second class and villages may have an additional ten working days if the employee responsible for writing or keeping the minutes is absent due to a serious illness or emergency.

(6) Beginning July 31, 2022, the governing body of a natural resources district, the city council of a city of the metropolitan class, the city council of a city of the primary class, the city council of a city of the first class, the county board of a county with a population greater than twenty-five thousand inhabitants, and the school board of a school district shall make available on such entity's public website the agenda and minutes of any meeting of the governing body. The agenda shall be placed on the website at least twenty-four hours before the meeting of the governing body. Minutes shall be placed on the website at such time as the minutes are available for inspection as provided in subsection (5) of this section. This information shall be available on the public website for at least six months.

84-1414. Unlawful action by public body; declared void or voidable by district court; when; duty to enforce open meeting laws; citizen's suit; procedure; violations; penalties.

(1) Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty days of the meeting of the public body at which the alleged violation occurred. Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in substantial violation of the Open Meetings Act shall be voidable by the district court if the suit is commenced more than one hundred twenty days after but within one year of the meeting of the public body in which the alleged violation occurred. A suit to void any final action shall be commenced within one year of the action.

(2) The Attorney General and the county attorney of the county in which the public body ordinarily meets shall enforce the Open Meetings Act.

(3) Any citizen of this state may commence a suit in the district court of the county in which the public body ordinarily meets or in which the plaintiff resides for the purpose of requiring compliance with or preventing violations of the Open Meetings Act, for the purpose of declaring an action of a public body void, or for the purpose of determining the applicability of the act to discussions or decisions of the public body. It shall not be a defense that the citizen attended the meeting and failed to object at such time. The court may order payment of reasonable attorney's fees and court costs to a successful plaintiff in a suit brought under this section.

(4) Any member of a public body who knowingly violates or conspires to violate or who attends or remains at a meeting knowing that the public body is in violation of any provision of the Open Meetings Act shall be guilty of a Class IV misdemeanor for a first offense and a Class III misdemeanor for a second or subsequent offense.

Revised 07/2024

MINUTES
BOARD OF EDUCATION
September 24, 2024
6:30 PM

I. Call Meeting to Order

President Dave Zimmerman called the meeting to order at 6:30 p.m. and the following members were present: Betsy Frerichs, Dana Dorn, Dave Zimmerman, Jared McKeever, & Jeff Argo. The following administrator was present: Christopher Prososki.

Reasonable advance publicized notice of the meeting was given according to law by publishing, a designated method for giving notice of the school district. Posted Location:

- Fairbury Journal-News

Posted Date: 9/18/2024

Reasonable advance notice was simultaneously given to board members and a copy of their acknowledgment of receipt of notice and the agenda attached. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

I.A. Roll Call

I.B. Motion to exclude Debra Schlake from the Special School Board Meeting

Motion to exclude Debra Schlake from the special school board meeting. This motion, made by Dana Dorn and seconded by Jeff Argo, passed.

yes: 5, no: 0, Absent: 1

I.C. Notice of Nebraska Open Meetings Act Posted

President Dave Zimmerman announced that a complete copy of the Nebraska Open Meetings Act was posted on the back of the board of education meeting room.

II. Approval of Minutes from the September 9, 2024, Regular Board Meeting and the September 9, 2024, Budget Hearing

Motion to approve minutes from from the September 9, 2024, Regular Board Meeting and the September 9, 2024, Budget Hearing. This motion, made by Jeff Argo and seconded by Betsy Frerichs, passed.

yes: 5, no: 0, Absent: 1

III. Communications, Audiences, and Recognitions

III.A. Public comments will not be received after this period of time. Public comment period is limited to 5 minutes per person and a total of 30 minutes overall.

IV. Items for Discussion, Consideration, and/or Action

IV.A. Policy 6043: Sharing Mapping Data

Motion to approve Policy 6043: Sharing Mapping Data. This motion, made by Jeff Argo and seconded by Dana Dorn, passed.

yes: 5, no: 0, Absent: 1

With the passage of LB 1329, school districts may choose to apply for grant funding to create and share mapping data (defined as maps relating to the school buildings or school property with data for an efficient emergency response to such buildings or property) with public safety agencies. If a district wants to apply for a grant to create and share this information, a district must pass Policy 6043: Sharing Mapping Data, and ensure that the creation and distribution of the mapping data meets the requirements of the legislation.

IV.B. The 2024-2025 Southern Public Schools Budget

Motion to approve the 2024-2025 Southern Public Schools Budget. This motion, made by Jared McKeever and seconded by Dana Dorn, passed.

yes: 5, no: 0, Absent: 1

Dr. Prosocki gave an overview of the proposed 2024-2025 budget. The 2024-2025 budget continues to invest in meeting the needs of our district, which continues to have growing student needs dating back to the pandemic. The General Fund budget of expenditures shown on the Notice of Budget Hearing and Budget Summary (Public Notice) is greatly inflated to allow the district to expend "unused budget authority" for future years, and does not accurately reflect actual anticipated expenditures. The district over-estimates the budget of expenditures of all active funds so the district does not have to amend the budget later in the year due to unanticipated costs (Activities Fund, Depreciation Fund, Employee Benefit Fund, General Fund, School Nutrition Fund, Special Building Fund, & Qualified Capital Purpose Undertaking Fund). The Notice of Budget Hearing and Budget Summary (Public Notice) is very deceiving to the public, and the only actual figures are Actual Disbursements & Transfers (Column 1) and Total Personal and Real Property Tax Requirement (Column 7).

For the 2024-2025 school year, the district gained \$410,182 in valuation revenue. These numbers do not account for the increased costs to run a school district over the years (utility increases, salary and benefit increases, insurance increases, inflation, etc.). The overall personnel cost will be up by \$247,486. He noted that this figure does not include purchased services through ESU 5 for special education services that are mandated by state and federal law and these services will cost \$250,000 this upcoming school year. In addition, the district needs to replace a chiller at the Jr./Sr. High School, and 2 condensers at the elementary school, which will cost the district around \$350,000-\$450,000 this school year.

Dr. Prosocki noted the valuation in Gage County was \$489,589,626 and the valuation in Pawnee County was \$1,550,940. The district's overall valuation was \$491,140,566, and Southern saw an increase 12.80% or a \$55,748,161 increase between Gage and Pawnee Counties from the prior year. Dr. Prosocki noted that 85% of the district expenditures are in personnel and the other 15% of expenditures are fixed costs that cannot change.

Tax Year	Gage County Valuation	% Change (Prior Year)	Pawnee County Valuation	% Change (Prior Year)	Overall Valuation	% Change (Prior Year)	\$ Change (Prior Year)
2020	\$378,656,597	(0.93%)	\$1,374,630	(0.10%)	\$380,031,227	(0.92%)	(\$3,533,577)
2021	\$387,897,024	2.44%	\$1,391,515	1.23%	\$389,288,539	2.43%	\$9,257,312
2022	\$399,748,194	3.05%	\$1,442,600	3.67%	\$401,190,794	3.05%	\$11,902,255
2023	\$433,936,240	8.55%	\$1,456,165	0.94%	\$435,392,405	8.52%	\$34,201,611
2024	\$489,589,626	12.82%	\$1,550,940	6.05%	\$491,140,566	12.80%	\$55,748,161

IV.C. The 2024-2025 Property Tax Resolution

Motion to approve the 2024-2025 Property Tax Resolution. This motion, made by Jared McKeever and seconded by Jeff Argo, passed.
yes: 5, no: 0, Absent: 1

Dr. Prosocki gave an overview of the proposed 2024-2025 property tax request and tax rate. Dr. Prosocki recommended the General Fund levy be set at \$0.9359, the Special Building Fund levy be set at \$0.075, and the Qualified Capital Purpose Undertaking Fund be set at \$0.03. He recommended the overall levy be set at 1.0409. Based on these recommended mill levies, the General Fund tax request will generate \$4,596,723, the Special Building Fund tax request will generate \$368,354, and the Qualified Capital Purpose Undertaking Fund tax request will generate \$147,341. The overall proposed tax request will generate \$5,112,418. Based on these proposed figures, the overall mill levy will decrease by around 0.039 cents from the previous year, and the tax request will go up by \$410,182 from the previous year. Lastly, Dr. Prosocki gave the board a breakdown of the tax request over the past five years, a breakdown of the mill levy request over the past five years, and Pioneer Conference cost per pupil comparison for the 2022-2023 school year by Average Daily Membership.

Year	Building Fund	QCPUF	Bond Fund	General Fund	Total
2020-2021	\$ 38,003	\$ 114,009		\$ 3,952,324	\$ 4,104,336
2021-2022	\$ 38,928	\$ 116,786		\$ 4,048,600	\$ 4,204,314
2022-2023	\$ 200,595	\$ 120,358		\$ 4,011,908	\$ 4,332,861
2023-2024	\$ 326,543	\$ 130,617		\$ 4,245,076	\$ 4,702,236
2024-2025	\$ 368,354	\$ 147,341		\$ 4,596,723	\$ 5,112,418

	Building Fund	QCPUF	Bond Fund	General Fund	Total
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2020-2021	0.0100	0.0300		1.0400	1.0800
2021-2022	0.0100	0.0300		1.0400	1.0800
2022-2023	0.0500	0.0300		1.0000	1.0800
2023-2024	0.0750	0.0300		0.9750	1.0800
2024-2025	0.0750	0.0300		0.9359	1.0409

**Cost Per Pupil (2022-2023)
Average Daily Membership (ADM)
Pioneer Conference Comparison**

District	Rank (244 Districts Total)	Per Pupil Spending (ADM)
Johnson-Brock	42	\$15,607
Sterling	86	\$18,749
Southern	102	\$19,788
Friend	163	\$23,026
Pawnee City	173	\$23,473
Diller-Odell	193	\$24,890
Lewiston	215	\$29,579
HTRS	234	\$32,438
Exeter-Milligan	236	\$34,509
FCSH	N/A	N/A
NCL	N/A	N/A

V. Adjournment

Motion to adjourn the meeting at 6:39 p.m. This motion, made by Jeff Argo and seconded by Dana Dorn, passed.

yes: 5, no: 0, Absent: 1

The next Regular Board meeting is scheduled for 7:30 p.m., October 14, 2024, at Southern Jr./Sr. High School Boardroom in Wymore. The Board of Education will usually adhere to the sequence of the published agenda, but reserves the right to adjust the order of items if necessary and may elect to amend the agenda as deemed necessary.

BY

President of the Board of Education
Of this School District

ATTEST

Secretary of the Board of Education
of this School District

PUBLIC PARTICIPATION

INSTRUCTIONS FOR MEMBERS OF THE PUBLIC WHO WISH TO SPEAK:
This is the portion of the meeting when members of the public may speak to the board about matters of public concern.

- **Getting Started:** When you have been recognized, please identify yourself, including an address and the name of any organization you represent. The board may waive the address requirement to protect the security of the individual.
- **Time Limit:** The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 6 individuals who wish to address the board, the 30 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.
- **Personnel or Student Topic:** If you are planning to speak about a personnel or a student matter involving an individual, please understand that the district has a complaint policy and/or procedures to resolve such complaints and concerns. The Board requests that you follow the policy and procedures before addressing these matters with the Board. Board members will generally not respond to any questions you ask or comments about individual staff members or students.
- **General Rules:** This is a public meeting for the conduct of business. Comments from the audience while others are speaking will not be tolerated. Lewd, obscene, profane, slanderous, threatening and hostile conduct or statements and fighting words (words whose mere utterance entails a call to violence) will not be tolerated.
- **No Action by the Board:** The board will not act on any matter unless it is on the published agenda.

Southern Public Schools

2025-2026 District Calendar

July—2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August—2025

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10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

September—2025

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28	29	30				

October—2025

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November—2025

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December—2025

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21	22	<u>23</u>	24	25	26	27
28	29	30	31			

Note: Any/all mechanical or weather related loss of school time will be made up at the discretion of the Board of Education and/or the Superintendent.

Student Instructional Days **173**
Teacher Contract Days **182**

August—2025
18-20 Teacher In-Service (No School)

21 First Day of Classes

September—2025

1 Labor Day (No School)

October—2025

2 Early Dismissal (1:20/1:30 p.m.)
Parent Teacher Conferences (3:00 p.m. – 8:00 p.m.)

3 Fall Break (No School)

10 End of First Quarter (35 Days)

13 Teacher In-Service (No School)

14 Second Quarter Begins

31 Teacher In-Service (No School)

November—2025

2 Standard Time Begins

26-28 Thanksgiving Break (No School)

December—2025

23 Early Dismissal (1:20/1:30 p.m.)
End of Second Quarter (47Days)

24-31 Winter Break (No School)

January—2026

1-5 Winter Break (No School)

6 Teacher In-Service (No School)

7 First Day of Third Quarter

February—2026

19 Early Dismissal (1:20/1:30 p.m.)
Parent Teacher Conferences (3:00 p.m. – 8:00 p.m.)

20 Teacher In-Service (No School)

March—2026

6 Spring Break (No School)

8 Daylight Savings Begins

12 End of Third Quarter (45 Days)

13 Spring Break (No School)

16 Fourth Quarter Begins

April—2026

3 Spring Break (No School)

6 Spring Break (No School)

May—2026

8 Last Day for Seniors

16 Graduation (5:00 p.m.)

21 Early Dismissal (1:20/1:30 p.m.)
End of Fourth Quarter (47 Days)

January—2026

S	M	T	W	T	F	S
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February—2026

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March—2026

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29	30	31				

April—2026

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May—2026

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24	25	26	27	28	29	30
31						

June—2026

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21	22	23	24	25	26	27
28	29	30				

Key: Blue Font (Single Underline) = Late Start or Early Dismissal
Red Font = **Holidays/Non-Contract Days (No School)**
Red Font (Strikethrough) = ~~Teacher In-Service (No School)~~
[] = First/Last Day of the Quarter

Southern Public Schools

2025-2026 Preschool Calendar

July—2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

August—2025

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31						

September—2025

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October—2025

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26	27	28	29	30	31	

November—2025

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December—2025

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21	22	<u>23</u>	24	25	26	27
28	29	30	31			

Note: Any/all mechanical or weather related loss of school time will be made up at the discretion of the Board of Education and/or the Superintendent.

Student Instructional Days **146**
Teacher Contract Days **182**

August—2025
18-20 Teacher In-Service (No School)

21 First Day of Classes

September—2025

1 Labor Day (No School)

October—2025

2 Early Dismissal (1:20/1:30 p.m.)
Parent Teacher Conferences (3:00 p.m. – 8:00 p.m.)

3 Fall Break (No School)

9 End of First Quarter (29 Days)

13 Teacher In-Service (No School)

14 Second Quarter Begins

November—2025

2 Standard Time Begins
26-28 Thanksgiving Break (No School)

December—2025

23 Early Dismissal (1:20/1:30 p.m.)
End of Second Quarter (39Days)
24-31 Winter Break (No School)

January—2026

1-5 Winter Break (No School)
6 Teacher In-Service (No School)
7 First Day of Third Quarter

February—2026

19 Early Dismissal (1:20/1:30 p.m.)
Parent Teacher Conferences (3:00 p.m. – 8:00 p.m.)

March—2026

8 Daylight Savings Begins
12 End of Third Quarter (39 Days)
16 Fourth Quarter Begins

April—2026

6 Spring Break (No School)

May—2026

21 Early Dismissal (1:20/1:30 p.m.)
End of Fourth Quarter (39 Days)

18 19 20 21 22 ~~23~~ 24
25 26 27 28 29 ~~30~~ 31

February—2026

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	<u>19</u>	20	21
22	23	24	25	26	27	

March—2026

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April—2026

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26	27	28	29	30		

May—2026

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24	25	26	27	28	29	30
31						

June—2026

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Key: Blue Font (Single Underline) = Late Start or Early Dismissal
Red Font = Holidays/Non-Contract Days (No School)
Red Font (Strikethrough) = Teacher In-Service (No School)
[] = First/Last Day of the Quarter

January—2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	[7	8	9	10
11	12	13	14	15	16	17

Southern School District Grants Report 2024-2025 (First Semester)

As in past year, grant writing for the year has focused on supporting the District's Strategic Plan and individual building site plans. All grant awards fall outside the spending lid. Listed below are the current grant totals for the first semester of the 2024-2025 school year.

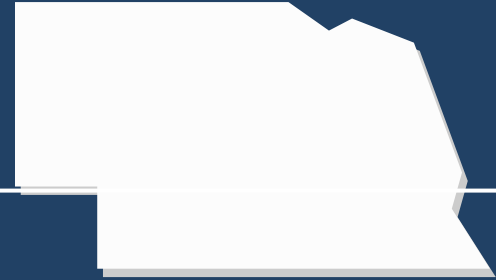
Grant Program/Title	Amount
Career & Technical Education (CTE) Grant	\$7,500
ESSA Consolidated (Improving Academic Achievement of Disadvantaged Students)	\$120,421
High Ability Learner/Rule 3 (Gifted Student Program)	\$4,951
*Rural Community Recovery Program (RCRP) Grant (New PK-6 Playground Equipment)	\$250,000
*School Emergency Response Mapping Grant	\$12,265
School Safety & Security Grant (New Elementary School Entrance)	\$20,005
SPED IDEA Consolidated	\$127,027
Support Services – Flex Funding	\$15,404
*Thomas Foundation Grant (Jr./Sr. High School Remodel Project)	\$40,000
Total Grants Awards	\$597,573

Grants provide funding for projects and activities that otherwise might not be included in our school's budget. Schools and teachers write smaller grants that provide funding for things in their classroom. Larger grants are written by the superintendent and generally come from private foundations or state/federal funding sources. Unlike class A & B districts, Southern does not employ a full-time grant writer on staff.

***Please Note:** The grant program/titles highlighted in green were submitted, but the district has not received confirmation if the grants have been received or not.

NASB

Nebraska Association of School Boards



Superintendent Evaluation – VIII

<u>Standard #3: Board Relations</u>	Meets Expectations	Needs Improvement	Not Applicable
1. Provides leadership to maintain the board's focus on student achievement.			
2. Attends and participates in all board meetings unless specifically excused by the board from its consideration of the superintendent's performance, contract, or salary.			
3. Develops in cooperation with the board president the agenda for each board meeting.			
4. Ensures that all board meetings are legally conducted and communicated to the public in accordance with the Nebraska Open Meetings Act.			
5. To the greatest extent possible, ensures that the board has adequate information and sufficient time to make critical decisions on behalf of the district.			
6. In cooperation with the board president, develops and maintains an annual board calendar that ensures timely consideration of: (a) routine matters requiring board approval, (b) follow-up reports requested by the board, (c) regular updates on district goals and the school improvement plan, (d) regular updates on student achievement data, and (e) continuous policy review.			
7. Ensures that administrative recommendations to the board identify: (a) the situation necessitating the recommendation, (b) how the recommendation relates to district and/or school improvement goals and district policies, (c) the options reviewed and the reason for selecting this recommendation, (d) the benefit that is expected to result from the implementation, (e) the personnel that will be involved in or affected by the implementation, (f) the immediate and long-term cost of the implementation (g) how the staff will measure the results of the implementation, and (g) how and when progress will be reported to the board (see AIM document for format).			
8. Using agreed-upon methods, communicates with the board between meetings to ensure that all members have current information about district issues and activities.			

Comments:

1. Areas for commendation

SUPERINTENDENT EVALUATION: BOARD SUMMARY

Board President Signature

Date

Superintendent Signature

Date

SUPERINTENDENT GOALS FORM

Date of Adoption: _____

Review Period from _____ to _____

The signatures below indicate that the school board and superintendent have agreed on performance requirements for the superintendent, the indicators that the school board will examine to determine whether the superintendent has met each requirement, and the information the school board will need in order to measure performance.

Performance Goal #1: <i>(Goal Statement)</i>
--

Indicators: *(The superintendent will ...)*

Evidence need to measure progress or achievement:

Board President Signature

Superintendent Signature

Date

Date

Southern Public Schools

Technology Rotation Schedule

Year of Implementation

- 2021-2022
 - Teacher/Counselor Laptops
 - 39 MacBook Airs Purchased
 - School Board Members
 - 6 Laptops Purchased
- 2022-2023
 - Elementary School (2-6)
 - 45 MacBook Airs Purchased (Elementary School)
 - Jr./Sr. High School (7-12)
 - 45 MacBook Airs Purchased (Jr./Sr. High School)
- 2023-2024
 - Elementary School (PK-1)
 - 70 iPads Purchased
 - Jr./Sr. High School (7-12)
 - 35 MacBook Airs Purchased
 - Principals/Technology Director
 - 3 MacBook Pros Purchased
- 2024-2025
 - Elementary School (2-6)
 - 30 MacBook Airs Purchased
 - Jr./Sr. High School (7-12)
 - 30 MacBook Airs Purchased
 - Library/Office Staff
 - 7 iMacs or Laptops Purchased (Move Extra Devices to Kitchen Staff)
- 2025-2026
 - Teacher/Counselor Laptops
 - 39 MacBook Airs Purchased
 - School Board Members
 - 6 Laptops Purchased
- 2026-2027
 - Elementary School (2-6)
 - 35 MacBook Airs Purchased (Elementary School School)
 - Jr./Sr. High School (7-12)
 - 35 MacBook Airs Purchased (Jr./Sr. High School School)
- 2027-2028
 - Elementary School (PK-1)
 - 70 iPads Purchased
 - Jr./Sr. High School (7-12)
 - 35 MacBook Airs Purchased
 - Principals/Technology Director
 - 3 MacBook Pros Purchased

RESOLUTION ON SCHOOL DISTRICT STANDARDS FOR ACCEPTANCE OR REJECTION OF OPTION ENROLLMENT APPLICATIONS

WHEREAS, Southern Public Schools is committed to providing an education of high quality to its students in an economically efficient manner; and

WHEREAS, the school district's faculty, facilities, and equipment can serve only a limited number of students effectively; and

WHEREAS, the Southern Board of Education, in consultation with the administration, has reviewed the school district's faculty, facilities, equipment, interdisciplinary efforts and interrelationships of grades, subjects, and faculty; and has determined the maximum number of students it can serve effectively at any given grade level and in total;

NOW, THEREFORE BE IT RESOLVED that the board adopts the following standards for acceptance or rejection of option enrollment applications:

Special Education Capacity. Capacity for special education services will be determined on a case-by-case basis. If an application for option enrollment received by the school district indicates that the student has an individualized education program under the federal Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., or has been diagnosed with a disability as defined in section 79-1118.01, the application will be evaluated by the director of special education services or the director's designee who must determine if the school district and the appropriate class, grade level, or school building has the capacity to provide the applicant the appropriate services and accommodations. The Federal Educational Rights and Privacy Rights Act (FERPA) (20 U.S.C. § 1232g) permits the release of education records when a student seeks or intends to enroll in a different school district.

Numeric Capacity. For the 2025-2026 school year, the capacity in the following grade levels, programs, classes, and/or school buildings is as follows:

- Kindergarten – A maximum of 20 students per class.
- First Grade – A maximum of 22 students per class.
- Second Grade through Sixth Grade – A maximum of 25 students per class.
- Seventh through twelfth grade – A maximum of 25 students per class.

Programmatic Capacity. For the 2025-2026 school year, the board declares the following grade levels, programs, classes, and school buildings

to be at capacity such that no option applications into any of the following will be accepted:

- The Southern High School Alternative Education program is closed.

Other Standards. The school district shall not accept an option student when acceptance of the student:

- (a) Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
- (b) Would require the procurement of new equipment, technology, or furnishings;
- (c) Would cause or require the rearrangement of caseloads for staff and contracted professionals;
- (d) Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
- (e) May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.

After the above resolution was read, board member _____ moved for passage of the motion. Board member _____ seconded the motion. After discussion, and on roll call vote, the following members voted in favor of the motion: _____

The following members voted against the motion:
_____.

The following members did not vote:
_____.

Having been consented to by a majority of the voting members, the board president declared the motion to have been passed and adopted.

Dated _____.

President, Board of Education

1003
Mission Statement

Mission:

Southern School District; a small-school community with big opportunities, empowers and engages students in educational, extracurricular, and real-world experiences that develop responsible, respectful, and productive citizens.

Motto:

The Southern School District... a small-school community with big opportunities.

Belief Statements:

We believe all staff and students have the right to a learning environment that is conducive to high student achievement by ensuring everyone is emotionally, socially, and physically safe.

We believe in fostering the growth of our students in a technological world by integrating the tools of today to prepare them for the future.

We believe in helping students learn the value of leadership and how to become independent, problem-solving thinkers in society.

We believe in stewarding a growth mindset by supporting staff and students in becoming lifelong learners.

We believe our staff are valuable role models that empower our students to become responsible, respectful, and safe citizens.

School Improvement Goals

- All students will improve their reading comprehension.

Southern School District #1
School Improvement Steering Committee

Adopted on: 6-11-2018

Revised on: 10-14-2024

Reviewed on: _____



NEBRASKA
52498
SCHOOL DISTRICT



V8



3019
Sale or Disposal of School Property

In selling school property, whether real or personal, the board of education shall be mindful of its financial obligation to the taxpayers of the school district. The board may sell school property in the manner it deems most appropriate for the particular property (e.g., by taking bids, by auction, or by selling the property for a specified price). The board shall take action at a regular meeting to approve the sale or disposal of property by the statutorily required two-thirds vote of the members before selling or disposing of it.

Adopted on: 8-13-2018

Revised on: _____

Reviewed on: _____